



**DATE OF ISSUE: 29 JANUARY 2010**

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 04 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 preference in 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, skills, competencies, knowledge and experience (on a separate sheet if necessary or a CV) should 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.
- 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 Special attempts must be made to ensure that excess employees 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 In respect of vacancies that 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. The advertisements of such vacancies should state that it is intended to promote representativeness through the filing of the vacancy and that the candidature of persons whose transfer/promotion/appointment will promote representativeness, will receive preference.
- 4.2 The selection of candidates should be done with due regard to the relevant measures contained in Chapter 1, Part VII. D of the Public Service Regulations, 2001.

**CLOSING DATE** : Except where otherwise stated, the closing date for all the posts advertised in this Circular is **01 MACH 2010**

**AMENDMENT** : **Provincial administration: Gauteng Department of Health:** Kindly note the post of Senior Administration Clerk (Facility) Ref No 70168105 has been withdrawn.

**INDEX****NATIONAL DEPARTMENTS**

<b>NATIONAL DEPARTMENT</b>	<b>ANNEXURE</b>	<b>PAGES</b>
<b>AGRICULTURE, FORESTRY AND FISHERIES</b>	<b>A</b>	<b>03</b>
<b>EDUCATION</b>	<b>B</b>	<b>04 – 06</b>
<b>ENERGY</b>	<b>C</b>	<b>07 – 08</b>
<b>ENVIRONMENTAL AFFAIRS</b>	<b>D</b>	<b>09 – 13</b>
<b>HEALTH</b>	<b>E</b>	<b>14 – 15</b>
<b>HOMAE AFFAIRS</b>	<b>F</b>	<b>16 – 17</b>
<b>HUMAN SETTLEMENTS</b>	<b>G</b>	<b>18 – 21</b>
<b>JUSTICE AND CONSTITUTIONAL DEVELOPMENT</b>	<b>H</b>	<b>22 – 34</b>
<b>MINERALS RESOURCES</b>	<b>I</b>	<b>35 – 38</b>
<b>PUBLIC SERVICE AND ADMINISTRATION (DPSA)</b>	<b>J</b>	<b>39 – 40</b>
<b>RURAL DEVELOPMENT AND LAND REFORM</b>	<b>K</b>	<b>41 – 42</b>
<b>THE PRESIDENCY</b>	<b>L</b>	<b>43 – 51</b>
<b>TRADE AND INDUSTRY</b>	<b>M</b>	<b>52</b>
<b>TOURISM</b>	<b>N</b>	<b>53</b>
<b>WATER AFFAIRS</b>	<b>O</b>	<b>54 – 60</b>

**PROVINCIAL ADMINISTRATIONS**

<b>PROVINCIAL ADMINISTRATION</b>	<b>ANNEXURE</b>	<b>PAGES</b>
<b>GAUTENG</b>	<b>P</b>	<b>61 – 65</b>
<b>KWAZULU-NATAL</b>	<b>Q</b>	<b>66 – 67</b>
<b>LIMPOPO</b>	<b>R</b>	<b>68</b>
<b>WESTERN CAPE</b>	<b>S</b>	<b>69 - 70</b>

## DEPARTMENT OF AGRICULTURE

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

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

## OTHER POST

- POST 04/01** : **PERSONAL ASSISTANT REF 12/2010**  
Directorate: Research and Technology Development
- SALARY** : R130 425 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a Certificate/Diploma in Office Administration or Secretarial. Experience in managing the diary of a Director and general office management, and in organising meetings and conferences. Report writing and communication skills (verbal and written). Verifiable computer literacy (MS Office package).
- DUTIES** : The incumbent will be responsible to render a secretarial service to the Director which entails: Correspondence management and enquiries. File and document management. Events (meetings / workshops / conferences / functions) planning and management. Handle travel arrangements. Render an administrative support and management service to the Director's office as well as provide line function administrative support.
- ENQUIRIES** : Mr. R.J. Sebola, Tel. 012 319 6078

## DEPARTMENT OF EDUCATION

- APPLICATIONS** : Please forward your application, quoting the reference number to: the Director General, Department of Education, Private Bag X895, Pretoria, 0001 or hand deliver to: Sol Plaatje House, 123 Schoeman street, Pretoria.
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. Nb as of 1<sup>st</sup> July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Short-Listed Applicants

## MANAGEMENT ECHELON

- POST 04/02** : **DIRECTOR-GENERAL: BASIC EDUCATION REF K54663**
- SALARY** : R1 203 522 per annum (all-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : This position of Director-General, for the Department of Basic Education, is available for a person who has a relevant postgraduate degree or equivalent qualification in Education, Social or Management Sciences, and in addition have extensive professional and practical experience as an effective senior manager. He/ she must have significant experience in providing leadership in the sector, especially in the basic education sub-sectors. The successful candidate will be an effective communicator and skilled negotiator with a proven ability to define, develop and manage strategic tasks in the field of basic education and to lead a team composed of sound educational professionals responsible for Strategic Planning and Reporting; Curriculum Policy, Support and Monitoring; Teachers, Education Human Resources and Institutional Development; Planning, Quality Assessment and Monitoring and Evaluation; Social Responsibility and Auxiliary Services; and Financial and Administration in the Department of Basic Education.
- DUTIES** : The Director-General will be responsible for the management of Basic Education on national level, which would include: Supporting co-ordination and implementation of departmental, sector-wide and cluster programmes of action. Developing curriculum and assessment policy and support, monitor and evaluate curriculum implementation, supported by Umalusi. Promoting quality teaching and institutional performance through effective supply, development and utilisation of human resources supported by the ETDP SETA, ELRC and SACE. Promoting education quality and effective service delivery in the basic education system through research, monitoring and evaluation, planning and assessment, supported by NEEDU. Providing social support and auxiliary services to learners and teachers. Providing financial and administrative support to the Department.
- ENQUIRIES** : Mr A Schoeman Tel 012 312 5348  
**CLOSING DATE** : 19 February 2010, Applications received after the closing date or faxed applications will not be considered

- POST 04/03** : **DEPUTY DIRECTORS-GENERAL 4 POSTS REF. K54687/1**
- SALARY** : R921 054 per annum (all inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants are invited from suitably qualified and skilled persons for these senior positions in the newly created Department of Higher Education and Training. Applicants should have a relevant postgraduate degree or equivalent qualification in the Social, Education or Management Sciences, and in addition have extensive professional and practical experience as effective senior managers. For all four positions, the ideal candidates will have a vision for the development of a coherent and differentiated post-school education and training system. They will be team-players with a mature sense of leadership and proven management abilities.  
Branch: Universities  
The successful candidates will have strategic skills and the ability to provide strategic direction in the development of an effective higher education and training system. They will have a firm understanding of the development challenges the country faces, and be effective communicators with key

stakeholders and the public and will manage the government's regulatory and financial responsibilities. The Deputy Director-General (Universities) will provide effective and efficient leadership through: the development and implementation of the National Plan for Universities and ongoing monitoring and evaluation of the sub-system; the drafting of legislation and policy; the rendering of legal advice and support to the universities sub-system; liaison with constituencies in the university sub-system and with other constituencies in other sub-systems; the registration of private universities; oversight of the National Student Financial Aid Scheme; liaison with the Council for Higher Education; the allocation and transfer of subsidy and conditional grant funding to public universities; the support of partnerships between universities and universities of technology with colleges and the skills development agencies; and co-ordination and management of the Higher Education Management and Information System.

Branch: Vocational And Continuing Education And Training Including Fet Colleges And Adult Basic Education And Training

The Deputy Director-General (Vocational and Continuing Education and Training including FET colleges and Adult Basic Education and Training) will provide effective and efficient leadership through: strategic planning, monitoring and evaluation of the sub-system as part of the national post-school education and training system for youth and adults; the development and maintenance of a coherent, responsive, qualifications framework for the College sub-system integrally linked to the qualifications frameworks for the universities and skills development sub-systems; the development of innovative College programmes responding to skills development in partnership with the universities and skills development agencies; support to the management and governance structures of public Colleges; leading quality improvements in teaching and learning including the facilitation of the development of programmes to support college personnel and the assessment system; the development of responsive student support systems in colleges; and the regulation of private FET provision through the registration of private Colleges, higher education institutions, industry and industry bodies.

Branch: Skills Development

The Deputy Director-General: Skills Development will provide effective and efficient leadership through: the management of financial and personnel resources of the Branch. Develop and oversee the implementation of the National Skills Development Strategy (NSDS) aligned to the Human Resources Development. Support National Skills Authority to discharge its functions. Support the activities of the Quality Council for Trades and Occupations. Co-ordinate activities of Sector Educator and Training Authorities (SETAs) and ensure synergies with FET colleges and Universities. Support the National Skills Fund processes, projects and systems to disburse funding in line with the NSDS and DHET priorities. Develop and maintain systems to support learnerships, internships and apprenticeships for artisans and other trade and occupations, skills levies collection and disbursement. Co-ordinate the development of policies and procedures governing work place skills plans, Sector Skills Plans and the National Scarce and critical skills lists. Monitor, evaluate and report on the implementation and impact of the skills development interventions. Contribute to the enhancement of the country's skills levels and the Human Resources Development strategy goals.

Branch: Corporate Services

The DDG Corporate Services will ensure that the administration of the DHET is efficient and effective. He/ she will ensure a professional human resource service; and ensure that appropriate support is available for the effective utilisation of information and information technology as strategic resources to enable the Department to execute its functions. The successful applicant will be responsible for all corporate administrative functions including logistics and security.

- ENQUIRIES** : Ms H Moeng Tel 012 312 5477
- CLOSING DATE** : 19 February 2010, Applications received after the closing date or faxed applications will not be considered
- NOTE** : Interviewed candidates will be subjected to a competency assessment.
- POST 04/04** : **DIRECTOR: LEGAL AND LEGISLATIVE SERVICES REF. K54687/2**  
Chief Directorate: Legal and Legislation Services
- SALARY** : R615 633 per annum (All-inclusive remuneration package)

- CENTRE REQUIREMENTS** : Pretoria  
 : The Department of Higher Education and Training requires a person, with excellent leadership and strategic management skills, who is in possession of at least a LLB or a B Proc degree, and who is admitted as an attorney or advocate, supported by at least 10 years working experience of which at least 5 years experience is in the legal field and with a minimum of 2-3 years managerial experience. Experience in Education Law will be a strong recommendation. Skills required: excellent written; verbal communication and computer skills; research and policy formulation skills; presentation skills; analytical and problem-solving skills. Candidates must be confident, trustworthy, accurate and adaptable, must have integrity and be diplomatic. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.
- DUTIES** : The appointee will head the Directorate: Legal and Legislative Services and will be fully involved in drafting and monitor implementation of education legislation (Bills, Acts and Regulations pertaining to the DHET); co-ordinating; monitoring, evaluating and supporting the effective implementation of HET legislation. Administer legislation of statutory bodies; rendering a legal interpretation and advisory service to the Department and HET institutions. Manage court cases on behalf of the Minister and DG of DHET. Draft advice on national and international agreements and negotiate the terms of the agreement with parties.
- ENQUIRIES** : Ms H Moeng Tel 012 312 5477  
**CLOSING DATE** : 19 February 2010, Applications Received After The Closing Date Or Faxed Applications Will Not Be Considered
- NOTE** : Interviewed candidates will be subjected to a competency assessment.
- POST 04/05** : **SENIOR ADMINISTRATIVE OFFICER REF. K54664**  
 Branch: Social And School Enrichment  
 Directorate: Race And Values In Education
- SALARY** : R161 970 per annum Applications are invited from appropriately qualified persons for this position in the Social and School Enrichment Branch of the Department of Education in Pretoria.
- CENTRE REQUIREMENTS** : Pretoria  
 : Applicants must be in possession of a post-matric qualification with thorough knowledge of financial management system and proven two years experience in administration. Knowledge of Treasury Regulations and the Public Finance Management Act and experience in the management of monthly cash flow statements are essential, including an understanding of procurement policies, risk and fraud management, management of leave, etc. The candidate must have above-average computer Skills (MS Office), excellent communication (written and verbal), good general office management skills and excellent interpersonal skills.
- DUTIES** : The successful candidate will be responsible for Managing the MTEF budget process and monthly cash flow statement; Providing administrative, logistical and financial support to the Directorate: Race and Values in Education; Providing general office support, including filing, tracking and processing of documents and correspondence; Compiling and managing and update monthly Financial Updates; Assuming secretarial functions when required; Compiling and manage a database of key partners;
- ENQUIRIES** : Ms M Moshooliba 012 312 5899  
**CLOSING DATE** : 24 February 2010, Applications received after the closing date or faxed applications will not be considered
- NOTE** : Interviewed candidates will be subjected to a competency assessment.

## DEPARTMENT OF ENERGY

**APPLICATIONS FOR ATTENTION** : The Director-General, Department of Energy, Private Bag X59, Pretoria, 0001  
**CLOSING DATE** : Ms E Lethole / Mr H Marakalala  
**NOTE** : 12 February 2010  
 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. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

## OTHER POSTS

**POST 04/06** : **ENERGY INSPECTOR**

**SALARY** : R240 318 per annum, Level 10  
**CENTRE** : Northern Cape  
**REQUIREMENTS** : Bachelor's degree/ B-tech in a Natural Science, Bcom or Energy Studies with at least 3years related experience PLUS the following key competencies:  
 ☐ Knowledge of : • Petroleum Products Act. 1977 as amended • South African Petroleum Products Standards • South African Petroleum Industry / Energy Industry ☐ Skills: • Results driven/Self-starter • Ability to follow through • Negotiation/ assertiveness • Problem solving • Attention to detail • Computer literacy • Organising, planning and interpersonal  
 ☐ Communication: • Good communication (verbal and written) • Presentation • Report writing ☐ Creativity: • Analytical and innovative thinker • Critical thinking skills • High Initiative ☐ Attributes: • Enquiring mind • Independence • Self-motivated • Willingness to learn. Recommendation/Note: Applicants must possess a valid driver's license as the job requires working outside the office.

**DUTIES** : Oversee the work of contractors executing sampling tests • Analyse the result of tests and inspections to monitor compliance with fuel Specifications (identify trends and specific focus areas) • Execute on-site inspections to monitor compliance with licensing conditions, Legislation, regulations and good practice • Investigate complaints and institute corrective measures • Report on non-compliance and complaints • Promote awareness of petroleum and gas legislation and regulations

**ENQUIRIES** : Mr V Sibiya ☎ 012 317 8198

**POST 04/07** : **SENIOR SECRETARY**

**SALARY** : R105 645 per annum, Level 06  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 plus 3 years experience or equivalent qualification in Public Admin/office Admin/secretarial PLUS the following key competencies:  
 ☐ Knowledge of: • the department, functioning of the department. Minute writing, diary management, document tracking and administrative practice. ☐ Skills: Good organisational skills, • Good Telephone Etiquette, High level of reliability, • Ability to act with tact discretion. Good Interpersonal Skills • Verbal and writing skills, Computer skills ☐ Communication: • Ability to communicate well with people at different • Levels and from different Background. Ability to maintain high level of confidentiality ☐ Creativity : • Problem solving, innovative and creative thinking. Abilities, ability to work under pressure, ability to Priorities, ability to do research and analyse documents

**DUTIES** : Provide Secretarial Support to the Deputy Director –General: receiving. Telephone calls and refer calls to the relevant manager, manage the DDG's diary, type documents for the DDG and other managers within the branch operate office equipment like fax machines and photocopiers; • Render administrative support services to the DDG: make travel arrangements for the DDG, arrange meetings and events for the DDG and managers in the Branch, process travel and subsistence claims, process all invoices that emanate from the activities in the DDG's office, record basic minutes of the meetings of the

DDG where required, draft routine correspondence and reports, filling of documents for the DDG; • Keep up to date with regard to the applicable prescripts, policies and Procedures to ensure efficient and effective support to the DDG's office: Administer matters like leave register and telephone accounts, receive records and distribute all incoming and outgoing documents, handle procurement of Standard items like stationary, refreshments e.t.c, collects all relevant documents. To enable the DDG to prepare for meetings, study relevant prescripts, policies and documents to ensure application thereof is understood properly, remain abreast with the procedures and processes that apply in the office of the DDG.

**ENQUIRIES** : Ms Yolisa Mapekula ☎ 012 444 4063

**POST 04/08** : **SENIOR ADMINISTRATION CLERK**

**SALARY** : R87 978 per annum, Level 5

**CENTRE** : Head Office

**REQUIREMENTS** : Grade 12 and 1-2 years experience PLUS the following key competencies:  
☑ Knowledge of: • Administrative procedures and policy • Knowledge of the Petroleum Industry ☑ Skills • Computer literacy • Interpersonal skills • Ability to interpret and apply legislation ☑ Creativity : • Analytical thinking ability • Information evaluation ☑ Personal Attributes: • Accuracy • Integrity (Honesty and Reliability) • Attention to detail • Well organized

**DUTIES** : Keep track of all incoming and outgoing documents and do filing • Maintain the Head Office database of all files from and to Regions. • Conduct Regional visits to assist with backlogs as and when required. • Check completeness and adherence to timeframes of application files received from regional offices.

**ENQUIRIES** : Mr. Avishkar Nandkishore Tel. (012) 444 4155



**DEPARTMENT OF ENVIRONMENTAL AFFAIRS**

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

**NOTE** : Applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identify Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to short-listed candidate only. If you have not been contacted within three month of the closing date of this advertisement, please accept that your application was unsuccessful. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. The department reserves the right not to make an appointment.

**MANAGEMENT ECHELON**

**POST 04/09** : **DIRECTOR: FINANCIAL MANAGEMENT AP 513/2010**

**SALARY** : R615 633 per annum (an all inclusive remuneration package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Bachelor's Degree/ Diploma in Finance or Accounting plus extensive relevant experience in finance. Proven strategic management and leadership skills. Experience and skills in policy development and implementation. Analytical, innovative, problem solving and interpersonal skills. People management skills. Good report writing skills and ability to communicate effectively at all levels. Computer literacy. An understanding of the public service environment and knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of financial management requirements of public entities, analysis of their annual financial statements and reports. Experience in managing donor funds. Knowledge of Financial management systems, planning, budgeting and accounting policies and procedures.

**DUTIES** : The successful candidate will provide overall strategic management and leadership to the Directorate: Financial Management and perform the following key functions: Financial planning for the Department. Management of Financial Systems. Management of Financial Accounting activities. Management of an effective financial control and bookkeeping system. Develop and implement appropriate Financial Management policies, systems and procedures in line with the PFMA and Treasury Regulations. Prepare financial statement for each year in accordance with generally recognized accounting practices. Comply with the reporting requirements of the PFMA, Treasury Regulations and internal and external reporting requirements. Ensure that revenue and expenditure of the Department is in accordance with internal controls and legislation/ policy governing financial within the public service. Manage donor funds. Monitor the Department's Public Entities in terms of their compliance with PFMA. Provide guidance and support to the Senior Managers in the Department with regard to the Financial Management. Manage overall financial audit Risks per corporate governance requirements.

**ENQUIRIES** : Ms E Makau Tel: (012) 310-3553

**APPLICATIONS** : The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001

**FOR ATTENTION** : Ms N Sebola

**CLOSING DATE** : 15 February 2010

**NOTE** : Short-listed candidates will be subject to screening and security vetting to determine the suitability of a person for employment. The persons appointed in this position will be subjected to reference checking and security clearance. Candidates will be subject to competency assessment test and the signing of a performance agreement and employment contract.

**POST 04/10** : **DEPUTY DIRECTOR: CONTRACTS AND PAYMENTS AP 515/2010**

Chief Directorate: Social Responsibility Policy and Projects  
Directorate: Programme Planning and Support

**SALARY** : R448 521 per annum (an all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A three-year degree/diploma in Finance, Law or an equivalent qualification from a recognized institution; Training in business or contract law will serve as a strong recommendation; Extensive experience in financial management broadly (and specifically budgeting, cashflow management and auditing) and/or contract management. Experience in policy, process, administrative systems and procedure formulation and implementation; Extensive knowledge of the Public Finance Management Act and Treasury Regulations; A high level of computer literacy and writing skills are essential. The successful candidate must have the following skills: Leadership, management, strategic, analytical, conceptual, problem solving and communication, interpersonal as well as stakeholder liaison. S/He must be willing to work under pressure.

**DUTIES** : The successful candidate will be responsible for the following key performance areas: In consultation with legal services, design and maintain contract management templates for the SRP; Ensure compliance of Social Responsibility Programme (SRP) contracts and appointment of project implementers with the applicable legislations; Develop and maintain systems and procedures for budgeting and processing of payment for SRP projects; Prepare, maintain and oversee the overall Financial Management in respect of SRP project payments and budgeting; Develop ,implement and maintain an effective document management system for the Chief Directorate and manage office support services; Overall management of the sub-directorate ,including management of human resources.

**ENQUIRIES** : Mr A Moloto (012) 310-3332  
**APPLICATIONS** : The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001  
**FOR ATTENTION** : Mr JM Kutu  
**CLOSING DATE** : 15 February 2010

**POST 04/11** : **ASSISTANT DIRECTOR: STATE OF ENVIRONMENT AP 514/2010**

**SALARY** : R240 318 per annum, (Total salary package of R 323 686 p.a./conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Bachelor's Degree in Natural Sciences, Natural Resource Management, Economics or an equivalent qualification or other relevant discipline related to environment and sustainable development. A post graduate qualification will serve as an advantage. Extensive working experience including management in environmental and sustainable development programme coordination, implementation and evaluation. Experience in research is desirable. Competencies: The position requires a person who has extensive knowledge about the environment and experience in environmental assessments. Proven experience in managing projects in the environmental field. Proven ability to analyze and integrate information. Teamwork, planning and organisational skills: Ability to work independently with a high degree of responsibility and to perform duties under pressure and within deadlines; Ability to implement and supervise programme activities that are consistent with agreed objectives. Demonstrated innovative technical leadership by performing and/or overseeing the planning, development, and management of operations A high degree of computer literacy is required. Excellent communication skills both orally and written.

**DUTIES** : Assist with the management of the national state of the environment reporting programme which includes the following: the compilation process of the country's State of the Environment Report. Develop state of the environment information products such as Issue Summaries and Key Emerging Issues papers. Disseminate the suite of products on the state of the environment to the public. Maintain and update a State of the Environment Internet Portal. Provide assistance to sub-national state of the environment reporting initiatives. Participate in regional and global state of the environment and related initiatives. Project, financial and staff management within the sub-directorate.

**ENQUIRIES** : Ms A. Mampye Tel: (012) 310-3618  
**APPLICATIONS** : The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001  
**FOR ATTENTION** : Ms N Sebola  
**CLOSING DATE** : 15 February 2010

**POST 04/12** : **PRINCIPAL ENVIRONMENTAL OFFICER: ENVIRONMENTAL IMPACT EVALUATION: 15 POSTS AP6/2010**

**SALARY** : R192 540 per annum, Total Package of R265 715 per annum -conditions apply  
**CENTRE** : Pretoria

**REQUIREMENTS** : Appropriate Bachelor's degree in the environmental management/sciences field or relevant equivalent qualification. Thorough knowledge of the National Environmental Management Act, as amended and its related legislation, regulations, policy, guidelines etc. Thorough knowledge of integrated environmental management and its application Knowledge of sustainable development ideals and objectives. Working experience in the administration and review of EIA's and the dynamics of EIA administration systems Advanced computer literacy skills and relevant experience, attendance of environmental management courses and GIS skills will serve as an added advantage. Good communication skills (written, oral and graphic) Good organising, planning and reporting skills. Problem solver and strategic thinker. Ability to work individually and in a team. Ability to work under pressure without supervision and multi-task. Applicants must be willing to travel extensively. A valid code B/EB driver's licence

**DUTIES** : Review and evaluation of EIA and Waste applications. Conduct site visits and compile site visit reports, Provision of professional advice in respect of EIA and/or Waste application decision-making, Draft conditions for approval, acceptance, refusal and/or rejection of EIA and/or Waste applications, Implementation of approved systems, tools and standard operating procedures related to environmental impact management Internal and external liaison regarding EIA's and/or Waste applications (communication with clients and stakeholders) Provide technical inputs into appeals Provision of professional advice to the Minister and the Director-General on all enquiries and parliamentary questions related to EIA and/or Waste applications, Provide a support function and technical inputs into appeals lodged with the Minister of Environmental Affairs in terms of the EIA and Waste regulations, Assist in the development of the Integrated Permitting System (IPS only) Assist in the administration and monitoring of compliance with environmental authorisations issued. Provision of inputs into environmentally related legislation and policies, Assist in the development of standard operating procedures

**ENQUIRIES** : Ms Fatima Rawjee Tel: 012-310-3002

**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag X447, Pretoria 0001

**FOR ATTENTION** : Mr Dumisani Moyane

**CLOSING DATE** : 12 February 2010

**NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment

**POST 04/13** : **PRINCIPAL ENVIRONMENTAL OFFICER: POLICY AND LEGISLATION AP4/2010**

**SALARY** : R192 540 per annum (Total Package of R 265 715 pa/conditions apply)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A appropriate Bachelor's Degree in environmental management or law or equivalent qualification and experience• Sound interpersonal skills• Computer Literacy• Sound planning and organizational skills• Good verbal and written communication skills• Good understanding of environmental legislation specifically the National Environmental Management Act, 107 1998 (Act No 107 of 1998) and Environmental Impact Assessment regulations, 2006• Ability to interpret legislation.

**DUTIES** : The successful candidate will be required to provide support with the development of legislation and regulations pertaining to the management of environmental impacts in terms of the National Environmental Management Act, 1998, as well as the drafting of appropriate implementation guidelines. • Review of policies and legislation with implications for impact management, review of legal opinions and drafting of a variety of correspondence regarding legal arguments. The candidate will also assist with investigations regarding a fee structure for applications.

**ENQUIRIES** : Ms MN Davids 012 310 3172

**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag X447, Pretoria 0001, for the attention of Mr G Ntshane.

**FOR ATTENTION** : Mr Dumisani Moyane

**CLOSING DATE** : 12 February 2010  
**NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment

**POST 04/14** : **ADMINISTRATIVE OFFICER: ENVIRONMENTAL IMPACT ASSESSMENT AP2/2010**

**SALARY** : R130 425 per annum (Total Package of R190 349 per annum - conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Appropriate three-year degree in Public Administration/Environmental Management or equivalent qualification, Proven relevant EIA administration experience, Advanced computer literacy skills and relevant experience and/or training in administration and data capturing, Experience in general office administration, Experience in and/or knowledge of finance and procurement processes and a general knowledge of environmental management will serve as an added advantage, Good communication skills (written, oral and graphic) Good organising, planning and reporting skills, Ability to work individually and in a team, Ability to work under pressure without supervision and multi-task

**DUTIES** : Administration of Environmental Impact Assessments (EIA's) and its systems and tools Data capturing related to environmental impact assessment applications Implementation and maintenance of approved systems, tools and standard operating procedures, EIA administration support Internal and external liaison regarding EIA's (communication with clients and stakeholders) Correspondence and document management, General office administration support, i.e. assisting on finance and procurement processes

**ENQUIRIES** : Ms Fatima Rawjee Tel:012-310-3002  
**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag X447, Pretoria 0001,

**FOR ATTENTION** : Mr Dumisani Moyane  
**CLOSING DATE** : 12 February 2010  
**NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment

**POST 04/15** : **ENVIRONMENTAL OFFICER: SUBSISTENCE & SMALL-SCALE FISHERIES MANAGEMENT: MCM 06/2010**

**SALARY** : R130 425 per annum (Total package of R 190 349 per annum)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Minimum: An appropriate recognized Tertiary Qualification in Natural Sciences / Social Sciences / Natural Resource Economics / Natural Resource Management or Matric with two years relevant working experience. Exposure to Subsistence fisheries and Coastal Community Development issues. Knowledge of marine resource utilisation, understanding the functioning of ecosystems and impact of human activity to the ecosystem. Knowledge of the Marine Living Resources Act, 1998 (Act no.18 of 1998) and relevant environmental legislation. Good interpersonal, communication, problem solving and organizing skills are essential. Computer literacy including commonly used applications. Driver's license. Ability to communicate fluently in Afrikaans.

**DUTIES** : Facilitate Subsistence fishing activities in line with the allocated fishing rights, exemptions and any other applicable interim measures; Participate in the development and implementation of Subsistence Fisheries Management policy; Communicate with Provincial, Local Government, Conservation Agencies, and NGO's, other interested parties and the Department regarding management of subsistence fisheries; Participate in the administrative activities within the sub-directorate; Facilitate establishment and support of Local Co-management committees as well as management of Community Catch Data Monitoring.

**ENQUIRIES** : Mr. Sandile Sibiyi Tel (021 402 3344)  
**APPLICATIONS** : The Deputy Director-General: Marine and Coastal Management, Department of Environmental Affairs, Private Bag X 2, Roggebaai, 8012.

**FOR ATTENTION** : Integrated Human Resources Registry  
**CLOSING DATE** : 8 February 2010  
**NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

**POST 04/16** : **OFFICE ADMINISTRATOR I: OFFICE OF THE DIRECTOR: COMPLIANCE ENFORCEMENT SUPPORT SERVICES AP8/2010**

**SALARY** : R105 645 per annum (Total Package of R 160 283 pa/conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : A Grade 12 Certificate plus relevant experience in office administration● A relevant post-matric qualification in Office Administration will serve as added advantage● Good interpersonal, communication, decision-making and organising skills● Computer literacy with knowledge of MS Excel, MS PowerPoint, Ms Word, GroupWise and the Internet● Good Administration, diary management, mail and telephone screening skills● An understanding of the Public Service systems and procedures will also serve as an advantage● Ability to work with limited supervision● Willingness to work after hours.

**DUTIES** : The successful candidate will render office administrative support to the Director: Compliance and Enforcement Support Services, which entails:● Managing the office diary● Managing correspondence by receiving and distributing documents● Compiling presentations, submissions, reports and typing documents● Compiling and submitting claims for approval● Liaising with stakeholders with regards to queries and the dissemination of information● Making logistical arrangements for meetings and workshops● Managing the office budget, procurement of goods and services for the office● Making travel arrangements● Taking minutes and performing any other office administration-related functions● Managing the filing system as well as assisting the Director: Compliance and Enforcement Support Services with personal tasks within an agreed framework.

**ENQUIRIES** : Mr M Jardine 012 310-3375

**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag X447, Pretoria 0001

**FOR ATTENTION** : Mr Dumisani Moyane

**CLOSING DATE** : 15 February 2010

## DEPARTMENT OF HEALTH

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

- APPLICATIONS** : Direct your application quoting the above relevant reference number to: The Acting Director-General, Department of Health, Private Bag X828, Pretoria, 0001. Hand delivered applications may be submitted at Reception (Application Box), Hallmark Building, Proes Street between Andries and Paul Kruger Streets.
- CLOSING DATE** : 22 February 2010 (Applications received after the closing date will not be considered).
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. No faxed applications will be considered. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security clearance procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

## OTHER POSTS

- POST 04/17** : **SENIOR INTERNAL AUDITOR: REF NO NDOH 2/2010**  
Office of the Director-General. Directorate: Internal Audit  
This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post
- SALARY** : R161 970 per annum (plus competitive benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : \*A three year Bachelor's degree or equivalent qualification in commerce, economics science, accounting, public administration and project management  
\*Two (2) to three (3) years internal auditing/external audit experience  
\*Knowledge of accounting, auditing, service delivery concepts, techniques, terminology and procedures used in the department, government policies and regulations and Standards of Institute of Internal auditors \*Knowledge of audit computer language (ACL) programme and Teammate will be added advantages  
\*Computer literacy \*Good communication skills (written and verbal) \*Good planning, organising and analytical skills \*Good negotiation and problem solving/conflict management skills \*Good management and supervisory skills  
\*Ability to gather relevant information through interviews and analytical review of documents \*Must be prepared to travel, work irregular hours and under pressure  
\*A valid Code B driver's licence will be an added advantage.
- DUTIES** : \*Timely and accurate completion of compliance/ performance audits as per annual plan \*Implement audit coverage plans linked to identified risks \*Guide and supervise audit team on audit assignments to ensure that objectives are attained  
\*Ensure that audit work conforms the Institute of Internal Audits (IIA) Standards and other guidelines/procedures set by the department \*Review audit working papers/audit evidence and audit work performed, ensuring that objectives of the audit are met \*Implement training schedule for team members twice in a year  
\*Implement training programme \*Ensure that project appraisal forms are completed for all team members \*Promote and improve the image of the Internal Audit Unit by submitting Client Satisfaction questionnaires to the Auditees when/after the final report is issued so that completed questionnaires can be evaluated for service delivery improvement \*Assist Audit supervisor with the drafting of summary audit reports to management and audit committee or other stakeholders \*Display alertness/awareness to red flags of fraud or opportunities such as control weakness, that could allow fraud, corruption and other irregularities to be perpetrated \*Ensure proper use of relevant audit software to

accomplish the objectives of the audit e.g. ACL \*Conduct follow-up audits on all previous compliance and/or performance audit projects and management consulting-assignments to determine the adequacy, effectiveness and timeliness of actions taken by the clients on the reported audit findings.

**ENQUIRIES**

:

Mr M M Komape at tel (012)312-0592

**POST 04/18**

:

**ASSISTANT INTERNAL AUDITOR: REF NO NDOH 3/2010**

Office of the Director-General. Directorate: Internal Audit

This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).

**SALARY**

:

R105 645 per annum (plus competitive benefits)

**CENTRE**

:

Pretoria

**REQUIREMENTS**

:

\*An appropriate three-year Bachelor's degree or equivalent qualification in commerce, economic sciences, accounting, public administration and project management \*At least one (1) year experience in related field of internal auditing \*Knowledge and understanding of basic financial management, accounting, statistical analysis and Standards for the Professional Practice of Internal Auditing (SPPIA) \*Must be prepared to travel occasionally and work irregular hours when necessary \*Computer literacy \*Intermediate numeric and literacy skills \*Good interpersonal relations \*Good communication skills (written and verbal).

**DUTIES**

:

\*Perform audit tests and provide audit results which form the basis of all reports to management \*Assist internal auditors in execution of audit plan \*Assist senior internal auditors in obtaining information to analyse internal control systems and procedures and document system descriptions \*Prepare working papers and obtain audit evidence for all audit exceptions \*Verify compliance with laws, regulations, departmental policies and procedures relating to audits conducted \*Assist other team members in compiling audit queries \*Signing-off of all working papers compiled by auditors \*Liaise with senior internal auditors and clients at certain levels on a regular basis during the audit and provide feedback on all matters to the supervisor \*In conjunction with the supervisor, perform clerical duties relating to audit work or other related duties \*Supervision of interns may be required from time to time.

**ENQUIRIES**

:

Mr M M Baloyi at tel (012) 312-0741.

## DEPARTMENT OF HOME AFFAIRS

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



- APPLICATIONS** : Forward your application, quoting the relevant reference number, to: The Director-General: Department of Home Affairs, Private Bag X114, Pretoria 0001. Alternatively, applications may be hand-delivered to Security at the front entrance of the Department of Home Affairs at 270 Maggs Street, Waltho, Silverton, for attention: Ms B. Mckue. In the event of a hand-delivery, applicants must sign an application register as proof of their submission. NB: Please submit a separate application and documentation for each position
- CLOSING DATE** : 05 February 2010, Applications received after the closing date or those that do not comply with the requirements, will not be taken into consideration.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za) and should be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document (with an original certification stamp). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver's licence is a requirement, applicants must attach certified copies of such licences. No faxes or e-mailed applications will be considered. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Are you looking for an exciting and challenging career in a rapidly changing organisation? The Department of Home Affairs has embarked on an extensive turnaround programme, aimed at developing a culture of responsiveness and improved service delivery. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a world-class service. If you have what it takes to serve the needs of South Africa's citizens, residents and visitors - and your credentials meet the requirements of any of the following positions - then respond before the closing date. Join our leadership team in transforming our vision into a reality. Successful candidates will be required to undergo a competency assessment, enter into a performance agreement and be subjected to security clearance procedures. The position require the following core management competencies: Conceptual and analytical thinking, Written and Verbal communication skills, Strategic Orientation, Presentation skills, Problem solving and strong analytical skills, Business report writing, Influencing and networking, Planning and Organising, Time Management, Research and Learning, Honesty and Integrity.

## OTHER POST

- POST 04/19** : **DEPUTY DIRECTOR: ADMINISTRATION REF NO HRMC J/10/1**  
Office of the Deputy Director-General: Human Resources, Head Office: Waltho,
- SALARY CENTRE REQUIREMENTS** : An all inclusive salary package of R 448 521, Level 12  
Pretoria  
A B-Degree/Diploma in Administration/Public Administration/Social Sciences or an NQF level 6 equivalent with extensive experience in an Administration environment. Knowledge of relevant departmental legislations and prescripts. Knowledge and application of Public Finance Management Act and Regulations as well as Supply Chain Management. Knowledge and understanding of Public Service Act and Regulations, Constitution of South Africa and all relevant Public Service Regulation Framework. Experience in office management process and procedures. Knowledge of Government Programme of Action; Lekgotla and MTSF. Advanced Computer Literacy in Ms Word, Excel and PowerPoint. Willingness to work extended hours. Valid driver's licence and willingness to travel are essential. Key Competencies: The successful candidates must have conceptual and analytical thinking, Written and Verbal communication skills, Strategic Orientation, Presentation skills, Problem solving and strong analytical skills, Business report writing, Influencing and networking, Planning and Organising, Time Management, Research and Learning, Honesty and Integrity.



**DUTIES**

: The successful candidate will be responsible for the following specific tasks: Provide effective and efficient resource management and administrative support services to the Deputy Director-General's Office. Provide support to HR Branch to facilitate the effective implementation of the Strategic and Services delivery objectives. Assist Deputy Director-General to track progress on the achievement of deliverables on Annual Performance Plan. Undertake the financial management of the Deputy Director-General's Office and coordinate the budget-where necessary and make recommendations regarding the utilization thereof. Ensure effective and uniform implementation of Standard Operating Procedures as well as the Batho Pele Principles within the office in all interactions with internal and external customers and monitor the Office's performance against Service Level Agreements. Ensure efficient and effective application and utilisation of resources within unit, i.e. manage leave, performance management, talent management and other Human Resources Administration requirements within the office. Build and maintain an effective team to ensure the effective functioning of the unit. Review and ensure effective capacity planning. Encourage, reward and propagate a culture of customer focus, empowerment, counter corruption and service delivery. Ensure the effective utilisation of technology and technology infrastructure within the unit. Ensure effective risk and compliance management i.e Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory, requirements and liaise with all relevant stakeholders within and outside the organisation to ensure accurate implementation. Interpret and implement all organisation circulars, policy and other communications that impact on the operation of the business unit. Ensure effective and efficient communication i.e. Ensure continuous and effective communication between the DDG: HR and all HR employees in Head Office and Provinces. Liaise with stakeholders including but not limited to PMO, EXCO, OPSCO, EMC and Branches. Ensure healthy communication with DG, Deputy Minister and Minister. Timeous response to requests by DG, Deputy Minister and Minister and Parliamentary questions.

**ENQUIRIES**

: Mr Wesane Hlongwane, Tel: (012) 810 8606

**DEPARTMENT OF HUMAN SETTLEMENTS**

- APPLICATIONS** : Human Communications, P O Box 1793, Rivonia, 2128, E-mail: [genevieve@humancommunications.co.za](mailto:genevieve@humancommunications.co.za) or Hand delivered to 3 Autumn road, Rivonia, 2128.
- FOR ATTENTION** : Human Communications
- CLOSING DATE** : 12 February 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.

**MANAGEMENT ECHELON**

- POST 04/20** : **DIRECTOR: SPECIAL INVESTIGATION REF: DOHS/18/2010**
- SALARY** : R615 633 per annum (all inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must have an appropriate three-year BCom degree or Equivalent qualification with a higher diploma in Forensic Investigations with at least 5 years experience in practical special investigations/forensic investigations. The following will fare as strong recommendations: A good track record of special investigations/forensic investigations, A strategic thinker who is able to work with individuals and teams both at operational and executive levels, Ability to analyse and synchronize information. Extensive knowledge of the public finance management systems and relevant legislation. Good liaison and communication skills (verbal and written), good project management skills, Innovative and customer orientated. Action orientated and result driven. The candidate will be subjected to security clearance and should be willing to travel.
- DUTIES** : The Director will be responsible for the execution and management of investigations of fraud, corruption and mal- administration. Provide the necessary capacity for investigations, including misconduct cases where disciplinary issues are involved. Investigate the financial and human capital operations of the Department. Analyse information and draft reports where needed for advice to management. Prepare information for use in disciplinary, criminal or civil court cases for the Department. Manage special investigations and any other forensic investigations. Coordinate information dissemination and fraud and corruption awareness campaigns. Management of the operational and budget plan of the directorate. Management and development of staff in the directorate. The incumbent will be reporting to the Chief Director. The Directorate will be responsible for inter alia, the following investigations: Improper or unlawful conduct by employees, Unlawful appropriation or expenditure of public funds or assets of the department, Unlawful, irregular or unauthorised transaction, measures or practices having a bear-up on the departments assets, negligent loss of public funds ordamage to public property, Alleged cases of mal administration. Investigation of fraud and corruption in the implementation of National Housing programmes, The Directorate will liaise with the National Prosecution Authority, (NPA), SAPS, Scorpions. Visit Provinces and deal with illegal occupation of houses, review of procedures and processes to eradicate and expose fraud, corruption and maladministration. Applicants must be prepared to work long and irregular hours.
- ENQUIRIES** : Ms K Gaesale 012 421 1691
- NOTE** : Short-listed candidates will be subject to a competency assessment test. The successful candidate will be required to enter into a performance agreement, sign an employment contract and disclose all financial interests within three months of assumption of duty.

## OTHER POSTS

**POST 04/21** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF: DOHS/15/2010**  
Re-Advertisement, Applicants who have applied for this position before need not to re-apply as their applications will be considered

**SALARY** : R448 521 per annum  
**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor's degree or equivalent qualification preferably in Risk Management/Internal Auditing plus exposure to government/public sector at middle management level. Minimum of five years experience in Risk Management of which two years should be on supervisory/ management position. Knowledge of Public Finance Management Act, Treasury regulations, Corporate Governance and Risk Management Framework (COSO). Knowledge of Risk Management software and membership with Risk Management and/or Auditing Professional body will be an added advantage. A valid driver's licence. Project Management Skills, Computer skills, Good communication (written and verbal) and liaison skills, Facilitation and Presentation skills Planning and organising skills, Customer Care skills, Analytical Skills, Monitoring and evaluation skills, Policy development and implementation skills, Problem solving skills, Coordination skills, Strategic capability and leadership skills, Advocate of team work, Research and analytical skills, Interpersonal skills, Negotiation skills. Ability to work independently. Ability to work under pressure and travel frequently.

**DUTIES** : Key Responsibilities: Planning for strategic and operational risk assessment, Assist in linking risk management process with department's objectives and business plans, Assist in embedding risk management process throughout the organization by assigning responsibility and accountability for risk across processes, divisions and strategic functions, Assist in developing and roll out of ongoing risk management awareness programme throughout the department, Consultation with stakeholders within the areas of responsibility to ensure identification and management of risks, Facilitate operational risk assessment process (identification, analysis and rating of risks) within the department as per Departmental Risk management Framework. Assist during the facilitation of strategic risk assessment. Keep records of risk profiles and related action plans of all branches within the Department. Provide advice to management on issues relating to risk management. Assist in project risk analysis and evaluation of various projects. Monitor and evaluate the Departmental Risk profiles and related action plans and reporting. Analysis of risk management reports from the risk owners/DDG's and reporting. Render administrative support to Risk Management Committee(RMC) and coordinate RMC meetings. Assist in compiling quarterly reports to the Departmental Risk Management Committee and Audit Committee. Risk reporting and Information Management. Mentoring, coaching and supervision of subordinates within the Sub-Directorate. Manage financial and human resources within the Sub-Directorate.

**ENQUIRIES** : Ms. T Mthembu on 012 421 1578.

**POST 04/22** : **DEPUTY DIRECTOR: PERFORMANCE AUDIT REF: DOHS/16/2010**  
Re-Advertisement, Applicants who have applied for this position before need not to re-apply as their applications will be considered.

**SALARY** : R448 521 per annum  
**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of A recognised three year tertiary qualification in Internal Auditing / Auditing and Financial Accounting, Member of Institute of Internal Audit (IIA). Certified Internal Auditor (CIA) or studying towards CIA or any relevant professional Qualification, A Minimum of five years experience in performance auditing of which two should be on supervisory/ management position. Relevant experience in performance in audit should be clearly indicated on the CV. Knowledge of Public Finance Management Act, Treasury Regulations and General Accepted Accounting Practices, Good understanding of the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing and Code of Ethics. Ability to work independently and under pressure, Good written and verbal communication. Good Interpersonal relations. Analytical skills, Problem solving. Computer literacy, Ability to use the audit working paper tool (added advantage Teammate) and knowledge of Audit

- Command Language (ACL), Willingness to travel when required, A valid drivers licence, Planning and Organising.
- DUTIES** : Provide leadership direction to sub-ordinate by providing guidance and coaching, Develop the three year rolling strategic plan and operational plans, Implementing the directorate strategic plan and initiatives, Manage, co-ordinate and monitor internal audit project as per the approved three year rolling strategic plan and operational plan. Develop project plan for execution of operational plan. Determine resources requirement to achieve engagement objectives, Overall management including financial management, and human resource management ,Planning and co-ordination of work within the sub-programme, Compiling comprehensive audit reports for presentation to client management and also present the oral or written presentations to management on outcomes of audit. Conduct performance evaluation and identify training requirement for staff, Liaise with other government departments and relevant stakeholders, Quarterly reporting to the audit committee, Manage staff compliance to the institute of internal auditors, standards and code ethics. Compile quarterly performance report for the unit, Manage the provision of support to other assurance service providers to prevent duplication of efforts.
- ENQUIRIES** : Mr. T Mashabane Tel: (012) 421-1414
- POST 04/23** : **DEPUTY DIRECTOR: PROVINCIAL BUSINESS PLAN REF: DOHS/19/2010**
- SALARY** : R378 456 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Bachelor's degree in Public management, or Human Resources management, or Organisational Development with a minimum of three years experience in Capacity development or related field; A valid drivers license; Sound knowledge of Housing legislation, housing institution, Human Resources Development strategy and other related public service legislations; Understanding of Knowledge management, Change management, Skills development and Organisational development; Planning skills, Communication skills, Facilitation skills, and People management skills, Research and Report writing skills, Budgeting and Financial management skills.
- DUTIES** : Develop and implement guidelines to assist Provinces to develop Capacity development Business plans; Support the implementation of Provincial Capacity development Business Plans; Assist Provinces to obtain additional funding from Private sectors for the implementation of the Capacity development Business Plans; Manage resources of the Sub-directorate; Compile Monthly and Quarterly reports.
- ENQUIRIES** : Mr T Ramovha (012) 421- 1559.  
**NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements.
- POST 04/24** : **SENIOR LEGAL ADMINISTRATION OFFICER REF: DOHS/17/2010**  
 Directorate; Housing Framework Legislation
- SALARY** : OSD Range R 242 253 – R 588 816 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicant must be in possession of an appropriate legal Qualification (LLB or Equivalent), a legislative drafting qualification together with good managerial, interpersonal and drafting skills. Applicants Must at least have 8 years relevant legal experience. Sound knowledge and experience in the drafting of legislation and the process followed when processing Bills through the Parliamentary process. A good knowledge of the human settlements environment and human settlement legislation and policies would be a recommendation. Must have a good command of the English language and good computer literacy. Knowledge of the specific alignment of legislation and regulations is an essential requirement. The ability to manage, train subordinates and work in a team is essential. The ability to work with the minimum of supervision is a further requirement. Applicants must be prepared to travel.
- DUTIES** : The successful candidate will head Sub-Directorate: Legislative Drafting which is responsible for the drafting of primary and secondary legislation. In addition he/she will be required to liaise closely with the provinces where the implementation of housing policy and legislation takes place. Provision of legal

advice on the interpretation/application of legislation administered by the Department.

**ENQUIRIES** : Mr K Ngwenya 012 421 1629

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

**POST 04/25** : **ASSISTANT DIRECTOR: SPECIAL INVESTIGATION REF: DOHS/14/2010**

**SALARY** : R 240 318 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of Bcom degree/ diploma in Forensic Investigations or equivalent qualification, Must possess strong communication (written and oral) skills and strong human relations skills, Technical expertise; project management and report writing skills are required. Experience in the field of investigations (internal and external) is required. Must understand the principles of supervision and training. Effective mediation and conflict resolution skills. Knowledge of various pieces of key legislation aimed at rooting out Corruption, Public Service Anti-Corruption Strategy and Fraud Prevention Framework. The ability to maintain confidentiality and to work extremely well under pressure while maintaining a professional image is critical. Valid driver's licence.

**DUTIES** : Include the following, although other duties may be assigned: Overall management of the case management system, Management of all investigation and maintain clear and accurate records of all cases pre and post investigation. Analyse complaints and make recommendations on steps to be taken. Supervision of other staff members and review reports submitted by assigned members of the team, Co-ordination of stakeholder relations, Preparation of timely and accurate reports, Develop and conduct staff training on Preventing and Combating of Corrupt Activities Act 12 of 2004 when necessary, Assist the Deputy Director in the execution of his/her duties, Liaise with PSC on hotline reports, as well as other agencies such as Special Investigating Unit and South African Police Services. Adhere to industry and legislative standards, Co-ordinate and conduct Anti-Corruption Awareness workshops, Report on corruption and fraud risk in the Department of Human Settlements.

**ENQUIRIES** : Ms Z Xesibe (012) 421 1641

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

## 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/coloured/white male or female. Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department, at short notice and will be subjected to a personnel vetting process*

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

## MANAGEMENT ECHELON

**POST 04/26** : **CHIEF OF STAFF REF10/14/MIN**  
Office of the Minister

**SALARY** : R746 181 – R905 538 per annum. (All inclusive) The successful candidate will be required to sign a performance agreement.

**CENTRE** : Pretoria and Cape Town

**REQUIREMENTS** : A post graduate management qualification; An LLB Degree will be an advantage; Five years senior management experience A valid code EB driver's license; Skills and Competencies: Team and Leadership skills; Ability to motivate and direct people; Advanced language and writing skills with ability to write reports and more advanced documents; Planning and Coordination skills; People development and empowerment; Financial and Risk management; Time management; Systems development and management; Ability to work in a highly pressurized environment.

**DUTIES** : Manage Personnel and other resources in the office of the Minister; Provide administrative, technical and logistical support to the Minister; Liaise with the Accounting Officer; Advise the Minister on Legal and Administrative issues; Manage the budget of the Ministry; Administer issues as determined by the functions of the Minister including the appointment of Judges as well as Political and executive functions of the Minister; Liaise with Justice agencies, stakeholders, government departments, Parliament, etc.; Ensure enhanced service delivery and compliance with MIS and other related policies.

**ENQUIRIES** : Mr D Mpholo ☎ 012 357 8688

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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** : 15 February 2010

**NOTE** : All people are encouraged to apply and with disabilities

## OTHER POSTS

**POST 04/27** : **ASSITANT DIRECTOR: FINANCIAL OPERATIONS REF: NC/15/10**

**SALARY** : R192 539 – R 232 590 per annum. The successful candidate will be required to sign a performance agreement. Note: Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful the appointment/ transfer will be at own cost.

**CENTRE** : Magistrate Office, Upington

<b><u>REQUIREMENTS</u></b>	:	Degree or diploma in Financial Management or relevant equivalent qualification; One (1) to two (2) years relevant financial experience; Knowledge and understanding of the PFMA, Treasury Regulations and relevant Government regulations and policies; Knowledge and practical experience of the Basic Accounting System, Supply Chain Management and Budgeting process in Government; Ability to work extended hours and travel extensively, when required; JDAS knowledge and experience will be an added advantage; A valid driver's license; Knowledge and experience of BAS, JDAS, JYP, PERSAL, PFMA, Treasury Regulations, Departmental Financial Instructions, Budgets, Assets and Supply Chain Management; Computer literacy; Proven managerial, verbal and written communication skills as well as ability to maintain good interpersonal relations; Ability to work under pressure and overtime if required; A thorough understanding and knowledge of the Department's various branches will be an added advantage; Driving; People skills; Motivational skills; Training skills.
<b><u>DUTIES</u></b>	:	Identify financial problems and risks by conducting compliance assessments and report findings to the Area Court Manager, Court Manager and Regional Financial Manager; Define and introduce financial control, procedures and methods towards achieving a NAQ status; Monitor the implementation of audit recommendations and action plan to ensure compliance; Monitor and support sub offices with budget formulation; allocation; executing and reporting; Monitoring and reporting on effective supply chain and asset management in line with Supply Chain Management Processes and prescripts; Monitor and render support with Cluster's monthly reconciliation of third party funds; Responsible for coaching, mentoring and training of staff on all financial and supply chain management prescripts; Assist and support with the implementation of financial systems.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs R. De Klerk ☎ (053) 839 0015
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 <sup>th</sup> Floor, c/o Knight & Stead Streets, Kimberley.
<b><u>CLOSING DATE</u></b>	:	19 February 2010
<b><u>POST 04/28</u></b>	:	<b><u>SENIOR TRAINING OFFICER REF: 2010/03/GP</u></b>
<b><u>SALARY</u></b>	:	R161 970 – R190 791 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Regional Office, Johannesburg
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bachelor's degree in Human Resource Development or equivalent qualification; Three years' appropriate knowledge and experience; A valid driver's licence. Massified Induction certificate add as advantage. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Facilitation and presentation; Supervisory and leadership; Planning and Organizational; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Responsible for drafting of the Workplace Skills plan for the Province; Implement plan by coordinating learning interventions, learnerships and internships; Implement TQMS; Responsible for ABET and Annual Training Report; Manage training budget; Give advice on learning and development to employees; Coordinate courses in the Province and Justice College; The successful candidate will do a lot of traveling.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Sundaytimes Mthombeni ☎ (011) 331 0440 or (011) 223 7672
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 6, JOHANNESBURG, 2000.
<b><u>CLOSING DATE</u></b>	:	15 February 2010
<b><u>POST 04/29</u></b>	:	<b><u>ADMINISTRATIVE OFFICER 3 POSTS REF: 01/10/LMP</u></b>
<b><u>SALARY</u></b>	:	R161 971 – R190 792 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate Phalala (1), Magistrate Mhala (1) And Magistrate Vuwani (1)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bachelor's degree or equivalent qualifications; Two years experience in Administration and Clerical work; A valid code B drivers' license. Skills and Competencies: Computer literacy (MS Office); Good interpersonal skills; Ability to work under pressure; Attention to detail.

- DUTIES** : Act as a supervisor of the Clerks in Court (clerk of court, finance, procurement, family court and administration); Checking the work done in the Civil and Criminal Courts; Checking the work done in finance section( MMT through JDAS and Vote Account); Reconcile Witness Fees, and MMT; Monitor and control the capturing of cases through E-Scheduler; Checking work done in Registry, Estates, Family court; and Provisioning; Manage the Performance Management System in the Office; Compile statistics to indicate performance and trends; Manage finances at offices by complying with PFMA, DFI, and other instructions issued from time to time by CFO; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check all tasks performed by administrative staff on a daily basis;
- ENQUIRIES APPLICATIONS** : Mr TD Masemola ☎ 015 287 2025 or Mr MJ Kobola ☎ 015 287 2026
- : Separate applications must be made for each centre if applying for more than one post and failure to do this will result in consideration given to the first choice only. Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
- CLOSING DATE** : 15 February 2010
- POST 04/30** : **ADMINISTRATIVE OFFICER 4 POSTS**
- SALARY** : R161 971 – R190 792 per annum. The successful candidate will be required to sign a performance agreement. Note: Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful the appointment/ transfer will be at own cost.
- CENTRE** : Magistrate’s Office Groblershoop: Ref Nr: NC/03/10  
Magistrate’s Office Fraserburg: Ref Nr: NC/04/10  
Magistrate’s Office Prieska: Ref Nr: NC/ 05/10  
Magistrate’s Office Postmasburg: Ref Nr: NC/06/10
- REQUIREMENTS** : A three (3) year National Diploma / Degree in Public Administration/ Management or relevant equivalent qualification plus two (2) years relevant experience in Office and District Administration and Departmental Financial Management systems; Computer literacy (MS Office); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.
- ENQUIRIES APPLICATIONS** : Mr. J. Tope ☎ (053) 839 0060
- : If applying for more than one post, please state the name of the office as well as order of preference. One application per post. Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate’s Court), 7<sup>th</sup> Floor, c/o Knight & Stead Streets, Kimberley.
- CLOSING DATE** : 19 February 2010
- POST 04/31** : **REGISTRAR REF: 2010/01/GP**
- SALARY** : R 157 299 – 179 862 per annum. (Salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement
- CENTRE** : Magistrate Johannesburg
- REQUIREMENTS** : LLB degree or four year recognised legal qualification; At least 5 years appropriate post qualification legal experience; Skills And Competencies: Case flow management; Dispute resolution; Legal drafting; Legal research; Office management, planning and organizational skills; Good communication skills (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret Acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.
- DUTIES** : Co-ordinate Case Flow Management support services to the Regional Court President and Regional Magistrates; Issue all processes that initiate court



proceedings; Process and grant judgments by default as required by the Magistrates' Court Act, 1944 at the court where stationed; Issue, keep, check and analyse court statistics; Issue court orders; Manage the civil section, including divorce cases; Assist the public with court procedures; Process reviews and appeals; Implement rules, procedures and practices and costs periodically in co-operation with the Regional Court President, Court Manager and Judiciary; Manage court information relating to civil and divorce cases, including the keeping of statistics and the submission of returns to the Court Manager and the Department; Exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act; Give attention to and execute requests from the judiciary in connection with cases and other case related matters; Tax legal bills of costs and attend to the review which may follow from such taxation; Ensure annotation of relevant publications, codes, Acts and rules; Write and respond to correspondence; Provide practical training and assistance to the clerks of court in the lower courts

- ENQUIRIES** : Mr. S Ramasodi ☎ (011) 223 7600
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 OR Physical address: Reception area, 15<sup>th</sup> Floor Carlton Centre, Cnr Commissioner and Kruis Street, Johannesburg, 2000.
- CLOSING DATE** : 15 February 2010
- POST 04/32** : **REGISTRAR REF: 10/VA03/NW**
- SALARY** : R157 299 – R179 862 per annum (Salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement
- CENTRE** : Molopo Regional Court, Mmabatho
- REQUIREMENTS** : LLB Degree or an appropriate four year legal qualification; Minimum of five years relevant post qualification experience; Skills and Competencies: Case Flow management; Dispute Resolution; Legal drafting; Legal research; Numeracy skills; Office management, planning and organization skills; Conflict and resolution management; Computer literacy (MS Office); Good Communication (verbal and written); Leadership and management skills; Good interpersonal relations; Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.
- DUTIES** : Co-ordinate Case Flow Management Support services to the Regional Court President and Regional Magistrates; Issue all processes that initiate court proceedings; Process and grant judgments by default as required by the Magistrates' Court Act 1944 at the court stationed; Issue, keep, check and analyse court statistics; Issue court orders; Manage the civil section, including divorce cases; Assist the public with court proceedings; Process reviews and appeals; Implement rules, procedures, practices and costs periodically in co-operation with the Regional Court President, Court Manager and the Judiciary; Manage court information relating to civil and divorce cases including the keeping of statistics and the submission of returns to the Court Manager and the Department; Exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act; Give attention to and execute requests from the judiciary in connection with cases and other related matters; Tax legal bills of costs and attend to the review which may follow from such taxation; Ensure annotation of relevant publications, codes, Acts and rules; Write and respond to correspondence; Provide practical training and assistance to the clerks of the court in the lower courts.
- ENQUIRIES** : Ms. Waliyya Jacobs at ☎ 018 397 7054
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735. OR Physical address: Reception area, North West Regional Office, Ayob Gardens, 22 Molopo Road, Mafikeng, 2745.
- CLOSING DATE** : 15 February 2010
- POST 04/33** : **REGISTRAR REF: NC/22/10**
- SALARY** : R157 299 – R179 862 per annum Salary to be determined in accordance with experience. The successful candidate will be required to sign a performance agreement. Note: Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the

	:	Court Manager/Office Manager is attached. If successful the appointment/transfer will be at own cost.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Regional Court Kimberley LLB degree or four year recognised legal qualification; At least 5 years appropriate post qualification legal experience; Case flow management; Dispute Resolution; Legal drafting; Legal research; Office management, planning and organization skills; Good communication (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.
<b><u>DUTIES</u></b>	:	Co-ordinate Case Flow Management support services to the Regional Court President and Regional Magistrates; Issue all processes that initiate court proceedings; Process and grant judgments by default as required by the Magistrates Court Act, 1944 at the court where stationed; Issue, keep, check and analyse court statistics; Issue court orders; Manage the Civil Section, including divorce cases; Assist the public with court procedures; Process reviews and appeals; Implement rules, procedures and practices and costs periodically in co-operation with the Regional Court President, Court Manager and Judiciary; Manage court information relating to civil and divorce cases, including the keeping of statistics and the submission of returns to the Head of Court and the Department; Exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act; Give attention to and execute request from the judiciary in connection with cases and on other case related matters; Tax legal bills of costs and attend to the review which may follow from such taxation; Ensure annotation of relevant publications, codes, acts and rules; Write and respond to correspondences; Provide practical training and assistance to the clerks of court in the lower courts.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. S.W Mekoā ☎ (053) 839 0028 Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7 <sup>th</sup> Floor, c/o Knight & Stead Streets, Kimberley.
<b><u>CLOSING DATE</u></b>	:	19 February 2010
<b><u>POST 04/34</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK REF: 02/10/LMP</u></b>
<b><u>SALARY</u></b>	:	R130 426 – R 153 636 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Regional Office: Limpopo A Bachelor's Degree in financial management or equivalent qualification or Grade 12 with ten years relevant experience; Two years experience in financial environment; Knowledge of DFI, PFMA and Treasury regulations will be an advantage; A valid drivers' license. Skills and Competencies: Computer literacy (MS Office); Excellent Communication Skills (verbal and written); Good interpersonal relations and problem solving skills; Ability to work under pressure and work independently.
<b><u>DUTIES</u></b>	:	Co-ordinate and monitor the submission of Justice Deposit Account System (JDAS), MMT and Bank Reconciliations in respect of monies in trust. Capture and consolidate MMT and Bank Reconciliation statements received from sub-offices; Entertain JDAS operational problems and interpret financial prescripts; Analyse all audit enquiries received as well as inspection reports in order to identify existing problems in the execution of financial duties in the region. Facilitate training needs and arrange training. Maintain and monitor signing arrangements in sub-offices. Perform ad-hoc tasks from time to time.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr TD Masemola ☎ 015 287 2025 or Mr MJ Kobola ☎ 015 287 2026 Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 <u>OR</u> Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
<b><u>CLOSING DATE</u></b>	:	15 February 2010
<b><u>POST 04/35</u></b>	:	<b><u>LIBRARIAN REF: NC/66/09</u></b> This post is a re-advertisement; candidates who previously applied are encouraged to re-apply

- SALARY** : R130 426-00 – R153 636-00 per annum. The successful candidate will be required to sign a performance agreement. Note: Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful
- CENTRE** : Northern Cape High Court
- REQUIREMENTS** : Bachelor's degree or National Diploma in Library and Information Science or relevant equivalent qualification; Minimum of one year in a legal or high court library experience or one to three years other library experience; Knowledge of and experience in electronic information resources and online retrieval skills; Communication skills (verbal and written); Report writing skills; Computer Literacy (MS Office, Internet and Inmagic); Research and planning skills; Problem solving skills; Interpersonal relations; Creative and analytical skills; Customer orientation.
- DUTIES** : Maintain adequate library literature and facilitate the procurement and payment of goods and services; Maintenance of registers and library statistics on a daily basis; Indexing of journal articles and compilation of bibliographies; Binding and noting of legal opinions and indexing of bills; Serve on library committee and submission of minutes thereof; Amendment of loose leaf publications and statutes; Conduct literature searches on Sabinet, Internet, Jutastat and My LexisNexis to assist professional staff; Supervise Librarian Assistant and manage all assets in the library; Handling of enquiries and administrative duties.
- ENQUIRIES** : Mr. J. Tope ☎ (053) 839 0060
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7<sup>th</sup> Floor, c/o Knight & Stead Streets, Kimberley.
- CLOSING DATE** : 19 February 2010
- POST 04/36** : **STATE ACCOUNTANT REF: NC/14/10**
- SALARY** : R130 425 – R151 425 per annum. The successful candidate will be required to sign a performance agreement. Note: Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful the appointment/ transfer will be at own cost.
- CENTRE** : Regional Office, Kimberley
- REQUIREMENTS** : A relevant three year degree/diploma or equivalent qualification; 1 – 2 Years experience in Public Service budgeting matters and expenditure control; Knowledge of financial prescripts used in the Department; Working experience of BAS; Driver's licence; Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure and meet deadlines; Good interpersonal relations.
- DUTIES** : Coordinate and consolidate MTEF inputs of all DOJ offices in the Northern Cape; Facilitate meetings with office managers to confirm budget allocation to various responsibilities and resolve any budget issues; Perform budget allocation and capturing on BAS; Monitor expenditure trends against the budget and cash flow projections, asking for explanations where deviations are detected and the reporting thereof to Management; Provide monthly State of Expenditure Report to Management; Provide budget information for decision making purposes; Ensure that all expenditure is in accordance to the measurable objectives of a programme; Ensure correct allocations are used; Compile correction journals; Answer daily queries from offices in terms of availability of funds; Attending cluster meetings to answer budget related queries; Liaising with Budget Section at National Office.
- ENQUIRIES** : Mrs R. De Klerk ☎ (053) 839 0015
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7<sup>th</sup> Floor, c/o Knight & Stead Streets, Kimberley.
- CLOSING DATE** : 19 February 2010
- POST 04/37** : **CHIEF ACCOUNTING CLERK: PAYROLL SERVICES REF: 10/17/CFO**
- SALARY** : R130 425 - R151 425 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office, Pretoria  
: Bachelor's Degree or equivalent qualifications in Finance or Grade 12 plus more than 10 years experience in a financial environment; Knowledge of PERSAL, Basic Accounting System (BAS), Public Financial Management Act (PFMA) and National Treasury Regulations; Two years appropriate experience (Accounts, Debts or PAYE reconciliation). Skills and Competencies: Computer literacy (Ms Excel); Good communication (written and verbal) skills; Planning and organizing skills; Strong leadership and management capabilities; Ability to work under pressure and be self motivated.

**DUTIES** : Reconciliation of salary related accounts; Clearing and reporting on outstanding balances monthly; Ensure that Salaries and other allowances are implemented timorously; Process payments for Service termination; Maintain income tax on PERSAL, advice on tax matters, salary recalls, amend, IRP5, complete Departmental route forms, distribute IRP5, and reprint IRP5; Resolve all income tax queries, maintain/amend IRP5 with manual payments, request recalculation on PERSAL and manual; Ensure that debts are raised, recovered or written off, recover monies from debtors, improve debt recovery within the organization and monthly age analysis and report to management on the progress within the debt unit; Supervise and develop staff; Ensure compliancy with all financial prescripts, rules and regulations; Perform duties assigned within a team.

**ENQUIRIES APPLICATIONS** : Mr. G Ntobeng ☎ (012) 315 1736  
: 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** : 15 February 2010

**POST 04/38** : **E-SCHEDULER CLERK REF: 03/10/LMP**

**SALARY** : R87 978 – R100 595 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Magistrate Modimolle  
: Grade 12 Certificate or equivalent qualification; Two years relevant experience. Skills and Competencies: Computer literacy (MS Office); Good Communication skills (verbal and written); Analytical, Efficient and Resourceful; Project Management; Good Interpersonal and Public relations; Document Management and Typing; Problem solving; Presentation skills; Customer service oriented; Ability to work under pressure.

**DUTIES** : Obtain charge sheets and interpret contents; Accurately capture the data on the E-Scheduler system prior and after court hearing; Ensure that the charge sheets are secured and distributed timely within the case preparation phase prior and after the court hearing before filing; Generate/print daily reports required to improve the management of cases on the outstanding roll; Analyze statistics; Conduct enquiries on the system to obtain information not covered by the standard reports; Conduct charge sheet and data integrity audits and present outcome to supervisors/managers; Render assistance in general case flow management; Provide any administrative support as required by the relevant Court Manager or Supervisor.

**ENQUIRIES APPLICATIONS** : Mr TD Masemola ☎ 015 287 2025 or Mr MJ Kobola ☎ 015 287 2026  
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

**CLOSING DATE** : 15 February 2010

**POST 04/39** : **E-SCHEDULER CLERK REF: 03/10/LMP**

**SALARY** : R87 978 – R100 595 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Magistrate Modimolle  
: Grade 12 Certificate or equivalent qualification; Two years relevant experience. Skills and Competencies: Computer literacy (MS Office); Good Communication skills (verbal and written); Analytical, Efficient and Resourceful; Project Management; Good Interpersonal and Public relations; Document Management

and Typing; Problem solving; Presentation skills; Customer service oriented; Ability to work under pressure.

**DUTIES** : Obtain charge sheets and interpret contents; Accurately capture the data on the E-Scheduler system prior and after court hearing; Ensure that the charge sheets are secured and distributed timely within the case preparation phase prior and after the court hearing before filing; Generate/print daily reports required to improve the management of cases on the outstanding roll; Analyze statistics; Conduct enquiries on the system to obtain information not covered by the standard reports; Conduct charge sheet and data integrity audits and present outcome to supervisors/managers; Render assistance in general case flow management; Provide any administrative support as required by the relevant Court Manager or Supervisor.

**ENQUIRIES APPLICATIONS** : Mr TD Masemola ☎ 015 287 2025 or Mr MJ Kobola ☎ 015 287 2026

: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

**CLOSING DATE** : 15 February 2010

**POST 04/40** : **COURT INTERPRETER REF: 04/10/LMP**

**SALARY** : R87 978 – R100 595 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Magistrate Northam

: Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a Language test; A valid drivers license will serve as an added advantage: Language requirements: N. Sotho/Tswana, Tsonga, Venda, Zulu, Shona, English, Afrikaans. Swazi and Xhosa would be an added advantage: Skills and Competencies: Computer literacy (MS Office); Good communications (written and verbal); Administration and organisational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.

**DUTIES** : Interpret in Criminal Court, Civil Court, Labour Court, quasi – judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep Court records up to date; Perform any other duty that he/she may be assigned to in terms of rationalization of functions by the office.

**ENQUIRIES APPLICATIONS** : Mr Nxumalo LT ☎ 015 287 2080

: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

**CLOSING DATE** : 15 February 2010

**POST 04/41** : **COURT INTERPRETER REF: NC/ 02/10**

**SALARY** : R87 978 – R100 595 per annum. The successful candidate will be required to sign a performance agreement. Note: Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful the appointment/ transfer will be at own cost.

**CENTRE REQUIREMENTS** : Magistrate's Office Upington

: Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a Language test; A valid drivers' license will be an added advantage. Language requirements: Xhosa, English, Afrikaans and Tswana are compulsory; Sotho, Sepedi, Tsonga and isiZulu will be an added advantage; Computer literacy (MS Office); Good communication(written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.

**DUTIES** : Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics; To perform any other duties he / she may assigned to do in terms of rationalizations of functions by the office. The preferred candidate, reporting to the Regional Head, will be required to ensure compliance with the Public Finance Management Act (PFMA), Treasury

Instructions and Regulations as well as Departmental Financial Instructions (DFI). Ensure financial viability in the following: Advise and assist The Regional Head and Senior Management in the exercise of powers, functions assigned and delegations in terms of the Public Finance Management Act (PFMA) and other relevant legislation; Ensure the effective implementation of the PFMA, DFI and Treasury Regulations; Ensure compliance with the best practice accounting norms and standards; Manage, monitor and implement financial systems and accounts control; Prepare financial statements; Facilitate internal and external audits; Management of bookkeeping and financial quality control services; Establish and maintain effective, efficient and transparent system for financial management and internal control; Determine the long term direction of court finance services and relate these to present and future strategic goals; Manage and direct the Finance Directorates staff and budgets.

**ENQUIRIES** : Mr. J. Tope ☎ (053) 839 0060  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7<sup>th</sup> Floor, c/o Knight & Stead Streets, Kimberley.

**CLOSING DATE** : 19 February 2010

**POST 04/42** : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: PROGRAMME SUPPORT AND ADMINISTRATION REF: 10/16/COO**

**SALARY** : R85 338 – R99 081 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : Grade 12 with typing as subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactory; Knowledge of Financial, administration management and/or Human Resources administration procedures and processes; Knowledge of procedure and processes applied in Office Management; Understanding of confidentiality in Government. Skills and competencies: Planning and organizing; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs); Language skills and ability to communicate well with people at different levels and from different backgrounds; Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation; Proper usage of office equipments.

**DUTIES** : Make travel arrangements; Process travel and subsistence claims for the manager and members of the Unit; Coordinate Units activities and reporting; Records appointments and events in the diary of the manager; Operate office equipment like fax machines, photocopiers, etc. and ensures that it is in good working order; Source information which may be of importance to the manager (e.g. news paper, clippings, internet articles and circulars; Provides support to manager regarding meetings; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager; Draft routine correspondence submissions, reports and other correspondence and notes; Keep a complex document filing and retrieval system.

**ENQUIRIES** : Mr I Shabalala ☎ (012) 357 8186  
**APPLICATIONS** : 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** : 15 February 2010

**POST 04/43** : **ADMINISTRATION CLERK: CHILDREN'S COURT 12 POSTS REF: 10/VA01/NW**  
 12 Months Contract

**SALARY** : R73 584 per annum (including 37% in lieu of benefits). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Klerksdorp, Bafokeng, Rustenburg, Potchefstroom, Vryburg, Odi, Molopo, Lichtenburg, Brits, Koster, Pampierstad, Ventersdorp

<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent qualification. A tertiary paralegal qualification will be advantageous; Appropriate/Relevant administrative experience; Experience in court related functions; Recording and/or case flow management will be an added advantage. Skills and competencies: Basic numeric and computer literacy; Good communication skills (written and verbal); Ability to apply the correct processing steps to children's court matters and develop basic knowledge of services provided in the courts; Ability to communicate clearly with other procedural role players and to explain basic legal concepts and procedures in plain language; Ability to work with the public in a professional manner;
<b><u>DUTIES</u></b>	:	Undertake administrative functions in respect of Protection and Alternative Care Orders; Keep registers for Children's Court, register cases for trial and allocate trial dates in consultation with Magistrates; Compile Children's Court statistics; Open files, issue subpoenas and perform general administrative duties; Gather information, follow up on files and outstanding cases; Preliminary screening of Family Law and Children's Court disputes; Perform functions regarding monitoring orders, cost orders; Review existing Children's Court orders, parental plans and parental responsibility, conflicts and the registration of parental plans by Family Advocates, Children's Court, Lay Forum hearings and pre-hearing conferences; Deal with general application of Children's Act and registration of parenting plans.
<b><u>ENQUIRIES</u></b>	:	Ms. Waliyya Jacobs at ☎ 018 397 7054
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735. <u>OR</u> Physical address: Reception area, North West Regional Office, Ayob Gardens, 22 Molopo Road, Mafikeng, 2745.
<b><u>CLOSING DATE</u></b>	:	15 February 2010
<b><u>POST 04/44</u></b>	:	<b><u>ADMINISTRATION CLERK 7 POSTS REF: 10/VA02/NW</u></b>
<b><u>SALARY</u></b>	:	R73 584 – R86 679 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Brits, Ga-Rankuwa, Klerksdorp, Potchefstroom, Rustenburg, Moretele, Vryburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualifications; Two years administrative experience; Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions: Handle routine office work; Deal with correspondence; Asset management and client services; Processing of documents as well as the rendering of a support function to supervisory personnel and to assist in the daily operations of these units; Filing, taking minutes, data capturing, handling of payments to contracts and consultants and processing of subsistence and travel claims; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.
<b><u>ENQUIRIES</u></b>	:	Ms. Waliyya Jacobs at ☎ 018 397 7054
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735. <u>OR</u> Physical address: Reception area, North West Regional Office, Ayob Gardens, 22 Molopo Road, Mafikeng, 2745.
<b><u>CLOSING DATE</u></b>	:	15 February 2010
<b><u>POST 04/45</u></b>	:	<b><u>REGISTRARS CLERK 4 POSTS</u></b>
<b><u>SALARY</u></b>	:	R73 584 – R84 134 per annum. The successful candidate will be required to sign a performance agreement. Note: Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful the appointment/ transfer will be at own cost.
<b><u>CENTRE</u></b>	:	Magistrate's Office De Aar: Ref NR: NC/07/10 Magistrate's Office Springbok: Ref NR: NC/08/10 Magistrate's Office Upington: Ref NR: NC/ 09/10 Magistrate's Office Kimberley: Ref NR: NC/10/10
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate or equivalent qualification. A tertiary paralegal qualification will be advantageous; Appropriate/Relevant administration experience;

Experience in courts related functions, recording and/or case flow Management will be an added advantage; Numeracy; Literacy; Interpretation of acts and regulations; Communication skills; Computer literacy.

**DUTIES** : Administration of civil, including divorce cases; Co-ordinate Case Flow Management support services to the Regional Court President and Regional Magistrates; Issue all processes that initiate court proceedings; File documents; Issue court orders; Issue, keep, check, analyse and furnish court statistics; Exercise control over records as well as the record room and deal with the files in terms of the Archives Code/Act; Give attention to and execute request from the judiciary in connection with cases and on other case related matters; Keep and maintain registers in divorce and civil cases; Assist the public in regard to court procedures; Tax legal bills of costs and attend to the review which may follow from such taxation; Ensure annotation of relevant publications, codes, Acts and rules; Prepare relevant documents i.e. finalized cases, pending cases etc; Process and grant requests for default judgments as required by the Magistrates' Courts Act, 1944; and, Process reviews and appeals.

**ENQUIRIES APPLICATIONS** : Mr. J. Tope ☎ (053) 839 0060  
: If applying for more than one post, please state the name of the office as well as order of preference. One application per post. Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7<sup>th</sup> Floor, c/o Knight & Stead Streets, Kimberley.

**CLOSING DATE** : 19 February 2010

**POST 04/46** : **MAINTENANCE OFFICER 2 POSTS**

**SALARY** : Salary to be determined in accordance with experience. The successful candidate will be required to sign a performance agreement. Note: Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful the appointment/ transfer will be at own cost.

**CENTRE** : Magistrate's Office Upington: Ref NR: NC/11/10  
Magistrate's Office De Aar: REF NR: NC/12/10

**REQUIREMENTS** : An appropriate legal qualification (B.luris, Proc or LLB); Proficiency in at least two official languages; Code 8 driver's license will be an added advantage; Computer literacy (MS Office); Excellent Communication skills (written and verbal); Numeric skills; Ability to: work with public in a professional and empathetic manner; develop a thorough understanding of all services and procedures in the area of maintenance and other areas of family law; explain legal terminology and processes in simple language; manage time effectively and develop good facilitation skills; think and write clearly; think innovatively and work in pressurized environment; facilitate communication between people with maintenance disputes.

**DUTIES** : Perform the powers, duties of a Maintenance Officer in terms of the Maintenance Act; Guide maintenance investigators in performance of their duties; Obtain financial information for the purposes of Maintenance equeries; Appear in Maintenance Court and conduct proceedings in Maintenance Court; Implement Bench Orders.

**ENQUIRIES APPLICATIONS** : Mr. J. Tope ☎ (053) 839 0060  
: If applying for more than one post, please state the name of the office as well as order of preference. One application per post. Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7<sup>th</sup> Floor, c/o Knight & Stead Streets, Kimberley.

**CLOSING DATE** : 19 February 2010

**POST 04/47** : **REGISTRY CLERK REF: NC/13/10**

**SALARY** : R73 584 – R84 134 per annum. The successful candidate will be required to sign a performance agreement. Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful the appointment/ transfer will be at own cost.

**CENTRE** : Masters Office Kimberley

**REQUIREMENTS** : Grade 12 or equivalent qualification; At least six (6) months applicable experience; A valid code 8 drivers license will be an added advantage. Skills and



competencies; Computer literacy (MS Office); Knowledge of registry procedures; Verbal and written communication skills; Good interpersonal relations; Good organizational skills; Ability to work under pressure, and as part of a team.

**DUTIES** : Open and sort incoming mail; Opening and control of files according to the Code Correspondence; File and bind documents related to files in Registry; Keep and update registers (Franking, Remittance, File Index, Disposal, Memorandum, etc.); Identifying of files in registry for archives/disposal purposes; Distribution of all incoming mail/faxes to different sections; Deal with enquiries; Pend correspondence and files; Binding, laminating and distribution of documents/manuals/circulars etc; Perform any other duties assigned to him/her in registry, messenger, switchboard or reproduction services.

**ENQUIRIES APPLICATIONS** : Mr. J. Tope ☎ (053) 839 0060

: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7<sup>th</sup> Floor, c/o Knight & Stead Streets, Kimberley.

**CLOSING DATE** : 19 February 2010

**POST 04/48** : **ADMINISTRATION CLERK (DCRS) 2 POSTS**

**SALARY** : R73 584 – R86 679 per annum. The successful candidate will be required to sign a performance agreement. Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful the appointment/ transfer will be at own cost.

**CENTRE** : Magistrate Office, Garies: Ref: NC/18/10  
Magistrate Office, Upington: Ref: NC/19/10

**REQUIREMENTS** : Grade 12 or equivalent qualification; Administrative experience or at least 6 months appropriate experience in a court environment with regard to court recording, case flow and general administration will be an added advantage; Communication (written and verbal); Computer literacy (MS Office); Good interpersonal relations; Good public relations skills; Efficient and resourceful; Ability to work under pressure and to solve problems; Customer service; Document management.

**DUTIES** : The maintaining of criminal record books and charge sheets; The writing and tracing of summonses; The writing of witness fees books; The completing and issuing of committal warrants and arrest warrants; The rendering of court requirements; The rendering of assistance in general case flow management; The recording of court proceedings; Filing of cases (charge sheets); Operating court recording equipment, ensure the maintenance and safekeeping thereof; Provide any administrative support as required by the relevant Court Manager.

**ENQUIRIES APPLICATIONS** : Mr. J. Tope ☎ (053) 839 0060

: If applying for more than one post, please state the name of the office as well as order of preference. One application per post. Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7<sup>th</sup> Floor, c/o Knight & Stead Streets, Kimberley.

**CLOSING DATE** : 19 February 2010

**POST 04/49** : **SENIOR ADMINISTRATION CLERK**

**SALARY** : R73 584 – R86 679 per annum. The successful candidate will be required to sign a performance agreement. Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful the appointment/ transfer will be at own cost.

**CENTRE** : Magistrate Office, Douglas: Ref: NC/20/10  
Magistrate Office, Springbok: Ref: NC/21/10

**REQUIREMENTS** : Grade 12 or equivalent qualification; Administrative experience will be an added advantage; Computer Literacy (MS Office); Accuracy and attention to detail; Verbal and written communication skills; Good interpersonal relations; Problem solving.

**DUTIES** : Handle routine work at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various administrative duties.

**ENQUIRIES** : Mr. J. Tope ☎ (053) 839 0060

**APPLICATIONS** : If applying for more than one post, please state the name of the office as well as order of preference. One application per post. Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7<sup>th</sup> Floor, c/o Knight & Stead Streets, Kimberley.

**CLOSING DATE** : 19 February 2010

**POST 04/50** : **SECURITY OFFICER REF: 10/15/JC**

**SALARY** : R62 013 – R72 000 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Justice College, Pretoria

**REQUIREMENTS** : Adult basic Education and Training (ABET) level 4 or grade 10; Relevant experience; Knowledge of a wide range of working procedures applicable to the Department. Skills and Competencies: Basic computer literacy; Good communication(Verbal and written) skills; Problem solving and decision making skills; Interpersonal relations; People management skills; Analytical thinking skills; Planning, Organising and Controlling skills.

**DUTIES** : Report procedures; Operate security equipment and related access control systems; Meet procedures within Department.

**ENQUIRIES** : Mr I Shabalala ☎ (012) 357 8186

**APPLICATIONS** : 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** : 15 February 2010

## DEPARTMENT OF MINERAL RESOURCES

<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Mineral Resources, Private Bag X59, Pretoria, 0001
<b><u>FOR ATTENTION</u></b>	:	Ms E Lethole / Mr H Marakalala
<b><u>CLOSING DATE</u></b>	:	12 February 2010
<b><u>NOTE</u></b>	:	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. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

## MANAGEMENT ECHELON

<b><u>POST 04/51</u></b>	:	<b><u>DIRECTOR: MINE ENVIRONMENTAL POLICY, RESEARCH AND DEVELOPMENT</u></b>
<b><u>SALARY</u></b>	:	R615 663 per annum all inclusive package Level: 13
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A post graduate degree in Natural Sciences, Geology or Environmental disciplines with extensive experience in related learning fields. PLUS the following key competencies: <ul style="list-style-type: none"> <li>☐ Knowledge of: Mine environmental management and sustainable development. Policy formulation procedures. Research, analysis and development processes. All applicable legislation. Various mining methods, related impacts and related rehabilitation techniques processing of minerals. Rehabilitation principles and methods and mine closure</li> <li>☐ Skills: Well developed skills for high level management. Leadership. Policy implementation and negotiation techniques. Problem solving and organisational skills. Ability to research, draft contracts and tender documents within the relevant public service prescripts as well as drafting of strategies to support policies in place. Project management. High level presentations.</li> <li>☐ Communication: It is expected that the incumbent should be able to communicate with different stakeholders at a high level. The incumbent must be a good public speaker and must have good report writing abilities.</li> <li>☐ Creativity: The incumbent must innovative and creative. Must be able to provide strategic direction</li> </ul>
<b><u>DUTIES</u></b>	:	Undertake research. Develop mine environmental policies, and Strategies. Advise the Minister on matters pertaining to mine environmental damage, from past legacies to current and rehabilitation thereof. Implement the national rehabilitation strategy. Develop measures to strengthen the implementation of environmental requirements in terms of the MPRDA and NEMA. Coordinate and investigate applicable enquiries received by the Minister and the department. Participate in national processes and international for a relating to the county's environmental obligations.
<b><u>ENQUIRIES</u></b>	:	Ms Ntokozo Nzimande ☎ 012 679 9114

## OTHER POSTS

<b><u>POST 04/52</u></b>	:	<b><u>CHIEF/PRINCIPAL MINERAL ECONOMIST</u></b>
<b><u>SALARY</u></b>	:	R378 456 per annum, inclusive package Level: 11
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A three or four year degree / diploma in Geology, Metallurgy, Economics or Chemical Engineering, with substantial experience in the minerals and mining industry. PLUS the following key competencies: <ul style="list-style-type: none"> <li>☐ Knowledge of : <ul style="list-style-type: none"> <li>• Advanced knowledge and expertise with respect to South Africa's mineral / mining industry especially in the field of mineral commodities as well as acquaintance with diversified mining and minerals terrains worldwide. Knowledge of the Industrial Minerals will be an added advantage.</li> <li>• Knowledge of Minerals/Mining Acts and policies and other related policies</li> <li>• Computer literacy in e.g. spreadsheet, database, presentation and word processing software</li> </ul> </li> <li>☐ Skills: <ul style="list-style-type: none"> <li>• Analytical, research and presentation, as well as good time management.</li> </ul> </li> <li>☐ Communication: <ul style="list-style-type: none"> <li>• Sound verbal and written communication ability</li> </ul> </li> </ul>



**ENQUIRIES** : Ms E.M.M. Breytenbach ☎ 012 317 8695

**POST 04/55** : **PRINCIPAL PERSONNEL OFFICER**

**SALARY** : R130 425 per annum, Level 7  
**CENTRE** : Head Office Pretoria  
**REQUIREMENTS** : A Senior Certificate and sufficient experience in Conditions of Service matters or a formal HR qualification with some experience in Conditions of Service matters. PLUS the following key competencies: ☐ Knowledge of • Public Service Regulations • Financial Manual • PSCBC Resolutions and HR Legislation ☐ Skills • Computer skills (MS/Suite and Persal) • Supervisory skills • Sound interpersonal relations • The ability to interpret HR prescripts and apply them • Organizing skills (Ability to work under pressure with several different issues simultaneously). • Numeracy skills • The ability to identify urgent and/ or important matters • Receptive to ideas and suggestions from supervisors, sub-ordinates and other clients ☐ Communication: • Good verbal and written communications skills ☐ Creativity: • Must be an innovative thinker and be able to express the creativity. Recommendation/Note: Preference will be given to employees with a formal HR Qualification. Knowledge of Salary Structuring for Senior Management will be a recommendation. The candidates will also be subjected to computer/typing and calculation test during the interview.

**DUTIES** : Check and administer all Conditions of Service (Terminations of Service, Leave, Medical Aid, Housing, Pension, Injury on Duty, resettlement issues, overtime, allowances, transfers to other departments) and utilise Persal. • Evaluation and development of sub-ordinates • Give advice to clients on Conditions of Service Give inputs for the development of policies

**ENQUIRIES** : Ms Jo-Dene vd Westhuizen/ Ms Millicent Mpapele ☎012 31788383/ 3178150

**POST 04/56** : **HELPDESK ADMINISTRATOR**

**SALARY** : R130 425 per annum, Level 7  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A National Diploma in Information Technology or A+ Training with a pass for the A+ International exam with relevant Desktop & Helpdesk experience and a driver's licence will an advantage PLUS the following key competencies:☐ Knowledge of • Microsoft products such MS Office 2003/2007, Windows 2000/XP, Basic Networking, Heat Call logging system; Remote Control of desktops; SMS (Systems Management Server); Desktop Support and installation of hardware components; LAN or WAN basic knowledge ☐ Skills: An MCSE will be an added advantage; Telephone Etiquette & Troubleshooting skills critical; Problem solving; interpersonal skills; team orientated; Listening • Team orientated • Proactive☐ Communication: • Proficient in English. Should be able to communicate clearly both written and verbally with IT customers at different levels within the department ☐ Creativity: Ability to work under pressure. Should be willing to work overtime when required.

**DUTIES** : Configure and troubleshoot computer desktops, laptops and printers. Travel to Regional offices to provide desktop support • Provide 2nd line support to all DME users requiring desktop support • Answer of Helpdesk telephones and managing own calls on Heat as per team OLA (Operational Level Agreement) • Attend to 2<sup>nd</sup> line support calls assigned on Heat Configure, Install, repair, and arrange replacement of computers • Liaise with external hardware suppliers on hardware replacement issues • Handle movement of IT Hardware between Head Office and Regional Offices • Provide remote desktop support to regional and Head Office users

**ENQUIRIES** : Mr Tshililo Mudau ☎ 012 317 8028

**POST 04/57** : **ADMINISTRATOR: INTERNAL AUDIT 1 POST**  
One year contract

**SALARY** : R 87 978 per annum, Level 5  
**CENTRE** : Audit Services Chief Directorate  
**REQUIREMENTS** : An appropriate B Degree with Accounting, Auditing or Office Administration as passed subjects. One (1) year experience in performing administrative duties (experience within an Internal Audit environment will have an advantage) PLUS

		the following key competencies: ☐ Knowledge of: • Document Management Procedures, Leave Management Procedures, Minute writing, Stationery and Petty Cash Management Procedures, working knowledge of Ms Excel and Ms. Word. ☐ Skills: • Analytical thinking • Problem Solving. ☐ Communication: • Verbal and written communication.
<b><u>DUTIES</u></b>	:	Prepare, update and revise the scheduling plan, training plan, collect timesheets and prepare productivity reports. Receive leave forms, refer leave forms to the manager for approval, check against the schedule and prepare the monthly leave schedule and the Annual Leave Plan. Ensure timely stationery and Petty cash requests. Record the issuing of audit reports and track related submissions. Assist in scheduling of closing meetings and recording the ratings of the unit's performance by auditees. Ensure the safekeeping of documents within the unit by maintaining an effective filing system. Arrange meetings within the unit (e.g Audit Committee Meetings, Management Meetings and Staff Meetings), Prepare meeting documents and ensure the safekeeping of Audit Committee records and Management Meeting records.
<b><u>ENQUIRIES</u></b>	:	Ms. Eunice Kgogome ☎012 679 9513
<b><u>POST 04/58</u></b>	:	<b><u>SENIOR ADMINISTRATIVE CLERK: STATISTICS</u></b>
<b><u>SALARY</u></b>	:	R87 978 per annum, Level 05
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A Senior or equivalent certificate with at least two of the following subjects: English, Mathematics, Accountancy, Economics, Physical Science or any commercial subjects, plus appropriate experience or progress towards a relevant tertiary qualification. PLUS the following key competencies: ☐ Knowledge of: • Knowledge of statistics, databases, administration and filing systems; • Knowledge of spreadsheets and word processing software; • Basic knowledge of mineral commodities and minerals industry; ☐ Skills: • Ability to use computer systems and to recognise errors and anomalies and correct accuracy; • Ability to organise information systematically ☐ Communication: • Excellent communication skills (Written and Verbal) ☐ Creativity • Ability to compile and analyse data. Recommendation/Note: Ability to use computer systems and recognise anomalies. A valid driver's licence is not essential, but will count in an applicant's favour. Short listed candidates must be willing to undergo a competency assessment exercise.
<b><u>DUTIES</u></b>	:	Validate and enter statistical information submitted by mining companies on to the SAMINDEX database system within specified timeframes • Liaise with mines and other organisations where figures are questionable or have not been received • Ensure that statistical returns are filed in accordance with Departmental policies and the specifications of the National Archives and Records Service of South Africa Act • Make corrections to the recorded data as instructed by supervisor • Provide clerical support to the Directorate Mineral Economics
<b><u>ENQUIRIES</u></b>	:	Mr Martin Kohler ☎(012) 317 8485
<b><u>POST 04/59</u></b>	:	<b><u>ADMINISTRATION CLERK</u></b>
<b><u>SALARY</u></b>	:	R735 84 per annum, Level 4
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 and experience PLUS the following key competencies: ☐ Knowledge of: • Administration and filing systems, Microsoft word, Excel, power point, PFMA ☐ Skills: • Ability to use computer • Ability to organise information systematically • ☐ Communication: • Excellent verbal and written communication • Ability to communicate at all levels • ☐ Creativity: • Ability to compile and analyse data
<b><u>DUTIES</u></b>	:	The managing and control of all administrative tasks • The rendering of all logistical administration matters • Assist with the organization of meeting and workshop and provide secretarial support at meeting and record minutes, writing of report and submissions • Assist with administration of projects • Assist with compilation/typing of business analysis documentation
<b><u>ENQUIRIES</u></b>	:	Mapaseka Mashigo ☎ 012 317 8675

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications must be posted to Pinpoint one, P O Box 687, SAXONWOLD, 2132 or delivered to pinpoint one, First floor, Unit 2, Albury Park, Cnr Jan Smuts and Magalieszicht Avenues, Hyde Park, Johannesburg or submitted via e-mail [response6@pinpointone.co.za](mailto:response6@pinpointone.co.za). To verify that your application has been received, please contact Happy Mandlasi at (011) 325-5101. Please note that this number is NOT for general enquiries.
- CLOSING DATE** : Friday, 5 February 2009 at 16:30
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Note: Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers • an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records.

## OTHER POSTS

- POST 04/60** : **DEPUTY DIRECTOR: ENABLING ENVIRONMENT (CPSI)**
- SALARY** : An all-inclusive remuneration package of R378 456 per annum Level 11. Annual progression up to a maximum salary of R445 803 per annum is possible subject to satisfactory performance. The all-inclusive package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and flexible portion that may be structured according to personal needs within a framework.
- CENTRE REQUIREMENTS** : Centurion: Centre For Public Service Innovation (CPSI)  
: A recognized B Degree or equivalent qualification plus at least 3 years experience in a public sector innovation environment. Understanding of events management aspects. Computer literacy. A valid driver's licence. Knowledge of public sector landscape. Sound understanding of National System of Innovation (NSI). Sound understanding of knowledge management aspects and tools. Knowledge of innovation development practices and methodologies. Competencies: Innovative and strategic thinking, excellent communication, professional writing, organising, planning and co-ordination and leadership skills. Programme and project management. Presentation and facilitation skills. Customer and people management. Ability to work under pressure and to work independently.
- DUTIES** : Plan, co-ordinate and manage the Annual Public Sector Innovation Conference. Co-ordinate and manage the content and distribution of CPSI Publications. Provide secretariat support to the official CPSI Journal Editorial Team. Convene the editorial team of organisational publications. Ensure adherence to copyright and Intellectual Property requirements. Co-ordinate relations with local and international external stakeholders for collaboration to built capacity around public sector innovation.
- ENQUIRIES** : Ms Lydia Phalwane at 012 683 2832.
- POST 04/61** : **DEPUTY DIRECTOR: MARKETING AND COMMUNICATION (CPSI)**
- SALARY** : An all-inclusive remuneration package of R378 456 per annum Level 11. Annual progression up to a maximum salary of R445 803 per annum is possible subject to satisfactory performance. The all-inclusive package consists of a basic salary,

		the state's contribution to the Government Employee Pension Fund and flexible portion that may be structured according to personal needs within a framework.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Centurion: Centre For Public Service Innovation (CPSI)
	:	A recognised B Degree or equivalent qualification in Marketing or Communication plus at least 3 years' experience in a public sector innovation environment. Knowledge of the Public Sector landscape with special emphasis on innovation. Strong customer orientation and stakeholder management skills. Understanding of events management aspects and activities. Computer literacy and a valid driver's licence. Competencies: Innovative and strategic thinking skills. Excellent communication skills (verbal and writing). Organising, planning and leadership skills. Programme and project management skills. Presentation and facilitation skills. Customer and people management skills. Ability to work under pressure and to work independently.
<b><u>DUTIES</u></b>	:	Manage the CPSI corporate identity and brand. Implement CPSI marketing and communication strategy. Support strategic events of the CPSI through appropriate marketing and communications interventions. Manage branding of all events and corporate materials. Liaise with all related service providers and develop appropriate terms of reference. Support the South African Innovation Awards Programme of the organisation as well as the All-Africa Public service innovation Awards. Co-operate with the Principal Department's Communications unit.
<b><u>ENQUIRIES</u></b>	:	Ms L Phalwane at 012 683 2832.
<b><u>POST 04/62</u></b>	:	<b><u>DEPUTY DIRECTOR: OFFICE MANAGER (CPSI)</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive remuneration package of R378 456 per annum Level 11. Annual progression up to a maximum salary of R445 803 per annum is possible subject to satisfactory performance. The all-inclusive package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and flexible portion that may be structured according to personal needs within a framework.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Centurion: Centre For Public Service Innovation (CPSI)
	:	A post-matric qualification in Project Management plus at least 5 years experience. Knowledge of events management. Computer literacy and a valid driver's licence. Knowledge of public sector regulatory frameworks, including Public Service Act, Regulations, PFMA and related regulations and procedures (incl. Supply Chain Management). Knowledge of Government operations in general, including budget processes. Sound knowledge of facilities management. Sound knowledge of Human Resources, Finance and Supply Chain Management (SCM) processes. Sound understanding of programme management. Competencies: Innovative and strategic thinking. Excellent communication skills (verbal and writing). Organising, planning and co-ordination skills. Project management, analytical and problem-solving skills.
<b><u>DUTIES</u></b>	:	Support the preparation, management and monitoring of the budget of the CPSI. Manage CPSI Procurement and administrative processes. Ensure compliance to DPSA Supply Chain Management and HRM&D policies and support the development and updating of internal policies. Ensure that the CEO's office functions efficiently. Support the operation of the programme management office, including the statutory reporting responsibilities. Provide secretarial services to organisational meetings. Ensure appropriate facilities management and liaise with relevant stakeholders. Schedule strategic planning sessions. Support the management of Memoranda of Understanding (MoUs), contracts and service level agreements (SLAs) with partners and service providers.
<b><u>ENQUIRIES</u></b>	:	Mr P Schoonraad 012 683 2812



## DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

*The Department reserves the right not to appoint any applicant in this position. Persons with disabilities are encouraged to apply. The Suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the relevant component's Employment Equity Plan.*

**APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001.

**FOR ATTENTION** : Human Resource Management

**CLOSING DATE** : 12 February 2010

**NOTE** : Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. The candidate would be expected to complete a competency based assessment. Applications will not be considered after the closing date. Correspondence will be entered into with short listed candidates only. Applicants are requested to use the template CV as published on the Departmental Internet <http://www.ruraldevelopment.gov.za>

## OTHER POSTS

**POST 04/63** : **SENIOR SUPPLY CHAIN PRACTITIONER (DEMAND MANAGEMENT UNIT)**  
**REFERENCE: S8/3/2010/18**  
Directorate: Demand and Acquisition Management

**SALARY** : R161 970 per annum, Level 8

**CENTRE** : Pretoria

**REQUIREMENTS** : \*An appropriate recognized 3 year Tertiary qualification or Equivalent. \* A Minimum of two years' demonstrable experience in (SCM) Demand and Acquisition Management. \*Knowledge of public sector procurement processes, SCM Policy Framework or Guide to accounting officers, PFMA, PPPFA, Treasury Regulations and other SCM prescript. \*Ability to work under pressure and deliver to tight deadlines. \*Good verbal and written communication skills, supervisory skills, good interpersonal relations, time management, as well as organizing and office administration skills. \*Good data analysis and report interpretation skills.\*Ability to develop solutions to a variety of problems in line with SCM guidelines and departmental policies\* Good computer literacy in Microsoft office suit. \* A valid drivers' license.

**DUTIES** : \*The Demand Management Unit is a Sub- Directorate within Supply Chain Management, It is responsible for conducting procurement planning of goods and services for the Department as well as to assist various cost centres. \* The candidate will be expected to assist with the collation, consolidation and verification of demand Management plans. \* Conduct needs, expenditure, commodities and market analysis to ensure optimal sourcing strategy in the Department. \* Update the price lists for commodities quarterly. \* Supervise and provide advisory assistance to client offices (including Decentralized Offices) in drafting the Terms of Reference (TOR), Specifications, evaluation criteria as well as to ensure that Service Level Agreements (SLA) are drafted accordingly. \* Implement an effective document control and filing systems. \* Provide administrative support and produce management information

**POST 04/64** : **SUPPLY CHAIN PRACTITIONER: (DEMAND MANAGEMENT UNIT) REF NO: S8/3/2010/17**  
 Directorate: Demand and Acquisition Management

**SALARY** : R130 425 per annum Level 7  
**CENTRE** : Pretoria  
**REQUIREMENTS** : \*A National Senior Certificate or equivalent qualification and extensive working experience in Demand and Acquisition Management. \* Knowledge of public sector procurement processes, SCM Policy Framework or Guide to accounting officers, PFMA, PPPFA, Treasury Regulation and other SCM prescript. \*Ability to work under pressure and deliver to tight deadlines. \*Good verbal and written communication skills, interpersonal relations, time management, organizing/ office administration skills \*Good data analysis and report interpretation skills.\*Ability to develop solutions to a variety of problems in line with SCM guidelines and departmental policies\* Good computer literacy in Microsoft office suit.

**DUTIES** : The Demand Management Unit is a Sub- Directorate within Supply Chain Management, It is responsible for conducting procurement planning of goods and services for the Department as well as to assist various cost centres in drafting TOR and Specs. \*The candidate will be expected to assist with the collation, consolidation and verification of demand Management plans. \* Conduct needs, expenditure, commodities and market analysis in the Department. \* Update the price lists for commodities quarterly.\* Provide advisory assistance to client offices (including Decentralized Offices) in drafting the Terms of Reference (TOR), Specifications, ensure that evaluation criteria drafted accordingly. \* Do office

**POST 04/65** : **SENIOR ADMINISTRATION CLERK REF NO: S8/3/2010/53**  
 Chief Directorate: Land Reform Implementation Management And Co Ordination

**SALARY** : R105 645 per annum Level, 6  
**CENTRE** : Pretoria  
**REQUIREMENTS** : \*A National Senior Certificate or equivalent qualification. \* Knowledge of administrative procedures \* 1 to 2 years relevant experience. \* Computer literacy in MS Word and Excel. \* Good interpersonal and communication skills. \* Ability to prioritise and work pro-actively. \* Knowledge of Logis will be to candidates advantage.

**DUTIES** : \*Maintain asset register / inventory control. \* Procurement and capturing on Logis. \* Scan/fax documents to relevant officials. \*Send reminders and make follow-up requests for outstanding responses. \* Receive inputs by e-mail, make necessary hardcopies, distribute and file. \* Request additional information as and when required. \* Assist with transport and accommodation reservations when necessary. \* Monthly reconciliation of transport and accommodation accounts. \* Filing of documents in the Chief Directorate. \* Assist with recording and processing of submissions. \* General administration

**THE PRESIDENCY**

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

<b><u>APPLICATIONS</u></b>	:	The Presidency, Private Bag X 1000, Pretoria, 0001. OR hand delivered to 535 Proes Street, Pretoria
<b><u>FOR ATTENTION</u></b>	:	Ms M Makgae
<b><u>CLOSING DATE</u></b>	:	12 February 2010
<b><u>NOTE</u></b>	:	Government is taking very seriously the task of improving government performance and service delivery. The Department of Performance Monitoring and Evaluation is currently being set up and will be one of the primary drivers of this process. We are looking for dynamic and energetic people who are passionate about their work and who would like to play a pivotal role in shaping the South Africa of the future. For more information on the new Department please visit <a href="http://www.thepresidency.gov.za/dpme.asp">www.thepresidency.gov.za/dpme.asp</a> . Applications must be submitted on Z83 form ( <a href="http://www.dpsa.gov.za/documents/forms/employ.pdf">http://www.dpsa.gov.za/documents/forms/employ.pdf</a> ) accompanied by a comprehensive CV (maximum 4 pages); Shortlisted candidates will be requested to submit certified copies of all qualifications and their identity document. It is the responsibility of the applicant to have his/her foreign qualification evaluated by South African Qualification Authority (SAQA). All qualifications will be verified. Confirmation of final appointment will be subject to a positive security clearance. Due to the high volume of responses anticipated, correspondence will be limited to short listed candidates only. No faxed or e-mailed applications will be considered. For salary level 11 to 16, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS members (Level 13 to 16) will be subjected to competency assessments. On assumption of duty, they will have to enter into performance contracts and sign declaration forms.

**MANAGEMENT ECHELON**

<b><u>POST 04/66</u></b>	:	<b><u>DIRECTOR-GENERAL: PERFORMANCE MONITORING AND EVALUATION</u></b>
<b><u>SALARY</u></b>	:	R 1275 732 all inclusive salary package per annum Level 16
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Candidate needs to be in possession of a relevant Bachelor's Degree or equivalent qualification. Extensive experience in managerial, strategic and administrative positions which involve the setting up and maintenance systems. Experience in monitoring and evaluation of Government Policies will serve as a strong recommendation. 10-15 years managerial experience. Strategic management and strong leadership capabilities. A thorough understanding of policy and administrative processes of Government. Innovation and organisational abilities. Good writing skills. Computer literacy. Good interpersonal skills. A good understanding of political and governance issues. Ability to think and operate strategically
<b><u>DUTIES</u></b>	:	Provide strategic support to the Minister, Chief information Officer in terms of the Access to Information Act, Co-ordinate and manage the implementation of the government performance monitoring and evaluation system and delivery improvement programmes, Co-ordinate and facilitate the implementation of public sector administration oversight services, Manage the provision of corporate management services. Manage the provision of internal audit and risk management services.
<b><u>ENQUIRIES</u></b>	:	Mr Ketso Gordhan: <a href="mailto:ketso.gordhan@gmail.com">ketso.gordhan@gmail.com</a>
<b><u>POST 04/67</u></b>	:	<b><u>SENIOR EXPERTS 10 POSTS</u></b>
<b><u>SALARY</u></b>	:	An all inclusive remuneration package of R 976 317 per annum Level 15 or negotiable industry related remuneration package. Permanent /contract appointments or secondments will be considered.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Appropriate tertiary qualifications. Extensive knowledge and experience in one or more of the following sectors would be essential: Education Health Criminal

		justice system Economic policy Skills development Infrastructure development Rural development Human settlement Local government Environment and natural resources International relations Public service and administration
<b><u>DUTIES</u></b>	:	Interact with role players in a particular sector to contribute to the achievement of outcomes and to identify and overcome obstacles. Develop sector specific service delivery and value chain and evaluation systems. Initiate and direct the development and implementation of service delivery agreements with Executive Authorities and Heads of Departments. Analyse, evaluate and identify sector specific service delivery short comings and render advice on remedial measures. Liaise with political office bearers, senior management of governmental institutions and primary sector role players to establish coherence and cooperation. Initiate the establishment of sector specific service delivery forums and coordination mechanisms and render direction to such forums. Regularly reporting on sector performance improvement.
<b><u>ENQUIRIES</u></b>	:	Mr Ketso Gordhan: ketso.gordhan@gmail.com
<b><u>POST 04/68</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL: PERFORMANCE MONITORING AND EVALUATION</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	An all inclusive remuneration package of R976 317 per annum Level 15 Pretoria
<b><u>DUTIES</u></b>	:	A relevant post-graduate qualification plus a minimum of ten years appropriate experience. Analytical thinker with strong background in turnaround strategies and change management. Plan, manage, monitor and evaluate performance monitoring and evaluation activities in order to deliver the desired outputs and outcomes. Provide vision and set the direction for the Branch and inspires role players to deliver on the mandate. Manage and direct the establishing of integrated information systems. Manage, direct and regulate sector improvement programmes. Manage and direct the service delivery intervention programmes. Compile and manage budget, and control it in accordance with generally recognized financial practices in order to ensure the achievement of strategic performance evaluation objectives.
<b><u>ENQUIRIES</u></b>	:	Mr Ketso Gordhan : ketso.gordhan@gmail.com
<b><u>POST 04/69</u></b>	:	<b><u>HEAD: PERFORMANCE MONITORING AND EVALUATION DATA SYSTEMS</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	An all inclusive remuneration package of R976 732 per annum Level 15 Pretoria
<b><u>DUTIES</u></b>	:	Applicant must be in possession of a relevant post graduate qualification with ten years or more experience. Analytical thinking. Extensive experience working with data systems as well as experience in management information systems. High level of computer literacy and sound knowledge of Microsoft Office suite of applications essential. Be responsible for the management and oversight of Data Systems Division. Manage and direct the establishment of integrated inter-governmental data systems. Develop and maintain cooperation with stakeholders to ensure the availability of quality information on an ongoing basis. Direct the identification, analyses and solving of existing and anticipated problems to ensure optimum availability of information. Analyse and research the needs of information to enhance performance improvement programmes. Manage data analysis to produce integrated performance management information. Champion new ways of delivering services that will contribute to the improvement of processes to benefit the unit and the Department.
<b><u>ENQUIRIES</u></b>	:	Mr Ketso Gordhan: ketso.gordhan@gmail.com
<b><u>POST 04/70</u></b>	:	<b><u>OFFICE MANAGER</u></b> Office of the Director-General
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	An all inclusive remuneration package of R790 253 per annum Level 14 Pretoria
	:	A relevant three year tertiary qualification (Degree/Diploma) with eight years or more appropriate experience. Dynamic manager that can deliver under pressure. High level of computer literacy and sound knowledge of Microsoft Office suite.

<b><u>DUTIES</u></b>	:	Provide personal and secretarial support to the Director-General. Render parliamentary and related support. Render general office, financial and logistical support to the Director-General. The facilitation of operational planning activities. Render internal and external communication services. Manage the resources of the Office of the Director-General (human, financial, equipment, etc).
<b><u>ENQUIRIES</u></b>	:	Mr Pieter Pretorius: pieter@po.gov.za
<b><u>POST 04/71</u></b>	:	<b><u>DATA SYSTEMS: DATA ARCHITECTURE DESIGNER</u></b>
<b><u>SALARY</u></b>	:	An all inclusive remuneration package of R790 953 per annum Level 14
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A relevant post-graduate qualification plus a minimum of eight years appropriate experience. Qualified and experienced in database design and query languages. Understanding of the GIS and related environment. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential.
<b><u>DUTIES</u></b>	:	Planning, monitoring and implementation of data models and database structural design and development. Review and evaluate database performance, risk and information analysis feasibility studies. Develop data and metadata policies and procedures for structural design and development to build, maintain and leverage information integration models and ensure integration with clients standards and databases. Provide extensive technical and strategic advice as well as guidance to management and clients for the creation and implementation of standards and databases. Assess technical characteristics of proposals and alternatives in order to optimize data performance. Diagnose isolate and resolve problems pertaining to data infrastructure and data integrity.
<b><u>ENQUIRIES</u></b>	:	Ms Ronette Engela ( <a href="mailto:ronette@po.gov.za">ronette@po.gov.za</a> )
<b><u>POST 04/72</u></b>	:	<b><u>DIRECTOR: CONTENT SUPPORT</u></b> Private Office of the Minister
<b><u>SALARY</u></b>	:	An all inclusive remuneration package of R652 572 per annum Level 13
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate tertiary qualification. Relevant work experience in the office of a Member of the Executive will be an advantage. Familiarity with the Public Service, its policies and the way government functions, especially an understanding of the functional areas covered by the Executive Authority portfolio. Good analytical and problem solving skills. General management skills. Good communication, organizing and planning skills. Good stakeholders relations and coordination skills.
<b><u>DUTIES</u></b>	:	Provide content support to the Minister regarding Parliamentary and Cabinet Matters, meetings, conferences and documents received from the institution falling under the portfolio of the Minister. Manage, create and maintain systems and procedures for tracking and following up on all correspondence related to the portfolio of the Minister. Ensure that the Minister timeously receive the correct documentation and briefing notes for meetings. Manage the facilitation of stakeholder relations services with internal and external role-players especially institutions falling under the portfolio of the Minister. Deal with queries on different aspects of the work of the Minister's office correspondence and follow up and monitor requests received from stakeholders and the public. Conduct research and manage special projects on requests of the Executing Authority.
<b><u>ENQUIRIES</u></b>	:	Ms Kgomotso Maaroganye ( <a href="mailto:kgomotsomaa@po.gov.za">kgomotsomaa@po.gov.za</a> )
<b><u>POST 04/73</u></b>	:	<b><u>DATA SYSTEMS-SECTOR SPECIALIST 2 POSTS</u></b>
<b><u>SALARY</u></b>	:	An all inclusive remuneration package of R652 572 per annum Level 13
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A relevant three year tertiary qualification with five or more years experience. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential.
<b><u>DUTIES</u></b>	:	Develop and implement needs driven data and knowledge management systems. Direct and coordinate data inputs and data flow in respect of specific government institutions. Generate quality information outputs in support of the monitoring and evaluation information framework. Manage data collection, processing and protocols. Lead and direct the development of applicable data processing and storage systems. Sustainable liaison with clients and other information specialists on the analysis development and integration of data.

	:	Initiate and direct research on products and trends for the enhancement of information systems.
<b><u>ENQUIRIES</u></b>	:	Ms Ronette Engela: <a href="mailto:ronette@po.gov.za">ronette@po.gov.za</a>
<b><u>POST 04/74</u></b>	:	<b><u>PUBLICATIONS AND PUBLIC RELATIONS SPECIALIST</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	An all inclusive remuneration package of R652 572 per annum level 13 Pretoria
	:	A relevant three year tertiary qualification with five or more years experience. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential.
<b><u>DUTIES</u></b>	:	Plan, develop and implement PR and media strategies and plans. Liaise with and respond to enquiries from the media and other interested role players. Increase the editorial share of the Department in the national, regional and community media through the print and electronic channels. Support presidential press conferences, media launches and communication releases. Manage the flow of information to user groups, stakeholders, executive authorities and heads of departments through meetings, management briefings, electronic messages and other formal communication channels. Writing and editing of publications, articles, speeches, case studies and reports.
<b><u>ENQUIRIES</u></b>	:	Ms Ronette Engela: <a href="mailto:ronette@po.gov.za">ronette@po.gov.za</a>
<b><u>POST 04/75</u></b>	:	<b><u>DATA SYSTEMS: SENIOR GIS SPECIALIST</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	An all inclusive remuneration package of R652 572 per annum Level 13 Pretoria
	:	A relevant three year tertiary qualification with five or more years experience. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential.
<b><u>DUTIES</u></b>	:	Initiate and direct liaison with users to define data needs, project requirements, required outputs for the development of applications. Lead the evaluation, design, installation, maintenance and enhancement of GIS applications. Direct and regulate the integration of GIS applications with existing data sources to improve and expand accessibility to existing newly created data. Manage the process of data collection, GIS integration and the processing and interpretation of the resulted information. Monitor and evaluate integrated information systems and initiate adjustments in line with user needs. Manage budgets and equipment requirements within the departmental strategic framework.
<b><u>ENQUIRIES</u></b>	:	Ms Ronette Engela: <a href="mailto:ronette@po.gov.za">ronette@po.gov.za</a>
<b>OTHER POSTS</b>		
<b><u>POST 04/76</u></b>	:	<b><u>PROJECT/OUTCOMES MANAGERS 6 POSTS</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	An all inclusive remuneration package of R448 521 per annum Level 12 Pretoria
	:	A relevant three year tertiary qualification with five or more years experience. Must be able to operate independently and willingness to work irregular hours and to travel to perform duties away from Pretoria. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential. MS Project experience will serve as an added advantage. Valid driver's license. Competencies in the following areas: Programme and project management, Planning and organisation, Strategic capability and leadership, Change management, Problem solving and analysis, Communication, Client orientated and customer focused. Skills: Project management, Communications, Report writing, Motivational, Influencing, Facilitation, Negotiation, Computer literacy. Government/private sector experience in one or more of the following sectors would be an advantage: <i>Education, Health, ,Criminal Justice System, Economic policy, Skills development, Infrastructure development, Rural development, Human settlements, Local Government, Environment and natural resources, International relations, Public service and administration.</i>
<b><u>DUTIES</u></b>	:	Conduct research focused on and in support of Government priorities. Build and maintain networks to enhance relations with clients and partners. Render support to Senior Experts/Outcomes Managers in the execution of their duties. Interact with private sector, NGO's and other departments and local governments to

		support government initiatives. Initiate, implement and monitor projects. Report on implementation of and progress with government programmes.
<b><u>ENQUIRIES</u></b>	:	Mr Pieter Pretorius: <a href="mailto:pieter@po.gov.za">pieter@po.gov.za</a>
<b><u>POST 04/77</u></b>	:	<b><u>DATA SYSTEMS-GOVERNMENT PROGRAMME ADMINISTRATOR 3 POSTS</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	An all inclusive remuneration package of R448 521 per annum Level 12 Pretoria
	:	A relevant three year tertiary qualification with five or more years experience. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential.
<b><u>DUTIES</u></b>	:	Establish user needs and regulate user access to and security of information and systems. Initiate and compile relevant reports. Coordinate data needs and flows amongst role players. Manage information parameters to ensure unrestricted availability of reliable information. Obtain, direct the processing of integrate and refine data received from governmental institutions and ensure access to the information thus generated. Maintain and update database management systems. Ensure database integrity and security.
<b><u>ENQUIRIES</u></b>	:	Ms Ronette Engela ( <a href="mailto:ronette@po.gov.za">ronette@po.gov.za</a> )
<b><u>POST 04/78</u></b>	:	<b><u>DATA SYSTEMS-GIS SPECIALIAST</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	An all inclusive remuneration package of R448 521 per annum Level 12 Pretoria
	:	A relevant three year tertiary qualification with five or more years experience. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential.
<b><u>DUTIES</u></b>	:	Liaise with users to define data needs, project requirements and required outputs for the development of applications. Assist with the evaluation, design, installation, maintenance and enhancement of applications. Integration of GIS applications with existing data resources to improve and expand accessibility to existing newly created data. Design programmes and implement applications with emphasis on internet and website mapping. Perform integrated programming, data analysis and application development, including maintenance and further enhancement of existing systems. Assist with the development of systems proposals, recommend optimal system solutions and develop GIS applications.
<b><u>ENQUIRIES</u></b>	:	Ms Ronette Engela ( <a href="mailto:ronette@po.gov.za">ronette@po.gov.za</a> )
<b><u>POST 04/79</u></b>	:	<b><u>DEPUTY DIRECTOR: ADMINISTRATION</u></b> Unit: Ministry
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	An all inclusive remuneration package of R448 521 per annum Level 12 Pretoria
	:	An appropriate three year tertiary qualification. Relevant work experience in the office of the Minister will be an advantage. Extensive experience in management/executive support. An understanding of the PFMA and Treasury Regulations is highly recommended. Excellent administrative and organisational skills. A valid driver's license and willingness to travel where necessary.
<b><u>DUTIES</u></b>	:	Provide logistical support for the Ministerial Support Staff for local and international travel. Oversee the completion and submission of claims related to the Minister's Pretoria based vehicle. Oversee the ordering and purchasing of office equipment and other office products through supply chain management. Supervise the management of petty cash for the Ministry. Ensure that the administrative function of the Ministry is run efficiently. Assist with the coordination of special projects as and when requested by the Chief of Staff/ Executive Authority.
<b><u>ENQUIRIES</u></b>	:	Ms Kgomotso Maaroganye: <a href="mailto:kgomotsomaa@po.gov.za">kgomotsomaa@po.gov.za</a>
<b><u>POST 04/80</u></b>	:	<b><u>DEPUTY DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	An all inclusive remuneration package of R378 456 per annum Level 11 Pretoria
	:	An appropriate three year tertiary qualification plus five or more years appropriate experience. High level of computer literacy and sound knowledge of Microsoft Office suite.

**DUTIES** : ensure quality executive and administrative support to the Director-General. Supervise and guide the activities of the Office the Director-General. Assist with the facilitation of operational planning activities. Monitoring and guiding of internal and external communication. Management of the component's resources.

**ENQUIRIES** : Mr Pieter Pretorius: [pieter@po.gov.za](mailto:pieter@po.gov.za)

**POST 04/81** : **DATA SYSTEMS-ASSISTANT SECTOR SPECIALIST 2 POSTS**

**SALARY** : R 240 318 per annum Level 10  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A relevant three year tertiary qualification plus three or more years experience. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential.

**DUTIES** : Assist with the development and implementation of needs driven data and knowledge management systems. Collect data inputs and regulate data flow in respect of specific governmental institutions. Produce quality information outputs in support of the monitoring and evaluation information framework. Coordinate data collection, processing and protocols. Assist with the development of applicable data storage. Liaise with clients and other information specialists on the analysis development and integration of data. Conduct research on products and trends of the enhancement of information systems.

**ENQUIRIES** : Ms Ronette Engela : [ronette@po.gov.za](mailto:ronette@po.gov.za)

**POST 04/82** : **DATA SYSTEMS-GIS DATA ADMINISTRATOR**

**SALARY** : R 240 318 per annum Level 10  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A relevant three year tertiary qualification plus three or more years experience. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential.

**DUTIES** : Gather, analyse and integrate spatial data from staff and other role players and determine how the information can be displayed using GIS. Compile geographic data from various sources including governmental institutions and related sources. Analyse spatial data and geographic statistics for inclusion into documents and reports. Design and updated the database applying additional knowledge of spatial features and applications. Prepare metadata and other documentation. Operate and maintain GIS system hardware, software and other equipment. Present information in required format.

**ENQUIRIES** : Ms Ronette Engela: [ronette@po.gov.za](mailto:ronette@po.gov.za)

**POST 04/83** : **PROJECT ADMINISTRATOR/ADMINISTRATIVE ASSISTANTS 8 POSTS**  
Various Units

**SALARY** : R192 540 per annum Level 9  
**CENTRE** : Pretoria/South Africa  
**REQUIREMENTS** : A relevant three year tertiary qualification with five or more years experience. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential. Valid driver's license. Excellent organizational skills and good interpersonal relations at all levels. Excellent Communication Skills (written and verbal). Ability to maintain high level of confidentiality. Be able to work under pressure. Committed to high standards of quality control. Financial background and knowledge of PFMA, Treasury regulations and general government supply chain environment essential. Available to work irregular hours and to travel to perform duties away from Pretoria.

**DUTIES** : Rendering of general logistical and project management related support. Manage the office, direct visitors and arrange transport accommodation. Manage meeting venues. Manage incoming and outgoing correspondence. Draft specific documents. Arrange meetings, keep minutes and render secretarial support. Manage workflow record systems.

**ENQUIRIES** : Mr Pieter Pretorius ([pieter@po.gov.za](mailto:pieter@po.gov.za))

**POST 04/84** : **SENIOR STATE ACCOUNTANT**

**SALARY** : R 161 970 per annum Level 8  
**CENTRE** : Pretoria



<b><u>REQUIREMENTS</u></b>	:	A relevant three year tertiary qualification with two to three years experience. Sound knowledge of PFMA, Treasury Regulations and other relevant legislations. Extensive knowledge and experience of BAS and Persal. Good planning and reporting skills. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential.
<b><u>DUTIES</u></b>	:	Management of staff. Capture and balance the budget and changes thereto on the computerized financial system. Maintain a schedule of changes to the budget. Perform analytical analysis on the budget and expenditure. Compile Medium Term Expenditure Frame, Roll-overs, Adjustment Estimates and Estimates on National Expenditure. Compile submission to National Treasury on issues relating to budget approvals. Ad-hoc duties as and when requested by management. Provide inputs on directorate budget submissions and management reports. Manage and maintain current budget. Compile management reports on a monthly basis. Ensure the timely and accurate processing of financial transactions.
<b><u>ENQUIRIES</u></b>	:	Mr Pieter Pretorius: pieter@po.gov.za
<b><u>POST 04/85</u></b>	:	<b><u>CHIEF ORDERS OFFICER</u></b>
<b><u>SALARY</u></b>	:	R 161 970 per annum Level 8
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A relevant three-year tertiary qualification plus two to three experience. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential. Sound knowledge and understanding of PFMA, Treasury Regulations, PPPFA and other related Supply Chain Management prescripts. Excellent written and verbal communication skills. Ability to work under pressure and tight deadlines. Knowledge of BAS. Successful completion of tender administration related course(s) and or supply chain management course(s).
<b><u>DUTIES</u></b>	:	Manage and supervise staff. Conduct market research for potential suppliers and industry analysis for specific commodities. Implement SCM policies and ensure that all procurement of products and services are in accordance with the delegations and directives. Develop user profiles and products/supplier database for targeted items. Invite, capture and evaluate quotations on database system. Advisor at specification meetings in drafting the terms of reference, bid specifications and special conditions for the identified needs. Act as Advisor at bid evaluation committee meetings. Ensure that payments are made within thirty days as prescribed by the SCM policy. Prepare management information, statistics and reporting of invoices. Monitor and follow up on outstanding payments/transactions. Keep record of expenditure commitments and provide management with reports.
<b><u>ENQUIRIES</u></b>	:	Mr Pieter Pretorius: pieter@po.gov.za
<b><u>POST 04/86</u></b>	:	<b><u>RECORDS AND INFORMATION OFFICER</u></b>
<b><u>SALARY</u></b>	:	R 161 970 per annum Level 8
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A relevant three year tertiary qualification with two to three years experience. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential. Knowledge of ICT systems, networks and back-end software. Knowledge of regulations relating to handling, storage and archiving of documents.
<b><u>DUTIES</u></b>	:	Implement and maintain ICT strategy and advisory services. Interact with SITA and The Presidency ICT services. Coordinate and manage integrated ICT infrastructure. Manage facilities. Render electronic registry services. Capturing of information on electronic systems. Distribution of documents and information. Administering of a sensitive document/information system.
<b><u>ENQUIRIES</u></b>	:	Mr Pieter Pretorius: pieter@po.gov.za
<b><u>POST 04/87</u></b>	:	<b><u>ADMINISTRATIVE OFFICER 2 POSTS</u></b>
<b><u>SALARY</u></b>	:	R130 425 per annum Level 7
<b><u>CENTRE</u></b>	:	Pretoria and Cape-town
<b><u>REQUIREMENTS</u></b>	:	The candidate must be in possession of a Degree in Public Administration or equivalent qualification. 2 to 3 years relevant experience. Knowledge of prescripts, policies and practices. Experience and knowledge of political and Parliamentary/Cabinet process in South Africa. Problem solving skills, Planning

and Organizing skills, Report writing skills and Communication skills. Client Orientated and Customer Focused. Willingness to work under pressure and irregular hours.

**DUTIES** : Assist with administrative tasks within the Office and ensuring that the office is manned at all times. Receive and respond to all public telephonic enquiries received in consultation with the Chief of Staff. Receive and acknowledge correspondence received through fax and mail and ensure that it's routed to the correct recipient(s) Ensure that proper arrangements for the Minister's visitors. Control stock and stationery in the office. Maintain the correspondence management registers.

**ENQUIRIES** : Mr Pieter Pretorius: [pieter@po.gov.za](mailto:pieter@po.gov.za) (Pretoria)  
Ms Kgomoitso Maaroganye: [kgomotsomaa@po.gov.za](mailto:kgomotsomaa@po.gov.za) (Cape Town)

**POST 04/88** : **SENIOR SECRETARY 3 POSTS**

**SALARY** : R130 425 per annum Level 7  
**CENTRE** : Pretoria

**REQUIREMENTS** : The candidate must be in possession of a Senior Certificate with at least 5 years practical experience. A Diploma in Office Administration or Certificate in Office Administration will serve as an advantage. Excellent planning and organizing skills and good interpersonal relations. Good communication (written and verbal) and interpersonal skills. Office/telephone etiquette. Knowledge of tracking document and filing systems. Computer literacy and sound knowledge of Microsoft Office applications. Ability to maintain high level of confidentiality. Willingness to work under pressure. The commitment to high standards of quality control. Financial background will be an added advantage.

**DUTIES** : Successful candidate will be rendering clerical, secretarial, administrative and logistical support to the Manager that include handling of correspondence (incoming and outgoing documents), diary management, arranging meetings, workshops and provide administrative support. Track submission. Draft correspondence and maintain registers. Handle all logistical arrangements. Liaise with external stakeholders. Maintain a correct filing system. Receive and assist visitors and guest in a professional manner. Taking of minutes and manage correspondence by receiving and distributing documents. Handle/direct enquiries. Remain up to date with regards to prescripts/policies and procedures applicable to work terrain to ensure efficient and effective support to the manager.

**ENQUIRIES** : Mr Pieter Pretorius: [pieter@po.gov.za](mailto:pieter@po.gov.za)

**POST 04/89** : **ACCOUNTING CLERK**

**SALARY** : R105 645 per annum Level 5  
**Centre** : Pretoria

**REQUIREMENTS** : Grade 12 or equivalent qualification with accounting passes on Higher Grade. 2 to 3 years appropriate experience. Knowledge of BAS, PERSAL, PFMA and National Treasury Regulations. Computer literacy and sound knowledge of Microsoft Office applications is essential.

**DUTIES** : Responsible for the preparation of general financial applications, financial authorizations, preparing and checking of travel plans. Handle all enquires (written and verbal) with regard to financial applications. Assist with the payment process and handle personnel matters and routine financial clerical duties (perform ad-hoc financial duties).

**ENQUIRIES** : Mr Pieter Pretorius: [pieter@po.gov.za](mailto:pieter@po.gov.za)

**POST 04/90** : **LOGISTIC CLERK**

**SALARY** : R87 978 per annum  
**CENTRE** : Pretoria

**REQUIREMENTS** : The candidate must be in possession of a Senior Certificate or equivalent qualification. 2 to 3 years appropriate experience. Knowledge of prescripts, policies and practices. Problem solving skills, Planning and Organising skills. Good Financial Management, Communication and Client Orientated and Customer Focused. Willingness to work under pressure and irregular hours.

**DUTIES** : The successful candidate will be assisting with sourcing of services and goods. Ensure the safekeeping of stores. Assist with large volume printing/copying.

Assist with the issuing of goods. Update LOGIS. Arrange transport and delivery of documents.

**ENQUIRIES** : Mr Pieter Pretorius: [pieter@po.gov.za](mailto:pieter@po.gov.za)

**POST 04/91** : **MESSENGER/DRIVER**  
Unit: Office of the Director-General

**SALARY** : R73 584 per annum Level 4  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 8 or ABET Levels 1–3, Experience in performing general administrative functions will be a recommendation. Candidates with prior learning, experience or alternative courses, may also apply. A valid driver's license is required. Good communication skills and Planning skills. Good driving skills and the ability to obtain a confidential security clearance within a year of appointment.

**DUTIES** : Deliver and collect correspondence internally. Render postal and external delivery services. Assist with photo-copy services. Keep a register of documentation received and delivered. Transport personnel within the Ministry. Execute any other functions, as directed by the Minister and rendering driver service for the Department.

**ENQUIRIES** : Mr Pieter Pretorius: [pieter@po.gov.za](mailto:pieter@po.gov.za)

**POST 04/92** : **FOOD SERVICES AID**

**Salary** : R73 584 per annum Level 4  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The candidate must be in possession of ABET plus 1 to 2 years working experience in Food Service Aid. Good communication skill. Good planning and organising skill. Willingness to work under pressure and irregular hours. Ability to work under minimal supervision.

**DUTIES** : The successful candidate will be responsible for preparing of venues for meetings, functions, etc; The provision of water and beverages at offices, venues and functions; The ordering, placement and distribution of refreshments; The cleaning of utensils, dishes, cups, glasses etc; The safekeeping of catering equipment and stock.

**ENQUIRIES** : Mr Pieter Pretorius: [pieter@po.gov.za](mailto:pieter@po.gov.za)

## DEPARTMENT OF TRADE AND INDUSTRY

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

**CLOSING DATE** : 5 February 2010

## OTHER POST

**POST 04/93** : **SENIOR PROVISIONING ADMINISTRATIVE CLERK-TRAVEL OFFICE REF. GSSSD/PROC&ASSET 022**

**SALARY** : R105 645 per annum  
**REQUIREMENTS** : Senior Certificate Basic knowledge of the Public Finance Management Act, Procurement Policy and Treasury Regulations, Computer Literacy, Good interpersonal skills, Ability to work in a co-ordinated team, Creative and innovative thinker, Ability to work under pressure. Completion of LOGIS courses will be an advantage.

**DUTIES** : Safe guarding and recording of assets Disposal of departmental assets Verification of allocation codes pertaining to assets Reconciliation of assets Provide inputs for daily and monthly statistics. Customer service

## DEPARTMENT OF TOURISM

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

**APPLICATIONS** : The Acting Director-General, Department of Tourism, Private Bag X447, Pretoria 0001

**FOR ATTENTION** : Mr G Ntshane

**CLOSING DATE** : 15 February 2010

**NOTE** : Applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identify Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to short-listed candidate only. If you have not been contacted within three month of the closing date of this advertisement, please accept that your application was unsuccessful. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. The department reserves the right not to make an appointment.

## OTHER POST

**POST 04/94** : **SENIOR VETTING INVESTIGATOR: ASSISTANT DIRECTOR REF: NDT 21/2009**

**SALARY** : R240 3189 per annum (total package of R323 686 per annum-condition apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : A grade 12 certificate plus relevant extensive experience within the field of security; experience in fieldwork investigations and an understanding of relevant security policies of government; A relevant post matric qualification or training in security will be an added advantage ; Good communication skills ( verbal and report writing ) ; Good interviewing and analytical skills. Computer literacy. A valid driver's license and willingness to travel.

**DUTIES** : The successful candidate will perform the following key functions: Conduct vetting fieldwork investigations; Provide inputs for the development and implementation of policies, guideline, norms and standard in vetting investigations; Ensure effective communication between the Department and the National Intelligence Agency (NIA) and other related agencies; Manage files related to vetting projects; Develop, implement and maintain investigation operating procedure.

**ENQUERIES** : Mr A Mafanele (012) 310-3765

**DEPARTMENT OF WATER AFFAIRS**

*The Department of Water Affairs is an equal opportunity, affirmative action employer. The intention is to promote representivity in the Public Service through the filling of this post and persons whose appointment will promote representivity, will receive preference.*

**CLOSING DATE** : 12 February 2010  
**NOTE** : Applications must be submitted on forms Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications. For all posts, please forward your application, quoting the relevant reference number, to the address mentioned at each post. No faxed applications will be accepted. Note: If you have not heard from us within 6 weeks of the closing date, please accept that your application was unsuccessful. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered.

**MANAGEMENT ECHELON**

**POST 04/95** : **AREA OPERATIONS MANAGER**  
 Directorate: Eastern Operations

**SALARY** : R615 633 per annum (Inclusive packages) Level 13  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Technical or Engineering Qualification or equivalent. Appropriate experience or be able to show significant proficiency in this area. Ability to facilitate technical financial and corporate services planning and implementation. Policy and strategy interpretation skills. Advanced management skills. Presentation and negotiation skills. Skills development knowledge. Legal administration. Leadership skills. Programme and project management. Excellent verbal and written communication skills.

**DUTIES** : Manage the implementation of the water resources infrastructure operations, maintenance and betterment plans, including general maintenance of related facilities. Provide leadership and direction in the Cluster Office. Responsible for financial management and corporate support in the Cluster Office. Responsible for all technical activities in the Cluster Office. Responsible for implementing effective dam safety practices and emergency preparedness plans. Manage and control state owned land and facilities related to water resource infrastructure. Ensure monitoring, evaluation and reporting of Cluster Office activities. Manage administration and technical staff. Promote good relations with stakeholders. Ensure customer-focused service delivery.

**OTHER POSTS**

**POST 04/96** : **DEPUTY DIRECTOR**  
 Water Services Sector Policy Coordination  
 The Policy & Strategy Directorate is seeking to appoint an appropriately qualified and experienced person to assist the Director: Policy & Strategy with the development; formulation and implementation of sector policies & guidelines and coordination of policy processes with sector partners and stakeholders in order to ensure and promote effective, efficient, affordable and sustainable water services provision by municipalities to end consumers.

**SALARY** : Commencing basic salary R448 521 per annum Level 12 Plus additional government benefits, such as pension, medical aid and housing subsidy.  
**CENTRE** : Head Office, Pretoria Central  
**REQUIREMENTS** : A relevant three year qualification \* At least three years working experience in the water or municipal services sector \* knowledge of water systems and associated management and financial systems \* Ability for conceptual thinking and not losing sight of strategic objectives in a complex environment \* Knowledge of the Water sector and Local Government legislation e.g. Municipal system & Structures Act , Water Services Act and National Water Act \* Experience in managing people, Projects and finances \* Ability to adapt to changing environment \* Excellent verbal and written communication skills,

including public speaking \* Ability to interact with Local Government politicians and officials \* Ability to interpret and apply policy and legislation \* Project Management skills \* Computer skills, including MS PowerPoint, Excel and Word \* The ability to work independently \* Willingness to travel and work irregular hours \* A drivers license Recommendations: \*Lateral thinking persons with experience in water and/or other municipal service. \*Proficiency in English and at least one other official language.

**DUTIES** : The successful candidate will be a self-motivated individual who will lead the Policy Coordination Sub Directorate in the Directorate Policy & Strategy. The incumbent will be located at Head Office in Pretoria Central where he/she will be responsible for the following work related areas: \* Interact and coordinate with sector partners and stakeholders processes to develop policies, strategies and guidelines \* Drive such departmental process \* Management of professional services providers as may be required \* Managing required public consultation and participation processes \* Support the Department's regional offices with related policy and guidance \* Organising and facilitating workshops with stakeholders, including doing presentations \* Responding to Ministerial enquires and performing related ad-hoc tasks

**ENQUIRIES APPLICATIONS** : Mrs A Manus on (012) 336-6502 or Fax (012) 336 6560  
: The Director: Water Services Policy & Strategy, Department of Water Affairs, Private Bag x313, Pretoria , 0001

**FOR ATTENTION NOTE** : Mrs A Manus  
: Candidates who are shortlisted will be required to go through an interview process which will include the testing of communication skills and ability for conceptual and strategic thinking.

**POST 04/97** : **DEPUTY DIRECTOR: DEBT MANAGEMENT**  
Sub Directorate: Revenue Management

**SALARY CENTRE REQUIREMENTS** : R448 521 per annum Level 12  
Head Office, Pretoria:  
: B.Com Degree in Accounting or Equivalent qualification, with Accounting as a major subject plus experience in the areas of Project Management, Strategic Planning, Financial Management, specifically Debt Management. A valid Drivers licence, the following knowledge and skills are preferred: SAP system or ERP systems, Treasury Regulation, Public Finance Management Act (PFMA), and National Water Act (36 of 1998). The following skills and knowledge are essential: Computer proficiency and interpersonal communication.

**DUTIES** : Supporting the Director: Revenue Management, the prospective incumbent will be responsible for: Executing the detailed tasks required to ensure the adherence to sound Accounting and Departmental practices, prescribed policies and regulations in all transactions. Responsible to perform debt management functions, identify financial losses, manage financial losses and resolve the losses in order to maximize revenue collection. Establish a process culture that will unlock additional revenue for the water trading entity. Manage the system operations and related procedures to support debt management related processes. Review existing and develop procedures to ensure efficiency and effectiveness in debt collection. To build and maintain sound relationship between the clients, Head Office, Cluster offices and Regions. Enforce implementation of policies and business processes. Supervision of staff and giving support to all offices where Revenue Management operations take place, Ensure continued staff development in line with the latest development in systems and processes, Reporting on tight timelines, Prepare data for inclusion in the Annual Financial Statements on the WTE in accordance with IFRSs (International Financial Reporting Standards) and IAS (International Accounting Standards)

**ENQUIRIES APPLICATIONS** : MMN Mothebe Tel: (012) 336-8954  
: Continental Building Room 714 Dept of Water Affairs Private Bag X313 Pretoria 0001

**FOR ATTENTION** : T Bapela

**POST 04/98** : **DEPUTY DIRECTOR: DEBT MANAGEMENT**  
Sub Directorate: Revenue Management

**SALARY CENTRE** : R448 521 per annum Level 12  
: Head Office, Pretoria

<b><u>REQUIREMENTS</u></b>	:	B.Com Degree in Accounting or Equivalent qualification, with Accounting as a major subject plus experience in the areas of Project Management, Strategic Planning, Financial Management, specifically Debt Management. A valid Drivers licence, the following knowledge and skills are preferred: SAP system or ERP systems, Treasury Regulation, Public Finance Management Act (PFMA), and National Water Act (36 of 1998). The following skills and knowledge are essential: Computer proficiency and interpersonal communication.
<b><u>DUTIES</u></b>	:	Reporting to the Director: Revenue Management, the prospective incumbent will be responsible for: Executing the detailed tasks required to ensure the adherence to sound Accounting and Departmental practices, prescribed policies and regulations in all transactions. Responsible to perform debt management functions, identify financial losses, manage financial losses and resolve the losses in order to maximize revenue collection. Establish a process culture that will unlock additional revenue for the water trading entity. Manage the system operations and related procedures to support debt management related processes. Review existing and develop procedures to ensure efficiency and effectiveness in debt collection. To build and maintain sound relationship between the clients, Head Office, Cluster offices and Regions. Enforce implementation of policies and business processes. Supervision of staff and giving support to all offices where Revenue Management operations take place, Ensure continued staff development in line with the latest development in systems and processes, Reporting on tight timelines, Prepare data for inclusion in the Annual Financial Statements on the WTE in accordance with IFRSs (International Financial Reporting Standards) and IAS (International Accounting Standards)
<b><u>ENQUIRIES</u></b>	:	MMN Mothebe Tel: (012) 336-8954
<b><u>APPLICATIONS</u></b>	:	Department of Water Affairs, Continental Building Room 714, Private Bag X313 Pretoria 0001
<b><u>FOR ATTENTION</u></b>	:	T Bapela
<b><u>POST 04/99</u></b>	:	<b><u>DEPUTY DIRECTOR: BILLING MANAGEMENT</u></b> Sub Directorate: Revenue Management
<b><u>SALARY</u></b>	:	R448 521 per annum Level 12
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	B.Com Degree in Accounting or Equivalent qualification, with Accounting/ Management Accounting as a major subject plus experience in the areas of Project Management, Strategic Planning, Financial Management, specifically Revenue Management. A valid Driver's licence, the following knowledge and skills are preferred: SAP system or ERP systems, Treasury Regulation, Public Finance Management Act (PFMA), National Water Act (366 of 1998), Pricing Strategy, Water Services Act (108 of 1999) and National Register of Water Use (NRWU). The following skills and knowledge are essential: Computer literacy and interpersonal communication.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following: Reporting to the Director: Revenue Management, the prospective incumbent will be responsible for: Executing the detailed tasks required to ensure the adherence to sound Accounting and Departmental practices, prescribed policies and regulations in all transactions. Responsible to bill all billable registered water users, accurately and timeously, this includes both scheme and non-scheme related customers. Monitoring water usage identifies financial losses, manage financial losses and resolve the losses in order to maximize revenue collection. Establish a process culture that will unlock additional revenue for the water trading entity. Manage the system operations and related procedures to support revenue related processes. Review existing and develop procedures to ensure efficiency and effectiveness in revenue collection. To build and maintain sound relationship between the clients, Head Office, Cluster offices and Regions. Enforce implementation of policies and business processes. Supervision of staff and giving support to all offices where Revenue Management operations take place, Ensure continued staff development in line with the latest development in systems and processes, reporting on tight timelines Prepare data for inclusion in the Annual Financial Statements on the WTE in accordance with IFRSs (International Financial Reporting Standards)
<b><u>ENQUIRIES</u></b>	:	MMN Mothebe, Tel: (012) 336-8954
<b><u>APPLICATIONS</u></b>	:	Department of Water Affairs, Continental Building Room 714, Private Bag X313, Pretoria, 0001



**FOR ATTENTION** : T Bapela

**POST 04/100** : **ASSISTANT DIRECTOR: CASH MANAGEMENT**  
Sub Directorate: Revenue Management

**SALARY** : R240 318 per annum Level 10  
**CENTRE** : Head Office, Pretoria:  
**REQUIREMENTS** : B.Com Degree or Diploma in Accounting/Management Accounting or in Information System qualifications is required. Extensive relevant experience (two years) in Finance environment in a management position with a prove track record of managing a team. Practical knowledge of revenue Management and Billing Operations Extensive knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations, National Water Act (NWA) and Pricing Strategy Knowledge of SAP is a must for the position. Good Written and Communication Skills, Computer literacy in Ms Excel, Word and Outlook. A valid drivers Licence

**DUTIES** : The successful candidate will be responsible for the following: The rendering of cash flow services, preparing reports on cash flows & management of Return-to-Sender Preparing, Authorisations Journals and clearing of suspense account Supervision of staff and giving support to all offices where Revenue Management operations take place, Ensure continued staff development in line with the latest development in systems and processes, Reporting on tight timelines. Adherence to Departmental practices, prescribed policies and regulations in all transactions.

**ENQUIRIES** : MMN Mothebe Tel: (012) 336-8954  
**APPLICATIONS** : Department of Water Affairs, Continental Building Room 714, , Private Bag X313, Pretoria 0001

**FOR ATTENTION** : T Bapela

**POST 04/101** : **ASSISTANT DIRECTOR: BILLING OPERATIONS**  
Sub Directorate: Revenue Management

**SALARY** : R240 318 per annum Level 10  
**CENTRE** : Head Office, Pretoria:  
**REQUIREMENTS** : B.Com Degree or Diploma in Accounting/Management Accounting or in Information System qualifications is required. Extensive relevant experience (two years) in Finance environment in a management position with a prove track record of managing a team. Practical knowledge of revenue Management and Billing Operations Extensive knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations, National Water Act (NWA) and Pricing Strategy Knowledge of SAP is a must for the position. Good Written and Communication Skills, Computer literacy in Ms Excel, Word and Outlook. A valid drivers Licence

**DUTIES** : The successful candidate will be responsible for the following: Ensure that system is developed according to business processes and Managing Billing Process Facilitate the system changes or enhancement that affects Revenue Management Directorate Ensure better communication between Water Trading Account and Customers Resolving of incomplete order and all blocked returned orders Ensure accuracy on master data Regional monitoring and training of personnel on all billing activities, ensuring complete and accurate customer's register for billing purposes

**ENQUIRIES** : MMN Mothebe Tel: (012) 336-8954  
**APPLICATIONS** : Department of Water Affairs, Continental Building Room 714, Private Bag X313, Pretoria, 0001

**FOR ATTENTION** : T Bapela

**POST 04/102** : **ASSISTANT DIRECTOR: FIRE PROTECTION ASSOCIATIONS**  
Directorate: Forestry Regulation

**SALARY** : R240 318 per annum Level 10  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Appropriate recognized Bachelors degree or equivalent qualification in Forestry, Natural Resource Management, Disaster Management and demonstrable appropriate experience in stakeholder's management. Working knowledge of disaster management and Fire Protection Associations (FPAs) within the context of integrated fire management would be an added advantage. This post calls for a Manager with knowledge of the veldfire risk environment of South Africa and

institutional knowledge of FPAs including the promotion, development and strengthening of FPAs through the provinces. A valid code 08 driver's license is required.

**DUTIES** : Key Performance Areas: Develop and manage policy, strategy and business processes standard for FPA registration and administration, source and present reports on the state of performance of FPAs with corrective action plans where necessary, advise and assist FPAs on operational improvements, ensure assistance of candidates FPAs in compiling business plans to ascertain whether they meet the set criteria, recommend to the Minister for registration and deregistration of FPAs in view of their performance, review FPA prioritization process, assist in the assessment of other applications such as Fire Breaks exemptions etc. Render support to Regional Fire Advisors and land owners, ensure regular review of policy and legislation that has a bearing on FPAs, ensure collation of veldfire statistics, compile annual national veldfire reports, and assist in conducting research in veldfire management. The incumbent will also be responsible for coordinating FPAs assessment and the submission of FPA assessment reports.

**ENQUIRIES** : Mr. Moses Khangale, Tel 012 336 7384  
**APPLICATIONS** : Applications must be addressed to: Acting Director General Department of Water Affairs, Private Bag X 350 Pretoria 0001 or hand delivered to room 705 Continental Building, 152 Visagie Street, cnr Bosman and Visagie street

**FOR ATTENTION** : Ms C Mazibuko

**POST 04/103** : **FIRE PROTECTION ASSOCIATIONS (FPAS) FIELDWORKER**  
Directorate: Forestry Regulation

**SALARY** : R161 970 per annum Level 08  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate recognized National Diploma or appropriate Bachelor's degree in Forestry / Natural Resource Management / Social Sciences or equivalent qualification, Previous or current work experience in Forestry or policy environment, Fluency in Afrikaans will be an added advantage, Presentation skills, Computer literacy. The candidate must possess good interpersonal/communication skills, be prepared to travel extensively and must have a valid Code 8 driver's licence.

**DUTIES** : The incumbent of this position will be responsible for the management and provision of support in the rolling out of procedures and systems for Fire Protection Associations in terms of *inter alia*: \* assisting in the formation of and registration of Fire Protection Associations (FPAs) countrywide, ensures capacitation of agencies involved in integrated veldfire management, facilitate submission of FPA annual reports, evaluation and collation thereof, \*Management of information systems (i.e. Fire Protection Associations Registration Management System – FPARMS & the National Veldfire Information System – NVIS). This will involve collection and inputting of relevant data onto the system and ensuring that these information systems are updated on a regular basis. \*Management of relationships with stakeholders by ensuring regular communication with all relevant stakeholders including the Forestry Industry, Municipalities, Department of Water Affairs, Department of Environmental Affairs, Department of Co-operative Governance and Traditional Affairs, Agricultural Organizations, Working on Fire, private land owners and other Directorates within the Department. The incumbent will also be responsible for assessing FPAs and the submission of FPA assessment reports.

**ENQUIRIES** : Mr. Moses Khangale, Tel 012 336 7384  
**APPLICATIONS** : Applications must be addressed to: Acting Director General Department of Water Affairs, Private Bag X 350 Pretoria 0001 or hand delivered to room 705 Continental Building, 152 Visagie Street, cnr Bosman and Visagie street

**FOR ATTENTION** : Ms C Mazibuko

**POST 04/104** : **VELDFIRE LAW COMPLIANCE SPECIALIST**  
Directorate: Forestry Regulation

**SALARY** : R161 970 per annum Level 08  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate recognized National Diploma or appropriate Bachelor's degree in Forestry/Law/Natural Resource Management/Social Sciences or equivalent qualification. A minimum of three years work experience in Forestry,

environmental field or policy environment will be an added advantage. Knowledge of enforcement issues and must have a valid code 08 driver's license. The candidate must possess good interpersonal, presentation, facilitation and report writing skills; must be computer literate and be prepared to travel extensively.

**DUTIES** : The incumbent of this position will be responsible for the development, deployment, monitoring and improvement of enforcement strategy for the enforcement of the National Veld and Forest Fire Act (NFFFA), 1998 in terms of *inter alia*: contribution to joint implementation protocols and cooperative government arrangements for the enforcement of the NVFFA, development of business processes to ensure implementation of the enforcement strategy, monitoring and assessment of the implementation of the enforcement strategy, report on the implementation of the enforcement policy and strategy on a regular basis, collaborate with clusters on enforcement, assess compliance issues in the national, provincial and local spheres, provide strategic advice to various stakeholders, provide technical support to and monitoring of legal proceedings, develop, implement and monitor enforcement database, establish and promote cooperative governance arrangements and forums. This post will require the building of relationships with a variety of role players such as communities, civil society, Municipalities, Government Departments such as Water Affairs, Environmental Affairs, Co-operative Governance and Traditional Affairs, Rural Development and Land Reform; Non-Governmental Organizations, Working on Fire, and other relevant internal Directorates within the Department.

**ENQUIRIES** : Mr. Moses Khangale, Tel 012 336 7384  
**APPLICATIONS** : Applications must be addressed to: Acting Director General Department of Water Affairs, Private Bag X 350 Pretoria 0001 or hand delivered to room 705 Continental Building, 152 Visagie Street, cnr Bosman and Visagie street  
**FOR ATTENTION** : Ms C Mazibuko

**POST 04/105** : **CHIEF ACCOUNTING CLERK: CUSTOMER RELATIONS 2 POSTS**  
Sub Directorate: Revenue Management

**SALARY** : R 130 425 per annum Level 7  
**CENTRE** : Head Office, Pretoria:  
**REQUIREMENTS** : Matric with commercial subjects coupled with experience in customer relations. Relevant Degree or Diploma in commerce or studying towards will be an advantage. Recommendations: Knowledge of the following Public Financial Management Act Treasury Regulations National Water Service Act Experience in SAP systems is a must skill A high degree of Computer literacy especially in Excel and Word Organizational, analytical and problem solving skills. A valid driver's license will be an added advantage

**DUTIES** : The successful candidate will be responsible for the following: Key Performance Area: Reporting to Senior State Accountant Supervision of subordinates Ensure a sound adherence to sound Accounting practices prescribed policies and regulations in all transactions making follow up on outstanding issues

**ENQUIRIES** : MMN Mothebe, Tel: (012) 336-8954  
**APPLICATIONS** : Dept of Water Affairs Continental Building Room 714, Private Bag X313, Pretoria 0001

**FOR ATTENTION** : T Bapela

**POST 04/106** : **CHIEF ACCOUNTING CLERK: BILLING MANAGEMENT 1 POSTS**  
Sub Directorate: Revenue Management

**SALARY** : R105 645 per annum Level 6  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Matric with knowledge in financial management or Information Systems, better understanding of Public Finance Management Act, Treasury Regulations. Experience of SAP is an added advantage for the position. Skills: Knowledge of the Excel and Word Organizational, analytical and problem solving skills. Good communication and interpersonal skills

**DUTIES** : The successful candidate will be responsible for the following: Key Performance Area: Reporting to Senior State Accountant Resolving of billing queries Resolving of interface errors Handling of adjustments on SAP Maintenance of master data on the system

**ENQUIRIES** : MMN Mothebe, Tel: (012) 336-8954

**APPLICATIONS** : Department of Water Affairs, Continental Building Room 714, Private Bag X313, Pretoria, 0001

**FOR ATTENTION** : T Bapela

**POST 04/107** : **CHIEF ACCOUNTING CLERK: CASH MANAGEMENT 4 POSTS**  
Sub Directorate: Revenue Management

**SALARY** : R105 645 per annum Level 6  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Matric with knowledge in financial management or Information Systems, better understanding of Public Finance Management Act, Treasury Regulations experience of SAP is an added advantage for the position. Skills: Knowledge of the Excel and Word. Organizational, analytical and problem solving skills. Good communication and interpersonal skills

**DUTIES** : The successful candidate will be responsible for the following: Key Performance Area: Reporting to Senior State Accountant Resolving of billing queries Resolving of interface errors handling of adjustments on SAP Maintenance of master data on the system

**ENQUIRIES** : MMN Mothebe Tel: (012) 336-8954  
**APPLICATIONS** : Department of Water Affairs, Continental Building Room 714, Private Bag X313, Pretoria, 0001

**FOR ATTENTION** : T Bapela

**POST 04/108** : **CHIEF ACCOUNTING CLERK: CASH MANAGEMENT 3 POSTS**  
Sub Directorate: Revenue Management

**SALARY** : R105 645 per annum Level 6  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : National Diploma or equivalent qualifications with appropriate experience, knowledge and understanding of SAP, PFMA and Treasury Regulations. Computer literacy and ability to work under pressure, Good communication, Inter-personal relations skills, problem solving skill

**DUTIES** : The successful candidate will be responsible for the following: Key performance areas: The successful candidate will be responsible for the following: Follow- up on Staff debt for recoverability, preparations of submissions for State Attorney and write offs. Clearing Suspense accounts, liaise with staff on disputes regarding debt collection/ acknowledgement. Ensure timely collection/ refund of monies, monitor compliance with policies and procedures and supervise staff.

**ENQUIRIES** : MMN Mothebe, Tel: (012) 336-8954  
**APPLICATIONS** : Department of Water Affairs, Continental Building Room 714, Private Bag X313, Pretoria, 0001

**FOR ATTENTION** : T Bapela

**POST 04/109** : **SENIOR AUXILIARY SERVICES: BILLING MANAGEMENT 2 POSTS**  
Sub Directorate: Revenue Management

**SALARY** : R87 978 per annum Level 5  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : A candidate must be in position of Grade 12 certificate Basic computer skills, Good communications skills and interpersonal relations and Ability to handle classified document. The successful candidate will be assisting in billing operations. The candidate will assist in the handling of the master data for billing

**DUTIES** : The successful candidate will be responsible for the following:  
**ENQUIRIES** : MMN Mothebe, Tel: (012) 336-8954  
**APPLICATIONS** : Dept of Water Affairs, Continental Building Room 714, Private Bag X313, Pretoria 0001

**FOR ATTENTION** : T Bapela

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT**

- APPLICATIONS** : Gauteng Shared Service Centre, 75 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222
- CLOSING DATE** : 04 February 2010
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

**MANAGEMENT ECHELON**

- POST 04/110** : **CHIEF FINANCIAL OFFICER REF NO: 70168286**
- SALARY** : R921 054 per annum (All inclusive salary packages)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A postgraduate degree or equivalent in financial or business management/administration plus 5 years senior management experience. Qualification in Accounting. Extensive skills and experience in and knowledge of financial management. In-depth knowledge of the PFMA, procurement legislation and other related regulatory frameworks Proven management skills. Track record in preparation and management of strategic plans, business plans and annual performance budgeting. Ability to implement internal systems and controls to ensure sound financial management. Attributes: Self driven, independent • Good strategic management and leadership skills • Good interpersonal skills • Excellent people management and leadership skills • Results orientated and able to work under pressure • Registration as a Chartered Accountant will be an added advantage.
- DUTIES** : Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and render technical advice to the Accounting Officer. Ensure that the financial resources and assets of the Department are utilized effectively and economically to realize the objectives of the strategic plan. Provide technical advice to line managers to ensure the equitable allocation, maintenance and effective utilization of resources in line with strategic objectives of the Department, legislative imperatives and good governance. Meet the reporting requirements and standards under the PFMA, Division of Revenue Act and financial statements. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, assets security, monitoring and evaluation of early warning systems and timeous corrective action. Assist the Accounting Officer by applying cost benefit analysis principles to assure value for money. Oversee budgetary process within the Department, exercise budgetary control and provide early warning arrangements at a strategic level. Develop and facilitate the implementation of the Supply Chain Management System, consistent with legislative and other governance arrangements. Oversee the preparation and submission of the annual financial statements and liaise with the Auditor General. Liaise with relevant role players within National and Provincial Departments.
- ENQUIRIES** : Michelle Israel Tel: (011) 355-5595
- NOTE** : Shortlisted candidates will need to undergo a competency assessment.

**DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT**

- APPLICATIONS** : Gauteng Shared Service Centre, 75 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these

instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

#### MANAGEMENT ECHELON

- POST 04/111** : **CHIEF DIRECTOR REF NO: 70168195**  
Directorate: Research & Development
- SALARY** : R 746 181 per annum (All inclusive remunerative package. The package can, with applicable rules, be structured according to the individual's needs.)
- CENTRE** : Johannesburg Head Office
- REQUIREMENTS** : A Bachelor's Degree or equivalent qualification and/or post graduate qualification in preferably Social Sciences or Developmental Studies PLUS credible, relevant senior management and developmental experience. Knowledge of the Department's constitutional mandate and relevant policies, legislation; and its relationship with National and other stakeholders; Proven strategic leadership skills; Analytical and advanced program/ project / resource management/ problem solving and decision-making skill; Proven track record of leading change management initiatives and applying innovative thinking and communication; Ability to work under pressure. Knowledge of the demographics of the Gauteng Province and the extent to which social development can address its inequitable socio-economic realities. Knowledge of community development and poverty eradication and the application or operationalizing of a sustainable livelihoods framework. Public/ private partnership relations skills, including the donor, NPO, faith-based, academic, business and community based spheres; Intergovernmental liaison skills, including proven ability to liaise with local government sphere; Knowledge and experience in social research, policy formulation, implementation and monitoring; Excellent interpersonal relations. Code B driver's license. Computer literacy.
- DUTIES** : Provide leadership and high-level Strategic Direction to the Chief Directorate: Social Development and Partnerships (including overseeing the development and implementation of business plans outlining critical strategic / service delivery improvement interventions to be effected in accordance with the department's strategic plan and service delivery needs; acquiring funding for such in accordance with Public Finance Management requirements; and, management of resources towards the achievement of strategic objectives), Manage the performance and performance agreements of managers in immediate span of control. Promote the development, implementation, monitoring, evaluation, improvement and marketing of need-based, sustainable social and population development programs; and oversee the funding of such programs in accordance with all relevant legislation. Initiate and manage multisectoral and intergovernmental social development and population development programmes, including the donor, NPO, faith-based, academic, business, community based and municipal sectors. Ensure that social and population development services target access to those marginalized in the past, manage the integration and coordination of sustainable livelihoods approach for poverty eradication; Manage youth development by means of social development programmes; Manage social and population development research. Manage the funding of NPOs; Consult role-players / stake-holders likely to be affected by strategic initiatives, resource management and service delivery decisions taken by the Department.
- ENQUIRIES** : Mr. A. Daya / Mr. G. Nkomo Tel No: (011) 355 7725 / 3192
- CLOSING DATE** : 08 February 2010
- POST 04/112** : **CHIEF DIRECTOR REF NO: 70168196**  
Directorate: Statutory Social Work
- SALARY** : R 746 181 per annum (All inclusive remunerative package. The package can, with applicable rules, be structured according to the individual's needs.)
- CENTRE** : Johannesburg Head Office
- REQUIREMENTS** : A Bachelor's Degree or equivalent qualification and/or post graduate qualification in Social Work PLUS credible, relevant senior management and developmental experience. Proven strategic leadership and business partnering; research, policy management, development, monitoring and evaluation; problem solving and decision-making; communication; analytical and advanced program / resource management skills. Knowledge of the Department's constitutional mandate and relevant policies, legislation; and its relationship with National and

other stakeholders. Knowledge of Statutory Social Work matters. Thorough understanding of the demographics of the Gauteng Province and the extent to which social work can address the inequitable socioeconomic realities within such. Proven track record of leading change management initiatives and applying innovative thinking. Excellent interpersonal relations. Code B driver's license. Computer literacy.

**DUTIES** : Overall management of the Chief Directorate: Statutory Social Work (including overseeing the development and implementation of business plans outlining critical strategic/ service delivery improvement interventions to be effected in accordance with the relevant legislation, the department's strategic plan and service delivery needs; acquiring funding for such in accordance with Public Finance Management requirements and management of resources towards the achievement of strategic objectives), and manage the performance and performance agreements of managers in immediate span of control . Facilitate the optimal development and functioning of individuals, families, groups and communities in the province towards the upliftment of communities, especially those marginalized in the past. Promote the development, implementation, monitoring, evaluation, improvement and marketing of need-based, sustainable social work policies, programs and services aimed at empowering Focus Groups (children, families, youth, women, aged persons with disabilities): In accordance with all relevant legislations, Administer legislation, and promote the development, implementation, monitoring, evaluation, improvement and marketing of need based, sustainable policies, programs and services aimed at promoting crime prevention through development and restorative justice. Building of sound and sustainable relationships / partnership with all business sectors towards achievement of Departmental objectives. Oversee the collation and analysis of data on intervention, and reconfiguration for report purposes.

**ENQUIRIES** : Mr. A. Daya / Mr. G. Nkomo Tel No: (011) 355 7725 / 3192

**CLOSING DATE** : 08 February 2010

**POST 04/113** : **DIRECTOR REF NO: 70168197**  
Directorate: Stakeholder Relations

**SALARY** : R 615 633 per annum (All inclusive remunerative package. The package can, with applicable rules, be structured according to the individual's needs.)

**CENTRE** : Johannesburg Head Office

**REQUIREMENTS** : Appropriate tertiary qualification; extensive proven managerial experience. Proven strategic leadership and business partnering; research, policy management, development, monitoring and evaluation; problem solving and decision-making; communication and conflict resolution; analytical and advanced program / project / resource management skills. Knowledge of the Department's constitutional mandate and relevant policies, clients and client needs, legislation; and its relationship with National and other stakeholders. Proven track record of leading change management initiatives and applying innovative thinking. Excellent interpersonal relations. Code B driver's license. Computer literacy.

**DUTIES** : Overall management of the Directorate: Stakeholder-Relations, (including overseeing the development and implementation of business plans outlining critical strategic/ service delivery improvement interventions to be effected in accordance with the relevant legislation, the department's strategic plan and service delivery needs, for all units in span of control; acquiring and managing funding for such in accordance with Public Finance Management requirements; and, management of resources towards the achievement of strategic objectives), as well as performance and performance agreement management for all managers in immediate span of control. Engage and mobilize stakeholders at a community level on service delivery gaps. Initiate and recommend remedial action programmes for the Department. Provide input into existing policies and programmes based upon information gathered and analyzed from communities. Inform Manager on popular opinions raised by communities with regards to programmes currently rendered by the Department and the impact thereof. Building of sound and sustainable relationships / partnerships with all business sectors towards the achievement of Departmental objectives. Oversee the collation and analysis of data on interventions, and reparation for reporting purposes.

**ENQUIRIES** : Mr. A. Daya / Mr. G. Nkomo Tel No: (011) 355 7725 / 3192

**CLOSING DATE** : 08 February 2010

**POST 04/114** : **DIRECTOR REF NO: 70168198**  
 Directorate: Restorative Services and Services to Children

**SALARY** : R 615 633 per annum (All inclusive remunerative package. The package can, with applicable rules, be structured according to the individual's needs.)

**CENTRE** : Johannesburg Head Office

**REQUIREMENTS** : Appropriate tertiary qualification in Social Work and extensive proven managerial experience. Proven strategic leadership and business partnering; research, policy management, development, monitoring and evaluation; problem solving and decision-making; communication and conflict resolution; analytical and advanced program / project / resource management skills. Knowledge of the Department's constitutional mandate and relevant policies, legislation; and its relationship with National and other stakeholders. Knowledge of Statutory Social Work matters. Thorough understanding of the demographics of the Gauteng Province and the extent to which social work can address the inequitable socio-economic realities within such. Proven track record of leading change management initiatives and applying innovative thinking. Excellent interpersonal relations. Code B driver's license. Computer literacy.

**DUTIES** : Overall management of the Directorate: Restorative Services and Services to Children, (including overseeing the development and implementation of business plans outlining critical strategic / service delivery improvement interventions to be effected in accordance with the relevant legislation, the department's strategic plan and service delivery needs, for all units in span of control; acquiring and managing funding for such in accordance with Public Finance Management requirements; and, management of resources towards the achievement of strategic objectives), as well as performance and performance agreement management for all managers in immediate span of control. Facilitate the optimal development and functioning of individuals, families, groups and communities in the Province towards the upliftment of communities, especially those marginalized in the past. Initiate / guide and oversee the development, marketing, implementation, monitoring, evaluation and improvement of need-based, sustainable social work policies, programs and services aimed at empowering Focus Groups (children, families, youth, women): In accordance with all relevant legislation. Administer legislation. Administer legislation, develop policy and promote services for women. Administer legislation, develop policy and promote awareness in respect of youth. Building of sound and sustainable relationships / partnerships with all business sectors towards the achievement of Departmental objectives. Oversee the collation and analysis of data on interventions, and preparation for reporting purposes.

**ENQUIRIES** : Mr. A. Daya / Mr. G. Nkomo Tel No: (011) 355 7725 / 3192

**CLOSING DATE** : 08 February 2010

**OTHER POSTS**

**POST 04/115** : **MEDICAL OFFICER GRADE 1 -3**  
 Directorate: Health Department  
 5 X Internal Medicine REF NO: 70168389  
 2 X Paediatrics REF NO: 70168390  
 4 X Surgical REF NO: 70168391  
 4 X Orthopaedics REF NO: 70168392  
 4 X Anaesthesiology REF NO: 70168393  
 5 X Emergency Unit REF NO: 70168394

**SALARY** : R365 217 – R491 892 per annum (plus benefits)

**CENTRE** : Leratong Hospital

**REQUIREMENTS** : MBChB and registration with the HPCSA. Relevant and appropriate experience.

**DUTIES** : Knowledge and experience of working in a busy Hospital. Rendering of Clinical service, general procedures and management of Patient Care in accordance with departmental standards. Participate in departmental clinical audits activities. Provide ongoing mentoring and training of Interns and Community Service doctors. Participation in commuted overtime is MANDANTORY. Requests for sessional appointments will be considered.

**ENQUIRIES** : Dr. M Mpye Tel. No: (011) 411-3508/3614

**CLOSING DATE** : 15 February 2010



**POST 04/116** : **CHIEF RADIOGRAPHER (THERAPY) REF NO: 70168411**  
 Directorate: Radiation Oncology

**SALARY** : R161 970 per annum (plus benefits)  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : B.Rad Radiotherapy or Diploma in Radiotherapy. An Honours or B Tech in Radiotherapy will be an advantage. Minimum of 4 years experience in Radiotherapy of which one year must be in a supervisory/managerial position. Registration with HPCSA as a radiotherapy radiographer. Comprehensive knowledge and working experience in IMRT and stereotactic radiotherapy/radiosurgery. Good knowledge of the Quality Assurance policy and programmes applicable on radiotherapy as required by the Radiation Control Board. High level of responsibility. Leadership skills. Managerial skills. Excellent team leader. Hardworking, must be able to carry a very high work load in a stressful environment. Excellent communication and interpersonal skills. An excellent sick leave record is essential. Innovative thinking skills and research skills. Be able to solve problems in area of work

**DUTIES** : Delivery of radiation treatment including IMRT and stereotactic treatments. Participate in localization and treatment planning procedures. Apply excellent patient care by attending to patients physical and emotional needs. Provide required information to patients and family. Perform administration duties. Organize work flow in duty area. Perform supervisory duties e.g personnel performance management, discipline and conflict management of team members. Solving problems. Clinical guidance and evaluations of radiography students. Implement QA programmes in area of work.

**ENQUIRIES** : Mrs Z Cronjé, Tel No: (012) 354-2309  
**CLOSING DATE** : 15 February 2010

**POST 04/117** : **SENIOR RADIOGRAPHER (THERAPY) REF NO: 70168412**  
 Directorate: Radiation Oncology

**SALARY** : R130 425 per annum (plus benefits)  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : B Rad Therapy/Dipl in Therapy, Minimum 1 yr experience in Therapy, Registration with HPCSA. Good communication skills, Good interpersonal skills. Excellent patient care. Empathetic, Good team worker, Prepare to take responsibility. Supervisory skills, Leadership skills. Excellent sick leave record essential. Hardworking and must have the ability to work under pressure. Ability to solve problems in area of work.

**DUTIES** : Responsible for localization, planning and accurate delivery of radiation treatment to patients with neoplasms. Physical and emotional support of patients. Daily and weekly QA. Administration duties e.g. appointments and statistics. Assist students during clinical work to develop radiography skills . PMDS of sub-ordinates. Manage and organize area of work. Discipline and conflict management of sub ordinates. Participate in research. Treatment of emergency patients after hours.

**ENQUIRIES** : Mrs Z Cronjé, Tel No: (012) 354-1184  
**CLOSING DATE** : 15 February 2010

**POST 04/118** : **OCCUPATIONAL THERAPIST ASSISTANT 4 POSTS REF NO: 70168336**  
 Directorate: Occupational Therapy

**SALARY** : R73 584 – R86 679 per annum (plus benefits).  
**CENTRE** : Sterkfontein Hospital, Krugersdorp  
**REQUIREMENTS** : HPCSA approved Occupational Therapist Certificate. Registration with HPCSA. Good communication skills, verbal and written. Command in. Computer literacy recommended.

**DUTIES** : Render Occupational Therapy service in accordance to rules and regulations of the HPCSA. Contribute to developing a sport and Social/Recreational service in allocated wards. Completion of administrative tasks as allocated. Participate in own and other professional development. Involvement with different categories of patients, e.g. forensic, male, female and adolescents.

**ENQUIRIES** : Mrs. L. Hendricks (011) 951 – 8352

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL**  
**DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**  
*The Department is an equal opportunity, affirmative action employer and is committed to empowering disabled persons*

- APPLICATIONS** : The Head of the Department of Co-operative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 OR Hand delivered to Natalia Building, 330 Langalibalele Street, Pietermaritzburg
- FOR ATTENTION** : Mrs CS Fenner
- CLOSING DATE** : 15<sup>th</sup> February 2010
- NOTE** : All applications must be submitted on Application of Employment form (Z83), obtainable from any Public Service Department and should be accompanied by a comprehensive CV together with certified copies of qualifications, driver's licence and ID, Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluation when submitting their applications. Failure to comply with any instruction will disqualify candidate. Faxed or late applications will not be considered. All short-listed applicants for Managers/General Manager posts will be subjected to competency assessments in line with the DPSA Regulations. Managers and other categories of staff will be required to obtain security clearance for appointment purposes. Note: Appointments are subject to a positive outcome obtained from the NIA to the following checks (qualification verification, criminal records, credit records and previous employment).

**MANAGEMENT ECHELON**

- POST 04/119** : **MANAGER: SPATIAL PLANNING REF NO 1/2010 (SP)**
- SALARY** : R615 633 per annum (all inclusive Senior Manager's Service Package)
- CENTRE** : Business Unit: Municipal Planning; Directorate: Spatial Planning, Pietermaritzburg
- REQUIREMENTS** : A 3 year Bachelor's degree in the field of Town and Regional Planning and be register as a professional planner with SACPLAN plus 3-5 years middle management experience. The successful candidate must have knowledge of spatial planning legislation and related policies, land use management, development facilitation, project management and a working knowledge of geographic information systems \*Sound leadership and managerial skills \*Good interpersonal relations and organizational skills \*Ability to work under pressure \*Excellent verbal and written communication skills \*Excellent report writing and presentation skills \*Be an analytical and strategic thinker and innovative \*Ability to communicate in IsiZulu \*Computer proficiency skill \*Possession of a valid motor drivers licence.
- DUTIES** : The successful incumbent has the responsibility to manage the support provided for the development and maintenance of spatial development frameworks, with the focus on the following areas: \*manage the preparation and maintenance of provincial spatial development framework \*manage support provided for the preparation and maintenance of municipal spatial development frameworks \*manage support provided for the development and maintenance of municipal land use management systems \*manage the processing of statutory planning applications \*manage the provision of a professional planning support service to statutory bodies \*manage municipal spatial planning capacity building \*manage the use of resources and procure and manage human, financial and other related resources.
- ENQUIRIES** : Mr FR Brooks Tel. 033-3556486

**OTHER POSTS**

- POST 04/120** : **CHIEF TOWN AND REGIONAL PLANNER 2 POSTS REF NO 2/2010 (SP)**
- SALARY** : R448 521 per annum (all inclusive Middle Manager's Service Package)
- CENTRE** : Business Unit: Municipal Planning; Directorate: Spatial Planning, Pietermaritzburg
- REQUIREMENTS** : A 3 year Bachelor's degree in the field of Urban/Town and Regional Planning and be registered as a professional planner with SACPLAN plus 6 years' post

qualification experience. The successful candidate must have: \*knowledge of spatial and related policies, land use management, development facilitation, project management and a working knowledge of geographic information systems \*good interpersonal relations and organisational skills \*ability to work under pressure \*excellent (verbal and written) communication, report writing and presentation skills \*be an analytical and strategic thinker and innovative \*computer proficiency skills \*a valid driver's licence.

**DUTIES** : The successful incumbent has the responsibility to support the development of spatial development frameworks, with the focus on the following areas: \*facilitate and support the development and maintenance of municipal land use management systems \*facilitate the development and maintenance of traditional community land use plans \*assess and make recommendations on statutory planning applications \*provide professional planning advice to statutory bodies \*contribute towards strategic plan and facilitate implementation thereof \*coordinate service delivery improvement initiatives \*manage and coordinate use of resources efficiently and effectively.

**ENQUIRIES** : Mr TA Bhengu Tel. 031-2041711

**POST 04/121** : **DEPUTY MANAGER: BATHO PELE SERVICE DELIVERY REF NO 1/2010 (MS)**

**SALARY** : R448 521 per annum (all inclusive Middle Manager's Service Package)  
**CENTRE** : Business Unit: Management Services, Pietermaritzburg  
**REQUIREMENTS** : A Bachelor's degree or 3 year diploma in the field of Public Administration/service delivery plus 3 years' junior management experience. \*The successful candidate must have: \*knowledge and understanding of the Batho Pele principles, project management and policy analysis development \*ability to communicate ideas and issues to a variety of audience in a tactful influential manner \*effective organisational skills with strong leadership and management skills \*good interpersonal relations with excellent negotiation, problem solving and facilitation skills \*ability to work under pressure \*excellent verbal written, report writing and presentation skills \*be an analytical and strategic thinker \*computer proficiency skills \*a valid motor driver's licence.

**DUTIES** : The successful incumbent will manage the implementation of Batho Pele/Service Delivery initiatives in the Department, with the focus on the following areas: \*facilitate, compile and coordinate the implementation of the Service Delivery Improvement Plan \*promote awareness of the Batho Pele Belief Set and service standards \*facilitate coordinate and monitor the implementation of the Service Delivery Charter \*facilitate, monitor, co-ordinate and participate in Batho Pele Forums \*manage the Departmental Service Excellence Awards process and facilitate nomination and assessment process for the Premiers Service Excellence Awards \*compile and maintain departmental policy and guidelines \*manage internal resources

**ENQUIRIES** : Mr HT Habermann Tel. 033-3952681

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

*The Department of Health and Social Development is an equal opportunity and Affirmative Action employer*

- APPLICATIONS** : Applications should be addressed to: The Head of Department, Department of Health and Social Development, Private Bag X9302, POLOKWANE, 0700 and for hand delivery at No 18 College Street, New building [Office No 63]
- CLOSING DATE** : 12 February 2010
- NOTE** : Applications should be submitted on the Z83 form obtainable from any government institution and must be accompanied by comprehensive CV and certified copies of required qualifications, people with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged communities, NB 1: This is a re-advertisement, those who previously applied need not re-apply, NB 2: Applicants Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered, NB 3: NB 4: Successful candidate will be subjected to security clearance, submit disclosure of financial interest and complete a contract of employment for members of Senior Management Services.

**MANAGEMENT ECHELON**

- POST 04/122** : **GENERAL MANAGER: BUDGET PLANNING AND REVENUE**
- SALARY** : R746 181 per annum Salary level 14
- CENTRE** : Head Office [Polokwane]
- REQUIREMENTS** : Qualification and Competencies: A Bachelor's degree or a three year National Diploma in Financial Management plus competencies in budgetary processes and its financial and fiscal responsibilities, Proven record of economic analysis and experience at senior management level, Ability to interact at both strategic and operational level. Personal Attribute: Ability to work under changing and difficult circumstances, Good background in turn around and change management strategy, Pro-activeness and Independent, Ability to work in a highly pressured environment and driven by sense of urgency to meeting deadlines, Team player and independent thinker, Accuracy and flexibility. Knowledge and skills: Knowledge and understanding of government policies, budget processes and practices, related Acts and Regulations, such as PFMA, Treasury Regulations, & Division of Revenue Act, Understanding of the impact of financial and economic models, Planning and organizing, communication, report writing, facilitation, Co-ordination, liaison, networking, leadership, analytical and interpersonal relations, Strategic Planning Policy analysis and development, Planning and organization skills, People Management, Financial Management.
- DUTIES** : key performance areas: Provide leadership and strategic direction in the division, Provide budget reporting and revenue processes, Manage and oversee the collection of revenue, budget and reporting in accordance with the requirements of the PFMA and departmental revenue budget, Develop, monitor and ensure proper implementation of national and provincial policies, procedure, systems and controls, Provide financial planning and economics of scale including benchmarking, Manage and utilize resources [human, physical and financial] in accordance with relevant directives and legislation.
- ENQUIRIES** : Mr Maselsele ML at 015 293 6126/ Mabila J or Ms Mokgonya PR at 015 293 6120 during office hour.

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

*In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.*

**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, Shortlisted candidates with disabilities are to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation.

**OTHER POSTS**

**POST 04/123** : **ASSISTANT MANAGER: NURSING (PRIMARY HEALTH CARE)**  
Cape Winelands District

**SALARY** : R 314 427(PN-B4) per annum  
**CENTRE** : Wellington Community Day Centre, Drakenstein Sub-District  
**REQUIREMENTS** : Minimum education qualification: Basic R425 qualification (diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Post-basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care, accredited with the South African Nursing Council (R48). Experience: A minimum of 10 years appropriate/recognisable nursing experience 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 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 management level. Registration with a professional council: Registration with the SANC as Professional Nurse. Inherent requirement of the job: Valid driver's license (Code EB). Competencies (knowledge/skills): The ability to function independently as well as in a multi-disciplinary team and make decisions. Understanding of the District Health System and Comprehensive Service Plan.

**DUTIES** : Key result areas/outputs: Facilitate the development of community participate programmes and facility-based services. Ensure that prescribed policies and procedures are implemented and adhered to. Manage and promote the professional development of personnel at PHC level and promote research in nursing. Manage Wellington Community Day Centre, attached clinics and mobile clinics. Ensure quality patient care, efficient financial control and the effective use of all resources. Identify nursing care needs and set standards for patient care. Participate in Human Resource Management and Skills Development and assist with budget control and financial management.

**ENQUIRIES** : Ms S Theron, tel. no. (021) 870-1117  
**APPLICATIONS** : The District Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.

**FOR ATTENTION** : Ms MM Janse van Rensburg  
**CLOSING DATE** : 12 February 2010

**POST 04/124** : **ADMINISTRATIVE OFFICER (LICENSING)**  
Directorate: Health Facility Licensing

**SALARY** : R 130 425 per annum.  
**CENTRE** : Head Office, Cape Town,  
**REQUIREMENTS** : Minimum education qualification: A recognised, appropriate tertiary administrative qualification. Experience: Appropriate experience in the public and/or private healthcare sector administrative environment or appropriate exposure within a business management environment. Knowledge of the regulatory process of Private Healthcare Establishments in the Western Cape Province. Proven experience in an office environment. Proven, extensive minute taking experience. Competencies (Knowledge/skills): Computer literacy (Microsoft Word, Excel, PowerPoint, Access and E-mail). Minute taking skills. Excellent interpersonal, communication and organisational skills.

- DUTIES** : Key result areas/outputs: Provide administrative assistance within the sub-directorate with regard to general office administration and the application process in the licensing of private healthcare facilities. Co ordinate and provide the support to the Adjudication Committees with the appropriate documentation, arrangement of meetings and extensive minuting of relevant adjudication meetings. Handle correspondence from license applicants as well as telephonic and written contact with the applicants' with regard to the applications process. Manage enquiries and relevant documentation with regards to licensing of private health establishments.
- ENQUIRIES** : Ms J Hendricks, tel. no: (021) 483-6177
- APPLICATIONS** : The Director, Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000
- FOR ATTENTION** : Ms C Versfeld
- CLOSING DATE** : 19 February 2010