



DATE OF ISSUE: 08 OCTOBER 2010

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

PUBLIC SERVICE VACANCY CIRCULAR NO 40 OF 2010

1. Introduction

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

2. Directions to candidates

3.

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

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

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

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

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

AMENDMENTS

Department of Environmental Affairs: Kindly note that post 39/54, Ref no: AP183/2010, the correct post title is Senior HR Practitioner: Human Resource Development not as advertised in Vacancy Circular 39.

Department of Health: Department of Health. Kindly note that the closing dates for the following posts advertised in Circular no 38 of 2010 must be 18 October 2010 and not 11 October 2010 as indicated: *Deputy Director: Licencing ref no NDOH 27/2010 (post 38/31), *Chief Medicines Control Officer ref no NDOH 26/2010 (post 38/33), *Senior Administrative Officer ref no NDOH 28/2010 (post 38/37).

National Prosecuting Authority: Kindly be advice that the closing date of the advert that went out in PSVC 38, the correct closing date is 08 October 2010 not 01 October 2010 as advertised. The post of **CONTRACT MANAGER: RECRUIT 1796 (LEVEL 11)- 38/61**, the correct salary is R344 052.00 per annum (1 year NPA contract). It was incorrectly advertised as 1 year NPA contract plus 37% in lieu of benefit and the post of **ASSISTANT CONTRACT MANAGER: RECRUIT 1795-38/65**, the correct salary is R161 970.00 per annum plus 37% in lieu of benefit (1 year NPA contract).

Provincial Administration: Gauteng Department of Health: Kindly note that the following posts: Shoe Maker/Auxiliary Service Officer Ref No: 70256876 (POST 38/192), advertised in PSVC 38 of 2010, the correct salary is R73 584-R86 679 per annum (plus benefits) and Shoe Maker/Auxiliary Service Officer Ref No: 70256875, the salary is R87 978-R103 635 per annum (plus benefits). Please note that the following posts: Medical Officer Grade I, II, III, the correct salary should be: Grade I: (Ref no: 70256658) R405 333 per annum (plus benefits), (Grade II : (Ref no: 70256853) R 470 406 per annum (plus benefits) and Grade III: (Ref no: 70256 854) R 554 109 per annum (plus benefits) and the post of Medical Specialist Grade I, II and III, Grade I: (Ref no: 70256655) R 554 109 per annum (all inclusive package), Grade II : (Ref no: 70256656) R 643 065 per annum (all inclusive package) and Grade III: (Ref no: 70256657) R746 301 per annum (all inclusive package).

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DEPARTMENT OF DEFENCE

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

MANAGEMENT ECHELON

POST 40/01 : **CHIEF DIRECTOR: FINANCIAL SERVICES**
Financial Management Division (FMD), Chief Directorate Financial Services
The post is advertised in the DOD, broader Public Service and Media

SALARY : R790 953 per annum all-inclusive salary package
CENTRE : Pretoria
REQUIREMENTS : Appropriate B Degree in Business Administration or equivalent relevant qualification plus experience. Post Graduate degree will serve as a strong recommendation. Good Strategic capability and leadership skills. Knowledge of: Public management and administration, Public Finance Management Act (PFMA), Treasury Regulations, NT Practice Notes and related circulars. Knowledge of Government financial processes, resource control processes, compliance and risk management, commercial contract management, HR management and public entities. Good project management skills. Well-developed research skills and knowledge of processes and procedures used to detect irregularities. Bedrock integrity, excellence orientated assertiveness, positive self-image, self-motivated, excellent communication skills, sound judgement, work well under pressure, Successful applicant will be expected to obtain a Department of Defence Top Secret security clearance.

DUTIES : Strategic Management of the Chief Directorate Financial Services (CDFS), which includes: preparation, execution, controlling and dynamic re-planning of service delivery plans, resource plans and related budgets. Financial management in terms of the Public Finance Management Act (PFMA), Treasury Regulations, NT Practice Notes and related policies. Management of auditing process, SCOPA issues and applicable matters. Managing service delivery for the Financial Management Division in terms of: Risk management, Compliance management, Losses and claims administration services, Human Resources, Provisioning, Information systems.

ENQUIRIES : Ms Portia Mahlangu, Tel: (012) 392-2334.
APPLICATIONS : Department of Defence, Directorate HR Acquisition, Private Bag X994, or may be hand-delivered to 218 Visagie Street, General Piet Joubert Building, 4th Floor, Room 401/403, Pretoria.

CLOSING DATE : 29 October 2010 (Applications received after the closing date and faxed copies will not be considered)

NOTE : This is a permanent post. Short listed candidates may be subjected to a competency assessment as part of the selection process. The successful candidate will be required to enter into an employment contract and enter into a Performance Agreement, which must be signed and reviewed annually, and disclose his/her financial interests annually. Applications received after the closing date and faxed copies will not be considered. The successful applicant will be expected to obtain a Top Secret security clearance.

POST 40/02 : **CHIEF DIRECTOR FINANCE (FINANCIAL MANGEMENT OFFICE SOUTH AFRICAN NATIONAL DEFENCE FORCE)**
The post is advertised in the DOD, broader Public Service and Media Financial Management Division, Chief Directorate Financial Management Office

SALARY CENTRE REQUIREMENTS : R790 953 per annum all-inclusive salary package
: Pretoria
: Relevant B Degree. Minimum of five years experience in financial management. Post graduation qualification will serve as an added advantage. Extensive knowledge of Government Policies. Planning and Organizing. Continuous Improvement and Service Delivery. Strategic Direction/Management. Knowledge of Public Finance Legislation and Other Relevant Regulations. Very good knowledge of financial Management processes and procedures of national departments in the RSA. People Management Skills, Leadership Skills, Communication Skills, Report Writing skills, Presentation skills, Analysis and Critical Thinking skills. Department of Defence Secret security clearance.

DUTIES : Strategic management of the finance function in the SANDF, which includes: Provision of sound strategic advice to Chief of the National Defence Force (CSANDF). Ensuring full adherence to regulatory framework within the South African Defence Force (SANDF). Provide a comprehensive Financial Management Capability in the SANDF in support of CSANDF mandate. Ensure a comprehensive budget preparation capability within the SANDF. Provide a comprehensive expenditure, revenue control, and financial reporting capability in the SANDF. Promote timely payment of liabilities in the SANDF. Exercise oversight on processes that impact on financial statements. Ensure financial Governance, Risk and Compliance in the SANDF. Management of activities in Chief Directorate. Provide strategic financial input and direction in the activities of the Military Command Council.

ENQUIRIES APPLICATIONS : Ms Portia Mahlangu, Tel: (012) 392-2334.
: Department of Defence, Directorate HR Acquisition, Private Bag X994, or may be hand-delivered to 218 Visagie Street, General Piet Joubert Building, 4th Floor, Room 401/403, Pretoria.

CLOSING DATE : 29 October 2010 (Applications received after the closing date and faxed copies will not be considered).

NOTE : This is a permanent post. Short listed candidates may be subjected to a competency assessment as part of the selection process. The successful candidate will be required to enter into an employment contract and enter into a Performance Agreement, which must be signed and reviewed annually, and disclose his/her financial interests annually. Applications received after the closing date and faxed copies will not be considered. The successful applicant will be expected to obtain a Top Secret security clearance.

POST 40/03 : **DIRECTOR: FINANCIAL CONTROL SERVICES**
This post is advertised in the DOD, broader Public Service and Media Financial Management Division (FMD), Chief Directorate Financial Services

SALARY CENTRE REQUIREMENTS : R652 000 per annum total package)
: Pretoria
: Appropriate three year B Degree or National Diploma plus appropriate experience and exposure. Knowledge of: Public Management and administration, the Public Finance Management Act (PFMA), Treasury Instructions and related circulars, Public Service financial processes and procedures, Public Service Strategic Planning Process, Resource Control Processes, Compliance and Risk Management, Commercial Contract management, HR management, Management of Public Entities, strong problem-solving and organisational skills. Knowledge of Ms Office. Project Management, Knowledge of contract management. Knowledge of processes and procedures to detect irregularities. Well developed Financial Management and leadership skills as well as good

strategic capabilities. Bedrock integrity, excellence orientated, assertiveness, positive self-image, self motivated, adaptability, innovative, excellent communication skills(written and verbal), sound judgement, coping under pressure, strongly orientated towards rendering effective, efficient service and striving towards zero defect.

DUTIES : Will report to the Chief Director Financial Services (CDFS) in respect of the following key performance areas: Management of the Directorate Financial Control Services in terms of the PFMA section 45 and related Dept of Defence (DOD) Instructions. Management of the auditing processes regarding DOD activities. Manage service delivery all the risk management activities related to the Finance Management Division. Manage service delivery to Compliance Management in respect of financial policies, financial delegation and financial misconduct. Manage service delivery in terms of a losses and claims administration service. Coordinate the functioning of the Accountability Management Committee (AMC), Sub-Committees in respect of Resource Systems Risk Management, Engage with relevant with relevant stakeholders with respect to Prosecution and Recovery processes, Maintain State assets losses and damages records/registers. Coordinate DOD financial management training for non-finance functionaries. Represent CDFS in his/her absence on the Financial Management Board, the Audit Management Committee, the Inspector General Staff Council etc.

ENQUIRIES : Ms Portia Mahlangu, Tel: (012) 392-2334.
APPLICATIONS : Department of Defence, Directorate HR Acquisition, Private Bag X994, or may be hand-delivered to 218 Visagie Street, General Piet Joubert Building, 4th Floor, Room 401/403, Pretoria.

CLOSING DATE : 29 October 2010 (Applications received after the closing date and faxed copies will not be considered).

NOTE : This is a permanent post. Short listed candidates may be subjected to a competency assessment as part of the selection process. The successful candidate will be required to enter into an employment contract and enter into a Performance Agreement, which must be signed and reviewed annually, and disclose his/her financial interests annually. Applications received after the closing date and faxed copies will not be considered. The successful applicant will be expected to obtain a Top Secret security clearance.

POST 40/04 : **DIRECTOR: DEFENCE OPERATIONAL COMMITMENTS**
This post is advertised in the DOD, broader Public Service and Media Department of Defence, Defence Policy, Strategy and Planning Division, Chief Directorate Defence Policy, Directorate Defence Operational Commitments, Armscor Building, Erasmuskloof

SALARY : R615 633 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelors Degree but preferably Masters Degree in Political Science, Social Science, Strategic Studies, Defence, Economics or Journalism (NQF Level 6/7 preferable). Extensive experience in defence matters will be an advantage. Policy writing ability. Strategic leadership skills. Strong administrative skills, including financial management, people management and empowerment of staff. Research analysis and problem solving skills. Special requirements (skills): Knowledge of the DOD and its mission, strategic objectives and business plans. Good knowledge of the international security environment and the international political environment. Good knowledge of the UN/AU/SADC organizations and international Peace Missions as well as the White Paper on South Africa's participation in International Peace Missions.

DUTIES : Strategically manage the Directorate. Work closely with the SANDF in the appreciation and planning of defence operational commitments in support of the priorities of government. Engage and brief internal and external stakeholders and other government departments on matters related to defence operational commitments. Prepare Cabinet Memoranda, Explanatory Memoranda and Presidential Minutes for the authorisation of new and ongoing Defence Operational Commitments, as well as the termination thereof, in accordance with the Constitution and national legislation. Provide policy guidance on domestic operational defence commitments. Coordinate DOD civilian participation in international training exercises and peace missions in the region and the continent.

ENQUIRIES : Mr N.C. Sendall, tel: (012) 355-5553 or Ms Z. Slabbert, tel (012) 355-5634

- APPLICATIONS** : Department of Defence, Directorate HR Acquisition, Private Bag X994, or may be hand-delivered to 218 Visagie Street, General Piet Joubert Building, 4th Floor, Room 401/403, Pretoria
- CLOSING DATE** : 29 October 2010 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : This is a permanent post. Short listed candidates may be subjected to a competency assessment as part of the selection process. The successful candidate will be required to enter into an employment contract and enter into a Performance Agreement, which must be signed and reviewed annually, and disclose his/her financial interests annually. Applications received after the closing date and faxed copies will not be considered. The successful candidate will be expected to obtain a secret security clearance and valid driver's license within a year.

OTHER POSTS

- POST 40/05** : **PRINCIPAL PERSONNEL OFFICER**
The post is advertised in the DOD and broader Public Service.
- SALARY** : R130 425 per annum
CENTRE : 3 Military Hospital, Bloemfontein.
REQUIREMENTS : NQF Level 4 Preferable. HR experience will be an advantage. Applicants with prior learning either by means of appropriate experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of Personnel Administration. Computer literate (MS Office packages). Must be able to work under pressure and adhere to strict time frames.
- DUTIES** : Assist in ensuring a cost effective personnel maintenance and duty room service. Administer computerised leave administration, subsistence and transport administration, housing administration, medical administration and termination of service.
- ENQUIRIES** : Maj H.M. De Klerk, (051) 402-1838.
APPLICATIONS : Department of Defence & Military Veterans, 3 Military Hospital, Private Bag X40003, Brandhof, 9324.
- CLOSING DATE** : 8 November 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 40/06** : **SENIOR SECRETARY GR II**
The post is advertised in the DOD and broader Public Service.
- SALARY** : R87 978 per annum
CENTRE : SAMHS HQ, Director Pharmacy, Pretoria.
REQUIREMENTS : NQF Level 2-4 (Grade 10/12 or equivalent). Secretarial experience will be an advantage. Applicants with prior learning either by means of appropriate experience or alternative courses may also apply. Special requirements (skills needed): Computer literate (MS Office Suite). Knowledge of general office administration and ability to operate an efficient and organised office. Knowledge of security regulations. Ability to provide personal assistant service. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Planning-, organizing-, problem solving skills in an administrative environment. Telephone etiquette and strong interpersonal skills. Co-ordination-, typing and communication skills (written and verbal).
- DUTIES** : Keep and update manager's diary. Arrange appointments for staff members. Render personal assistant and support service to the manager eg take minutes, confirmatory notes, memorandums, letters and the transcription thereof. Prepare briefings and slideshows and make travel arrangements. Manage general office duties including accept files and documents. Remove outgoing letters and files from the manager's desk daily. Provide a reception, communication and coordination service. Provide an office security service.
- ENQUIRIES** : Lt Col D.M. Van Dyk, (012) 671-5002.
APPLICATIONS : Department of Defence & Military Veterans, South African Military Health Services HQ, Directorate Pharmacy, Private Bag X102, Centurion, 0046.
- CLOSING DATE** : 8 November 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 40/07** : **SENIOR ADMINISTRATION CLERK GR 1**
The post is advertised in the DOD and broader Public Service

SALARY : R73 584 per annum
CENTRE : Defence Legal Services Division, Leg BFN Head Office, Bloemfontein.
REQUIREMENTS : NQF Level 4, preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, organizing skills-, interpersonal relationship skills-, problem solving skills-, communication skills (verbal and written)-, and report writing skills. Must be able to obtain a confidential security clearance within a year.

DUTIES : Check diverse documents for completeness and correctness. Retrieve information and perform provisioning and administrative functions related to the work in the office environment. Type letters, memos and compile basic presentations. Do all correspondence of Provincial Office. Render auxiliary services to officer in Charge at the Provincial Office. Take minutes during Provincial Office meetings. Render assistance to and handle visitors. Ensure of office inventory. Gather and process statistics for the SITREP and other purposes. Keep an efficient and effective Registry section. File documents and keep registers. Deliver and collect documents.

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

CLOSING DATE : 05 November 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 40/08 : **OPERATOR**
The post is advertised in the DOD, broader Public Service and Media (flyers)

SALARY : R62 094 per annum
CENTRE : 1 Military Hospital, Pretoria.
REQUIREMENTS : NQF Level 2: preferable. Applicants with prior learning either by means of appropriate experience or alternative courses may also apply. Special requirements (skills needed): Interpersonal-, problem solving, planning and analytical skills. Ability to work independently.

DUTIES : Dust work areas. Fold linen and gowns daily. Ensure that required stock is available, do the ordering, assist in the receiving and dispatching areas. Control instruments when received. Clean soiled instruments. Control and pack all instrument sets from the wards. Assist with the wrapping of theatre pieces and instruments. Pack software orders according to the needs of the wards. Place sets and packs in autoclaves. Report losses and damages.

ENQUIRIES : S Sgt B.F. Venter, (012) 314-0355.
APPLICATIONS : Department of Defence & Military Veterans, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143 or may be hand delivered to HR, Room 542, 3rd Floor, Block C.

CLOSING DATE : 8 November 2010 (Applications received after the closing date and faxed copies will not be considered).

DEPARTMENT OF ENERGY

APPLICATIONS : The Director-General, Department of Energy, Private Bag X19 Acardia, and 0007 or hand delivered to Trevenna Building, 75 Corner Mentjies and Schoeman Street. Sunnyside

FOR ATTENTION : Mr N Ncongwane

CLOSING DATE : 22 October 2010

NOTE : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. All applications must be sent to the address provided above, and Not to the specific region(s) NOTE: The successful candidates will be required to sign a performance agreement within three (3) months of appointment.

OTHER POSTS

POST 40/09 : **DEPUTY DIRECTOR: EXPENDITURE MANAGEMENT**

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

CENTRE : Pretoria

REQUIREMENTS : A Degree or Diploma in Accounting or Auditing or Commerce or equivalent qualification, coupled with at least two years experience in Financial Management. PLUS the following key competencies: Knowledge of • PFMA • Treasury Regulations • BCEA/PSA • DORA • BAS & LOGIS & SAFETYWEB Skills • Computer Literacy • Good verbal and written communication • Ability to communicate at all levels • Presentation skills • Analytical skills • Communication • Good communicator at all levels • Good written communication • Good verbal communication • Creativity • Innovative and creative thinking abilities • Ability to work independently • Ability to work under pressure • Commitment to service delivery.

DUTIES : Coordinate and align processes of all activities performed in the sub-directorate: Expenditure Management • Enforce adherence to PFMA, Treasury Regulations, BCEA, PSA, DORA • Review processes, policies and procedures, tariffs and allowances • Address identify Irregular, fruitless & wasteful expenditure • Authorise payments, respond to AG queries, review & report on suspense accounts • Respond timeously to the audit queries, issues raised by management and other ad hoc queries • Review and sign off on the report on status of suspend accounts, interface accounts and consolidation of the statistics from all sub- directorates in preparation for management reports on a monthly basis.

ENQUIRIES : Ms A Pretorius Tel no: 012 444 4183

POST 40/10 : **ASD: NETWORK ADMINISTRATOR**

SALARY : R192 540 per annum, Level 09

CENTRE : Pretoria

REQUIREMENTS : A National Diploma or Degree in Information Technology Management with extensive network management and software experience ;(MCSD, MSCE would be an added advantage) PLUS the following key competencies: Knowledge of: • Technical expertise within all areas of Network Management including VOIP, AD, Exchange and Domain Controllers • 3com products; VM Ware; Data Protector. IT products and system integration Skills: • Planning, organising, analytical and problem solving • Communication: • Verbal and written communication skills. Ability to communicate clearly and in a concise manner at all levels. • Creativity: • Innovative and creative thinker

DUTIES : Ensure 3rd level support for helpdesk, transversal systems (BAS, PERSAL LOGIS) and systems development operations. Perform impact analysis with new application systems and database and monitor load levelling of servers (capacity)

Provide inputs and oversee monitoring of IT policy in respect of networks, servers, internet, e- mail and general server and workstation utilization. • Perform 3COM planning and problem solving as per demand • Ensure that the systems are operational at all times and backups and restores are performed. • Supervisestaff.

ENQUIRIES : Tshidi Machaba ☎012 444 4358

POST 40/11 : **ENERGY OFFICER**

SALARY : R192 540 per annum, Level 9

CENTRE : Pretoria

REQUIREMENTS : A Degree in Law, Science (Environmental management), Economics, B com or equivalent Degree couple with relevant experience. PLUS the following key competencies:☐ Knowledge of: Relevant Acts, regulations pertaining to the petroleum and gas industry. • Energy related policies. • Economic trends in the industry • Policy drafting☐ Skills: Project management • Presentation skills • Negotiation skill • Analytical • Time Management and Coordination skills☐ Communication: Good written and verbal communication skills.☐ Creativity: innovative and creative thinker.

DUTIES : Investigate, draft and review regulations on pipeline, pricing and tariff methodologies •, access to the petroleum infrastructure by the BEE industry • transformation and cleaner fuels. • Liaise with energy Regulators and other Regulators in South Africa and abroad and ensure that South African regulatory processes are benchmarked with the rest of the world. • Manage some petroleum infrastructure and Petroleum projects. • Render administrative support to the Sub-directorate • conducting research, • write submissions, • provide inputs and respond on energy related enquiries.

ENQUIRIES : Mr Letladi Phahlamohlaka ☎012 444 4020

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

- APPLICATIONS** : Please forward your application to the Director-General, Department of Environmental Affairs, Private Bag x 447, Pretoria, 0001
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 40/12** : **DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: AP 6040/2010**
- SALARY** : R652 572 per annum (An all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three year bachelors degree/national diploma in business management, public administration or a relevant equivalent qualification plus extensive relevant experience in the rendering of executive support services in a similar environment; proven management experience; strategic management and leadership skills; Good organizational and administrative skills; Good experience in project management; Good coordination Skills; Financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations. Good communication skills (verbal and written), Good interpersonal and stakeholder liaison skills.
- DUTIES** : The successful candidate will be responsible for providing an overall effective executive/strategic support service to the Director-General and perform the following key functions: Oversee the development and implementation of an effective document management system and business processes in the Office of the Director-General; Ensure effective management of all incoming and outgoing correspondences in the Office of the Director-General; Develop and maintain a system for managing and monitoring progress on the completion of assigned Ministerial and DG referrals; Manage and provide an effective parliamentary support service to the Director-General and the Department ; Provide administrative support in ensuring compliance with legislative requirement for the Department's Public Entities and the management of Boards vacancies; Manage financial and human resources in the Office.
- ENQUIRIES** : Mr JM Kutu – Tel (012) 310 3051
- FOR ATTENTION** : Mr G Moroke
- CLOSING DATE** : 22 October 2010

- POST 40/13** : **DIRECTOR: STRATEGIC MANAGEMENT REF NO: AP6038/2010**
- SALARY** : R652 572 per annum (An all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized three year degree/diploma in Business Management, Public Administration or an equivalent qualification plus relevant experience in a management position ;Relevant experience and understanding of strategic and business planning processes ; Experience in managing organizational performance; Experience in the implementation of a Performance Management System ; Working knowledge of the Balanced Scorecard will be an added advantage ; Proven strategic management and leadership skills ; Experience in project management ; Experience and skills in development and implementation of policies ,systems and procedures ; Financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations; People management skills ; Good communication skills (verbal and written), Good interpersonal, coordination and Stakeholder liaison skills.
- DUTIES** : The successful candidate will be required to provide overall management and leadership to the Directorate: Strategic Management and perform the following key functions: Provide strategic, business and operational planning support

across the department ; Provide monitoring, evaluation and reporting support for the department ; Oversee the development, implementation and maintenance of an organizational performance management and risk management system for the department ; Coordinate and provide support to the Minister and Director-General with their oversight role for Public Entities; Provide risk management support for organizational performance management function, including coordination of organisational performance auditing. Ensure continuous improvement of the monitoring, evaluation and reporting system; Manage human and financial resources within the directorate.

ENQUIRIES : Mr JM Kutu, Tel: (012) 310 3051
FOR ATTENTION : Mr G Moroke
CLOSING DATE : 22 October 2010

OTHER POSTS

POST 40/14 : **DEPUTY DIRECTOR: ADMINISTRATION-OFFICE OF THE DIRECTOR-GENERAL REF NO: AP6038/2010**

SALARY : R 378 456 per annum (All-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A three year degree/diploma in business/public administration or a grade 12 certificate plus relevant training in administration/secretarial studies ; Extensive relevant experience in office administration and in the rendering of executive support services; relevant experience in a similar role and/or environment will be an added advantage; strong analytical skills; general management and leadership skills and experience in supervision of staff; Good experience in project management; Good coordination skills; Financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations. Good communication skills (verbal and written), Good interpersonal and stakeholder liaison skills, Willingness to work extended hours as a when required.

DUTIES : The successful candidate will be required to manage the overall administrative function in the Office of the Director-General (DG) and perform the following key functions: Document management in the Office of the DG; Development and maintenance of systems and guidelines related to document management; Electronic Development Management System (EDMS) Administration and Quality control on DG EDMS assignments/workflows; Provide Administrative support to DG; Oversee messenger services in the Office of the DG.

ENQUIRIES : Mr JM Kutu, Tel: (012) 310 3051
FOR ATTENTION : Mr G Moroke
CLOSING DATE : 22 October 2010

POST 40/15 : **HUMAN RESOURCE PRACTITIONER: RECRUITMENT, SELECTION AND APPOINTMENTS REF NO: AP185/2010**

SALARY : R130 425 per annum (Total package of R195 089 per annum, condition)
CENTRE : Pretoria
REQUIREMENTS : A three year degree/diploma in Human Resources Management or an appropriate equivalent qualification (NQF level 6) , relevant experience in Human Resources Management, with a specific focus in the area of Recruitment and selection, Knowledge of the Public Service Act, the Public Service Regulations, Employment Equity Act, Basic conditions of Employment Act and the broader public service human resources regulatory framework, Supervisory skills, Good communications skills(verbal and written), report writing skills, Ability to work under pressure and adhere to deadlines, Good customer focus, computer literacy and knowledge of the PERSAL system.

DUTIES : The successful candidate will be required to perform the following functions: Facilitate recruitment and selection of competent human resources in the department, Prepare draft adverts for Line Managers and facilitate the placement in the media, Provide support on response handling for advertised posts, Provide support and advice to Managers during short listing and interview meetings, Conduct reference checks and other verifications on recommended candidates, Prepare submissions for approval of various recruitment and selection processes: including transfers and retention of staff, Ensure the maintenance of appropriate reports and statistics relevant to the work of the Sub-directorate, Process PERSAL transactions .

ENQUIRIES : Mr J Kutu Tel: (012) 310 3051

FOR ATTENTION
CLOSING DATE

: Mr V Blose
: 18 October 2010

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference.

- APPLICATIONS** : The Director-General, Department of Human Settlements, Private Bag X644, Pretoria, 0001 or Hand delivery to Govan Mbeki House, 240 Walker Street, Sunnyside, Pretoria, 0001.
- FOR ATTENTION** : Abel Mositsa
- CLOSING DATE** : 15 October 2010
- NOTE** : 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 you're your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 Months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 40/16** : **ADMINISTRATIVE OFFICER REF NO: DOHS/125/2010**
Directorate: Housing Secretariat
This is a Re-advertisement, applicants who previously applied need NOT to re-apply as their applications will still be considered.
(This post is not restricted to Public Service employees only)
- SALARY** : R130 425 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree/Equivalent qualifications or Grade 12 coupled with *extensive* experience in committee work, which implies that the incumbent should have serviced meetings of various committees comprised of various stakeholders, *viz*, steering committees, task teams, seminars and workshops. Exceptional analytic and writing skills Good communication skills Understanding of the functions of intergovernmental structures that promote cooperative governance and integrated planning/delivery. Sound understanding of the government policies and prescripts, Knowledge of a variety of relevant computer programmes. A valid Code 8 drivers' license, In addition to the above the applicants must be prepared to travel, work long hours and undergo security clearance.
- DUTIES** : Provide secretariat, logistical and administrative support to various decision making structures of the Department including steering committees, task teams of the Human Settlements Technical MINMEC and other *ad hoc* intergovernmental structures, *viz*, preparing meeting packs for various committees, compiling agendas, minutes, action lists, memoranda, letters and comprehensive reports. monitor, track, coordinate and communicate decisions of various decision-making structures to relevant role players. Compile and maintain the database of decisions.
- ENQUIRIES** : Mrs A Vilakazi, tel. (012) 421 1426.
- POST 40/17** : **SENIOR SUPPLY CHAIN CLERK 1 POST REF NO: DOHS/124/2010**
Directorate: Supply Chain Management
- SALARY** : R105 645 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Candidates must be in possession of grade 12 certificate with at least 1 - 2 years appropriate experience. Good interpersonal skills and communication (both written and verbal; ability to work under pressure; Computer literacy; Knowledge of Treasury Regulations, Public Finance Management Act, Supply Chain Management Framework, Preferential Procurement Policy Framework Act, LOGIS and BAS.
- DUTIES** : The successful candidates will be responsible for: creation of Cellular phone service provider orders, creation of suppliers/service providers on LOGIS Online,

ENQUIRIES

Maintenance of the Item Control Numbers (ICN), Distribution of orders to suppliers/ service providers, Filing of orders and documents in the 0 – 9 files, Payments of invoices for cellular phone service providers, Follow –ups on outstanding orders, Physical verification of assets/ stock taking.
Ms. J Du Plessis Tel: (012) 421 1369

**INDEPENDENT COMPLAINTS DIRECTORATE
REPUBLIC OF SOUTH AFRICA**

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

APPLICATIONS : Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or City Forum Building, 114 Vermeulen and Schurbart Street, Pretoria 0001,
FOR ATTENTION : Ms T Marumo
CLOSING DATE : 22 October 2010
NOTE : Applications should be submitted on a Z83 obtained from any Public Service Department Accompanied by a comprehensive CV, certified copies of Qualifications, ID and Driver's license. If you have not been contacted within 3 months after the closing date of these advertisements, please accept that your application was unsuccessful, as Communication will be made with the short listed candidates only.

OTHER POST

POST 40/18 : **SENIOR SECURITY OFFICER: SECURITY SERVICES REF NO: Q9/2010/50**

SALARY : R105 645 per annum
CENTRE : Pretoria
REQUIREMENTS : Matric, PSIRA grade C. He/she must possess a valid driver's license and be computer literate. A National Diploma/Degree in a security related field or National Key Point training will be an added advantage. The incumbent must be self driven and able to work under pressure. He/she must have good communication skills (verbal and written). He/she will be expected to perform standby and after hour duties.

DUTIES : The successful candidate will perform the following responsibilities: Manning the control room and access control systems. Exercise effective key control and locking policy. Supervise the contract security officials. Record and attend to security complaints and requests, Conduct security inspections to security. Monitor security equipment. i.e. alarm system, fire detection system, X-ray machines, CCTV cameras, etc. Escorting visitors from time to time.

ENQUIRIES : Ms K Mzamo @ 0825162992
NOTE : The successful candidate will be subjected to vetting or security screening He/she should be beyond reproach.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

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

MANAGEMENT ECHELON

POST 40/19 : **CHIEF DIRECTOR: COSTING REF NO: 10/321/CFO**
(This is a re-advertisement post; candidates who applied previously need to re-apply)

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

CENTRE : National Office, Pretoria

REQUIREMENTS : A postgraduate qualification in Law/Finance/Economics/Econometrics; 10 years experience in interpreting/analyzing the impact of policy, legislation and court decisions of which at least 5 years should be at senior managerial level; Knowledge of Econometrics as well as statistical package and costing; Sound knowledge of Public Finance Management Act, Treasury Regulations and relevant prescripts; Knowledge of GRAP/GAAP; Knowledge of the Public Service; A valid driver's license. Skills and Competencies: Finance and change management; Business planning and budgeting; Strategic Management capabilities; Innovative thinking; Diagnoses action research; Programme and Project management; Good communications; People management and empowerment; Client orientation and customer focus; Advanced computer literacy; Negotiation and problem solving skills Ability to interpret/analyze legislation, policies and court decisions. DUTIES: Provide strategic direction for the Chief Directorate: Costing; Develop strategies, policies and procedures; Develop of costing models and techniques; Cost of legislation and policies; Provide regulatory impact analysis reports; Provide advice on costing findings; Provide management comments with regards to audit findings and consider implementation of recommendations; Management of personnel within the Chief Directorate: Costing; Establish and maintain effective, efficient and transparent systems of financial, risk management as well as internal control; Manage workflow and quality of outputs; Manage the budget of the Chief Directorate: Costing.

ENQUIRIES : Ms E Zeekoei (012) 315 1436

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

CLOSING DATE : 25 October 2010

NOTE : Preference will be given to women and people with disability.

POST 40/20 : **CHIEF DIRECTOR: FINANCIAL TRANSACTION PROCESSING AND REPORT SERVICES REF NO: 10/320/CFO**

This is a re-advertised post, candidates who have previously applied should re-apply.

<u>SALARY</u>	:	R790 953 – R959 871 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria A postgraduate qualification in Financial Management; 10 years experience in a financial accounting environment, of which at least 5 years should be at Senior Management level; A sound knowledge of the Public Finance Management Act, Treasury Regulations, Basic Accounting System, Persal and relevant prescripts; Knowledge of GRAP/GAAP; A valid driver's license Skills and Competencies: Strategic Management Capabilities; Leadership; Financial Management ; People management and empowerment; Client orientation and customer focus; Advanced computer literacy; Negotiation and problem solving; Good communication; People management and empowerment; Programme and project management.
<u>DUTIES</u>	:	Manage payroll, miscellaneous payments and internal control; Manage financial systems and accounts control; Render financial reporting, Audit Facilitation and Agency Services; Compile management comments for audit findings and consider implementation of recommendations as well as prepare Annual Financial statements; Manage financial transactions for the President's Fund; Manage the budget of the Chief Directorate; Management of administrative duties including the supervision of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Zeekoei ☎ (012) 315 1436 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.
<u>CLOSING DATE</u>	:	25 October 2010
<u>NOTE</u>	:	In the filling of this post Preference will be given to women and people with disabilities.

OTHER POSTS

<u>POST 40/21</u>	:	<u>FAMILY ADVOCATE- (HEAD OF OFFICE), LP- 8 REF NO: 10/314/CS</u>
<u>SALARY</u>	:	R464 013 – R653 499 per annum. (Salary will be determined in accordance with the OSD determination) The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Family Advocate: Cape Town LLB Degree or recognized four year legal qualification; Admitted as an advocate (Admittance as an Attorney with the right of appearance in the High Court will be an added advantage); The right of appearance in the High Court; At least nine (9) years appropriate post qualification litigation experience. A valid driver's license. Skills and Competencies: Litigation; Advocacy; Legal research and drafting; Dispute resolution; Case flow management; Leadership skills.
<u>DUTIES</u>	:	Supervise, manage and monitor all the operations relating to Family Advocates in the office; Ensure that all the Family Advocates act in accordance with the Departmental objective of operational efficiency; Provide regular statistics on the matters of the Family Advocate Office; Monitor case flow management, file allocation and backlogs of the Family Advocate Office; Manage operational duties including the supervision of staff; Monitor and evaluate services (quality management) of the Family Advocate Office in the designated office; Report to the Principal Family Advocate; Execute mandate and perform all functions and duties of the Family Advocate in accordance with relevant legislation; When necessary, endorse settlements agreement/ commenting thereon; Institute enquiries to ascertain the best interest of the minor child, by means of ADR procedures and evaluation; Liaise with Judges, Attorneys, Psychologist, Social workers and other relevant professionals; Participate in the Principal Family Advocate provincial management meetings; Assist the Principal Family Advocate with stakeholder management; Provide programmes, work rosters and action plans relating to the Family Advocates Office in the designated office; Promote access to Family Advocate services and create public awareness; Identify training needs and implement existing training for all Family Advocate Offices; Attend to relevant circuit courts within the province.
<u>ENQUIRIES</u>	:	Adv S Ebrahim ☎ (021) 426 1216

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

CLOSING DATE : 25 October 2010

POST 40/22 : **FAMILY ADVOCATE: LP-7 2 POSTS REF NO 10/312/CS**

SALARY : R393 918 – R424 356 per annum. Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

CENTRE : Family Advocate: Cape Town

REQUIREMENTS : An LLB Degree or four year recognized legal qualification; Admitted as an advocate (Admitted as an attorney with the right of appearance in the High Court will be an added advantage); Right of appearance in the High Court of South Africa; At least five years appropriate post qualification, litigation experience; A valid code driver's license. Skills and Competencies: Litigation; Advocacy; Legal research and drafting; Dispute resolution; Case flow management.

DUTIES : Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Report to the Senior Family Advocate / Principal Family Advocate; Endorse settlement agreements / commenting thereon; Institute enquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Liaise with Judges, Attorneys, Psychologist, Social Workers and the relevant professionals; Furnish the court with recommendations on any matter concerning the welfare of a minor child involved in a pending matter; Attend to Hague matters when delegated to do so; Promote access to the Family Advocate services and create public awareness; Identify training needs and implementing existing training for all Family Advocate Offices; Attend to relevant circuit courts within the province.

ENQUIRIES : Ms C Patrick ☎(012) 315 1150

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

CLOSING DATE : 25 October 2010

POST 40/23 : **LEGAL RESEARCHER REF NO: 10/316/CS**
Division: Office of the Chief Family Advocate

SALARY : R192 540 - R 232 590 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An LLB or four year recognized legal qualification; At least 3 year relevant experience; Knowledge and experience in the field of Family Law (Child Law), Constitutional Law, Administrative Law and International Law; Experience in Statistics, research methodologies and data analysis. Skills and Competencies: Computer literacy; Communication skills (written and verbal); Organizational and interpersonal skills; Legal Research, planning and decision making skills; Ability to interface with information management technical systems; Ability to deal with confidential information; Research and data analysis; General and Project Management skills; Ability to work accurately and timeously, for extended hours and under pressure; Ability to draft reports; Ability to utilize multiple resources e.g. Virtual Library (Jutastat and Butterworth's products). DUTIES: Coordinate and conduct research and analyse data; Develop and conduct legal research in support of the Family Advocate performance improvement initiatives; Identify and propose research opportunities for the Office of the Chief Family Advocate; Design and maintain the data collection system and instruments to meet identified research needs to enable access by other users; Manage and administer data and methods; Collate, analyze and interpret research information/ data collection for easy use by others; Compile reports and develop performance improvement intervention strategies to help answer legal questions; Locate and analyze foreign jurisprudence; Develop criteria for the distribution of resources to Family Advocate offices based on local and international best practices; Develop and maintain the database containing Family Advocate research information and assist in the development of good office practice.

ENQUIRIES : Ms C Patrick ☎(012) 315 1150

<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria
<u>CLOSING DATE</u>	:	25 October 2010
<u>POST 40/24</u>	:	<u>LEGAL ADMINISTRATION OFFICER, MR3 – MR5 2 POSTS</u> (1 year contract), (Re-advertisement) Sub-Directorate: Child Justice and Family Law
<u>SALARY</u>	:	R130 203 – R470 970 per annum. (Salary will be in accordance with OSD determination).
<u>CENTRE</u>	:	National Office, Pretoria Maintenance: REF 10/302/CS Maintenance Complaints: REF 10/301/CS
<u>REQUIREMENTS</u>	:	An LLB Degree or recognized 4 year legal qualification; 2 years' appropriate post qualification legal experience; Sound knowledge of South African Legal System; Knowledge of Government and Departmental policies and strategy would be an advantage; Knowledge of the Public Finance Management Act, and budgetary/financial management will also be an advantage; Knowledge of the Maintenance Act (Act No.99 of 98), Family Law and implementation of legislations would be an added advantage; A valid driver's license. Skills and Competencies: Legal Research and drafting; Strategic capability and leadership skills; Good interpersonal skills; Dispute Resolution; Report writing; Project Management; Computer literate (MS Office); Communication (written and verbal) skills.
<u>DUTIES</u>	:	Manage Maintenance complaints nationally; Draft legal documents, memoranda, reports and government notices; Scrutinize legislation and draft policies related to responsibilities; Prepare, consolidate and compile institutional performance reports and related strategies; Respond to legal opinions on request; Respond to parliamentary questions; Handle ad hoc tasks in line with instructions;
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Patrick ☎ (012) 315-1151 Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE NOTE</u>	:	25 October 2010 Candidates should indicate for which position they are applying
<u>POST 40/25</u>	:	<u>SOCIAL WORKER/FAMILY COUNSELOR 2 POSTS GRADE 1 - 4</u> <u>REFERENCE: 10/311/CS – CAPE TOWN (2 POSTS)</u> <u>REFERENCE: 10/313/CS- KIMBERLEY (1 POST)</u>
<u>SALARY</u>	:	R130 467 – R297 144 per annum. (Salary will be in accordance with the OSD determination).The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Family Advocate Bachelors Degree in Social Work or equivalent qualification; A minimum of 10 years appropriate experience in Social Work; Registration with SA Council for Social Service Professions (SACSSP) as Social Worker; Knowledge and experience in Mediation; Court experience in Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce matters Act, Maintenance Act and Domestic Violence Act; A valid driver's license. Skills and Competencies: Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
<u>DUTIES</u>	:	Conduct mediation and/or inquiries as part of a multi-disciplinary team in Care, Contact and guardianship, child abduction and other related family law disputes; Evaluate information and compile forensic court reports and make recommendations as to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and references in family law disputes;
<u>ENQUIRIES</u>	:	Adv. G. Parker: Cape Town ☎ (021) 426 1216 or Adv. M. Mafojane: Kimberley ☎ (053) 833 1063

<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	18 October 2010
<u>NOTE</u>	:	Separate application must be made for each center
<u>POST 40/26</u>	:	<u>ESTATE CONTROLLER, EC3-EC4 7 POSTS REF NO: 10/315/MAS</u>
<u>SALARY</u>	:	R130 203 – R242 253 per annum. Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master Of The High Court: Cape Town
<u>REQUIREMENTS</u>	:	An LLB degree or recognized four year legal qualification; At least 2 years' appropriate post qualification legal experience; A valid drivers' license will serve as a recommendation. Skills and competencies: Estates duties; Trust; Administration of estates; Dispute resolution; Computer literacy (MS Office); Communication skills (verbal and written); Problem solving; Customer focus
<u>DUTIES</u>	:	Administrate deceased- and insolvent estates, Curatorship's, Trusts and all aspects related to the administration thereof; Ensure that the service level agreements determined internally and externally are met and that consistent and professional standards of service are provided to all clients; Ensure that all opportunities and problems that may impact on service level agreements or effectiveness of operations are brought to the attention of the Assistant Master; Assist with training and development of new staff in order for the department to effectively administer estates and resolve any problems; Deal with members of the public and all other parties; Prepare court reports in a professional manner when required to; Prepare all monthly management reports in the prescribed formats together with any interpretations and recommendations.
<u>ENQUIRIES</u>	:	Ms M Moreki ☎ 012 – 315 1781
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	25 October 2010
<u>POST 40/27</u>	:	<u>PROVISIONING ADMINISTRATION CLERK: CONTRACT AND PERFORMANCE MANAGEMENT (SUPPLY CHAIN MANAGEMENT) REF NO: 10/323/CFO</u> Division: Demand and Acquisition Management
<u>SALARY</u>	:	R73 584 - R 86 679 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification; Relevant filing experience. Skills and Competence: Communication skills (written and verbal); Computer literacy (MS Word and Excel); Organisational skills; Interpersonal relations skills;The ability to work under pressure and be self motivated.
<u>DUTIES</u>	:	Open files and file documents; Maintain files within SCM; Draw files as requested; Administer daily mail;Track and trace files; Keep and update registers for incoming and outgoing files; Attend to all registry enquiries; Photocopying and faxing of requested documentation; Provide support to the office as a whole.
<u>ENQUIRIES</u>	:	Ms. E Zeekoei ☎ (012) 315 1119
<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	25 October 2010

DEPARTMENT OF LABOUR

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 : Senior Executive Manager: Human Resources Management, Private Bag X 117, Pretoria, 0001

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

CLOSING DATE : 25 October 2010

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at 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 license 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 eight (8) weeks 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 40/28 : **SENIOR PRACTITIONER: SUPPLY CHAIN MANAGEMENT (LOGISTICS MANAGEMENT)**
Directorate: Office Administration and Supply Chain Management

SALARY : R161 970 per annum

CENTRE : Pretoria

REQUIREMENTS : A relevant three year tertiary or equivalent qualification plus one to two years relevant and supervisory experience Knowledge and Skills: Knowledge and understanding of Supply Chain Management procedures, Knowledge and understanding of Government Procurement Policies, Departmental Strategic Plan, Specific delegations from the relevant act, Internal policies, Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act, SCM prescripts and guidelines, Communication – verbal and written, Supervisory, Interpersonal relations, Decision making, Presentation, Problem solving, Analytical, Training.

DUTIES : Ensure sound procurement of goods and services. Ensure compliance and control in logistics management. Ensure improved service delivery.

ENQUIRIES : Mr C Chauke, Tel. 012 309 4983

DEPARTMENT OF MINERAL RESOURCES

- APPLICATIONS** : The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007, 70 Mentjies and Schoeman Street, Trevenna Campus, Sunnyside, 0001
- CLOSING DATE** : 22 October 2010
- FOR ATTENTION** : Mr S Matlakala / Ms E Makhale
- NOTE** : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. All applications must be sent to the address provided above, and Not to the specific region(s) NOTE: The successful candidates will be required to sign a performance agreement within three (3) months of appointment.

MANAGEMENT ECHELON

- POST 40/29** : **GOVERNMENT INFORMATION TECHNOLOGY OFFICER (GITO)**
(12 Months Contract renewable based on performance)
- SALARY** : R790 953 per annum, (Inclusive package), Level 14
- CENTRE** : Pretoria
- REQUIREMENTS** : A post graduate qualification in an Information Technology environment with extensive senior management experience as well as solid experience in the IT field PLUS the following key competencies:
 - Knowledge of:
 - Management and expertise in all areas of Information Technology
 - Technical expertise in advanced strategic and business analysis
 - Change management with knowledge of public service and departmental organisational matters
 - Regulatory framework for the management of IT in Government
 - Programme management with a service delivery orientation and effective budget management
 - Policy development
 - Government policies
 - Skills: Financial management
 - Organisation and co-ordination
 - Facilitation and implementation
 - Well developed interpersonal relationship at all levels
 - Problem solving as well as numerical and analytical skills
 - Negotiation skills
 - Communication skills
 - Communication: Excellent written and oral communication skills
 - Well developed interpersonal relations
 - Creativity:
 - Strategic, innovative and proactive thinker
 - Accuracy and diplomacy
 - Ability to analyse and interpret financial information.

Recommendation: Valid Driver's License

DUTIES : Align the Department's information Management and Technology strategy with the strategic direction, management plans and business processes of the Department
 - Develop departmental supporting information management and information technology policies and strategies, regulations, standards, norms, guidelines, best practice and procedures
 - Represent the DMR at the GITO Council
 - Promote effective management of information and Information Technology as enabler and a strategic resource
 - Create an enabling environment for other managers to perform their functions more effectively and efficiently
 - Manage the SITA relationship: this entails control of the Business Agreements and Service Level Agreements (SLA's) with SITA and/or other suppliers of information technology goods and services
 - Utilisation of information security mechanisms and ensure compliance to the relevant regulatory frameworks.

ENQUIRIES : Mr N E Ragimana ☎(012) 444 3865

OTHER POSTS

- POST 40/30** : **ASSISTANT DIRECTOR: REVENUE AND DEBTS**
- SALARY** : R192 540 per annum, Level 9
- CENTRE** : Pretoria

<u>REQUIREMENTS</u>	:	A three year Diploma/Degree coupled with a strong financial and accounting background. PLUS the following key competencies: ☑ Knowledge of: • Public Finance Management Act • Treasury Regulations • Accounting • Basic Accounting System • Banking and cash management ☑ Skills: • Advanced computer literacy (spreadsheets and Techniques) • Effective revenue management skills ☑ Communication: • Ability to communicate at all levels ☑ Creativity: • Data and gap analysis • Problem solving • Self driven and systematic • Innovative and self confidence • Strive under pressure
<u>DUTIES</u>	:	Design/review and implement systems of reporting on revenue • Conduct audits of regional registers • Collect and conduct analysis of revenue registers • Consolidate and maintain complete and accurate records of receivables • Prepare monthly reconciliation and management reports • Manage cashiers office • Supervision and development of staff.
<u>ENQUIRIES</u>	:	Miss N Nyweba ☎ 012 444 3371
<u>POST 40/31</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL AND REPORTING</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 192 540 per annum, Level 9 Pretoria
	:	A degree or diploma in Accounting or Auditing or equivalent qualification with Accounting and Auditing III coupled with appropriate experience in an audit or internal control environment. PLUS the following key competencies: ☑ Knowledge of: • Public Finance Management Act (PFMA) • Treasury Regulations • GRAP • Accounting Standards • Basic Accounting Systems ☑ Skills: • Advanced computer literacy • Time management skills Numeric Analytical Organising, coordinating and planning skills ☑ Communication: • Good Verbal and written communication skills • Ability to communicate at all levels ☑ Creativity: • Ability to analyse financial statements/information. • Problem solving. Ability to work independently and under pressure. • Ability to negotiate • Report writing
<u>DUTIES</u>	:	Development and review of policies and procedures. • Monitor the application and effectiveness of internal control. • Compile reports in terms of the PFMA. • Co-ordinate the compilation of Financial Statements. • Reconciliation of and reporting on suspense and control accounts. • Co-ordinate and respond to audit queries. • Supervise and develop staff
<u>ENQUIRIES</u>	:	Ms Azwihangwisi Negota ☎ 012 444 3369
<u>POST 40/32</u>	:	<u>SENIOR HELPDESK ADMINISTRATOR</u> This is a re-advertisement; people who applied previously are encouraged to re-apply. Females and disabled candidates who meet the requirements are encouraged to apply.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R192 540 per annum, Level 9 Pretoria- Head office
	:	A three year Diploma/Degree in IT coupled with extensive relevant experience, (Microsoft Certified System Engineer ((MCSE) will be added advantage) PLUS the following key competencies: ☑ Knowledge of: • MS office 2007 • MS windows 2007/XP PRO • Remote Desktop • Printer installation • Program installation and trouble shooting ☑ Skills • Must be able to work on a technical hardware/software • Must be able to work under pressure • ☑ Communication: • Must be able to work under pressure • Skills transfer • ☑ Creativity: • independent person • Must be able to improvise (analytical) • Self motivation • Decisive.
<u>DUTIES</u>	:	Ensure effective management of helpdesk calls. Oversee 1 st , 2 nd and 3 rd line support activities. Oversee and improve technical support for the configuration. Installation, repairs and Liaise with 3 rd party suppliers on Service and printers and telephone. Liaise with 3 rd party suppliers on Services level agreement Do quality checking of helpdesk operation. Supervise and develop staff.
<u>ENQUIRIES</u>	:	Mr Tshililo Mudau ☎ (012 4443294
<u>POST 40/33</u>	:	<u>SENIOR ADMINISTRATION OFFICER</u>
<u>SALARY CENTRE</u>	:	R161 197 per annum, Level 8 Klerksdorp

<u>REQUIREMENTS</u>	:	A Degree or Diploma in Administration or Finance coupled with administrative and applicable financial experience, PLUS the following key competencies: ☐ Knowledge of: • PFMA • MPRDA • departmental policies • royalty and prospecting fees regulations • basic account system • procurement, administration and transport procedures • broad understanding of hr, scm, budgeting and financial reporting ☐ skills: • good interpersonal skills • good financial skills • sound planning and organizational skills • good interpersonal relations • leadership and computer literate • personnel management skills ☐ communication: • ability to communicate verbally and in written communication ☐ creativity: • ability to act with tact and discretion. Recommendation: valid code 08/10 drivers licence
<u>DUTIES</u>	:	Effective management of administration staff • management of assets, transport and registry • draft submissions to the director general, • checking of revenue collection, petty cash management • procurement of assets, stock, stationery and services. • proper administration of leave of officials in the region
<u>ENQUIRIES</u>	:	MS. T. N. MATSOABOLI ☎ (018) 48
<u>POST 40/34</u>	:	<u>HELPDESK ADMINISTRATOR</u> This is a re-advertisement; people who applied previously are encouraged to re-apply.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R130 425 per annum, Level 7 Pretoria-Head Office
<u>REQUIREMENTS</u>	:	A three year Diploma/ Degree in Information Technology coupled with relevant experience, A+/N+ will be an added advantage. PLUS the following key competencies: ☐ Knowledge of: • MS Office 2007, WINDOWS XP AND 2007 • remote • program installation • printer installation ☐ Skills: • Must be able to work on technical hardware • Must be able to work under pressure • Skill transfer ☐ Communication: • Must have good communication skills • Must be a good listener and patient ☐ Creativity: • Multitasks and prioritize.
<u>DUTIES</u>	:	Answer helpdesk telephones only as a backup to first line support. Log calls and close calls. Provide 2 nd and 3 rd line support. Configure, install, repair and replace computers, printers and telephones.
<u>ENQUIRIES</u>	:	Mr Tshillo Mudau ☎(012) 444 3294
<u>POST 40/35</u>	:	<u>MINERAL LAWS ADMINISTRATION OFFICER</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R130 425 per annum, Level 7 Springbok Northern Cape
<u>REQUIREMENTS</u>	:	A recognised law degree is a prerequisite with knowledge of the appropriate laws and policies relating to mining, minerals and the environment, the law of contracts, interpretation of statutes, administrative law coupled with appropriate experience. A valid code 8 driver's licence is a must as the incumbent will conduct field inspections/ attend meetings throughout the region. PLUS the following key competencies: ☐ Knowledge of: • Minerals and Petroleum Resources Development Act 2002 (Act 28 of 2002) and repealed Minerals Act, (Act 50 of 1991) • Public Finance Management Act (Act 1 of 1999) • Mineral and Petroleum Titles Registration (Act 24 1994) • Other previous and current statutes relevant to mining ☐ Skills: • Ability to interpret the mineral and mining agreements • Legislation and policies and render necessary advise • Ability to draft and compile submissions to the Minister/ DG/ DDG and other Departmental officials. • Ability to mediate in and resolve conflict situations. • Computer literacy. ☐ Communication: • Excellent verbal and written communication skills. • Diplomacy and professional conduct. ☐ Creativity: • Dynamic individual and team player.
<u>DUTIES</u>	:	Provide helpdesk assistance, process and evaluate applications for prospecting and mining rights, mining permits and other rights in terms of the MPRDA. • Compile submissions for the Minister/ DG / DDG for the granting or refusal of rights. • Render advise and assistance to clients and provide information. Conduct site inspections on illegal mining operations, attend meetings and workshops to deliver presentations to stakeholders on mining and related matters. • Compile and prepare permits for granting by the Regional Manager and prepare and compile contracts for execution. Recommendation: A valid drivers licence.

ENQUIRIES : Mr Pieter Swart ☎ (053)807 1700

POST 40/36 : **STATE ACCOUNTANT: REVENUE AND DEBTS 9 POSTS**
(one year contract)

SALARY : R130 425 per annum, Level 7
CENTRE : Witbank 1, Polokwane 1, Braamfontein 1, Welkom 1, Cape Town 1, Port Elizabeth 1, Kimberley 1, Durban 1, Klerksdorp 1

REQUIREMENTS : A degree or National Diploma in Accounting or Auditing and strong financial background, PLUS the following key competencies: ☑ Knowledge of: • Public Finance Management Act • Treasury Regulations • Basic Accounting System • Revenue Management • Administration of mining licensing activities
☑ Skills: • Advanced computer literacy • Financial management skills
☑ Communication: • Good Verbal and written communication skills
☑ Creativity: • Problem solving • Ability to negotiate • Report writing

DUTIES : Compile and maintain a complete financial data for all files open in relation to Mining activities. • Record daily all financial transactions on the revenue registers. • Prepare daily reconciliation of receipts (BAS and bank statements and levy interest on overdue accounts. • Provide weekly and monthly complete and accurate record of receivables to Head Office. Send monthly statements to debtors. Hand over to debts section all long outstanding accounts.

ENQUIRIES : Ms N Nyweba ☎ 012 444 3371

POST 40/37 : **FOOD SERVICE AID 2 POSTS**

SALARY : R62 094 per annum, Level 3
CENTRE : Head Office/Pretoria

REQUIREMENTS : ABET, coupled with relevant experience, PLUS the following key competencies: ☑ Knowledge of: • Hospitality Management • Good Planning and Organising • OHSA • Computer literacy ☑ Skills: • Confidentiality • Numeracy
☑ Communication: • Verbal and writing skills • Telephone etiquette • Interpersonal Skills ☑ Creativity: • Innovative thinking • Problem Solving • Decision Making

DUTIES : Preparing venues for meetings • Cleaning Services. • Any duties delegated by the supervisor • Provide refreshments during meetings and functions • washing of utensils, dishes, cups and glasses within the office • Ensure safe keeping of catering equipment and stock • preparing tea/coffee for executive officers

ENQUIRIES : Naledi Salagae ☎ 012 444 3544

NATIONAL TREASURY

APPLICATIONS : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.sf@treasury.gov.za. Applications can also be faxed to (012) 315 5999

CLOSING DATE : 22 October 2010 at 12:00

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

OTHER POST

POST 40/38 : **SENIOR SUPPLY CHAIN CONSULTANT (DEPUTY DIRECTOR LEVEL) REF NO: S116/2010**

Division: Specialist Functions

SALARY : R378 456 per annum

CENTRE : Pretoria

REQUIREMENTS : A tertiary qualification or equivalent in commerce / Economics / Commercial Law / Supply Chain Management or related field • Minimum of 3 years practical experience in supply Chain Management field • Two years` experience at supervisory or management level • Knowledge of supply chain management, particularly strategic procurement • Computer literacy • Knowledge of Government's procurement policies and regulations • Verbal and written communication skills • Resilience • Initiative • Team Player • Strategic • Ability to work under pressure.

DUTIES : It would be expected from the candidate to: • Possess acquisition management knowledge and the application thereof • Strategic sourcing knowledge and the application thereof • E-tendering knowledge and the application thereof • Establish and oversee maintenance of vendor catalogues • Determine availability of goods or services • Quality control • Determine key business requirements • Determine procurement lead times • Determine support requirements of vendors • Acquire vendor performance information • Contract management • Tender processing and management • Develop SMME and HDI focus • Market development for strategic goods and services • Skills development and support to tenderers in respect of tender procedures • Allow for easy access for users and self-service procurement • Enhancement of co-operation between small and large businesses.

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If not suitable candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.



CLOSING DATE : 15 October 2010
NOTE : Applications should be submitted on a signed Form Z83, obtainable from any Public Service Department and must be accompanied by a comprehensive CV, certified copies of qualifications and identification document. Applications that do not comply with the above will not be considered. Should you not hear from us within the next two months, please regard your application as unsuccessful. Please forward your application, quoting the relevant reference number, to the address mentioned at each post. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that your appointment is subjected to verification of qualifications and a security clearance. NB: no faxed or e-mailed applications will be accepted.

OTHER POSTS

POST 40/39 : **CHIEF ENGINEER: GRADE A (CIVIL) (DOLOMITE) REF NO: 2010/219**
 Professional Services

SALARY : All inclusive salary package of R 507 114 per annum
CENTRE : Head-Office (Pretoria)
REQUIREMENTS : Degree in Civil Engineering (B Eng/ BSc Eng) with six years applied post graduate experience in various facets of Civil Engineering. Registration as professional Engineer with the Engineering Council of South Africa (ECSA). Proven Civil Engineering design experience of the dolomite risk management discipline is required. Advanced computer aided design experience within the AutoCAD environment and the ARC GIS suite of programmes. Excellent technical report writing and presentation skills. Innovative problem solving ability and to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards (ISO/SABS), the Water Act, the Water Services Act, the Environmental Conservation Act, the National Environmental Management Act and the OHS Act is required. A valid driver's license (minimum code B) and the ability/willingness to travel are essential.

DUTIES : Development and regular updating of dolomite standardised Civil Engineering reference manuals for Consultants of the Department. Review, evaluate and analyse Civil Engineering consultant's design reports, in areas underlain by Dolomite formation, tender documentation, drawings and details against industry best practice norms as applicable to new, upgrading and maintenance contracts. Provide technical hands-on specialised support and technical reports to project managers in evaluating effectiveness and/or efficiency of proposed civil engineering designs on dolomite. Ad-hoc inspection and/or evaluation of Civil Engineering construction work. Ad-hoc auditing of Civil Engineering professional account/s and Civil Engineering contract final account/s. GIS system upgrading and further improvement. Retrieving and assessing GIS information from database.

ENQUIRIES : Mr P.J.J. Joubert, Tel: (012) 337 2086
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Bosman and Church Street, Public Works House Building, Pretoria

FOR ATTENTION : Ms M Masubelele

POST 40/40 : **CHIEF ENGINEER: GRADE A (CIVIL) 3 POSTS REF NO: 2010/220**
 Professional Services

SALARY CENTRE REQUIREMENTS : All inclusive salary package of R 507 114 per annum
: Head-Office (Pretoria)
: Degree in Civil Engineering or related (B Eng/BSc Eng) with six years applied post graduate experience in various facets of Civil Engineering. Registration as professional Engineer. with the Engineering Council of South Africa (ECSA) is essential. Proven Civil Engineering design experience. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards (ISO/SANS), the Water Act, the Water Services Act, and the OHS Act is required. A valid driver's license (minimum code B) and the ability/willingness to travel are essential.

DUTIES : Review analyze and evaluate civil engineering consultant's designs, tender documentation, specification drawings and details against industry best practice norms as applicable to new, rehabilitation and/or maintenance contracts. Provide technical hands-on specialised support and technical reports to project managers in evaluating effectiveness and efficiency of proposed civil engineering designs. Evaluate construction activities to conform to industry acceptable norms, standards and specifications. Review and audit final professional civil engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Provide mentorship to candidate engineers and technicians.

ENQUIRIES APPLICATIONS : Mr P.J.J. Joubert, Tel: (012) 337 2086
: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Bosman and Church Street, Public Works House Building, Pretoria

FOR ATTENTION : Ms M Masubelele

POST 40/41 : **CHIEF ENGINEER: GRADE A (STRUCTURAL) REF NO 2010/221**
Professional Services

SALARY CENTRE REQUIREMENTS : All inclusive salary of R 507 411 per annum
: Head Office: Pretoria
: Degree in Civil Engineering (B Eng/BSc Eng) with six years applied post graduate experience in various facets of structural engineering, Registration as professional Engineer with the Engineering Council of South Africa (ECSA). Extensive experience is required on the design, detailing and construction supervision of reinforced concrete and structural steel building structures and structural timber structures. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Good technical and innovative problem solving abilities. Computer literacy and experience in the application of structural engineering software and computer aided drawing systems. Good interpersonal and negotiation skills. Applied knowledge of all Built Environment legislative/regulating requirements is required. An understanding of technology and skills transfer systems. Excellent writing and presentation skills. A valid driver's license (minimum code B) and the ability/willingness to travel are essential.

DUTIES : Provide technical support to project managers during the planning phases of building projects by evaluating the design proposals and final designs submitted by the appointed consultants in terms of conformity to the Department's standards and cost effectiveness. When required, monitor and evaluate construction activities and ensure that consultants' designs are executed and conform to acceptable standards. Review final accounts for projects and assist project managers in the reviewing of professional service providers' accounts. Inspect and evaluate structural engineering defects and render advice to user departments. Responsible for the review and updating of departmental guideline documentation for structural engineering projects, manuals, standards, strategies and policies. Provide mentorship to candidate engineers and technicians.

ENQUIRIES APPLICATIONS : Mr. P.J.J. Joubert, Tel: (012) 337 2086
: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Bosman and Church Street, Public Works House Building, Pretoria

FOR ATTENTION : Ms M Masubelele

POST 40/42 : **CHIEF ENGINEER: GRADE A: (ELECTRICAL) 3POSTS REF NO: 2010/226**
Professional Services

SALARY : All inclusive package of R 507 411 (Grade A) per annum (to be structured in accordance with the Occupation Specific Dispensation for Engineers and related professionals)

CENTRE REQUIREMENTS : Head – Office (Pretoria)
: Degree in Electrical Engineering (B Eng/ BSc Eng) with six years applied post graduate experience in various facets of Electrical Engineering Professional registration in the electrical discipline as Pr Eng with ECSA as well as a Government Certificate or Competency in Electrical Engineering. A sound understanding and competence in most facets of the practices, construction methods and techniques and the systems applied in the full spectrum of electrical engineering field found in the built environment. A thorough knowledge and experience related to installations, operation and maintenance of electrical services to and installations in buildings, street and area lightning as well as HT and LT supply and reticulation systems. A sound knowledge and understanding of all relevant legislation and experience in the implementation of the Occupational Health and Safety Act, 1993. A good understanding of construction industry contracts. Well developed analytical skills and ability to pay attention to detail of engineering design in the built environment. Well developed computer hard and appropriate software skills. Well developed verbal and written communication and presentation skills. Financial and budgetary skills as per PFMA. Interpersonal and related skills. Training skills. A valid code B driver's license.

DUTIES : Develop, maintain and monitor implementation of policies, standards and guidelines, including SANS standards, in the construction, operation and maintenance of electrical installations in State buildings and facilities and inform Clients of the impact of such legislation. Represent the Department's interests at various stakeholder interactions and forums in the electrical engineering community. Ensure that the construction, operation and maintenance of electrical installations in State buildings and facilities comply with the relevant legal requirements and Departmental technical standards. Comment on draft legislation and contribute to compliance, mainly focusing on the Occupational Health and Safety Act, the Engineering Professions Act, the Environmental Management Act and any associated regulations. Undertake special investigations and incident management regarding electrical installations. Provide technical support to the Department and its clients on electrical installations. Provide reports and management information. Perform administrative and line functions in compliance with the PFMA directives and government protocol, in line with the departmental strategic goals and objectives as well as clients' needs.

ENQUIRIES APPLICATIONS : Mr. S.J.P. de Weerd, Tel: 012 337 2458
: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Bosman and Church Street, Public Works House Building, Pretoria

FOR ATTENTION : Ms M Masubelele

POST 40/43 : **CHIEF ENGINEER: GRADE A: (MECHANICAL-FIRE PROTECTION AND SECURITY) REF NO: 2010/227**
Professional Services

SALARY : All inclusive package of R507 114 (Grade A) per annum (to be structured in accordance with the Occupation Specific Dispensation for Engineers and related professionals)

CENTRE REQUIREMENTS : Head – Office (Pretoria)
: Degree in Mechanical Engineering (B Eng/BSc Eng) with six years applied post graduate experience in various facets of Mechanical Engineering. Professional registration in the mechanical engineering discipline as Pr Eng with ECSA, A sound understanding and competence in most facets of the practices, construction methods and techniques and the systems mainly in the spectrum of engineering fields of fire detection and protection installations of all kinds as well as security installations and equipment used in the built environment. A good understanding of construction industry and all relevant legislation including that pertaining to fire detection and protection installations of all kinds as well as

security measures and installations. Well developed ability to analyze and give attention to detail of engineering design. Good verbal and written communication as well as presentation and negotiations skills, well developed financial management and budgetary skills, sound interpersonal relations and good training skills. Thorough knowledge and experience of, the requirements of fire safety and the engineering and general aspects of installations for detection and the various fire protection systems used in line with Fire Regulations, the Montreal and the Kyoto protocol or any additional or subsequent agreements, etc. Security systems applied for general safety in the working environment, high security applications in state context and such systems applied in the prison and the military environment. Sound knowledge and experience in the implementation of the Occupational Health and Safety Act, 1993, A valid code B driver's license.

DUTIES

: Develop, maintain and monitor implementation of policies, standards and guidelines, including SANS standards, in the construction, operation and maintenance of fire detection and protection systems and of security installations and equipment for the Department and its clients and to inform Clients accordingly, Represent the Department at various relevant stakeholder interactions and forums, Monitor installations, operation, maintenance and records pertaining to the condition of equipment and systems to ensure that they are kept within the set standards. Provide appropriate level of professional and technical support to project implementation teams at all levels and for all clients. Undertake special investigations and incident management regarding fire detection, fire protection and security installations, Provide reports and management information, Perform administrative and line functions in compliance with the PFMA directives and government protocol, in line with the departmental strategic goals and objectives as well as clients' needs.

ENQUIRIES

: Mr SJP de Weerd, Tel: 012 337 2458.

APPLICATIONS

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

FOR ATTENTION

: Ms M Masubelele

POST 40/44

: **CHIEF ENGINEER: GRADE A: (MECHANICAL) 4 POSTS Ref no: 2010/228**
Professional Services

SALARY

: All inclusive package of R507 114 (Grade A) per annum (to be structured in accordance with the Occupation Specific Dispensation for Engineers and related professionals)

CENTRE

: Head – Office (Pretoria)

REQUIREMENTS

: Degree in Mechanical Engineering (B Eng/ BSc Eng) with six years applied post graduate experience in various facets of Mechanical Engineering. Professional registration in the mechanical engineering discipline as Pr Eng with ECSA. A sound understanding and competence in most facets of the practices, construction methods and techniques and the systems applied in the full spectrum of mechanical engineering applications found in the built environment. A sound knowledge and understanding of all relevant legislation and experience in the implementation of the Occupational Health and Safety Act, 1993. A good understanding of construction industry contracts. Well developed ability to analyze and give attention to detail of engineering design. Good verbal and written communication as well as presentation and negotiations skills. Well developed financial and budgetary skills. Sound interpersonal relations and training skills. Thorough knowledge and experience of, inter alia, steam generating boilers, air-conditioning, heating and cooling systems and other mechanical equipment in buildings and the impact of the Montreal and the Kyoto protocol or any additional or subsequent agreements on mechanical installations. A valid code B driver's license. A Government Certificate of Competency in Mechanical Engineering will be a recommendation.

DUTIES

: Develop, maintain and monitor implementation of policies, standards and guidelines, including SANS standards, in the construction, operation and maintenance of mechanical installations in State buildings and facilities and inform Clients of the impact of such legislation. Represent the Department at various stakeholder interactions and forums in mechanical engineering. Ensure that the construction, operation and maintenance of mechanical installations in State buildings and facilities comply with the relevant legal requirements and Departmental technical standards. Provide appropriate level of professional and technical support to project implementation teams at all levels and for all clients.

Comment on draft legislation and contribute to compliance, primarily on the Occupational Health and Safety Act, the Engineering Professions Act, the Environmental Management Act and any associated regulations. Undertake special investigations and incident management regarding mechanical installations. Provide technical support to the Department and its clients on mechanical installations. Provide reports and management information. Perform administrative and line functions in compliance with the PFMA directives and government protocol, in line with the departmental strategic goals and objectives as well as clients' needs.

ENQUIRIES : Mr. S.J.P. de Weerd, Tel: 012 337 2458.
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Bosman and Church Street, Public Works House Building, Pretoria
FOR ATTENTION : Ms M Masubelele

POST 40/45 : **CHIEF ARCHITECT 2 POSTS REF NO: 2010/230**

SALARY : R 436 965 per annum
CENTRE : Head Office: Pretoria
REQUIREMENTS : An appropriate Degree in Architectural or equivalent m+5 qualification, professional registration with the South African council for the architectural profession as pr arch, extensive relevant experience in the architectural in the architectural field, appropriate and good understanding of all relevant legislation and construction industry contracts, project management, strong planning and analytical skills, a valid drivers license , technical and innovative problem solving abilities, computer literacy including cad, good human relations, communication (verbal and written) and interpersonal skills.

DUTIES : provide architectural advice and support to project managers and clients, advice on the suitability of architects for appointment to specific projects, provide technical support to the projects managers in evaluating the quality, effectiveness and /or efficiency of solutions offered by consultants, consult with consultant teams, inspect buildings in the process of construction, ensure that the required standards are being applied in the building process and report on such inspections, ensure that legal and environmental requirements are adhered to during the execution of projects, inspect existing buildings to ensure that state property is sensibly utilized, carry out the design, documentation and contract administration of buildings projects, provide administrative and planning support to the directorate.

ENQUIRIES : Mr P Crafford, Tel (012) 337 2312/2420
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Bosman and Church Street, Public Works House Building, Pretoria
FOR ATTENTION : Ms M Masubelele

POST 40/46 : **CHIEF TOWN AND REGIONAL PLANNERS GRADE A: SITE IDENTIFICATION/CLEARANCE 2 POSTS REF NO 2010/222**
Professional Services

SALARY : All inclusive salary package of R 436 965 per annum
CENTRE : Head-Office (Pretoria)
REQUIREMENTS : Degree in Town and Regional Planning with relevant 6 years applied postgraduate experience in various facets of town and regional planning • Registration as Professional Planner with South African Council for Planners (SACPLAN) is compulsory • Well developed project management-, analytical-, legal compliance-, computer literacy-,interpersonal and communication skills, in-depth understanding and knowledge of site clearance processes, site infrastructure intricacies • Site viability appraisal skills • Good understanding of land use control measures, property related legislation and environmental impact assessments • Understanding Local Government and municipal policies • Exposure to geotechnical research, bulk infrastructure services examination, survey work, traffic analysis and environmental/heritage appraisals • Ability to function independently as well as in a multi-disciplinary environment • Knowledge of the build environment • Simultaneously manages substantial amount of prioritized site clearance projects, meeting demanding deadlines, travel extensively • Valid driving license.

DUTIES : The rapid and punctual clearance of land for the construction of new projects according to town planning guidelines, best practice and in line with a Site Delivery Programme linked to budgets and construction programmes. •The verification and interpretation of client department needs, preferences and space requirements, community involvement, and stakeholder support. • To project manage the location, audit/analysis, approval, preparation and clearance of sites for development. • Timely progress reporting • The appointment, briefing, administration and remuneration of consultants. • The effective collaboration with relevant stakeholders. • To resolve environmental impact, traffic engineering, heritage impact, land use, site demarcation, and site development plan issues. • To provide professional town and regional planning advice and services. • Resolve town planning or development related matters that effect client sites or assets.

ENQUIRIES APPLICATIONS : Mr. M. Ganiso, Tel: (012) 337 2010
: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Bosman and Church Street, Public Works House Building, Pretoria

FOR ATTENTION : Ms M Masubelele

POST 40/47 : **PERSONAL ASSISTANT TO THE DDG REF NO: 2010/229**
Inner City Regeneration Programme
Purpose: To render an effective and efficient administrative as well as logistical assistance to DDG: Inner City Regeneration Programme as well as to undertake research and develop appropriate policies, strategies and programmes to be used to promote the Branch.

SALARY CENTRE REQUIREMENTS : All inclusive salary of R378 457 per annum
: Head Office (Pretoria)
: An appropriate degree/diploma in any of the following fields: Social Science, Administration, Building Sciences, Financial related. Strong administrative skills. Appropriate management experience. Excellent verbal & written communication skills including strong report writing skills. Knowledge or understanding of the programmes administered by the Branch. Excellent practical hands on skills and knowledge of the MS office package (Word, Excel, and Power Point). Ability to liaise at all levels in a professional and confident manner. Networking skills. Code EB Drivers license.

DUTIES : Interface with Ministry, Director-General, Senior Management and private organisations, both local as well as international. Co-ordinate high-level meetings in all aspects, such as logistics, transport arrangements and take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the DDG and other Departments and organisations. Compile briefing notes as well as other documentation to adequately prepare the DDG for such meetings. Contribute to the development and promotion of the programmes under the jurisdiction of the DDG. Undertake research and inform DDG of such outcomes in strengthening the position of the Branch within the wider context of its mandate. Actively intervene in the promotion and development of the Branch in all aspects including Human Resources. Represent DDG at meetings as and when required to. Attend to less important functions and take to conclusion such actions. Co-ordinate all standard reports within set deadlines for transmission to Senior Management. Application of project management principles in all functional areas of the branch. Compile quarterly reports and performance reviews. Develop and maintain stakeholder management tool (construction and property industry and public sector stakeholders). Consolidate all Chief Director's reports to produce a monthly Branch report. Manage (respond, distribute and follow-up) correspondence to and from the DDG's office.

ENQUIRIES APPLICATIONS : Mr R.Samuel, Tel (012) 337 5214
: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Bosman and Church Street, Public Works House Building, Pretoria

FOR ATTENTION : Ms M Masubelele

POST 40/48 : **CONTROL ENGINEERING TECHNOLOGIST: GRADE A: (MECHANICAL: FIRE PROTECTION AND SECURITY) 2 POSTS RE NO: 2010/223**
Professional Services

<u>SALARY</u>	:	All inclusive package of R 365 466 (Grade A) per annum (to be structured in accordance with the Occupation Specific Dispensation for Engineers and related professionals)
<u>CENTRE REQUIREMENTS</u>	:	Head – Office (Pretoria)
	:	A B Tech degree in Mechanical Engineering. Professional registration with ECSA in the mechanical engineering discipline as a Pr Eng Technologist. Not less than 6 years post graduate experience in mechanical engineering technology. A thorough knowledge and experience of the principles of, requirements for and technical details of fire safety engineering and general aspects of installations for fire detection and the various fire protection systems used in line with local authority and SANS 10400 Fire Regulations, the Montreal Protocol, etc. as well as security systems applicable to general safety in the government working environment as well as those required for high security facilities such as for correctional centres and the military environment. A good understanding of construction industry and all relevant legislation, including that pertaining to fire detection and protection installations of all kinds as well as security measures and installations. Well developed ability to analyze and give attention to detail of engineering design. Good verbal and written communication as well as presentation and negotiations skills; well developed financial management and budgetary skills, sound interpersonal relations and good training skills. Thorough knowledge and experience of the requirements for fire safety and of the engineering and general aspects of installations for detection and the various fire protection systems used in line with fire regulations, the Montreal and the Kyoto protocol or any additional or subsequent agreements, etc. Advanced operational skills in respect of mechanical and related equipment and installations. Technical problem solving abilities. Design skills and ability to analyse relevant systems. Computer literacy and skills in CAD packages, including CADDIE. Demonstrated ability to compile technical specifications for tender purposes. Sound knowledge and experience in the implementation of the Occupational Health and Safety Act, 1993. A valid code B driver's license
<u>DUTIES</u>	:	Develop, maintain and monitor implementation of policies, standards and guidelines, including SANS standards, in the construction, operation and maintenance of fire detection and protection systems and of security installations and equipment for the Department and its clients and to inform Clients accordingly. Represent the Department at various relevant stakeholder interactions and forums. Monitor installations, operation, maintenance and records pertaining to the condition of equipment and systems to ensure that they are kept within the set standards. Provide appropriate level of professional technical support to project implementation teams at all levels and for all clients. Undertake special investigations and incident management regarding fire detection, fire protection and security installations. Provide reports and management information. Perform administrative and line functions in compliance with the PFMA directives and government protocol, in line with the departmental strategic goals and objectives as well as clients' needs.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S.J.P. de Weerd, Tel: 012 337 2458.
	:	The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Bosman and Church Street, Public Works House Building, Pretoria
<u>FOR ATTENTION</u>	:	Ms M Masubelele
<u>POST 40/49</u>	:	<u>CONTROL SCIENTIFIC TECHNICIAN: WATER CARE SCIENCE: GRADE A REF NO: 2010/224</u>
<u>SALARY REQUIREMENTS</u>	:	R 365 466 per annum
	:	National Higher Diploma or B.Tech degree in Water Care or Analytical Chemistry or equivalent qualification and six years relevant experience after a Diploma in Water Care or Analytical Chemistry has been obtained and registration with SACNASP as a Certificated Natural Scientist is required. A post graduate qualification in water utilization will be a recommendation. A code B driver's licence is essential. Relevant experience demonstrating a high level of competence in chemical technology, water purification practices and a sound knowledge of commercially available plants. A sound understanding of legislation pertaining to water and environmental matters is required. The following capabilities are essential: Performance and in-depth knowledge of analytical techniques for the analysis of water and sewage samples, sound knowledge of purification plant equipment and handling thereof (pumps, dosing siphons,

distribution arms on bio-filters, aerators, mechanical screens etc.), good technical problem solving abilities. Sewage and potable water process design and plant operational procedures. Planning skills and organizational skills. Analytical ability, strong communication skills, both written and verbal, and good interpersonal skills.

DUTIES : Interpretation of analytical data and problem identification. Laboratory inspection & establishment of inspection routine schedules in collaboration with technicians in various satellite laboratories. Supervision over final effluent reports to Department of Water Affairs. Liaison with regional office officials over repair & maintenance of water purification plants & briefing of consultants on water and liaising with design engineers on process design. Supervision over and training of laboratory personnel. Internal quality control & validation of database information. Drinking water quality and sewage purification plant final assessments. Liaise with officials of the Department of Water and Environmental Affairs and the Department of Health to -ensure that procedures are applied correctly and in accordance to the relevant Acts. Supervision and training of technicians in plants operations & problem solving.

ENQUIRIES : Mr. TM Moloi Tel: (012) 337 3000/2086
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Bosman and Church Street, Public Works House Building, Pretoria

FOR ATTENTION : Ms M Masubelele

POST 40/50 : **SCIENTIFIC TECHNICIAN: WATER CARE SCIENCE: GRADE A, B OR C REF NO: 2010/225**

SALARY : R218 166 per annum
CENTRE : Head Office -Pretoria
REQUIREMENTS : National Diploma in Water Care / Analytical Chemistry or equivalent qualification. A valid Code B drivers License and Registration with SACNASP as a certified Natural Scientist. Three years minimum post qualification experience demonstrating a high level of competencies in sewage and water purification practices and sound knowledge of commercially available plants. A sound understanding of legislation pertaining to water and environment is required. Performance of analytical techniques for the analysis of water samples, handling of glassware and electronic analytical equipment and the handling of purification plant equipment (pumps, dosing, siphons, distribution arms on biofilters, aerators, mechanical screens etc). Computer literacy. Good communication (verbal and written) and human relations skills. Technical problem solving abilities, reasoning and persuasion abilities. Understanding of sewage and drinking water purification processes, design and operational procedures. Knowledge of the Water Act and Water Service Act, knowledge of the Environmental Conservation Act and the National Environmental Management Act.

DUTIES : Scheduled inspections on monthly, quarterly and six monthly Basis. Sampling of sewage and drinking water purification plants, final effluent and plant components as necessary, Operator training as necessary. Assessment of sewage and drinking water plants and the relevant processes. Evaluation of commercially available plants. Technical problem solving, analysis of final effluent from sewage and drinking water purification plants, report writing compliance/non compliance of plants, liaison with Chief Industrial Technician (Analytical Services) on laboratory administration. General housekeeping and care for electronic apparatus. Interpretation of analytical data and problem identification. Establishment of inspection routine schedules. Compilation of final sewage effluent and drinking water reports. Quality assessment and recommendations on improvement of water quality.

ENQUIRIES : Mr. TM Moloi, Tel No (012) 337 2086
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Bosman and Church Street, Public Works House Building, Pretoria

FOR ATTENTION : Ms M Masubelele

POST 40/51 : **ASSISTANT DIRECTOR: BUDGETING REF NO: 2010/231**

SALARY : R 192 540 per annum
CENTRE : Polokwane Regional Office Ref 2010/231 A
Kimberley Regional Office Ref 2010/231 B

<u>REQUIREMENTS</u>	:	A National Diploma/Degree or equivalent qualification in Accounting, Finance or Economics and appropriate budgeting experience. Knowledge of transversal systems applicable in the Public Service will be an added advantage. Ability to implement systems and exercise control to ensure sound financial management. Proven financial oral and written communication skills. Understanding of PFMA and relevant government regulations and policies. Computer literacy, especially working with spreadsheets and report writing.
<u>DUTIES</u>	:	The successful candidate will support Accounting Officers and other officials in their execution of their business activities. Prepare and provide financial information to the Head of Finance. Ensure that budget estimates or proposals are complete, accurate and conform to established procedures, regulations and departmental objectives. Prepare annual budget and submit same as required. Forecast and project future cash flow for the Regional Office to ensure non-budget under/over expenditure. Analyze the Department's financial and general operating information to identify trends, strategies, service delivery indicators and opportunities. Provide technical assistance and training.
<u>ENQUIRIES</u>	:	Mr. ML Serepo (015) 293 8003 Polokwane Mr P Mathinye (053)838 5313.Kimberley
<u>APPLICATIONS</u>	:	The Acting Regional Manager, Department of public Works Private Bag X9469, Polokwane, 0700 or Hand deliver at 78 Hans van Rensburg Street, Old Mutual Building, 1 st Floor, Polokwane
<u>FOR ATTENTION APPLICATIONS</u>	:	Mr. NJ Khotsa The Regional Manager, Department Of Public Works, Private Bag X 5002. Kimberley 8301
<u>FOR ATTENTION</u>	:	Ms L Mothala
<u>POST 40/52</u>	:	<u>VALUER (ASSISTANT DIRECTOR) REF NO: 2010/216</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 192 540 per annum Head Office (Pretoria) An appropriate Bachelor's degree in Real Estate (especially Property Valuation) or National diploma in Real Estate (Property Valuation), plus relevant experience in property valuations. Registration with the South African Council of Valuers (in terms of the Property Valuers Profession act. No. 47 of 2000) as a Professional Valuer or Associated Professional Valuer. A valid driver's license. Knowledge: Valuation of all types of property; Public Finance Management Act, 1999; procurement directives & procedures; programme & project planning; market research, title deeds & survey diagrams. Skills: Effective communication skills, advanced report writing skills, computer literacy; planning and organizing; numeracy; diplomacy skills, interpersonal skills, problem solving, presentation skills. Personal attributes: Innovative, creative, hardworking, self motivated, ability to work under pressure, ability to communicate at all levels, analytical thinking, conflict resolution, research, facilitation, self starter. Other: Must be prepared to work long hours, travel frequently to valuation sites throughout the country, willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Undertake the valuation of properties on behalf of the Department; Draft evaluation reports for submission to the Land Affairs Board; Review and contest municipal valuation rolls and represent the Department in disputes arising from such valuation rolls; Assist in the Briefing, appointment and management of private valuers commissioned by the Department; Assess valuations received from private valuers and valuers in training; assist in driving the valuer-in-training programme and associated initiatives; Mentor valuers-in-training appointed by the Department; Promote the interest of the valuers' profession in general.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. P Chiapasco Tel (012) 337 3485 The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Bosman and Church Street, Public Works House Building, Pretoria
<u>FOR ATTENTION</u>	:	Ms M Masubelele
<u>POST 40/53</u>	:	<u>ASSISTANT DIRECTOR: SCREENING SERVICES REF NO: 2010/217</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R192 540 per annum Head Office Applicant must in a possession of a National Diploma/Degree in Security Management /Social Sciences and alternatively intensive and relevant working experience. NIA Vetting / Screening Course will be an added advantage.

Familiarity with the National Vetting Policy Guidelines, Minimum Information Security Standards. Recommendation: Ability to work independently, analyze problem areas and to initiate corrective measures. Valid driver's license and willing to travel on regular basis. Good communication skills at all level. Good writing and analytical skills regarding the submissions and briefing notes. The ability to do presentation on security matters. Project management skills. Evaluation and analytical skills

DUTIES : Providing compliance to security legislations and information security; Supervision of Screening Officers; Providing admin and screening support to Head of Screening; Liaising with NIA, SAPS, Internal Project Managers and other stakeholders on security screening issues; Liaising with HR on pre-employment screening issues; Providing support to Head of Screening on company briefing workshops at Head Office and Regional Offices; Administering screening databases; Providing support to vetting administration; Liaising with Kreditinform with regard to maintenance and service of screening databases.

ENQUIRIES : Mr. Z Rambau Tel (012) 337 2620/2500
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Bosman and Church Street, Public Works House Building, Pretoria

FOR ATTENTION : Ms M Masubelele

POST 40/54 : **ARTISAN FOREMAN: MECHANICAL REF NO: 2010/232**

SALARY : R 154 107 per annum
CENTRE : Hoedspruit Workshop
REQUIREMENTS : An appropriate N3 plus trade test obtained from Olifantsfontein or any accredited institution, a valid driver's license. Knowledge in the field of water pumps, water purification plant, sewerage treatment plant. Two years experience in operations of water pumps and sewerage treatment plants. Have knowledge in mechanical installations, allied equipment and construction. Ability to manage people. Must be willing to work overtime and stand by. An understanding of the Performance management System. Computer literacy. Good communication skills (Verbal and Written). Negotiation skills.

DUTIES : The successful candidate will be in charge of Mechanical workshop. Administer leave, overtime and transport registers. Ensure that water management plan is implemented and also responsible for meter readings, water reticulation and water action plan. Report to Polokwane Regional Office.

ENQUIRIES : Mr. Y.T. Siweya (015) 291 6300
APPLICATIONS : The Acting Regional Manager, Department of public Works Private Bag X9469, Polokwane, 0700 or Hand deliver at 78 Hans van Rensburg Street, Old Mutual Building, 1st Floor, Polokwane

FOR ATTENTION : Mr. NJ Khotsa

POST 40/55 : **SCIENTIFIC TECHNICIAN: WATER CARE SCIENCE GRADE A, B OR C REF NO: 2010/218**

SALARY : R148 818/170 154 or 193 671 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : National Diploma in Water Care / Analytical Chemistry or equivalent qualification. A valid Code B drivers License and Registration with SACNASP as a Certified Natural Scientist. Three years minimum post qualification experience demonstrating a high level of competencies in sewage and water purification practices and sound knowledge of commercially available plants. A sound understanding of legislation pertaining to water and environment is required. Performance of analytical techniques for the analysis of water samples, handling of glassware and electronic analytical equipment and the handling of purification plant equipment (pumps, dosing, siphons, distribution arms on biofilters, aerators, mechanical screens etc). Computer literacy. Good communication (verbal and written) and human relations skills. Technical problem solving abilities, reasoning and persuasion abilities. Understanding of sewage and drinking water purification processes, design and operational procedures. Knowledge of the Water Act and Water Service Act, knowledge of the Environmental Conservation Act and the National Environmental Management Act.

DUTIES : Scheduled inspections on monthly, quarterly and six monthly Basis. Sampling of sewage and drinking water purification plants, final effluent and plant components as necessary, Operator training as necessary. Assessment of sewage and

drinking water plants and the relevant processes. Evaluation of commercially available plants. Technical problem solving, analysis of final effluent from sewage and drinking water purification plants, report writing compliance/non compliance of plants, liaison with Chief Industrial Technician (Analytical Services) on laboratory administration. General housekeeping and care for electronic apparatus. Interpretation of analytical data and problem identification. Establishment of inspection routine schedules. Compilation of final sewage effluent and drinking water reports. Quality assessment and recommendations on improvement of water quality.

ENQUIRIES

: Mr. TM Moloi , Tel No (012) 337 2086

APPLICATIONS

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

FOR ATTENTION

: Ms M Masubelele

DEPARTMENT OF SCIENCE AND TECHNOLOGY

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

- APPLICATIONS** : To apply go to <http://www.dst.gov.za>, click on "Careers", then select "Click for the Latest Job Opportunities". Applicants will then be directed to the available positions. Queries may be directed to help@jonti.co.za or call our helpline on 0861 113 460. You can also apply by sending your Z83, CV and application letter to HRHelpdesk@dst.gov.za, or Private Bag X894; Pretoria, 0001, or by delivering your application to Building 53, Scientia (CSIR) Campus, Meiring Naudé Road, Brummeria.
- CLOSING DATE** : 22 October 2010
- NOTE** : Shortlisted candidates will be requested to submit certified copies of all qualifications, their identity document, pay slip (if employed) and reference report. It is the responsibility of the applicant to have his/her foreign qualification evaluated by South African Qualifications Authority (SAQA). All qualifications will be verified. Confirmation of final appointment will be subject to a positive security clearance and vetting of qualifications. Owing to the high volume of responses anticipated, correspondence will be limited to shortlisted candidates only. SMS members (Level 13 to 16) will be subjected to competency-based assessment. On assumption of duty, the incumbent will have to enter into a performance agreement and sign declaration forms.

MANAGEMENT ECHELON

- POST 40/56** : **CHIEF DIRECTOR: SPACE SCIENCE AND TECHNOLOGY**
Programme: Research, Development and Innovation
- SALARY** : R790 953 (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Postgraduate degree in natural science, engineering or a related qualification • At least five years' experience in a senior position in the management of research and development and/or in a science and technology policy environment • Knowledge of project management principles, strategy development and implementation, understanding of the National System of Innovation, legislative processes, protocol and diplomacy • Must be client orientated and customer focused, with strategic and leadership capabilities • High-level capabilities required include problem solving, analytical ability, creativity, networking ability, report writing and presentation skills • Must be at liberty to travel locally and internationally.
- DUTIES** : Provide leadership in space science and technology • Develop strategies to advance space science and technology in collaboration with government, industry, academia and the broader research community • Manage the national space capacity development programme • Manage satellite programmes • Manage budget for the Space Science and Technology Subprogramme • Manage international multilateral engagements • Facilitate and coordinate technology with local and international stakeholders.
- ENQUIRIES** : Dr Val Munsami (012 843 6822)
- POST 40/57** : **HEAD OF NIPMO**
(24-month contract)
- SALARY** : R790 953 (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : 5 years' experience in a senior management position. Masters qualification in Science or Engineering. A PhD would be an advantage, while an LIB (Patent Law) and registration with SAIPL as a patent attorney would be added advantages. Proven track record in intellectual property management and technology transfer; Proven record in policy and legislation development; Sound knowledge and understanding of application of the Intergovernmental Relations

Framework Act, 2005, King III Report; In-depth knowledge and understanding of the Intellectual Property Rights from Publicly Financed Research and Development Act (IPR Act), 2008; Knowledge of the Medium Term Strategic Framework, Government Planning Framework and PFMA; Knowledge of various structures and programmes relating to intellectual property (IP) and innovation within the National System of Innovation (NSI); Understanding of international intellectual property arrangements and positions, Knowledge and understanding of South African IP laws.

DUTIES : Implementation of NIPMO's business plan and obligations in terms of the IPR Act. Provide policy, strategy and support relating to the IPR Act through interventions aimed at promoting accountability in R&D public investments; Implementation of appropriate policies and programmes of action in compliance with the IPR Act and its regulations; Constantly review and evaluate implementation mechanisms to inform corrective alignment and revision of the IPR Act and IP management in the NSI; Management of strategic partnerships and advocacy; Allocate responsibility, conduct performance reviews and implement tracking and development initiatives; Set and manage NIPMO's operational and capital budget in line with the business plan.

ENQUIRIES : Mr Steven Ratsatsi (012 843 6796)

POST 40/58 : **DIRECTOR: ADVISORY AND SUPPORT SERVICES**
(24-month contract)

SALARY : R652 572 per annum (all-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : A postgraduate qualification in Science or Engineering; Training in intellectual property and technology transfer. Certificate in Management would be an added advantage; Knowledge of technology transfer management and operations; In-depth knowledge and understanding of the IPR Act; Knowledge and understanding of legislation and regulation impacting on technology transfer activities in SA; Knowledge of the research environment, technology development and commercialisation processes; Knowledge of the Higher Education Act; Ability to liaise with different stakeholders at different levels; Ability to work under pressure and independently.

DUTIES : Management of NIPMO's advisory services; Promoting NIPMO strategies within the NSI; NIPMO's brand development and advocacy; Management of infrastructure establishment; Resource management.

ENQUIRIES : Mr Steven Ratsatsi (012 843 6796)

POST 40/59 : **DIRECTOR: REGULATORY AND COMPLIANCE**
(24-month contract)

SALARY : R652 572 (all-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : A postgraduate qualification in Science or Engineering or Law; Training in intellectual property and technology transfer; Certificate in Management would be an added advantage; In-depth knowledge technology [transfer?] and understanding of the Intellectual Property Rights from Publicly Financed Research and Development Act, 2008; Knowledge and understanding of legislation and regulation impacting on technology transfer activities in SA; Knowledge of the Public Finance Management Act; Knowledge of the research environment, technology development and commercialisation processes; Knowledge of the South African intellectual property regime as well as all the applicable legislation and regulations; Be able to liaise with different stakeholders at different levels; Ability to work under pressure and independently; Proven experience in monitoring and compliance.

DUTIES : Development and management of the IP disclosure and protection framework for NIPMO; Management of IP transactions referred to the NIPMO by recipients; Monitoring of compliance with the IPR Act and its regulations; Management of secretariat function to the Independent Disputes Panel Resource Management.

ENQUIRIES : Mr Steven Ratsatsi (012 843 6796)

POST 40/60 : **DIRECTOR: OFFICE OF THE DEPUTY DIRECTOR-GENERAL**
The successful candidate will support the Deputy Director-General in the efficient and effective management and coordination of the Programme through the provision of management support with regard to finances, planning, human

resources and administration processes, and manage internal and external programme-related liaison at a strategic level.

Programme: Research, Development and Innovation

SALARY : R652 572 (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A postgraduate qualification in Public Administration or equivalent qualification • A minimum of five years' relevant working experience in a similar executive environment • Extensive knowledge of government financial systems (including budgeting, expenditure and control), business planning processes and project management, as well as matrix organisational structure management • Excellent communication, administration, negotiation and coordination skills • Dynamic team management.

DUTIES : Develop and manage all administrative processes within the DDG's Office • Monitor adherence to DST policies in procurements and employment practices • Manage quality assurance of all documentation and submissions • Attend to all queries to the DDG • Coordinate the allocation and dissemination of information within the Programme for the various reporting responsibilities in the DDG's Office • Coordinate human resources • Monitor and implement decisions taken (OPCO, EXCO and Minister's meetings) • Coordinate and manage MTEF budgeting processes as well as strategic and business planning within the Programme • Develop a planning calendar for the Programme in line with departmental events • Ensure compliance and control.

ENQUIRIES : Dr Val Munsami (012 843 6822)

POST 40/61 : **DIRECTOR: INTERNAL AUDIT SERVICES**
Unit: Internal Audit Services

SALARY : R652 572 (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Postgraduate degree in the field of Accounting and Auditing. Chartered Accountant or Certified Internal Auditor will be an added advantage. 6 years' experience in internal auditing or auditing environment, of which two must be in a senior management position. Sound knowledge of Public Finance Management Act, Sound knowledge of Treasury Regulations, Knowledge of international standards for professional practice of internal audit, knowledge of risk management standards and procedures and knowledge of corporate governance and prescripts. The incumbent must possess the following skills: Project management skill, negotiations skills, people management skills, communication skills and planning and problem-solving skills.

DUTIES : The incumbent will manage the development of strategic risk-based audit plans. Manage adherence to and continuous improvement of the internal audit risk based audit methodology. Oversee regular interaction with risk officer to communicate new risks identified during audits. Manage the implementation of the marketing and communication strategy for Internal Audit Services (IAS). Manage relationships with key IAS stakeholders. Manage and monitor compliance with internal audit policies and procedures. Monitor compliance with internal DST policies and procedures. Manage the science audit planning process and review the quality and relevance of the audit objectives. Coaching and mentoring of internal audit team. Direct development of the internal audit team. Manage financial resources allocated to internal audit.

ENQUIRIES : Ms C du Toit (012 843 6606)

OTHER POSTS

POST 40/62 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION**
Unit: Performance Monitoring and Evaluation

SALARY : R378 456 (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : At least a Masters qualification in Monitoring and Evaluation, Economics, Social Sciences or Developmental Studies, At least 3 to 5 years' working experience in project or programme management, monitoring and evaluation. Knowledge of National System of Innovation. Monitoring and evaluation principles, tools and methods. Knowledge and understanding of the development, implementation and monitoring of performance management systems, including impact assessment,

		strategic management. Research methods, data and knowledge management. Communication (including report writing), policy, strategy and legislative analysis and interpretation, problem solving and analytical, financial and people management. The candidate must be a team player and innovative.
<u>DUTIES</u>	:	The incumbent will collect, analyse, compile and disseminate performance information relating to DST contributions to the cluster outcomes (half-yearly; and annually). Facilitate the conceptualisation, design and implementation of the reviews and/or evaluations of DST policies and strategies. Facilitate the conceptualisation, design, and implementation of system-wide reviews. Develop policies, strategies, plans, frameworks and other tools to guide monitoring and evaluation (M&E). Facilitate the implementation of the M&E capacity building plan.
<u>ENQUIRIES</u>	:	Dr S Tyiso (012 843 6648)
<u>POST 40/63</u>	:	<u>DEPUTY DIRECTOR: EDITING</u> Unit: Communication
<u>SALARY CENTRE REQUIREMENTS</u>	:	R378 456 (all-inclusive remuneration package) Pretoria
	:	A bachelor's degree, preferably with English as a major. At least five years' practical experience in editing. Exceptional English skills. Excellent editing, writing, and proofreading skills. Good general knowledge. The ability to manage multiple assignments and meet tight deadlines in a fast-paced environment. Excellent interpersonal skills. Self-motivation and the ability to work with minimal supervision. The ability to use Microsoft Word, Microsoft Outlook and the Internet competently. Recommendations: English as mother tongue. Experience in editing or translating government documents. Accreditation for English editing by the South African Translator's Institute.
<u>DUTIES</u>	:	Edit documents for grammatical correctness, readability, consistency, logic and style. Proofread documents for publication. Perform relevant administrative duties.
<u>ENQUIRIES</u>	:	Ms Beryl Judd (012 843 6786)
<u>POST 40/64</u>	:	<u>DEPUTY DIRECTOR: SECTOR RESEARCH AND DEVELOPMENT (R&D) DATA ANALYST</u> Unit: Private Sector Research and Development Promotion
<u>SALARY REQUIREMENTS</u>	:	R378 456 (all-inclusive remuneration package)
	:	The successful candidate will hold a Bachelor's degree in natural sciences and/or degree in the fields of economics, statistics, data analysis and taxation coupled with at least 2 years' applicable experience in a R&D environment and a sound understanding of company tax law. Good understanding of science and technology policy. Good understanding of taxation and administration. Knowledge and appreciation of R&D and technology management. Good written and verbal communication skills. Good interpersonal skills and ability to work in team setting. Advanced problem solving and advanced research skills. Advanced proficiency level with analytical tools, e.g. Advanced Microsoft Excel or Access. Knowledge of data analysis methodology and presentation
<u>DUTIES</u>	:	Maintain R&D tax incentive database, provide comprehensive analysis of statistical data, extract sector R&D expenditure data trends. Identify high risk R&D tax claims within various sectors, compile comprehensive reports.
<u>ENQUIRIES</u>	:	Dimakatso Mokone (012 843 6560)
<u>POST 40/65</u>	:	<u>DEPUTY DIRECTOR: TECHNOLOGY TRANSFER SPECIALIST</u> (24-month contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R378 456 per annum (all-inclusive remuneration package) Pretoria
	:	A postgraduate qualification in Science or Engineering or Law. 2 to 3 years' experience in the innovation management space, knowledge of legislation and regulations impacting on technology transfer activities in SA such as intellectual property laws, Reserve Bank regulations, etc. Knowledge of the Intellectual Property Rights from Publicly Financed, Research and Development Act, 2008, technology commercialisation, technology transfer processes and operations, and scarce skills advancement policies and programmes.

DUTIES : Coordination and implementation of the Office of Technology Transfer (OTT) roll-out plan and human capacity development. Coordination of ongoing site audits of OTTs (including milestone audits). Liaison and networking with the National Intellectual Property Management Office (NIPMO) strategic partners and relevant stakeholders. Implementation of the NIPMO marketing advocacy and awareness strategy.

ENQUIRIES : Mr Steven Ratsatsi (012 843 6796)

POST 40/66 : **DEPUTY DIRECTOR: INTELLECTUAL PROPERTY SPECIALIST**
(24-month contract)

SALARY : R378 456 (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Postgraduate qualification in Science or Engineering; 3 to 4 years' IP management experience; Knowledge of legislation and international treaties relating to IP management and commercialisation; Relationships with key funding agencies of IP commercialisation and translation; Sound knowledge and understanding of legislation and regulation impacting on technology transfer activities in SA; In-depth knowledge and understanding of the Intellectual Property Rights from Publicly Financed Research and Development Act, 2008; Knowledge of various structures and programmes relating to IP and innovation. Training in legal IP principles; Business development principles and processes.

DUTIES : Management of IP audits and reviews; Facilitation of compliance with IPR Act and its regulations, Contribute to the advisory desk through the provision of leadership on best practice in terms of IP management; Acquisition of IP management tools.

ENQUIRIES : Mr Steven Ratsatsi (012 843 6796)

POST 40/67 : **DEPUTY DIRECTOR: INTELLECTUAL PROPERTY ATTORNEY**
(24-month contract)

SALARY : R378 456 (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Postgraduate qualification in science or engineering or law, preferably LIB; Admission as an attorney in South Africa; Registration with SAIPL would be an added advantage; 5 years' experience in legal management of intellectual property and commercialisation; Proven experience in drafting and interpreting commercial and research contracts; Understanding of South African intellectual property laws and regulations governing intellectual property transactions; Experience in conflict/dispute resolutions, Good communication and presentation skills, Legal opinion drafting and business report writing.

DUTIES : Draft and review of contracts related to IP transactions; Lead on interactions with National Treasury on regulation of IP transaction; Presentation of cases and disputes on NIPMO's behalf before panels and committees; Continuous update to IPR regulations during the interim phase based on feedback and implementation lessons; Develop guidelines and principles for IP transactions; Review, engage and make recommendations on referrals of IP and/ or non-compliance by recipients.

ENQUIRIES : Mr Steven Ratsatsi (012 843 6796)

POST 40/68 : **DEPUTY DIRECTOR: CAPACITY DEVELOPMENT AND OTT LIAISON**
(24-month contract)

SALARY : R378 456 (all inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A postgraduate qualification in Science or Engineering, Training in Intellectual Property and Technology Transfer, 2- 3 years of experience in the Innovation Management space, Knowledge of technology transfer process and operations, Knowledge of legislation and regulation impacting on technology transfer activities in South Africa, Knowledge of the Intellectual Property Rights from Publicly Financed Research and Development Act, 51 of 2008, Knowledge of higher education institution operations and research management

DUTIES : Management of and implementation of Office of Technology Transfer (OTT) roll-out plan Intellectual Property and Technology Transfer human capacity development within the NSI, Management of Tektique platform migration process (from Pilot facility to the NIPMO), Provision of advisory services to OTTs, Implementation of the NIPMO marketing advocacy and awareness strategy;

ENQUIRIES : Mr. Steven Ratsatsi (012- 843 6796)

POST 40/69 : **ASSISTANT DIRECTOR: TEKTIQUE (KNOWLEDGE MANAGEMENT SYSTEMS)**
(24-month contract)

SALARY : R263 779.80 plus 37% per annum
CENTRE : Pretoria
REQUIREMENTS : A qualification in information technology or marketing management; Certificate in information and/or knowledge management would be an added advantage; 1 to 2 years' experience in management of website content and traffic; Strengths in client orientation and customer focus, Marketing and customer relations, Knowledge of technology commercialisation and transfer, Knowledge of key publicly financed research institutions within the NSI, Familiarity with social network tools and operations, Knowledge of applicable information management and confidential material management.

DUTIES : Promoting Tektique platform usage to incorporate publicly financed research and development institutions; Management of subscriptions and database for NIPMO and its stakeholder institutions; Monitoring performance and maintenance of Tektique system.

ENQUIRIES : Mr Steven Ratsatsi (012 843 6796)

POST 40/70 : **SENIOR ADMIN ASSISTANT**
(24-month contract)

SALARY : R221 898.90 per annum
CENTRE : Pretoria
REQUIREMENTS : A National Diploma or Certificates in office management and administration/or equivalent; Minimum of 1-2 years experience in administration function within the intellectual property management environment; Knowledge of IP disclosures, patent registrations, recording and filling systems and procedures would be an advantage; Clear understanding of office administration activities and processes; Knowledge of scarce skills advancement policies and programmes.

DUTIES : Coordination of all information submitted to the NIPMO in line with the requirements of the IPR Act; Administrative support to NIPMO Office; Develop and maintain proper record keeping system; Coordination and collection of financial data and compilation of monthly financial status report for the NIPMO office; Management of database information; Document management;

ENQUIRIES : Mr Steven Ratsatsi (012 843 6796)

POST 40/71 : **SENIOR ADMIN ASSISTANT**
(24-month contract)

SALARY : R221 898.90 per annum
CENTRE : Pretoria
REQUIREMENTS : A National Diploma or Certificates in office management and administration/or equivalent; Minimum of 1 to 2 years' experience in administration function within the intellectual property management environment; Knowledge of IP disclosures, patent registrations, recording and filling systems and procedures would be an advantage; Clear understanding of office administration activities and processes; Knowledge of scarce skills advancement policies and programmes.

DUTIES : Document and information management; Report compilation and formatting – maintain templates of standard documents in use in the office; Manage the diary of the NIPMO; Office Management and management of the information database, Arrange and coordinate events, workshop and seminars

ENQUIRIES : Mr Steven Ratsatsi (012 843 6796)

POST 40/72 : **SENIOR SECRETARY**
(24-month contract)

SALARY : R144 733.70 per annum
CENTRE : Pretoria
REQUIREMENTS : Clear understanding of Departmental policies that informs human resources, Clear understanding of office administration activities and processes; Extensive knowledge and experience of MS Word, MS Excel, PowerPoint, MS Outlook and

the Internet are essential; Diploma/Certificate in Office Administration; At least 12 months in secretarial services

DUTIES

: Secretarial support to directors within NIPMO, Administrative support and organise meetings and workshops, Logistical support.

ENQUIRIES

: Mr Steven Ratsatsi (012 843 6796)

DEPARTMENT OF SOCIAL DEVELOPMENT

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

APPLICATIONS : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street

FOR ATTENTION : Ms J Malala

CLOSING DATE : 22 October 2010

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

OTHER POSTS

POST 40/73 : **MANAGER: COMMUNITY DEVELOPMENT POLICY DEVELOPER GRADE I**
Directorate: Sustainable Livelihood

SALARY : R410 262 per annum, This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE : Pretoria

REQUIREMENTS : An appropriate three year tertiary qualification. A minimum of 10 years recognisable experience in Community Development after obtaining the required qualification, of which 5 years must be appropriate experience in community policy development. Functional Competencies needed: Understanding of community development programs. Understanding of community development legislation. Community development research. Understanding of principles applied in community work. Generic Competencies needed: Planning and organising skills. Presentation skills. Communication (written, verbal and liaison) skills. Computer literate. Team work and collaboration. Networking and building bonds. Project management skills. Problem solving skills. Developing others. Financial management skills. Assertiveness. Diplomacy. Ability to work under pressure.

DUTIES : Key Responsibilities: Plan, facilitate and monitor the integration and co-ordination of Sustainable Livelihoods approach for poverty eradication and building of sustainable communities. Develop, implement, co-ordinate and monitor an integrated sustainable plan to link grants, poverty eradication and job creation. Develop and facilitate implementation of new programmes addressing poverty and sustainable livelihoods. Facilitate the establishment of a stakeholder forum to advocate for the sustainable livelihoods approach. Develop and maintain a database of community development partners. Plan and facilitate workshops and seminars for information sharing and reporting on community development. Maintain a good working relationship through consultation and liaison with provincial departments and local government. Facilitate linkages and networks with external stakeholders for the implementation of Sustainable Livelihoods Programmes. Management of the sub directorate.

ENQUIRIES : Mr A Mahlako Tel: (012) 312-7335

POST 40/74 : **DEPUTY DIRECTOR: INSTITUTIONAL CAPACITY BUILDING**
Directorate: Institutional Capacity Building (NPO)

<u>SALARY</u>	:	R378 456 per annum, This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate recognised Bachelor's Degree or equivalent PLUS credible experience in institutional management for NPOs including facilitating structure learning events. Competencies needed: ?Familiarity with initiatives to improve the policy and legislative framework for the nonprofit sector. ?Policy development and ability to analysis and interpret policies. ?Adult Learning and outcome based education including presentation and facilitation skills. ?Understanding of the national skills development framework. ?Research and analytical skills. ?Project management and good organising and planning skills. ?Communication (written and verbal) skills. ?Financial Management and supervisory skills. ?Computer literacy. Good interpersonal skills. Code 08 driver's licence.
<u>DUTIES</u>	:	Facilitate the process for developing and implementing policy and programme to support organisations in their endeavour to register as NPOs. ?Ensure that the standard of governance within NPOs is maintained and improved. ?Facilitate the development of accredited training programme to improve non-profit organisation's governance & access to the registration process. ?Develop best practice models on organisational governance. ?Represent the Department in external fora. ??Liaise with national, provincial and governments including Sector Education and Training Authorities and other stakeholders and role players in the nonprofit sector. ?Provide leadership and management to the sub-directorate.
<u>ENQUIRIES</u>	:	Mr M Bok <u>Tel</u> : (012) 312-7697
<u>POST 40/75</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER</u> Directorate: NPO Institutional Capacity Building
<u>SALARY</u>	:	R161 970 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelors Degree or equivalent qualification PLUS sufficient experience and/or knowledge of the nonprofit governance and/or a Senior Certificate (Grade 12) PLUS credible experience and/or knowledge of the nonprofit governance. ?Knowledge and understanding of the legal framework for non profit organizations, particularly the NPO Act. ?Valid vehicle drivers licence. ?Willingness to Travel. Competencies needed: ?Computer literacy. ?Planning and organizing skills.? Communication (verbal and written) skills, ?Research & comprehensive report writing skills. ? Facilitation skills.? Problem-solving skills.? ?Computer literacy. ?Analytical skills. ?Business ethics. ?Job knowledge. ?Quality Management. ??Administrative skills. ?Must be able to meet strict deadlines. Attributes: ?Positive. ?Confident.?Participative. ?Punctual. ?Patient. ?Accurate. ??Adaptable. ?Reliable. ?Disciplined. ?Friendly and Trustworthy. ?Diplomacy. ?Independency and self starter. ?Assertive. ?Persuasive.
<u>DUTIES</u>	:	Provide support on research and other NPO related projects. ?Liaise with and update internal as well as external stakeholders on planned activities and projects. ?Provide admin support towards development and promoting programmes that build the institutional capacity of nonprofit organisations. ?Support organisations in the endeavour to register and to maintain their registration status. ?Liaising with the public, donor community and organizations and to deal with general enquiries. ?Provide support towards the training of Nonprofit Organisations. ?Assist in conducting workshops for provinces and NPOs on the provisions of the NPO Act and compile reports. ?Advise other directorates within the national office on implementation of the NPO Act and governance issues. ?Take minutes during meetings and disseminate to stakeholders. ?Compile and disseminate reports. ?Provide administrative support to the sub-directorate. ?Apply specialised knowledge in the provision of advice and guidance provided to clients / colleagues. ??Conduct ad hoc activities as and when required
<u>ENQUIRIES</u>	:	Mr K Baloyi Tel (012) 312 7680

DEPARTMENT OF TOURISM

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

- APPLICATIONS** : Forward the application to The Director-General, Department of Tourism, Private Bag X424, Pretoria 0001, or hand delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 1st Floor, North Tower, Room 106 (Information Center)
- FOR ATTENTION** : Mr G Ntshane.
- CLOSING DATE** : 22 October 2010
- NOTE** : In order to be considered, applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references), It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment.

OTHER POSTS

- POST 40/76** : **DEPUTY DIRECTOR: DEMAND AND LOGISTICS MANAGEMENT: DIRECTORATE: SUPPLY CHAIN MANAGEMENT REF NO: NDT162/2010**

- SALARY REQUIREMENTS** : Remuneration package: R378 456 per annum (all-inclusive) (
- : A recognized three-year degree/diploma in Supply Chain Management /Purchasing /Logistics or a relevant equivalent qualification plus good relevant experience in supply chain management; Experience and skills in the development and implementation of policies, systems and procedures ; An understanding of the Public Service environment. Knowledge of the Public Finance Management Act and Treasury Regulations ; Knowledge of applicable policies , guidelines and best practices within the field of supply chain management ; Good working knowledge and application of LOGIS and BAS would be an added advantage ; Experience in and/or understanding of contract management . Analytical and innovative thinking. Problem solving and interpersonal skills; People management skills; Good report writing. The ability to communicate effectively at all levels ; Computer literacy.

- DUTIES** : The successful candidate will be responsible for managing the overall operations of the sub-directorate : demand and logistical management and perform the following key functions : Consolidate and manage a calendar of the department's procurement plan/needs; Provide overall advice and support to line managers on procurement processes in line with applicable policies and legislation ; Facilitate the development , implementation and regular review of appropriate supply chain management policies and procedures ; Develop and implement a database system for the rotation of suppliers and monitor the effectiveness of the system; Coordinate unqualified LOGIS management reports ; Verify and reconcile Amex statement and authorize BAS payment advices for travel and accommodation services ; Monitor commitment and accrual level ; Manage contracts and service level agreements entered into with various service provider ; Provide regular management reports ; Manage staff within the sub-directorate.

- ENQUIRIES** : Mr M Mohlabeng : Tel. (012) 310- 3834

- POST 40/77** : **SENIOR PROVISIONING ADMINISTRATION CLERK (POSTING) SUB-DIRECTORATE: DEMAND & LOGISTICS MANAGEMENT REF NO: NDT163/2010**

- SALARY REQUIREMENTS** : R105 645 per annum (Total inclusive package of R 165 023 /conditions apply)
- : A three-year degree/diploma in Supply Chain Management /Purchasing /Logistics or equivalent qualification. Skills: Accurate accounting, computer literacy, Logis literacy, sound organizing and planning, interpersonal relations, verbal and written communication, insight knowledge of procurement and financial management

		procedures and policies (PPPFA, PFMA). Knowledge of BAS & Logis systems. Ability to work under pressure.
<u>DUTIES</u>	:	Capture simultaneous receipts and issue vouchers on Logis system. Record all log 2 or requisition forms received from chief users. Circulate the log2 forms to finance section for budget allocation and bank details verification. Verify and approve requisitions on Logis-online. Check correctness of all documents attached to the log2 form. Recording and faxing of authorized orders to the supplier and confirm receipt thereof. Follow up of outstanding orders in the 0-9 file. Handle inquiries from suppliers and internal clients. Compile monthly report.
<u>ENQUIRIES</u>	:	Mr. S Ngoetjana: Tel (012) 310- 3410
<u>POST 40/78</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION CLERK (PAYMENT SECTION) SUB-DIRECTORATE: DEMAND & LOGISTICS MANAGEMENT REF NO: NDT164/2010</u>
<u>SALARY REQUIREMENTS</u>	:	R105 645 per annum (Total inclusive package of R 165 023 /conditions apply)
	:	A three-year degree/diploma in Supply Chain Management /Purchasing /Logistics or equivalent qualification Skills: Accurate accounting, computer literate, Logis literacy, sound organizing, planning, interpersonal relations, verbal and written communication skills, Knowledge: procurement procedures and policies of Supply Chain Management and finance. (PFMA, PPPFA). Knowledge of BAS & Logis system. Ability to work under pressure and in a team.
<u>DUTIES</u>	:	Receive and attached invoices to orders. Capture invoices on Logis. Complete BAS payment advices. Record invoices for payment in the payment register. Fax and post payment stubs or proof of payment to the suppliers and confirm receipt thereof. Handle internal and external payment related queries. Reconcile and compile creditor's statement on a monthly basis. Compile monthly payment report. Ensure that invoices received are paid within 30 days.
<u>ENQUIRIES</u>	:	Mr J Moja: Tel (012) 310- 3364
<u>POST 40/79</u>	:	<u>OFFICE ADMINISTRATOR I: CORPORATE COMMUNICATIONS REF NO: NDT165/2010</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R105 645 per annum (Total inclusive package of R 165 023 /conditions apply)
	:	Pretoria
	:	Grade 12 certificate plus relevant working experience in office administration; A relevant post-matric, three year qualification will serve as an added advantage ;Good interpersonal, communication, analytical and organising skills ; Good computer literacy with knowledge of MS Excel, Ms Power-point, MS Word, GroupWise and 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 independently with limited supervision. Willingness to work after hours.
<u>DUTIES</u>	:	Responsible for rendering effective office administrative support service in the office of the Director and perform the following key functions : Receive visitors in office ; Answer , screen and redirect telephone calls ; Manage correspondence by receiving and distributing documents ;Compile letters and type documents ; Prepare and submit travel claims for approval and payment ;Liaise with stakeholders with regards to general queries and provide assistance /information; Make logistical arrangements for meetings and workshops; Manage the Director's diary; Assist with procurement of goods and services for the office; Make travel arrangements, taking minutes and perform other office administration related functions ; Assist with personal tasks within an agreed framework
<u>ENQUIRIES NOTE</u>	:	Mr J Singh: Tel (012) 310 3311
	:	short-listed candidates will be subject to screening and security vetting to determine the suitability of a person for employment

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidate of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply.

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or hand deliver at 535 Proes, Arcadia, Pretoria
- FORE ATTENTION NOTE** : Ms M Makgae
- : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

MANAGEMENT ECHELON

- POST 40/80** : **CHIEF DIRECTOR: MEDIA LIAISON, PRIVATE OFFICE OF THE PRESIDENT CONTRACTUAL POSITION LINKED TO THE TERM OF OFFICE OF THE PRINCIPAL)**
- SALARY REQUIREMENTS** : R790 953 per annum
- : Appropriate Bachelor's degree (or equivalent qualification) and extensive experience in the duties listed below. Exposure to a demanding work environment. Preparedness to work long hours and travel extensively. Proven experience in media liaison. Well-developed written and verbal communication skills. Excellent interpersonal and analytical skills. Research and report-writing skills. A working knowledge of Government policy formulation processes and priorities.
- DUTIES** : Provide overall communication support to the President's Spokesperson and the office. Organize media briefings, draft media statements and undertake any other work on direction by the President's Spokesperson and/ or the Head of the President's Private Office. Liaise at a high level with editors, political editors and analysts to discuss the programme of the President and government. Ensure a positive image of the President, Presidency and government. Interface with relevant government departments regarding the public participation programme and activities of the President.
- ENQUIRIES** : Ms N Mshengu (012) 300 5895
- CLOSING DATE** : 15 October 2010, 17h00

OTHER POST

- POST 40/81** : **STATE ACCOUNTANT: BOOKKEEPING-PMG**
- SALARY REQUIREMENTS** : R130 425 per annum
- : Applicants should be in possession of a relevant tertiary qualification in Finance or equivalent and 2 years experience in government finance. Supervisory skills, proven knowledge of BAS, SAFETY NET and LOGIS. Knowledge of PFMA and Treasury Regulations. Computer skills (Ms Word, Ms Outlook and Excel), ability to work under pressure and good communication skills.
- DUTIES** : Daily follow-up and clearing of PMG suspense accounts, clearing of bank exceptions, Monthly requisition of funds on SAFETY NET, Ensure successful month and year end closure. Prepare PMG monthly Bank Reconciliation. Authorize TT (Telegraphic transfer) payments on SAFETY-NET, Authorize journals and payments on BAS, Authorize payments on LOGIS. Monitoring of petty cash and receipts on a daily basis. Handling of relevant enquiries including audit queries. Supervision of subordinates.
- ENQUIRIES** : Ms N Mekhoe (012) 300 5901
- CLOSING DATE** : 22 October 2010, 17h00

DEPARTMENT OF WATER AFFAIRS

CLOSING DATE : 15 October 2010
NOTE : Applications must be submitted on forms Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications. For all posts, please forward your application, quoting the relevant reference number, to the address mentioned at each post. No faxed applications will be accepted. Note: If you have not heard from us within 6 weeks of the closing date, please accept that your application was unsuccessful. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment.

MANAGEMENT ECHELON

POST 40/82 : **CHIEF DIRECTOR: LEGAL SERVICES**

SALARY : R790 953 per annum (All inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : LLB Degree, Admission as an attorney or advocate; 8 years senior management experience; General Management; Practical legal experience; Knowledge of business and management principles; Knowledge of strategic planning, resource allocation and human resources; Knowledge of advanced law (general, constitutional, administrative law, law of contracts and legislation and international law); Public Service Act and Regulations; PFMA; Promotion of Administrative Justice Act ;Promotion of Access to Information Act; Communication skills; Analytical thinking; Development skills; Policy and Strategy development; Interpersonal skills; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; Accountability and Ethical Conduct.

DUTIES : Develop strategic legal framework for all legal processes in the Department; Render legal support in all legal matters for and against the Department; Provide corporate legal advice and process on a range of issues related to the Department's functions; Provide the law reform initiatives related to and emanating from the Department; Management of resources i.e. financial and human resources.

ENQUIRIES : Mr B Vakalisa, Tel-012 336 8701
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

OTHER POSTS

POST 40/83 : **DEPUTY DIRECTOR: ASSET MANAGEMENT**
 : (Directorate: Asset Management)

SALARY : R378 456 per annum (all inclusive package)
CENTRE : Pretoria
REQUIREMENTS : A diploma/degree in Asset Management or equivalent qualification. Six years experience in the field of Asset Management. Knowledge of Financial Management systems, e.g LOGIS, BAS, etc. In-depth understanding of principles and application procedures for the PFMA and Treasury Regulations, PPPFA, GAAP and GRAP. Supply Chain Management Framework. Knowledge of Government Supply Chain policies. Problem solving and analytical skills. Supervisory and managerial skills. Conflict resolution. Strong interpersonal and communication skills. System and processes understanding. Performance and results-orientated. Honesty and integrity.

<u>DUTIES</u>	:	The management of assets strategy, budget and planning. The management of assets acquisition. The management of assets operation and maintenance. The management assets register. The management of assets disposal.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. MC Madzhie @ (012) 336 8717
	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>POST 40/84</u>	:	<u>ASSISTANT DIRECTOR: CASH MANAGEMENT</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R192 540 per annum Pretoria B.Com Degree or Diploma in Management Accounting or in Information System. Relevant two years management experience in Finance. Knowledge and experience of revenue Management and Billing Operations. Knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations, National Water Act (NWA) and Pricing Strategy Knowledge of SAP. Good Written and Communication Skills, Computer literacy in Ms Excel, Word and Outlook. A valid drivers Licence.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	MMN Mothebe @ (012) 336-8954
	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>POST 40/85</u>	:	<u>ASSISTANT DIRECTOR: COSTING AND EVALUATION</u> Directorate: Management Accounting (WTA)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R192 540 per annum Pretoria Bachelor's degree in Cost and Management Accounting or equivalent qualification. 3-5 years middle management experience and appropriate experience in financial management with extensive involvement in budgeting, preparation of management's accounts and application of costing models. Report writing skills, analytical and problem solving skills, communication skills and computer literacy. Sound knowledge of PFMA, Treasury Regulation, and GAAP Standards. A valid driver's license. Knowledge of SAP will be advantage.
<u>DUTIES</u>	:	Ensure a sound Financial Management principles are strictly adheres to, Ensure that financial policies and regulations are implemented properly, Review and maintain costing models. Prepare monthly management reports. Assist in the preparation of annual budget and cash flow forecast. Ensure that corporate governance procedures, risk management and internal controls are implemented and strictly adhere to. Answer audit queries.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. F.E Legong @ 012 336 7456
	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>POST 40/86</u>	:	<u>ASSISTANT DIRECTOR: HEALTH AND SAFETY</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R192 540 per annum Bloemfontein A recognised degree/national Diploma in Engineering/Environmental Science/Safety or Qualified Apprentice. Knowledge of the OHS Act and Regulations (Act 85 of 1993), and Regulations. Certificate of Occupational Health and Management SAMTRAC or equivalent course. The risk assessment terminologies, incident management and practical auditor's assessment.

- Computer Literacy. Good communication skills (written and verbal). Valid code 08 (EB) divers' license.
- DUTIES** : Manage and co-ordinate implementation of the OHS Act. and SHE systems. Interpret and co-ordinate recommendations from external audit reports. Conduct internal audits. Manage implementation of the Hazard Identification Risk Assessment. Facilitate Training. Investigate all fatalities and report to the Department of Labour and the persons appointed in terms of Section 16.2. Compile Health and Safety budget. Facilitate studies on personal protective equipment. Conduct regular site inspection. Develop quarterly reports of fatalities, serious injuries and all related issues described on the incident report matrix. Manage COIDA.
- ENQUIRIES** : Ms M. Maema Tel: 051 405 9000
- APPLICATIONS** : Please forward your application quoting the reference number to: The Regional Head, The Department of Water affairs, Private Bag 528, Bloemfontein,9300 Private Bag 528 Bloemfontein,9300 or hand deliver at the Sanlam Plaza Building, Cnr Maitland and East Burger Streets, Second floor.
- FOR ATTENTION** : Ms P Mogolo
- POST 40/87** : **SENIOR STATE ACCOUNTANT: FINANCIAL**
Accounting (Trading)
- SALARY** : R161 970 per annum (level 8)
- CENTRE** : Pretoria (Regional Office- Gauteng)
- REQUIREMENTS** : An appropriate Bachelors degree/diploma Finance or relevant field with strong Accounting skills, appropriate experience in Public Financial Management and Administration (preferably in accounts payable, Salary Admin, and General Ledger). Knowledge of Finance systems BAS, PERSAL and SAP. Knowledge of PFMA, Treasury Regulations, and relevant Public Service Financial Prescripts. Computer Literacy is essential on Ms Office (Ms Word, Excel). The candidate should possess strong analytical and problem solving abilities, interpersonal and organizing skills, and supervisory skills. Strong sense of responsibility and ability to work independently and in a team. A valid driver's license will be an added advantage.
- DUTIES** : Ensure reconciliation of the major suppliers accounts of the Gauteng Region. Ensure effective payroll management within the Gauteng Region. Check, verify and certify as correct and ensure compliance to all sundry payments and salary related claims, allowances as well as deduction. Approve and Authorize transactions for payments, allowances, deductions and debts (disallowances) on the BAS and PERSAL System. Ensure the clearing of ledger accounts and suspense accounts. Ensure that all audit requests and information is available, and assist with audit queries and responses. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filing system. Supervising and Manage performance of Staff in accordance with the departmental policies and ensure compliance with policies & prescripts.
- ENQUIRIES** : Mr V Mashaba. (012) 392-1318
- APPLICATIONS** : The Regional Head: Gauteng, Department of Water, Private Bag X995, Pretoria, 0001. Physical address: Bothongo Plaza East, 285 Schoeman Street, Pretoria.
- FOR ATTENTION** : K. Mathole
- POST 40/88** : **ENVIRONMENTAL OFFICER (PRODUCTION) GRADE A**
(Drinking Water and Waste Water Management)
- SALARY** : R149 094 – R170 472 per annum (Offer made based on proven years of experience)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A Degree or National Diploma in Environmental Management and 2 years' appropriate/recognisable experience in an area after obtaining the relevant qualification. Recommendations: Knowledge of the National Water Act (Act 36 of 1998) and related policies, strategies and guidelines. Good written and verbal communication skills. Understanding of integrated Water Resources Management (IWRM). Interest in minimising impacts from mines, industries, agriculture and urban development. A valid code B driver's licence. Computer Literacy. Good communication skills (written and verbal).
- DUTIES** : Assess and monitor water resources using policies, strategies and guidelines on Water Quality Management, particularly on urban Development, Mining, Industrial

Water and Waste Water Management, Provide Professional services on issuing of water use licenses in terms of the National Water Act (Act 36 of 1998). Implement and enforce the National Water Act, 36 of 1998, policies and strategies on water quality management particularly regarding mining, industrial, municipality and agricultural activities. Establish and sustain effective liaison with Provincial and Local Governments on issues relating to the protection of Water resources. Participate and assist in the development of strategies in the following fields: Water Quality management, Catchment Management and National Water Resource Management.

ENQUIRIES : Ms P Ramunenyiwa Tel: 051 405 9000.
APPLICATIONS : Please forward your application quoting the reference number to: The Regional Head, The Department of Water affairs, Private Bag 528, Bloemfontein,9300 Private Bag 528 Bloemfontein,9300 or hand deliver at the Sanlam Plaza Building, Cnr Maitland and East Burger Streets, Second floor.
FOR ATTENTION : Ms P Mogolo

POST 40/89 : **PROVISIONING ADMINISTRATION OFFICER (ASSETS: MAIN ACCOUNT)**

SALARY : R130 425 per annum
CENTRE : Pretoria
REQUIREMENTS : B Degree or diploma in Economics/ Commerce/ Business Economics/ Purchasing/ Logistics or equivalent qualification. 1 – 2 years Supply Chain and Asset management experience. Knowledge of PFMA, Treasury Regulations, BAS and LOGIS. Good written and Verbal Communication Skills, Computer Literacy in MS Word, Excel and Outlook and a valid Driver's License.

DUTIES : The successful candidate will assist in developing, implementing and monitoring acquisition, disposal and losses of assets. Ensure that all movements of assets are updated. Verify the existence of assets and assist in the preparation of reconciliations. Ensure the efficient and effective disposal of redundant or obsolete assets. Verification of leased assets. Assist in the implementation and management of registers for leased assets as well as reconciliations. Keep updated Registers for acquisitions, disposals, losses and leases. Perform other activities as required to achieve the goals of Department of Water Affairs.

ENQUIRIES : Mr Mafumana Mdungelo @ (012) 336 7993
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 40/90 : **PRINCIPAL SECURITY OFFICER**

SALARY : R130 425 per annum
CENTRE : Bloemfontein
REQUIREMENTS : The successful candidate must be in possession of a Grade 12 certificate as well as a PSIRA Grade A certificate. Must have extensive experience in the field of security and knowledge of security management. Must be computer literacy. Applicants must have a thorough knowledge of security legislations, including MISS, MPSS, Control of Access to Public Premises and Vehicles Act, Criminal Procedure Act etc. Be Able to work independently and under pressure. Must be able to manage conflicts. Knowledge of report writing skills. Must be willing to work extensive hours and must ha a valid code 08 (EB) drivers license.

DUTIES : The incumbent's responsibility will be to render a safety and security management service for the department in terms of all relevant security legislations. Ensure the safe custody and protection of offices, officials, assets and information thought the implementation and adherence to the MISS/MPSS. Maintain and implement physical security measures to minimise risks. Conduct investigations and submit reports.

ENQUIRIES : Ms M. Maema Tel: 051 405 9000
APPLICATIONS : Please forward your application quoting the reference number to: The Regional Head, The Department of Water affairs, Private Bag 528, Bloemfontein,9300 Private Bag 528 Bloemfontein,9300 or hand deliver at the Sanlam Plaza Building, Cnr Maitland and East Burger Streets, Second floor.

FOR ATTENTION : Ms P Mogolo

POST 40/91 : **NETWORK CONTROLLER: ADMIN SUPPORT (INFORMATION TECHNOLOGY)**

SALARY CENTRE REQUIREMENTS : R130 425 per annum
: Bloemfontein
: A national Diploma or equivalent qualification in Information Technology. At least two years of relevant experience. Good interpersonal skills as well written and verbal communication skills. Knowledge of the IT procurement processes in the public sector.

DUTIES : Advice and assist users with IS & ITC Processes and Procedures. Provide desktop, software and network support to the end users. Provide end user training on MS office suite and emerging technologies. Administrate ITC applications (Registration, Investigation, Progress, Verification, Reporting and Filling). Liaise with Vendors on new and outstanding calls, services & payments. Maintain a database of all IT Equipment in the Region, including warranties, maintenance and service contracts of that equipment. Register requests for service, change or evaluation of service. Monitor movement and allocation of IT assets. Perform IT Audits and rollout projects. Assist in the development of internal web application & databases. Liaise with HR for user terminations and process New User Request. Compile IT resource usage reports (3G, internet, email costs / usage). Customer Relations & User Consultation.

ENQUIRIES APPLICATIONS : Mr. T Ramosangoana Tel 051 405 9000
: Please forward your application quoting the reference number to: The Regional Head, The Department of Water affairs, Private Bag 528, Bloemfontein,9300 Private Bag 528 Bloemfontein,9300 or hand deliver at the Sanlam Plaza Building, Cnr Maitland and East Burger Streets, Second floor.

FOR ATTENTION : Ms. P Mogolo

POST 40/92 : **CONTROL AUXILIARY SERVICE OFFICER**

SALARY CENTRE REQUIREMENTS : R130 425 per annum
: Bloemfontein
: Grade 12 certificate or equivalent qualification. Minimum of 5 years' experience in a Hydrometry field. Health and Safety Regulations. Computer literate. Willingness to travel and work away from home. A valid driver's licence. Recommendation: Good technical problem solving abilities. Appropriate experience in project management, fieldwork, formulating and setting of standards, managerial and administrative fields. A sound understanding of Government Policies. Knowledge of the implementation of Occupational Health and Safety Act (OHS). Knowledge and understanding of the Government Procurement System, Environment Conservation and the National Water Act (Act 36 of 1998). Good interpersonal relations (good human relations),presentation, organising and analytical skills.

DUTIES : Manage maintenance and construction at river flow gauging and evaporation stations. Survey gauging structures, cross sections and gauge plates. Perform current gaugings. Manage equipment and materials purchases. Perform data collection at monitoring sites. Install electronic measuring equipment. Install and maintain real time equipment. Administrative work.

ENQUIRIES APPLICATIONS : Mr C Lloyd Tel: 051 405 9000.
: Please forward your application quoting the reference number to: The Regional Head, The Department of Water affairs, Private Bag 528, Bloemfontein,9300 Private Bag 528 Bloemfontein,9300 or hand deliver at the Sanlam Plaza Building, Cnr Maitland and East Burger Streets, Second floor.

FOR ATTENTION : Ms P Mogolo

POST 40/93 : **CHIEF WATER CONTROL OFFICER**

SALARY CENTRE REQUIREMENTS : R130 425 per annum, Level 7
: Upper Vaal: Warden Office
: Grade 12 with appropriate experience. A Valid driver's license. The following departmental courses must be fully completed, Water Measurement, Water Distribution and Water test , Water Resource Management and Dam Control Course. Computer Literacy. Applicant must have a mathematical background and must have good verbal and written communication skills. Appropriate experience in Catchment Management will be essential. Certified proof must be submitted of the above requirements.

DUTIES : Responsible for the using of GPS, maps and satellite images identify and investigate possible unlawful water works in his/her and subordinate areas. Monitor and control water abstraction. Undertake inspection of dams in accordance with dam safety legislation. Travel extensively in the execution of his / her duties. Support water utilization and water resource strategy. Assist in Catchment area management, water readings and monitor water use in the area. Management and supervision of subordinates. Train and evaluate subordinates and promote OHS on an ongoing basis. Promote job satisfaction and optimal utilization and development of subordinate. Assist in various water related tasks in the Water Control Division.

ENQUIRIES : Mr. G Young, Tel (016) 371 3082
APPLICATIONS : Control Water Control Officer, Water Resource Management Office, Department of Water Affairs, P O Box 238, Deneysville,1932

FOR ATTENTION : Mr. G Young

POST 40/94 : **ADMINISTRATION OFFICER**

SALARY : R 130 425 per annum, Level 7
CENTRE : Pretoria
REQUIREMENTS : Applicant must be in possession of Grade 12, plus 2-3 years experience. Verbal and communication skills, good interpersonal skills, ability to work under pressure, computer literacy in the following software: Microsoft Word, Excel and Outlook.

DUTIES : The functions of the Administration Officer: Fleet and Travel Services will be to ensure implementation of the Fleet and Travel Services Policy, administer fleet and reservation accounts, ensure the attachment of necessary documents by service providers such as invoices, order forms, order numbers and accuracy of spreadsheet. Compile an expenditure report, Journalize and reconcile accounts. Liaise with service providers. Report any fruitless and wasteful expenditure on Fleet and Travel reservations to the head of the branch. Liaise with Labour Relations, Internal Audit and Legal Services

ENQUIRIES : Ms Ndabane Virginia (012) 336 7234
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 40/95 : **ADMINISTRATION OFFICER: MONITORING, EVALUATION AND REPORTING**

SALARY : R130 425 per annum
CENTRE : Bloemfontein
REQUIREMENTS : A recognized three year Degree/ National Diploma from a recognized tertiary institution preferably in Public Administration or equivalent with at least three years appropriate experience in analytical assessments and report writing. Excellent communication, analytic and report writing skills. Computer literacy, with good knowledge of the MS office suite. A demonstrated firm understanding of the water and sanitation sector and water sector legislation. Knowledge of the public sector and Government processes. A valid Code 08 driver's license.

DUTIES : Reporting to the Assistant Director: M&E. The incumbent will be responsible for consolidating the reports on monthly basis and at request. Assist in compilation of Presentations for the office of the Regional Head. Responsible for administration of M&E Unit. Coordinate all internal and external M&E correspondence in the Region. Administration of Governance Structures (administering Committees).

ENQUIRIES : Ms MC Goitsemodimo Tel: 051 405 9000
APPLICATIONS : Please forward your application quoting the reference number to: The Regional Head, The Department of Water affairs, Private Bag 528, Bloemfontein,9300 Private Bag 528 Bloemfontein,9300 or hand deliver at the Sanlam Plaza Building, Cnr Maitland and East Burger Streets, Second floor.

FOR ATTENTION : Ms. P Mogolo

POST 40/96 : **SENIOR ADMINISTRATION CLERK 2 POSTS**

SALARY : R105 645 per annum, Level 6
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate plus 1-2 years experience in transport (Subsidized motor transport). A three year qualification in Fleet Management or Logistics will be an

added advantage. Excellent verbal and written communication, problem solving skills, leadership skills, good interpersonal relation, ability to work under pressure and negotiation skills, Performance Management and Development System (PMDS) and computer skills in the following software; Microsoft Outlook, Word, Excel and report writing skills.

DUTIES : Administration of subsidised vehicles applications, Provide advisory and secretarial support to the advisory committee. Preparation and distribution of advisory committee meeting packages. Preparation of submissions to the DG for vehicle applications approval. Ensure opening, updating and closing of files as per procedure. Ensure compliance to the departmental policy on subsidised motor transport. Providing advisory services to applicants to ensure compliance. Record keeping.

ENQUIRIES : Ms Kekana Inter @ (012) 336 7581
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 40/97 : **SENIOR WATER CONTROL OFFICER**

SALARY : R105 645 per annum, Level 6
CENTRE : Water Resource Management Office, Upper Vaal (Villiers)
REQUIREMENTS : Grade 12 with appropriate experience. A valid driver's license. The following departmental courses must be successfully completed: Water Measurement course, Water Distribution course, Water Test course, Water Resource Management course, Dam Control course and Inland Boat Handling course. Applicants must have mathematical background and good verbal and written communication skills in both Afrikaans and English. Appropriate experience in Catchment Management and computer literacy will be a recommendation. Certified proof must be submitted of the above requirements.

DUTIES : The successful candidate will be responsible for using GPS, maps and satellite images, identify and investigate possible unlawful water works in their areas. Monitor and control water abstraction in the area. Undertake inspection of dams in accordance with dam safety legislation. Assist with water registration and updating of water licenses. Travel extensively in the execution of their duties. Support water utilization and water resource strategy. Assist in catchment area management and monitor water use in the area. Interact with water users and farmers in their respective areas. Assist in various water related tasks (river control, flood control and loss control) in the Water Control Division office at Upper Vaal. Assist with taking of water meter readings utilizing the department boat.

ENQUIRIES : Mr. G.Young. Tel (016) 371-3082
APPLICATIONS : Control Water Control Officer, Water Resource Management Office, Department of Water Affairs, P.O. Box 238, Deneyville, 1932

FOR ATTENTION : G Young

POST 40/98 : **SENIOR ADMINISTRATION CLERK**
(Information Services)

SALARY : R105 645 per annum (Level 6)
CENTRE : Pretoria (Regional Office – Gauteng)
REQUIREMENTS : Grade 12 or equivalent qualification, candidate must have financial and IT background. Knowledge of basic Microsoft operating systems and applications e.g. Windows 2000, Windows XP, Windows Vista, Windows 7 and Microsoft office suite(Excel, Word, Outlook, PowerPoint, Access and Publisher) or any other office application including Open office. The candidate must be willing to learn in a professional IT working environment interacting at all levels.

DUTIES : General day to day administration and management of the IT office. IT financial processing and administration. Verify all IT transactions with contract and SLA before passing them for approval. Ensure payment of journal and invoices received from services providers and the National office. Liaise with the National office in relation to any outstanding financial related issues. Assist the Regional and Area offices with procurement of IT goods and services before and after approval. Handle all IT queries from both internal and external stakeholders and ensure smooth distribution/allocation internally. Ensure that the customer is given the necessary and right feedback on time.

ENQUIRIES APPLICATIONS : Mr. AE Madi: Tel (012) 392 1468
The Regional Director: Gauteng, Department of Water Affairs, Private Bag, X995, Pretoria, 0001. Physical address: Bothongo Plaza East, 285 Schoeman Street, Pretoria

FOR ATTENTION : Ms. K Mathole

POST 40/99 : **ARTISAN: PRODUCTION-CIVIL**

SALARY CENTRE REQUIREMENTS : R96 564 – R166 017 per annum, (Offer will be based on proven experience)
Area Office Potchefstroom
Grade 10 plus successfully `completed Apprenticeship and passing a trade test. Minimum 4 years appropriate experience. A valid Code 08/ 10 drivers license. Certified copies of the above must be attached. Applicants may be tested on these requirements

DUTIES : Valid knowledge of and erection of shuttering, concrete work, steel reinforcing (binding and placing), erection and maintenance of buildings, laying of pipes, maintenance, construction and repairs to canals as well as drainage canals. Training of, supervision over and advice to skilled and unskilled workers. Be able to interpret structure plans, work out quantities and build structures according to specifications,

ENQUIRIES APPLICATIONS : Mr MJD Ackerman, Tel (018) 294 9322
The Area Manager, Department of Water Affairs Private Bag X 936, Potchefstroom, 2520.

NOTES : Previous experience and knowledge of above mentioned duties will be recommendation. Candidates must be prepared to work overtime in emergencies after official working hours and over weekends.

POST 40/100 : **ADMINISTRATION CLERK**

SALARY CENTRE REQUIREMENTS : R87 978 per annum
Bloemfontein
Grade 12 or equivalent qualification. 2-3 years office admin experience. Be analytical, organised and ability to work under pressure. Have good communication skills (verbal & written).Have computer skills (At least Microsoft Office). Accuracy and attention to detail.

DUTIES : Responsible for general administration in the office of the Regional Head. To assist in the compilation of information for management meetings. Assist in compilation of reports and the safe keeping of documents. Responsible for the document management in the Office of the Chief Director, by ensuring that effective filing system is done and adhered to. To liaise with all personnel in the office of the Regional Head.

ENQUIRIES APPLICATIONS : Ms. MC Goitsemodimo Tel: 051 405 9000
Please forward your application quoting the reference number to: The Regional Head, The Department of Water affairs, Private Bag 528, Bloemfontein,9300 Private Bag 528 Bloemfontein,9300 or hand deliver at the Sanlam Plaza Building, Cnr Maitland and East Burger Streets, Second floor.

POST 40/101 : **SENIOR ADMINISTRATION CLERK (LEVEL 5)**

SALARY CENTRE REQUIREMENTS : R87 978 per annum
Pretoria
Senior Certificate plus 1-2 years experience in transport subsidized motor transport). A three year qualification in Fleet Management or Logistics will be an added advantage. Good verbal and written communication, problem solving skills, leadership skills, good interpersonal relation, ability to work under pressure and negotiation skills, Performance Management and Development System (PMDS) and computer skills in the following software; Microsoft Outlook, Word, Excel and report writing skills.

DUTIES : Capturing of log sheets on the system, Monitor monthly submission of log sheets, checking of log Sheets to verify official trips, distances travelled, appropriate signatures, identify and control under and over utilisation, attend to queries related to log sheets, payments of insurance excess, open and update manual registers for log sheets submission, insurance excess payments, vehicle withdrawals and departmental debts. General record keeping.

ENQUIRIES : Ms Kekana Inter (012) 336 7581

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

FOR ATTENTION : Ms T Bapela

POST 40/102 : **SENIOR GENERAL FOREMAN**

SALARY : R85 338 per annum, Level 4
CENTRE : Boskop Hydrometry (Boskop Dam)
REQUIREMENTS : Grade 10 or equivalent Qualification with 10 years construction and/or maintenance experience. Proven ability to supervise construction and/or maintenance teams. Managerial skills to supervise and coordinate labour activities. Preference will be given to candidates who are able to operate various construction and maintenance equipment as well as placing of concrete and erecting of shuttering. Must be prepared to work away from the Office and camp in the field for long periods of time. Good verbal communication and writing skills needed as well as ability to work in a team. Good knowledge of Occupational Health and Safety policies. Applicant must be in possession of a code 10 Drivers License and Public Drivers Permit.

DUTIES : Attend to general maintenance and repairs of buildings, gauging stations, machinery and equipment within area of responsibility. Supervision of maintenance and concrete works. Writing of progress reports, site evaluation reports, vehicle log sheets and subsistence and travel claim forms. Coordinate, supervise and inspect work done by private contractors as well as maintenance personnel. Performance management of maintenance personnel. Ensure Occupational Health and Safety in the workplace. Performs maintenance to hydrological river gauging stations. Transportation of personnel and goods to and from workplace. Training and skills development for personnel under supervision.

ENQUIRIES : P.D. Geldenhuys
APPLICATIONS : The Area Manager, Department of Water Affairs, Hydrometry: Boskop, Private Bag X08, Noordbrug 2522

FOR ATTENTION : M. Buyskes

POST 40/103 : **SENIOR ADMINISTRATION CLERK GRADE 1**

SALARY : R73 584 per annum, Level 4
CENTRE : Water Resource Management Office, Upper Vaal: Vaaldam Office
REQUIREMENTS : Grade 12 with appropriate experience in office administration, proof must be submitted. A valid driver's license. Good verbal and written communication skills in both Afrikaans and English. Certificate of Computer literacy. (Ms Word, Excel, Power Point and Outlook). Ability to use own initiative and work independently. Experience and insight in filling of records, files and general office administration. Certified proof must be submitted of the above requirements. No faxes accepted.

DUTIES : The successful candidate will be responsible for a wide variety of administration functions. Control and manage the filing of records / documents. Receive, distribute and send faxes / post, Photocopying and binding. Upkeep and control inventories and handle personnel administration duties. Handle incoming and outgoing calls. Take and forward messages. Take minutes of office staff meetings. Coordinate travel and accommodation arrangements. Procurement of and maintain office equipment and stationary for the Water Resource Management office. Check S&T claims, purchasing invoices and verifying log sheets prior to submission to Potchefstroom for approval.

ENQUIRIES : Mr. G.Young. Tel (016) 371-3082 (fax) (016) 371-1746
APPLICATIONS : Control Water Control Officer, Water Resource Management Office, Department of Water Affairs, P.O. Box 238, Deneysville, 1932

FOR ATTENTION : Mr. G. Young

POST 40/104 : **DRIVER**

SALARY : R62 094 per annum (level 3)
CENTRE : Boskop: Hydrometry (Boskop Dam)
REQUIREMENTS : Grade 8 - 10 and relevant experience. Driver's license code 14, Public Drivers Permit and Operators License will be a great advantage. Good verbal communication and writing skills needed as well as ability to work in a team. Must be able to work away from the Office and camp in the field for long periods of

time. Experience in the use of a Backhoe loader (JCB 3CX) and skid steer loader will be a recommendation. Knowledge of Occupational Health and Safety policies.

DUTIES : General work with a Backhoe loader includes the digging of trenches and removing of sand from rivers. Safe transportation and loading/offloading of heavy machinery from vehicles. Grading of fire breaks needs to done. Transportation of personnel and goods to and from workplace. Safeguarding of tools and equipment. Collection of goods from suppliers. Assist maintenance teams with general maintenance tasks when not driving or operating machinery. Perform basic maintenance to truck and equipment.

ENQUIRIES : P. D. Geldenhuys
APPLICATIONS : The Area Manager, Department of Water Affairs, Hydrometry: Boskop, Private Bag X08, Noordbrug, 2522
FOR ATTENTION : M. Buyskes

POST 40/105 : **GENERAL WORKER**

SALARY : R51 936 per annum, Level 2
CENTRE : Mooi River GWS, Potchefstroom
REQUIREMENTS : ABET plus appropriate experience in manual labour
DUTIES : Load and off load of tools, materials and equipment on a daily basis. Assist with the cleaning and repair of water supply/distribution system (canals, drains, dams, pipelines, structures etc.) during dry periods. Assist with the cutting and removing of grass, brush, trees from all servitude's as instructed. Assist with the reparation of all fencing as well as installation of new fencing when required. Assist with the mixing of concrete as required. Assist with the construction of concrete canals as well as placing of concrete for buildings and structures when required. Operate brush cutter and slasher as required.

ENQUIRIES : Mr. MJD Ackerman, Tel (018) 297 3867
APPLICATIONS : The Area Manager, Department of Water Affairs, Private Bag X 936, Potchefstroom, 2520
FOR ATTENTION : Ms. E Ackerman

POST 40/106 : **GENERAL WORKER 2 POSTS**

SALARY : R51 936 per annum
CENTRE : Bloemfontein
REQUIREMENTS : Literate (Read and Write), Willing to travel and work away from home. Recommendation: Good technical problem solving abilities. Appropriate experience in fieldwork and administrative fields. A sound understanding of Government Policies, Knowledge of the implementation of Occupational Health and Safety act (OHS); Knowledge and understanding of Government Procurement System, Environment Conservation and the National Water Act (Act no. 36 of 1998). Good interpersonal relations (good human relations).

DUTIES : Routine preventative maintenance tasks at gauging stations (general cleaning, general paint work and duties at workshop and personal stores); Betterment works (installation of equipment, general steelwork, concrete work); Surveys and current gaugings (survey assistant, current gauging assistant); Ad hoc duties.

ENQUIRIES : Mr. CGF Lloyd Tel:051 405 9000
APPLICATIONS : Please forward your application quoting the reference number to: The Regional Head, The Department of Water affairs, Private Bag 528, Bloemfontein, 9300 Private Bag 528 Bloemfontein, 9300 or hand delivers at the Sanlam Plaza Building, Cnr Maitland and East Burger Streets, Second floor.
FOR ATTENTION : Ms P Mogolo

POST 40/107 : **TRADESMAN AID 2 POSTS**

SALARY : R51 936 per annum
CENTRE : Bloemfontein
REQUIREMENTS : Literate (Read and Write), Willing to travel and work away from home Recommendations: Good technical problem solving abilities. Appropriate experience in fieldwork and administrative fields. A sound understanding of Government Policies, Knowledge of the implementation of Occupational Health and Safety act (OHS); Knowledge and understanding of Government Procurement System, Environment Conservation and the National Water Act (Act no. 36 of 1998). Good interpersonal relations (good human relations).

- DUTIES** : Routine preventative maintenance tasks at gauging stations (general cleaning, general paintwork and duties at workshop and personal stores); Betterment works (installation of equipment, general steelwork, concrete work); Surveys and current gaugings (survey assistant, current gauging assistant); Ad hoc duties.
- ENQUIRIES** : Mr. CGF Lloyd Tel: 051 405 9000
- APPLICATIONS** : Please forward your application quoting the reference number to: The Regional Head, The Department of Water affairs, Private Bag 528, Bloemfontein, 9300 Private Bag 528 Bloemfontein, 9300 or hand deliver at the Sanlam Plaza Building, Cnr Maitland and East Burger Streets, Second floor.
- FOR ATTENTION** : Ms P Mogolo

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
EASTERN CAPE HEALTH**

The Eastern Cape Department of Health is an equal opportunity employer. In filling of these vacant posts, the objectives of section 195 (01)(i) of the Constitution of South Africa, 1996 (Act 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Applicants will be subjected to a personnel vetting process.

- APPLICATIONS** : The Recruitment Centre; Department of Health, Bundy Park, Buffalo Park, Schornville, King William's Town, 5600.
- CLOSING DATE** : 15 October 2010
- NOTE** : NO applications will be received directly by this hospital All applications must be submitted on Z83 form obtainable from any Public Service Department and must be accompanied by certified copies of ID, driver's licence (where applicable) and qualifications together with recent Curriculum Vitae, stating the reference number, the post for which being applied and the media advertised the post and forwarded to the address below. NB: No faxed, e-mailed or late applications will be considered. Applicants may be subjected to practical assessment. The Department reserves the right not to fill the post. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates should avail themselves for the interviews at the specified time and venue as determined by the Department otherwise they will forfeit the opportunity.

MANAGEMENT ECHELON

- POST 40/108** : **HEAD: CLINICAL DEPARTMENT (MEDICAL) 7 POSTS REF NO: MHC/2010/016**
Oncology, Surgery, Ophthalmology, Anaesthesia, Radiology, Urology, and Family Medicine
- SALARY CENTRE REQUIREMENTS** : Grade 1 @R1 115 565 per annum plus 22% rural allowance
Mthatha Hospital Complex
Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical specialist in a normal Specialty or a recognized Sub-Specialty. Proof of current registration (i.e. valid practice licence) with the (HPCSA). A minimum of 9 years (for Head: Clinical Department), 7 years (for Head: Clinical Unit), zero years (for Medical Specialist: Sub-Specialty Gr. 1), 5 years (for Medical Specialist: Sub-Specialty Gr. 2) and 10 years (for Medical Specialist: Sub-Specialty Gr. 3) appropriate experience as Medical Specialist after registration with HPCSA as a Medical Specialist in the relevant specialty. Recommendations - A good knowledge of prescripts governing the practice of medicine in South Africa. Extensive clinical experience in the relevant specialty in hospital based primary, secondary or tertiary care environment. Knowledge of and experience in management. A valid driver's licence (code 08 or code B). Experience in delivering services in rural settings. Service delivery innovation in line with Batho Pele principles. Good verbal and written communication skills, including report writing, preferably in languages spoken in the region (IsiXhosa and English). Willingness to work under pressure and for extended hours. Computer literacy. Willingness to travel to referring health facilities.
- DUTIES** : While reporting to the Head: Clinical Governance, the successful incumbent will: Give leadership and strategic direction to the relevant domain. Render clinical duties in specialist clinics, wards, operating theatres and Accident and Emergency in the relevant discipline. Provide expert advice and guidance when necessary. Perform commuted overtime duties as required by the domain. Participate in academic programmes such as lecturing of undergraduate medical students, nursing and allied Health Care workers. Be actively involved in research and publish articles. Participate in Outreach Programme for the transfer of skills by giving clinical and academic support to peripheral health facilities and provide quality clinical services. Ensure that quality services based on evidence is rendered. Develop, review and implement standardised clinical guidelines and protocols in relevant domain. Manage the provision of outreach services for peripheral health facilities.

<u>ENQUIRIES</u>	:	Dr. T.M. Madiba, Tel: 047 502 4438
<u>POST 40/109</u>	:	<u>HEAD: CLINICAL UNIT (MEDICAL) 19 POSTS REF NO: MHC/2010/017</u> General Surgery (2), Urology, Oncology, Diagnostic Radiology (2), Anaesthetics and Pain Management, Obstetrics and Gynaecology (2), Dermatology (2), Plastic Surgery (2), Cardiothoracic Services, Paediatric and Child Health Services (2), Ophthalmology, Orthopaedics, and Psychiatric Services.
<u>SALARY</u>	:	Grade 1 @R892 287 per annum plus 22% rural allowance
<u>CENTRE</u>	:	Mthatha Hospital Complex
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical specialist in a normal Specialty or a recognized Sub-Specialty. Proof of current registration (i.e. valid practice licence) with the (HPCSA). A minimum of 9 years (for Head: Clinical Department), 7 years (for Head: Clinical Unit), zero years (for Medical Specialist: Sub-Specialty Gr. 1), 5 years (for Medical Specialist: Sub-Specialty Gr. 2) and 10 years (for Medical Specialist: Sub-Specialty Gr. 3) appropriate experience as Medical Specialist after registration with HPCSA as a Medical Specialist in the relevant specialty. Recommendations - A good knowledge of prescripts governing the practice of medicine in South Africa. Extensive clinical experience in the relevant specialty in hospital based primary, secondary or tertiary care environment. Knowledge of and experience in management. A valid driver's licence (code 08 or code B). Experience in delivering services in rural settings. Service delivery innovation in line with Batho Pele principles. Good verbal and written communication skills, including report writing, preferably in languages spoken in the region (IsiXhosa and English). Willingness to work under pressure and for extended hours. Computer literacy. Willingness to travel to referring health facilities.
<u>DUTIES</u>	:	While reporting to the Head: Clinical Governance, the successful incumbent will: Give leadership and strategic direction to the relevant domain. Render clinical duties in specialist clinics, wards, operating theatres and Accident and Emergency in the relevant discipline. Provide expert advice and guidance when necessary. Perform commuted overtime duties as required by the domain. Participate in academic programmes such as lecturing of undergraduate medical students, nursing and allied Health Care workers. Be actively involved in research and publish articles. Participate in Outreach Programme for the transfer of skills by giving clinical and academic support to peripheral health facilities and provide quality clinical services. Ensure that quality services based on evidence is rendered. Develop, review and implement standardised clinical guidelines and protocols in relevant domain. Manage the provision of outreach services for peripheral health facilities.
<u>ENQUIRIES</u>	:	Dr TM Madiba, Tel (047 502 4438)
<u>POST 40/110</u>	:	<u>MEDICAL SPECIALIST: SUB-SPECIALITY 14 POSTS REF NO: MHC/2010/018</u> General Surgery (2), Diagnostic Radiology (2), Ophthalmology, Family Medicine (2), Orthopaedics, Paediatrics, Internal Medicine, O&G, Psychiatric Services (2)
<u>SALARY</u>	:	Grade 1-3 @R643 065 - R892 287 per annum plus 22% rural allowance
<u>CENTRE</u>	:	Mthatha Hospital Complex
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical specialist in a normal Specialty or a recognized Sub-Specialty. Proof of current registration (i.e. valid practice licence) with the (HPCSA). A minimum of 9 years (for Head: Clinical Department), 7 years (for Head: Clinical Unit), zero years (for Medical Specialist: Sub-Specialty Gr. 1), 5 years (for Medical Specialist: Sub-Specialty Gr. 2) and 10 years (for Medical Specialist: Sub-Specialty Gr. 3) appropriate experience as Medical Specialist after registration with HPCSA as a Medical Specialist in the relevant specialty. Recommendations - A good knowledge of prescripts governing the practice of medicine in South Africa. Extensive clinical experience in the relevant specialty in hospital based primary, secondary or tertiary care environment. Knowledge of and experience in management. A valid driver's licence (code 08 or code B). Experience in delivering services in rural settings. Service delivery innovation in line with Batho Pele principles. Good verbal and written communication skills, including report writing, preferably in languages spoken in the region (IsiXhosa and English). Willingness to work under pressure and for extended hours. Computer literacy. Willingness to travel to referring health facilities.

- DUTIES** : While reporting to the Head: Clinical Governance, the successful incumbent will: Give leadership and strategic direction to the relevant domain. Render clinical duties in specialist clinics, wards, operating theatres and Accident and Emergency in the relevant discipline. Provide expert advice and guidance when necessary. Perform commuted overtime duties as required by the domain. Participate in academic programmes such as lecturing of undergraduate medical students, nursing and allied Health Care workers. Be actively involved in research and publish articles. Participate in Outreach Programme for the transfer of skills by giving clinical and academic support to peripheral health facilities and provide quality clinical services. Ensure that quality services based on evidence is rendered. Develop, review and implement standardised clinical guidelines and protocols in relevant domain. Manage the provision of outreach services for peripheral health facilities.
- ENQUIRIES** : Dr TM Madiba, Tel (047 502 4438)

OTHER POSTS

- POST 40/111** : **MANAGER: NURSING REF NO: MHC/2010/37**
- SALARY** : R490 059 – R551 568 per annum, plus rural allowance (PN A-9)
- CENTRE** : Mthatha Hospital Complex (Nelson Mandela Academic Hospital)
- REQUIREMENTS** : Diploma/Degree in General Nursing Science. Current registration (i.e. valid practice licence) with the SANC. A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse in terms of Government Notice 425. At least 5 years of the period referred to above must be appropriate/recognisable experience at management level. Recommendations - Proven strategic leadership skills. Knowledge of National and Provincial health prescripts. Ability to lead and work as a member of a multi-disciplinary team. Financial, Project Management, Quality Assurance, Change and Diversity Management skills. Ability to align performance for success, initiate action, coach others, make decisions and lead through vision and values. A recognisable post basic qualification in management. A qualification in one of the following speciality areas will be an added advantage: Theatre, Intensive Care or Trauma unit. Excellent written and verbal communication skills. Innovative leadership and decision-making skills. Ability to work independently and under pressure. Ability to manage Resources & Projects. Computer Literacy & Valid driver's license will be an added advantage.
- DUTIES** : While reporting to the Hospital Manager and Senior Nursing Manager, the incumbent will: manage all nursing related services and activities according to policies, procedures, philosophy and objectives of Mthatha Hospital Complex. Ensure that nursing standards, quality assurance, risk management, infection prevention and control are maintained within the institution. Facilitate the effective change and conflict management. Build strategic interdepartmental relationships to help the achievement of goals. Manage, advise and influence the delivery of cost-effective quality nursing care.
- ENQUIRIES** : Ms N. Toni @ 047 502-4446
- POST 40/112** : **DEPUTY MANAGER: PHARMACEUTICAL SERVICES, REF: MHC/2010/20**
- SALARY** : R470 406 per annum, plus 17% rural allowance
- CENTRE** : Mthatha Hospital Complex
- REQUIREMENTS** : Basic qualification accredited with the South Africa Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Proof of current registration (i.e. valid practice licence) with the (SAPC). A minimum of 9 years appropriate experience after registration as a Pharmacist with the SAPC. Recommendations -A postgraduate qualification in health related field will be advantageous. Computer Literacy. Extensive managerial experience. Valid driver's licence. Knowledge of PFMA. Strategic Management skills. Strong Leadership and Change Management skills. Relevant short training intervention certificates. Knowledge in the Comprehensive Treatment of ARVs and Down Referral Service. Good verbal and written communication skills in respect to interacting with management, supervisees, clients and co-workers on procedural matters and the ability to compile reports, circulars and memos. Proven ability to co-ordinate, comply and enforce the implementation of policies. Ability to work under pressure and the willingness to work extended hours.

<u>DUTIES</u>	:	While reporting to the Head: Clinical Governance, the successful incumbent will:- Provide overall strategic leadership in the development, implementation, management and maintenance of effective Pharmaceutical Services of the Hospital Complex, with specific emphasis to the following areas: Drug supply management; ARV rollout and down-referral; Clinical Pharmacy including establishment of an effective PTC; Staff development; Research and quality assurance. Manage the Pharmaceutical Services budget to ensure compliance with PFMA. Integrate the pharmaceutical services within the Hospital Complex, using a multi-disciplinary approach in order to ensure high quality standardised delivery of pharmaceutical services. Ensure the implementation of effective performance management. Advise the Head: Clinical Governance and the Chief Executive Officer (CEO) on all pharmaceutical services matters.
<u>ENQUIRIES</u>	:	Dr TM Madiba, Tel (047 502 4438)
<u>POST 40/113</u>	:	<u>PRINCIPAL CLINICAL PSYCHOLOGIST REF NO: MHC/2010/85</u>
<u>SALARY</u>	:	R448 521 per annum plus ISRDS nodes and scarce skills allowances
<u>CENTRE</u>	:	Mthatha Hospital Complex
<u>REQUIREMENTS</u>	:	A masters degree in Clinical Psychology. Proof of current registration with HPCSA as a Clinical Psychologist. At least four years supervisory experience in the field. Two years of which should be at Assistant Director or equivalent level in Public Health environment. Computer literacy. Valid code 08 driver's licence. Recommendations-Any additional qualifications in health-related fields will add value. Ability to work in a multi-disciplinary environment. Good verbal and written communication skills with respect to interacting with management, supervisees, clients and co-workers in respect of procedural matters and the ability to write reports, memos and letters. Knowledge of relevant national and provincial prescripts. Problem-solving, therapeutic and analytical skills.
<u>DUTIES</u>	:	While reporting to the Senior Manager: Medical Services, the successful incumbent will: Train and supervise Community Service Workers in the field. Maintain and implement departmental work protocols. Ensure the provision of academic support for research activities and specialised psychological services. Promote interaction and good relations with relevant institutions achieve psychological service objectives. Establish, coordinate and maintain Psychology Counsellors' programme. Ensure effective management of psychological services in the Hospital Complex. Render overall management and administration of psychological tests as stipulated by the legislative requirements. Manage the assessment, diagnosis and treatment of patients. Manage the monitoring and evaluation of services aimed at improving organisational effectiveness. Provide support and guidance to supervisees. Ensure the implementation of quality assurance services within the Hospital Complex. Ensure the appropriate management of the physical resources and the performance of psychologists. Encourage and contribute towards research.
<u>ENQUIRES</u>	:	Mr T Jongilanga @047 502-4140
<u>POST 40/114</u>	:	<u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: MHC/2010/21</u>
<u>SALARY</u>	:	R430 206 per annum, plus 17% rural allowance
<u>CENTRE</u>	:	Mthatha Hospital Complex
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South Africa Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Proof of current registration (i.e. valid practice licence) with the (SAPC). A minimum of 7 years appropriate experience after registration as a Pharmacist with the SAPC. Recommendations - A qualification in logistics. A good knowledge of prescripts governing the practice of pharmacy. Service delivery innovation in line with Batho Pele. Good verbal and written communication skills, preferably in languages spoken in the region. Willingness to work under pressure and for extended hours. A valid driver's licence (code 08 or code B)
<u>DUTIES</u>	:	Manage supplies of drugs. Manage the budget allocated to Pharmaceutical Services. Ensure effective control of the stock. Ensure strict adherence to policies and procedures in the sub-directorate. Prepare duty rosters and manage the staff deployment. Identify skills gap and recommend necessary training and development for staff. Conduct ongoing research. Implement down-referral of chronic medicines. Provide expert advice and guidance to all clients on all matters pertaining to the use of medicines. Support the Deputy Manager: Pharmaceutical

- Services with regard to services of the sub-directorate. Represent the Pharmacy in various meetings and participate in the inter-departmental projects.
- ENQUIRIES** : N Kgaka @ 047 502-4510
- POST 40/115** : **MEDICAL OFFICER GRADE 1-3 10 POSTS REF NO: MHC/2010/019**
General Surgery (2), Diagnostic Radiology, Ophthalmology, Paediatrics and Child Health Services (2), Orthopaedics (2), Urology, Family Medicine, ()
- SALARY** : Grade 1, R405 333 - R456 606 per annum; Grade 2, R470 406 - R529 905 per annum; Grade 3, R554 109 - R662 502 per annum. Plus 22% rural allowance applicable to all.
- CENTRE** : Mthatha Hospital Complex
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Proof of current registration (i.e. valid practice licence) with the (HPCSA). A minimum of 10 years (for Gr. 3), 5 years (for Gr. 2), zero years (for Gr. 1), appropriate experience as Medical Practitioner after registration with HPCSA. Recommendations - A good knowledge of prescripts governing the practice of medicine in South Africa. Extensive clinical experience in a hospital-based primary, secondary and tertiary care environment. Supervisory or personnel management skills. A valid driver's license (code 08 or code B). Experience in delivering services in rural settings. Service delivery innovation in line with Batho Pele principles. Good verbal and written communication skills. Willingness to work under pressure and for extended hours.
- DUTIES** : While reporting to the Domain Manager, the successful incumbent will: Render clinical duties in OPDs, wards, operating theatres and casualty as a Medical Practitioner in a discipline. Participate in academic support programmes. Render leadership and strategic direction to the relevant domain. Render clinical duties in specialist clinics, wards, operating theatres and Accident and Emergency in the health care services based on Batho Pele principles and Patients Rights Charter. Adhere to Standardised Clinical Guidelines and Protocols.
- ENQUIRIES** : Dr TM Madiba, Tel (047 502 4438)
- POST 40/116** : **AREA MANAGER: SPECIALITY 4 POSTS REF NO: MHC 2010/38**
Intensive Care Units (Critical Care & High Care Units) (1); Maternity (O&G) (1); Surgical Units (1); and Operating Theatres, Day Surgery & CSSD (1),
- SALARY** : PNB-4 @ R314 427 per annum, plus ISRDS nodes allowances
- CENTRE** : Mthatha Hospital Complex (Nelson Mandela Academic Hospital)
- REQUIREMENTS** : Diploma / degree in General Nursing, plus any other post basic nursing qualification with the duration of one year, accredited with the SANC in terms of Government Notice No 212 in the relevant speciality. Current registration (i.e. valid practice licence) with the SANC. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant speciality. A minimum of 3 years experience in management. Recommendations - Knowledge of National Health Prescripts. Ability to work with multidisciplinary team, Quality Assurance, planning and organization, change and diversity management skills. Excellent written and verbal communication skills and interpersonal relation skills. Computer literacy and drivers licence will be added advantages.
- DUTIES** : While reporting to the Manager: Nursing Management Services, the incumbent will: render co-ordination, monitoring, critical evaluation and supervision of nursing services within the allocated domain. Provide effective management and professional leadership. Participate in Quality improvement programmes. Co-ordinate and supervise related nursing duties to ensure implementation of effective performance management. Ensure implementation of National and Provincial legislative prescripts which are relevant to the specific nursing speciality unit.
- ENQUIRIES** : Ms N. Toni @ 047 502-4446
- POST 40/117** : **AREA MANAGER: SPECIALITY 2 POSTS REF NO: MHC/2010/39**
Operating Theatres and High Care; Spinal Unit and Out-Patient Department, Ref:
- SALARY** : PNB-4 @ R314 427 per annum, plus ISRDS nodes allowances

<u>CENTRE REQUIREMENTS</u>	:	Mthatha Hospital Complex (Bedford Orthopaedic Hospital) Diploma / degree in General Nursing, plus any other post basic nursing qualification with the duration of one year, accredited with the SANC in terms of Government Notice No 212 in the relevant speciality. Current registration (i.e. valid practice licence) with the SANC. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant speciality. A minimum of 3 years experience in management. Recommendations - Knowledge of National Health Prescripts. Ability to work with multidisciplinary team, Quality Assurance, planning and organization, change and diversity management skills. Excellent written and verbal communication skills and interpersonal relation skills. Computer literacy and drivers licence will be added advantages.
<u>DUTIES</u>	:	While reporting to the Manager: Nursing Management Services, the incumbent will: render co-ordination, monitoring, critical evaluation and supervision of nursing services within the allocated domain. Provide effective management and professional leadership. Participate in Quality improvement programmes. Co-ordinate and supervise related nursing duties to ensure implementation of effective performance management. Ensure implementation of National and Provincial legislative prescripts which are relevant to the specific nursing speciality unit.
<u>ENQUIRIES</u>	:	Ms N. Toni @ 047 502-4446
<u>POST 40/118</u>	:	<u>PHARMACIST: STOCK CONTROL, GRADE. 1-3 REF NO: MHC/2010/22</u>
<u>SALARY</u>	:	R302 319 to R340 557 per annum. (for Grade. 1) R349 263 to R370 695 per annum (for Grade. 2) R381 900 to R423 846 per annum. (for Grade. 3) (plus 17% rural allowance applicable to all)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South Africa Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Proof of current registration (i.e. valid practice licence) with the (SAPC). A minimum of 13 years (for Grade. 3), 5 years (for Grade. 2), zero years (for Grade. 1), appropriate experience after registration as a Pharmacist with the SAPC. Recommendations- A qualification in logistics and warehousing. Registration with the SAPC as a Tutor. A good knowledge of prescripts governing the practice of pharmacy. Service delivery innovation in line with Batho Pele. Good verbal and written communication skills, preferably in languages spoken in the region. Willingness to work under pressure and for extended hours. A valid driver's licence (code 08 or code B)
<u>DUTIES</u>	:	Supervise the procurement, storage, distribution and monitoring of drug supplies at Nelson Mandela Academic Hospital. Coordinate policies and SOP's on stock management. Prepare and submit reports on stock counts, stock movement and expenditure to the Assistant Manager: Pharmaceutical Services. Ensure effective control of the stock. Identify skills gap and recommend necessary training and development for staff. Conduct ongoing research. Provide expert advice and guidance to all clients on all matters pertaining to the use of medicines. Support the Assistant Manager: Pharmaceutical Services with regard to services of the sub-directorate. Participate in the inter-departmental projects.
<u>POST 40/119</u>	:	<u>PHARMACIST, POST B, GRADE. 1-3 14 POSTS REF NO: MHC/2010/23</u>
<u>SALARY</u>	:	R302 319 to R340 557 per annum (for Grade. 1) R349 263 to R370 695 per annum (for Grade. 2) R381 900 to R423 846 per annum (for Grade. 3) (plus 17% rural allowance applicable to all)
<u>CENTRE REQUIREMENTS</u>	:	Mthatha Hospital Complex Basic qualification accredited with the South Africa Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Proof of current registration (i.e. valid practice licence) with the (SAPC). A minimum of 13 years (for Grade. 3), 5 years (for Grade. 2), zero years (for Grade. 1), appropriate experience after registration as a Pharmacist with the SAPC. Recommendations - A qualification in logistics and warehousing. Registration with the SAPC as a Tutor. A good knowledge of prescripts governing the practice of pharmacy. Service delivery innovation in line with Batho Pele. Good verbal and written

communication skills, preferably in languages spoken in the region. Willingness to work under pressure and for extended hours. A valid driver's licence (code 08 or code B).

DUTIES : Render clinical pharmacy and therapeutics. Participate in staff training and development. Maintain accurate and appropriate patient records, statistics and information as required by the hospital in line with legal requirements. Provide appropriate and adequate counselling on medication to patients to ensure optimal pharmaco-therapeutic outcomes. Implement quality improvement programmes in accordance with the principles of Batho Pele. Control the stock. Conduct ongoing research. Ensure appropriate distribution of stock including down-referral of chronic medicines. Provide support to peripheral pharmaceutical communities and the public. Participate in the inter-departmental projects.

ENQUIRIES : Ms N Kgaka @ 047 502-4510

POST 40/120 : **CLINICAL PSYCHOLOGIST: ADVANCED LEVEL 3 POSTS REF NO: MHC/2010/035**

SALARY : R240 318 per annum (plus ISRDS nodes and scarce skills allowances)

CENTRE : Mthatha Hospital Complex

REQUIREMENTS : A masters degree in Clinical Psychology. Proof of current registration with HPCSA as a Clinical Psychologist. At least three years supervisory experience in the field. Computer literacy. Valid code 08 driver's licence. Recommendations- Any additional qualifications in health-related fields will add value. Ability to work in a multi-disciplinary environment. Good verbal and written communication skills with respect to interacting with management, supervisees, clients and co-workers in respect of procedural matters and the ability to write reports, memos and letters. Knowledge of relevant national and provincial prescripts. Problem-solving, therapeutic and analytical skills.

DUTIES : While reporting to the Principal Clinical Psychologist, the successful incumbent will: Ensure effective management of psychological services in the Hospital Complex. Administer psychological tests as stipulated by the legislative requirements. Assess, diagnose and treat patients. Monitor and evaluate services aimed at improving organisational effectiveness. Provide support and guidance to supervisees. Ensure the implementation of quality assurance services within the Hospital Complex. Manage the physical resources and the performance of psychologists. Encourage and contribute towards research.

ENQUIRES : Mr T Jongilanga @047 502-4140

POST 40/121 : **OPERATIONAL MANAGER: SPECIALITY 5 POSTS REF NO: MHC 2010/40**
Neonatal Ward (High Care Unit, ICU & Nursery); Adult High Care Unit; Paediatric Ward; Neonatal Ward (Nursery) & Mental Health Unit (Psychiatry)

SALARY : PNB-3 @ R287 745 to R323 859 per annum plus ISRDS nodes allowances

CENTRE : Mthatha Hospital Complex (Nelson Mandela Academic Hospital/Mental Health Unit)

REQUIREMENTS : Speciality post: Diploma / degree in General Nursing Science, plus any other post basic nursing qualification with the duration of one year, accredited with the SANC in terms of Government Notice No 212 in the relevant speciality. Current registration (i.e. valid practice licence) with the SANC. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant speciality.

DUTIES : While reporting to the relevant Area Manager: Nursing Services, the incumbent will: supervise nursing care, administration and provision of effective management and professional leadership in area of speciality or general nursing component, respectively. Monitor and critically evaluate nursing services. Co-ordinate and supervise speciality or general related nursing duties respectively, to ensure implementation of effective performance management. Render palliative care for oncology clients in the case of Mthatha General Hospital.

ENQUIRIES : Ms N. Toni @ 047 502-4446

POST 40/122 : **OPERATIONAL MANAGER: GENERAL 3 POSTS REF: MHC 2010/41**
Ear, Nose and Throat Unit; Chronic Ward (TB) & Gynae Ward (1)

SALARY : PNA-5@R227 148 to R255 657 per annum (plus ISRDS nodes allowances)

CENTRE : Mthatha Hospital Complex (Nelson Mandela Academic / Mthatha General Hospital)

REQUIREMENTS : General post: Diploma / degree in General Nursing Science. Current registration (i.e. valid practice licence) with the SANC. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse. Recommendations-Knowledge of National Health Prescripts. Ability to work with multidisciplinary team, Quality Assurance, planning and organization, change and diversity management skills. Excellent written and verbal communication skills and interpersonal relation skills. Computer literacy and drivers licence will be added advantages.

DUTIES : While reporting to the relevant Area Manager: Nursing Services, the incumbent will: supervise nursing care, administration and provision of effective management and professional leadership in area of speciality or general nursing component, respectively. Monitor and critically evaluate nursing services. Co-ordinate and supervise speciality or general related nursing duties respectively, to ensure implementation of effective performance management. Render palliative care for oncology clients in the case of Mthatha General Hospital.

ENQUIRIES : Ms N. Toni @ 047 502-4446

POST 40/123 : **CLINICAL PSYCHOLOGIST: PRODUCTION LEVEL REF NO: MHC/2010/036**

SALARY : R192 540 per annum (plus ISRDS nodes and scarce skills allowances)

CENTRE : Mthatha Hospital Complex

REQUIREMENTS : A masters degree in Clinical Psychology. Proof of current registration with HPCSA as a Clinical Psychologist. Computer literacy. Valid code EB Driver's licence. Recommendations-Any additional diplomas in health-related fields will add value. Ability to work in a multi-disciplinary environment. Good verbal and written communication skills with respect to interacting with management, supervisees, clients and co-workers in respect of procedural matters and the ability to write reports, memos and letters. Knowledge of relevant national and provincial prescripts. Problem-solving, counselling and analytical skills.

DUTIES : While reporting to the Clinical Psychologist (Advanced Level), the successful incumbent will: Provide therapeutic interviews and counselling to patients and their immediate social interactive environment. Administer psychological tests as stipulated by the legislative requirements. Assess the results to identify the source of problem and determine the line of treatment. Provide follow-up services to groups and individuals for support and evaluation. Evaluate the results of programmes aimed at improving personal and organisational effectiveness. Encourage and contribute towards research.

ENQUIRES : Mr T Jongilanga @047 502-4140

POST 40/124 : **CHIEF SPEECH THERAPIST & AUDIOLOGIST REF NO: MHC/2010/25**

SALARY : R192 540 per annum (Scarce skills and rural allowance apply in addition)

CENTRE : Mthatha Hospital Complex

REQUIREMENTS : An appropriate tertiary qualification in Speech Therapy and Audiology / Audiology / Speech Therapy. Current registration with HPCSA. 3 years relevant experience as a Speech Therapist / Audiologist. Computer Literacy. Extensive supervisory skills. Recommendations - Valid driver's licence. Good verbal and written communication skills with respect to interacting with management, supervisees, clients and co-workers in respect of procedural matters and the ability to write reports, memos and letters.

DUTIES : While reporting to the Manager: Speech Therapy and Audiology, the successful incumbent will: Implement all policies, procedures and protocols as prescribed. Provide effective ear care services in the Complex. Participate in outreach programmes as a member of the multidisciplinary team. Maintain and update patients' records. Contribute towards research.

ENQUIRES : Ms P Gqiba @ 047 502-4804

POST 40/125 : **CHIEF OCCUPATIONAL THERAPIST REF NO: MHC/2010/42**

SALARY : R192 540 per annum (Scarce skills and rural allowance apply in addition)

REQUIREMENTS : A recognised degree in Occupational Therapy. Current registration with HPSCA. At least 3 years supervisory experience in Occupational Therapy. Computer Literacy. Valid (code B or code 8) driver's licence. Recommendations-Good knowledge of National and Provincial Health prescripts. Service delivery

innovation in line with Batho Pele. Good verbal and written communication skills with respect to communicating with management, supervisees, clients and co-workers. The ability to write reports, memos and letters. Willingness to work under pressure and with multi-disciplinary teams

DUTIES : While reporting to the Manager: Occupational Therapy, the incumbent will: Provide daily assessments and treatment to patients. Draw up Occupational Therapy (OT) programmes for the unit. Give support and guidance to OT staff. Report and consult with the multidisciplinary health team on patient progress. Maintain and update patient records and assist with the development of OT protocols. Contribute towards research. Participate in Quality Assurance projects meant to improve service delivery. Promote the Batho Pele Principles. Supervise the staff in the section.

ENQUIRES : Mr T Madikizela @ 047 502-4544

POST 40/126 : **SENIOR OCCUPATIONAL THERAPIST 3 POSTS REF NO: MHC/2010/30**

SALARY : R161 970 per annum (Scarce skills and rural allowance apply in addition)
CENTRE : Mthatha Hospital Complex
REQUIREMENTS : A recognised degree in Occupational Therapy. Current registration with HPSCA. At least 1 year post-community service experience in Occupational Therapy.. Computer Literacy and Valid (code B or code 8) driver's licence are recommended in addition.

DUTIES : While reporting to the Manager: Occupational Therapy, the incumbent will: Provide daily assessments and treatment to patients. Draw up Occupational Therapy (OT) programmes for the unit. Give support and guidance to OT staff. Report and consult with the multidisciplinary health team on patient progress. Maintain and update patient records and assist with the development of OT protocols. Contribute towards research. Participate in Quality Assurance projects meant to improve service delivery. Promote the Batho Pele Principles. Supervise the staff in the section.

ENQUIRES : Mr T Madikizela @ 047 502-4544

POST 40/127 : **SENIOR SPEECH THERAPIST & AUDIOLOGIST 3 POSTS REF.: MHC/2010/26**

SALARY : R161 970 per annum (Scarce skills and rural allowance apply in addition)
CENTRE : Mthatha Hospital Complex
REQUIREMENTS : An appropriate tertiary qualification in Speech Therapy / Audiology. Current registration with HPCSA. Relevant experience as a Speech Therapist / Audiologist post-Community Service. Computer Literacy. Valid driver's licence. Good verbal and written communication skills with respect to interacting with management, supervisees, clients and co-workers in respect of procedural matters and the ability to write reports, memos and letters.

DUTIES : While reporting to the Manager: Speech Therapy and Audiology, the successful incumbent will: Provide daily assessments and treatment to patients. Draw up treatment programme for the units. Report and consult with multi disciplinary team regarding patient progress and problems. Maintain and update patients' records. Contribute towards research.

ENQUIRES : Ms P Gqiba @ 047 502-4804

POST 40/128 : **SENIOR PHYSIOTHERAPIST 5 POSTS REF NO: MHC/2010/27**

SALARY : R161 970 per annum (Scarce skills and rural allowance apply in addition)
CENTRE : Mthatha Hospital Complex
REQUIREMENTS : An appropriate tertiary qualification in Physiotherapy (after community service). Current registration with HPCSA. Relevant experience as a Physiotherapist. Recommendations-Valid driver's licence. Computer literacy. Good verbal and written communication skills with respect to interacting with management, supervisees, clients and co-workers in respect of procedural matters and the ability to write reports, memos and letters.

DUTIES : While reporting to the Manager: Physiotherapy, the successful incumbent will: Perform daily assessments and treatment of patients including Surgical, Orthopaedic, Medical and Neurological cases. Record patients' statistics. Promote Batho Pele principles in the execution of all duties in service delivery. Promote health education to patients reporting to Clinical area manager in accordance with work area allocated. Contribute towards research.

ENQUIRES : Ms P Ntamo @ 047 502-4821

- POST 40/129** : **SENIOR RADIOGRAPHER 8 POSTS REF NO: MHC/2010/31**
- SALARY** : R161 970 per annum (Scarce skills and rural allowance apply in addition)
- CENTRE** : Mthatha Hospital Complex
- REQUIREMENTS** : An appropriate 3 years tertiary qualification in Radiography. Current registration with HPSCA. Sufficient relevant experience as a Radiographer. Knowledge of the implementation of quality assurance programme. Computer Literacy. Supervisory skills. Willingness to work shifts in order to provide 24-hour X-ray services. Recommendations-Valid driver's licence will be an added advantage. Service delivery innovation in line with Batho Pele Principles. Good verbal and written communication skills with respect to interacting with management, supervisees, clients and co-workers in respect of procedural matters and the ability to write reports, memos and letters.
- DUTIES** : Perform radiographic procedures in accordance with the Radiation and Protection policies. Maintain radiographic practices of the highest quality. Provide advice and guidance relating to junior and supplementary radiographers. Assist with the development of effective systems. Monitor and critically evaluate own performance. Maintain and utilise all diagnostic equipment and facilities in a safe and effective manner. Adherence to Batho Pele principles.
- ENQUIRIES** : Mr N Qutywa @ 047 502-4572
- POST 40/130** : **DIETICIAN 6 POSTS REF NO: MHC/2010/33**
- SALARY** : R161 970 per annum (Scarce skills and rural allowance apply in addition)
- CENTRE** : Mthatha Hospital Complex
- REQUIREMENTS** : A recognised Degree in Dietetics or Nutrition. Current registration (i.e. valid practice licence) with the H.P.C.S.A as a Dietician. Must have completed Community Service. Recommendations- Sound knowledge of clinical issues relating to Dietetic/Nutrition practices. Good verbal and written communication skills. Ability to work with multi-disciplinary teams and under pressure. Computer literacy.
- DUTIES** : Provide daily nutritional assessment and treatment to patients. Provide and plan nutritional needs for both in and out patients. Participate in Nutrition education for patients and staff. Consult with multi-disciplinary teams regarding treatment of patients. Supervise junior and community service Dieticians. Maintain and update patient records. Contribute towards research. Plan and conduct nutrition workshops and CRD activities for other staff members in the institution.
- ENQUIRIES** : Ms N. Pupuma - @ 047 502 4722
- POST 40/131** : **SOCIAL WORKER GRADE 2 X 3 POSTS REF: MHC/2010/24**
SOCIAL WORKER GRADE 1 X 6 POSTS REF: MHC/2010/71
- SALARY** : Social Worker Grade 2 X 3 Posts Ref: MHC/2010/24, R160 455 per annum
Social Worker Grade 1 X 6 Posts Ref: MHC/2010/71, R130 467 per annum
- CENTRE** : Mthatha Hospital Complex
- REQUIREMENTS** : Formal Tertiary qualification in Social Work that allows professional registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Proof of current registration (i.e. valid practice licence) with the SACSSP. At least three years working experience in social work. In addition to Grade 2 only: A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP is required. Recommendations-Any additional diplomas in health-related fields will add value. Valid code 08 driver's licence. Ability to work in a multi-disciplinary environment. Understanding of social dynamics, social work legislation, human behaviour and social systems. Good verbal and written communication skills with respect to interacting with management, supervisees, clients and co-workers in respect of procedural matters and the ability to write reports, memos and letters.
- DUTIES** : Manage performance of social workers and physical resources. Render social work service with regard to care, support, protection and development of patients and families in the hospital. Develop and plan intervention programmes. Establish partnerships with external resources. Adhere to legislations and policies. Undertake research and undergo skills and professional development.
- ENQUIRIES** : Ms L Ngqwala @ 047 502-4517

POST 40/132 : **PHYSIOTHERAPIST 9 POSTS REF NO: MHC/2010/28**

SALARY : R130 425 Per annum (Scarce skills and rural allowance apply in addition)

CENTRE : Mthatha Hospital Complex

REQUIREMENTS : A relevant tertiary qualification in Physiotherapy (after community service). Current registration with HPCSA. Recommendations-Valid driver's licence. Computer literacy. Good verbal and written communication skills with respect to interacting with management, clients and co-workers in respect of procedural matters and the ability to write reports, memos and letters.

DUTIES : While reporting to the Manager: Physiotherapy, the successful incumbent will: Perform daily assessments and treatment of patients including Surgical, Orthopaedic, Medical and Neurological cases. Record patients' statistics. Promote Batho Pele principles in the execution of all duties in service delivery. Promote health education to patients reporting to Clinical area manager in accordance with work area allocated.

ENQUIRIES : Ms P Ntamo @ 047 502-4821

POST 40/133 : **RADIOGRAPHER 6 POSTS REF NO: MHC/2010/32**

SALARY : R130 425 per annum (Scarce skills and rural allowance apply in addition)

CENTRE : Mthatha Hospital Complex

REQUIREMENTS : An appropriate Qualification in Radiography. Current registration (i.e. valid practice licence) with the H.P.C.S.A. Relevant work experience. Written and verbal communication skills. Computer literacy. Required to provide a 24hr X-Ray service (shift work). Recommendations- Service delivery innovation in line with Batho Pele Principles. Good verbal and written communication skills with respect to interacting with management, supervisees, clients and co-workers in respect of procedural matters and the ability to write reports, memos and letters Ability to work under pressure.

DUTIES : Perform Radiography procedures in accordance with the Radiation and Protection policies. Maintain high quality standards and best practices. Provide guidance to junior staff. Assist with development of policies and protocols. Utilize and maintain diagnostic equipment in a safe and functional state. Monitor and critically evaluate own performance. Adhere to Batho Pele principles.

ENQUIRIES : Mr. E. Qutywa @ - 047 502 4572

POST 40/134 : **DIETICIAN 2 POSTS REF NO: MHC/2010/34**

SALARY : R130 425 (Scarce skills and rural allowance apply in addition)

CENTRE : Mthatha Hospital Complex

REQUIREMENTS : A recognized Degree in Dietetics or in Nutrition. Proof of current registration with the HPCSA as a Dietician. Must have completed Community Service. Recommendations-Sound knowledge of clinical issues relating to Dietetic/Nutrition practices. Good verbal and written communication skills. Ability to work with multi-disciplinary teams. Computer literacy.

DUTIES : Provide daily nutritional assessment and treatment to patients. Provide and plan nutritional needs for both in and out patients. Participate in Nutrition education for patients and staff. Consult with multi-disciplinary teams regarding treatment of patients. Maintain and update patient records. Contribute towards research.

ENQUIRES : Ms N. Pupuma @ 047 502 4722

POST 40/135 : **SENIOR MEDICAL ORTHOTIST PROSTHETIST 3 POSTS REF NO: MHC/2010/43**

SALARY : R130 425 per annum

CENTRE : Orthotic & Prosthetic Centre Mthatha

REQUIREMENTS : National Diploma in Medical Orthotics & Prosthetics. Proof of current registration (i.e. valid practice licence) with HPCSA. Recommendations-Computer Literacy. Experience in the Public Sector. Valid Drivers Licence.

DUTIES : While reporting to the Manager: Orthotic & Prosthetic Services, the incumbent will: Evaluate the patient. Design and Manufacture Orthoses & Prostheses. Do Hospital Ward rounds with the multi disciplinary medical team. Educate/Teach Medical personnel regarding Medical Orthoses & Prostheses.

ENQUIRES : Mr N Pretorius @ 047 532-4489

POST 40/136 : **LOGISTICS SUPPORT OFFICER REF NO: MHC/2010/44**

SALARY : R130 425 per annum
CENTRE : Orthotic & Prosthetic Centre Mthatha
REQUIREMENTS : 1) Appropriate tertiary qualification and/or Senior Certificate with 3-5 years experience in Financial Management/Supply Chain Management. Computer Literacy in MS Word, Excel, Outlook and PowerPoint Recommendations- Experience in the Public Sector. Experience in LOGIS. Knowledge of PFMA. Knowledge of asset management and processes. Good written and verbal communication and interpersonal skills.

DUTIES : While reporting to the Senior Admin Officer, the incumbent will: Render stores administration. Render administrative control services to the O&P Centre Mthatha stores. Receive and check goods on delivery from the supplier. Ensure that goods in stores are appropriately packed and stored for easy access and issuing. Maintain item stock levels and bin-card system. Initiate the order process of an item when it reaches its minimum stock level. Conduct stock-taking periodically and ensure efficient and effective asset management. Issue items to Orthotist Prosthetists and to LSA Managers and District Hospitals. Maintain the system used to receive and issue goods. Receive all invoices, delivery slips and process the payment thereof. Ensure compliance to PFMA and other related prescripts including departmental policies and circulars.

ENQUIRES : Mr N Pretorius @ 047 532-4489

POST 40/137 : **PSYCHOLOGY COUNSELLOR 2 POSTS REF NO: MHC/2010/45**

SALARY : R105 645 per annum
CENTRE : Mthatha Hospital Complex
REQUIREMENTS : A Bachelor degree in Psychology. Proof of registration with HPCSA as a Counsellor. Recommendations-Any additional qualifications in health-related fields will add value. Computer literacy. Valid code EB Driver's licence. Ability to work in a multi-disciplinary environment. Good verbal and written communication skills with respect to interacting with management, supervisees, clients and co-workers in respect of procedural matters and the ability to write reports, memos and letters. Knowledge of relevant national and provincial prescripts. Problem-solving, counselling and analytical skills.

DUTIES : While reporting to the Clinical Psychologist, the successful incumbent will: Provide basic psycho-education and screening of psychological functions. Provide short-term supportive counselling. Promote psycho-social wellbeing of patients. Be able to refer patients to Psychologists and other relevant health professionals with specialised expertise.

ENQUIRIES : Ms N Mayeko @ 047 502-4127

POST 40/138 : **SENIOR AUXILIARY WORKER: PHYSIOTHERAPY REF NO: MHC/2010/29**

SALARY : R87 978 per annum
CENTRE : Mthatha Hospital Complex
REQUIREMENTS : One year training with a recognised institution as a Physiotherapy Assistant. Registration with HPCSA. Relevant experience. Recommendations-Computer Literacy. A team player. Service delivery innovation in line with Batho Pele principles. Good verbal and written communication skills.

DUTIES : While working under the direct supervision of a qualified Physiotherapist, the successful incumbent will: Provide quality occupational physiotherapy services to patients. Execute administrative tasks relating to patient care. Adhere to quality improvement programmes and personal development.

ENQUIRES : Ms P Ntamo @ 047 502-4821

POST 40/139 : **SENIOR AUXILIARY WORKER: ORTHOTICS & PROSTHETICS x 3 POSTS REF NO: MHC/2010/46**

SALARY : R87 978 per annum
CENTRE : Orthotic & Prosthetic Centre Mthatha
REQUIREMENTS : Grade 12. Registered with HPCSA. Minimum of 3 years experience as an Auxiliary Worker (Orthotics & Prosthetics).Recommendations- Pas in Mathematics, Physical Science and Biology as Grade 12 subjects. Extensive

- experience in the manufacturing/repairing of Orthoses, Prostheses and Orthopaedic footwear.
- DUTIES** : Assist Orthotist Prosthetist and Orthotic Footwear Technicians in Manufacturing, repairing and maintenance of Orthoses, Prostheses and Orthopaedic footwear.
- ENQUIRIES** : Mr N Pretorius @ 047 532-4489
- POST 40/140** : **AUXILIARY WORKER: ORTHOTICS & PROSTHETICS 2 POSTS REF NO: MHC/2010/47**
- SALARY** : R73 584 per annum
CENTRE : Orthotic & Prosthetic Centre Mthatha
REQUIREMENTS : Grade 12 Recommendations-Pass in Mathematics, Physical Science and Biology as Grade 12 subjects. Experience in welding, tailoring, shoe-making/repairing. Experience in an Orthotic & Prosthetic Centre.
- DUTIES** : Assist Orthotist Prosthetist and Orthotic Footwear Technicians in Manufacturing, repairing and maintenance of Orthoses, Prostheses and Orthopaedic footwear.
- ENQUIRES** : Mr N Pretorius @ 047 532-4489
- POST 40/141** : **OCCUPATIONAL THERAPY ASSISTANT REF NO: MHC/2010/48**
- SALARY** : R73 584 per annum
CENTRE : Mthatha Hospital Complex
REQUIREMENTS : One year training with a recognised institution as an Occupational Therapy Assistant. Registration with HPCSA. Relevant experience. Recommendations-Computer Literacy. A team player. Service delivery innovation in line with Batho Pele. Good verbal and written communication skills.
- DUTIES** : While working under the direct supervision of a qualified Occupational Therapist: Provide quality occupational therapy service to patients. Execute administrative tasks relating to patient care. Adhere to quality improvement programmes and personal development.
- ENQUIRES** : Mr T Madikizela@ 047 502-4544
- POST 40/142** : **AUXILIARY WORKER: POP 8 POSTS REF NO: MHC/2010/49**
- SALARY** : R73 584 per annum
CENTRE : Mthatha Hospital Complex (Bedford Orthopaedic Hospital)
REQUIREMENTS : Std 8 certificate/Std 6 with proven 1 year experience as General Worker in the Plaster of Paris (POP). Accept to render 24-hours service.Recommendations-Willingness to learn. Two years working experience in a Health institution. Ability to work under pressure. A team player. Exposure to Batho Pele principles. Good communication and interpersonal skills.
- DUTIES** : While reporting to the Area Manager: Outpatient & Spinal Unit, the successful incumbent will: Provide practical and professional knowledge in the application and removal of Plaster of Paris (POP). Assess clients' conditions and provide progress report. Participate in multi-disciplinary team meetings. Be able to apply all orthopaedic splints. Keep accurate records on services rendered. Render any other reasonable task assigned by the supervisor. Do own work inline with Batho Pele principles.
- ENQUIRES** : Ms GN Toni @ 047 502-4446

DEPARTMENT OF SOCIAL DEVELOPMENT

The Department of Social Development is an equal opportunity and affirmative action employer

- APPLICATIONS** : Please quote the reference number and forward your application to the following address: Bhisho: The Head of the Department, Social Development Private Bag X 0039, Bhisho, 5605 or hand delivered at Human Resources Ground Floor, Phalo House@ Bhisho
- FOR ATTENTION** : Mr Mapuza.
CLOSING DATE : 15 October 2010
NOTE : Applications must be submitted on Z83 form obtainable from any Public Service department and should be accompanied by a Curriculum Vitae with a detailed description of duties and certified copies of Identity Document and Qualifications. Candidates must please indicate the reference of the post he/she is applying for and fill in a separate application form for each post, if applying for more than one post. No faxed applications will be allowed. NB: All shortlisted candidates will be subject to security clearance and SMS members will be required to undergo

competency assessment and sign a performance agreement. Applicants must please note that they will be required to show proof of original qualifications during the interview process. Correspondence will be limited to successful candidates only. Please note: people from the designated groups and those with disabilities are encouraged to apply as the department is in a process of closing the gap in terms of equity targets. If you have not been contacted within three months after the closing date of this advertisement, please consider that your application was unsuccessful.

MANAGEMENT ECHELON

POST 40/143 : **SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT (LEVEL 13) REF NO: 69873/2**

(Employee Wellness Programmes, Labour Relations, HRD, Efficiency and Job Evaluation/ Organizational Development)
Re-Advertisement, (Please note that applicants who had applied are encouraged to re- apply)

SALARY : R652 572 per annum. This inclusive remuneration package consists of a basic salary (60%), the States' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract. Driver's license (EB).

CENTRE REQUIREMENTS : BHISHO
: The successful candidate should be in possession of a recognized Bachelor's Degree in Public Administration /Human Resource Management/ Human Resource Development/ Behavioural Sciences with a minimum of five (5) year's management experience. A post graduate qualification will be an added advantage. Required Competencies: A good understanding of human resource management, human resource utilization and capacity development, employee health and wellness, employee relations, people management, strategy formulation, leadership, public service prescripts • Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Employment Equity, Skills Development and Labour Relations Act and related legislations • Ability to manage performance, solve job related problems, build relationships and provide skills • Co -ordinate the implementation of Employee Wellness Programmes, Employee Relations as well as Skills and Human Resource Development • Ability to lead people in strategic change management • Ability to form and build alliances with stakeholders such as trade unions. Ability to develop intervention programmes to meet the strategic needs and directions of the management of the organization • Develop operational plans/policy development • Ensure the achievement of the strategic plan. Write monthly, quarterly and annual reports • Advise the Department on job evaluation related issues.

DUTIES : Key Performance Areas: Ensure the effective and efficient rendering of Employees Wellness Programmes (EAP, SHE, HIV/AIDS) • Ensure the rendering of employment relations services, negotiate and consult on behalf of the Department on labour relations matters • Manage skills development programmes, develop and implement career development frameworks for the Department • Develop skills audits and plans • Develop, implement and monitor Human Capital Management policies and procedures • Render advice to line management, develop and coordinate implementation of the Employment Equity Plan of the Department, affirmative action and the Departmental Labour Liaison • Oversee the directorate's budget and resources in accordance with the Public Finance Management Act (PFMA) and Treasury Regulations • Manage the directorate by planning and organizing the activities to ensure optimum service delivery • Develop strategies aligned to PMDS, HR Policies and HRD strategies • Report and coordinate management responses and instructions in a cost-effective and optimal way through the channels of communication • Manage grievances and disciplinary processes • Educate staff and support their well-being in the organization to improve service delivery standards • Prepare policies, implement, monitor and evaluate the outcomes. Manage, co-ordinate and initiate programmes and processes which promote organizational development and job evaluation • Monitor and exercise control over the budget and expenditure for the Directorate and ensure effective utilization of financial resources.

ENQUIRIES : Ms B. Nxusani at 040 - 6089215

POST 40/144 : **GENERAL MANAGER: POVERTY ERADICATION PROGRAMME (LEVEL 14)**
REF NO: 69873/1
 Re-Advertisement, (Please note that applicants who had applied are encouraged to re- apply)

SALARY : R790 953 per annum. This inclusive remuneration package consists of a basic salary (60%), the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

CENTRE : Bhisho

REQUIREMENTS : An appropriate recognized Social Science Degree preferable in Development Studies/Development Economics/ Social Development with a minimum of 5 years proven managerial experience (of these at least 3 years in a senior managerial capacity in the Social Development/ poverty eradication programme environment). Research experience in the Social Sciences and developmental field will be a strong recommendation. A postgraduate qualification will be added an advantage. Driver's licence (EB). Required Competencies: • Ability to develop high level strategies for poverty eradication focusing on the three pillars of the programme namely Research, Family Based Integration and Coordination and Stakeholder Management and Coordination • Provide leadership and strategic direction to Departments pertaining to poverty eradication initiative • Ability to link departmental initiatives to multi stakeholder interventions • Provide leadership and strategic direction on the implementation of an integrated family based poverty eradication strategy in the Eastern Cape • Improving poverty reduction efforts in the Eastern Cape • Redefining poverty reduction efforts through harnessing of current research material, study tours and best practices •Alignment of the Eastern Cape poverty eradication initiatives with the President's commitment as reflected in the 2006 State of the Nation Address • Facilitate the implementation of a Provincial Framework for the Department of Social Development and other Provincial Departments to deliver on the government's commitment to reduce poverty • Establish Partnerships/ relationships with all poverty eradication stakeholders Nationally and Provincially.

DUTIES : Key Performance Areas: •Management of integration and coordination of structures and processes for effective implementation of poverty eradication initiatives • Manage special projects in advancing government's commitments on poverty eradication •Interaction with donors and service providers to access funding •Management, monitoring and evaluation of Provincial poverty eradication initiatives • Develop the Poverty Matrix •Manage a proper database of households living in poverty • Identify and implement specific interventions relevant to households living in poverty• Monitor progress as the programme takes effect in graduating these families out of poverty • Manage initiatives geared towards reducing indigence with special bias to women • Coordinate and align poverty programmes to maximize impact and avoid wastage and duplication • Accelerate training of Family Social Workers at professional and auxilliary levels to ensure that identified households are properly supported and monitored.

ENQUIRIES : Ms B. Nxusani at 040 - 6089215

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

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

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

OTHER POSTS

POST 40/145 : **MEDICAL OFFICERS GRADE I 3 POSTSREF NO: 70256934**
Directorate: General Surgery

SALARY : R405 333 per annum (all Inclusive package)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB or equivalent. A valid registration with the HPCSA as an independent medical practitioner.

DUTIES : The many and diverse functions of this position encompass aspects of patient care, education, research (may participate in original or clinical research) and counsel during surgery emergencies. The service aspect includes ensuring correct surgical treatment of patients. The academic programme will include patient presentations, subject discussions and attendance of the post graduate programme.

ENQUIRIES : Ms S Theron, Tel No: (012) 354 – 2105
CLOSING DATE : 25 October 2010

POST 40/146 : **PROFESSIONAL NURSE SPECIALITY ICU: REF NO: 70256940**
ORTHOPAEDIC: REF NO: 7025 6941
Directorate: Nursing

SALARY : R296 382 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Basic qualifications accredited with the South Africa Nursing Council in terms of Government notice 425, i.e. diploma\ degree in nursing that allows registration with SANC as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant speciality PNB-2 a minimum of 14 years appropriate experience in nursing after registration as a Professional Nurse with the SANC General Nursing. At least 10 years of the period referred must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty computer literate, Strong leadership, good communication and Sound interpersonal skills are necessary. Valid service certificate/proof of experience. The successful candidate must be prepared to work shifts.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of Human, material and service resources Participate in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self development.

ENQUIRIES : Ms S. Motau, Tel no: (012) 354 4686.
CLOSING DATE : 25 October 2010

POST 40/147 : **CONTROL CLINICAL ENGINEERING TECHNICIAN REF NO: 70256956**
Directorate: Clinical Engineering

SALARY : R192 540 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital

- REQUIREMENTS** : National Clinical Engineering Diploma or equivalent training in the field of Clinical Engineering, 8 years experience in the field of Clinical Engineering, good communication skills (verbal and written), ability to work under pressure, skilled in the use of various hand tools and test equipment, good understanding of Microsoft Office applications such as Word and Excel, A valid ZAR drivers license.
- DUTIES** : Manage the Clinical Engineering workshop, monitor maintenance contracts, repair and maintain medical equipment, train clinical engineering technicians and students in the repair of medical equipment, train end users in the use of medical equipment, perform standby and after hour duties, keep repair database (records) up to date, attend medical equipment related and other meetings, advise on the procurement of medical equipment, prepare and monitor maintenance programme, monitor repair costs of equipment, advise on equipment life cycle costs.
- ENQUIRIES** : Mr. K Dahlen, Tel No: (012) 354 - 1261
CLOSING DATE : 25 October 2010
- POST 40/148** : **PROFESSIONAL NURSE (SPECIALITY NURSING) ADVANCE MIDWIFERY 5 POSTS: REF NO: 70256936**
ONCOLOGY: REF NO: 70256937
ICU (6 POSTS): REF NO: 70256938
OCCUPATIONAL HEALTH AND SAFETY (2 POSTS) REF NO: 70256939
 Directorate: Nursing
- SALARY** : R195 936 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Basic qualifications accredited with the South Africa Nursing Council in terms of Government notice 425, i.e. diploma/ degree in Nursing that allows registration with SANC as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant speciality PN-B1 a minimum of 4 years appropriate/ Experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred must be appropriate/ Recognizable experience after obtaining the 1 year post basic qualification in the Relevant specialty computer literate, Strong leadership, good communication and Sound interpersonal skills are necessary. Valid service certificate/proof of experience. The successful candidate must be prepared to work shifts.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of Human, material and service resources Participate in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self development.
- ENQUIRIES** : Ms S. Motau, Tel no: (012) 354 4686.
CLOSING DATE : 25 October 2010
- POST 40/149** : **SENIOR RADIOGRAPHER REF NO: 70256935**
 Directorate: Nuclear Medicine
- SALARY** : R130 425 per annum (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : B-Tech/ B.Rad (Hons) in nuclear medicine or equivalent tertiary qualification. Proof of registration with HPCSA. Previous experience in nuclear medicine facility offering a comprehensive service including "hot lab" procedures. Post-graduate student in nuclear medicine B Rad or equivalent tertiary qualification. Completion of community service is mandatory.
- DUTIES** : clinical service rendering and patient care. Participating in Organizing, planning, implantation of departmental policies/ procedures and CPD programs. Administrative duties in all relevant areas. Supervision and input in clinical training of pre-graduate students. Apart from the academic program, students are expected to deliver clinical service under supervision and to participate fully in all departmental activities.
- ENQUIRIES** : Ms. N .G Mahlangu, Tel No: (012) 354 - 1684
CLOSING DATE : 25 October 2010
- POST 40/150** : **ASSISTANT MANAGER NURSING PN- B 4 REF NO: 70256925**

Directorate: Ekurhuleni Health District

- SALARY** : R314 427 per annum (plus benefits)
CENTRE : KWA THEMA CHC
REQUIREMENTS : Basic qualifications accredited with SA Nursing Council in terms of Notice 425 (Diploma or degree) or equivalent qualifications that allow registration with the SA Nursing Council as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year accredited with SANC in terms of Government Notice / No 212 in the relevant specialty. At least six years of the period referred above must be appropriate /recognizable experience after obtaining the 1 year post basic qualification in the relevant specialist Current proof of registration with the SANC.A minimum of 10 years appropriate experience in nursing after registration as a Professional Nurse. At least 3 years of the period must be experience at management level. Valid driver's licence .Computer Literacy, Project Management and PHC Management. Knowledge of norms and standards and reporting procedures.
- DUTIES** : Manage KPA's of staff members in the department. Identify needs to improve service delivery. Provide policy guidelines and support to staff. Appraise performance of staff. Monitor performance of facilities. Responsible for the development of staff. Manage resources effectively
- ENQUIRIES** : Ms FJ Joubert: Tel: (011)737- 9746
CLOSING DATE : 21 October 2010
- POST 40/151** : **REGISTRAR REF NO: 70256926**
Directorate: Pediatrics Department
- SALARY** : R423 846 - R443 208 per annum (plus benefits)
CENTRE : Kalafong Hospital
REQUIREMENTS : Registered with the Health Professions Council of South Africa and must have completed Community Service. A DCH or FCP I is a recommendation.
- DUTIES** : To be responsible for the rendering of clinical services, assessment and treatment of patients and related administrative duties. In addition they need to participate in all activities of the discipline in relation to teaching and research as well as participate in departmental audit activities. They will be responsible for preparing and writing reports, communication services and community liaison. Registrars will be rotated through related departments.
- ENQUIRIES** : Prof T. Avenant OR DR N. Soma, Tel, No: (012) 373 1009 OR (012) 318 6929
CLOSING DATE : 15 October 2010

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

This Department is an equal opportunity, affirmative action employer whose aim is to Promote representatively in all occupational categories in the Department. People with disabilities are encouraged to apply.

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

MANAGEMENT ECHELON

POST 40/152 : **HEAD: CLINICAL UNIT FETAL MATERNAL MEDICINE REF NO: HEADCLINUNITFETMATMED/1/2010**
Component: Department of Obstetrics and Gynaecology

SALARY CENTRE REQUIREMENTS : R892 287 pa all inclusive salary package (excluding commuted overtime)
: Inkosi Albert Luthuli Central Hospital
: MBChB. Seven (7)years post registration experience as a Specialist in Obstetrics and Gynaecology. Current registration with HPCSA as a Subspecialist in Fetal-Maternal Medicine. Managerial experience. Strong leadership abilities. A valid drivers license

DUTIES : Render services in fetal medicine by providing Level 3 fetal ultrasound and in high risk obstetrics at IALCH, Be able to perform first and second trimester screening and invasive procedures for prenatal screening, diagnosis, and therapy. Provide consultative service to other general specialists and referral hospitals. Responsible for the administration, management and audit of the Fetal Ultrasound services. Liaison with other disciplines including neonatology, paediatric surgery and cardiology Participate in the department teaching program for undergraduates and postgraduate registrars. Responsible for the training of subspecialists in Fetal-Maternal Medicine and in the training of junior specialists for capacity building. Participate in department administrative services. Participate in the provision of after hours consultant support as per departmental duty roster. Liaison with HOD and hospital management regarding infrastructural needs in terms of financial, physical, equipment, staff, support and training. Undertake appropriate clinical research and support the research of junior staff. Perform management duties as required in the Department

ENQUIRIES APPLICATIONS : Professor JS Bagratee Tel: 031- 2604390
: All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 Mayville 4058

CLOSING DATE : 05 November 2010

OTHER POSTS

POST 40/153 : **MEDICAL OFFICER GRADE 2 REF NO: RKK M17/2010**
Department: Surgery

SALARY : R491 892 – R529 905 per annum, [+5 Years experience after registration with HPCSA as a Medical Practitioner], Commuted Overtime: R183 138-96 per annum
Medical Officer Grade 3, R570 858.00 – R682 527 per annum [+10 Years experience after registration with HPCSA as a Medical Practitioner], Commuted Overtime: R212 533.32 per annum

The performance of Group 3 [16-20 hours per week] commuted overtime is compulsory.

CENTRE REQUIREMENTS : RK Khan Hospital, Chatsworth

DUTIES : MBCHB Degree, Registration certificate with the HPCSA as a Medical Practitioner, Current registration with the HPCSA as a Medical Practitioner, Render clinical duties: inpatient and outpatient, Render cost effective medical care, incorporating clinic management and follow-up. Maintain medical records. Train and supervise medical interns, medical student and other personnel, Undertake on-going medical education and professional development. Diagnose and evaluate patient's state of health, Required to perform commuted overtime in Casualty and Emergency Medicine.

ENQUIRIES APPLICATIONS : Mrs S.D. Kisten Phone 031-4596266

Resource Manager R.K. Khan, Hospital, Private Bag X004, Chatsworth, 4030, Telephone: 031-4596025

FOR ATTENTION CLOSING DATE : MISS N.R Msomi C/O Human
15 October 2010

POST 40/154 : **MEDICAL OFFICER (ARV): REF NO: NCHC 03/2010**

SALARY : R423 846 per annum-Grade 1
R484 623 per annum-Grade 2 (minimum 5 years experience as a Medical Officer after registration with HPCSA)
R562422.00-per annum-Grade 3 (minimum 10 years experience as a Medical Officer after registration with HPCSA)

CENTRE REQUIREMENTS : Newtown CHC

MBCHB Degree or Equivalent qualification. Current registration with the HPCSA as a Medical Officer. Knowledge of current Health Legislation and policies at Public institutions. Sound knowledge of National TB Programme and ARV Programme including STI's and PMTCT. Information management and quality assurance programs. Good research and presentation skills. Ability to function with Multi disciplinary team, Sound knowledge and clinical skills in adults and Pediatric Care, Excellent human, communication and leadership skills. Good team builder and problem solver.

DUTIES : Provision of quality patient centered care for all patients. Maintenance and continuous improve of professional and ethical standards. Provide ongoing medical management of patients with acute chronic conditions. Handle disability grants assessments. Maintain accurate health records in accordance with Legal Ethical consideration. Provide medicine related information to clinical staff as may be required. Train and guide junior staff and other health associated Professionals. Support continuous Professional Development by information seminars and scheduling external meetings. Provide preventive health interventions and measures to promote health care. Provide and manage antiretroviral treatment for both adults and children. Participate in communicable Health disease programs and ensure that relevant patient's statistics is maintained to facilitate proper decision making. Conduct Orientation and induction programs for junior colleagues and Community service Medical Practitioners. Conduct Patient Satisfaction surveys and ensure that mechanism aiming at reducing waiting times is in place

ENQUIRIES APPLICATIONS : Dr M Govender @ 031 510 9837

Direct your application quoting the above reference number to: The Chief Executive Officer, Newtown CHC, Private Bag X039, Inanda, 4310. Hand delivered applications, Newtown CHC, A1345 King Bhekuzulu Road -Inanda

CLOSING DATE : 22 October 2010

POST 40/155 : **DEPUTY MANAGER: TELE-HEALTH AND INFORMATION TECHNOLOGY REF NO: G109/2010**
Cluster: Service Delivery

SALARY : An all inclusive salary package of R378 456 per annum

CENTRE REQUIREMENTS : Head Office: Pietermaritzburg

An appropriate Bachelors Degree/National Diploma in information Technology; PLUS A minimum of three (3) years experience in management of health related projects at a senior level; PLUS Unendorsed valid Code B driver's licence (Code 08). Recommendations: Training programmes and / or experience in Project and Programme Management, Communication Technologies (ICTs), Planning/Coordinating Training Programmes and Evaluation of Health

Programmes will be an added advantage. Experience in implementation and/ or the practice of Tele-Health will serve as a recommendation. Knowledge, Skills, Training and Competence Required:-The incumbent of this post will report to the Manager: Tele-health and Information Technology, and will be responsible with the guidance of Telemedicine Steering Committee, to coordinate the implementation of the Department's policies and directives on Tele-health to facilitate Telemedicine as a vehicle by which access to healthcare services for all can be improved, and as such the ideal candidate must: Have broad knowledge of ICT, Possess knowledge of the public health service system, Possess strong project management and financial management skills, Have the ability to stay abreast of potential future ICT developments relevant to Tele-Health at provincial, national and international level. Possess knowledge of provincial and national legislation, government policies and procedures in the health environment generally and informing the area of Telemedicine, Have the ability to analyse complex information on cost benefits and expenditure control policies relating to Telemedicine. Have the ability to stay abreast with all other relevant department developments such as Information System Development, electronic patient records etc. as it relates to Telemedicine. Possess good written and verbal communication skills, Possess high level of proficiency and understanding of ICTs.

DUTIES : Key Performance Areas:-Ensure the successful implementation of the Department's Telemedicine Plan, policies and directives on Tele-health. Coordinate the strategic leadership to ensure wide spread by-in by all area, District and Hospital Managers and health care workers to the philosophy and implementation of telemedicine. Ensure the implementation of Telemedicine policies, norms, protocols, ethics and guidelines. Ensure that all provincial Telemedicine policies, procedures and guidelines are in line with the National Telemedicine strategies and legislation. Coordinate the use of the telemedicine videoconferencing infrastructure for telemedicine, education/training and management. Ensure the effective and efficient utilisation of resources allocated to the Component.

ENQUIRIES : MR V Magaqa 033- 8467001/2/5
APPLICATIONS : All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, Registry, Room 101, 5Th Floor, South Tower

FOR ATTENTION : Mr P J Buthelezi
CLOSING DATE : 22 October 2010

POST 40/156 : **CLINICAL PROGRAMME COORDINATOR (QUALITY): GRADE 1 REF NO: BETH 27/2010**

SALARY : R227 148 Per annum plus 13th cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements)

CENTRE : Bethesda Hospital
REQUIREMENTS : Degree/ Diploma in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current Registration with SANC as Professional Nurse. Basic computer literacy. Valid code 8 license. Experience in quality improvement will be an added advantage. Ability to conduct meetings on quality improvement strategies. Excellent verbal, written communication skills and report writing skills. Knowledge of Occupational Health & Safety, Disaster management, Infection Control, Medical waste Risk Assessment. Ability to formulate patient care related policies. Team building, relationship and conflict management, coaching, mentoring & facilitation skills. Knowledge of National Provincial Quality initiatives(Human Rights, Batho Pele Principles and Patient Rights Charter).

DUTIES : Promote a quality assurance culture within the institution. Provide advice on various aspects of quality care. Facilitate, maintain & improve implementation of quality programmes / initiatives in the institution. Provide ongoing feedback to management in order to ensure that the quality process is on track and that policies are being implemented. Plan & conduct quality audits & surveys at due times. Maintain accurate reports and records of quality assessments and ensure timeous interventions on non – compliance. Submit monthly quality reports to the supervisor. Ensure that the quality assurance committee functions effectively and that all staff participate in quality assurance programmes.

ENQUIRIES : Chief Executive Officer: Ms P.S Nyawo Tel no. 035 – 595 1004
APPLICATIONS : All applications should be forwarded to: The Hospital Manager, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970
CLOSING DATE : 14 October 2010

POST 40/157 : **OPERATIONAL MANAGER; NURSING (GENERAL-NIGHT DUTY) REF NO: PSH 96/10**

SALARY : R227 148 per annum. All inclusive package PLUS 12% rural allowance
CENTRE : Port Shepstone Hospital
REQUIREMENTS : Minimum education requirements for the post: Degree / Diploma in General Nursing, Registration with the South African Nursing Council as a registered nurse Current registration with SANC for 2010. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing, Diploma in Midwifery. Knowledge, Skills And Experience, Knowledge of nursing legislation and related legal and ethical nursing practices, Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards. Basic understanding of HR and Finance policies and practices, Problem solving and negotiation skills, decision making, ability to teach and manage staff, Demonstration of leadership, competency in supervisory skills, Knowledge of Public service policies and regulations, Skills of organizing and communicating.

DUTIES : Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, Work as part of multi-disciplinary team at unit level to ensure good nursing care by the nursing team, Work effectively at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principals of batho pele, Monitor and evaluate staff performance in terms of EPMDs, Ensure proper utilization of resources and exercise care over government property, Ensure staff development and updates on current changes in clients management, Deal with grievances and staff discipline, Compile a control duty roster, attendance register and night claims.

ENQUIRIES : Mrs. C.D. Coetzee: 039- 688 6111
APPLICATIONS : Application form (Z83) and C.V. with certified copies of ID, educational qualifications (Matric), registration certificates, SANC receipts, etc. to be submitted for the attention of: Mr. N. Shude, Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240
CLOSING DATE : 15th October 2010 at 16h00

POST 40/158 : **CLINICAL NURSE PRACTITIONER PHC REF NO: BETH 26/2010**

SALARY : R195 936 per Annum plus 13th cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements), 12 Rural Allowance.
CENTRE : Bethesda Hospital (Jozini Clinic)
REQUIREMENTS : Degree / Diploma in General Nursing plus 1 year post basic qualification in Primary Health Care. Registration with the SANC as a General Nurse and Primary Health Care Nurse. Proof of current registration with South African Council 2010 receipt. A minimum of 4 years appropriate/ recognizable registration experience as a Professional Nurse. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as nursing Act, Mental Health Act, OH & S Act, Batho Pele and patients Right Charter, Labour Relations Acts, grievance procedures etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counseling. Financial and budgetary knowledge. Good insight of procedures and policies pertaining to nursing care. Computer skills in basic programmes.

DUTIES : Demonstrate effective communication with patients, supervisors and other clinicians including report writing monthly and statistics as required. Work as a part of a multidisciplinary team to ensure good nursing care at PHC setting in all health programmes. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Demonstrate a sound knowledge of

nursing care delivery approaches for various programmes. Ensure increased accessibility of health service to all community members including performance of 24 hours where applicable. Ensure Batho Pele Principles are implemented. Diagonise, treat and dispense.

ENQUIRIES : Hospital Manager: Ms P.S Nyawo Tel no. 035 – 595 1004
APPLICATIONS : All applications should be forwarded to: The Hospital Manager, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970
CLOSING DATE : 14 October 2010

POST 40/159 : **CLINICAL NURSE PRACTITIONER (PHC STREAM) ILE REF NO: PHC 01/2010**

SALARY : Grade 1- Notch R195 936 Plus 8% Rural Allowance, BENEFITS, 13th Cheque, home owner's allowance, Allowance and medical aid optional [employee must meet prescribed conditions]

CENTRE : Ilembe Health District (PHC/Mobile)
REQUIREMENTS : Grade 12 (Senior certificate), Degree / Diploma in General Nursing Plus 1 year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care (PHC). Current registration with SANC as General Nurse and Primary Health care, A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Code EB Drivers licence (Code 8) relevant legal framework such as Nursing Acts, Mental Act, OH&S Act, Batho Pele and Patients Rights Charter, Labour Relations Act, grievance procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good insight of procedures and policies pertaining to nursing care

DUTIES : Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Always promoting scientific quality nursing care by functioning as a therapeutic team co-coordinating between hospital and community and preventing medico-legal hazards. Ensuring proper utilization and safekeeping basic medical equipment. Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account. Ensure Batho Pele principles are implemented

ENQUIRIES : Mrs. N Naidoo (Operational Manager: Primary Health Care) Contact no: 032-4373600

APPLICATIONS : Please forward applications to: The District Manager, Ilembe Health District Office, Private Bag x10620, Kwa Dukuza 4450

FOR ATTENTION : Ms JL Mhlongo
CLOSING DATE : 15 October 2010

POST 40/160 : **PROFESSIONAL NURSE: SPECIALITY NURSING STREAM (LABOUR WARD) 4 POSTS REF NO: PSH 95/10**

SALARY : Grade 1: R195 936 per annum, Experience: A minimum of 4 years appropriate /recognizable experience in nursing after registration as Professional nurse with SANC in General Nursing
Grade 2: R240 981 per annum, Experience: A minimum of 14 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing of which at least 10 years of the period must be experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.

CENTRE : Port Shepstone Hospital
REQUIREMENTS : Minimum Education Requirements for the Post, Diploma/Degree in General Nursing, PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science, Current registration with SANC as General Nurse 2010, Knowledge, Skills and Experience, Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks, Good communication skills – verbal and written, Coordination and liaison skills, Problem solving skills.

DUTIES : Assist in planning/organizing and monitoring of objectives of the specialized Unit, Provide a therapeutic environment for staff, patients and public, Provide

comprehensive quality nursing care, Provide direct and indirect supervision of all nursing and housekeeping staff and give guidance, Ensure continuity of patient care at all levels e.g. work book, handover rounds, etc. Liaise with the multi-disciplinary team as well as other departments within the hospital, Assist with the allocation/change list, day and night duty rosters and inputs for leave, Assist in record keeping and provide statistical information on training and staffing, Assist in EPMDS evaluation of staff and implement EAP, Assist in orientation, induction and mentoring of all nursing staff, Assist with relief duties of the supervisor and act as junior shift-leader on both day and night shifts, Partake in overall specialized unit functions, i.e. team building, Order and monitor levels of consumables, Check all equipment to ensure working order

ENQUIRIES : Mrs. C.D. Cotzee (039) 688 6111
APPLICATIONS : Application form (Z83) and C.V. with certified copies of ID, educational qualifications (Matric), registration certificates, SANC receipts, etc. to be submitted for the attention of: Mr. N. Shude, Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240
CLOSING DATE : 15TH October 2010 at 16h00

POST 40/161 : **PROFESSIONAL NURSE: SPECIALITY NURSING STREAM REF NO: PSH 99/10**

SALARY : Grade 1: R195 936 per annum, Experience: A minimum of 4 years appropriate /recognizable experience in nursing after registration as Professional nurse with SANC in General Nursing
 Grade 2: R240 981 per annum, Experience: A minimum of 14 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing of which at least 10 years of the period must be experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality.

CENTRE : Port Shepstone Hospital (Neonatal Ward)
REQUIREMENTS : Minimum education requirements for the post: Diploma/Degree in General Nursing and Midwifery, diploma in paediatric nursing science or diploma in critical care nursing or diploma in advance midwifery and neonatal nursing science. Current registration with SANC as General Nurse 2010, Knowledge, Skills and Experience: Knowledge of Public Service Policies, Acts and regulations, Knowledge of SANC rules and regulations, Sound knowledge of scope of practice, Good communication, leadership, interpersonal and problem solving skills, Knowledge of Code of Conduct, Labour Relations, Conflict management and negotiation skills, Ability to function well within a team, Skills in organizing, planning and supervising, Knowledge of Batho Pele principles and patients rights charter.

DUTIES : Provision of quality nursing care through the implementation of standards, To develop and ensure implementation of nursing care plans, To participate in quality improvement programmes and clinical audits, To uphold the batho pele and patients rights charter principles, Maintain accurate and complete patient records according to legal requirements, Relieve the Unit Manager for short and long term absences, e.g. when off duty, attending meetings or on leave, Participate in staff, student and patient teaching, Exercise control over discipline, grievance and labour relations issues according to the laid down policies and procedures, Manage and supervise effective utilization of all resources e.g. human, financial, material etc, Implementation and management of Infection Control and Prevention protocols, Assist with performance reviews i.e. EPMDS as well as student progress reports.

ENQUIRIES : Ms BC Ndlovu (039) 688 6111
APPLICATIONS : Application form (Z83) and C.V. with certified copies of ID, educational qualifications (Matric), registration certificates, SANC receipts, etc. to be submitted for the attention of: Mr. N. Shude, Hospital Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240
CLOSING DATE : 15TH October 2010 at 16h00

POST 40/162 : **PROFESSIONAL NURSE (LABOUR WARD) TOTAL POSTS 05 REF NO: PSH 94/10**

SALARY : Professional Nurse Grade 1: R130 119 per annum, Experience: No experience required

		Professional Nurse Grade 2: R160 032 per annum, Experience: A minimum of 10 years appropriate /recognizable experience in nursing after registration as Professional with SANC in General Nursing
		Professional Nurse Grade 3: R195 936 per annum, Experience: A minimum of 20 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing
<u>CENTRE REQUIREMENTS</u>	:	Port Shepstone Hospital
	:	Minimum education requirements for the post: Diploma/Degree in General Nursing and Midwifery, Current registration with SANC as General Nurse 2010. Knowledge, Skills and Experience, Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks, Good communication skills – verbal and written, Coordination and liaison skills, Problem solving skills.
<u>DUTIES</u>	:	Implement a comprehensive nursing care plan/program for the promotion of health, self care treatment and rehabilitation of patients, Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Create and maintain a complete and accurate nursing record for individual health care users, Audit clinical records, Participate in health promotion and illness prevention initiatives, Maintain a plan to improve the quality of nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders, Utilize human, material and physical resources efficiently and effectively, Assist in EPMDS evaluation of staff and implement EAP.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. C.D. Coetzee (039) 688 6111
	:	Application form (Z83) and C.V. with certified copies of ID, educational qualifications (Matric), registration certificates, SANC receipts, etc. to be submitted for the attention of: Mr. N. Shude, Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240
<u>CLOSING DATE</u>	:	15 th October 2010 at 16h00
<u>POST 40/163</u>	:	<u>PROFESSIONAL NURSE: GENERAL NURSING STREAM: ARV CLINIC 2 POSTS REF NO: PSH 93/10</u>
<u>SALARY</u>		Professional Nurse Grade 1: R130 1195 per annum, Experience: No experience required
		Professional Nurse Grade 2: R160 032 per annum, Experience: A minimum of 10 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing
		Professional Nurse Grade 3: R195 936 per annum, Experience: A minimum of 20 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing
<u>CENTRE REQUIREMENTS</u>	:	Port Shepstone Hospital: ARV: Ethembeni Clinic
	:	Minimum education requirements for the post: Registration certificate as a General Nurse and Midwife with SANC, Current registration with SANC as General Nurse for 2010. Recommendation: Experience in the relevant discipline will be an added advantage, HIV/AIDS counseling course. Knowledge, Skills And Experience: Knowledge of Public Service policies, Acts and Regulations, Knowledge of SANC rules and regulations, Sound knowledge of scope of practice, Good communication, leadership, interpersonal and problem solving skills, Knowledge of Code of Conduct, Labour relations, conflict management and negotiation skills, Ability to function well within a team, Skills in organizing, planning and supervising, Knowledge of Batho Pele principles and Patients Rights Charter.
<u>DUTIES</u>	:	Provision of quality nursing care through implementation of standards, To develop and ensure implementation of nursing care plans, To participate in quality improvement programmes and clinical audits, Maintain accurate and complete patients records according to legal requirements, Relieve Unit Manager for short and long term absences e.g. off duty, attending meetings or on leave, Participate in staff, student and patient teaching, Exercise control over discipline, grievance and labour relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g. human, financial, material etc, Implementation and management of infection control and prevention protocols, Assist with performance reviews i.e. EPMDS as well as student progress cards.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs CD Coetzee (039) 688 6111
	:	Application form (Z83) and C.V. with certified copies of ID, educational qualifications (Matric), registration certificates, SANC receipts, etc. to be

submitted for the attention of: Mr. N. Shude, Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240

CLOSING DATE : 15th October 2010 at 16h00

POST 40/164 : **CCMT DRUG CO- ORDINATOR 2 POSTS LEVEL 7 REF NO: BETH 28/2010**

SALARY : Pharmacist Assistant Grade 2: R 122 738 – R 130 005 per annum
Pharmacist Assistant Grade 3: R 132 738 – R 151 776 per annum
Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Bethesda Hospital
Registration with South African Pharmacy Council as a Pharmacist's Assistant (Post Basic). Grade 2 : 5 years minimum experience after registration with SAPC as Pharmacist's Assistant (Post Basic). Grade 3 : 13 years minimum experience after registration with SAPC as Pharmacist's Assistant (Post Basic). Driver's License (Code B). Computer Literacy with proficiency in Ms Office Software applications. Knowledge of Human Resource Prescripts and policies. Ability to work in a team. Must be able to maintain a high level of confidentiality. Good communication, interpersonal, written and verbal skills.

DUTIES : To order, receive, store and manage the distribution of pharmaceuticals (especially ARV's) with the institution. To monitor stock levels of medication and promote drug supply management principles within the clinics. To review all the clinic orders for medication before being submitted to PMSC. To collect and maintain departmental records, statistics and information. To provide basic primary health education to individual and provide counseling to patients on the safe and effective use of medication. To participate in and attend continuing education and development seminars/ workshops. To maintain good housekeeping in the pharmaceutical environment (hygiene and cleanliness). To provide training on Drug supply Management. To monitor adherence of patients to chronic medication and identify defaulters. To monitor uncollected chronic medication and return to Pharmacy.

ENQUIRIES APPLICATIONS : Pharmacy Manager: Ms GM Lamola Tel no: 035 – 595 1004

CLOSING DATE : All applications should be forwarded to: The Hospital Manager, Bethesda Hospital, Private Bag x 602, Ubombo, 3970

CLOSING DATE : 14 October 2010

DEPARTMENT OF PUBLIC WORKS

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

CLOSING DATE : 22 October 2010

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

OTHER POSTS

POST 40/165 : **ASSISTANT MANAGER: PROPERTY RATES & ADMINISTRATION REF NO: HO 02/10**

SALARY : R192 540 per annum, Level 09

CENTRE REQUIREMENTS : Head Office, Pietermaritzburg
: A Degree/National Diploma or equivalent qualification, plus 3 years appropriate experience in finance and policy in respect of property rates. Proficiency in Microsoft packages (MS Excel, MS Word and MS Power point). Good communication skills. Good organizing and planning skills. Valid drivers licence.

DUTIES : Key Performance Areas: Co-ordinate and monitor the budgetary elements in respect of property rates payment on state properties. Co-ordinate and monitor the payments of property rates on state properties. Develop policies and strategies and ensure implementation and compliance by the Regions, in terms of the Local Government: Municipal Property Rates Act, 2004 and the KZN Land Admin Act, 2003 in respect of the payment of property rates on state properties. Ensure compliance by the Regions in terms of the KZN Land Admin Act relating to valuations. Co-ordinate and manage property rates payment information submitted by the Regions. Provide advice and guidance to the Regions regarding property rates, valuations, vesting and evictions. Manage the resources of the component. Skill, Knowledge & Competences: Extensive knowledge of the Local Government: Municipal Property Rates Act, 2004. Good written and verbal communication, organizing, planning and co-ordination skills, Good interpersonal relations, Presentation skills, Knowledge of PFMA (1999, as amended), Basic Conditions of Employment Act, Treasury Regulations, Public Service Regulations, KZN Land Admin Act, 2003, departmental policies, procedures and delegations, Administrative practices. Knowledge of vesting, Good management skills. Problem solving and analysis, Ability to work under pressure, Be willing to travel.

ENQUIRIES APPLICATIONS : Mrs LA Couzens (033)3555472
: Forward your application, quoting the relevant reference number to: The Manager: Human Resource Management, Department of Public Works, Private Bag X9142, Pietermaritzburg, 3200

FOR ATTENTION : Ms NT Phewa

POST 40/166 : **ASSISTANT MANAGER: ASSET MANAGEMENT REF NO: PM/1/2010**

SALARY CENTRE REQUIREMENTS : R192 540 per annum
: Midlands Regional Office
: An appropriate Degree/National Diploma plus 3 years Post qualification experience. Computer literate (Ms Word, Ms Excel) and a valid driver's licence.

DUTIES : Manage the vesting of properties in compliance with KZN land administration Act. Administer Asset Management Component. Co-ordinate site inspections to ensure the rate of illegal occupation of government owned property is reduced. Manage the resources of the component. Recommendation: Good analytical and research as well as good Planning and Organizing skills. Must be able to work under pressure and meet strict deadlines. Should have good Communication skills (both Verbal & Written)

ENQUIRIES APPLICATIONS : Mr P E M. Shozi Tel no: 036-638-2800
: Applications to be forwarded to: The Regional Manager, Midlands Region, Private Bag x 9963, LADYSMITH, 3370

FOR ATTENTION : Ms Lindiwe Sithole.

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

- APPLICATIONS** : The Head of Department, Public Works, Roads & Transport, Bag X2080, Mmabatho, 2735
- FOR ATTENTION** : Ms Tshepi Motsamai: Office No. 160, 1st Floor, New Head Office Complex- Old Parliament Building – Modiri Molema Road. Mmabatho. 2735
- CLOSING DATE** : 15 October 2010
- NOTE** : (a) Applications must be accompanied by signed Z83 form and a recent updated comprehensive CV as well as originally certified copies of all qualification(s) and ID-document and the names of three referees. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Candidates must indicate the number of the post/reference number in their applications. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department (f) Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, accept that your application has been unsuccessful.

OTHER POSTS

- POST 40/167** : **DEPUTY DIRECTOR: INTERNAL COMMUNICATION REF NO: 55/2010**
- SALARY** : R378 456 per annum (inclusive remuneration package) (SL 11)
- CENTRE** : Head Office (Mmabatho)
- REQUIREMENTS** : Three year post-matric qualification in Communication/Public Relations/Journalism. At least five years experience in communication/ public relations coupled with supervisory/ managerial experience. Valid code 08 drivers license. Good communication skills (written and verbal). Knowledge and understanding of government policies. Good negotiation and networking skills. Good project management skills and ability to manage people and communication campaigns. Proven managerial skills. Computer skills (MS Word, Excel and Power Point). Ability to work under pressure and within strict deadlines and still produce good results. Good analytic skills. Experience in communication related research will be an added advantage.
- DUTIES** : Develop and implement departmental internal communication strategy, plans and policies, Manage production and distribution of internal newsletter, Write articles for external newsletter and for the departmental website, Provide web development and web graphic design services for the Department, Engage in public relations exercises to market departmental services. Facilitate Speechwriting, Manage the Sub-directorate.
- ENQUIRIES** : Ms NMG Mfikwe (018) 3874746
- POST 40/168** : **DEPUTY DIRECTOR: ASSETS MANAGEMENT-REGISTERS REF NO: 56/2010**
- SALARY** : R378 456 per annum (inclusive remuneration package) (SL 11)
- CENTRE** : Head Office (Mmabatho)
- REQUIREMENT** : An appropriate Bachelor's degree and/ or diploma or equivalent qualification * Two (2) years experience in a managerial position * Strong negotiation and communication skills* Knowledge of Walker System and sound understanding of Basic Accounting system * Thorough knowledge, interpretation and application of prescripts, guidelines and Government circulars regarding Asset Management. Computer literate in Microsoft Word, Excel and Presentations.
- DUTIES** : Development, implementation and monitoring of departmental policies regarding movable assets in line with the Provincial Asset Management Framework and Departmental Policy and Procedure Manual. Development of Departmental Asset Management and Disposal Policy, Conducting workshops and presentation to staff * Ensure effective integration and working procedure between Asset

Management and Supply Chain Management in the department Ensure regular Stock Count and Verifications of Movable Assets at Head Office and Districts (office and household furniture, white and yellow fleet ICT Equipment and personalized assets) Ensure monthly updating and reconciliation of Asset Registers and bar-coding of movable assets in the department Management of losses and disposals, Co-ordinate effective functioning of Disposal committees in the department, Manage the Sub-directorate.

ENQUIRIES

:

Ms S. Makgetla (018) 3881481

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

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

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

MANAGEMENT ECHELON

POST 40/169 : **HEAD CLINICAL UNIT: DIVISION OF NEONATOLOGY**

SALARY : Remuneration package: R892 287 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Groote Schuur Hospital, Observatory, Cape Town

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Sub-Specialist Neonatologist. Experience: A minimum of 7 years appropriate experience as a Sub-specialist Neonatologist after registration with the HPCSA. Registration with a professions council: Registration with the HPCSA as a Specialist Neonatology. Competencies (knowledge/skills): Demonstrate administrative and staff management leadership skills. Expertise in teaching, education and research in Neonatology at a tertiary and secondary setting. Recommendations: Extensive experience and specialist knowledge in clinical Neonatology at a tertiary and secondary level. A strong research background evidenced by a PhD/MD or published work in peer reviewed journals. Evidence of advocacy and social responsiveness in Neonatal health.

DUTIES : Key result areas/outputs: Management of the division of Neonatal Medicine clinical services at Groote Schuur Hospital and function as part of the cost centre management team. Responsibility for the supervision and training of Neonatal Sub-specialist Registrar, Paediatric Registrars, Medical Officers, Interns, Medical Students and other trainees in the healthcare team. Strengthen outreach to the referring secondary and primary care facilities and integrate neonatal services across the healthcare platform.

ENQUIRIES : Dr B Patel, tel no, (021) 404-4469

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

FOR ATTENTION : Ms C Versfeld

CLOSING DATE : 22 October 2010

POST 40/170 : **MEDICAL SPECIALIST: SUB-SPECIALIST (CARDIOLOGY)**

SALARY : Remuneration package: Grade 1: R 643 065 per annum, Grade 2: R 741 301 per annum, Grade 3: R 815 033 per annum. (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Groote Schuur Hospital, Observatory, Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Specialist Physician plus sub specialist registration in cardiology. Experience: Grade 2: A minimum of 5 years appropriate experience after registration with the HPCSA as a Specialist Physician and Cardiologist. Grade 3: A minimum of 10 years appropriate experience after registration with the HPCSA as a Specialist Physician and Cardiologist. Registration with a professional council: Registration or registrability with the HPCSA as a Specialist Physician and Cardiologist. Competencies (knowledge/skills): Good leadership, clinical and communication skills.

DUTIES : Key result areas/outputs: Provision of sub-specialist medical services with the Division of Cardiology at outpatient and inpatient levels. Provision of specialist medical services within the Division of General Medicine at outpatient and inpatient levels. Take responsibility for the supervision and training of Medical Registrars, Medical Officers, Medical Students and other trainees in the healthcare team. Provision of under-graduate lectures and tutorials. Provision of outreach to the secondary and primary care facilities. Contribute to the effective

management of the Division of Cardiology and function as part of the cost centre management team. Conduct research into causes, treatment and prevention of cardiological diseases in South Africa.

ENQUIRIES : Professor PJ Commerford, tel no. (021) 404-6084
APPLICATIONS : The Chief Executive Office, Groote Schuur Hospital, Private Bag X4, Observatory, Cape Town, 7935.
FOR ATTENTION : Ms F Safodien
CLOSING DATE : 22 October 2010

OTHER POSTS

POST 40/171 : **CONTROL ENGINEERING TECHNICIAN GRADE A**

SALARY : R218 166 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: A National Diploma in Engineering (Heavy Current) and compulsory registration with the Engineering Council South Africa (ECSA) as a professional Engineering Technician. Inherent requirements of the job: Valid driver's licence. A wireman's licence. Experience: Six years post qualification technical experience. Competencies (knowledge/skills): Proficiency in technical design and analysis. Problem solving and analytical skills. Decision making ability. Technical report writing and consulting skills. Good communication skills. Conversant with the requirements of the NBR, Machinery and Occupational Health and Safety Act.

DUTIES : Key result areas/outputs: Manage multi disciplinary workshops and administrative procedures including workshop husbandry. Render managerial assistance in the upkeep of a database of servicing and inspection of MV/HV electrical plant, mechanical and electrical machinery and equipment. Run routine emergency generator trials. Ensure the effective maintenance of the emergency generators and diesel motors. Ensure the servicing and do maintenance on MV/ HV plant, machinery and equipment. Ensure the servicing and do maintenance on 11000/ 415 volt distribution transformers, miniature substations and switchgear. Fault location and repairs (unscheduled maintenance) on 11kv switchgear. Install, terminate and join 11000/ 420/ 230 volt electrical cables. Install and maintain HV street lights and high masts. Ensuring safety standards are met by own staff, contractors with reference to NRS 040 and OHS Act. Do standby duties and emergency callouts as required. Repair electrical installation of hospital and periphery buildings. Carry out technical investigations and surveys, develop repair solutions to plant, equipment and maintenance problems and render technical advice. Administrative duties and assist with personnel progress reports. Compile statistics of the institutions electricity consumption and tenant usage. Assist the ordering, procurement and control of maintenance material and equipment. Assist in the department budgeting and expenditure control.

ENQUIRIES : Mr D R Matthews, tel. no. (021) 938-4235
APPLICATIONS : The Chief Director: Tygerberg/ Dental Hospitals, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms V Meyer
CLOSING DATE : 22 October 2010

POST 40/172 : **PROFESSIONAL NURSE GRADE 1 AND 2 (SPECIALITY) (MIDWIFERY)**
(Central Karoo District)

SALARY : Grade 1: R 195 936 (PN-B1) per annum, Grade 2: R 240 981 (PN-B2) per annum plus a non-pensionable rural allowance of 12% of basic annual salary.
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Advanced Midwifery.

Registration with a professional council: Registration with the SANC as a Professional Nurse. Competencies (knowledge/skills): Good communication and interpersonal skills. Proficient in two of the three official languages of the Western Cape. Knowledge of legislation and policies of the Department of Health relevant to clinical practise.

DUTIES : Key result areas/outputs: Provision of optimal, holistic specialised nursing care within set standards and within professional/legal framework. Effective utilisation of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth/ethical standards and self development. Day and night shift work.

ENQUIRIES : Mr TW Ntombana, tel. no. (023) 414-8200
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 28 October 2010

POST 40/173 : **SENIOR HOUSEKEEPING SUPERVISOR**

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

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

ENQUIRIES : Ms M Le Roux, tel. no. (021) 684-1227
APPLICATIONS : The College Principal, Western Cape College of Nursing, Private Bag, Surwell, 7762
FOR ATTENTION : Ms S Telemachus
CLOSING DATE : 29 October 2010

DEPARTMENT OF COMMUNITY SAFETY

This Department is an affirmative action/equal opportunity employer. Disabled employees are especially invited to present their candidature.

APPLICATIONS : Ayanda Mbanga Response Management, PO Box 833, Green Point, 8051/
PGWC Response Management Job Application Box, 4 Dorp Street, Ground
Floor, Foyer entrance, Cape Town

FOR ATTENTION : Ms J Johnstone
CLOSING DATE : 26 October 2010 at 16:00 (Applications received after the closing date and faxed applications will not be considered)

NOTE : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostatted copies or faxed copies of

application documents be accepted. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83. Applicants who do not receive confirmation or feedback within 3 (three) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

OTHER POSTS

- POST 40/174** : **DEPUTY DIRECTOR: POLICY MONITORING**
 Directorate: Compliance Monitoring and Investigation
- SALARY** : R378 456 per annum, Level 11
CENTRE : Cape Town
REQUIREMENTS : A B-degree/ diploma in social sciences/law/research field with relevant experience in the Criminal Justice environment. Candidates who do not meet the minimum advertised tertiary requirements, but who have the necessary competencies and experience to successfully perform in this position, may also apply. Knowledge of policy development and analysis. General administrative skills. Monitoring and evaluation skills. Good written and verbal communication skills in at least two of the official languages of the Western Cape. Good interpersonal skills. Good presentation skills. Advanced computer literacy (MS Word, MS Excel, PowerPoint, GroupWise). Report writing skills. Willingness to work irregular hours and travel within the Western Cape Province. Valid drivers license.
- DUTIES** : Manage and coordinate development, implementation and improvement of monitoring and evaluation tools and systems. Develop and analyse policies and administrative guidelines for the efficient and effective functioning of the sub-directorate. Coordinate and manage performance evaluation of Municipal Police and Provincial Traffic Services in the Western Cape. Analytically evaluate policing plans, policies and procedures, monitor their implementation and make recommendations for improvement. Ensure that effective records are kept of the activities and resources of the sub-directorate including databases management. Manage and lead sub-directorate responsible for the monitoring and evaluation of Municipal Police and Provincial Traffic Services.
- ENQUIRIES** : Adv N Ngele at (021) 483 – 3215
- POST 40/175** : **DEPUTY DIRECTOR**
 Directorate: Security Advisory Services
- SALARY** : R378 456 per annum, Level 11
CENTRE : Cape Town
REQUIREMENTS : Appropriate, recognised three-year qualification, courses in SAMTRAC, NOSA and NIA Security Managers would be an added advantage, appropriate management experience, extensive experience in security risk management, experience within an Occupational health and safety environment, investigative and/or monitoring and evaluation environment will be an advantage, registration with PSIRA security grade A, incumbent will be required to undergo a security clearance, knowledge of policy development and management, knowledge of applicable policies, legislation, public regulations and procedures, knowledge of administrative and financial management, sound knowledge of occupational Health, safety and environmental management, computer literacy (MS Word, MS Excel, PowerPoint, MS Access, GroupWise), good report writing, research, training, methodology, presentation and investigative skills, strong inter-personal and counter intelligence skills, analytical, strategic thinking, monitoring, evaluation and reporting skills, ability to motivate staff, ability to work under pressure and independently, ability to develop and implement Security Risk Management solutions to enhance safety, ability to maintain confidentiality, integrity, honesty and loyalty, understanding of ISO 9000, ISO 1400 and ISO 10002, registration with relevant authorities, willingness to work irregular hours
- DUTIES** : Manage and lead the Sub-directorate, manage and lead, conceptualise, develop, align and implement security risk management systems and solutions, monitoring

compliance and evaluation of processes and methodologies in respect of the implementation of the MISS, Provincial Security Policy, MPSS, OHS&A and all other safety & security related policies and regulatory frameworks applicable to enhance safety within the PGWC, manage and co-ordinate security and vetting investigations, manage and advise PGWC departments in terms of information security, manage and co-ordinate the development of operational policies, strategies and Standard Operating Procedures (SOPs) for the sub-directorate which includes Polices, Strategies and SOPs for investigations, vetting, incident reporting, compliance (M&E), training and awareness, develop and implement the requirements of Occupational Health and Safety Act, Act 85 of 1993, establish and manage security committees within the PGWC, staff performance management

ENQUIRIES : Mr C Monyai, Tel no (021) 483 – 8452

POST 40/176 : **ASSISTANT DIRECTOR 4 POSTS**
Directorate: Security Advisory Services

SALARY : R192 540 per annum, Level 9
CENTRE : Cape Town
REQUIREMENTS :

A Senior Certificate with extensive experience, registration with PSIRA security Grade A, NIA Security Managers course would be an added advantage, the incumbent will be required to undergo security clearance, good report writing, presentation, analytical and investigative skills, networking skills, good written and verbal communication skills in at least two of the official languages of the Western Cape, computer literacy (MS Word, MS Excel, PowerPoint, MS Access, GroupWise), research methodology, ability to work independently, ability to develop and implement Security Risk Management solutions to enhance safety, integrity, honesty and loyalty, valid code 8 drivers license

DUTIES : Support the Director of the directorate to provide the Provincial Government of the Western Cape (PGWC) with Security Risk Management services, assist with measures to implement the Occupational Health and Safety Act within the PGWC (contingency planning, emergency planning and disaster recovery), implement and monitor MISS, MPSS and other security legislations within the PGWC, draft, implement and monitor Departmental Security Risk policies, conduct preliminary investigations in respect of security breaches, facilitate screening and vetting of personnel and contractor within the PGWC, conduct security awareness programmes, assessments and appraisals in the province, develop, implement and maintain security risk management systems and solutions to enhance safety within the PGWC, establish security committees within the PGWC, manage and advise PGWC departments in terms of information security, staff performance management

ENQUIRIES : Mr C Monyai Tel no (021) 483 – 8452

DEPARTMENT OF HUMAN SETTLEMENTS

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

APPLICATIONS : Ayanda Mbanga Response Handling, P.O. Box 833, Greenpoint, 8051 PGWC Response Management Job Application Box, 4 Dorp Street, Ground Floor: Foyer Entrance, Cape Town, 800

FOR ATTENTION : Ms J Johnstone
CLOSING DATE : 15 October 2010

NOTE : Remuneration packages comprise a basic salary, 13th cheque, car allowance, medical assistance and pension fund contribution. Remuneration packages are flexible and a portion of the package can be structured according to your personal needs. PSC's (Personnel Suitability Checks), which includes qualifications, previous employment, criminal records and credit checks, will be conducted on applicants as directed by the Department of Public Service and Administration • Candidates may be subjected to the following: (i) competency assessment (ii) security clearance, Applications must be submitted on a completed, Z83 form (originally signed), obtainable from any Public Service Department and must be accompanied by a recent updated CV with three referees, copies of all qualifications and identity document, as well as driver's licence. Failure to submit the requested documents will result in the application not being considered (also applicable to internal candidates). It will be expected of

candidates to be available for selection interviews on a date, time and place as determined by the Department. The post number and name of the post must be indicated on your application. No application will be considered without it. No faxes, e-mail or late applications will be accepted.

OTHER POST

POST 40/177 : **CO-ORDINATOR: BUILT ENVIRONMENT SUPPORT PROGRAMME (BESP) (CONTRACT POST) DIRECTORATE: PLANNING: SUB-DIRECTORATE: MUNICIPAL HUMAN SETTLEMENT SUPPORT: REF. NO HS041/10**

SALARY : R 378 456 per annum, level 11

CENTRE : Cape Town

REQUIREMENTS : The contract post exists at the above-mentioned Department for a period of 2 (two) years. An appropriate Bachelor's degree (or equivalent) qualification in the Built Environment with a minimum of 3 years' management experience • A valid Code B driver's licence Recommendations: Town and Regional Planning, developmental planning or related fields • Spatial and forward planning • Environmental and sustainability management • Knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices in the field of human settlements and/or local government • Knowledge of Integrated Development Planning (IDP) processes and inter-governmental relations • Previous experience in planning processes • Project management experience • Ability to analyse town and regional planning and or/ related policies • Good organisational, problem-solving, analytical thinking, conflict management, presentation and interpersonal skills • Creativeness, assertiveness, pragmatism, innovativeness and self - motivation • Computer literacy in MS Word and other statistical packages • Knowledge and experience in Geographical Information Systems and/or Information Management.

DUTIES : Overall management and co-ordination of Built Environment Support Programme, including co-ordination, facilitation and management of all processes required • Management of BESP cross-cutting matters and setting plans and actions in place in response • Management of consultants • Preparing submissions and discussion documents and presenting them to management • Management and ensuring of regular and clear communication with relevant municipalities • Doing quality control of BESP deliverables • Providing professional and technical advice and support to provincial staff and relevant municipal officials regarding human settlement development • Financial and Operational Management Maintaining Dashboard.

ENQUIRIES : Ms R van Rensburg: (021) 483-4151