



DATE OF ISSUE: 10 SEPTEMBER 2010

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

PUBLIC SERVICE VACANCY CIRCULAR NO 36 OF 2010

1. Introduction

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

2. Directions to candidates

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

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

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

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

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

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DEPARTMENT OF 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** : Mr N Ncongwane
- CLOSING DATE** : 24 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)

OTHER POST

- POST 36/01** : **ASSISTANT DIRECTOR: BUDGETS, DEPARTMENTAL AND DONOR FUND MANAGEMENT**
- SALARY** : R192 540 per annum, Level 9
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor of Commerce degree or equivalent with Accounting at level III plus a relevant financial planning / budgeting experience. PLUS the following key competencies: Knowledge • Public Finance Management Act • Treasury Regulations • DoRA • Basic Accounting Systems (BAS) • Government budget processes Skills: • Computer Literacy with advanced excel • Report writing • Numerical • Analytical / budget • Leadership • Results Orientated • Deadlines Driven Communication • Excellent verbal and written communication Creativity: • Ability to analyze financial data/information and compile reports • Conflict resolutions
- DUTIES** : Report and monitor departmental and donor fund spending and budgets
 • Facilitate and oversee monthly PFMA report (in-year monitoring) • Compiling reports in terms of the PFMA / regulations / guideline • Compile / implement budget adjustments • Co-ordinate, consolidate and compile budget schedules and submissions during the annual budget process (roll-overs / MTEF / AENE / ENE) • Provide secretarial service to Budget Committee Departmental drawings against the NRF (Cash flow management) Staff supervision and development
- ENQUIRIES** : Stefan Van der Walt ☎ 012 444 4293
- NOTE** : The successful candidates will be required to sign a performance agreement within three (3) months of appointment.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

- APPLICATIONS** : The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001.
- FOR ATTENTION** : Mr G Moroke
- CLOSING DATE** : 20 September 2010
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered, It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 36/02** : **PROVINCIAL PROJECT ADMINISTRATOR: DIRECTORATE: PROGRAMME IMPLEMENTATION, 4 POSTS REF NO: AP6032/2010**
- SALARY** : R130 425 per annum
- CENTRE** : Pretoria, Bloemfontein, Durban and Nelspruit
- REQUIREMENTS** : An appropriate three year qualification in Public Administration or a Grade 12 certificate plus appropriate experience in Office Administration; Experience in finance and procurement procedures; project management experience; good communication skills (both writing and verbal), organizational and interpersonal skills, good computer literacy; ability to work individually and in a team, ability to work under pressure, multi- tasking and self supervision
- DUTIES** : The successful applicant will be responsible for the following key performance areas: Provide administration support to the Directorate: Project Implementation; provide logistical support to both regional and national offices; provide procurement management support to both regional and national offices; provide secretarial support to the directorate; provide administration support in the Project Implementation registry; assist with correspondence and document management and communicate with clients and stakeholders.
- ENQUIRIES** : Mr A Moloto - Tel (012) 310 3332
- NOTE** : Candidates must submit one application for the post, and clearly indicate on the top of their application the name(s) of the center(s) they wish to be considered for.

DEPARTMENT OF HUMAN SETTLEMENTS

CLOSING DATE : 27 September 2010
NOTE : If you apply for more than one position in the Department, please submit Separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department, and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months after the closing date of this advertisement, please accept that your application was unsuccessful. It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements.

OTHER POSTS

POST 36/03 : **DEPUTY DIRECTOR: IMPACT EVALUATION (DATABASE ADMINISTRATOR)**
REF NO: DOHS/111/2010

SALARY : R378 456 per annum
CENTRE : Pretoria
REQUIREMENTS : Applications are awaited from persons who are in possession of a four Year degree or equivalent qualification in Computer Science/ Information Technology/ Computer Engineering /Management Information Systems (MIS) /qualification in any related field, supplemented with computer courses and experience. Broad knowledge and experience related to computer systems and technologies, strong problem-solving and analytical skills, good interpersonal, planning, and the ability to think logically. Knowledge of Monitoring and Evaluation system and processes, A valid drivers' license, Proficiency in Microsoft SQL and MS Access, 3-5 years working experience in programme evaluation, database management, research and quantitative data analysis, strong report writing skills would be added advantage.

DUTIES : Manage and administer database system as it relates to content and user administration. Able to diagnose, troubleshoot and provide accurate specifications to programmers. Work with database management software and determine ways to store, organize, analyze, use, and present data Identify user needs and update database. Integrate data from other Human Settlements systems into MEIA system, Able to test and coordinate modifications to the system as and when required, Ensure optimal performance of the system, and profound of understanding the platform on which the database runs, Plan and coordinate security measures with network administrators, Develop and design database strategies. Monitor and improve database performance and capacity, and plan for future expansion requirements, Administer database remotely, using a remote database administration client programme, Capacitate officials as and when new developments are made to the system.

ENQUIRIES : Mr MP Chauke Tel: (012) 444-8096
APPLICATIONS : Human Communications, P O Box 1305, Rivonia, 2128 E-mail: dohs@Humancommunications.co.za

FOR ATTENTION : Human Communications

POST 36/04 : **CHIEF PLANNER: IMPACT EVALUATION (ASSISTANT DATABASE ADMINISTRATOR) REF NO: DOHS/110/2010**

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : Applications are awaited from persons who are in possession of a four year degree or equivalent qualification in Computer Science/ Information Technology/ Computer Engineering /Management Information Systems (MIS) /qualification in any related field, supplemented with computer courses and experience. Broad knowledge and experience related to computer systems and technologies, strong problem-solving and analytical skills, good interpersonal, planning, and the ability to think logically, Knowledge of Monitoring and Evaluation system and processes, A valid drivers'

license. Proficiency in Microsoft SQL and MS Access, Experience in programme evaluation, database management, research and quantitative data analysis, strong report writing skills would be added advantage.

DUTIES : Assist Database Administrator in fulfilling the following: Content and user Administration. Work with database management software and determine ways to store, organize, analyze, use, and present data, Identify user needs and update database, Integrate data from other Human Settlements systems into MEIA system. Able to test and coordinate modifications to the system as and when required. Ensure optimal performance of the system, and profound of understanding the platform on which the database runs. Plan and coordinate security measures with network administrators. Develop and design database strategies, Monitor and improve database performance and capacity, and plan for future expansion requirements. Administer database remotely, using a remote database administration client programme. Capacitate officials as and when new developments are made to the system.

ENQUIRIES APPLICATIONS : Ms MH Muthige Tel: (012) 444-5082
Human Communications, P O Box 1305, Rivonia, 2128 E-mail: dohs@Humancommunications.co.za

FOR ATTENTION : Human Communications

POST 36/05 : **DEVELOPMENT EXPERT NATIONAL SANITATION PROGRAMME REF NO: DOHS/112/2010**

SALARY CENTRE REQUIREMENTS : R161 970 per annum
Kwazulu Natal (Pietermaritzburg)
Matric certificate. Experience in the sanitation field or municipal services sector. Understanding of the roles and responsibilities of all spheres of government to ensure sanitation delivery. An understanding of key performances indicators that measure the quality of sanitation services. Willingness to travel, a valid driver's licence and be computer literate.

DUTIES : Assist with the promotion of Health and Hygiene awareness through the implementation of Water, Sanitation and Hygiene (WASH) programmes, assist in sanitation advocacy programmes to promote dry sanitation; assist in institutional and sanitation business planning support, assist in the regulation and support of Water Services Authorities in sanitation implementation and reporting. Assist in sanitation capacity building, skills development and job creation through Expanded Public Works Programme. Assist with the communication of the sanitation guidelines and tools; assist in the Basic Household sanitation policy when implemented on sanitation projects. Assist in the organization and facilitation of workshops to create awareness on policies and guidelines; assist in the implementation of a filing system for the component, assist in the typing of various documents and attends to ad hoc queries pertaining to sanitation from both internal and external clients.

ENQUIRIES APPLICATIONS : Ms N Lerobane, tel. (012) 336 8381.
National Department of Human Settlements, Private bag X644, Pretoria or Govan Mbeki House, 240 Walker Street, Sunnyside, C/o Walker and Troy Street.

FOR ATTENTION : Ms N Boqo

POST 36/06 : **CHIEF INDUSTRIAL TECHNICIAN: GR A-C NATIONAL SANITATION PROGRAMME REF NO: DOHS/113/2010**

SALARY CENTRE REQUIREMENTS : R148 818–R228 132 per annum
Free State
Applicants must be in possession of Bachelor of Technology in Engineering (B Tech). Three year post qualification Engineering Technologist experience required. Compulsory registration with ECSA as an Engineering Technologist. The successful candidate should have sound knowledge of the following: project management, Technical design and analysis, research and development, computer aided engineering applications, legal compliance, networking and professional judgment. Good written and verbal communication skills, problem solving, and analysis, decision making, team leadership, creativity, self management, customer focus and responsiveness, computer literacy, planning and organizing, people management and a valid driver's licence. In-depth understanding and knowledge of

the Sanitation Sector. Production of technical information on sanitation technology options in relation to rural, peri-urban areas and informal settlements. Management of consultants, organisational and coordination, facilitation and people skills. Excellent writing capability and report analysis.

DUTIES

: Provide efficient and effective project performance by providing feedback to project management at local, regional and national levels. Support management in future planning, programming and decision making. Ensure that sanitation projects meet the required standards. Audit the achievement and maintenance of adequate basic service coverage. Monitor, audit and regulate the performance of organisations serving the sector. Facilitate co-operation and support to relevant organisations especially local government.

ENQUIRIES

: Ms N Lerobane, tel. (012) 336 8381.

APPLICATIONS

: National Department of Human Settlements, Private bag X644, Pretoria or Govan Mbeki House, 240 Walker Street, Sunnyside, C/o Walker and Troy Street.

FOR ATTENTION

: Ms N Boqo

INDEPENDENT COMPLAINTS DIRECTORATE

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

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

OTHER POSTS

POST 36/07 : **SENIOR INVESTIGATOR**

SALARY : R161 970 per annum
CENTRE : Durban (KZN)
REQUIREMENTS : To be considered for this position, a candidate must be in possession of a minimum of Standard 10/Grade 12 or equivalent of NQF level 4 qualification, and should at least have three (3) years proven experience in criminal investigations. A diploma/degree (NQF level 5/6), in Law/Policing will serve as an added advantage. Knowledge of the Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. In addition, the candidates must be competent in report writing, as well as verbal and written communication skills. He / She must be computer literate and possess a valid unendorsed Code 08 driver's licence, and be able to drive a motor vehicle. He / She must also be competent and fit to handle a firearm or must be willing to undergo such a test. He / She must be willing to perform standby duties and overtime.

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

ENQUIRIES : Mr. C S Vorster (031) 310-1300
APPLICATIONS : Independent Complaints Directorate Private Bag X 54303 Durban 4000 or hand deliver to 22 Dorothy Nyembe (Gardiner) Street, 3rd floor the Marine building, Durban

FOR ATTENTION : Mr. S Ndlovu
CLOSING DATE : 20 September 2010

POST 36/08 : **STATE ACCOUNTANT: DEBTORS REF NO: Q9/2010/43**

SALARY : R130 425 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a relevant three year Bachelor's degree/diploma or equivalent qualification and relevant, credible and proven experience of a minimum of 3 years or Matric with a minimum of 5 years experience. Good working knowledge of Debt Management. Strong supervisory skills; Proven knowledge of BAS and PERSAL. Proven knowledge of the Public

Finance Management Act and National Treasury Regulations; Computer skills (MS Word, PowerPoint and Excel); Ability to work under pressure and prepared to work irregular hours; good verbal and written communications skills. A valid driver's license will be an added advantage; previous working experience of debts is compulsory.

DUTIES

: The successful candidate will be responsible for ensuring that all debts are raised, recovered or written-off, Ensure that all debts are captured and authorised according to prescripts, Manage all debtors and ensure that all internal and external debtors are informed of their debts, Ensure PERSAL deductions relating to debt are captured and authorised daily, Improve debt recovery within the organization, Prepare monthly age analysis and debt status report to ensure progress within the Debt Section, Follow up on long outstanding debts. Liaise with Legal Services, Ensure proper record keeping of all debt documents, Manage all debt related suspense control accounts, Supervision of staff and attend to audit queries, Perform any other ad hoc tasks, be able to work under pressure and meet strict deadlines.

ENQUIRIES

: Mr T Bissumbhur @ (012) 423 1430

APPLICATIONS

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

FOR ATTENTION

: Ms T Marumo

CLOSING DATE

: 23 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, ID document and drivers license.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

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

OTHER POSTS

POST 36/09 : **DEPUTY DIRECTOR: RISK MANAGEMENT 2 POSTS REF NO: 10/280/COO**
Division: Risk Management

SALARY : R378 456 – R 445 803 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : A Bachelors' degree or equivalent qualification preferably in Economic Sciences or Administration; Five years experience in Office management and Finance/Audit, of which 3 years should be at management level; A valid drivers License; Knowledge and experience in risk software management will be an added advantage Skills and Competencies: Computer literacy; Good communication (written and verbal); Facilitation and Presentation skills; Research and Analytical skill; Advocate of team work; Accuracy and attention to detail.

DUTIES : Monitoring and management of risk profiles and related action plans; Liaise with stakeholders in their areas of responsibility to ensure identification and management of risks; Assist senior managers in execution of risk management processes; Assist in project risk analysis and evaluation for various strategic projects; Monitor risk profiles associated with Business Continuity Management; Assist in budget review, monitoring and control including cash flows; Ensure the implementation and operation of risk committees; Liaise with Auditors and assist in the implementation of audit recommendations; Monitor and evaluate the implementation of the Risk Policy and Strategy; Data capture and administration of the Risk Profile.

ENQUIRIES : Mr. V.L Mahlangu ☎(012) 315 1693

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

CLOSING DATE : 27 September 2010

POST 36/10 : **DEPUTY DIRECTOR: FORENSIC AUDIT MANAGER REF NO: 10/267/COO**
Division: Forensic Audit

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

CENTRE : National Office, Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree or National Diploma in Auditing, Accounting or Law; Also be in possession of a Diploma/Certificate in Forensic Audit or Criminal

Justice and Auditing or Investigations; Five years hands – on experience in an Forensic auditing or Forensic investigation of which at least three years should be in a supervisory/management position; A valid driver's license; The successful candidate will be subjected to a security clearance. Skills and Competencies: Good communication (verbal and written); Ability to work under pressure for extended periods of times; Good report writing with presentation skills; Project Management.

DUTIES : Provide input and contribute to the development and implementation of the Department's Fraud Prevention/Anti – Corruption Strategy; Responsible for the management of Forensic Audit teams; Provide input in the profiling of fraud risks and contribute in the development of an early warning system; Conduct more complex investigations and report accordingly on the results of the investigation; Represent the Department in the criminal or 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; Manage and co – ordinate forensic audit projects and transfer of skills; Present quality reports to management; Co-ordinate the forensic audit assignments with other units within the Department, including Internal Audit; Effectively manage finance, other resources and other operations within Internal Audit; Market and promote the Unit.

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

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.

CLOSING DATE : 27 September 2010

POST 36/11 : **SENIOR ADMINISTRATION OFFICER REF NO: 10/291/AIR**
Division: Registry and Messenger Services

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

CENTRE REQUIREMENTS : National Office, Pretoria

Three years Degree or National Diploma; 2 years relevant experience; Knowledge of disciplinary code and procedure, grievance rules, prescripts and policies; Knowledge of PFMA, BAS, JYP, PERSAL and codified instructions. Skills and Competencies: Computer literacy (Ms Office); Communication skills (verbal and written); Supervisory capabilities; Problem solving and decision making; Interpersonal relations; Creative and analytical thinking; Customer service orientation; Ability to work independently and under pressure and meet deadlines; Understanding confidentiality in Government.

DUTIES : Manage and supervise subordinates of the unit; Administer incoming and outgoing correspondence; Prepare documents for procurement of goods and services and ensure payments thereof; Proper management and maintenance of records; Manage and control of office equipments and stationery.

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

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

CLOSING DATE : 04 October 2010

POST 36/12 : **ASSISTANT STATE ATTORNEY REF NO: 10/282/SA**

SALARY : R152 685 – R 437 184 per annum. (Salary will be determined in accordance with experience as per OSD determination) The successful candidate will be required to sign a performance agreement

CENTRE REQUIREMENTS : State Attorney: Thohoyandou

An LLB or four year recognized legal qualification; Admission as an Attorney; Right of appearance in the High Court of South Africa; At least two years appropriate post qualification Legal/Litigation experience; Valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation;

<u>DUTIES</u>	: Communication (written and verbal) skills; Project management; Creative and analytical; Ability to motivate and direct people. : Guide and train Candidates State Attorneys; Handle litigation and appeals in the following Court: High Court, Magistrate Court, Labour Court, Supreme Court of Appeal, Constitutional Court, Land Claims, CCMA , Tax and Tax tribunals; Attend to liquidation and insolvency queries; Draft and/or settle all types of contracts on behalf of the various clients; Furnish legal advice and opinion; Register trusts and companies; Debt collection.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. K. Ngomani ☎ (012) 357 8661 : 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.
<u>CLOSING DATE</u>	: 27 September 2010
<u>POST 36/13</u>	: <u>ASSISTANT MASTER, MR3 – MR5 REF NO: 10/281/MAS</u>
<u>SALARY</u>	: R130 203 – R588 816 p.a. (The salary notch will be determined in line with experience as per the OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: Master Of The Eastern Cape High Court: Umthatha : LLB degree or equivalent four year legal qualification; Knowledge of and experience in the administration of estates; 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; 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; Case flow management; Estate duties; Trust; Dispute Resolution; Computer literacy; Communication skills; Report Planning and organizing (including time management); Strategic and conceptual orientation; Ability to work under pressure and independently in a highly pressurized environment.
<u>DUTIES</u>	: Manage the effective and efficient delivery of services at the Office of the Master of the 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.
<u>ENQUIRIES APPLICATIONS</u>	: Ms M. Moreki Tel: (012) 315 1781 : 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.
<u>CLOSING DATE</u>	: 27 September 2010
<u>POST 36/14</u>	: <u>ADMINISTRATIVE OFFICER REF NO: 10/292/CLO</u> Division: Chief Director: Legal Services
<u>SALARY</u>	: R130 425 – R153 636 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: National Office, Pretoria : Three year relevant Degree or equivalent qualification; One year relevant administrative experience; Knowledge of the Public Finance Management Act, DFI, Treasury Regulations and other relevant prescripts; Knowledge of JYP and BAS will be an advantage. Skills and Competencies: Communication (written and verbal) skills; Computer literacy (MS Office); Interpersonal skills; Organizational skills; Able to work under pressure, independently and willingness to work irregular hours; Creative and analytical thinking.
<u>DUTIES</u>	: Render administrative support pertaining to civil litigation and loss control matters as directed by supervisor; Implement and maintain a filing system; Perform task related to the acquisition and procurement of stores and equipment for the unit; Co-ordinate and make travel and accommodation arrangements for the Chief

Directorate; Arrangement of meetings, minutes taking and events for the office; Supervise administrative staff; Maintain the necessary register for the Chief Directorate; Develop and maintain the Legal Services database; Compile statistics for the Office; Verification of asset registration and control; Perform any other administrative functions assigned from time to time.

ENQUIRIES APPLICATIONS : Mr J Motsoene ☎ (012) 357-8646
: Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
CLOSING DATE : 04 October 2010

POST 36/15 : **HUMAN RESOURCES PRACTITIONER REF NO: 10/285/HR**

SALARY : R130 425 – R 153 636 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
: A 3 year relevant Degree or National Diploma in HRM; Minimum of one year experience in Human Resource Management within the Public Service; Knowledge of Human Resource Practices, Public Service Act, Public Service Regulations and Human Resource Policies; Working knowledge of PERSAL will be a strong recommendation. Skills and competencies: Above average organizational skills; Analytical and decision-making skills; Communication skills (verbal and written); Computer literacy (MS Office); Confidentiality, tact and discretion when dealing with people; Good intuition and understanding of people's qualities; Accuracy and attention to detail.

DUTIES : Research and study facets of HR administration with a view to solve problems and develop policies and/or make recommendations in this regard within the framework of set guidelines/measures; Render Human Resources advice and liaison service and determine best practice with regard to Recruitment, Establishment matters, Service Benefits and Performance Management System; Ensure the correct application of regulations, resolutions, policies or any other legal source of directives related to the specific fields; Execute Human Resources and administrative functions; Process less prescriptive-intensive and more challenging HR matters; Prepare memoranda and letters with regard to HR matters; Keep statistics of HR functional matters and analyze these reports, Supervise subordinates and provide mentoring and training.

ENQUIRIES APPLICATIONS : Ms L. Mabunda ☎ (012) 315 1151
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
CLOSING DATE : 27 September 2010

POST 36/16 : **SENIOR REGISTRATION CLERK REF NO: 10/284/CLO**

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

CENTRE REQUIREMENTS : State Attorney: Cape Town
: Grade 12 or equivalent qualification; Appropriate experience; Knowledge of working in a legal office would be an advantage; Knowledge of Registry procedures. Skills and Competencies: Computer literacy (MS Office); Communication (written and verbal) skills; Good interpersonal and organizational skills; Ability to work under pressure and in a team.

DUTIES : Filing of files in Archives; Mail Administration- Receipt and Dispatch (Opening, Sorting, Recording, Distribution, Franking & Dispatch) Filing – Draw files, file and bind documents/correspondence on the applicable files, trace and maintain files; Keep and update Registers; Provide support to Attorneys, Typists and office as a whole;

ENQUIRIES APPLICATIONS : Mr V. Mabaso ☎ 012 315-1994
: 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.
27 September 2010

CLOSING DATE

:

POST 36/17

:

ADMINISTRATION CLERK REF NO: 10/293/CLO

SALARY

:

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

CENTRE

:

National Office

REQUIREMENTS

:

An appropriate Grade 12 or equivalent qualification; Relevant experience; Knowledge of JYP and procurement procedures will serve as a recommendation. Skills and Competencies: Computer literacy (Ms Office); Communication skills (verbal and written); Ability to plan and organize; Ability and willingness to learn; Ability to work under pressure.

DUTIES

:

Procurement of goods for officials in the Chief Directorate; Perusal of JYP catalogue from suppliers for each item to be purchased; Order and purchase stock; Render telephonic services and liaise with the public; Receive and sign delivered items; Administrate and collect data on Legal Services database; Assist with general administration duties; Maintain inventory control register; Maintain a filing system; Verification of asset registration and control; Prepare documents for payments of accounts; Handling of correspondence (incoming and outgoing); Safekeeping of inventory stock; Make travel arrangements for officials in the Chief Directorate; Communicate with internal clients and the supplier in person and telephonically.

ENQUIRIES

:

Mr N Mabula (012) 357 8747

APPLICATIONS

:

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

CLOSING DATE

:

27 September 2010

POST 36/18

:

SENIOR REGISTRY CLERK REF NO: 10/284/CLO

SALARY

:

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

CENTRE

:

State Attorney: Cape Town

REQUIREMENTS

:

Grade 12 or equivalent qualification; Appropriate experience; Knowledge of working in a legal office would be an advantage; Knowledge of Registry procedures. Skills and Competencies: Computer literacy (MS Office); Communication (written and verbal) skills; Good interpersonal and organizational skills; Ability to work under pressure and in a team.

DUTIES

:

Filing of files in Archives; Mail Administration- Receipt and Dispatch (Opening, Sorting, Recording, Distribution, Franking & Dispatch) Draw files, bind documents/correspondence on the applicable files, trace and maintain files; Keep and update Registers; Provide support to Attorneys, Typists and office as a whole;

ENQUIRIES

:

Mr V. Mabaso ☎ 012 315-1994

APPLICATIONS

:

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

CLOSING DATE

:

27 September 2010

POST 36/19

:

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; Organizational skills; Telephone etiquette; Ability to work irregular hours and team work; Accuracy and attention to detail

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.

CLOSING DATE

: 20 September 2010

DEPARTMENT OF MINERAL RESOURCES

- APPLICATIONS** : The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Schoeman Street, Sunnyside
- CLOSING DATE** : 22 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 36/20** : **ASSISTANT DIRECTOR: BENEFICIATION BUSINESS DEVELOPMENT**
- SALARY** : R192 540 per annum, Level 9
- CENTRE** : Head Office -Pretoria
- REQUIREMENTS** : Applicants must have recognised three year degree or diploma in Economics or Metallurgy or equivalent qualification, with at least two years relevant working experience PLUS the following key competencies: Knowledge: • Knowledge of the South Africa's mining and minerals industry and factors that have an impact on it; • Understanding of legislation governing the beneficiation industry especially the Precious Metals Act, Diamond Amendment Act, Diamond Second Amendment Act, Mineral and Petroleum Resources Development Act, Diamond Export Levy Act and the National Small Business Act; • Knowledge of various small business support measures provided by government institutions; • Public Service Regulations. Skills: • Advanced project management skills; • Report writing skills; • Well-developed research and presentation skills; • Computer literacy e.g. spreadsheets, databases, presentation, word processing and internet software. Communication: • Ability to communicate at various levels; • A good negotiator. Creativity: • Innovative thinker with respect to service delivery • Ability to implement innovative policy directions. Recommendation/Note: Capability to work under pressure is essential, while a valid driver's license will be an added advantage.
- DUTIES** : Monitoring and evaluation of existing departmental beneficiation projects. Facilitate support for new beneficiation projects from various support measures of government and other SMMEs related. institutions; Conduct research in relation to the mineral beneficiation industry. Establish and maintain strategic linkages with stakeholders; Attend to ad hoc tasks on request.
- ENQUIRIES** : Ms T Kadiaka ☎ 012 444 3819
- POST 36/21** : **ASSISTANT DIRECTOR: INFORMATION SECURITY**
- SALARY** : R192 540 per annum, Level 9
- CENTRE** : Head Office-Pretoria
- REQUIREMENTS** : A Degree/National Diploma in Information Technology or related field of study plus extensive experience in IT. PLUS the following key competencies: Knowledge of: • Privacy and security legislations, regulations, advisories, alerts and vulnerabilities. • ICT infrastructure • IT security legislation and techniques Skills: • Planning and Organisational • Communication • Problem Solving • Self Driven • Creativity • Ability to work under pressure • Strong IS security Communication: • Good verbal and written communication • Good interpersonal relations at all levels Creativity: • Analytical thinking • Innovative and self confidence.

DUTIES : Implement security standards, procedures and guidelines for multiple platforms and diverse system environments. Develop and test security plans, products and control techniques. Assist with the identification and assessment of IT security/risk exposure on new and existing infrastructure. Document security incidents and escalation of security events. Assist with active penetration tests and discover vulnerabilities in information systems.

ENQUIRIES : Ms N Cokoto ☎012 444 3077

POST 36/22 : **SENIOR REGISTRY CLERK**

SALARY : R73 584 per annum, Level 4
CENTRE : Mpumalanga-Witbank
REQUIREMENTS : An appropriate National Diploma or Degree in Public Management or Administration with experience in a Government Administration environment PLUS the following key competencies:☑Knowledge of: • Treasury Regulations • Public Finance Management Act • Government administration ☑Skills • Administration background • Computer literate • Report and letter writing • Filing • Interpersonal relations ☑Communication: • Communications skills – verbal and written ☑Creativity: • Creative • Initiative – develop systems and control measurements

DUTIES : Recording of incoming and out going mail, Maintaining a proper and effective filing system according to MPRDA, Processing of applications lodged in terms of MPRDA, Effective control communication services in the Registry (Postage services) Reliving the telecom operator when necessary.

ENQUIRIES : Ms Cecile Tissot ☎ 013-6561448

NATIONAL TREASURY

- APPLICATIONS** : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.sf@treasury.gov.za. Applications can also be faxed to (012) 315 5557
- CLOSING DATE** : 17 September 2010 at 12:00
- NOTE** : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

OTHER POST

- POST 36/23** : **SENIOR SUPPLY CHAIN CONSULTANTS (DEPUTY DIRECTOR LEVEL) REF NO: S107/2010**
Division: Specialist Functions
- SALARY CENTRE REQUIREMENTS** : R378 456 per annum
Pretoria
A tertiary qualification in commerce / Economics / Commercial Law or related field, Minimum of 3 years` practical experience in supply Chain Management field • Two years` experience at supervisory or management level • Knowledge of supply chain management, particularly strategic procurement • Computer literacy • Knowledge of Government's procurement reform initiatives • Verbal and written communication skills • Resilience • Initiative • Team Player • Strategic • Ability to work under pressure
- DUTIES** : It would be expected from the candidate to: • possess acquisition management knowledge and the application thereof • Strategic sourcing knowledge and the application thereof • E-tendering knowledge and the application thereof • Establish and oversee maintenance of vendor catalogues • Determine availability of goods or services • Quality control • Determine key business requirements • Determine procurement lead times • Determine support requirements of vendors • Acquire vendor performance information • Contract management • Tender processing and management • Develop SMME and HDI focus • Market development for strategic goods and services • Skills development and support to tenderers in respect of tender procedures • Allow for easy access for users and self-service procurement • Enhancement of co-operation between small and large businesses

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number, to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 Physical Address : Commission House, corner Hamilton & Ziervogel Streets, Arcadia.
- FOR ATTENTION** : Ms A West
- CLOSING DATE** : 1 October 2010
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department and should be accompanied by a comprehensive CV and certified copies of qualifications and ID document. It is the applicant's responsibility to ensure that foreign qualifications are evaluated by the South African Qualifications Authority (SAQA). No faxed applications will be considered. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The OPSC will verify the qualifications, conduct reference checking and security clearance of the recommended candidates prior to appointment. Short-listed candidates will be expected to complete a writing and problem solving skills assessment test.

OTHER POST

- POST 36/24** : **STATE ADMINISTRATION OFFICER**
Chief Directorate: Leadership and Human Resource Reviews
- SALARY** : R130 425 per annum
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : The successful candidate must have an appropriate recognized Degree/Diploma or equivalent qualification (NQF level 6) in Public Management/Administration or Social Sciences • Understanding of the Public Service Regulatory Framework and Legislation • Proven research and analytical skills • Understanding of government programmes and priorities • Proven administrative, Organizational and Project Management skills • Developed PC skills in MS Office Suite including Word, Excel, PowerPoint and Outlook • Good interpersonal skills and ability to handle pressure • Excellent verbal and written communication skills • Creative, motivated and self-driven, result oriented and initiative • Ability to work independently and as a part of a team • A driver's licence and willingness to travel is essential • Experience in the field of performance management monitoring and evaluation will be an advantage • Successful candidate will be subjected to security clearance screening.
- DUTIES** : Provide assistance to the Chief Directorate in monitoring and evaluating Human Resource practices • Assist in monitoring and evaluating projects with specific reference to the performance of Heads of Department as well as departmental performance • Provide overall administrative support to the Chief Directorate.
- ENQUIRIES** : Ms Nosipho Mjekula Tel: 012 352 1161

**CIVILIAN SECRETARIAT FOR POLICE
DEPARTMENT OF POLICE**

The Civilian Secretariat for Police is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these post. The Secretariat for Police is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : Applications should be forwarded to the following address, Private Bag X 922, Pretoria 0001 or hand deliver to 217 Pretorius Street, Van Erkom building, 7th floor at the reception.
- CLOSING DATE** : 24 September 2010
- NOTE** : All applications must be submitted on Z83 form obtainable from any Public Service Department, or [http:// www.secretariat org.za](http://www.secretariat.org.za) and must be completed in full accompanied by certified copies of ID, driver's licence (where applicable) and qualifications together with recent Curriculum Vitae, stating the reference number and the post for which being applied . No faxed, e-mailed or late applications will be considered. Applicants may be assessed. The Department reserves the right not to fill the post. Correspondence will be limited to shortlisted candidates only. Appointments will made in terms of the Public Service Act 1994 (ACT NO 104 OF 1994). Shortlisted candidates will be subject to a security clearance up to the level of top secret.

OTHER POSTS

- POST 36/25** : **PRINCIPAL PERSONNEL OFFICER REF NO SOP/14/10**
- SALARY** : R130 425-R153 636 per annum, Level 7
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate or equivalent qualification plus extensive experience in human resource management. Knowledge of Public Service Regulation, Public service Act, Basic Conditions of Employment and Employment Equity Act. Knowledge of PERSAL and performance management and development system. Ability to work under pressure. Good analytical, verbal and written communication skills. Computer literacy (MS Word, MS Excel and power point) An innovative thinker with good planning and organizing skills. Report writing skills and formulation.
- DUTIES** : Supervise the probations transaction on PERSAL. Approve leaves, service record, personal information on PERSAL. Audit leave files of the Secretariat members. Assist staff wit medical aid schemes. Ensure that housing documents are filled. Assist with training needs. Prepare bursary contracts. Assist with advert, recruitment, selection and appointments for the Secretariat. Liaise with other relevant Departments. Maintain staff files and performs any other HR duties delegated by the supervisor.
- ENQUIRIES** : Ms L Raseroka @ 012 393 1916
- POST 36/26** : **SENIOR PERSONNEL OFFICER REF NO: SOP 15/10**
- SALARY** : R105 645 – R124 443 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate or equivalent qualification. Experience in human resource administration. Knowledge of PERSAL and successful completion of the PERSAL introduction course. Appropriate experience public service Knowledge of public service regulations, human resource prescripts as well as recruitment and selection process. Good interpersonal relational and organizational skills. Ability to work under pressure. Good analytical, verbal and written communication skills. Computer literacy (MS Word, MS Excel and power point) An innovative thinker with good planning and organizing skills. Report writing
- DUTIES** : Maintain and compile the statistics to advertised post, appointment, resignation, transfers, and performance assessments. Receive, incoming and ongoing correspondence. Schedule all applications of the advertised posts. Prepare and forward communication to candidates. Process the following matters regarding service benefits: housing, acting allowances, medical scheme, injury on duty,

ENQUIRIES

pension funds, overtime remuneration, probations, service terminations and issuing of service certificates. Process and attend to al PERSAL action.
: Ms L Raseroka @ 012 393 1916

DEPARTMENT OF SOCIAL DEVELOPMENT

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

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

OTHER POST

- POST 36/27** : **ASSISTANT DIRECTOR: IMPACT EVALUATION AND COORDINATION**
Directorate: Impact Assessment
- SALARY** : R192 540 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelors Degree in Social Science (or equivalent qualification) PLUS experience in social research and monitoring and evaluation. Knowledge of social development policies and programmes will be an added advantage. Knowledge of systems used in monitoring compliance to norms and standards would be an added advantage. Experience in SPSS or similar data analysis packages would be an added advantage. A valid code 08 drivers licence. Willingness to travel. Ability to speak one African language will be an added advantage. Competencies needed: Monitoring and Evaluation skills. Data collection and management skills. Project management and negotiation skills. Interpersonal skills. Communication (written, verbal and liaison) skills. Attributes: Ability to work in a team and independently. Strategic thinking. An eye for detail.
- DUTIES** : Key Responsibilities: Develop Monitoring and Evaluation framework in close collaboration with national and provincial counterparts. Develop appropriate monitoring research instruments in order to monitor programme and policy performance e.g. checklists and questionnaires. Provide support to national and provincial colleagues to implement the Monitoring tools. Review and update monitoring tools for the effective monitoring of social sector performance. Identify, plan and implement measures to improve data quality and information use.
- ENQUIRIES** : Ms T Stevens Tel: (012) 312-7820
- CLOSING DATE** : 17 September 2010
- POST 36/28** : **EMPLOYEE RELATIONS OFFICER**
Directorate: Human Resource Management
- SALARY** : R161 970 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma PLUS credible experience in the labour relations field. Knowledge of labour relations and human resource management legislation, policies and collective agreements. Practical experience of PERSAL Competencies needed: Conflict management skills. Office administration skills. Negotiation skills. Customer service skills. Policy analysis skills. Communication (written and verbal) skills. Networking skills.

Planning and organising skills. Problem-solving and dispute resolution skills.
 Computer literacy. Attributes: Ability to work under pressure. Ability to work independently and as part of a team. Integrity. Friendliness and helpfulness.
 Reliable.

DUTIES

: Key Responsibilities: Handle labour relation matters within the Department in line with the regulatory framework. Update database on labour matters and communicate to relevant employees. Provide advice to employees on labour relation matters. Capture all finalised cases of misconduct and grievances on PERSAL. Maintain database on presiding officers. Monitor the implementation of Departmental remedial actions affecting cessation of labour unrest. Perform all administrative functions in the unit.

ENQUIRIES

: Mr AF van der Mescht Tel: (012) 312-7337

CLOSING DATE

: 23 September 2010

DEPARTMENT OF TRADITIONAL AFFAIRS

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to Response Handling, PO BOX 650831, BENMORE 2010. Or email it to careers@rm.amcomms.co.za
- FOR ATTENTION** : Judy Johnstone. Enquiries can be directed to Judy Johnstone at 0861 000 611. No applications received after the closing date will be accepted.
- CLOSING DATE** : 23 September 2010
- NOTE** : Applications quoting the relevant reference number must be submitted on form Z.83 (application form) obtainable from any Public Service department or the dpsa website (www.dpsa.gov.za) and should be accompanied by a comprehensive *Cirriculum Vitae*, certified copies of all educational qualifications and an Identity Document. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. We thank you for the interest shown in the Department.

OTHER POSTS

- POST 36/29** : **MANAGER: PARLIAMENTARY SERVICES (DEPUTY-DIRECTOR LEVEL 11)**
REF NO: 95298/2
National House of Traditional Leaders
- SALARY** : An all-inclusive remuneration package of R 378 456 per annum.
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's degree in Social Sciences or equivalent qualification in Political Science or Law or Public Management/Administration complemented by extensive appropriate experience in traditional leadership issues. organisational support. customary law or rural development (a post-graduate qualification in the relevant fields will be an added advantage) Competence in verbal and written communication. Computer literate in MS Office products. Good knowledge of protocol issues pertaining to traditional leadership, Knowledge of parliamentary structures and procedures, A valid driver's licence.
- DUTIES** : Effective office management, including correspondence management, Perform secretarial and administrative tasks/support in an efficient and highly professional manner. Prepare agendas. information and supporting documentation for meetings. presentations and reports. Attend to all telephone enquiries professionally. Order stationery and refreshments for meetings. Act as a principal point of contact between the Office of the Minister and different stakeholders. the Department and external clients. Ensure that all information is submitted timeously to relevant persons for Response. Responsible for the office equipment allocated to the office.
- ENQUIRIES** : Mr N Mpungose, tel: (012) 395 4646
- POST 36/30** : **RESEARCHER (ASSISTANT DIRECTOR LEVEL 9) REF NO: 95298/3**
National House of Traditional Leaders
- SALARY** : R192 540 per annum.
CENTRE : Pretoria
REQUIREMENTS : An appropriate three-year degree in Human and Social Sciences with Research as a major or module or equivalent qualification. A postgraduate qualification in the

relevant fields will serve as a strong recommendation. Extensive knowledge of and appropriate experience in research matters pertaining to traditional leadership and institutions. Familiarity with the necessary protocols relating to traditional leadership. Good analytical, communication and report writing skills. Computer literacy. Good interpersonal relations. Willingness to travel on a regular basis. A valid driver's licence.

DUTIES

: Render efficient and effective research service, including research on constitutional and legislative matters on traditional leadership institutions, research on the history, leadership structures, Governance, succession laws, traditions and customs of traditional communities that will assist in policy formulation. Develop and maintain a database on traditional leadership institutions, including Houses of Traditional Leaders. Prepare and present position papers on various issues on behalf of the National House of Traditional Leaders. Provide input in preparing presentations and speeches for members and senior management. Provide appropriate advice to the clients of the National House of Traditional Leaders on traditional leadership matters.

ENQUIRIES

: Mr N Mpungose or Mr S Khandlhela, tel: 012 395 4646

THE PRESIDENCY

APPLICATIONS : The Presidency, Private Bag X1000, Pretoria, 0001 or hand deliver at 535 Proes, Arcadia, Pretoria.

FOR ATTENTION NOTE : Ms M Makgae

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

OTHER POSTS

POST 36/31 : **DEPUTY DIRECTOR: REGULATORY IMPACT ASSESSMENT (RIA) AND LEGISLATION MANAGEMENT**
Branch: Cabinet Office

SALARY CENTRE REQUIREMENTS : R378 456 per annum
Pretoria

: A relevant Bachelor Degree in Social Sciences/Law/Commerce or related field. A postgraduate qualification will be an added advantage. Knowledge and understanding of Government structures and processes. A proven track record/experience of coordinating and managing the legislative programme. Good quantitative, qualitative and analytical skills. Good administrative and coordination skills. Excellent writing and verbal communication skills. Ability to take initiative. Good interpersonal skills. Ability to work under pressure, irregular hours and also under minimum supervision. Willingness to do sessional duty. Incumbent must be willing to undergo screening for a security clearance.

DUTIES : Key Performance Areas: Manage the legislative programme of the Government. Coordinate the Regulatory Impact Assessment (RIA) project pilot phase processes. Coordinate departmental inputs on RIA and legislative programme, and analyze inputs for their alignment to Government policy priorities, programmes and projects. Design systems, coordinate and monitor mechanisms for effective and efficient management and technical support for the RIA project in support of the Cabinet. Conduct research and comparative studies on RIA. Manage the relations between the Executive and Parliament.

ENQUIRIES CLOSING DATE : Ms Yolisa Nyovane (012) 300-5536/ (021) 464-2151
17 September 2010, 17h00

POST 36/32 : **SENIOR ADMINISTRATIVE OFFICER**
Unit: Events Management

SALARY REQUIREMENTS : R161 970 per annum

: A 3 year qualification or appropriate experience in office administration. An effective administrator with strong planning and organising skills. An understanding of the events planning and functioning of Government. Excellent communication skills, interpersonal relations and office management skills. A self starter with the ability to work independently and in a team.

DUTIES : Facilitate the administrative functions of the unit. Managing correspondence in and out of the office. Disseminating information in the unit and other Branches. Make logistical arrangements for meetings in the office and with external stakeholders. Assist with drafting budget, procurement and operational plans of the unit. Taking minutes in all our meeting.

ENQUIRIES CLOSING DATE : Ms L Kawe (012) 3005254
17 September 2010, 17h00

POST 36/33 : **SENIOR PERSONNEL OFFICER**
Unit: Human Resource Operations

SALARY : R 105 645 per annum
REQUIREMENTS : A Senior Certificate plus appropriate experience. Good knowledge and understanding of the recruitment and selection environment. Computer literate (Ms Word, Excel). Good planning and organising skills. Basic knowledge and understanding of the legislatures governing recruitment and selection within the Public Service.

DUTIES : Acknowledge applications of advertised posts. Respond to queries as and when received from applicant. Ensure that applications are captured and numbered. Mark application boxes. Collect application daily. Archive applications when requested. Maintain and update statistics. Assist with all logistical arrangements for interviews, which include inviting candidates for interviews, booking of assessment with service providers. Conduct verifications of qualifications as well as security screening for recommended candidates. Assist the Senior Personnel Practitioners with all duties when required. Candidates should be pro-active and be responsible for the process of response handling.

ENQUIRIES : Ms N Mshengu (012) 300 5895
CLOSING DATE : 24 September 2010, 17h00

POST 36/34 : **DRIVER**
Unit: Households

SALARY : R73 584 per annum
CENTRE : Pretoria
REQUIREMENTS : ABET (L1-3). Experience in general administration will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Valid driver's license. Specialist requirements (Skills needed): Basic computer skills. Basic numeric, good communication and planning skills. Organise own work and good driving skills. Ability to read, understand, and adhere to the road rules and regulations.

DUTIES : Deliver and fetch correspondence. Transporting of personnel and guests. Fueling the vehicles, ensuring that periodic scheduled vehicle maintenance is completed and reported, preparing trip reports, preparing accident and incident reports as necessary, assisting passengers and handicapped guest in and out of the vehicle, providing other services as requested by management when not engaged in transportation service. Keep the assigned vehicle(s) clean inside and outside. Maintain accurate, up-to-date records on trip sheets. Assist with any other tasks delegated by the supervisor

ENQUIRIES : Ms Thoko Huma (012) 342 4000
CLOSING DATE : 24 September 2010, 17h00

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

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

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

MANAGEMENT ECHELON

POST 36/35 : **HEAD CLINICAL UNIT REF NO: 70256375**
Directorate: Psychiatry

SALARY : R892 287 per annum (All inclusive package)
CENTRE : Tara The H. Moross Centre, Sandton

REQUIREMENTS : Registration with HPCSA as a Specialist Psychiatrist. Extensive experience in Psychiatry. At least 7 years post registration as a Specialist. Management experience at a senior level. Good interpersonal and communication skills. Knowledge of health related legislation and policies. Ability to lead transformational change in a complex environment.

DUTIES : Managerial and administration of the Clinical Section Ensure provision and efficient co-ordination of clinical services. Ensure that provision of training to health professional in order to improve quality of care. Supervise medical and allied medical staff. Ensure discipline within the medical and allied medical cadres. Monitor care time and commuted overtime in clinical department. Monitor and control expenditure in NHLS and Pharmacy. Participation in hospital management Be part of the executive management team in the hospital. Act as the CEO in the absence of the Head of the establishment as may be required. Provide input into the hospital strategic and operational plans Contribute to financial management of the institution. Represent and ensure representivity of clinical personnel on hospital committees as requested Clinical functions Render comprehensive Clinical services in one of the Clinical units in the Hospital (Adolescent and eating) or any other as the need may be. Gauteng Health Department Functions Assist in the coordination of mental health services in Gauteng, through liaison with other hospitals and units and with the mental health programme in the central office of the Department and other stakeholders. Provide technical expertise and input to the central office of the department when required. Academic functions Division of psychiatry: management, administration and teaching. Participate in management and administration of the division of psychiatry. Participate in the undergraduate and postgraduate academic teaching programme of the division of psychiatry at the University of the Witwatersrand. Ensure that clinical teaching and supervision of medical staff (registrars and medical students) psychologist and psychology interns, other allied medical staff at the hospital are of adequate standards. Participate in and contribute to faculty of health sciences and University. Joint appointment with Gauteng Department of Health and Social Development and Witwatersrand University. Research activities: Conduct ongoing research in psychiatry to improve knowledge, services and clinical care.

ENQUIRIES : Dr. F.A. Otieno, Tel. no: (011) 535 3004

CLOSING DATE : 27 September 2010

OTHER POSTS

POST 36/36 : **DENTAL SPECIALIST GRADE I REF NO: 70256551**
Directorate: Maxillo Facial and Oral Surgery

SALARY : R570 858 per annum (All inclusive).
CENTRE : Wits Dental Hospital

REQUIREMENTS : Registration with HPCSA as a Specialist in Maxillo-Facial and Oral Surgery.

DUTIES : The incumbent will be actively involved in : Service delivery to patients. Academic supervision in the School of Oral Health at both under-and –postgraduate levels. The supervision of postgraduate research projects. Administrative duties. Recommendations: Previous experience in teaching and training of under-and postgraduate students in the field and a research record.

ENQUIRIES : Prof. M.A. Lownie, Tel no (011) 717-2130

CLOSING DATE : 1 October 2010

NOTE : The incumbent will provide service at Chris Hani Baragwanath and Charlotte Maxeke Johannesburg Academic Hospitals.

POST 36/37 : **MEDICAL SPECIALIST**
Directorate: Radiation Oncology

SALARY : Grade I :(Ref no: 70256739) R554 109 per annum (all inclusive package)
Grade II: (Ref no: 70256740) R643 065 per annum (all inclusive package)
Grade III :(Ref no: 70256741) R746 301 per annum (all inclusive package)

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a medical specialist in Radiation Oncology. Up to 5 years experience for specialist Grade 1, from 5 to 10 years experience for grade 2 specialist and experience of 10 years or more as Grade 3 specialist.

DUTIES : Clinical and Academic duties in the Department, Teaching of undergraduates and post graduate students. Regular attendance of academic meetings and activities. Contribute to research activities in radiation Oncology.

ENQUIRIES : Dr Hocepied, Tel no: (012) 354-1184

CLOSING DATE : 28 September 2010

POST 36/38 : **MEDICAL SPECIALIST**
Directorate: Anaesthesiology

SALARY : Grade I: (Ref no: 70256650) R 554109 per annum (all inclusive package)
Grade II: (Ref no: 70256781) R 643 065 per annum (all inclusive package)
Grade III: (Ref no: 70256782) R 746 301 per annum (all inclusive package)

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a medical specialist in Anesthesiology .Up to 5 years experience for specialist Grade 1,from 5 to 10 years experience for grade 2 specialist and experience of 10 years or more as Grade 3 specialist. MBChB and MMed (Anaes) or FCA or equivalent.

DUTIES : The successful candidate will be responsible for teaching and training of under and postgraduate students, including medical interns and medical officers. He/She must provide clinical services to Steve Biko Academic Hospital. The successful candidate will also need to perform consultancies work as allocated and participate in the department's outreach programmes and research activities.

ENQUIRIES : Prof. J.L.A Rantloane, Tel no: (012) 354-1510

CLOSING DATE : 28 September 2010

POST 36/39 : **MEDICAL OFFICERS**
Directorate: Medical Oncology

SALARY : Grade I (Ref no: 70256655):, R 554 109 per annum (all inclusive package)
Grade II (Ref no: 70256656): R 643 065 per annum (all inclusive package)
Grade III (Ref no: 70256657): R 746 301 per annum (all inclusive package)

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a medical specialist. Up to 5 years experience for specialist Grade 1, from 5 to 10 years experience for grade 2 specialist and experience of 10 years or more as Grade 3 specialist. Appropriate computer literacy. Ability to work with specialist physicians and medical officers willingness to do clinical research.

DUTIES : Ward rounds, Outpatients clinics, Clinical training ward rounds, Small Group Tutorials, Lectures. Must participate in Clinical Research.

ENQUIRIES : Prof L.M Dreosti (012) 354-1054

CLOSING DATE : 28 September 2010

POST 36/40 : **DENTAL PRACTITIONER GRADE I, II, III, 2 POSTS REF NO: 70256404**
 Directorate: Odontology

SALARY : R344 100 – R579 420 per annum (plus benefits)
CENTRE : Pretoria Oral and Dental Hospital
REQUIREMENTS : BChD or equivalent, Registration with the HPCSA in the Category of Independent Practice, Candidates must have experience as a supervisor of Student clinical activities in the wards. Recommendations: Lecturing experience in Endodontics, Dental Materials or Paedodontics or Restorative dentistry. Research experience. Committed to make an academic career in the field of Restorative Dentistry and/or Dental Materials and/or Paedodontics and/or Endodontics. Busy with (or have completed) a post-graduate qualification in Endodontics, Paedodontics, Dental Materials or Basic Restorative Dentistry.

DUTIES : Clinical supervision of dental students in the clinical wards. Lecturing to, and discussion classes with, Dental and Oral Hygiene students. Selective Administrative duties. Treating of patients. Research in the field of Endodontics or Restorative Dentistry or Dental Materials or Paedodontics.

ENQUIRIES : Prof. F de Wet, Tel. No: (012) 319 2231/2443
CLOSING DATE : 20 September 2010

POST 36/41 : **OPERATIONAL MANAGER NURSING PN-B3: MEDICAL ICU REF NO: 70256659**
OPERATIONAL MANAGER NURSING: THEATRE 2 POSTS REF NO: 70256660
 Directorate: Nursing

SALARY : R287 745.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 plus a post basic nursing qualification with the duration of 1 year accredited with SANC in terms of Government Notice No R 48 in the relevant specialty. A minimum of 9 years appropriate\recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate\ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Strong leadership, good communication and sound interpersonal skills are necessary.

DUTIES : Co-ordination of optical holistic specialized nursing care provided within set Standards and a professional\ legal framework. Manage effectively the utilization and supervision of Human and financial resources and services. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth\ ethical standards and self-development.

ENQUIRIES : ICU: Ms Van Niekerk, Tel no :((012) 354 2367
 Theatre: Ms Tibane, Tel no (:012) 354 1503

CLOSING DATE : 28 September 2010

POST 36/42 : **ASSISTANT MANAGER: NURSING (PN – A7) NIGHT DUTY REF NO: 70256661**
ASSISTANT MANAGER: NURSING (PN – A7) SURGICAL WARDS REF NO: 70256662
 Directorate: Nursing

SALARY : R 287 745 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Basic qualifications accredited with the South Africa Nursing Council in terms of Government notice 425,i.e. appropriate diploma\ degree in Nursing. A minimum of 8 years appropriate\ recognizable experience in nursing after Registration as a Professional nurse with the South African Nursing Council in General Nursing. At least 3 years of the period referred to above must be Appropriate\ recognizable experience at management level. Strong leadership, Good communication and sound interpersonal skills are necessary. A valid ED Driver's license.

DUTIES : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to

ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop \ establish and maintain constructive working relationships with nursing and other stakeholders i.e inter –professional and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures Effective management, utilization and supervision of Human, Financial and Services resources. Co-ordination of the provision of effective training and research. Effective support to Nursing Service. Maintain professional growth and development of self and subordinates.

ENQUIRIES : Ms M. Modise, Tel no: (012) 354 1716
CLOSING DATE : 28 September 2010

POST 36/43 : **CHIEF DIETICIAN REF NO: 70256725**
 Directorate: Allied

SALARY : R161 970 per annum (plus benefits)
CENTRE : Mamelodi Hospital
REQUIREMENTS : BSc in dietetics or B Nutrition. Registration with HPCSA as a dietician. Two – three years experience post community service. Sound knowledge of clinical practice and issues related delivery of dietetics services. Written and verbal communication and team working skills. Knowledge of health information systems will be an added advantage.

DUTIES : Coordinate clinical nutrition and food services. Nutrition counselling and support for patients. Assist with nutrition evaluation and management in PMTCT.

ENQUIRIES : Dr. S Ngobese, Tel. no: (012) 841 - 8349
CLOSING DATE : 27 September 2010

POST 36/44 : **DENTAL THERAPIST REF NO: 70256550**
 Directorate: Health Support Services

SALARY : R105 645 per annum (plus benefits)
CENTRE : Wits Dental Hospital
REQUIREMENTS : Grade 12 or equivalent qualification. Diploma in Dental Therapy from a recognized tertiary institution. Registration with the HPCSA as a Dental Therapist. Two years experience. Computer and report writing skills. Recommendations: Experience in community out- reach programs and community based activities.

DUTIES : Provide Primary Oral Health Care services such as restoration, scaling, pain and sepsis management and extractions. Provide teaching and supervision for dental and oral hygiene students(and in the future dental therapist students) as part of their service learning program. Manage activities, timetables, resources and equipment related to the mobile dental unit. Provide administrations support such as compile weekly/monthly reports of community outreach programmes and clinical service delivery to patients. Plan facilities and carries out research in oral health in the wider community.

ENQUIRIES : Dr. V. Yengopal, Tel no: (011) 717-2240/Dr.M.P. Molete ,Tel no: (011)717 2594
CLOSING DATE : 1 October 2010

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

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

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

OTHER POSTS

POST 36/45 : **PHARMACIST GRI, II, III 3 POSTS REF NO: PHARM 4/2010**

SALARY : And Appointment Requirements: The all inclusive packages consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules plus 12% of basic salary inhospitable area allowance
Pharmacist GR1: R302319p.a. – R340557p.a.: Basic qualification accredited with the SAPC that allows registration with the SAPC as a Pharmacist PLUS current registration as a Pharmacist with the SAPC with nil experience
Pharmacist GRII: R349263p.a. – R370695p.a.: Basic qualification accredited with the SAPC that allows registration with the SAPC as a Pharmacist PLUS current registration as a Pharmacist with the SAPC with a minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC
Pharmacist GRIII: R381900p.a. – R423846p.a.: Basic qualification accredited with the SAPC that allows registration with the SAPC as a Pharmacist PLUS current registration as a Pharmacist with the SAPC with a minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC

CENTRE REQUIREMENTS : Institution: Ladysmith Hospital
: Knowledge: Knowledge, Skills, Training and Competences Required: Sound decision making skills, Ability to communicate effectively with all levels of staff and the public, Ability to be part of an inter-active team, Commitment to service excellence, together with innovative and analytical thinking based on sound ethical principles, Ability to manage conflict and apply discipline, Computer literate, Ability to work under pressure, Knowledge of relevant legislation applicable to the practice of pharmacy, Knowledge of District Health System, National Drug Policy and essential drug list, Sound knowledge of work processes and procedures such as planning and organizing, Appropriate clinical and theoretical knowledge

DUTIES : Key Performance Areas: Provide a comprehensive pharmaceutical service to patients, departments, clinics and wards, Manufacture and compound pharmaceutical products, Give expert advice of a professional nature to health professionals, Provide appropriate counseling for patients regarding drug treatment, Ensure rational drug use, maintenance of the cold chain and assist with monitoring of expenditure on pharmaceuticals, Supervise and provide training to Pharmacists interns and assistants, Perform standby/on-call duties and work overtime when required, maintain accurate and appropriate patient records and statistics

ENQUIRIES APPLICATIONS : Mrs. A.J.M. Jordaan Tel no. 036-6372111
: All applications should be forwarded to: The Hospital Manager, Applications, Ladysmith Hospital Private Bag 9928 LADYSMITH 3370

CLOSING DATE : 17 September 2010

POST 36/46 : **ASSISTANT MANAGER: NUTRITION: LEVEL 10 REF NO: G93/2010**
Cluster: Integrated Health Service Development: Strategic Health Programmes

SALARY : R240 318 per annum, Other Benefits: 13th cheque; Medical Aid (Optional); Housing Allowance: Employee must meet prescribed requirements
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS :

An appropriate Bachelors Degree/National Diploma in Dietetics; PLUS Current Registration with the HPCSA as a Dietician; PLUS A minimum of three (3) years experience in the nutritional environment. PLUS Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training And Competence Required:- The incumbents of these posts will report to the Deputy Manager: Nutrition, and will be responsible to ensure the development of an integrated policy framework enabling institutions to manage interventions aimed at addressing the impact of nutritional issues on the health status of patients and the population in general, and as such the ideal candidates must: Possess good understanding of the nutritional characteristics and hazards of the population so as to identify appropriate health indicators. Possess knowledge of the essential nutritional requirements, particularly relating to the prevalent health conditions. Possess knowledge of legislative interpretation and policy design. Have the ability to analyse complex information and to accurately transform that in user-friendly policies and guidelines providing Line Managers with clearly defined "process maps" to exercise delegated powers/assigned responsibility without compromising good governance imperative. Have the ability to capture in writing the essence of recommendations in concise clear language. Have the ability to prioritise issues and other work related matters and to comply with time frames. Be computer literate with a proficiency in MS Office package.

DUTIES : Key Performance Areas:- Develop an integrated policy relating to nutritional practices. Monitor the statistical information that indicates the nutritional status of the population. Develop processes which enable the proper management of patient nutritional requirements. Execute campaigns and events which convey the correct nutritional message to the community. Provide specialist knowledge when necessary to address technical aspects relating to the field of endeavour.

ENQUIRIES : MR S MYEZA: 033- 3952671

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 Deliver to: 330 Langalibalele Street, Natalia Building, REGISTRY: Room 101, 5th Floor, South Tower

FOR ATTENTION : Mrs J Williams

CLOSING DATE : 23 September 2010

POST 36/47 : **ASSISTANT MANAGER: NUTRITION (CHILD HEALTH): LEVEL 10: REF. NO G94/2010**

Cluster: Integrated Health Service Development: Strategic Health Programmes

SALARY : R240 318 per annum, Other Benefits: 13th cheque; Medical Aid (Optional); Housing Allowance: Employee must meet prescribed requirements

CENTRE : Head Office: Pietermaritzburg

REQUIREMENTS : An appropriate Bachelors Degree/National Diploma in Dietetics; PLUS Current Registration with the HPCSA as a Dietician; PLUS A minimum of three (3) years experience in the nutritional environment. PLUS Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training And Competence Required:- The incumbents of these posts will report to the Deputy Manager: Nutrition, and will be responsible to ensure the development of an integrated policy framework enabling institutions to manage interventions aimed at addressing child health issues from birth to at least 5 years. This mostly pertains to infant and young child feeding in the context of HIV and growth monitoring and promotion, and as such the ideal candidates must: Possess good understanding of the nutritional characteristics and hazards of the population so as to identify appropriate health indicators. Possess knowledge of the essential nutritional requirements, particularly relating to the prevalent child health conditions in the province. Possess knowledge of legislative interpretation and policy design. Have the ability to analyse complex information and to accurately transform that in user-friendly policies and Guidelines providing Line Managers with clearly defined "process maps" to exercise delegated powers/assigned responsibility without compromising good governance imperative. Have the ability to capture in writing the essence of recommendations in concise

clear language. Have the ability to prioritise issues and other work related matters and to comply with time frames. Be computer literate with a proficiency in MS Office package.

- DUTIES** : Key Performance Areas:- Develop an integrated policy relating to child health issues. Monitor the statistical information that indicates the nutritional status of children in the population. Develop processes which enable the proper management of child nutritional requirements. Execute campaigns and events which convey the correct nutritional message to the community. Provide specialist knowledge when necessary to address technical aspects relating to the field of endeavour.
- ENQUIRIES** : Mr S Myeza 033- 3952671
- 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 Deliver to: 330 Langalibalele Street, Natalia Building, REGISTRY: Room 101, 5Th Floor, South Tower
- FOR ATTENTION** : Mrs J Williams
- CLOSING DATE** : 23 September 2010

OFFICE OF THE PREMIER

The OTP KZN is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representatively (race, gender and disability). The candidature of the person whose appointment or promotion that promotes the representivity in the Office, will receive preference

- APPLICATIONS** : Forward your application, clearly indicating the position you are applying for as well as the publication in which you saw this advertisement, to the Director-General, Office of the Premier, Private Bag X9037, Pietermaritzburg 3200 for the attention of Ms M Peters or hand-deliver it at Room 34, 1st Floor, Invesco Centre, Chatterton Road, Pietermaritzburg.
- CLOSING DATE** : 23 September 2010
- NOTE** : The applications must be submitted on the employment form (form Z.83) one for each post with it's own CV, obtainable from any Public Service department stating the reference number, and should be accompanied by certified copies of all educational qualifications (not copies of certified copies), a comprehensive curriculum vitae as well as certified copies of an ID document and a driver's license. No late, faxed or e-mailed applications will be accepted. The Department will not take responsibility for any registered mail. NB: Preference will be given to African females, males and people with disabilities who meet the requirements; this is to ensure that the Department complies with the Employment Equity Plan. Failure to comply with the above instructions will result in the disqualification of your application. All Senior Manager (salary levels 13 to 15) posts will be subject to a security clearance check, the signing of performance agreements and the completion of financial disclosure forms.

MANAGEMENT ECHELON

- POST 36/48** : **SENIOR GENERAL MANAGER REF NO: 015068/09/10**
Branch: Institutional Development and Support
- SALARY** : Level 15, Remuneration: R976 317 per annum (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : A B Degree in Public Management or equivalent qualification with a minimum of 5 years strategic managerial experience, Extensive knowledge of the Public Service Act, Regulations and Code of Conduct, Computer literacy, Driver's license Knowledge and Skills: Working knowledge of the departmental policies and circulars, Sound knowledge of the Constitution, Good investigative skills, Good research and analytical thinking skills Good Interpersonal relations and conflict management skills, Ability to interpret policies, Knowledge of policy development, Public Financial Management Act, Good presentation and coordination skills
- DUTIES** : Provide transversal state law advisory services to the Provincial Government and internal legal services to the Department, Coordinate strategic human resource management in the Provincial Government, Facilitate, coordinate and monitor the implementation of human resource development policies, strategies and

	:	programmes in the Provincial Administration, Manage the human and financial resources of the department and act as a programme manager for the branch
<u>ENQUIRIES</u>	:	Mr NVE Ngidi Tel: 033-341 3300
<u>POST 36/49</u>	:	<u>GENERAL MANAGER: REF NO: 015068/09/10</u> Chief-Directorate: Security Services and Protocol
<u>SALARY</u>	:	Level 14, Remuneration: R790 953 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Pietermaritzburg •An appropriate B Degree or equivalent qualification with a minimum of 5 years appropriate managerial experience •Sound knowledge of the National Strategic Inelegance Act and National Key Points Act •Driver's license Knowledge and Skills: •Working knowledge of the departmental policies and circulars •Knowledge of the Public Service Act and Regulations •Investigation method skills •Knowledge of the security and counter intelligence Act •Ability to work independently and be motivated •Ability to interpret policies •Knowledge of policy development , Public Financial Management Act, Reporting and meetings procedures, Protocol legislation, policies and procedures
<u>DUTIES</u>	:	•Coordinate the security function for the Premier and the entire provincial government •Coordinate government protocol service for the Premier and Provincial government •Ensure the development, implementation and monitoring the Provincial Government Security and Protocol Policies •Facilitate the identification of risks and threats to the security of the entire provincial government •Manage the resources of the department
<u>ENQUIRIES</u>	:	Mr NVE Ngidi Tel: 033-341 3300
<u>POST 36/50</u>	:	<u>MANAGER REF NO: 015019/09/01</u> Directorate: Fraud and Corruption
<u>SALARY</u>	:	Level 13, Remuneration: R652 572 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Pietermaritzburg •An appropriate B degree with at least 5 years experience in the public service, 3 years of which the experience must be in the field of investigations •A qualification in forensic investigation will be an added advantage •Knowledge of the Public Service Act, Regulations, Criminal Procedure Act, the Generally Recognised Accounting Principles (GRAP) and tender processes •Computer literacy •Driver's license Knowledge and skills: •Sound knowledge of the relevant legislation, the National Anti-Corruption Strategy and crime intelligence, organized crime investigations, the constitution, Public Financial Management Act and Treasury Regulations •Knowledge of Tender processes and investigation strategies, Criminal Procedure Act and Municipal Financial Management Act •Knowledge of internal audit and risk management skills •Good research, analytical and numeracy skills •Good decision making and problem solving skills •Good financial management skills •Good strategic planning and organizational skills •Good leadership and project management skills •Good presentation and time management skills •Good legal and forensic auditing skills •Good project management, presentation and time management skills
<u>DUTIES</u>	:	•Manage the KZN fraud and corruption management strategy •Manage the implementation of the KZN fraud and corruption management strategy •Coordinate training initiatives aimed at ensuring a culture of good governance and ethics in the Province •Coordinate investigations of all reported cases of fraud and corruption •Manage resources of the component
<u>ENQUIRIES</u>	:	Mrs LPL Lubisi, Tel: 033-341 3520
<u>POST 36/51</u>	:	<u>MANAGER REF NO: 015021/09/10</u> 5 year Contract appointment Directorate: Ombudsperson Coordination
<u>SALARY</u>	:	Level 13, Remuneration: R652 572 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Pietermaritzburg

REQUIREMENTS : •A B degree in Law with at least 5 years experience/specialized knowledge in the administration of justice, public administration or public finance, 3 years of which have been at Senior/Executive Management level •An Honours degree/LLB will be an added advantage •Knowledge of the Public Service Act and Regulations •Computer literacy •Driver's license Knowledge and skills: •Knowledge of the Constitution, Public Service Act and Regulations •Knowledge of the Labour Relations Act and Service Delivery Framework •Knowledge of Government processes •Basic conditions of employment Act •Good strategic planning and organizational skills •Good research and analytical skills •Good decision making and problem solving •Good leadership skills •Good project management and presentation skills •Good financial management, mediation and facilitation skills

DUTIES : •Facilitate the establishment and maintenance of an ombudsperson forum •Coordinate and evaluate the outcomes of the work of ombudsperson •Manage strategies aimed at a speedy resolution of cases received •Manage a database of complaints received, referred and finalized within the financial administration • Manage the resources of the component. NB: The incumbent shall be subject to signing a performance agreement within a month from the date of appointment.

ENQUIRIES : Mrs LPL Lubisi, Tel: 033-341 3520

POST 36/52 : **MANAGER REF NO: 015045/09/10**
Directorate: Financial Accounting

SALARY : Level 13, Remuneration: R652 572 p.a (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Pietermaritzburg

REQUIREMENTS : •An appropriate recognized Degree/National Diploma in Accounting/Commerce with 5 years Middle Management experience •Management skills at a senior level and a demonstrated capacity to interpret, analyze and present complex financial information •Advanced computer literacy •Drivers License Knowledge and Skills: •Knowledge of the Public Financial Management Act, Treasury Regulations, Public Service Act and Regulations •Knowledge of the Generally Recognised Accounting Principles (GRAP) •Advanced computer literacy with strong comprehension of Financial Systems

DUTIES : •Manage the financial reporting for the department •Manage, monitor and control the department's budget, expenditure and revenue •Manage and monitor the departmental assets, accounting services and preparation of the annual financial statement •Manage the resources of the directorate •Ensure the formation and development of policies and procedures with regard to financial accounting

ENQUIRIES : Mr A Govender, Tel: 033-3413361

OTHER POSTS

POST 36/53 : **DEPUTY MANAGER 2 POSTS REF NO: 015019/09/10**
Directorate: Fraud & Corruption

SALARY : Level 11, Remuneration: R378 456 per annum

CENTRE : Pietermaritzburg

REQUIREMENTS : A B degree in Law with at least 5 years experience in the public service, 3 years of which the experience must be in the field of investigations •A qualification in forensic investigation will be an added advantage •Knowledge of the Public Service Act and Regulations •Computer literacy •Driver's license Knowledge and Skills: •Excellent written and verbal communication skills •Sound knowledge of the relevant legislation and the National Anti-Corruption Strategy •Knowledge of Change Management and docket file management •Knowledge of Internal audit, Risk management and Crime intelligence •Knowledge of Organised crime investigations, evidence gathering and testifying in court •knowledge of the Public Service Act and Regulations •Good Financial Management skills

DUTIES : •Co-ordinated and maintain the KZN Provincial Fraud and Corruption Management Strategy •Co-ordinate the implementation of the KZN Fraud and Corruption Management Strategy and Campaign •Promote and support citizen and stakeholder participation and partnerships in the fight against Fraud and Corruption •Strengthen the coordination and cooperation of Anti-Corruption agencies •Provide logistical and administrative support to the Provincial Fraud and Corruption

Management Committee •Manage financial and other resources relating to the Anti-Fraud and Corruption campaign.

ENQUIRIES : Mrs LPL Lubisi, Tel: 033-341 3520

POST 36/54 : **DEPUTY MANAGER REF NO: 015089/09/10**
Directorate: Employee Wellness – Sub-Directorate: Quality of Worklife

SALARY CENTRE REQUIREMENTS : Level 11, Remuneration: R378 456 per annum
: Pietermaritzburg
: •Bachelors Degree or equivalent qualification plus 3 5 years relevant experience
: •Experience in HIV & AIDS and TB Management, and management of Employee Wellness and assistance programmes •Knowledge of the Public Service Regulatory Framework, Public Finance Management Act (PFMA) and Treasury regulations •Computer literacy •Driver's License Knowledge and Skills: •Knowledge of Employee Health and Wellness Strategic Framework for the Public Service
: •Knowledge of policy formulation, Programme design and implementation
: •Knowledge of the relevant legislative mandates and prescripts •Good listening and analytical skills •Good business communication skills (both written and verbal)
: •Good facilitation skills •Good project management •Good understanding of government service delivery models

DUTIES : •Develop, implement and manage Provincial Employee HIV & AIDS and TB Programmes •Manage the Employee Wellness and Assistance Programmes
: •Promote good health and productivity programmes in the Province •Conduct Research, Monitor, Evaluate and Review policies, programmes and procedures for the Employee Health and Wellness Programme •Manage the resources of the Sub Directorate and ensure optimal utilization thereof

ENQUIRIES : Mr JM Gumede, Tel: 033-328 1729

POST 36/55 : **DEPUTY MANAGER: SOCIAL CLUSTER REF NO: 015034/09/10**
Directorate: Cabinet Office
NB: Please note that this post is being re-advertised.

SALARY CENTRE REQUIREMENTS : Level 11, Remuneration: R378 456 per annum
: Pietermaritzburg
: •A Bachelors degree (preferably post-graduate) in social sciences or relevant qualification with 3-5 years relevant experience (preferably public service)
: •Knowledge of the Public Service Act and Regulations and Public Finance Management Act (PFMA) •Computer literacy Knowledge and Skills: •Good understanding of cabinet Processes •Knowledge of policy analysis and development •Good project management reporting skills •Good research and communication skills (verbal and written) •Good conflict management and financial management skills •Good strategic management skills •Good planning and organizing skills

DUTIES : •Manage secretariat and administrative support services to Cabinet Clusters and Joint cluster, and manage the provision of the same to technical clusters •Manage the preparation of recommendations/reports in respect of Cabinet Cluster and Joint cluster Meetings •Track and monitor the implementation of Cabinet and Joint Cluster recommendations/decisions •Provide policy research service to Clusters and ensure compliance to the Cabinet Manual •Facilitate the development and implementation of the Provincial Cluster Programme of Action •Manage resources in the directorate

ENQUIRIES : Mr SG Ngubane, Tel: 033-341 3515

POST 36/56 : **DEPUTY MANAGER REF NO: 015012/09/10**
Directorate: Premier's Communication & Liaison Sub-Directorate: Public Relations

SALARY CENTRE REQUIREMENTS : Level 11, Remuneration: R378 456 per annum
: Pietermaritzburg
: •A degree or a diploma in Communications, Public Relations or Journalism with 3-5 years experience in communications and journalism or public relations environment
: Knowledge and Skills: •Good communication and public relations skills •Journalism
: •Desktop Publishing •Computer Literacy

DUTIES : •Write articles, opinion pieces, briefing notes to the Premier •Ensure that the Annual Report is published on time •Manage effective internal communication within the department •Establish effective two way communication with the external clients of the department •Ensure that all communication, local and regional focus groups are in place and that they are functioning effectively and efficiently

ENQUIRIES : Mr N Sibiyi, Tel: 033-3414796

POST 36/57 : **DEPUTY MANAGER REF NO: 015030/09/10**
Chief-Directorate: Stakeholder Coordination Directorate: Special Projects

SALARY CENTRE REQUIREMENTS : Level 11, Remuneration: R378 456 per annum
: Pietermaritzburg
: •Bachelor's Degree or National diploma in Project Management, Public Administration or related with 3-5 years experience Knowledge and Skills:
: •Knowledge of the Public Service Act, Regulations and Public Financial Management Act •Knowledge of the Basic Accounting System •Knowledge of Human Resource Management •Knowledge of the relevant Public Service Legislation on Finance and Treasury instructions •Good project management skills •Good communication and report writing skills •Good analytical and presentation skills •Good problem solving and financial management skills

DUTIES : •Implement and monitor projects based on national and provincial priorities •Administer special projects in line with inter-sectoral collaboration initiatives •Manage the mobilization of resources for all approved projects •Provide strategic support to the Cabinet and Premier on both national and provincial driven projects •Monitor and evaluate the progress of projects and report thereon

ENQUIRIES : Mrs SF Mkhize, Tel: 033-3413398

POST 36/58 : **ASSISTANT MANAGER REF NO: 015047/09/10**
Directorate: Financial Accounting Sub-Directorate: Financial Reporting

SALARY CENTRE REQUIREMENTS : Level 9, Remuneration: R192 540 per annum
: Pietermaritzburg
: •An appropriate recognized Bachelor's degree/National Diploma in Accounting or equivalent qualification coupled with a minimum of 3 years relevant experience in a financial accounting environment •Computer literate in Microsoft Excel and Microsoft Word •A valid drivers licence Knowledge and Skills: •Good communication skills (verbal and written) •Numerical, analytical and problem solving skills •Good organizational and planning skills •Self motivated and ability to work independently and under pressure towards predetermined deadlines •Knowledge of the Public Financial Management Act, Treasury Regulations, Public Service Act and Regulations •Knowledge of the Generally Recognised Accounting Principles (GRAP)

DUTIES : •Preparation of the quarterly interim financial statements •Preparation of the Annual Financial Statements and the audit working paper file •Analysis and monitoring of the budget, expenditure and revenue information •Administer the rollover of funds •Preparation of financial reports for Bi-lateral and Portfolio Committees

ENQUIRIES : Mrs K Atwaru, Tel: 033-3413401

POST 36/59 : **PROJECT MANAGER REF NO: 015099/09/10**
Directorate: Skills Planning, Curriculum Development, Quality Assurance & Knowledge Management

SALARY CENTRE REQUIREMENTS : Level 9, Remuneration: R192 540 per annum
: Durban
: •A bachelor's degree in Public Management, Business Management, Human Resource Management, Human Resource Development or equivalent. •A certificate in Project Management with 3 to 5 experience in the administration and management of Education, Training and Development and skills development projects •Multi Project Management environment experience will be an advantage •Must be proficient in Ms Project, Excel and other computer applications Knowledge and Skills: •Good project management •Knowledge of the Public Service Act and Regulations •Knowledge of the Skills Development Legislation, Regulations, Guidelines, Strategies and Programmes •Knowledge of the Public

Finance Management Act •Good conceptualization and management of projects skills •Good research methodology •Knowledge of Supply Chain Management •Good report and writing skills •Good communication, facilitation and presentation skills

DUTIES : •Implement and monitor Skills Development Projects (Learnerships, Internships, Traineeships and Skills Programmes) based on national and provincial priorities •Management and mobilization of resources for all approved projects •Provide strategic support to the Skills Planning Deputy Manger on both national and provincial driven projects •Monitor and evaluate the progress of projects and report thereon •Management of Training Providers and Stakeholders •Manage the administration and implementation of projects •Management of Information Systems and reporting

ENQUIRIES : Ms LJ April, Tel: 031-274 4066

POST 36/60 : **STATE ACCOUNTANT REF NO: 015050/09/10**
Directorate: Management Accounting Sub-Directorate: Financial Planning & Audit Services

SALARY CENTRE : Level 8, Remuneration: R161 970 per annum
: Pietermaritzburg

REQUIREMENTS : •An appropriate recognized Bachelor's degree/Diploma in Accounting/Auditing or equivalent qualification coupled with relevant experience 3–5 years •Completion of articles would be an added advantage •Advanced computer literacy •A valid drivers license Knowledge and Skills: •Good communication skills (verbal and written) •Good management, organizing and planning skills •Knowledge of the Public Financial Management Act, Treasury Regulations, Public Service Act and Regulations, Auditing Standards

DUTIES : •Assist the Assistant Manager with the financial planning service to the department •Support the Assistant Manager in providing financial input for the Departmental Strategic Planning Process •Support the Assistant Manager in providing Budget Reporting, Monitoring and control and render an advisory service to all Responsibility Managers on MTEF planning and strategic planning related matters •Assist with the management of year-end audit by the Auditor-General •Assist with the management of the internal audit by Provincial Treasury for the department •Assist with the provision of training to the department in respect of financial management •Assist the Assistant Manager with the compilation of the Annual Report

ENQUIRIES : Mr H Singh, Tel: 033-3413403

POST 36/61 : **STATE ACCOUNTANT: BAS SYSTEM CONTROLLER REF NO: 015048-1/09/10**
Directorate: Management Accounting Sub-Directorate: Accounting Services & Asset Management

SALARY CENTRE : Level 8, Remuneration: R161 970 per annum
: Pietermaritzburg

REQUIREMENTS : •A national diploma or Degree or equivalent qualification in Accounting or Finance with 3-5 years practical experience in Government Financial Systems Knowledge and Skills: •Advanced knowledge of the Basic Accounting System and Persal •Knowledge of Public Finance Management Act, Treasury Regulations and best practices relating to Government Systems and Accounting functions •Computer literate with special emphases on Ms Word, Excel and Groupwise •Knowledge and experience in the clearing of Trial Balance Control Accounts •Maintain an effective accounting records and correct financial discrepancies •Maintain financial system security •Provide guidance and training to BAS users and effectively finalize BAS System enquiries •Ability to think fast, multi-task and work accurate under pressure at all time •Problem solving skills and be a team player •Good communication skills (both verbal and written) and inter personal relations

DUTIES : •Provide user support to all BAS users within the Department •Maintain all BAS functional areas effectively •Logging and following up on BAS System faults logged •Attending System Controllers meetings and workshops and follow through with directives and decisions taken •Assist with the implementation of any new financial systems •Analyze the trial balance and ensure that all accounts are cleared and reconciled accuracy •Ensure that all BAS exceptions are corrected and cleared

timeously •Prepare and maintain detailed reports on reconciliations between all external interfacing systems, i.e. Persal •Prepare/coordinate inputs for the compilation of monthly and annual reporting documents to Senior Management and Treasury •Undertake and assist in various ad-hoc exercises
Mrs R Gunpath, Tel: 033-3414844

ENQUIRIES

POST 36/62

STATE ACCOUNTANT: TAX AND BANKING REF NO: 015048-2/09/10
Directorate: Management Accounting Sub-Directorate: Accounting Services & Asset Management

SALARY CENTRE REQUIREMENTS

Level 8, Remuneration: R161 970 per annum
Pietermaritzburg
•A national diploma or Degree or equivalent qualification in Accounting or Finance with 3 years experience in government banking processes, tax, deduction accounts, ledger accounts, salaries administration and debt management coupled with experience on the PERSAL and BAS Systems in the related functions
•Computer literacy •A valid drivers license Knowledge and Skills: •Advanced knowledge of the Basic Accounting System and Persal •Knowledge of Public Finance Management Act, Treasury Regulations and best practices relating to Government Systems and Accounting functions •Knowledge of the salary Income Tax Act •CATS Standard Bank Business on Line System •Knowledge of the Public Service Acts and Regulations •In-depth knowledge of the interfacing processes affecting the IRP5 of a departmental official •Good communication skills (verbal and written) and inter personal relations •Conflict Management skills •Ability to think fast, multi-task and work accurate under pressure at all time

DUTIES

•Responsible for the functional activities relating to the maintenance of the Departments' bank account •Investigate and finalize all recalled and returned payments •Maintain the tax functions for the department •Perform and monitor the petty cash accounts for the department •Maintain ledger accounts related to banking and tax functions •Undertake and assist in various ad-hoc exercises

ENQUIRIES NOTE

Mrs R Gunpath, Tel: 033-3414844
The above post is being re-advertised and candidates who previously applied are at liberty to re-apply.

POST 36/63

STATE ACCOUNTANT: TAX AND BANKING REF NO: 015048-2/09/10
Directorate: Management Accounting Sub-Directorate: Accounting Services & Asset Management

SALARY CENTRE REQUIREMENTS

Level 8, Remuneration: R161 970 per annum
Pietermaritzburg
•A national diploma or Degree or equivalent qualification in Accounting or Finance with 3 years experience in government banking processes, tax, deduction accounts, ledger accounts, salaries administration and debt management coupled with experience on the PERSAL and BAS Systems in the related functions
•Computer literacy •A valid drivers license Knowledge and Skills: •Advanced knowledge of the Basic Accounting System and Persal •Knowledge of Public Finance Management Act, Treasury Regulations and best practices relating to Government Systems and Accounting functions •Knowledge of the salary Income Tax Act •CATS Standard Bank Business on Line System •Knowledge of the Public Service Acts and Regulations •In-depth knowledge of the interfacing processes affecting the IRP5 of a departmental official •Good communication skills (verbal and written) and inter personal relations •Conflict Management skills •Ability to think fast, multi-task and work accurate under pressure at all time

DUTIES

•Responsible for the functional activities relating to the maintenance of the Departments' bank account •Investigate and finalize all recalled and returned payments •Maintain the tax functions for the department •Perform and monitor the petty cash accounts for the department •Maintain ledger accounts related to banking and tax functions •Undertake and assist in various ad-hoc exercises.

ENQUIRIES NOTE

Mrs R Gunpath, Tel: 033-3414844
The above post is being re-advertised and candidates who previously applied are at liberty to re-apply.

POST 36/64 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 015043/09/10**
 Directorate: Intergovernmental Relations Sub-Directorate: Cooperative Governance

SALARY : Level 8, Remuneration: R161 970 per annum
CENTRE : Pietermaritzburg
REQUIREMENTS : •A senior certificate with 3-5 years relevant experience •Computer literacy •A valid drivers license Knowledge and Skills: •Knowledge of the Public Service Act and Regulations and the Public Finance Management Act •Knowledge of intergovernmental relations •Good communication skills (verbal and written) and inter personal relations •Ability to think fast, multi-task and work accurate under pressure at all time

DUTIES : •Provide strategic support to the Director-General and Premier with regard to inter-sphere relations and forums •Facilitate inter-sphere and inter-sectoral collaborations •Render assistance in coordinating intergovernmental dispute resolution •Provide operational planning for the sub-directorate •Provide effective and efficient utilization of the sub-directorate's resources •Undertake and assist in various ad-hoc exercises

ENQUIRIES : Mr S Barkhuizen, Tel: 033-3413334

POST 36/65 : **COMMUNICATION OFFICER REF NO: 015009/09/10**
 Directorate: Integrated Communication

SALARY : Level 7, Remuneration: R130 425 per annum
CENTRE : Pietermaritzburg
REQUIREMENTS : •An appropriate Bachelors degree / National Diploma or equivalent qualification with appropriate experience •Valid Code EB Drivers License Knowledge and Skills: •Knowledge of communication and Public Relations •Journalism •Desktop Publishing •Photography •Graphic design •Computer literacy •Good writing skills •Good command of the English and Zulu language •Good communication research skills •Good interpersonal skills •Media Liaison

DUTIES : •Provide a departmental public relations service •Provide a departmental media liaison service •Provide support in the production of publications •Perform administrative duties and communication related support for the component •Keep up to date with the applicable prescripts, policies, procedures, technologies and new developments

ENQUIRIES : Mr JM Tembe, Tel: 033-341 3428

POST 36/66 : **WEBMASTER REF NO: 015015/09/10**
 Directorate: Integrated Communication Sub-directorate: Advertising & Promotion

SALARY : Level 7, Remuneration: R130 425 per annum
CENTRE : Pietermaritzburg
REQUIREMENTS : •A Certificate in Web designing with 3 years relevant experience •Knowledge in web design

DUTIES : •Develop and provide content management for the Office of the Premier's website •Update and maintain the website at all times •Ensure that all specified departmental standards are implemented in all applications and content •Ensure that all electronic data, innovations and media statements are sent out timeously

ENQUIRIES : Mr JM Tembe, Tel: 033-341 3428

POST 36/67 : **PERSONAL ASSISTANT TO THE GENERAL MANAGER REF NO: 015062/09/10**
 Chief-Directorate: HIV and AIDS Coordination
 : **PERSONAL ASSISTANT TO THE GENERAL MANAGER REF NO: 015106/09/10**
 Chief-Directorate: Monitoring and Evaluation

SALARY : Level 7, Remuneration: R130 425 per annum
CENTRE : Pietermaritzburg
REQUIREMENTS : •Secretarial diploma or equivalent qualification with 3-5 years experience in rendering support services to senior management •Research and analyze documents and situations •Knowledge of the Public Service Act and Regulations •Computer literate •Driver's license Knowledge and Skills: •Good communication skills (both written and verbal) •Good interpersonal relations •Organizational skills

<u>DUTIES</u>	:	<ul style="list-style-type: none"> •Ability to observe confidentiality of official documents •Good typing skills •Good record keeping skills •Good telephone etiquette and sound organizational skills •Provide secretarial/receptionist support to the General Manager •Typing submissions and letters •Screening calls, photocopying and faxing •Document tracking and ensuring the safe keeping thereof •Report writing ie obtaining inputs for Managers on a monthly and quarterly basis and consolidating it •Prepare draft responses for the General Manager and take minutes for various meetings •Booking of flights, accommodation and travel arrangements •managing the leave register •Scrutinizing documents to determine the action required •Preparing for meetings and minute taking •Coordinate decisions taken at meetings •Assist with the directorates budget and attend to requests from the General Manager
<u>ENQUIRIES</u>	:	<ul style="list-style-type: none"> for PA to GM: HIV and AIDS Coordination: Dr NI Ndlovu, Tel: 033-3413483 for PA to GM: Monitoring and Evaluation: Mrs R Moonilal, Tel: 033-3413472
<u>POST 36/68</u>	:	<p><u>SECRETARY TO THE MANAGER REF NO: 015043/09/10</u> Directorate: Cabinet Office</p> <p><u>SECRETARY TO THE MANAGER REF NO: 015081/09/10</u> Directorate: Heritage Operations Services</p> <p><u>SECRETARY TO THE MANAGER REF NO: 015107/09/10</u> Directorate: Monitoring and Performance Management</p> <p><u>SECRETARY TO THE MANAGER REF NO: 015030/09/10</u> Directorate: Project Management</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<ul style="list-style-type: none"> Level 5, Remuneration: R87 978 per annum Pietermaritzburg •Senior Certificate with 1 year secretarial experience •Computer literacy in Ms Word, Excel and PowerPoint •Knowledge of the Public Service Act and Regulations Knowledge and Skills: •Good communication skills (both written and verbal) •Good interpersonal relations •Organizational skills •Ability to observe confidentiality of official documents •Good typing skills •Good record keeping skills •Good telephone etiquette
<u>DUTIES</u>	:	<ul style="list-style-type: none"> •Manage the diary of the Manager and take minutes for various meetings •Booking of flights, accommodation and travel arrangements •Manage and maintain the filing system •Type submissions and letters •Prepare draft responses for the Manager •Compile and process subsistence and travel claims on behalf of the manager •Process SCM related functions e.g keeping a record of goods purchased, compiling annexures and sundry payments •Provide general administrative support for the effective functioning of the office
<u>ENQUIRIES</u>	:	<ul style="list-style-type: none"> for Secretary: Cabinet Office: Mr SG Ngubane Tel: 033-341 3515 for Secretary: Heritage Operations Services: Dr NB Thusi, Tel: 033-3413681 for Secretary: Monitoring and Performance Management: Mr SD Zuma, Tel: 033-3413497 for Secretary: Project Management: Mrs SF Mkhize Tel: 033-3413398
<u>POST 36/69</u>	:	<p><u>RECEPTIONIST REF NO: 015073/09/10</u> Chief-Directorate: Strategic Human Resource Management</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<ul style="list-style-type: none"> Level 4, Remuneration: R73 584 per annum Pietermaritzburg •A Grade 12 qualification • Secretarial and Receptionist experience •Basic knowledge in the operation of switchboard equipment Knowledge and Skills: •Computer literate •Good communication and interpersonal skills •Human Relations •Organizing •Planning •Verbal communication
<u>DUTIES</u>	:	<ul style="list-style-type: none"> •Render telephonic answering, messaging and intercom service •Provide an outgoing telephonic service to the component •Render telephone number directory service to the component •Report all telephone related faults and monitor the telephone and PABX facilities •Administer telephone statement for the component •Booking of venues •Perform admin and related functions
<u>ENQUIRIES NOTE</u>	:	<ul style="list-style-type: none"> Mrs PD Khumalo, Tel: 033-3281701 It is the intention of this office to fill this post a disabled person.

DEPARTMENT OF PUBLIC WORKS

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

- APPLICATIONS** : Forward your application, quoting the relevant reference number to : The Manager:
Human Resource Management Department of Public Works Private Bag X9142
Pietermaritzburg 3200
- FOR ATTENTION** : Mr I M Meyiwa
- CLOSING DATE** : 24 September 2010
- NOTE** : Applications must be submitted individually on the prescribed Z83 form obtainable from any Public Service Department and shall be accompanied by a comprehensive curriculum vitae together with certified copies of qualifications,(including Senior Certificate) skills or competencies to substantiate compliance/adherence with the advertisement appointment requirements plus a certified copy of the Identity Document and Drivers licence. Copies of copies OR copies certified on the blank side of the copy shall not be accepted. Faxed or electronic copies shall not be considered. Candidates are also advised not to send their applications through registered mail as the Department will not take responsibility for non-collection thereof. It is the applicant's responsibility to have foreign qualifications assessed for equivalence by the South African Qualifications Authority (SAQA). Applicants recommended for appointment shall be subjected to a vetting process prior to an offer of appointment being made. Applications that do not comply with the abovementioned instructions shall be disqualified. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be advised by this office within three (3) months of the closing date of this advert, kindly consider that your application was not successful.

MANAGEMENT ECHELON

- POST 36/70** : **MANAGER: COMMUNICATION AND INFORMATION MANAGEMENT SERVICES**
- SALARY** : R652 572 per annum (Level 13) (all inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Head Office - Pietermaritzburg
- REQUIREMENTS** : An appropriate recognized three (3) year Degree or Diploma in communication or marketing from a recognized tertiary institution coupled with extensive relevant managerial experience. Candidates must be computer literate and possess a valid drivers licence. Skills, Knowledge-& Competencies: Ability to lead and direct teams of professionals and service providers. Highly developed interpretive and conceptualization/ formulation ability. Advanced planning, organizational and people management skills. Excellent written and verbal communication skills. Ability to develop and maintain networks. Advanced presentation and facilitation skills. Knowledge of all relevant prescripts. Knowledge of inter-governmental relations. Advanced knowledge of communication media management, public relations and public participation. Advanced knowledge of financial management processes.
- DUTIES** : Key Performance Areas: Develop and maintain communication strategies and prescripts to support the Departmental Strategic Plan. Initiate and lead internal and external communication drives in respect of media coverage, briefings, media liaison and departmental intranet services. Render marketing, brand management and on-line communication services. Increase public access to government information/ services. Manage departmental publications. Coordinate departmental events in respect of the smooth running of events, workshops, imbizo's, conferences and summits. Support top management regarding effective communication. Manage all assets and resources of the Directorate. Develop and manage strategic and operational plans for the Directorate. Monitor and ensure compliance with relevant prescripts.
- ENQUIRIES** : Dr F B Madlopha: Head: Public Works 033 - 3555560

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION**

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

- APPLICATIONS** : Applications for Head Office should be forwarded to: The Head of Department, Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at HRM Office No. G18 at 33 Biccard Street, Polokwane.
- CLOSING DATE** : 23 September 2010, Time: 16H30.
- NOTE** : Applications should be submitted on the prescribed Z83 Form (obtainable from any Public Service Department or on the internet at www.gov.za/ document). Applications should be accompanied by an updated comprehensive C.V. (previous experience must be comprehensively detailed, i.e. position held and dates) as well as certified copies of all qualifications and ID document. Suitable candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record checks, verification of financial/ assets record check and security vetting). Appointment in Senior Management positions will be preceded by competency assessment. The successful candidates will also be required to sign a contract and Performance Agreement. Newly appointed candidates will be appointed on a probation period of 12 months. Applications received after the closing date whether, posted, or submitted will not be considered. Fax applications will also not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Due to the large number of applications we envisage, correspondence will be limited to short-listed candidates only. Failure to submit the requested documents and instructions to this note will result in your application not being considered. Accommodation and travelling expenses for interview purpose will not be borne by the Department. In other words, shortlisted candidates will attend interviews at their own expenses.

MANAGEMENT ECHELON

- POST 36/71** : **GENERAL MANAGER: COMMUNICATION, LEGAL SERVICES, TRANSFORMATION, INTER GOVERNMENTAL RELATIONS AND DONOR FUNDING REF NO: 564/10**
Re-Advertisement
- SALARY CENTRE REQUIREMENTS** : R790 953 per annum (all inclusive) Level: 14
Head Office - Polokwane
An appropriate Bachelor's Degree or equivalent qualification in languages, communication or journalism.* The incumbent must have good communication skills *Ability to work independently and under pressure *Outstanding leadership and management skills.*At least 6-10 years experience at Senior Management level.
- DUTIES** : Key Performance Areas: *The incumbent's responsibilities will include providing strategic direction on the implementation of communication programs within the department *Overseeing the management of communication services * Manage the provisioning of publication services *Oversee compliance with Transformation, Inter-Governmental Relations and Donor Funding and Oversee the Legal Services Directorate.
- ENQUIRIES** : Mr Makgaa MA at 015-2846569, Ms Maredi MG at 015-2846566 and Ms Langa MC at 015-2846556
- POST 36/72** : **GENERAL MANAGER: GENERAL EDUCATION & TRAINING [GET] REF NO: 565/10]**
- SALARY CENTRE REQUIREMENTS** : R790 953 per annum (all inclusive) Level: 14
Head Office - Polokwane
*A Postgraduate qualification in a field related to Education.*A qualification in Curriculum Studies will be an added advantage. *Ability to engage at both strategic and operational levels*Financial and Project Management skills*Computer literacy

		(Windows, MS Office applications, e-mail and internet)*Ability to work with a range of stakeholders in a culturally diverse environment.*At least 6-10 years experience in a Management position relevant to the Education Sector.
<u>DUTIES</u>	:	Key Performance Areas: *The incumbent will *Oversee the management of development and implementation of policies and programs for Pre – Grade R *Oversee the management of assessment processes i.e. school based assessment/continuous assessment, common task assessments and procedures in the GET Band *Supervise the coordination of GET curriculum advisory services *Oversee the management of continuous professional development of curriculum advisors, teachers and ABET practitioners Oversee the management of the evaluation, screening and selection of Learning and Teaching Support Materials.
<u>ENQUIRIES</u>	:	Mr Makgaa MA at 015-2846569, Ms Maredi MG at 015-2846566 and Ms Langa MC at 015-2846556
<u>POST 36/73</u>	:	<u>GENERAL MANAGER: EXAMINATION & ASSESSMENT REF NO: 566/10</u>
<u>SALARY</u>	:	R790 953 per annum (all inclusive) Level: 14
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	*A Postgraduate qualification in Curriculum/ Assessment/Evaluation with courses such as Mathematics , Statistics and Information Technology.*A further qualification in Curriculum studies will be an added advantage* The incumbent should have the following skills : project management, strategic planning, conflict resolution, interpersonal skills, computer literacy, research, financial management, policy formulation, communication , basic computer literacy. *At least 6-10 years experience in a Management position relevant to the Education Sector.
<u>DUTIES</u>	:	Key Performance Areas: *The incumbent will be required to provide strategic direction on the implementation of accreditation and examinations requirements*Oversee the management of examination services* Oversee the management of examinations logistical services*Oversee the administration of examinations systems.
<u>ENQUIRIES</u>	:	Mr Makgaa MA at 015-2846569, Ms Maredi MG at 015-2846566 and Ms Langa MC at 015-2846556
<u>POST 36/74</u>	:	<u>SENIOR MANAGER: RISK AND DISASTER MANAGEMENT REF NO: 567/10</u>
<u>SALARY</u>	:	R652 572 per annum (all inclusive) Level: 13
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	*A Bachelor's Degree/National Diploma (NQF level 6) or equivalent qualification relevant to the area of Risk and Disaster Management. *The incumbent is required to have skills such as project management, strategic planning, conflict resolution, communication and interpersonal relations, technical skills, research, financial management, policy formulation and basic computer literacy. *At least 6-10 years experience at management level.
<u>DUTIES</u>	:	Key Performance Areas: *The incumbent will be responsible for the development and analysis of policy, development, coordination and monitoring of risk management strategies. *Manage disaster *Promote compliance with Departmental systems*Ensure the provisioning of integrity management services*Manage staff and budget of the Directorate.
<u>ENQUIRIES</u>	:	Mr Makgaa MA at 015-2846569, Ms Maredi MG at 015-2846566 and Ms Langa MC at 015-2846556
<u>POST 36/75</u>	:	<u>SENIOR MANAGER: SECURITY MANAGEMENT REF NO: 568/10</u>
<u>SALARY</u>	:	R652 572 per annum (all inclusive) Level: 13
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	*A Bachelor's Degree/National Diploma (NQF level 6) or equivalent qualification relevant to the area of Security Services. The incumbent is required to have skills such as project management, strategic planning, risk and conflict management, communication and interpersonal relations, financial management, and policy development *At least 6-10 years experience at management level.
<u>DUTIES</u>	:	Key Performance Areas: *The functions to be performed by the successful candidate include policy development *Management of physical and information

security * Management of the vetting process *Management of staff and budget of the Directorate.

ENQUIRIES : Mr Makgaa MA at 015-2846569, Ms Maredi MG at 015-2846566 and Ms Langa MC at 015-2846556

POST 36/76 : **SENIOR MANAGER: INFORMATION TECHNOLOGY SERVICES REF NO: 569/10**

SALARY CENTRE REQUIREMENTS : R652 572 per annum (all inclusive) Level: 13
: Head Office - Polokwane
: * A Bachelor's Degree or an RVQ 13 qualification with specialization in Information Technology. * The successful candidate is required to have extensive knowledge in the use of Information Technology processes *He or she must also have skills such as strategic planning, project management, problem solving, inter-personal relations conflict resolution, ability to chair meetings.*At least 6-10 years experience at management level.

DUTIES : Key Performance Areas: *The successful candidate is required to perform functions such as Policy analysis, development and management of Information Technology. *Management of staff and budget of the Directorate.

ENQUIRIES : Mr Makgaa MA at 015-2846569, Ms Maredi MG at 015-2846566 and Ms Langa MC at 015-2846556

POST 36/77 : **SENIOR MANAGER: SPECIAL PROJECTS REF NO: 570/10**

SALARY CENTRE REQUIREMENTS : R652 572 per annum (all inclusive) Level: 13
: Head Office - Polokwane
: *A Bachelor's Degree or equivalent qualification with RVQ 13. The successful candidate must have requisite skills such as strategic planning, project management, communication and inter-personal relations, conflict resolution and ability to work independently and under pressure, *At least 6-10 years experience at management level.

DUTIES : Key Performance Areas: The successful candidate will be required to ensure proper management and monitoring of National School Nutrition Programme and Scholar Transport services. He or she will also be required to provide overall management and strategic leadership in the implementation of NSNP and Scholar Transport policies.*Provide strategic support to the Districts by helping to set up systems for NSNP and Scholar Transport services.*Management of staff and the utilization of budget of the Directorate.

ENQUIRIES : Mr Makgaa MA at 015-2846569, Ms Maredi MG at 015-2846566 and Ms Langa MC at 015-2846556

POST 36/78 : **SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT – PUBLIC SERVICE STAFF REF NO: 599/10**

SALARY CENTRE REQUIREMENTS : R652 572 per annum (all inclusive) Level: 13
: Head Office - Polokwane
: *A Bachelor's Degree in human resource management or equivalent qualification with RVQ 13. The incumbent is required to have knowledge of legal prescripts relevant to public service staff matters. He or she must also have skills such as strategic planning, project management, communication and inter-personal relations, conflict resolution and ability to work independently and under pressure, *At least 6-10 years experience at management level.

DUTIES : Key Performance Areas: *The successful candidate will be responsible for the development and analysis of policy in respect of the recruitment and selection of managers and support personnel, as well as the provisioning of conditions of service pertaining to public service staff.*Management of staff and the utilization of budget of the Directorate.

ENQUIRIES : Mr Makgaa MA at 015-2846569, Ms Maredi MG at 015-2846566 and Ms Langa MC at 015-2846556

OTHER POSTS

- POST 36/79** : **DEPUTY CHIEF EDUCATION SPECIALIST: SEPEDI [FET SCHOOLS] REF NO: 571/10]**
- SALARY** : R260 865 per annum Level: 10
CENTRE : Head Office - Polokwane
REQUIREMENTS : *A Bachelor's Degree and a teacher's qualification with Sepedi as a major subject. The incumbent must have a minimum of five years of actual teaching experience in the subject.*A relevant post-graduate degree will be an added advantage. *Thorough knowledge of the National Curriculum Statement (NCS), Grade 10-12, Outcomes Based Education (OBE) and Outcomes Based Assessment. *Ability to conduct research and develop intervention strategies which take into cognizance the context of the learners.*Ability to co-ordinate and implement National and Provincial policies and programmes.*Ability to train teachers and support classroom practice.*Ability to quality assure teaching and learning and assessment practices in schools.*Project management skills.
- DUTIES** : Key Performance Areas: *To manage and coordinate programmes to be implemented by Sepedi Subject Advisors in the Circuits.*To ensure that Circuit Subject Advisors visit schools regularly and provide written reports on support given to individual schools.*To manage and coordinate the implementation of the School Monitoring and Support Framework.*To conduct research and develop intervention strategies to address identified gaps.*To monitor curriculum implementation and provide support to Circuits and Schools.*To quality assure teaching, learning and assessment practices in schools.*To manage and monitor the implementation of relevant assessment policies and guidelines.
- ENQUIRIES** : Mr Makgaa MA at 015-2846569, Ms Maredi MG at 015-2846566 and Ms Langa MC at 015-2846556
- POST 36/80** : **DEPUTY MANAGER: SCHOLAR TRANSPORT 3 POSTS REF NO: 572/10 – 574/10]**
- SALARY** : R192 540 per annum Level: 9
CENTRE : Head Office - Polokwane
REQUIREMENTS : *A Bachelor's Degree or Diploma in Public Management/Commerce or equivalent qualification*Knowledge of Project Management and public transport management*At least 3-5 years experience of dealing with service providers*Good communication and interpersonal relations skills*Computer literacy and valid driver's license will be an added advantage*Willingness to work under pressure.
- DUTIES** : Key Performance Areas: *The successful candidate will be required to ensure proper implementation of scholar transport policies.*Monitor routes and other issues relating to the transportation of learners.* Liaise with service providers, check and certify invoices from service providers.
- ENQUIRIES** : Mr Makgaa MA at 015-2846569, Ms Maredi MG at 015-2846566 and Ms Langa MC at 015-2846556
- POST 36/81** : **EDUCATION SPECIALIST: LIFE SKILLS 20 POSTS HIV & AIDS COORDINATORS**
- SALARY** : R177 771 per annum [One Year Contract] Level: 9
CENTRE : Waterberg District [Ref. 579/10 – 582/10]
Capricorn District [Ref. 583/10 – 586/10]
Vhembe District [Ref. 587/10 – 590/10]
Mopani District [Ref. 591/10 – 594/10]
Greater Sekhukhune District [Ref. 595/10 – 598/10]
- REQUIREMENTS** : *A recognized 3 year qualification (REQV13) which must include a teacher's qualification.*Registration with South African Council for Educators. *Post graduate diploma/degree in HIV and AIDS will be an added advantage.*Sound knowledge of issues relating to Life Skills and HIV and AIDS.*Good writing and reporting skills.*Ability to work independently and under pressure.*Knowledge of relevant national and provincial education policies and curriculum issues.

- DUTIES** : Key Performance Areas: *Coordinating Life Skills HIV/AIDS Education Programme and activities at Districts, Circuits and Schools.*Train different people in issues of integration of Life Skills HIV /AIDS into curriculum.*Controlling the budget allocated to Districts.
Applications for Districts should be submitted to the respective District Offices whose addresses are as follows:
- APPLICATIONS** : The District Senior Manager, WATERBERG DISTRICT, Private Bag X 1040 MODIMOLLE 0510
Enquiries should be directed to: Mr Mathebula T.M. Tel: 014 – 717 1281/2654
The District Senior Manager, CAPRICORN DISTRICT Private Bag X 03 CHUENESPOORT 0745
Enquiries should be directed to: Ms Mphahlele M.S. Tel: 015 – 6339572/9589
The District Senior Manager, MOPANI DISTRICT Private Bag X 578 GIYANI 0826
Enquiries should be directed to: Mr Mdaka K.F. Tel: 015 – 812 1687
The District Senior Manager VHEMBE DISTRICT Private Bag X 2250 VENDA 0970
Enquiries should be directed to: Ms Nematandani M.E. Tel: 015 – 962 5715/1313
The District Senior Manager, GREATER SEKHUKHUNE DISTRICT Private Bag X 70 LEBOWAKGOMO 0737
Enquiries should be directed to: Mr Masimini M.J. Tel: 015 – 6332800/2902
- POST 36/82** : **PERSONAL ASSISTANT 4 POSTS**
General Manager: Budget Control [Ref. 575/10]
General Manager: Human Resource Support Services [REF. 576/10]
Senior Manager: Communications [Ref. 577/10]
Senior Manager: FET Schools [Ref. 578/10]
- SALARY** : R130 426 per annum Level: 7
CENTRE : Head Office - Polokwane
REQUIREMENTS : *Senior Certificate or equivalent qualification*Computer literary in Ms Word, Ms Excel, PowerPoint and Internet *Communication and administrative skills (Planning, organizing and co-ordination).*Preparedness to work under pressure.
- DUTIES** : Key Performance Areas: *Carry out administrative and logistical duties including diary management and co-ordination of all activities relevant to the Office of the Senior Manager or General Manager.*Handling of correspondences, record keeping, making traveling arrangements, organizing meetings and workshops.
- ENQUIRIES** : Mr Makgaa MA at 015-2846569, Ms Maredi MG at 015-2846566 and Ms Langa MC at 015-2846556

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

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

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

OTHER POSTS

POST 36/83 : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES**

SALARY : Remuneration package: R 430 206 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Western Cape Medical Supplies Centre
: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: A minimum of 7 years appropriate experience after registration as a Pharmacist with SAPC. Extensive management experience. Registration with a professional council: Registration with the SAPC as a Pharmacist. Competencies (knowledge/skills): Knowledge of Good Pharmaceutical Practice and Best Warehouse Practice. Computer Literacy and previous logistic experience. Sound knowledge of laws relating to pharmacy.

DUTIES : Key result areas/outputs: Ensure Public Sector Policies, Good Wholesaling and Good Distribution Practices are adhered to at all times by implementing and monitoring work procedures, policies and guidelines in keeping with legislative requirements, National and Provincial Policies. Monitoring and control of consumable expenditure and usage. Assist in demand management, identifying goods and services required by the warehouse. Monitoring of security measures to ensure the safekeeping of all pharmaceuticals within the store complex. Organize the cyclical stock take programme. Ensure a safe working environment for staff in line with the Occupational Health and Safety Act. Control and supervision of professional and support professional personnel. Ensure registration of all pharmacists and pharmacist's assistants with the South African Pharmacy Council. Act as Tutor of Pharmacist's Assistants.

ENQUIRIES : Mr S Theron, tel. no. (021) 483-2431

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

FOR ATTENTION : Ms C Versfeld

CLOSING DATE : 24 September 2010

POST 36/84 : **PHARMACIST GRADE 2 TO 3**

SALARY : Remuneration package: Grade 2: R 349 263 per annum, Grade 3: R 381 900 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Western Cape Medical Supplies Centre (Pharmaceutical Procurement)
: Minimum educational qualification: Registration with the South African Pharmacy Council (SACP) as a Pharmacist. Experience: Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SACP. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist with the SACP. Competencies (knowledge/skills): Knowledge of National Treasury regulations. Knowledge of General Conditions of Contract. Computer Literacy and previous logistic experience. Sound knowledge of laws relating to pharmacy. Recommendation: Management Experience.

DUTIES : Key result areas/outputs: Management of the Pharmaceutical Procurement section which include: Evaluating and monitoring of personnel performance, Facilitate and provide training to officials pertaining to all tasks in the office and Submission of statistics to management. Provide an efficient and effective procurement service to ensure adequate stock levels. Ensure timeous delivery of goods by suppliers to WCMSC. Management of overdue pharmaceutical orders. Loading of

pharmaceutical contracts on MEDSAS. Perform price queries, freezes and adjustments. Manage queries from institutions and suppliers.

ENQUIRIES : Mr S Theron, tel. no. (021) 483-2431
APPLICATIONS : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Versfeld
CLOSING DATE : 24 September 2010

POST 36/85 : **PHARMACIST GRADE 2 TO 3 - 2 POSTS**

SALARY : Remuneration package: Grade 2: R 349 263 per annum, Grade 3: R 381 900 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Western Cape Medical Supplies Centre
REQUIREMENTS : Minimum educational qualification: Registration with the South African Pharmacy Council (SACP) as a Pharmacist. Experience: Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SACP. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist with the SACP. Competencies (knowledge/skills): Knowledge of Good Pharmaceutical Practice and Best Warehouse Practice to ensure safe and reliable storage, control and distribution of quality pharmaceuticals. Computer Literacy and previous logistic experience. Sound knowledge of laws relating to pharmacy. Recommendation: Management Experience.

DUTIES : Key result areas/outputs: Implementation and monitoring of adherence to all Standard Operating Procedures (SOP's) and guidelines in keeping with legislative requirements and national and provincial policies. Ensure sound Drug Supply Management (DSM) practices by ensuring implementation, monitoring and control of DSM principles within the Western Cape Medical Supplies Centre. Supervision of stores personnel (Pharmacist's Assistants and General Workers) including development and personnel evaluations. Act as Tutor of Pharmacist's Assistants.

ENQUIRIES : Mr S Theron, tel. no. (021) 483-2431
APPLICATIONS : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Versfeld
CLOSING DATE : 24 September 2010

POST 36/86 : **PHARMACIST GRADE 2 TO 3**

SALARY : Remuneration package: Grade 2: R 349 263 per annum, Grade 3: R 381 900 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Western Cape Medical Supplies Centre
REQUIREMENTS : Registration with the South African Pharmacy Council (SACP) as a Pharmacist. Experience: Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SACP. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist with the SACP. Competencies (knowledge/skills): Knowledge of good pharmacy practice and best warehouse practice.

DUTIES : Key result areas/outputs: Management of the repacking of bulk medicines. Ensure adherence to Sound Drug Supply Management (DSM) by ensuring implementation, monitoring and control of DSM principles within the Pre-Pack Unit. Supervision of personnel (Pharmacist's Assistants and General Workers) including development and personnel evaluations. Act as Tutor of Pharmacist's Assistants.

ENQUIRIES : Mr S Theron, tel. no. (021) 483-2431
APPLICATIONS : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Versfeld
CLOSING DATE : 24 September 2010

POST 36/87 : **ASSISTANT MANAGER: NURSING (SPECIALITY: MIDWIFERY) (NIGHT DUTY)**
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

SALARY : R 314 427 (PN-B4) per annum.

CENTRE : Mowbray Maternity Hospital

REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. One-year post-basic qualification in Advanced Midwifery and Neonatal Nursing Science accredited with the SANC in terms of government notice R212 for the relevant speciality. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/recognisable experience at nurse management level. Registration with a professional council: Current registration with the South African Nursing Council (SANC) as Professional Nurse. Competencies (knowledge/skills): In-depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices. Computer literacy. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Key result areas/outputs: The appointed candidate will be responsible for the co-ordination and rendering of optimal, holistic and quality Perinatal and Neonatal Health care within standards and a professional/legal framework. Manage the utilisation and supervision of all resources effectively. Co-ordinate the provision of training and research effectively. Provision of effective support to nursing services and hospital management. Maintain professional growth/ethical standards and self development. Ensure clinical nursing practice by the nursing team is in accordance with the scope of practice and nursing standards as determined by the Institution. Promote quality of nursing care.

ENQUIRIES : Ms KE Moore, tel.no. (021) 659-5550/44

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

FOR ATTENTION : Ms R Hattingh

CLOSING DATE : 27 September 2010