



DATE OF ISSUE: 03 SEPTEMBER 2010

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 35 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 Minerals Resources:** Kindly note that although the post of DD: Financial Planning, advertised in PSVC 22 of 2010, was advertised on level 12, it will be filled on level 11 and the closing date should be the 10<sup>th</sup> of September 2010.  
**The presidency:** Kindly note that the post of Food Services Aid (post 34/46), advertised in PSVC 34 of 2010 has been withdrawn.

**INDEX  
NATIONAL DEPARTMENTS**

<b>NATIONAL DEPARTMENT</b>	<b>ANNEXURE</b>	<b>PAGES</b>
<b>AGRICULTURE, FORESTRY AND FISHERIES</b>	<b>A</b>	<b>03 – 07</b>
<b>DEFENCE</b>	<b>B</b>	<b>08 – 15</b>
<b>ENERGY</b>	<b>C</b>	<b>16 – 17</b>
<b>ENVIRONMENTAL AFFAIRS</b>	<b>D</b>	<b>18 – 21</b>
<b>HEALTH</b>	<b>E</b>	<b>22</b>
<b>INDEPENDENT COMPLAINTS DIRECTORATE</b>	<b>F</b>	<b>23</b>
<b>JUSTICE AND CONSTITUTIONAL DEVELOPMENT</b>	<b>G</b>	<b>24 – 30</b>
<b>MINERALS RESOURCES</b>	<b>H</b>	<b>31 – 34</b>
<b>PUBLIC WORKS</b>	<b>I</b>	<b>35 – 39</b>
<b>SOCIAL DEVELOPMENT</b>	<b>J</b>	<b>40 – 42</b>
<b>TOURISM</b>	<b>K</b>	<b>43 – 44</b>
<b>TRADE AND INDUSTRY</b>	<b>L</b>	<b>45</b>

**PROVINCIAL ADMINISTRATIONS**

<b>PROVINCIAL ADMINISTRATION</b>	<b>ANNEXURE</b>	<b>PAGES</b>
<b>GAUTENG</b>	<b>M</b>	<b>46</b>
<b>KWAZULU-NATAL</b>	<b>N</b>	<b>47 – 52</b>
<b>WESTERN CAPE</b>	<b>O</b>	<b>53 - 55</b>

## DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

**APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056, Application Enquiries: (012) 811 1900/1 OR (012) 811 9909/10

**FOR ATTENTION** : URS Response Handling

**CLOSING DATE** : 17 September 2010

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

## OTHER POSTS

**POST 35/01** : **REGISTRAR: GENETICALLY MODIFIED ORGANISMS ACT REF NO: 208/2010**  
Directorate: Bio-safety

**SALARY** : R378 456 per annum (all inclusive package)

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of a B.Sc. degree with Botany, Zoology, Biotechnology, Microbiology or Genetics as a major subject(s) (you are required to furnish a credit certificate and/or statement of results) and a M.Sc. degree (provide an abstract of your Master's thesis) or a M. Tech degree with specialisation in Biological Sciences. Relevant experience in the principles of biotechnology and genetic modification. Knowledge on the status of Agricultural Biotechnology in South Africa and globally. The ability to interpret requirements and provisions of legislation, policies and other issues relating to Bio-safety, including the Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997) (GMO Act) and Cartagena Protocol on Bio-safety. Knowledge and understanding of other legislation which aims to promote conservation and sustainable use of genetic resources, with particular reference to the National Environmental Management Act, 1998 (Act No. 107 of 1998), the National Environmental Management Biodiversity Act, 2004 (Act No. 10 of 2004) and the Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act No. 54 of 1972). Knowledge and understanding of the process of risk analysis and risk management in terms of the application of the GMO Act. Good communication skills (verbal and written). Good planning and organisational skills. Ability to work independently and under pressure. Computer literacy in MS Office software (Word, Excel and Access). The ability to compile documents such as submissions, letters, reports, recommendations and other line function documentation independently. A valid driver's licence and the ability to drive. The candidate must be willing to travel extensively, nationally and internationally.

**DUTIES** : The incumbent will be responsible to manage all administrative processes related to the GMO Act to ensure compliance to provisions of the Act and other relevant policies, strategies, norms and standards. Facilitate knowledge and information management related to GMO's on Bio-safety including the management of the National Bio-safety Clearing House (BCH). Provide administrative support to regulatory bodies appointed in terms of the Act, such as the Executive Council (EC) and Advisory Committee (AC). Report on all regulated activities under the Act and execute instructions emanating from

these regulatory bodies. Contribute towards policy development and legislative amendments as well as Ministerial, Cabinet and Parliamentary queries. Liaise with key stakeholders and clients on issues related to the GMO Act. Manage the office of the Registrar in terms of personnel, finance and organisational performance.

**ENQUIRIES**

:

Ms C. Arendse, Tel. 012 319 6199

**POST 35/02**

:

**SENIOR STATISTICIAN REF NO: 212/2010**

Directorate: Agricultural Statistics

**SALARY**

:

R192 540 per annum

**CENTRE**

:

Pretoria

**REQUIREMENTS**

:

Applicants should be in possession of a Bachelor's degree with Statistics or Mathematical Statistics and Agricultural Economics or Economics as major subjects (you are required to furnish a credit certificate and/or statement of results). Appropriate experience in the Agricultural or Statistics field. Computer literacy in MS Office software.

**DUTIES**

:

The incumbent will be responsible for the collection, processing and compilation of the quarterly expenditure account for the South African agricultural, forestry and fisheries sectors as well as monitoring indicators to determine economic trends in the agricultural sector. Apply appropriate statistical methodology to design and draw samples as well as compile relevant questionnaires. Compile economic accounts for the sector. Develop a system for analysing, evaluating and interpreting the data collected. Produce fluent and graphically illustrated reports.

**ENQUIRIES**

:

Ms E. Matsei, Tel. 012 319 8454

**POST 35/03**

:

**STATISTICIAN REF NO: 203/2010**

Directorate: Agricultural Statistics

**SALARY**

:

R161 970 per annum

**CENTRE**

:

Pretoria

**REQUIREMENTS**

:

Applicants should be in possession of a Bachelor's degree with Statistics/Mathematical Statistics and Agricultural Economics/Economics as major subjects (you are required to furnish a credit certificate and/or statement of results). Computer literacy in MS Office software.

**DUTIES**

:

The incumbent will be responsible for the collection, processing and compilation of the quarterly expenditure account for the South African agricultural, forestry and fisheries sectors. Monitor the expenditure account to determine economic trends in the agricultural sector. Apply appropriate statistical methodology to design and draw samples as well as compile relevant questionnaires. Compile economic accounts for the sector. Develop a system for analysing, evaluating and interpreting the data collected. Produce fluent and graphically illustrated reports.

**ENQUIRIES**

:

Ms E. Matsei, Tel. 012 319 8454

**POST 35/04**

:

**SENIOR PLANT HEALTH OFFICER REF NO: 210/2010**

Directorate: Plant Health

**SALARY**

:

R161 970 per annum

**CENTRE**

:

Stellenbosch

**REQUIREMENTS**

:

Applicants must be in possession of a Bachelor's degree with Entomology as a major subject (you are required to furnish a credit certificate/statement of results). Appropriate experience in the detection and identification of insects and mites. Experience in the field of molecular biology will serve as an advantage. Computer literacy in MS Office software. Must have proven supervisory skills and should be in possession of a valid driver's licence.

**DUTIES**

:

The incumbent will be responsible for the inspection of imported plant material and plant products upon arrival and inspection of plants maintained in off-site quarantine facilities. Detection and identification of insects and mites. Maintenance of reference material and cultures. Maintenance of record keeping systems, re: information and procedures, samples received and results. Optimise and implement diagnostic techniques and procedures. Supervision and evaluation of subordinates. Maintenance of laboratory management systems.

**ENQUIRIES**

:

Ms M. Arendse, Tel. 021 809 1605

**POST 35/05**

:

**PLANT HEALTH OFFICER REF NO: 214/2010**

Directorate: Plant Health

**SALARY**

:

R130 425 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : The Applicants must be in possession of a Bachelor's degree or National diploma in Natural or Agricultural Science with Plant Pathology, Entomology, Botany, Horticulture, Zoology or Pest Control as one of the major subjects (you are required to furnish a credit certificate and/or statement of results) with sufficient experience. Good interpersonal relations as the candidate will be responsible for developing, coordinating and monitor content for plant health awareness and promotions programmes. Good communication and report writing skills. Knowledge and understanding of matters related to the publication of scientific articles and manual in national and international leading magazines. Good knowledge and understanding of the World Trade Organisation Agreement on the Application of Sanitary and Phytosanitary Measures as well as the International Plant Protection Convention and its International Standards for Phytosanitary Measures. Good communication skills (Verbal and Written), Computer literacy MS Office package (MS Outlook, Word, PowerPoint and Excel as well as Internet Explorer). Ability to work under pressure with minimal supervision. The candidate must be willing to travel and work away from home/office, often at short notice.

**DUTIES** : The incumbent will be responsible for administration, development, coordination and implementation of plant health awareness and promotions programmes to reduce plant health risk. Development of plant health promotional material. Maintenance of electronic and manual information system on plant health matters. Identification of sources of information on plant health matters. Monitoring and evaluation of plant health awareness and promotions programmes.

**ENQUIRIES** : Mr M.W. Sekgala Tel, 012 319 6295

**POST 35/06** : **ADMINISTRATIVE OFFICER REF NO: 201/2010**  
Directorate: Agricultural Statistics

**SALARY** : R130 425 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants should be in possession of a Bachelor's degree or National diploma and experience in Administration. Knowledge of budgets, the PFMA, procurement, meeting procedures and asset management is required. Must have good interpersonal, communication (verbal and written), planning and organisation skills. Candidates must be computer literate with excellent knowledge of MS Office software (Word, Excel, PowerPoint and Outlook) as well as Internet Explorer. An understanding of the Public Service systems and procedures will serve as an advantage. Must be able to work independently and under pressure.

**DUTIES** : The incumbent will be responsible to provide assistance with regard to the compiling, monitoring and controlling of the budget of the Directorate. Assist with the management of inventory and loss control, co-ordinate training within the Directorate, procure goods and services, arrange meetings and take minutes as well as undertake Adhoc activities in his/her field of work as described in the job purpose.

**ENQUIRIES** : Ms E. Matsei, Tel. 012 319 8454

**NOTES** : Short listed candidates will be subjected to a skills/knowledge assessment.

**POST 35/07** : **PERSONAL ASSISTANT REF NO: 211/2010**  
Directorate: Veterinary Quarantine and Public Health

**SALARY** : R130 425 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate plus a Secretarial or Office Administration diploma. Sufficient secretarial experience. Must have knowledge of the Public Service and departmental prescripts, policies and procedures. Candidates should possess the following skills: communication (verbal and written), problem solving, interpersonal, organisational, analytical, self management, motivation and innovative thinking. He/She should be computer literate in MS Office software (Word, Excel, PowerPoint and Outlook) as well as Internet Explorer. Must have a high level of reliability and the ability to act with tact and discretion.

**DUTIES** : The incumbent will be responsible to provide secretarial support, record appointments and events and manage the Director's diary. Perform routine matters and general administration duties. Type routine notes, memoranda, letters and reports. Handle S&T claims and Director's leave matters. Handle petty cash payments. Receive telephone calls and refer to the correct role players if not meant for the Director. Compile agendas and take minutes during meetings. Deal with classified files and documents. Book venues, invite role players and organise refreshments. Handle travelling arrangements. Compile and collect relevant documents for meetings.

Maintain a database for the Director (directory). Prepare briefings and notes for the Director as required. Maintain a filing system. Manage office equipment. Order and purchase stationery. Keep up to date with policies and procedures. Monitor the Directorate's monthly telephone bills and ensure that monthly payment of bills is submitted on time.

**ENQUIRIES** : Ms C. Maluleke Tel, 012 319 7475

**POST 35/08** : **CHIEF ACCOUNTING CLERK REF NO: 217/2010**  
Directorate: Financial Administration

**SALARY** : R130 425 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** :

Applicants must be in possession of a Grade 12 Certificate with Accounting as a passed subject (Accounting passed towards obtaining a tertiary qualification is acceptable if proof is attached). Extensive relevant experience in a Government financial environment. Sound experience in BAS. Knowledge of PFMA and Treasury Regulations. Supervisory skills. Computer literacy in MS Office software (Word, Excel and Outlook). Sound interpersonal and communication skills. Problem solving skills, ability to meet deadlines and acceptance of responsibilities.

**DUTIES** : The incumbent's responsibilities will be to control, check and approve captured BAS transactions. Exercise control over the administration, reconciliation and maintenance of ledger accounts of inter-departmental claims and accounts, such as Government Printing, Telkom, SITA and Subsidised Motor Vehicle Excess payments. Handle, control and approve payments relating to inter-departmental claims w.r.t animal disease outbreaks, for example the Foot and Mouth disease, Swine Fever and Birds Flu. Handle enquiries. Management of the workflow of the section. Supervision of subordinates.

**ENQUIRIES** : Ms P. Ndaba Tel, 012 319 6966  
**NOTES** : Shortlisted candidates will be subjected to a skills/knowledge assessment.

**POST 35/09** : **SENIOR ACCOUNTING CLERK GRADE II REF NO: 213/2010**  
Directorate: Budgets and Reporting

**SALARY** : R105 645 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** :

Applicants must be in possession of a Grade 12 Certificate with Accounting as a passed subject (Accounting passed towards obtaining a tertiary qualification is acceptable if proof is attached). Experience in a Government financial environment. Computer literacy in MS Office (Word and Excel). Experience in the Basic Accounting System (BAS). Knowledge of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA) and Treasury Regulations. Good interpersonal and communication skills. Ability to work under pressure.

**DUTIES** : The incumbent's responsibility will be: receiving, safekeeping and recording of all income (receipt) in accordance with Departmental Financial Prescripts, the PFMA and Treasury Regulations. Banking of deposits on a daily basis. Capturing and allocation of all receipts on the Basic Accounting System. Assist with resolving of customer queries. Issuing receipts and deposits on a Departmental Debtors System. Reconciliation of income received on a monthly basis.

**ENQUIRIES** : Ms E. N. Nkanyane Tel, 012 319 7869  
**NOTES** : Shortlisted candidates will be subjected to a skills/knowledge assessment on the Public Finance Management Act, 1999 (Act No. 1 of 1999), Treasury Regulations and the Basic Accounting System (BAS). Short listed candidates will also be subjected to security vetting procedures to determine their suitability for employment in this post.

**POST 35/10** : **ACCOUNTING CLERK REF NO: 218/2010**  
Directorate: Financial Administration

**SALARY** : R73 584 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** :

Applicants must be in possession of a Grade 12 Certificate with Accounting as a passed subject (Accounting passed towards obtaining a tertiary qualification is acceptable if proof is attached). Experience as a trainee in a financial environment would serve as an advantage. Knowledge of the Basic Accounting System (BAS). Computer literacy in MS Office software (Word, Excel and Outlook). Sound interpersonal and communication skills. Problem solving skills, ability to meet deadlines and acceptance of responsibilities.

**DUTIES** : The incumbent's responsibilities will be to capture BAS transactions. Administrate, reconcile and maintain ledger accounts of inter-departmental claims and accounts, such as the Government Printing, Telkom, SITA and Subsidised Motor Vehicle Excess payments. The administration and payments of inter-departmental claims with regard to animal disease outbreaks for example the Foot and Mouth disease, Swine Fever and Birds Flu. Handle enquiries.

**ENQUIRIES** : Ms P. Ndaba Tel, 012 319 6966

**POST 35/11** : **ACCOUNTING CLERK REF NO: 202/2010**  
Directorate: Budgets and Reporting

**SALARY** : R73 584 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants should be in possession of a Grade 12 Certificate with Accounting as a passed subject (Accounting passed towards obtaining a tertiary qualification is acceptable if proof is attached). Experience in a financial environment. Computer literacy in MS Office software (Word and Excel). Good interpersonal and communication skills (verbal and written). Must have problem-solving skills and the ability to meet deadlines and accept responsibility.

**DUTIES** : The incumbent will be expected to register supplier details on Safety Web. Register suppliers on BAS. Validate and control exception reports on Safety web. Validate activity logs of users on daily basis who have accessed the Debtors System and BAS. Manage document control regarding the Debtors System and Safety Web/BAS. Handle queries concerning supplier details and matters concerning day-to-day tasks.

**ENQUIRIES** : Mr B. Fratter, Tel. 012 319 7036  
**NOTES** : Preference will be given to candidates that completed an internship/traineeship in a Government financial environment. Shortlisted candidates will be subjected to a skills/knowledge assessment.

**POST 35/12** : **DRIVER/MESSENGER REF NO: 206/2010**  
Directorate: Agricultural Information Services

**SALARY** : R62 094 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. Practical experience in driver/messenger procedures. Basic computer literacy in MS Word and communication skills. Interpersonal skills and handling of conflict. Ability to operate elementary machines and equipment. Planning and organising skills. Valid driver's licence.

**DUTIES** : The incumbent will be responsible to collect and distribute articles, documents, parcels and post for the Directorate: Agricultural Information Services and other directorates in the Department on request. Handling of urgent deliveries between agricultural buildings and outside agricultural buildings. Additional duties decided upon in consultation with the Director: Agricultural Information Services.

**ENQUIRIES** : Mr J. Lekgatle, Tel. 012 319 6651

## DEPARTMENT OF DEFENCE

- CLOSING DATE** : 01 October 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 35/13** : **DEPUTY DIRECTOR: LEGAL ADMINISTRATION SUPPORT**  
The post is advertised in the DOD and broader Public Service.
- SALARY** : R378 456 total package
- CENTRE** : Defence Legal Services Division, Pretoria.
- REQUIREMENTS** : Minimum qualification of LLB/BA Laws Degree that includes the courses Law of Evidence, Civil Procedure, Criminal Procedure, Criminal Law and Interpretation of Statutes (NQF Level 6). LLM preferable. Practical experience for a period of six years as a Practising Attorney/Advocate will be an advantage. Special requirements/skills needed: Good general knowledge of the applicable laws, Admin Law and the laws applicable to the Security Cluster. Ability to do research in this field. Knowledge in the Public Finance Management Act, Treasury Regulations and related circulars, Department of Defence structures, processes, key functionaries and current Directives and Instructions, current inter-institutional relationships, Parliamentary Defence Committee, Cabinet and Cabinet Sub-Committees, Ministry of Defence, National Treasury and Auditor-General. Computer literate. Multi Lingual-, communication-, administrative-, reasoning ability-, initiative-, inter personal proficiency-, language proficiency- and legal advice ability skills.
- DUTIES** : Receive and analyse legal issues on the administration of military justice that requires CLDS' intervention. Assist CDLS wrt the compilation of the Annual Report to the Minister of Defence & Military Veterans on the administration of military justice. Prepare submissions and presentations for CDLS on the administration of military justice. Conduct legal and other research work. Conduct verifications and staff visits. Prepare correspondence on the administration of military justice. Attend to routine enquiries on the administration of military justice. Attend meetings. Supervisory duties. Conduct ad hoc inspections. Facilitate the execution of the Defence Legal Services Division's medium term strategic and operational plan.
- ENQUIRIES** : Col G.S. Soldaat, Tel: (012) 355-5383.
- APPLICATIONS** : Department of Defence, Defence Legal Services Division, Private Bag X161, Armscor Building Erasmuskloof, Pretoria, 0001.
- POST 35/14** : **ASSISTANT DIRECTOR: COMMITTEE SERVICES**  
This post is advertised in the DOD and broader Public Service.
- SALARY** : R192 540 per annum
- CENTRE** : Directorate Conventional Arms Control, Armscor Building, Erasmuskloof, Pretoria.



<b><u>REQUIREMENTS</u></b>	:	NQF Level 6: Preferable. Applicants must have operated at Senior Administration Officer's level or equivalent position. Appropriate understanding of applicable legislative prescripts governing the transfer of conventional arms in South Africa and key public service administration processes as prescribed on the Constitution. Prior learning will be considered under exceptional circumstances. Special requirements (skills needed): Computer literate, work under pressure, communication skills (written and verbal), analytical- and problem solving skills, planning-, organisational- and administrative skills, inter-personal relations skills. Have good customer service/care in application of "Batho-Pele" principles.
<b><u>DUTIES</u></b>	:	Deliver effective and efficient management support to the Directorate through secretarial services to the NCACC and its sub-committees. Assist the Director with various managerial duties and assignments as and when delegated. Execute and monitor NCACC's decisions/ instructions and all supporting policies and regulations. Interact with the Defence Industry and key government departments/agencies involved in the authorisation process. Ensure that information relating to applications to be contemplated in terms of the NCAC Act (Act 41 of 2002) is kept according to the required level of confidentiality. Ensure that the database (both physical and IT based) relating to applications is kept in a very efficient manner.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr S.P. Mashaba, (012) 355-6231. Department of Defence & Military Veterans, Directorate Conventional Arms Control, Private Bag X910, Pretoria, 0001 or may be hand delivered to Armscor Building, Block 1, Level 4, Room 174, Erasmuskloof, Pretoria.
<b><u>POST 35/15</u></b>	:	<b><u>PRINCIPAL LIBRARIAN</u></b> The post is advertised in the DOD, broader Public Service and Media (Flyers)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R161 970 per annum SAS Simonsberg, Simon's Town NQF Level 5/6 (Degree/Diploma) in Library and Information Services will be an advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of effective library and information services. Proficiency in MS Office packages. Good report writing skills. Compile Budget. Ability to conduct research/analyzing. Ability to interpret policies. Good communication skills in English (verbal and written). Good planning, organising and decision making skills. Good interpersonal relations skills. Ability to prioritise tasks. Ability to supervise/lead subordinates.
<b><u>DUTIES</u></b>	:	Acquire information resources. Manage internet station. Retrieve information from SABINET, Internet and SINET. Develop access to information through process of cataloguing and classification. Quality control of card catalogue. Develop and manage library collection, including different formats of information resources. Develop an effective marketing plan. Provide a pro- and re-active information service. Promote relations with relevant stakeholders. Compile bibliographies wrt specific subjects on Internet, SABINET and SINET of books and periodical articles. Update of high standard accession register. Compile budget inputs/reports. Supervise of subordinates. Manage stores and annual stocktaking. Monitor incoming post.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Cdr Z.K Mzaza, Tel: (021) 787 5777 Ms. A.M. Kau, Department of Defence & Military Veterans, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
<b><u>POST 35/16</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: REGISTRATIONS</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R161 970 per annum Directorate Conventional Arms Control, Armscor Building, Erasmuskloof, Pretoria. NQF Level 5 - 6: preferable (B Degree/National Diploma). Understanding of applicable legislative prescripts governing the transfer of conventional arms in South Africa and key public service processes as prescribed in the Constitution. Special requirements (skills needed): Computer literate, work under pressure, competent in effective communication (written and verbal), analytical and problem solving skills, planning-, organisational- and administrative skills, inter-personal relation skills, good customer/care in application of the "Batho-Pele" principles.
<b><u>DUTIES</u></b>	:	Process of all applications for registration of companies in terms of the NCAC Act and laid down processes and procedures. Prepare applications/ checklists for in-house authorisations, departmental reviews and the National Conventional Arms Control Committee (NCACC). Interact with the Defence Industry and key government departments/agencies involved in the authorisation process. Assist in ensuring that information relating to applications to be contemplated in terms of the National

Conventional Arms Control Act (NCAC Act 41 of 2002) is kept according to the required level of confidentiality. Assist in ensuring that the database (both physical and IT based) relating to applications is kept in a very efficient manner.

**ENQUIRIES** : Mr S.P. Mashaba, (012) 355-6231.  
**APPLICATIONS** : Department of Defence & Military Veterans, Directorate Conventional Arms Control, Private Bag X910, Pretoria, 0001 or may be hand delivered to Armscor Building, Block 1, Level 4, Room 174.

**POST 35/17** : **SENIOR ADMINISTRATION OFFICER: CONTRACTING AND MARKETING**

**SALARY** : R161 970 per annum  
**CENTRE** : Directorate Conventional Arms Control, Armscor Building, Erasmuskloof, Pretoria.  
**REQUIREMENTS** : NQF Level 5 - 6: preferable (B Degree/National Diploma). Understanding of applicable legislative prescripts governing the transfer of conventional arms in South Africa and key public service processes as prescribed in the Constitution. Special requirements (skills needed): Computer literate, work under pressure, competent in effective communication (written and verbal), analytical and problem solving skills, planning-, organisational- and administrative skills, inter-personal relation skills, good customer/care in application of the "Batho-Pele" principles.

**DUTIES** : Process of all applications for marketing and contracting applications, according to laid down processes and procedures. Prepare applications/ checklists for in-house authorizations, departmental reviews and the National Conventional Arms Control Committee (NCACC). Interact with the Defence Industry and key government departments/agencies involved in the authorisation process. Assist in ensuring that information relating to applications to be contemplated in terms of the National Conventional Arms Control Act (NCAC Act 41 of 2002) is kept according to the required level of confidentiality. Assist in ensuring that the database (both physical and IT based) relating to applications is kept in a very efficient manner.

**ENQUIRIES** : Mr S.P. Mashaba, (012) 355-6231.  
**APPLICATIONS** : Department of Defence & Military Veterans, Directorate Conventional Arms Control, Private Bag X910, Pretoria, 0001 or may be hand delivered to Armscor Building, Block 1, Level 4, Room 174.

**POST 35/18** : **ARTISAN FOREMAN: CARTOGRAPHER**  
The post is advertised in the DOD, broader Public Service and Media (Flyers).

**SALARY** : R154 107 per annum  
**CENTRE** : SA Navy Hydrographic Office, Fleet Command HQ, Tokai.  
**REQUIREMENTS** : \*Trade test in terms of section 13(2) (h) of the Manpower Training Act or Certificate in terms of section 28 of 30 (or the repealed section 27 of the said Act). Experience in draughting, photolithography and marine cartographic environment or surveying and mapping would be an advantage Special requirements (skills needed): Communications skills (written and verbal) in English. Ability to provide routine written reports. Computer literate in MS Office Suite and computer applications used in a cartographic technical environment. Ability to manage and supervise staff. Planning, organizing and problem solving skills. Good interpersonal skills. Ability to perform research and conduct investigations.

**DUTIES** : Produce new nautical charts/maps and new editions. Maintain existing nautical charts/maps. Carry out quality control of the chart/map printing process.

**ENQUIRIES** : Mr M.N. Nelson, Tel: (021) 787 2444  
**APPLICATIONS** : Ms. A.M. Kau, Department of Defence & Military Veterans, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**NOTE** : \*Statutory requirement apply. Required to travel nationally when necessary. Must be able to obtain a military licence.

**POST 35/19** : **ARTISAN FOREMAN: (FITTER AND TURNER) HIGH PRESSURE WORKSHOP**  
The post is advertised in the DOD, broader Public Service and Media (Flyers).

**SALARY** : R154 107 per annum.  
**CENTRE** : Naval Stores Depot Wingfield  
**REQUIREMENTS** : \*Trade Test in terms of section 13(2) of the Manpower Training Act or Certificate in terms of section 28 or 30 (or repealed section 27 of the said Act). Special requirements (skills needed). Qualification/Trade in Fitter and Turner/Mechanical. Experience in mechanical (Pressure Vessels) environment would be an advantage. Must be able to strip and assemble all types of valves and carry out full functional tests on various cylinders, pressure vessels related to high-pressure cylinders. Ability to communicate

effectively in English. Must be computer literate. Ability to work under pressure and meet target dates, supervise, plan, organize and solve problems in the mechanical environment and have good interpersonal relations skills. Ability to render advice and guidance and in-house training to junior artisans and apprentices. Adhere to all safety and quality regulations and have a sound knowledge of safety standards and be conversant with SABS 019-1985.

**DUTIES** : Repair, maintain, service and filling of all high-pressure equipment used in the SA Navy and various other units according to the required regulations. Carry out Pre delivery inspections on all life support equipment. Manufacture and bend High Pressure piping for air banks at unit. Supervise subordinates.

**ENQUIRIES** : Mrs M. Louw, Tel: (021) 597 5302  
**APPLICATIONS** : Ms. A.M. Kau, Department of Defence & Military Veterans, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**NOTE** : \*Statutory requirement apply.

**POST 35/20** : **CHIEF REGISTRY CLERK**

**SALARY** : R130 425 per annum  
**CENTRE** : Directorate Conventional Arms Control, Armscor Building, Erasmuskloof, Pretoria.  
**REQUIREMENTS** : NQF Level 4: preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate (ability to draft and type letters, agenda's, memorandums, reports and minutes), able to work under pressure, effective communication (written and verbal), analytical and problem solving skills, good administrative skills, inter-personal relation skills, good customer service/care in application of the "Batho-Pele" principles.

**DUTIES** : Manage registry. Handle incoming- and outgoing correspondence (register, distribute, keep and maintain correspondence and registers, filing and archiving). Register permit applications and general correspondence on the conventional arms control registry computerized database. Prompt retrieval of records as and when required. Respond to industry enquiries concerning permit applications. Render general administrative support services to the Directorate.

**ENQUIRIES** : Mr S.P. Mashaba, (012) 355-6231.  
**APPLICATIONS** : Department of Defence & Military Veterans, Directorate Conventional Arms Control, Private Bag X910, Pretoria, 0001 or may be hand delivered to Armscor Building, Block 1, Level 4, Room 174.

**POST 35/21** : **CHIEF ADMIN CLERK**  
The post is advertised in the DOD and broader Public Service

**SALARY** : R130 425 per annum  
**CENTRE** : Defence Legal Services Division Head Office (DLSS), Pretoria.  
**REQUIREMENTS** : NQF Level 4, preferable. Relevant administration courses. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate, organizing skills-, interpersonal relationship skills-, problem solving skills-, communication skills (verbal and written)-, record keeping skills-, and report writing skills. Must be able to obtain a confidential security clearance within a year.

**DUTIES** : Supervise subordinates. Scrutinize diverse documents of subordinates for completeness and correctness. Render auxiliary services to supervisory and professional personnel. Render assistance to and handle visitors. Type and compile documents, memos, basic presentations and spreadsheets. Take minutes during meetings. Compile agendas. Deliver and collect documents. Provide Record Management Service. Manage and administrate Subsistence and Travel (S & T). Manage Stationery/Miscellaneous store.

**ENQUIRIES** : Col G.S. Soldaat, Tel: (012) 355 5383  
**APPLICATIONS** : Department of Defence & Military Veterans, Defence Legal Service Division, Private Bag X161, Pretoria, 0001.

**POST 35/22** : **CHIEF PROVISIONING ADMINISTRATION CLERK: CENTRAL MESS ACCOUNTING**  
The post is advertised in the DOD, broader Public Service and Media (Flyers).

**SALARY** : R130 426 per annum  
**CENTRE** : Naval Base Simon's Town, Simon's Town  
**REQUIREMENTS** : NQF Level 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Supervisory skills. Knowledge of accounting practices. Good communication skills (verbal and

written) in English. Proficiency in MS Office package and ACCPAC accounting up to trial balance. Ability to reconcile accounts receivable to ledger account, VAT input and VAT output. Knowledge of general office administration. Good interpersonal relationships. Problem solving and mathematical skills.

**DUTIES** : Maintain and control all financial records and accounts. Prepare accounting books for auditing and submission to Auditors. Prepare income and expenditure statements. Draft financial statements using Excel. Calculate retained income per year. Present an analysis of financial statements at Mess Committee Meetings. Supervise subordinates.

**ENQUIRIES** : Cdr C. Sholtz, Tel: (021) 787 4176  
**APPLICATIONS** : Ms. A.M. Kau, Department of Defence & Military Veterans, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**NOTE** : Successful applicant will be required to travel to outlying units.

**POST 35/23** : **PRINCIPAL TELECOM OPERATOR**  
The post is advertised in the DOD, broader Public Service and Media (Flyers).

**SALARY** : R130 426 per annum  
**CENTRE** : Naval Base Simon's Town, Goodwood  
**REQUIREMENTS** : NQF Level 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply Special requirements (skills needed): Knowledge of switchboard operations. Computer Literate in MS Office packages. Good communication skills (verbal and written) in English. Good planning, organising and decision making skills. Good interpersonal relations skills. Ability to prioritise tasks. Ability to supervise and train personnel. Ability to interpret and implement relevant policies and procedures.

**DUTIES** : Provide a telephone operator service. Answer all incoming and outgoing calls. Update DSWIN database. Locate and direct calls to various extensions. Update telephone management system GALACTRIX TMS. Maintain personnel administration. Monitor telephone accounts. Provide user training eg. Ships connectivity. Provide a directory enquiry service. Update departmental directories. Supervise subordinates. Train new personnel. Telephone etiquette.

**ENQUIRIES** : WO1 E.S Harris, Tel: (021) 787 4200  
**APPLICATIONS** : Ms. A.M. Kau, Department of Defence & Military Veterans, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**POST 35/24** : **SENIOR ADMINISTRATION CLERK GRADE III (TRAINING SUPPORT)**  
The post is advertised in the DOD, broader Public Service and Media (Flyers).

**SALARY** : R106 645 per annum  
**CENTRE** : SAS Wingfield, Goodwood  
**REQUIREMENTS** : NQF Level 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply Special requirements (skills needed): Ability to communicate effectively (verbal and written) in English. Knowledge of general office administration. Knowledge of Microsoft Office packages. Knowledge of ETD environment. Ability to interpret and implement policies and relevant directives. Good interpersonal relations skills.

**DUTIES** : Maintain an effective filing system. Execute the administrative functions of learners. Assist to perform research and to conduct investigations. Update learner results. Maintain learner database. Administer the classing-up of apprentices.

**ENQUIRIES** : Mrs L. Liebenberg, Tel: (021) 590 2668  
**APPLICATIONS** : Ms. A.M. Kau, Department of Defence & Military Veterans, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**POST 35/25** : **SENIOR ADMINISTRATION CLERK GRADE III**  
The post is advertised in the DOD, broader Public Service and Media (Flyers).

**SALARY** : R105 645 per annum  
**CENTRE** : SAS Simonsberg, Simon's Town  
**REQUIREMENTS** : NQF Level 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply Special requirements (skills needed): Computer Literacy PC Graphic Art programs (i.e CorelDraw, Photoshop), MS Office suite. Knowledge of Basic Media equipment. Good communication skills (verbal and written) in English. Knowledge of general office administration. Good planning and organizing skills. Good interpersonal relations skills. Telephone etiquette. Ability to prioritize tasks.

**DUTIES** : Produce training material (précis, charts, certificates). Provide advice on training material related functions. Perform basic office administration. Control of training aids, material and equipment. Provide a reproduction service.

**APPLICATIONS** : Ms. A.M. Kau, Department of Defence & Military Veterans, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**ENQUIRIES** : WO1 D. Lopes, Tel: (021) 787 4769

**POST 35/26** : **SENIOR REGISTRY CLERK GRADE III**  
The post is advertised in the DOD, broader Public Service and (Flyers).

**SALARY** : R105 645 per annum  
**CENTRE** : Fleet Command HQ, Simon's Town.  
**REQUIREMENTS** : NQF Level 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply Special requirements (skills needed): Knowledge of registry procedures and processes. Good communication skills (verbal and written) in English. Knowledge of general office administration. Good planning and organizing skills. Good interpersonal relations skills. Telephone etiquette. Ability to prioritize tasks. Knowledge of National Archives and record service. Ability to interpret relevant policies and procedures. Ability to manage more advanced duties as a registry clerk.

**DUTIES** : Sort mail. Administer incoming and outgoing mail. Distribute files. Opening, sort and distribute daily mail. Issue files. File documents, trace and maintain files. Manage files in registry. Keep and update registers.

**APPLICATIONS** : Ms. A.M. Kau, Department of Defence & Military Veterans, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**ENQUIRIES** : Cdr V. Ngxito, Tel: (021) 787 5103

**POST 35/27** : **LIBRARY ASSISTANT SNR III**  
The post is advertised in the DOD, broader Public Service and Media (Flyers).

**SALARY** : R105 645per annum  
**CENTRE** : SAS Simonsberg, Simon's Town  
**REQUIREMENTS** : NQF Level 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply Special requirements (skills needed): Knowledge of library and information services. Proficiency in MS Office packages. Good communication skills (verbal and written) in English. Good planning, organising and decision making skills. Good interpersonal relations skills. Ability to prioritise tasks. Good telephone etiquette.

**DUTIES** : Administer the periodical section. Provide information services to users. General administration of library. Conduct research. Technically process of information. Control photocopying of information. Assist with annual stock take. Liaise with other DOD libraries. Control the inventory of the library. Monitor incoming post. Follow-up with users re late/lost books verbally and written. Control stationery. Assist users with electronic searches.

**ENQUIRIES** : Cdr Z.K Mzaza, Tel: (021) 787 5777  
**APPLICATIONS** : Ms. A.M. Kau, Department of Defence & Military Veterans, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**POST 35/28** : **SENIOR SECRETARY GRADE II**  
The post is advertised in the DOD, broader Public Service and Media (Flyers).

**SALARY** : R87 978 per annum  
**CENTRE** : Naval Stores Depot Wingfield  
**REQUIREMENTS** : NQF Level 2 – 4: Preferable. Secretarial experience will be an advantage. (Applicants with prior learning either by means of experience or alternative courses may also apply). Special requirements (skills needed): Ability to organize and manage the Officer Commanding's appointments and travel arrangements. Co-ordination and good interpersonal skills. Ability to handle conflict. Problem solving skills. Communication skills (written en verbal) in English at all levels. Knowledge of general office administration. Ability to operate an efficient and organized office. Computer literate (MS Word, MS Excel and MS PowerPoint).

**DUTIES** : Provide secretarial and office administrative support services to the Officer Commanding. Manage mail, faxes, Confidential and Restricted files and other documents. Maintain an effective filing and document tracking system. Manage the Officer Commanding's diary (electronic and paper) and maintain appropriate schedule for appointments. Make and confirm travel/accommodation arrangements. Co-ordinate meetings, workshops and conferences. Receive visitors, handle enquiries and liaise

with clients and other stakeholders. Type routine notes, memoranda, letters and reports on behalf of the Officer Commanding. Manage the unit's event calendar. Compile, manage and distribute agenda's and minutes for the Commanding's meeting. Keep up to date on the relevant official prescripts/policies and procedures that apply in order to ensure efficient and effective support.

**ENQUIRIES** : Mrs M. Louw, Tel: (021) 787 4342  
**APPLICATIONS** : Ms. A.M. Kau, Department of Defence & Military Veterans, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**POST 35/29** : **SENIOR SECRETARY GR II**  
This post is advertised in the DOD and broader Public Service

**SALARY** : R87 978 per annum  
**CENTRE** : Directorate Social Work, Office of the SG, Pretoria.  
**REQUIREMENTS** : NQF Level 4: preferable. Secretarial experience will be an advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate (Detailed knowledge of the operation/utilization of specific software packages). Good communication skills (written and verbal). Good office administration and interpersonal skills, good filing and organisational skills.

**DUTIES** : Record appointments and events and manage the Manager's diary. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agenda's and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Manager. Process the travel and subsistence claims for the Manager. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep Manager's directory. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Manager as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical arrangements for visitors visiting the Manager. Record all minutes/decisions and communicate to all relevant role players and make follow-up on progress. Prepare briefing notes for the Manager as required.

**ENQUIRIES** : Ms B.R. Hlongwane, (012) 671-5060.  
**APPLICATIONS** : Department of Defence & Military Veterans, Directorate Social Work, Office of the SG, Private Bag X102, Centurion, 0046.

**POST 35/30** : **SENIOR ADMINISTRATION CLERK GRADE III**  
The post is advertised in the DOD, broader Public Service and Media (Flyers).

**SALARY** : R87 978 per annum  
**CENTRE** : SA Navy Hydrographic Office, Fleet Command HQ, Tokai.  
**REQUIREMENTS** : NQF Level 2 – 4: Preferably with Geography and Math's. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of Stocktaking and record keeping. Ability to plan and prepare work. Good communications skills (written and verbal) in English. Computer literate in MS Office Suite. Good interpersonal relations skills.

**DUTIES** : Issue charts/maps and various other products to the Navy, national and international clients. Maintain strict control of stock. Maintain an accounting system of receipts and issues. Ensure charts/maps are correct and up-to-date before dispatching.

**ENQUIRIES** : Capt A. Kampfer, Tel: (021) 787 2412  
**APPLICATIONS** : Ms. A.M. Kau, Department of Defence & Military Veterans, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**POST 35/31** : **SENIOR HANDYMAN (HIGH PRESSURE WORK SHOP)**  
The post is advertised in the DOD, broader Public Service and Media (Flyers).

**SALARY** : R73 584 per annum  
**CENTRE** : Naval Stores Depot Wingfield, Goodwood  
**REQUIREMENTS** : NQF Level 1 (ABET L1 – 4) Special requirements (skills needed): Knowledge in Diving/High Pressure workshop. environment would be an advantage. Ability to obtain a military license would be an advantage. Ability to communicate effectively in English. Ability to work under pressure and meet target dates. Ability to operate applicable hand tools and machinery. Ability to work with minimum supervision. Knowledge of safety

standards. Adhering to all safety and quality regulations. Ability to obtain military license. Ability to move materials and equipment that often requires some physical effort.

**DUTIES** : Assist Artisans with their tasks to maintain and repair all Diving /HP related equipment and life support systems. Clean equipment, prepare and paint equipment. Workshop husbandry. Adhere to all safety and quality regulations.

**ENQUIRIES** : Ms M. Louw, Tel: (021) 597 5302  
**APPLICATIONS** : Ms. A.M. Kau, Department of Defence & Military Veterans, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**POST 35/32** : **SENIOR HANDYMAN (METAL WORK) 2 POSTS**  
The post is advertised in the DOD, broader Public Service and Media (Flyers).

**SALARY** : R73 584 per annum  
**CENTRE** : Naval Base Simon's Town, Facilities Division, Simon's Town.  
**REQUIREMENTS** : NQF Level 1 (ABET L1 – 4). Experience in metalwork environment (Plumbing) would be an advantage. Special requirements (skills needed): Ability to communicate effectively in English. Ability to work under pressure and meet target dates. Planning, organising and problem solving skills in a manufacturing environment. Ability to operate applicable hand tools and advanced machinery. Ability to work independently. Knowledge of safety standards. Adhering to all safety and quality regulations. Ability to obtain military license. Ability to move materials and equipment that often requires some physical effort.

**DUTIES** : Assist artisan Plumber. Workshop husbandry. Adhere to all safety and quality regulations. Assist with plumbing maintenance.

**ENQUIRIES** : Mr R. Bruyns, Tel (021) 787 5240  
**APPLICATIONS** : Ms A.M. Kau, Department of Defence & Military Veterans, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**NOTE** : Must be able to work at heights and in confined spaces.

**POST 35/33** : **SENIOR HANDYMAN (BRUSH HAND) 2 POSTS**  
The post is advertised in the DOD, broader Public Service and Media (Flyers).

**SALARY** : R73 584 per annum  
**CENTRE** : Naval Base Simonstown, Simon's Town  
**REQUIREMENTS** : NQF Level 1 (ABET L1 – 4). Experience in Building maintenance environment would be an advantage. Special requirements (skills needed): Ability to communicate effectively in English. Ability to work under pressure and meet target dates. Ability to operate applicable hand tools and machinery. Knowledge of safety standards. Adhering to all safety and quality regulations. Must have physical strength to move materials and equipment. Ability to move materials and equipment that often requires some physical effort.

**DUTIES** : Assist Artisan Painter. Workshop husbandry. Adhere to all safety and quality regulations. Operate machinery and tools. Assist with general maintenance

**ENQUIRIES** : Mr R. Bruyns Tel (021) 787 5240  
**APPLICATIONS** : Ms A.M. Kau, Department of Defence & Military Veterans SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

**NOTE** : Must be able to work at heights.

**POST 35/34** : **SENIOR HANDYMAN**  
The post is advertised in the DOD, broader Public Service and Media (Flyers).

**SALARY** : R73 584 per annum  
**CENTRE** : Naval College, Gordon's Bay  
**REQUIREMENTS** : NQF Level 1 (ABET L1 – 4). Special requirements (skills needed): Knowledge of woodwork, plastering and plumbing. Ability to communicate effectively in English. Basic Knowledge of Health and Safety. Ability to move materials and equipment that often requires some physical effort. Knowledge of tools and equipment used in a carpentry environment. Knowledge of stores. Knowledge of safety procedures.

**DUTIES** : Assist the Carpenter with carpentry functions and minor building repairs to boats and buildings. Repair the hull of boats, plaster walls and assist with emergency plumbing.

**ENQUIRIES** : WO1 M.W Thieroff / Mr Baderoen, Tel: (021) 856 9515/9549  
**APPLICATIONS** : Ms A.M. Kau, Department of Defence & Military Veterans SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

## 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 or Mr N Ncongwane
- CLOSING DATE** : 17 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 35/35** : **COMMUNICATION OFFICER: ELECTRONIC PUBLICATION**
- SALARY** : R192 540per annum, Level 09
- CENTRE** : Head Office
- REQUIREMENTS** : A Relevant Bachelors Degree or equivalent qualification coupled with relevant experience in the communication environment PLUS the following key competencies:  Knowledge of • Understanding of DOE policies , functions, programmes, and also to be able to articulate and communicate its mission , vision, values and legislative mandate. Web Site Maintenance • Databases and websites. Graphic Manipulation. Understanding of new media technologies and tools • Policy Development. Projects/programmes in DOE  Skills • organising and Co-ordination. Problem solving and analysis. Facilitation and implementation interpersonal  Communication • Good verbal and written communication • Ability to communicate at all levels • Friendly, approachable and helpful  Creativity: • Creative and innovative thinker • Commitment to Service Delivery • Highly confidential. Recommendation: A Bachelor's Degree in Communication / Journalism will be an added advantage.
- DUTIES** : Chair the Website content committee to identify the need for electronic publications, collect information for publication and update information. • Draft / compile content for electronic and printed publications. Collaborate with editorial assistants on editing and translation of content. • Collaborate with the communication Officer (printed Publications) on content being published in problem solving and analysis problem solving and analysis problem solving and analysis both printed and electronic format • Collaborate with information Technology (IT) on technical IT issues such as • Information security. Website structure and templates.
- ENQUIRIES** : Mr N Khangale ☎012 444 4610
- POST 35/36** : **ADMINISTRATIVE OFFICER**
- SALARY** : R130 425 per annum, Level 07
- CENTRE** : Gauteng
- REQUIREMENTS** : Bachelor's Degree/National Diploma in Office Administration or equivalent with relevant experience in office administration or PA/Secretary. PLUS the following key competencies:  Knowledge of: • Basic Knowledge of legislation (Energy, PFMA, Public Service) • Corporate Services (HR, Finance, IT) • Document management • Computer Skills  Skills: • Computer skills (MS word, excel, etc) • Organisational skills • Interpersonal skills • Communication Skills • Management Skills • Numeric skills  Creativity: • Friendly • Professional, proactive. • Attention to detail • Ability to follow procedures • Information Evaluation • Decision Making • Creativity • Analytical thinker  Personal Attributes: Accuracy. • Integrity. • Well organized.
- DUTIES** : Record, distribute, keep track of and file documents and/or internal/external Communication. • Arrange venues, workshops/seminars and take minutes where required. Administer all payments and claims of the Directorate. • Support the manager with the administration of the budget • Provide an efficient support service in association with relevant Directorates in terms of Human Resource Management, Financial Administration Procurement and Asset Management • Provide



secretarial/receptionist support to the manager • Render logistical support to the Regional Director with regard to the Petroleum Products Amendment Act and administer the process of financial provision collection.

**ENQUIRIES**

: Mr Avishkar Nandkishore ☎ 012 444 4155

**POST 35/37**

: **SECRETARY**

**SALARY**

: R87 978 per annum, Level 05

**CENTRE**

: Pretoria

**REQUIREMENTS**

: A Grade 12 Certificate with typing as a passed subject and relevant experience. PLUS the following key competencies: ☐ Knowledge of • Minutes taking • Diary management • Document tracking ☐ Skills • Organisational skills • Telephone etiquette • Interpersonal skills • Computer skills ☐ Communication • Good communicator at all levels • Good written communication • Good verbal communication ☐ Creativity • Innovative and creative thinking abilities • Problem solving • Ability to work under pressure Recommendation: Diploma in Secretarial/Admin/Office management with serve as an added advantage.

**DUTIES**

: Provide secretarial support to the Director • Receiving of telephone calls and refer to the relevant manager • Manage the diary • Type the document • Operate office equipment like fax machines and photocopiers • Render administrative support to the services to the Directorate • Arrange meeting, take minutes during meeting.

**ENQUIRIES**

: Ms G Leketi 012444 4150

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS**

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

- APPLICATIONS** : and forwarded for the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 1<sup>st</sup> Floor Room 106, Information Centre, North Tower.
- NOTE** : Applications: must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered, It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. SMS's candidates will be subjected to SMS competency assessment test. The Department reserves the right not to make an appointment.

**MANAGEMENT ECHELON**

- POST 35/38** : **DIRECTOR: SECURITY, TRAVEL & VETTING SERVICES REF NO: AP139/2010**
- SALARY** : R652 572 per annum (All inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised three-year Bachelors degree / diploma in Management Sciences / Humanities. Knowledge of Security and Travel Legislation, Project management, Financial Management, HR Policies, Security and Travel logistics / procedures is essential. Skills Competencies: Person with strong leadership capabilities, high-level computer literacy and good communication skills. An in-depth knowledge of the minimum information security standards (MISS), Protection of information Act, the Archives and Records Services Act, Promotion of Access to Information Act.
- DUTIES** : The successful candidates will be responsible for the following tasks: -Manage the directorate Security and Travel management -Manage the provision of security & travel services for the department -Oversee records management Investigation and reporting of security breaches/treats to relevant authorities. Manage and provide efficient travel services and related logistics. Implement the National Vetting strategy and related legislation. Manage the Vetting Field Unit and related services. Liaise with security agencies.
- ENQUIRIES** : Mr ME Maseda (012 310 3750)
- CLOSING DATE** : 27 September 2010
- NOTE** : The person appointed to this position will be subjected to security clearance, the signing of a performance agreement and an employment contract.

- POST 35/39** : **DIRECTOR: LAW REFORM AND APPEALS REF NO: AP133/2010**
- SALARY** : R 652 572 per annum (An all-inclusive remuneration package)\*
- CENTRE** : Pretoria
- REQUIREMENTS** : An LLB Degree plus extensive proven experience in the application of law, A relevant post graduate qualification will serve as an advantage; Experience in the drafting of legislation and advising on appeals; Good knowledge of Promotion of Administrative Justice Act and the Constitution of the Republic of South Africa, 1996; Knowledge of Environmental Law will be an advantage; Analytical skills, an eye for detail, high level of accuracy and good competencies in proof-reading; Appropriate experience in a management position with proven strategic management and leadership skills; Experience in project management ; Experience and skills in policy development and implementation; Financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations. Good communication skills (verbal and written), Good interpersonal, coordination and Stakeholder liaison skills.
- DUTIES** : The successful candidate will be responsible for providing overall management and leadership to the Directorate: Law Reform and Appeals and perform the following key functions: Oversee the management of law reform initiatives related to and emanating from the work of the Department; Manage the appeals processes for the Department; Coordinate and report on legislation; Responsible for the CEC Sub-Committee for Law Reform; Provide general legal support and advisory services to the Department; Oversee the overall management of financial and human resources within the Directorate.

**ENQUIRIES** : Mr JM Kutu, Tel: (012) 310 3051  
**FOR ATTENTION** : Mr JM Kutu  
**CLOSING DATE** : 20 September 2010

#### **OTHER POSTS**

**POST 35/40** : **DEPUTY DIRECTOR: TRAVEL SERVICES REF NO: AP141/2010**

**SALARY** : R378 456 per annum (All inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelor's degree or equivalent qualification with extensive transport and travel experience at management level, • Knowledge of transport directives, procedures and processes • Valid driver's license • Ability to develop and implement policies, directives and related prescripts in fleet management. • Establish and maintain internal controls and reporting systems in order to meet performance standards • Financial Management skills and knowledge of PFMA and Treasury regulations • Computer literacy, • Writing and verbal communication skills, • Planning and organising skills, • Good interpersonal skills, • Ability to work long hours and independently. • Ability to gather and analyse information

**DUTIES** : Manage departmental travel and accommodation services. • Manage departmental fleet services • Manage departmental subsidised vehicles • Manage and facilitate travel services payment process • Manage corporate agreements and SLA's with service providers • Ensure compliance to Transport Policy and provide management reports. • Compile and update fleet analysis • Negotiate advantageous deals for accommodation, transport and car rentals. • Management and development of subordinates

**ENQUIRIES** : Ms M Booysen Tel: 012-310 3119  
**CLOSING DATE** : 27 September 2010

**POST 35/41** : **ASSISTANT DIRECTOR: TRAVEL SERVICES REF NO: AP143/2010**

**SALARY** : R192 540 per annum (All inclusive remuneration package of R265 715 p.a.)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Senior Certificate with extensive transport / travel experience or degree / diploma or equivalent qualification • Knowledge of transport directives, procedures and processes • Ability to interpret and implement policies, directives and related prescripts in fleet management. • Financial Management skills and knowledge of PFMA and Treasury regulations • 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 travel often • Ability to gather and analyse information • Valid driver's license will serve as an added advantage

**DUTIES** : Administer the departmental travel services. • Manage acquisition of subsidised, pool and ministerial vehicles • monitor all allowances of Subsidised vehicles • Monitor compliance to Transport Policy and provide management reports. • Monitor service level agreement • Compile and update fleet analysis • Negotiate advantageous deals for accommodation, transport and car rentals. • Ensure adherence to Tourism Charter • Management and development of subordinates

**ENQUIRIES** : Ms M Booysens Tel: 012-310 3119  
**CLOSING DATE** : 27 September 2010

**POST 35/42** : **LEGAL ADMINISTRATIVE OFFICER (MR5): APPEALS AND LEGAL REVIEW REF NO: AP 135/2010**

**SALARY** : Minimum R190 902 - Maximum R470 970 p.a. (Salary based on years of experience)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An LLB degree plus a minimum of 6 years postgraduate experience in the provision of legal services. A degree or diploma in Environmental Law and the ability to interpret environmental legislation will be an added advantage. Experience in the practical implementation of the provisions entailed in law for responding to appeals lodged, the ability to interpret appeals received and the legal implications thereof; Knowledge of PAIA, PAJA and the Constitution are essential. Good verbal and written communication skills are essential; Analytical and research skills; computer literacy and good skills in proof-reading of documents.

**DUTIES** : The successful candidate will be responsible for the following key performance areas: Provide legal support and legal advice to ensure compliance with the relevant legislation; Administration service to include, the receipt of applications lodged, the

compilation of draft replies, including replies to objectors and the drafting of recommendations to the Appeal Authority. May from time-to-time be required to provide general legal support, including the drafting of legislation.

**ENQUIRIES** : Mr JM Kutu, Tel: (012) 310 3051  
**FOR ATTENTION** : Mr JM Kutu  
**CLOSING DATE** : 20 September 2010

**POST 35/43** : **SENIOR ADMIN OFFICER: MAINTENANCE SERVICES REF NO: AP145/2010**

**SALARY** : R161 970 per annum (Total remuneration package of R228 624 per annum)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Minimum Grade 12 with extensive maintenance / logistics experience or degree / diploma or equivalent qualification. Candidates should have sound knowledge of facilities management. Good planning, organizing and communication skills. Knowledge of relevant legislation, policies and procedures will be an advantage. Candidates should also demonstrate familiarity with the Occupational Health and Safety Act, 84/ 1993 as amended.

**DUTIES** : The successful candidate will be responsible for: • Administration of maintenance and office accommodation and related functions • Responsible for space planning and allocation • administer auxiliary services • liaise with service providers and administer service contracts / service level agreements • Supervise Cleaning and food aid services • Arrange high level meeting logistics and organise awareness campaigns

**ENQUIRIES** : Mr B Dlamini Tel: 310- 3007  
**CLOSING DATE** : 27 September 2010

**POST 35/44** : **VETTING INVESTIGATOR REF NO: AP147/2010**

**SALARY** : R130 425 per annum (All inclusive remuneration package of R190 349 p.a. conditions apply)

**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in a possession of an appropriate three year degree/ diploma/certificate or equivalent qualification. Security/investigation experience will be an advantage. Good communication, interview and analytical skills. Computer literacy. Candidates must have a valid driver's license.

**DUTIES** : The successful candidate will: Conduct vetting fieldwork investigations. Provide inputs for the development and implementation of policies, Guidelines, norms and standards in vetting investigations. Ensure effective communication between the Department and the National intelligence Agency (NIA) and other related agencies. Participation in task teams dealing with matters relating to vetting investigations and security. Administer vetting files and reports

**ENQUIRIES** : Ms M Booysen Tel (012) 310-3119  
**CLOSING DATE** : 27 September 2010

**POST 35/45** : **ADMINISTRATIVE OFFICER: TRAVEL SERVICES REF NO: AP149/2010**

**SALARY** : R130 425 per annum (A total remuneration package of R190 349 p.a.)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Senior Certificate with relevant transport and travel experience • Knowledge of travel and accommodation policy, • Ability to interpret and implement policies, directives and related prescripts in fleet management. • 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. Ability to gather and analyse information. Valid driver's license will serve as an added advantage

**DUTIES** : To render administration support services to the Department. • Facilitate acquisition of subsidised vehicles and process fuel claims • Monitor all allowances of subsidised vehicles • Monitor compliance to Transport Policy and advise accordingly. • Assist with reconciliation of travel statement • Compile commitment reports, late bookings reports and fruitless expenditure reports • Process all transport payments including VIP vehicles. • Monitor bookings for travel and accommodation, • Supervision of subordinates

**ENQUIRIES** : Mr H Botha Tel: 012-310 3418  
**CLOSING DATE** : 27 September 2010

**POST 35/46** : **ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: AP151/2010**

**SALARY** : R130 425 per annum (A total remuneration package of R190 349 p.a.)

**CENTRE** : Pretoria  
**REQUIREMENTS** : Senior Certificate or coupled with relevant experience. Candidates should have good planning, organization and communication skills as well as advanced computer literacy. Knowledge of relevant policies and procedures will be an advantage.

**DUTIES** : The successful candidate will: Handle logistical functions, administer auxiliary services and service contracts. Maintain liaison with clients and stakeholders. The candidate will also provide administrative support for the sub-directorate.

**ENQUIRIES** : Ms H Watermeyer Tel: 310- 3524  
**CLOSING DATE** : 27 September 2010

**POST 35/47** : **ADMIN OFFICER: COMMUNICATION SERVICES REF NO: AP153/2010**

**SALARY** : R130 425 per annum (A total remuneration package of R190 349 p.a.)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 and appropriate experience. Knowledge of switchboard and call centre operations will be an advantage. Sound planning and organizing skills. Good communication. Computer literacy.

**DUTIES** : To assist in the administration of switchboard operations. Assist in implementing telecommunication policy and related activities. Administer printing, issue and reconciliation of internal accounts. Handle PABX system activities and telecommunication installations. Process installation of data lines. Administer daily service checklists and supervise staff.

**ENQUIRIES** : Ms H Watermeyer Tel: (012) 310 3524  
**CLOSING DATE** : 27 September 2010

**POST 35/48** : **LOGISTICAL CLERK: MESSENGER REF NO: AP155/2010**

**SALARY** : R73 584 per annum (A total remuneration package of R121 382 p.a.)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : ABET or Grade 10 or equivalent qualification. Appropriate experience, Computer literacy, ability to record large variety of official documents. good communication skill (verbal and written), Good interpersonal skills, accuracy and concentration will serve as a recommendation.

**DUTIES** : To render messenger services to the Department. • Keep control system on the movement of files, putting of post adverts on notice boards, filing of returned files. • Deliver requested files in the Department. • Send and receive faxes and sealing and sending of letters and circulars. •Deliver docs, files, parcels as and when required.

**ENQUIRIES** : Ms B Mamshika Tel: (012) 310- 3801  
**CLOSING DATE** : 27 September 2010

## DEPARTMENT OF HEALTH

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

- APPLICATIONS** : Direct your application quoting the above relevant reference number to: The Director-General, Department of Health, Private Bag X828, Pretoria, 0001. Hand delivered application must be placed in the Application Box at Civitas Building, corner of Struben and Andries Streets, Pretoria.
- CLOSING DATE** : 20 September 2010 (Applications received after the closing date will not be considered).
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. Sections E and F of the application form (Z83) must be completed in full and not "refer to CV". Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security clearance procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their applicants as unsuccessful.

## OTHER POST

- POST 35/49** : **SECURITY INVESTIGATION OFFICER REF NO: NDOH 25/2010**  
Cluster: Chief Financial Officer and Corporate Services: Directorate: Security Services  
This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).
- SALARY** : R130 425 per annum (plus competitive benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree or equivalent qualification at NQF 6 level in Social Science or related areas. Successful completion of security officer's course. One-two years experience in conducting investigations. Knowledge of Public Service Act. Knowledge of security principles and regulations. The ability to work independently and under pressure. Computer literacy (MS Word, MS Excel, MS PowerPoint) and presentation skills both written and verbal. Goal oriented person, strong leadership and conflict management skills. A valid code B driver's licence.
- DUTIES** : \*Investigate theft, fraud and corruption perpetrated by officials/outside syndicate in the National Department of Health \*Responsible for investigating, verifying, analysing, and compiling case files/dockets and prepare it for presentation in a court of law \*Liaise with Employment Relations on criminal cases of the department \*Plan, evaluate and analyse investigation processes independently and make recommendations \*Liaise with SAPS, NIA and other security State Agencies on security related issues \*Conduct security investigation and compile reports on security breaches \*Monthly report to Security Management on progress with regard to investigation.
- ENQUIRIES** : Mr Z Gcwini at tel. (012) 395 8605.

**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** : ICD Private Bag X6105, Kimberly, 8300 Or hand delivered at: 39 George Street, Kimberly
- CLOSING DATE** : 14 September 2010
- NOTE** : Applications should be submitted on a Z83 obtained from any Public Service Department Accompanied by a comprehensive CV, certified copies of Qualifications and ID. If you have not been contacted within 3 months after the closing date of these advertisements, please accept that your application was unsuccessful, as Communication will be made with the short listed candidates only.

**OTHER POST**

- POST 35/50** : **SECRETARY TO THE PROVINCIAL HEAD REF NO: Q9/2010/42**
- SALARY** : R87 978 per annum
- CENTRE** : Northern Cape
- REQUIREMENTS** : Grade 12/ Matric certificate or equivalent qualification. A Secretarial or Office Administration diploma will serve as an added advantage. The candidate must be literate in at least the following areas, Word, Excel, and Power-point. She/ he must be competent in taking minutes, provision of secretarial support and administrative support. She/he must be skilled in both verbal and written communication. She/he must be able to work under pressure and sometimes with little or no supervision.
- DUTIES** : Key competencies include: Rendering secretarial and administrative support services, including but not limited to making receiving and scanning telephones and facsimiles; Scanning of correspondences (in-tray) of the Senior Manager and advising on the action to be taken; management of the diary; render assistance with monitoring of budget of the component; making travel arrangements; arrange meetings with stakeholders and take minutes, if necessary; keeping an up to date filing system and assisting with relief switchboard duties when required.
- ENQUIRIES** : Matshego Masigo
- NOTE** : The successful candidate will have to undergo security Vetting. His/her character should be beyond reproach.

## 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*

**CLOSING DATE** : 20 September 2010  
**NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office. This must be typed and accompany the Z83 and all other supporting documents required. Applications that do not comply with the above mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position.

## OTHER POSTS

**POST 35/51** : **DEPUTY DIRECTOR: SENIOR STATISTICIA REF NO: 10/269/CS**  
 3 Year Contract

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

**CENTRE** : Court Services, Cape Town

**REQUIREMENTS** : A Bachelor's Degree or equivalent qualification in Statistics or a related qualification; A minimum of 6 years experience, of which 3 years should be in the relevant field and at least 3 years should be at Management level; A valid driver's license. Skills and Competencies: Computer literacy (MS Office, Intranet, SPSS, SAS Software and Internet); Communication skills; Organisational, interpersonal and motivating skills; Analytical and numeric skills (financial planning); Ability to work under pressure.

**DUTIES** : Provide the Regional Court President's Forum with information management support in strengthening their strategic and management process and responsibilities; Develop tools and products for the continuous monitoring and evaluation of strategy and the operational performance of the Regional Courts; Establish various channels for the collection of data; Render a statistical technical advisory services to the Regional Court President's Forum; Manage the data analysis, interpretation and reporting process; Develop sampling and basic sampling statistical methods and also estimation and interpretation of resulting; Apply general statistical theory and principles; Extensive travelling and periodic visits to the various divisions. Collect statistics from regional courts in the country Arrange, assist or conduct training of registrars/ assistant registrars/ secretaries/ personal assistants of RCP's on collection, keeping and reporting of statistics in the regional court.

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

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource, Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**POST 35/52** : **SENIOR LEGAL ADMINISTRATION OFFICER: COURT PERFORMANCE MR-6 REF NO: 10/268/CS**  
 1 Year Contract Post

**SALARY** : R242 253 – R588 816 per annum. (Salary to be determined in accordance with experience as per OSD determination)

**CENTRE** : Court Services, Cape Town

**REQUIREMENTS** : LLB Degree or 4 year recognized legal qualification; At least 8 years appropriate post qualification legal experience; Sound knowledge of South African Legal System; A valid driver's license. Skills and Competencies: Legal Research and drafting; Coaching and



- mentoring; Dispute resolution; Case flow management Report and analytical; Project management; Computer literacy; Communication skills.
- DUTIES** : Draft legal documents; Advise the Regional Court President Forum and other organs of state regarding the interpretation and execution of powers and legal matters; Facilitate legal research and interventions to improve court performance; Respond to petitions, representations and complaints forwarded to the Regional Court Presidents; Liaise with stakeholders within Justice and Crime Prevention Cluster on court and case flow management matters; Advise the Regional Court Presidents on losses, transport claims and debt recovery; Facilitate support to Regional Court Presidents regarding requirements for quasi-judicial functions; Monitor, evaluate and develop reports on court processes and systems; Facilitate the implementation of court management and integrated case flow management processes and systems; Prepare, consolidate compile and advise on institutional performance reports; Conduct research on case flow management;
- ENQUIRIES APPLICATIONS** : Ms C Patrick ☎ (012) 315-1150  
: Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 35/53** : **COURT MANAGER REF NO: 10/133/GP**
- SALARY** : R 192 540-232 590 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office, Heidelberg  
: An appropriate 3 - year Bachelor's Degree or 3 year Diploma or National Diploma in Service Management as well as a completed module in Case Flow Management; Three year's managerial or supervisory experience ;Knowledge of an experience in office and district administration; Knowledge of financial management and the PFMA, A valid EB driver's license. Skills and competencies: Strong leadership and management capabilities; Strategic capacities; Good communication (verbal and written); Computer literacy.
- DUTIES** : Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes ; Manage the facility, physical resources, information and communication related to courts; Implement the departmental policies at the courts; Compile an analyze court statistics to show performance nag trends; Support case flow management at the court ; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office ; Manage the projects intended to improve court management; Manage the communication and relations with the internal and external stake holders; Manage service level agreements
- ENQUIRIES APPLICATIONS** : Ms. J Mokoena ☎ (011) 223 7600  
: 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
- POST 35/54** : **ASSISTANT DIRECTOR: SENIOR AUDITOR REF NO:10/266/COO**  
Division: Forensic Audit
- SALARY** : R192 540- R 232 590 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office; Pretoria  
: Three year Bachelor's degree or National Diploma in Auditing, Accounting, Law or Police Administration; Applicants must also be in possession of a Diploma/Certificate in Forensic Auditing or Criminal Justice and Auditing or Investigation; One year experience in an auditing/investigation environment with more emphasis on financial matters;A minimum of three years hands-on experience in Forensic auditing/Forensic investigating; Knowledge of the functioning of the Criminal Justice System will be an advantage; The successful candidate will be required to undergo a security clearance; A valid driver's license.
- DUTIES** : Manage Forensic Audit teams assigned to projects under investigation; Provide input in profiling of fraud risks and contribute to development of an early warning system; Conduct audit based investigations in accordance with the approved investigations methodology; Contribute to overall Departmental Fraud Prevention/Anti-Corruption

Strategy; Lead and direct teams on investigation projects; Represent the department in the criminal and civil recovery processes; Assist in the formulation of disciplinary charges; Liaise with other State Law enforcement agencies on the reported cases; Advise management on areas where inadequate measures exist to mitigate risks; Present Quality reports to management; Co-ordinate the forensic audit work with other units within the Department, including Internal Audit; Effective management of Investigation projects in accordance with sound project management principles; Promote governance.

**ENQUIRIES APPLICATIONS** : Ms T. Mdluli ☎ (012) 315 1893  
 : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**POST 35/55** : **INTERNAL AUDITOR: FORENSIC AUDIT REF NO: 10/276/COO**  
 Division: Forensic Audit

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

**CENTRE REQUIREMENTS** : National Office; Pretoria  
 : A three years Bachelor’s Degree or National Diploma in Auditing, Accounting, Law or Police Administration; One year experience in an auditing/investigation environment with more emphasis on financial matters; Advanced knowledge of financial investigations and ability to apply knowledge in practical situations; Knowledge of relevant applicable legislation; The successful candidate will be required to undergo a security clearance; A valid driver’s license will be an added advantage.

**DUTIES** : Provide input in the proofing of fraud risks and contribute to the development of an early warning system; Effectively conduct forensic audit investigations in accordance with the investigation methodology and within the determined time frames; Conduct forensic audit investigations and report accordingly on the results of the investigation; Represent the Department in the criminal and civil recovery processes; Liaise with other State Law enforcement agencies on the reported cases; Advise management on areas where inadequate measures exist to mitigate risks; Present quality reports to management; Co-ordinate the forensic audit assignments with other units within the Department, including Internal Audit.

**ENQUIRIES APPLICATIONS** : Ms T. Mdluli ☎ (012) 315 1893  
 : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**POST 35/56** : **INTERNAL AUDITOR 6 POSTS REF NO: 10/273/IA**  
 Division: Internal Audit

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

**CENTRE REQUIREMENTS** : Bloemfontein (2), East London (1), Durban (2), And Mafikeng (1)  
 : An appropriate three year degree or National Diploma with majors in Auditing/ Internal Auditing and Accounting; Candidate should have at least 1 year experience in Internal Auditing (includes internship/ learnership) Candidates must possess a broad and in depth knowledge of the Public Finance Management Act; The successful candidates will be required to complete a security clearance; Candidate must possess an in-depth knowledge of the standards set by the IIA and working knowledge of Auditing.

**DUTIES** : Provide input in conducting risk assessments; Assist in planning audit assignments; Prepare audit programmes together with the Audit Manager; Conduct audit assignments in accordance with the audit methodology; Gather adequate, competent, relevant and useful audit evidence; Prepare draft reports for review by management; Conduct ad-hoc assignments and follow-up audits; Assist in the administration of the Internal Audit Activity;

**ENQUIRIES NOTE APPLICATIONS** : Ms M Modibane ☎ (012) 315 1668  
 : Applicants must specify which centre applying for. One application per post.  
 : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

- POST 35/57** : **ASSISTANT STATE ATTORNEY REF NO: 10/271/CLO**
- SALARY** : R152 685– R 437 184. (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement
- CENTRE** : State Attorney: Cape Town
- REQUIREMENTS** : An LLB or four year recognized legal qualification; Admission as an Attorney; Right of appearance in the High Court of South Africa; At least 2 years appropriate post qualification, litigation experience. Knowledge of the debt collection process; Valid driver's license.. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Strong communication skills (written and verbal) with ability to motivate and direct people; Project management; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail.
- DUTIES** : Represent the State on Litigation in the High Court, Magistrate Court, Labour Court, Supreme Court of Appeal, Constitutional Court, CCMA and tribunal. Furnish legal advice and opinion; Give effect to the Department's strategic plans, policies and prescripts; Provide supervision and training to other professional staff; Maintain all records of work performed and provided statistics required.
- ENQUIRIES** : Mr. N Mabula ☎ (012) 357 8747
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- POST 35/58** : **STATE ACCOUNTANT REF NO: 10/270/CFO**  
Division: Payroll: Tax Control
- SALARY** : R130 425 - R151 425 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : Bachelor's Degree in Finance or equivalent qualifications in Finance; At least one year experience in a salary environment (Accounts, Debts or PAYE reconciliation); Knowledge of PERSAL, Basic Accounting System (BAS), Public Financial Management Act (PFMA) and National Treasury Regulations; Skills and Competencies: Computer literacy (Advance MS Excel will serve as an additional advantage); Good communication (written and verbal) skills; Planning and organizing skills; Strong leadership and management capabilities; Ability to work under pressure and be self-motivated.
- DUTIES** : Act as supervisor of Chief Accounting Clerks, Senior Accounting Clerks and Accounting Clerks buy inter alia, allocating work, ensuring orderliness in work performance, quality and turnover, ensuring office discipline and providing on the job training to subordinates; Reconciliation and clearing of Salary Suspense and Control accounts; Ensure that salaries, allowances and deductions are implemented timeously; Manage control and recover staff debts; Manage payments of all S&T claims and advances; Perform monthly and annual Income Tax reconciliation; Ensure adherence to all applicable prescripts, policies and procedures.
- ENQUIRIES** : Ms. T Mdluli ☎ (012) 315 1893
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 35/59** : **CHIEF ACCOUNTING CLERK REF NO: 10/272/CFO**  
Division: Payroll: Debt Control
- SALARY** : R130 425 - R153 636 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : Bachelor's Degree or equivalent qualifications in Finance or Grade 12 plus more than 10 years experience in a financial environment; Knowledge of PERSAL, Basic Accounting System (BAS), Public Financial Management Act (PFMA) and National Treasury Regulations; Two years appropriate experience (Accounts, Debts or PAYE reconciliation). Skills and Competencies: Computer literacy (Ms Excel); Good communication (written and verbal) skills; Planning and organizing skills; Strong leadership and management capabilities; Ability to work under pressure and be self motivated.

- DUTIES** : Reconciliation of clearing salary suspense and control accounts; Ensure all S&T claims and advances are processed daily; Ensure that salaries and other allowances are implemented timeously; Process payments for service terminations; Perform monthly and annual Income Tax reconciliation; Implement and recovery of staff debts; Supervise and develop staff; Ensure compliancy with all financial prescripts, policies and procedures; Perform ad hoc duties assigned within a team.
- ENQUIRIES** : E. Zeekoei ☎ (012) 315 1119
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 35/60** : **ASSISTANT MASTER: MR 3 – MR 5 REF NO: 10/263/MAS**
- SALARY** : R130 203- R470 970 p.a. (The salary notch will be determined in line with experience as per the OSD determinations). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master Of The Eastern Cape High Court: Port Elizabeth
- REQUIREMENTS** : LLB degree or four year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Knowledge and experience in the administration of estates; Experience in the functional field of and services provided by the Masters of the High Court; A valid driver's license. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Computer literacy; Communication skills; Report writing; Planning and organizing (including time management); Strategic and conceptual orientation; Ability to work under pressure and independently in a highly pressurized environment.
- DUTIES** : Manage the effective and efficient delivery of services at the Office of the Master of the Eastern Cape High Court; Direct and take full responsibility for all service delivery processes and operations of the office within the established policy framework including financial matter e.g. budgeting; Provide leadership, direction and training to the legal professional and management team at the office; Represent the office in its relationship with internal and external stakeholders.
- ENQUIRIES** : Ms M. Moreki Tel: (012) 315 1781
- APPLICATIONS** : Quoting the relevant reference number, direct your application to:Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria, 0001.
- POST 35/61** : **ESTATE CONTROLLER EC1-EC4 22 POSTS**  
Division: Administration of Estate
- SALARY** : R100 494 – R242 253590 per annum. (Salary will be determined in accordance with experience as per OSD).The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master Of The High Court: Polokwane Ref: 10/264/MAS  
Master Of The High Court: Johannesburg Ref: 10/278/MAS
- REQUIREMENTS** : An LLB or four year recognized legal qualification; No previous experience required. The following will serve as a recommendation: A valid drivers' license. Skills and competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Computer literacy; Communication skills; Customer focus.
- DUTIES** : Administration of deceased and insolvent estates, Curatorship's, Trusts and all aspects related to the administration thereof; Ensure that the service level agreements determined internally, externally are met and that consistent and professional standards of service are provided to all clients; Ensure that all opportunities and problems that may impact on service level agreements or effectiveness of operations are brought to the attention of the Assistant Master; Assist with training and development of new staff in terms of administration of estates and resolve any problems; Deal with members of the public and all other parties in a professional manner and ensure that their requests are dealt with expeditiously and effectively; Prepare court reports in a professional manner when required to; Prepare all monthly management reports in the prescribed formats together with any required interpretations and recommendations.
- ENQUIRIES** : Ms M. Moreki: Tel (012) 315 1781

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : Separate applications must be made for each centre
- POST 35/62** : **ESTATE CONTROLLER (EC1 – EC4) 2 POSTS REF NO: 10/262/MAS**
- SALARY** : R100 494 – R242 253 per annum. (Salary will be determined in accordance with experience)The successful candidate will be required to sign a performance agreement.
- CENTRE** : Masters Office: Durban
- REQUIREMENTS** : An LLB or four year recognized legal qualification; No previous experience required. The following will serve as a recommendation: A valid code EB drivers' license. Skills and competencies: Dispute resolution; Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Customer focus
- DUTIES** : Administration of deceased- and insolvent estates, Curatorships, Trusts and all aspects related to the administration thereof; Ensure that the service level agreements determined internally and externally are met and that consistent and professional standards of service are provided to all clients; Ensure that all opportunities and problems that may impact on service level agreements or effectiveness of operations are brought to the attention of the Assistant Master; Assist with training and development of new staff in order for the department to effectively administer estates and resolve any problems;Deal with members of the public and all other parties in a professional manner and ensure that their requests are dealt with expeditiously and effectively.
- ENQUIRIES** : Ms. V. Sewlal ☎ (031) 306 0123
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The State Attorney, Private Bag X54301, Durban, 4000. OR Physical address: 6<sup>th</sup> Floor, Metropolitan Life Building, 391 Smith Street, Durban, 4001
- POST 35/63** : **ADMINISTRATION CLERK REF NO: 10/279/COO**  
Division: Security Management
- SALARY** : R73 584 – R84 134 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office (Pretoria)
- REQUIREMENTS** : Grade 12 or equivalent qualification; Relevant experience in Office Management or Administration; Experience in Security and Risk Management will be an added advantage. Skills and Competencies: Computer literacy; Communication skills (Verbal and Written); Interpersonal skills; Accuracy and attention to detail; Organizational skills; Telephone etiquette; Ability to work irregular hours and team work.
- DUTIES** : Type correspondence such as report, submissions and letters; Coordinate meetings, workshops/conferences and perform administrative tasks such as taking minutes; Arrange and serve refreshments; Attend to visitors; Maintain a filing system to file and retrieve documents ;Operate standard office equipments; Coordinate and make official travelling arrangements for the Director; Compile and submit Subsistence and Travel claims; Assist with asset management; Compile payments for services rendered; Assist the Directorate with the monitoring of the budget; Search information as directed and sometimes analyse and present such results.
- 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 Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- POST 35/64** : **DATA CAPTURER REF NO: 10/261/MAS**
- SALARY** : R73 584 – R 86 679 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master Of North Gauteng High Court, Polokwane
- REQUIREMENTS** : Grade 12 or equivalent qualification with typing as a passed subject; Relevant experience; Knowledge of Public Service rules and regulations will be an advantage; Minimum typing speed of 35 words per minute; An appropriate word processing course successfully completed; and Short-listed candidates will be required to pass a typing test. Skills and competencies: Computer literacy (MS Office); Fluency in at least two official languages, including English; Good communication (verbal and written);

Accuracy and attention to detail; and Ability to deal with matters competently, professionally and tactfully.

**DUTIES**

: Type correspondence and documents; Attend to queries; and Perform other duties as may be allocated from time to time; Answer telephone and take messages; JYP capturing of procurement process and forwarding manual requisition to the National Office in order to acquire a purchase order; Assist in the switchboard when there is a need; Capture, verify and the update of assets, supply the relevant information to the asset controller as soon as practicable; Maintenance and attending all matters relating to Telkom.

**ENQUIRIES**

: Ms M Moreki ☎(012) 315 1781

**APPLICATIONS**

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

## DEPARTMENT OF MINERAL RESOURCES

- APPLICATIONS** : The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Schoeman Street, Sunnyside
- CLOSING DATE** : 17 September 2010
- FOR ATTENTION** : Ms M Palare / Mr H Marakalala
- NOTE** : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Applicants who do not comply with the above-mentioned requirements, as well as application received late will not be considered. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

## OTHER POSTS

- POST 35/65** : **DEPUTY DIRECTOR: MINERAL LAWS**
- SALARY** : R378 456 per annum, Level: 11
- CENTRE** : Mpumalanga -Witbank
- REQUIREMENTS** : A three year Legal qualification (LLB or B Proc) ,Mineral laws experience and a valid drivers' licence PLUS the following key competencies: ☐ Knowledge of • MPRDA and Minerals and Mining Policy • NMPS System ☐ Skills : • Strong administrative skills • Strong Managerial skills • Understanding of the mining industry • Ability to read and update maps • Ability to compile submissions, reports, and letters ☐ Communication: • Communications skills – verbal and written ☐ Creativity • Initiative maintain and operate management and control systems.
- DUTIES** : To transform and regulate the mining industry. Manage the administrative process for each Right or permit application for compliance with the law. Notify and follow up on Royalty payments and prospecting fees to be paid to the state in accordance to the law. Conduct compliance inspections and take appropriate corrective action where required. Identify and carry out inspection on illegal Prospecting.
- ENQUIRIES** : Ms M Mokonyane ☎ (013) 656 1448
- POST 35/66** : **DEPUTY DIRECTOR: MINERAL POLICY DEVELOPMENT**
- SALARY** : R378 456 per annum, Level 11
- CENTRE** : Pretoria -Head Office
- REQUIREMENTS** : An appropriate Law degree coupled with relevant experience PLUS the following key competencies: ☐ Knowledge of: • Mining and Minerals industry • Policy Development • Research methodology • Legislative drafting • Parliamentary processes ☐ Skills: • Organisational skills • Reading and writing skills • Interpersonal skills • Research skills • Interpretation skills ☐ Communication: • Verbal and written communication skills ☐ Creativity • Analytical thinking • Creative thinking.
- DUTIES** : Conduct research and provide advice on matters pertaining to the mineral and mining industry. Compile relevant legal prescripts and prepare circulars for distribution. Develop measures to strengthen the legislative framework Manage and maintain research documents.
- ENQUIRIES** : Mr Andre Andreas ☎ 012 444 3837
- POST 35/67** : **PROJECT MANAGER: NETWORKS AND INFRASTRUCTURE**
- SALARY** : R378 456 per annum, Level 11
- CENTRE** : Pretoria - Head Office
- REQUIREMENTS** : A Degree/National Diploma in Information Technology Management (Microsoft certificate Systems Engineer (MCSE) will be an added advantage) coupled with extensive experience Network Management experience and strong management skills PLUS the following key competencies: ☐ Knowledge of: • Management and expertise within all technical • areas of information technology include VOIP • Programme management with a services • Knowledge of IT trends • Orientation and effective budget management ☐ Skills: • Excellent Network, sever, database, software and

		overall • IT Architecture skills • • Systems integration ☐ Communication: • Excellent written and verbal communication ☐ Creativity • Self driven and innovative • Problem solving.
<b><u>DUTIES</u></b>	:	Monitor Contracts, business agreement and Services level agreement with SITA, Liaise with SITA in respect of Wide Area Network (WAN). Monitor IT within the DMR .Develop, implement, maintain and monitor the IT Policy within DMR.
<b><u>ENQUIRIES</u></b>	:	Mr Zimele Ndlela ☎ (012) 444 3066
<b><u>POST 35/68</u></b>	:	<b><u>ASSISTANT DIRECTOR: BUDGET AND DONOR FUNDS</u></b>
<b><u>SALARY</u></b>	:	R192 540 per annum, Level 9
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate degree or diploma in Accounting plus any relevant experience PLUS the following key competencies:☐ Knowledge of: • Understanding of the PFMA and Treasury Regulations • Government transversal systems, Financial administration and management accounting Government budgeting processes ☐ Skills • Numeric and strong accounting skills, Computer literacy, spreadsheets and word processing • Analysis and evaluation • Problem solving Project management Planning and organizational skills ☐ Communication • Good verbal and written communication, ☐ Creativity • Innovative and self -driven • Ability to work efficiently and effectively Strategic thinking.
<b><u>DUTIES</u></b>	:	Compile departmental budget proposals and submission (MTEF, ENE, AENE etc) • Prepare and submit departmental drawings (against the NRF) projections • Compile monthly reports in accordance with PFMA Oversee the capturing of budget and related transactions on BAS Advise the departmental staff on budget matters. Provide input for compilation of Financial Statements and annual report. Supervise and develop staff.
<b><u>ENQUIRIES</u></b>	:	Miss N Nyweba ☎012 – 444 3371
<b><u>POST 35/69</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMINISTRATION</u></b>
<b><u>SALARY</u></b>	:	R192 540 per annum, Level 9
<b><u>CENTRE</u></b>	:	Head Office; Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three year degree/diploma or NQF 6 qualification and extensive relevant experience in administrative financial management, HR and Publications and Marketing field PLUS the following key competencies: ☐ Knowledge of: Relevant legislation/policies/prescripts and procedures of the public sector, mining industry and financial administration ☐ Skills: Administrative Skills • Negotiation Skills • Communication Skills • Computer Literacy • Sound organisational Skills • Financial Management Skills • Leadership Skills • Sound organisational Skills ☐ Communication: Excellent verbal and written communication skills. • Language skills and the ability to communicate well with internal and external stakeholders☐ Creativity: Creative and innovative
<b><u>DUTIES</u></b>	:	Assist with managing strategic planning processes, including MTEF planning for the Branch. • Assist with the administration of the Branch's budget. • Oversee/coordinate events and exhibitions. • Ensure the printing, distribution and record keeping of publications. • Oversee/provide support service in association with relevant Directorates i.e. HR, Financial Administration, Procurement, Asset Management, events management, information management, access to information. • Provide inputs in the development of policies and procurement and ensure the implementation thereof. • Assist with establishment and implementation of processes, systems and controls. • Coordinate quarterly/annual performance management of the Branch. • Supervise and develop staff.
<b><u>ENQUIRIES</u></b>	:	Ms E.M.M. Breytenbach ☎ 012 444 3861
<b><u>POST 35/70</u></b>	:	<b><u>ASSISTANT DIRECTOR: NETWORKS OPERATION 2 POSTS</u></b>
<b><u>SALARY</u></b>	:	R192 540 per annum, Level 9
<b><u>CENTRE</u></b>	:	Pretoria -Head office
<b><u>REQUIREMENTS</u></b>	:	A Degree/National Diploma in information Technology Management coupled with extensive Network management and IT experience PLUS the following key competencies: ☐ Knowledge of: • Technical Expertise within all areas • VOIP • IT Product • Systems integration ☐ Skills: • Self driven and innovative Must be able to work under pressure • Skills transfer • IT architecture skills ☐ Communication • written and verbal communication • Excellent networks • Serve, database, software and overall



		<ul style="list-style-type: none"> <li>• ☐ Creativity</li> <li>• Self driven and innovation</li> <li>• Must be able to improvise (analytical)</li> <li>• Self motivation</li> <li>• Problem solving</li> <li>• Coaching and empowerment</li> </ul>
<b><u>DUTIES</u></b>	:	Ensure 3 <sup>rd</sup> level support for helpdesk, transversal systems (Bas, Peral and LogisProvide inputs and oversee monitoring of information technology policy. Perform 3 com planning and problem solving as per demand. Ensure that systems are operational at all times and that backups and restores.
<b><u>ENQUIRIES</u></b>	:	Zimele Ndlela ☎012 4443066
<b><u>POST 35/71</u></b>	:	<b><u>SENIOR HELPDESK ADMINISTRATOR</u></b>
<b><u>SALARY</u></b>	:	R192 540 per annum, Level 9
<b><u>CENTRE</u></b>	:	Pretoria- Head office
<b><u>REQUIREMENTS</u></b>	:	A / Any Diploma in IT or Equivalent qualification (Microsoft Certified System Engineer ((MCSE) will be added advantage) PLUS the following key competencies: ☐ Knowledge of: <ul style="list-style-type: none"> <li>• MS office 2007</li> <li>• MS windows 2007/XP PRO</li> <li>• Remote Desktop</li> <li>• Printer installation</li> <li>• Program installation and trouble shooting</li> </ul> ☐ Skills <ul style="list-style-type: none"> <li>• Must be able to work on a technical hardware/software</li> <li>• Must be able to work under pressure</li> </ul> ☐ Communication: <ul style="list-style-type: none"> <li>• Must able to work under pressure</li> <li>• Skills transfer</li> </ul> ☐ Creativity: <ul style="list-style-type: none"> <li>• independent person</li> <li>• Must be able to improvise (analytical)</li> <li>• Self motivation</li> <li>• Decisive.</li> </ul>
<b><u>DUTIES</u></b>	:	Ensure effective management of helpdesk calls. Oversee 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> line support activities. Oversee and improve technical support for the configuration. Installation, repairs and Liaise with 3 <sup>rd</sup> party suppliers on Service and printers and telephone. Liaise with 3 <sup>rd</sup> patty suppliers on Services level agreement Do quality checking of helpdesk operation. Supervise and develop staff.
<b><u>ENQUIRIES</u></b>	:	Mr Tshililo Mudau ☎ (012 4443294
<b><u>NOTE</u></b>	:	Females and disabled candidates who meet the requirements are encouraged to apply
<b><u>POST 35/72</u></b>	:	<b><u>HELPDESK ADMINISTRATOR</u></b>
<b><u>SALARY</u></b>	:	R130 425 per annum, Level 7
<b><u>CENTRE</u></b>	:	Pretoria-Head Office
<b><u>REQUIREMENTS</u></b>	:	A+/N+ or Diploma Information Technology PLUS the following key competencies: <ul style="list-style-type: none"> <li>☐ Knowledge of: <ul style="list-style-type: none"> <li>• MS Office 2007, WINDOWS XP AND 2007</li> <li>• remote</li> <li>• program installation</li> <li>• printer installation</li> </ul> </li> <li>☐ Skills: <ul style="list-style-type: none"> <li>• Must be able to work on technical hardware</li> <li>• Must be able to work under pressure</li> </ul> </li> <li>☐ Communication: <ul style="list-style-type: none"> <li>• Must have good communication skills</li> <li>• Must be a good listener and patient</li> </ul> </li> <li>☐ Creativity: <ul style="list-style-type: none"> <li>• Multitasks and prioritize.</li> </ul> </li> </ul>
<b><u>DUTIES</u></b>	:	Answer helpdesk telephones only as a backup to first line support. Log calls and close calls. Provide 2 <sup>nd</sup> and 3 <sup>rd</sup> line support. Configure, install, repair and replace computers, printers and telephones.
<b><u>ENQUIRIES</u></b>	:	Mr Tshililo Mudau ☎(012) 444 3294
<b><u>POST 35/73</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK</u></b>
<b><u>SALARY</u></b>	:	R130 425 per annum, Level 7
<b><u>CENTRE</u></b>	:	Kimberley- Northern Cape
<b><u>REQUIREMENTS</u></b>	:	A matric certificate coupled with extensive relevant experience in administration. PLUS the following key competencies: ☐ Knowledge of: <ul style="list-style-type: none"> <li>• knowledge of the appropriate laws and policies relating to administration</li> <li>Effective and efficient procedures, systems and control</li> <li>• Effective supervision/management of staff</li> <li>• Government's financial prescripts and policies</li> <li>• Management of assets and transport</li> </ul> ☐ Skills <ul style="list-style-type: none"> <li>• Supervising and organising and handling of conflict and grievances</li> <li>• Legislation and policies and render necessary advise</li> <li>• Ability to draft and compile submissions, letters and inputs</li> <li>• Training and development of staff.</li> <li>• Computer literacy.</li> </ul> ☐ Communication: <ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills.</li> <li>• Diplomacy and professional conduct.</li> </ul> ☐ Creativity: <ul style="list-style-type: none"> <li>• Dynamic individual and team player.</li> </ul>
<b><u>DUTIES</u></b>	:	Responsible for client services to public and personnel. Ensure the alignment of cash office activities with PFMA and Dept prescripts. Supervise and develop staff and oversee administrative controls. Responsible for the inning of all departmental income and Asset control.
<b><u>ENQUIRIES</u></b>	:	Mr P Swart ☎ (053) 807 1700
<b><u>NOTE</u></b>	:	A valid driver's licence would be an advantage.

**POST 35/74** : **HELPDESK OPERATOR**

**SALARY** : R87 978 per annum, Level 5  
**CENTRE** : Pretoria-Head Office  
**REQUIREMENTS** : A+/N+ or Diploma in IT coupled with exposure to the Helpdesk or IT environment, PLUS the following key competencies: ☐ Knowledge of: • Ms office 2007, windows XP and 2007 • remote tools • program installation • printer installation ☐ Skills: • Must be able to work on a technical hardware • Must be able to work under pressure • Skill transfer ☐ Communication: • Must have good communication skills • Must be a good listener and be patient ☐ Creativity • Multitasks and prioritize.

**DUTIES** : Answer helpdesk telephones and log calls. Log calls and close calls and follow up on all pending calls and open calls. Assist with dispatch, removals and movement of IT equipment. Assist to configure, install, repair and replace computers, printers and telephones.

**ENQUIRIES** : Mr Tshililo Mudau ☎(012) 444 3294

**POST 35/75** : **ADMIN CLERK: SUBSIDISED VEHICLES**

**SALARY** : R87 978 per annum, Level 5  
**CENTRE** : Pretoria-Head Office  
**REQUIREMENTS** : A grade 12 Certificate, coupled with relevant experience. PLUS the following key competencies: ☐ Knowledge of: • Subsidised Vehicles Policy • PFMA • Fleet Management ☐ Skills: • Computer literacy • Numeracy ☐ Communication: • Verbal and writing skills ☐ Creativity: Innovative thinking • Problem making

**DUTIES** : Administration of Subsidised Vehicles. Assist with the reconciliation of and verification of motor vehicle subsidies. Advise users on the administration of Subsidised Transport. Assist with the investigation of and reporting on irregularities and discrepancies.

**ENQUIRIES** : Ms Naledi Salagae ☎ 012 444 3544  
**NOTE** : Driver's licence will be an added advantage.

## DEPARTMENT OF PUBLIC WORKS

*The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.*



- CLOSING DATE** : 10 September 2010
- NOTE** : An indication by candidates in this regard will facilitate the processing of applications. If not suitable candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications should be submitted on Form Z83, obtainable from any Public Service Department and must be accompanied by a comprehensive CV, certified copies of qualifications and identification document. Should you not hear from us within the next two months, please regard your application as unsuccessful. Please forward your application, quoting the relevant reference number, to the address mentioned at each post. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that your appointment is subjected to verification of qualifications and a security clearance. NB: no faxed or e-mailed applications will be accepted.

## OTHER POSTS

- POST 35/76** : **DEPUTY DIRECTOR: STATUTORY COMPLIANCE: ELECTRICAL ENGINEERING OPERATIONS: STATUTORY COMPLIANCE REF NO: 2010/200**

- SALARY** : All inclusive salary package of R 378 456 per annum
- CENTRE** : Head Office
- REQUIREMENTS** : Applicants must be in possession of a three year tertiary qualification in Electrical Engineering and appropriate relevant experience in the building industry. Recommendation: He /She must have a government Certificate of competency in Electrical Engineering and appropriate experience in the profession covering the design and Supervision of electrical installations in buildings and electrical distribution systems. He /She must be able to communicate (verbally and Writing) at all levels, have excellent interpersonal (teamwork) and negotiation skills and computer literacy. Extensive Knowledge of the Occupational Health and Safety Act 1993(Act 85 of 1993), the National Building Regulations and Standards Act, Electrical Regulations as well as other related relevant Acts. Appropriate experience in middle management in the Public Service or the Private sector is required and financial control, training of staff, planning and organising is needed. He/she must have a valid code eight driver's licence and willing to travel extensively. Registration with the Engineering Council of South Africa in terms of section 19 of the Engineering Profession Act, 2000(Act 46 of 2000) as a Professional Registered Engineer and Safety Management "SAMTRAC" Qualification will serve as an added advantage.

- DUTIES** : Visits regional offices regularly to do evaluation of Electrical installations, Ensure that all safety policies and requirements of the Occupational Health and Safety Act of 1993(Act 85 of 1993) and Electrical Regulations as well as the National Building Regulations and Standards Act are adhered to, Gathering information, evaluating and advising all parties involved on the requirements regarding electrical, electronic installations and electrical reticulation installations and lifts. Facilitate the updating of all standard specifications for Electrical equipments and installations to ensure that they comply with the latest requirements of the Occupational Health and Safety Act and Electrical Regulations. Managing the database of safety records of all electrical equipment for the entire Department, Be involved in the development of policy for the implementation of the requirements of the Occupational Health and Safety Act. Monitor the implementation of the requirements of the Acts and policies by the various parties involved. Facilitate training of Safety Officers and Safety Representatives and provide guidance on statutory matters. Monitor the workings of all Safety Committees and the incidents that are being dealt with as required by the OHSA. Coordinate quarterly reporting of regional managers to the DG with regard to the OHSA. Ensure that all State and Leased buildings have valid Certificate of Compliance and are being issued by an accredited person. Ensure that all substations and Lifts are properly maintained.

- ENQUIRIES** : Ms G Komane Tel (012) 337 2156/3417

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

**FOR ATTENTION** : Ms M Masubelele

**POST 35/77** : **DEPUTY DIRECTOR: STATUTORY COMPLIANCE: CIVIL ENGINEERING, BUILDING AND ENVIRONMENTAL MANAGEMENT OPERATIONS: STATUTORY COMPLIANCE, REF NO.: 2010/201**

**SALARY CENTRE REQUIREMENTS** : Inclusive salary package of R378 456 per annum  
: Head Office  
: Applicants must be in possession of a three year tertiary qualification in Civil, Building or any Built environment qualification and an appropriate relevant experience in the building industry and or OHSA. Recommendation: He /She must have appropriate experience in the profession covering design and supervision of most of the following disciplines: Water /Sewer Treatment Plants, Construction Safety Management, building structures, including facilities for people with disabilities (access to buildings) and Geotechnical Engineering(including Dolomite).Experience in the implementation of the requirements of inter alia the Occupational Health and Safety Act, National Building Regulations and Standards Act, the Water Acts and the Environmental Management Act. He /She must be able to communicate (verbally and Writing) at all levels, have excellent interpersonal (teamwork) and negotiation skills and computer literacy. Extensive Knowledge of the Occupational Health and Safety Act 1993(Act 85 of 1993), the National Building Regulations and Standards Act, the Water Acts and Environmental Management Act as well as other related relevant Acts. Appropriate experience in Environmental Risk Assessment and Management. Appropriate experience in middle management in the Public Service or the Private sector is required and financial control, training of staff, planning and organising is needed. licence and willing to travel extensively. Registration with the Engineering Council of South Africa in terms of section 19 of the Engineering Profession Act, 2000(Act 46 of 2000) as a Professional Registered Engineer and Safety Management "SAMTRAC" qualification will serve as an added advantage.

**DUTIES** : Visits regional offices regularly to do evaluation of Civil/Structural Engineering projects/ Environmental issues proposals to ensure that all safety policies and requirements of the Occupational Health and Safety Act of 1993(Act 85 of 1993) and Regulations as well as the National Building Regulations and Standards Act are adhered to. Responsible for the Sub-section Civil Engineering, Building and Environmental Management which will include the compiling, management, implementation and monitoring of policies regarding safety and compliance with the relevant Acts and Regulations in the Civil/Structural Engineering, Environmental Management and Building Industry. Facilitates the registration of all Water and Waste Treatment Plants and other civil installations. Give guidance and training at the Regional offices to all involved in statutory requirements in the building industry and monitor compliance. Be involved in the development of policy for the implementation of the requirements of the Occupational Health and Safety Act. Monitor the implementation of the requirements of the Acts various parties involved. Monitor compliance on construction site/Projects. Facilitate training of Safety Officers and Safety Representatives and provide guidance on statutory matters. Monitor the workings of all Safety Committees and the incidents that are being dealt with as required by the OHSA. Coordinate quarterly reporting of regional managers to the DG with regard to the OHSA.

**ENQUIRIES APPLICATIONS** : Ms G Komane Tel No (012) 337 2156/3417  
: The Director-General, Department of Public Works; Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Bosman and Church Street, Public Works House Building, Pretoria,

**FOR ATTENTION** : Ms M Masubelele

**POST 35/78** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT 2 POSTS HUMAN RESOURCE DEVELOPMENT REF NO: 2010/199**

**SALARY CENTRE REQUIREMENTS** : R192 540 per annum  
: Head Office  
: An appropriate recognized Bachelor's degree or an equivalent qualification preferably in the Behavioral Science or Industrial Psychology and relevant experience in Performance management and development. Excellent communication (written and verbal skills), Analytical skill, Interpersonal skill, Conflict resolution skill, High level of computer literacy specifically with regard to MS Excel, MS Word and MS PowerPoint. The ability to

perform independently and under pressure are prerequisites for this post, Knowledge of Skills Development Act and other related legislations and data analysis techniques' will be an added advantage

**DUTIES** : Manage the Performance Management System for staff on salary level 1-12, SMS Members HOD for specific identified Regional Offices and Head Office components in the Department. Provide support and advice, including training to the identified Regional Office/Line functions on the administrative/application of the above mentioned systems in general and particularly during Workplan Development, Progress Reviews, Annual Appraisal and Processing of Performance bonuses, Analyze trends on Performance Management, including data/statistics on gender, race, disability, salary level, etc, Provide secretarial support to the Department Moderating Committees. Provide administrative support services to the Head of Sub directorate.

**ENQUIRIES** : Mr. W Roos (012) 337 2897  
**APPLICATIONS** : The Director-General, Department of Public Works; Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Bosman and Church Street, Public Works House Building, Pretoria,

**FOR ATTENTION** : Ms M Masubelele

**POST 35/79** : **ASSISTANT DIRECTOR: ACQUISITIONS PROPERTY MANAGEMENT, REF NO: 2010/202**

**SALARY** : R192 540 per annum  
**CENTRE** : Johannesburg Regional Office  
**REQUIREMENTS** : Tertiary qualifications in property or build environment field with relevant experience. Knowledge of procurement policies and directives. Knowledge of Public Financial Management Act )(PFMA). Knowledge of Contract Administration, Property trends and Financial Administration. Computer Literacy, Analytical Thinking. Good Communication Skills. Drivers License.

**DUTIES** : Establish availability of funds for Client Departments. Inspect and Select suitable accommodation according to the requirements of the client department. Reconcile and update the PMIS with BAS systems. Compile monthly report regarding procedure and lease accommodation. Administer Lease portfolios and lease agreements. Present submissions related to leasing to bid committees. Conduct monthly report meetings. Support the financial administrative processes of the section. Negotiate and manage renewals of the leased accommodations.

**ENQUIRES** : Mr. TP Moloi Tel (011) 713 6184  
**APPLICATIONS** : The Regional Manager, National Dept of Public Works, Private Bag X3, Braamfontein, 2017

**FOR ATTENTION** : Mr. COM Nxumalo

**POST 35/80** : **ASSISTANT DIRECTOR: UTILIZATION & CONTRACTS ADMINISTRATION, PROPERTY MANAGEMENT REF NO: 2010/203**

**SALARY** : R 192 540 per annum  
**CENTRE** : Bloemfontein Regional Office Ref: 2010/203 A  
Pretoria Regional Office Ref: 2010/ 203 B  
Johannesburg R/O Ref: 2010/ 203 C

**REQUIREMENTS** : Relevant three years tertiary qualification or equivalent qualifications plus appropriate experience in property management. Knowledge of fixed assets management. Knowledge of Public Financial Management Act. Experience in budget administration, and financial analysis. Computer Literacy, Analytical Thinking. High level of written and Verbal Communication skills, good interpersonal skills. Valid drivers License.

**DUTIES** : Manage and ensure reliable property information systems and assets register through information provided by all units involved in property transactions. Ensure that property management information systems are able to reflect all relevant property related information. Keep track of development with regard property management trends. Communicate with provincial Government in maintaining the national fixed assets register. Liaises with all relevant stakeholders and units to ensure that property information is captured correctly and in good time. Preparation of reports to top management and all stakeholders. Comply with the requirements of the PFMA.

**ENQUIRIES** : Mr L Henney Tel (051) 400 8771 (Bloemfontein)  
Mr B Sechaba Tel, 012 310 5940 (Pretoria)  
Mr H Nkosi Te (011) 713 6010 (Johannesburg)

**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X 20605, Bloemfontein, 9300  
Mr T Mofokeng

The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street Pretoria  
Ms. A. Mafa  
The Regional Manager, National Dept of Public Works, Private Bag X3, Braamfontein, 2017  
Mr. COM Nxumalo

**NOTE** : Please specify your reference number in your application according to your preferred Region

**POST 35/81** : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS REF NO: 2010/204**

**SALARY** : R 192 540 per annum  
**CENTRE** : Polokwane Regional Office X 1 Post Ref: 2010/204 A  
Mmabatho Regional Office X 1 Post Ref: 2010/204 B

**REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma or relevant qualifications, preferably in Finance and Accounting. A valid driver's license. Computer literacy in Ms Word and Excel. Knowledge of PMIS and BAS will be an added advantage. Appropriate experience in property industry/financial management environment. Report writing and good communication skills, organizing and problem solving abilities. Good communication skills, verbal and written. Good financial, interpersonal, analytical and budgeting skills. Ability to manage stakeholders, (i.e. municipalities, client departments and private individuals) Ability to work under pressure.

**DUTIES** : Responsible for property expenditure through payment of rates and taxes, municipal services and any other property related expenditure. Implement long-term water & energy efficient strategies. Assist in compilation of sub-directorate's budget. Ensure sound property expenditure management system including minimization of accounts payable to avoid fruitless, irregular and unauthorized expenditure. Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure for all state owned properties. Responsible for implementing strategies to ensure compliance with all Legislations & Regulations as required by the Auditor-General. Supervise staff and manage their performance according to the PMDS.

**ENQUIRIES** : Mr. Y Siweya Tel (015) 291 6415 Polokwane Regional Office  
**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 78 Hans van Rensburg Street, Old Mutual Building, 1<sup>st</sup> Floor, Polokwane  
MR. J. Khotsa  
The Regional Manager, Department of Public Works, Private Bag X 120, Mafikeng, 2735  
Mr. T. Oagile  
Ms I Mahlaule Tel ( 018) 384 9331 ext 2219 Mmabatho Regional Office

**NOTE** : Please specify your reference number in your application according to your preferred Region

**POST 35/82** : **ASSISTANT DIRECTOR: KEY ACCOUNT MANAGEMENT (SAPS) REF NO: 2010/205**

**SALARY** : R 192 540 per annum  
**CENTRE** : Pretoria Regional Office

**REQUIREMENTS** : A recognized tertiary qualification in the built environment (e.g. Architecture, Quantity Surveying, Town Planning or Engineering), Management Science, Commerce, Marketing and/or Communication. Appropriate experience in property industry. Valid driver's license. Computer literacy especially working with spreadsheets and report writing skills. This post requires a service orientated, proactive and team oriented person who has a strong marketing background with excellent negotiation, communication and analytical skills. Knowledge in the following field: Customer Relations, Marketing and Research, Key accounts management, Performance Management, Service level control and monitoring, Project Management, Commodity and sector forecasting. Market plan development and monitoring of market trends as well as marketing management and research. Sound budgeting and financial management skills. Understanding of PFMA and other relevant government regulations. Willingness to travel.

**DUTIES** : The primary purpose of this position is to support the Property Managers and Project Managers as a contact person between the Department of Public Works and assigned Client's department. Provide inputs towards compilation, operation and execution of annual business plans for the directorate. Render assistance to assigned client departments in formulating the accommodation requirements and budget appropriately and formulation of their Asset Plans. Consolidate reports to clients. Ensure compliance with the PFMA. Provide inputs towards the compilation of annual building programmes

per assigned Client departments for Capital Works and Planned Maintenance projects.  
Provide Inputs towards annual budget for unplanned Maintenance.

**ENQUIRIES**  
**APPLICATIONS**  
**FOR ATTENTION**

- : Ms E Van Deventer Tel (012) 310 5050
- : The Regional Manager, Department of Public Works, Private BagX229, Pretoria, 0001  
or 251 Skinner AVN Building, Cnr Andries and Skinner Street Pretoria
- : Ms. A. Mafa

**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.*

<b><u>APPLICATIONS</u></b>	:	The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
<b><u>FOR ATTENTION</u></b>	:	Ms J Malala
<b><u>CLOSING DATE</u></b>	:	17 September 2010
<b><u>NOTE</u></b>	:	A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Applicants must please note that they will be required to show proof of original qualifications during the selection process. Correspondence will be limited to successful candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

**OTHER POSTS**

<b><u>POST 35/83</u></b>		<b><u>DEPUTY DIRECTOR: NETWORK INFRASTRUCTURE</u></b> Information Technology
<b><u>SALARY</u></b>	:	R378 456 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.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelors Degree/National Diploma plus specialised knowledge of and sufficient experience in information technology networks or a Certificate in MCSE/MCNE/CNE/A+/N+ plus specialized knowledge of and extensive experience in information technology networks. Technical knowledge of operating systems (Microsoft and Novell solutions). Knowledge in the field of information systems and information technology. Network management (design, implementation, support and maintain). Knowledge of Microsoft and Novell software solutions. Experience in drafting user requirement specifications / business problem statements and negotiating business contracts. Experience of working on information systems projects. Experience of working with and managing network infrastructure budgets. Competencies needed: Excellent internal /external networking skills. 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 under pressure. Ability to work under pressure. Confidence. Trustworthiness. Integrity. Patience. Accuracy. Diplomacy. Assertiveness. Compliance. Willingness to travel. Creative and innovative. Creative and innovative. Friendliness.
<b><u>DUTIES</u></b>	:	To design, plan and support all information technology (IT) network related projects. Plan and develop all resource requirements related to the IT network infrastructure with a view to providing the required information network capacity. Control and manage the network design and implementation with respect to network cabling, network architecture, as well as the simulation of business requirements to assess network impact. Develop network security plans and disaster recovery plans (DRP). Configuration management of ICT infrastructure. Ensure ICT capacity building. Assist with the development and implementation of IT policies, network standards processes and procedures. Ensure that all departmental information systems and networks are available, reliable and secured.
<b><u>ENQUIRIES</u></b>	:	Mr J Segole Tel (012) 312 7917
<b><u>POST 35/84</u></b>	:	<b><u>ASSISTANT DIRECTOR: RESEARCH</u></b> Directorate: Impact Assessment Co-ordination
<b><u>SALARY</u></b>	:	R192 540 per annum
<b><u>CENTRE</u></b>	:	Pretoria



<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>↳An Bachelors Degree in Social Science (or equivalent qualification) PLUS credible experience in research related to social policy. ↳A valid code 08 drivers licence.</li> <li>↳Willingness to travel. ↳Experience in the development field will be an added advantage.</li> <li>Competencies needed: ↳Qualitative and quantitative research skills. ↳Project management skills. ↳Problem solving skills. ↳Policy analysis skills. ↳Planning and organising skills. ↳Analytical skills. ↳Communication (written, verbal and liaison) skills.</li> <li>↳Computer literacy. Attributes needed: Ability to work in a team and independently.</li> <li>↳Strategic thinking. ↳An eye for detail.</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>Key Responsibilities: ↳Develop and implement an annual research programme. ↳Design and implement the impact evaluation studies for programmes in the Department of Social Development. Design and implement Evaluation Plans for the purposes of evaluating DSD policies and programmes. Design and implement diagnostic evaluation studies – in collaboration with Monitoring Directorate to identify indicators and maximize monitoring and evaluation process efficiently. Participate in monitoring and evaluation projects on an ad-hoc basis.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Ms D Ababio (012) 312-7820
<b><u>POST 35/85</u></b>	:	<b><u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R192 540 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>↳An appropriate Bachelors Degree in Logistics and/ Purchasing management or equivalent qualification PLUS sufficient experience in Supply Chain Management environment. ↳Knowledge of the Supply Chain Management Policies. ↳Knowledge of the Government tender procedures. ↳ Knowledge of the Public Finance Management Act.</li> <li>↳Knowledge of the Preferential Procurement Policy Framework Act. ↳Knowledge of the Broad Based Black Economic Empowerment. Competencies needed: ↳Communication (written, verbal and liaison) skills. ↳Analytical skills. ↳Planning and organising skills.</li> <li>↳Interpersonal relations skills. ↳Problem-solving skills. ↳Computer literacy. ↳Negotiation skills. ↳Financial Management skills. Attributes: ↳Ability to work in a team. ↳Ability to work under pressure. ↳Assertiveness. ↳Self-starter. ↳Accurate and compliant.</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>Key Responsibilities: ↳Develop procurement plans. ↳Manage current and future needs of the Department. ↳Perform industry and commodity analysis including market analysis.</li> <li>↳determine sourcing strategies. ↳Co-ordinate the development of specification and or Terms of References. ↳Manage supplier registration and performance and maintain the supplier database (currently using IQUAL). ↳Administer IQUAL accessibility for supply chain users.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Mr K Watson (012) 312-7566
<b><u>POST 35/86</u></b>	:	<b><u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	192 540 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>↳An appropriate Bachelors Degree in Logistics and/ Purchasing management or equivalent qualification PLUS sufficient experience in Supply Chain Management environment. ↳Knowledge of the Supply Chain Management Policies. ↳Knowledge of the Government tender procedures. ↳ Knowledge of the Public Finance Management Act.</li> <li>↳Knowledge of the Preferential Procurement Policy Framework Act. ↳Knowledge of the Broad Based Black Economic Empowerment. Competencies needed: ↳Communication (written, verbal and liaison) skills. ↳Analytical skills. ↳Planning and organising skills.</li> <li>↳Interpersonal relations skills. ↳Problem-solving skills. ↳Computer literacy. ↳ Negotiation skills. ↳Financial Management skills. Attributes: ↳Ability to work in a team. ↳Ability to work under pressure. ↳Assertiveness. ↳Self-starter. ↳Accurate and compliant.</li> </ul>
<b><u>DUTIES</u></b>	:	<ul style="list-style-type: none"> <li>Key Responsibilities: ↳Provide adequate administration of bids. ↳Ensure the evaluation of bids in line with PPPFA. ↳Ensure the effective functioning of the bid evaluation and bid adjudication committees. ↳provide administrative function to Bid Evaluation and Bid Adjudication Committee. ↳Provide monthly reports on procurement from HDI's to senior management and the National Treasury. ↳Communicate with service providers to obtain information on bids submitted. ↳Inform service providers on the outcome of advertised bids.</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Mr K Watson (012) 312-7566
<b><u>POST 35/87</u></b>	:	<b><u>SENIOR SECRETARY GRADE III</u></b> Directorate: Supply Chain Management

**SALARY** : R105 645 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** :
 

- ↳A Grade 10 or equivalent Certificate PLUS extensive experience in the administrative/secretarial field and/or a Grade 12 or equivalent Certificate PLUS sufficient experience in the administrative/secretarial field. ↳Candidates on the shortlist will be required to undergo a computer literacy/typing test to assess written communication skills. Knowledge of document tracking, storage and retrieval.
- ↳Knowledge of filing systems. ↳Knowledge of provisioning administration prescripts. Competencies needed: ↳Planning and organising skills. ↳Ability to interpret directives.
- ↳Interpersonal skills. ↳Problem solving skills. ↳Typing skills. ↳Communication (written and verbal) skills. ↳Cost consciousness. ↳MS Office Suite. ↳Knowledge of filing systems.
- ↳Telephone etiquette. ↳Knowledge of provisioning administration prescripts. Personal attributes ↳Friendly. ↳Confident. ↳Accurate. ↳Adaptable. ↳Independent. ↳Ability to work under pressure and to cope with a high workload.

**DUTIES** : Key Responsibilities: ↳Answer the telephone, make telephone calls on behalf of the senior manager and canalise telephone calls to the relative unit. ↳Receive clients or visitors. ↳Arrange meetings, workshops and appointments and provide administrative support. ↳Manage the diary of the senior manager. ↳Arrange journeys and accommodation and compile and submit subsistence and travel claims. ↳Scan, manage and draft correspondence, documentation, supporting registers and filing. ↳Facilitate inputs for parliamentary questions. ↳Take notes, keep minutes and do typing. ↳Co-ordinate financial inputs as well as human resource management and human resource development matters. ↳Act as Chief User Clerk.

**ENQUIRIES** : Mr D Naidoo (012) 312-7688

**POST 35/88** : **SENIOR ADMINISTRATION CLERK (BID OFFICE)**  
 Directorate: Supply Chain Management

**SALARY** : R105 645 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** :
 

- ↳Senior Certificate or equivalent PLUS appropriate experience in tender/bid administration. ↳Successful completion of Supply Chain Management courses and tender/bid related courses. ↳Knowledge of Supply Chain Management Framework.
- ↳Knowledge of the PPPFA, PFMA and Treasury regulations. Competencies needed: ↳Communication (written, verbal and liaison) skills. ↳Planning and organising skills.
- ↳Interpersonal skills. ↳Problem-solving skills. ↳Computer literacy. ↳Analytical skills.
- ↳Administrative Skills. ↳Business Ethics. Attributes: ↳Ability to work in a team. ↳Ability to work under pressure and to cope with a high workload. ↳Self-starter. ↳Accurate and compliant. ↳Friendly and Trustworthy. ↳Assertiveness.

**DUTIES** : Key Responsibilities: ↳Collate and compile all bid related documents. ↳Issue bid documents to prospective bidders. ↳Perform secretarial support services to the various bid committees. ↳Maintain a filing system for contracts. ↳Capture all awarded contracts on the database. ↳Compile and submit monthly bid reports.

**ENQUIRIES** : Mr K Watson (012) 312-7688

## DEPARTMENT OF TOURISM

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

- 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)
- NOTE** : In order to be considered, applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references), It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment.

## MANAGEMENT ECHELON

- POST 35/89** : **RESEARCH SPECIALIST REF NO: NDT151/2010**
- SALARY** : All-inclusive remuneration package of R652 572 per annum. The remuneration package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package may be structured according to the individual's personal needs within the rules of the structuring of the flexible portion
- CENTRE REQUIREMENTS** : Pretoria  
: Recognised tertiary qualification at a Master's level in Tourism Research/Economics/Statistics or related fields plus extensive relevant experience in one of these areas. Analytical and innovative. Experience in project management. Understanding of the Public Service environment. Valid driver's licence and willingness to travel. Minimum of 5 years' middle management experience with exposure to strategic and business planning process. Skills/competencies: Ability to develop, conduct and implement specialised research and training within a Tourism field. Knowledge of the research environment within which tourism operates. Ability to perform independently on routine work and projects. Ability to provide or render expert advice or consultant services at all levels. Project and financial management skills. Be familiar with the Public Service environment. Computer literacy. Information presentation and report-writing skills. Good planning and time management skills. Good verbal and written communication skills. Ability to work under pressure.
- DUTIES** : Lead, conduct and direct research projects within the Department of Tourism. Develop and facilitate the implementation of research to be consistent with legislative and other good governance arrangements. Ensure the development and implementation of strategic objectives for tourism research. Provide strategic guidance and expert advice in terms of tourism research. Provide tourism research support for informed decision making. Manage the development of tourism indicators. Provide relevant statistics for informed decision-making. Participate in the development of the strategy for the Department.
- ENQUIRIES** : Mr A Mokgesi, tel. (012) 310-3269.
- CLOSING DATE** : 17 September 2010

- POST 35/90** : **KNOWLEDGE AND INFORMATION MANAGEMENT SPECIALIST REF NO: NDT152/2010**
- SALARY** : All-inclusive remuneration package of R652 572 per annum. The remuneration package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package may be structured according to the individual's personal needs within the rules of the structuring of the flexible portion
- CENTRE REQUIREMENTS** : Pretoria  
: Recognised tertiary qualification at Master's level or Honours degrees or equivalent plus proof of study towards a Master's degree in Knowledge and/or Information Management or related fields | Minimum of 5 years' experience in the Knowledge and/or Information Management area. Working knowledge of the Electronic Communications Act is essential and latest developments in the knowledge and information field, such as Social

Media | Working knowledge of GIS, web technology, database development and management, etc. Skills/competencies: Ability to perform independently on routine work and projects. Ability to provide or render expert advice or consultant services at all levels | Ability to develop and implement a knowledge management framework within the tourism field | Ability to provide training within the field | Project and financial management skills | Good communication skills (verbal and written) | Knowledge of the policy environment within which tourism operates | Be familiar with the Public Service environment | Good planning and time management skills | Ability to work under pressure.

**DUTIES** : Provide overall expert advice in Knowledge and Information Management to the Department. Execute routine work and key projects in the Directorate: Knowledge and Information Management. Develop and implement strategies and/or systems for tourism sector knowledge identification, capturing, processing and dissemination. Update the Knowledge and Information Management databases and sources.

**ENQUIRIES** : Mr A Mokgesi, tel. (012) 310-3269.

**CLOSING DATE** : 17 September 2010

**NOTE** : Note: short-listed candidates will be subject to screening and security vetting to determine the suitability of a person for employment. .

#### **OTHER POST**

**POST 35/91** : **ASSISTANT DIRECTOR: PROGRAMME MANAGEMENT (NDT150/2010)**

**SALARY** : R192 540 per annum (an all-inclusive remuneration package of R 270 455.00) conditions apply

**CENTRE** : Pretoria

**REQUIREMENTS** : A recognized tertiary qualification in Public Administration, Social Science, Development Studies or Tourism; and or Grade 12 plus extensive relevant experience in a project management environment. The following will be an advantage: Experience in multi - project coordination and management. Knowledge of relevant government legislation, and policies. Working understanding of the Public Finance Management Act, National Growth Development Strategy, IDPs, good interpersonal, communication, numerical, planning and organizational skills. Numerical and Analytical skills. Working knowledge of the Expanded Public Works Programme; Exceptional report writing skills, facilitation, research, interpersonal, co-ordination, community liaison and problem solving skills, computer literacy with knowledge of MS Excel, MS Power Point, MS Word and Internet; Ability to work with limited supervision. Willingness to travel and working overtime when required. A Code EB Drivers' license is essential.

**DUTIES** : The successful applicant will be report to the Director: Programme Management of the Chief Directorate Social Responsibility Implementation and will be responsible for the following duties: Co-ordinate the financial and human resources of the Directorate: Programme Management; Co-ordinate and manage submission of monthly, quarterly and annual reports from regional offices; Analyze monthly project reports from the project management system and advise the Director: Programme Management if urgent remedial action is needed; Develop and implement a telephone control system for all regional offices; Ensure that individual weekly and monthly plans and reports are submitted by Provincial Programme Managers (PPMs); Ensure that all travel requests are accompanied by supporting documents and recommend for approval by the Director; Pro-actively compile a list of all due audit and completion reports of projects prior to their expiry; Monitor all project contracts and advise project implementers and PPMs, should extensions be required; Ensure that all submitted project audit and completion reports are correctly submitted; Ensure that all project administration and site visit reports are submitted and recommend remedial action where necessary on inconsistencies in reports; drafting of initial submissions to management and perform other administrative functions as and when required; Schedule periodic visits to projects as and when required

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

**FOR ATTENTION** : Mr G Ntshane

**CLOSING DATE** : 20 September 2010

## DEPARTMENT OF TRADE AND INDUSTRY

- APPLICATIONS** : To apply for the above position, please go to <http://www.thedti.gov.za> and click on the Careers at the DTI button. Should you experience any problems in submitting your application, please follow the Support link on the Careers site or contact the Recruitment Office on 012 394 1809 for an alternative application method.
- CLOSING DATE** : 10 September 2010

## OTHER POST

- POST 35/92** : **ASSISTANT DIRECTOR: FORENSIC AUDIT REF NO: ODG/AUDIT/044**
- SALARY** : R 192 540 per annum, Level 9
- REQUIREMENTS** : Minimum: At least a three year National Diploma in Auditing / Forensic Investigations, B Com Degree with at least Auditing & Accounting as major subjects. \*At least three years forensic investigation experience, \*Knowledge of and training in the Teammate auditing tool. \*Knowledge of Public Finance Management Act and Treasury Regulations. \*Knowledge of Association of Certified Examiner (ACFE) standards. \*Valid driver's licence, \*Computer Literate. \*Analytical thinker. \*Attention to details. \*Good Leadership. \*Conflict Management Skills. \*Good time management. \*Diploma in Forensic Investigation or studying towards the Certified Fraud Examiner (CFE) qualification will serve as an added advantage.
- DUTIES** : Compile engagement letter and investigation plan. \* Plan and conduct forensic investigation in accordance with the approved investigation methodology. \*Conduct interviews with witnesses and interrogate suspects during investigation. \* Draft Forensic investigation report based on evidence gathered. \*Maintain the evidence file and an investigation diary. \* Provide weekly feedback and updates on project status. \* Provide inputs and summary documents for Pre Risk and Audit Committee meetings. \* Prepare the Skills Transfer template for each Internal Auditor that participates in a forensic audit. \*Assist with the preparation of Pre-risk and Audit Committee packs. \* Attend pre-risk meetings and present forensic audit findings. \* Provide feedback to Public Service Commission on each case investigated on monthly basis or as and when required.

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

- APPLICATIONS** : Gauteng Shared Service Centre, 75 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222
- CLOSING DATE** : 20 September 2010
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

**OTHER POSTS**

- POST 35/94** : **OPERATIONAL MANAGER NURSING (PN – A5) REF NO: 70256554**  
Directorate: General OPD Unit
- SALARY** : R 227- 148 per annum (plus benefits)
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Grade 12. Basic qualifications accredited with the South Africa Nursing Council in terms of Government notice 425, i.e. diploma/ degree in nursing that allows registration with SANC as a Professional Nurse. A minimum of 7 years appropriate\ recognizable experience in nursing after registration as a Professional Nursing with the South African Nursing Counseling general nursing. Strong leadership, good communication and sound interpersonal skills are necessary.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patient. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources .Provision of effective support to nursing services. Maintain professional growth\ethical standards and self development.
- ENQUIRIES** : Ms J.E. Maapola, Tel no: (012) 354 1606
- POST 35/95** : **CHIEF SPEECH THERAPIST\AUDIOLOGIST REF NO: 70256552**  
Directorate: Speech Therapy/Audiology
- SALARY** : R161 970 -R190 791 per annum (plus benefits)
- CENTRE** : Chris Hani Baragwanath Hospital
- REQUIREMENTS** : Degree in Speech Therapy\Audiology. Registration with HPCSA as a Speech Therapist\Audiologist and current registration for 2010. 3 Years experience as a Speech Therapist\Audiologist. Good management and communication skills.
- DUTIES** : Manage allocated staff, including supervision performance appraisal and development. Clinical management in Speech Therapy section. Marketing of speech therapy and audiology in the hospital and community. Assist the development of resources. Participate in provincial Speech Therapy and Audiology work groups. Must be able to do research. Must be responsible for asset management. Co-ordinate clinical student training. Manage the consumable budget for assistive devices.
- ENQUIRIES** : Dr S. Balton Tel no: (011) 933-9263

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

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

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

**MANAGEMENT ECHELON**

**POST 35/96** : **HEAD CLINICAL UNIT-LEVEL 13 (ANAESTHETICS) REF NO: 56/10**

**SALARY** : R892 287 per Annum (all inclusive package ) plus 18% Inhospitable Area Allowance of basic salary ,Commuted Overtime,13<sup>th</sup> Cheque and Medical Aid Allowance.

**CENTRE** : Institution: Edendale Hospital

**REQUIREMENTS** : An appropriate recognized qualification in health science; plus current Registration with the HPCSA as a Specialist Anesthesiology, a minimum( 7 ) years post-registration experience, as a Specialist, Unendorsed valid code EB drive's licence ( code 08 ),an interest in DA training will be an advantage on interest in FLA part 1 teaching will be advantage. Knowledge, Skills, Training and Competences Required: proven management ability, sound communication, negotiation, planning , organizing, leadership decision-making and interpersonal Medical / Surgical Care, demonstrate the ability to perform research and to supervise and teach junior staff.

**DUTIES** : Key Performance Areas: assistance with the management of any other Anaesthetic service based at PMB Metropolitan as assigned to by the Chief Specialist ,monitoring of these services to identify needs and to advise as a formulation and implementation of staffing and health care programmes in the area related to anaesthetics, provision of a consultative service on anaesthesia related matters at EDH within staffing norms, provision of after –hours (night, weekends, public holidays) consultative service for the theaters at EDH within the prescribed limits, development of and implementation of guidelines, protocols wards with the resources available ,management and control of equipment, optimize delegated use of Human and other resources, auditing the activity and outcomes of services of the Anaesthetics Department, establishing research platforms in the fields of Anaesthesia related to the above areas of responsibility.

**ENQUIRIES** : Dr Zane Farina Tel no. 033-897 3412

**APPLICATIONS** : All applications should be forwarded to: The Hospital Manager, Edendale Hospital ,Private Bag X509, Plessislaer ,3216

**CLOSING DATE** : 10<sup>th</sup> September 2010

**OTHER POSTS**

**POST 35/97** : **CLINICAL MANAGER (MEDICAL) GRADE 1 (PREVIOUSLY MEDICAL MANAGER REF NO: NO: UTHUNG 24/2010**

**SALARY** : An all inclusive salary package of R596 934 per annum

**CENTRE** : Ngwelezana Hospital (EMPANGENI)

**REQUIREMENTS** : MBCHB Degree or equivalent qualification. Current registration with HPCSA as a Medical Practitioner. At least 8 years experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Knowledge, Skills, Training and Competencies Required: - Knowledge of the relevant Acts, Policies and Regulations

administered by the KZN Department of Health. Good verbal and communication skills. Sound negotiation, planning, organizing, decision making, interpersonal relations and conflict management skills. Computer literacy and ability to develop policies. Working background shall include experience in basic medical disciplines as well as management.

**DUTIES** : Key Performance Areas: - Ensure the provision of safe, ethical, legal and high quality medical care. Provide the Management, support and supervision to all medical staff, pharmacy services and allied health professional services. Formulate policies and procedures for medical services and ensure that they are in accordance with the current statutory regulations and guidelines. Ensure the provision of protocols and guidelines to doctors. Assist in the control and monitor for the budget of the hospital and ensure that there is efficient and effective control of medical supplies, equipment and miscellaneous stores. Maintain discipline and deal with grievances and labour relations issues in terms with the laid down procedures and policies. Facilitate the development and implementation of HR policies that promote continuous training and development of staff at the hospital. Formulate strategic plans in keeping with the requirements of the hospital and department. Assist the Hospital CEO in the realization of the mission and objectives of the hospital and act as Hospital CEO when ever requested. Ensure continuous monitoring of morbidity and mortality through clinical audits. Liaise with other stakeholders, Hospital Management team, Health District Office on medical/management issues.

**ENQUIRIES** : Mr M.M Zungu: 035-787 0631/3/4/5  
**APPLICATIONS** : All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag x20034, Empangeni, 3880

**FOR ATTENTION** : Mr S.D Mzimela  
**CLOSING DATE** : 17 September 2010

**POST 35/98** : **ENGINEER (LEVEL 11 ) REF NO: EDH 57 / 10**

**SALARY** : R378 458 per annum (all inclusive package ) plus 18% Ihospitable Area Allowance of basic salary, Commuted Overtime,13<sup>th</sup> Cheque and Medical Aid Allowance

**CENTRE** : Institution : Edendale Hospital  
**REQUIREMENTS** : Degree or National Diploma in the related Engineering Field, Trade Certificate, Registration as engineer in terms of Engineering Council of South Africa Act of 1990 with minimum experience of 6 (six) years and a valid codeEB driver's licence ( code 08 ).Knowledge, Skills, Training and Competences Required :sound Knowledge of all trades and engineering systems installed and used by the Health institutions, sound knowledge of Financial ,Human and Labour Relations management, analytical thinking, project management, computer literacy, team building and training skills, analytical ability to work to specification, effective internal and external communicator.

**DUTIES** : Key Performance Areas: assume overall managerial responsibility for the supervision and guidance of all junior staff in the maintenance division including the maintenance of clinics, be available to be designated as the responsible person at the Regional Hospital in accordance with the terms and conditions of the Occupational Health and Safety Act (Act 85 of 1993) and regulations if so required, assume overall responsibility for ensuring that planned and unplanned, maintenance is carried out, correctly and timeously, compile and co-ordinate maintenance budgets and setting of priorities for maintenance work, including Minor New Work, Repairs and Renovations and Routine work, minor and control all maintenance expenditure, maintain a database to monitor and control the expenditure and maintenance of Major Plant and Equipment, liaise with other Department ,such as Department of Works ensuring that the requirements of the institution are met, provide Hospital Engineering Service to the Regional Director and the Chief Executive Officer within the region, give guidance and advice to other professional, technical and other such investigations as required by the hospital Chief Executive Officer: Maintenance and Engineering, ensure that proper training is provided to junior staff in carrying out their duties and to promote career development, monitor and record all forms of energy resources consumed at the institution such as electricity, water, fuel and medical gases.

**ENQUIRIES** : Mr S Kubheka Tel. no. 033-3954364  
**APPLICATIONS** : All applications should be forwarded to : The Hospital Manager, Edendale Hospital, Private Bag X509,Plessislaer,3216

**CLOSING DATE** : 10<sup>th</sup> September 2010

**POST 35/99** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: ACQUISITION MANAGEMENT SERVICES – LEVEL 8 REF NO: G86/2010**  
 Cluster: Finance: Central Supply Chain Management



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

**CENTRE** : Head Office: Pietermaritzburg

**REQUIREMENTS** : An appropriate Bachelors Degree/National Diploma in Commerce; PLUS, A minimum of two (2) years experience in Supply Chain Management of which one (1) year must be a supervisory experience. Recommendations: Unendorsed valid Code B driver's licence (Code 08). Training programmes and / or experience with regard to Business Processes Development, System Development and Public Administration. Public Service SCM Systems. Knowledge, Skills, Training And Competence Required:- The incumbent of this post will report to the Senior SCM Practitioner: Acquisition Management Services, and will be responsible to provide acquisition management services for equipment and instrument acquisition falling outside the scope of delegation of institutions, and as such the ideal candidate must:- Possess technical knowledge of SCM practices. Possess knowledge of the legislative and policy frameworks informing the area of operation. Possess policy analysis. Possess high levels of integrity and professionalism. Possess sound conflict resolution skills. Ensure and enable effective communication between the Department and all stakeholders in Health. Be computer literate with a proficiency in MS Office Software Applications.

**DUTIES** : Key Performance Areas:- Analyse the nature of the goods and services that must be procured, and identify within the policy framework the optimal acquisition process to be followed based on the results of a supplier analysis with due consideration to the preferential procurement policy imperatives of the department. Determine the value of goods and services to be procured with a view to initiate a response by suppliers registered on the provincial database or to activate a bidding response from other suppliers. Manage and administer the development of bidding documents in accordance with the departmental, provincial and national policy imperatives, inclusive of ensuring that bidding requirements are clearly specified to facilitate value for money decision making processes. Manage and administer invitation processes to obtain responses from suppliers in accordance with the policy framework. Manage and administer the receiving of supplier responses in accordance with the policy framework. Manage and administer the prescribed evaluation processes ensuring value for money and conduct appropriate clearance of the preferred bidder and facilitate contractual bidding processes. Ensure the effective and efficient utilisation of resources allocated to the Sub-Component.

**ENQUIRIES** : Mr M E Mahlaba (033) 846 7304

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

**FOR ATTENTION** : Mrs J Williams

**CLOSING DATE** : 10 September 2010

**POST 35/100** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND MANAGEMENT SERVICES – LEVEL 8 REF NO: G87/2010**  
Cluster : Finance: Central Supply Chain Management

**SALARY** : R 161 970 per annum Other Benefits: 13<sup>th</sup> cheque; Medical Aid (Optional); Housing Allowance: Employee must meet prescribed requirements

**CENTRE** : Head Office: Pietermaritzburg

**REQUIREMENTS** : An appropriate Bachelors Degree/National Diploma in Commerce; PLUS A minimum of two (2) years experience in Supply Chain Management of which one (1) year must be a supervisory experience. Recommendations:- Unendorsed valid Code B driver's licence (Code 08). Training programmes and / or experience with regard to Business Processes Development, System Development and Public Administration. Public Service SCM Systems. Knowledge, Skills, Training And Competence Required:- The incumbent of this post will report to the Senior SCM Practitioner: Demand Management Services, and will be responsible to provide demand Management services for non medical goods and services falling outside the scope delegation of institutions, and as such the ideal candidate must:- Possess technical knowledge of SCM practices. Possess knowledge of the legislative and policy frameworks informing the area of operation. Possess policy analysis. Possess high levels of integrity and professionalism. Possess sound conflict and resolution skills. Ensure and enable effective communication between the Department and all stakeholders in Health. Be Computer literate with a proficiency in MS Office Software Applications.

**DUTIES** : Key Performance Areas:- Report on the trends for the demand of non medical goods and services falling outside the scope of delegation of Institutions. Ensure that the demand for non medical goods and services are in line with the Annual Work Plan and Budget of Institutions so that the Institutions realise their intended objectives. Develop specifications for non medical goods and services so that quality goods and services are procured. Implement "best practices" to prevent service delivery blockages. Ensure that optimum processes and methods are adopted to satisfy the identified needs. Ensure the effective and efficient utilisation of resources in the Section.

**ENQUIRIES APPLICATIONS** : Ms B Ndaba (033) 846 7338

: All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, Room 110, 6<sup>th</sup> Floor, South Tower

**FOR ATTENTION CLOSING DATE** : Mrs J Williams

: 10 September 2010

**POST 35/101** : **SUPPLY CHAIN MANAGEMENT ASSISTANT: ACQUISITION MANAGEMENT SERVICES - LEVEL 7 2 POSTS REF NO: G88/2010**  
Cluster: Finance: Central Supply Chain Management

**SALARY** : R130 425 per annum Other Benefits: 13<sup>th</sup> cheque; Medical Aid (Optional); Housing Allowance: Employee must meet prescribed requirements

**CENTRE** : Head Office: Pietermaritzburg Requirements For The Above Posts:- Grade 12 Certificate; PLUS A minimum of three (3) years experience in Supply Chain Management. Recommendations:- Training programmes and / or experience in Business Processes Development, Public Administration and Public Service Supply Chain Management Systems. Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training And Competence Required:- The incumbents of these posts will report to the Supply Chain Management Practitioner: Acquisition Management Services, and will be responsible to provide assistance with medical acquisition services falling outside the scope of delegation of institutions, and as such the ideal candidates must:- Possess technical knowledge of Supply Chain Management practices. Possess knowledge of the legislative and policy framework informing the area of operation. Be able to provide inputs in terms of policy analysis and system development. Possess high levels of integrity and professionalism. Be computer literate with a proficiency in MS office Software Application. Possess good conflict resolution skills.

**DUTIES** : Key Performance Areas: Analyse the nature of the goods and services that must be procured, and identify within the policy framework the optimal acquisition process to be followed based on the results of a supplier analysis with due consideration to the preferential procurement policy imperatives of the department. Determine the value of goods and services to be procured with a view to initiate a response by suppliers registered on the provincial database or to activate a bidding response from other suppliers. Manage and administer the development of bidding documents in accordance with the departmental, provincial and national policy imperatives, inclusive of ensuring that bidding requirements are clearly specified to facilitate value for money decision making processes. Manage and administer invitation processes to obtain responses from suppliers in accordance with the policy framework. Manage and administer the receiving of supplier responses in accordance with the policy framework Manage and administer the prescribed evaluation processes in ensuring value for money and conduct appropriate clearance of the preferred bidder and facilitate contractual bidding processes. Ensure the effective and efficient utilisation of resources allocated to the Sub- Component.

**ENQUIRIES APPLICATIONS** : Ms B Ndaba (033) 846 7338

: All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, Room 110, 6<sup>th</sup> Floor, South Tower

**FOR ATTENTION CLOSING DATE** : Mrs J Williams

: 10 September 2010

**POST 35/102** : **SUPPLY CHAIN MANAGEMENT ASSISTANT: DEMAND MANAGEMENT SERVICES - LEVEL 7 (2 POSTS) REF. NO G89/2010**  
Cluster: Finance: Central Supply Chain Management

**SALARY** : R130 425 per annum Other Benefits: 13<sup>th</sup> cheque; Medical Aid (Optional); Housing Allowance: Employee must meet prescribed requirements

**CENTRE REQUIREMENTS** : Head Office: Pietermaritzburg  
 : Grade 12 Certificate; PLUS A minimum of three (3) years experience in Supply Chain Management. Recommendations:- Training programmes and / or experience in Business Processes Development, Public Administration and Public Service Supply Chain Management Systems. -Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training And Competence Required:- The incumbents of these posts will report to the Supply Chain Management Practitioner: Demand Management Services, and will be responsible to provide assistance with demand management services for non medical goods and services falling outside the scope of delegation of institutions, and as such the ideal candidates must:- Possess technical knowledge of Supply Chain Management practices. Possess knowledge of the legislative and policy framework informing the area of operation. Be able to provide inputs in terms of policy analysis and system development. Possess high levels of integrity and professionalism. Be computer literate with a proficiency in MS office Software Application. Possess good conflict resolution skills

**DUTIES** : Key Performance Areas: Report on the trends for the demand of non medical goods and services falling outside the scope of delegation of institutions. Ensure that the demand for non medical goods and services are in line with the Annual Work Plan and Budget of Institutions so that the Institutions realise their intended objectives. Develop specifications for goods and services so that quality goods and services are procured. Implement "best practices" to prevent service delivery blockage. Ensure that optimum process and methods are adopted to satisfy identified needs. Ensure the effective and efficient utilisation of resources in the Section.

**ENQUIRIES APPLICATIONS** : Ms B Ndaba (033) 846 7338  
 : All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, Room 110, 6<sup>th</sup> Floor, South Tower

**FOR ATTENTION CLOSING DATE** : Mrs J Williams  
 : 10 September 2010

**POST 35/103** : **ARTISAN-FITTER REF NO: EGUM 15/2010**

**SALARY** : R87 978 per annum Plus 13<sup>th</sup> Cheque Medical Aid (Optional), Housing Allowance, Employee must meet prescribed requirements

**CENTRE REQUIREMENTS** : Institution: E G & Usher Memorial Hospital  
 : Grade 10 or Equivalent with 2 or more years experience in the maintenance field. Proof of trade test past as per required under the Manpower Training Act, 1981 Recommendation: Valid Code 8 Drivers' License. Hospital based maintenance experience. Knowledge/ Skills Training And Competencies Required: Occupational Health and Safety Act. Use of tools e.g. bricklaying, fitting and tuning, welding, mechanical, electrical, plumbing, painting or use of machinery e.g. assembly, installation and maintenance of equipment. HR matters, planning and organizing training. Basic servicing of the boiler. Have basic knowledge of mechanical, pneumatic, schematic drawings and how to interpret the drawings in the work situation.

**DUTIES** : Key performance areas: Regular checks of all plant under own supervision including air handling units, autoclaves, beds, bedside lockers, calorifiers, conveyors, gas banks, hysters, tow-tractors, laundry equipment, Oxygen banks and pumps, steam boilers, steam heaters, steam lines with Occupational Health and Safety Act no.85 of 1993/1995. Must be able to do arc weld and do gas welding. Do minor manufacturing work such as making of brackets, clamps, steelwork etc. Be prepared to perform work under hot, humid and dirty conditions in the boiler house – this includes cleaning of the boiler tubes, testing of the safety valves whilst the boiler is no range and general repairs and maintenance of the boiler. Overhaul of calorifiers, fans (belt driven), compressors, conveyor systems, medical air and gases, pumps, steam reticulation lines and general repairs on hospital equipment. Assist other trades when requested to do so viz. Rigging work such as removing large motors for rewinding and bearing changes. Repairs to heating coils / heat exchanges, replace bearings and maintenance / repairs to air handling units and cooling towers. Service / repairs to equipment associated with steam reticulation e.g. traps, reducing valves, sight glasses, etc. Preparation of boilers for inspection – Internal and External – hydraulic. Check and replace oxygen and nitrous oxide gas cylinder at the gas bank and at wards when necessary, also bulk oxygen to be checked daily. Must be able to pressure test autoclave, heat exchangers, steam pots, etc. To supervise handymen and assist other tradesmen, when requested to do so by the maintenance supervisor. Be prepared, in times of crises, to perform other essential service in case of strikes, floods, etc.

**ENQUIRIES**  
**APPLICATIONS**

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

**CLOSING DATE**

: 10 September 2010

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF HUMAN SETTLEMENTS**

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

- APPLICATIONS** : Ayanda Mbanga Response Handling, P.O. Box 833, Greenpoint, 8051 PGWC Response Management Job Application Box, 4 Dorp Street, Ground Floor: Foyer Entrance, Cape Town, 800
- FOR ATTENTION** : Ms J Johnstone
- CLOSING DATE** : 17 September 2010
- NOTE** : Remuneration packages comprise a basic salary, 13<sup>th</sup> cheque, car allowance, medical assistance and pension fund contribution. Remuneration packages are flexible and a portion of the package can be structured according to your personal needs. PSC's (Personnel Suitability Checks), which includes qualifications, previous employment, criminal records and credit checks, will be conducted on applicants as directed by the Department of Public Service and Administration • Candidates may be subjected to the following: (i) competency assessment (ii) security clearance. Applications must be submitted on a completed, form Z.83 (originally signed), obtainable from any Public Service Department and must be accompanied by a recent updated CV with three referees, copies of all qualifications and identity document, as well as driver's licence. Failure to submit the requested documents will result in the application not being considered (also applicable to internal candidates). It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The post number and name of the post must be indicated on your application. No application will be considered without it. No faxes, e-mail or late applications will be accepted.

**OTHER POSTS**

- POST 35/104** : **DEPUTY DIRECTOR: OFFICE OF THE HEAD OF DEPARTMENT REF NO: HS035/10**
- SALARY** : R378 456 (level 11) per annum
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriate Bachelor's degree (or equivalent) qualification with a minimum of 6 years' relevant experience • A valid Code B driver's licence. Recommendations: • Knowledge of legislation, policies, regulations, internal arrangements and procedures • Knowledge of the SMS and Financial Manual • Human Resource and Financial management experience • Broad knowledge of all aspects pertaining to line function within the Department • Ability to deal with enquiries/complaints pertaining with a wide variety of functions/ activities within the Department • Political correctness and diplomacy when performing functions • Management, presentation and negotiation skills • Research methodology • Computer literacy • Ability to work under pressure • Ability to work independently and without direct supervision/guidance • Good interpersonal relations, strong leadership and ability to motivate staff • Ability to maintain confidentiality • High level of verbal and written communication skills.
- DUTIES** : Render secretariat support to the HOD in specific meetings/forums/committees of the Department and external forums where applicable e.g. secretary of highly confidential and sensitive meetings • Manage all administrative support functions, including documents of a very sensitive nature • Execute research, analyse information and compile complex documents/submissions of strategic nature for the MEC, HOD and members of Top Management including drafting of presentations to the HOD, as instructed by the HOD • Operational planning and work organisation of the unit • Manage the resources, including finances (budget) of the unit • Manage the staff, of the unit • Manage, co- ordinate and provide technical support to the HOD with regards to Human Resource matters, including Performance Management (PA's) of the members of Top Management and other members of the department's SMS team • Analyse and render strategic advice with regards to all Public Service, Provincial and Departmental prescripts, policies and circulars and ensure compliance thereof • Strategically co-ordinate functions in respect of integration of Office with stakeholders and the medium to long-term key strategic deliverables of the HOD.
- ENQUIRIES** : Mr M Tshangana, Tel. 021 483 3905

## DEPARTMENT OF LOCAL GOVERNMENT

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

- APPLICATIONS** : Ayanda Mbanga Response Handling, P.O. Box 833, Greenpoint, 8051 PGWC Response Management Job Application Box, 4 Dorp Street, Ground Floor: Foyer Entrance, Cape Town, 800
- FOR ATTENTION** : Ms J Johnstone
- CLOSING DATE** : 17 September 2010
- NOTE** : Remuneration packages comprise a basic salary, 13<sup>th</sup> cheque, car allowance, medical assistance and pension fund contribution. Remuneration packages are flexible and a portion of the package can be structured according to your personal needs. PSC's (Personnel Suitability Checks), which includes qualifications, previous employment, criminal records and credit checks, will be conducted on applicants as directed by the Department of Public Service and Administration • Candidates may be subjected to the following: (i) competency assessment (ii) security clearance. Applications must be submitted on a completed, form Z.83 (originally signed), obtainable from any Public Service Department and must be accompanied by a recent updated CV with three referees, copies of all qualifications and identity document, as well as driver's licence. Failure to submit the requested documents will result in the application not being considered (also applicable to internal candidates). It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The post number and name of the post must be indicated on your application. No application will be considered without it. No faxes, e-mail or late applications will be accepted.

### OTHER POST

- POST 35/105** : **DEPUTY DIRECTOR: THUSONG SERVICE CENTRE MANAGEMENT REF NO: LG035/10**  
Directorate: Service Delivery Integration

- SALARY** : R378 456 (level 11) per annum
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriate Bachelor's Degree (or equivalent) qualification with a minimum 3 years' relevant experience • A valid Code B driver's licence. Recommendations: • Knowledge of legislative and inter-governmental dispensation in South Africa • Knowledge of programmes, project planning and management • Knowledge of the composition of communities and their functioning in the Western Cape • Knowledge of financial legislation in the public sector and applicable financial management systems • Project and strategic management skills • Good planning, organisational and presentation skills within a team • Ability to work independently and under pressure with tight timeframes • Must be willing to travel extensively • Computer literacy in MS Office, GroupWise and Internet • Good verbal and written communication skills in at least two of the official languages of the Western Cape.

- DUTIES** : Facilitate, support and manage the Thusong Service Centre programme • Manage the monitoring and reporting on progress of the Thusong Service Centre programme • Manage the human resources and performance management of the sub-directorate • Provide financial management support to the directorate • Provide strategic management in terms of inputs and support to the sub-directorate.

- ENQUIRIES** : Ms N Sesi, Tel. 021 483 2857

### DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- APPLICATIONS** : The Senior Manager: Human Capital Management Department of Transport and Public Works Private Bag X9185 or 9 Dorp Street Cape Town 8000
- FOR ATTENTION** : Mr S Boli
- CLOSING DATE** : 17 September 2010

### OTHER POSTS

- POST 35/104** : **MANAGER: MECHANICAL WORKSHOP REF NO: U2/10/080**  
Job purpose: To manage all functions of the Bellville Area Mechanical Workshop, as well as co-ordinating plant services, maintenance, upgrades and replacements of the

three District Roads Engineers and five District Municipalities in the Western Cape Region

**SALARY CENTRE**

: An all-inclusive flexible salary package of R 378 456 (level 11) per annum  
: Provincial Roads and Transport Management  
Contract co-ordination, Bellville Workshop

**REQUIREMENTS**

: Qualifications: A recognised post graduate qualification in Management. Candidates who do not meet the advertised qualification requirement, but who have the necessary competencies to successfully perform in this post, may also apply. A valid unendorsed driver's license and willingness to travel and stay over when necessary will be a requirement  
Experience: 6-10 years management experience • experience in workshop management and vehicle maintenance • experience in tender regulations and law aspects regarding the compiling of tender documents • experience in personnel management  
Competencies: proven management and communication abilities • computer literacy (MS Word and MS Excel) • an enquiring personality

**DUTIES**

: Management of the Mechanical Workshop and plant • plan and manage workflow in workshop • investigate failures, find solutions, design and implement corrective actions • do field inspections and report to workshop and head office • inspect work methods and plan and implement better work procedures

**ENQUIRIES**

: Mr JJC Mouton Tel (021) 483 2004