



DATE OF ISSUE: 15 OCTOBER 2010

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

PUBLIC SERVICE VACANCY CIRCULAR NO 41 OF 2010

1. Introduction

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

2. Directions to candidates

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

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

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

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

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

AMENDMENTS

- Provincial Administration: Gauteng department of Health:** Kindly note that the post of Assistant Manager: Nursing Ref no: 70256925, advertised in PSVC 40 of 2010, the requirements should read: At Least 6 years of the period referred above must be appropriate/ recognizable experience after obtaining the 1 years post basic qualification in the relevant speciality.
- Eastern Cape Department of Health:** Kindly be advised that, in recognition of and compliance with PSCBC Resolution 3 of 2009 and DPSA Circular 2 of 2009; all Assistant Director and Deputy Director posts advertised in DPSA Vacancy Circular 23 of 2010 on levels 10 & 12 will be re-advertised on level 9 and 11 respectively.

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DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

- APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056
- FOR ATTENTION** : URS Response Handling Application Enquiries: URS Response Handling, Tel. (012) 811 1900/1 or (012) 811 9909/10
- CLOSING DATE** : 29 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 you are requested to furnish a credit certificate and/or statement of results of all qualifications as well as ID-document [Driver's licence where applicable]. Non-RSA Citizens/ Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to these posts.

OTHER POSTS

- POST 41/01** : **DEPUTY DIRECTOR: FORESTRY REF NO: 263/2010**
Directorate: Forestry Regional Management Support
- SALARY** : R378 456 per annum (All inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a four-year Bachelor's degree with Forest Management, Silviculture and/or Forest Mensuration as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Extensive experience in forestry planning and sound knowledge of Silvicultural practices in order to promote sustainable forest management. Proven ability in forestry planning systems using COMPAS software as well as working knowledge of and experience in MS Office (Excel) and ARCGIS software. Good communication and report writing skills as well as knowledge of project management. Training in forestry planning is a necessity, including determination of policy, growing stock enumerations, data processing, mapping and compilation of working plans. Ability to work with minimum supervision. Willingness to travel and work long hours. A valid Code EB driver's licence.
- DUTIES** : The incumbent will be responsible to compile and revise Growing Stock Management Plans. Manage the production of plantation maps for commercial plantations. Monitor and update the numerical and spatial information for commercial plantations. Compile management schedules for the completion of Annual Plans of Operation (APOs) to support decision making by plantation managers. Provide technical guidance and support to subordinates in the planning section and to operational staff in the regions. Give inputs to the budgeting process. Provide advice and support regarding the marketing of

- timber. Updating, reporting and valuation of “biological” assets on an annual basis.
- ENQUIRIES** : Mr T.J. van der Merwe, Tel. 012 336 7669
- POST 41/02** : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS REF NO: 264/2010**
 Directorate: International Relations
 This is a re-advertisement of Ref 33/2010, candidates who previously applied need to re-apply
- SALARY** : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a Bachelor’s degree in Agriculture, Political Sciences and/or Public Administration (you are required to furnish a credit certificate and/or statement of results). Sufficient experience in the field of International Relations, Agriculture and/or Public Administration. Knowledge of international bilateral relations, diplomacy and protocol. Ability to research and analyse international trends in Agriculture as well as work with people from various backgrounds and environments. Ability to communicate in a foreign language will serve as an advantage. Willingness to travel and work under pressure. Strong facilitation, co-ordination, organisational, lobbying and negotiating skills. Computer literacy (MS Office software). A valid driver’s licence.
- DUTIES** : The incumbent will be responsible for tracking and devising strategy for the promotion of South Africa’s agricultural interests in Asia. Facilitate and co-ordinate the Department of Agriculture, Forestry and Fisheries’ participation in Bi-National Commissions, Joint Ministerial Committees, etc. with countries in this region. Research and advise on the Department’s participation in bilateral meetings. Process bilateral co-operation agreements and Memorandums of Understanding (MOU’s). Co-ordinate, monitor and review the implementation of bilateral co-operation agreements, projects and programmes. Facilitate and co-ordinate visits of high-level delegations to South Africa. Identify opportunities for co-operation with countries in Asia in the fields of agricultural trade, training and technical assistance. Draft briefing notes for the Minister, management and technical delegations of the Department. Liaise with diplomatic corps, other Government departments, business and civil society. Present monthly, quarterly and annual reports on bilateral engagements with countries in Asia dealing with agriculture.
- ENQUIRIES** : Dr S. Visser, Tel. 012 319 7310
- POST 41/03** : **SENIOR PLANT HEALTH OFFICER REF NO: 155/2010**
 Directorate: Plant Health
- SALARY** : R161 970 per annum
CENTRE : Stellenbosch
REQUIREMENTS : Applicants should be in possession of a B.Sc. degree or National diploma with Entomology, Pest Management, Botany and/or Horticulture as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Knowledge of the application of plant quarantine procedures as well as the management and maintenance of greenhouse facilities. Experience in research and development in the field of Botany or Horticulture. Experience with various methods of plant propagation, especially of deciduous and subtropical fruit crops. Well developed communication skills, particularly in English. Leadership, organisational and problem solving qualities as well as a meticulous and accurate approach is required at all times. Computer literacy (MS Office software). A valid driver’s licence.
- DUTIES** : The incumbent will be responsible for the evaluation, optimisation and development of new methods, techniques, facilities, systems and resources that will improve on delivering an effective and efficient plant quarantine service. This also includes the auditing of all plant quarantine centres in terms of international protocols, gathering and managing of data, developing protocols, attending relevant forums, personnel supervision and assist with the management of a quality administrative system.
- ENQUIRIES** : Mr T. Pongolo, Tel. 021 809 1640/00

POST 41/04 : **SENIOR SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: 255/2010**
 Directorate: Supply Chain Management

SALARY : R161 970 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate or a tertiary qualification with extensive supervisory experience. Computer literacy (MS Office software). Good verbal and written communication skills. In-depth knowledge of the Public Finance Management Act,1999 (Act No. 1 of 1999) (PFMA) and Treasury Regulations. Good planning and organisational skills as well as the ability to work under pressure. Successful completion of the Logistical Information Management System (LOGIS) I and/or II course(s). Knowledge of the Basic Accounting System (BAS) and Standard Chart of Accounts (SCOA).

DUTIES : The incumbent will be responsible to maintain and exercise control over the orders, posting, stores, assets and payments sections. Management of resources, monitoring and evaluation. Authorise item records, banking details, orders and payments on LOGIS. Verification of official orders, payments and movement of assets. Authorisation of commitments on LOGIS and the BAS. Understand and apply the different segments of the SCOA in Supply Chain Management's procurement of goods and assets. Assist with the compilation of Annual Financial Statements.

ENQUIRIES : Mr N. Monate, Tel. 012 319 6729

POST 41/05 : **SENIOR SUPPLY CHAIN MANAGEMENT CLERK REF NO: 256/2010**
 Directorate: Supply Chain Management

SALARY : R105 645 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate with relevant experience. Computer literacy (MS Office software). Good verbal and written communication skills. The completion of Logistical Information Management System (LOGIS) I course (Category A/B). A valid Code EB driver's licence.

DUTIES : The incumbent will be responsible to perform the following functions: Asset verification at least once a year. Administer movement of assets. Mark assets with a barcode and maintain the departmental asset register on LOGIS.

ENQUIRIES : Mr T.J. Kgorutla, Tel. 012 319 6677

POST 41/06 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: 258/2010**
 Directorate: Supply Chain Management

SALARY : R105 645 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate with relevant experience. Computer literacy (MS Office software). The completion of Logistical Information Management System (LOGIS) I course (Category A/B). Good verbal and written communication skills.

DUTIES : The incumbent will be responsible for the capturing of invoices and payments on LOGIS. Settle payments within the prescribed period. Reconcile statements from suppliers and keep proper record of contract and finance lease payments. Verification of VAT vendors registration with SARS.

ENQUIRIES : Mr N. Monate, Tel. 012 319 6729

POST 41/07 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: 257/2010**
 Directorate: Supply Chain Management

SALARY : R105 645 per annum
CENTRE : Stellenbosch
REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate with relevant experience. Computer literacy (MS Office software). The completion of Logistical Information Management System (LOGIS) I course (Category A/B). Good verbal and written communication skills.

DUTIES : The incumbent will be responsible for the capturing of invoices and payments on LOGIS. Settle payments within the prescribed period. Reconcile statements from suppliers and keep proper record of contract and finance lease payments. Verification of VAT vendors registration with SARS.

ENQUIRIES : Ms A. de Nobrega, Tel. 021 809 1700

POST 41/08 : **SENIOR SUPPLY CHAIN MANAGEMENT CLERK GRADE 1 REF NO: 259/2010**
Directorate: Supply Chain Management

SALARY : R87 978 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate with relevant experience. Computer literacy (MS Office software). A valid Code EB driver's licence. The completion of the Logistical Information Management System (LOGIS) I course (Category A/B). Good verbal and written communication skills.

DUTIES : The incumbent will be responsible to perform functions on LOGIS such as capturing receipts and issues. Administer a transit function. Assist with receiving and delivering of goods. Verify goods received from service providers.

ENQUIRIES : Mr N. Monate, Tel. 012 319 6729

POST 41/09 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: 260/2010**
Directorate: Supply Chain Management

SALARY : R73 584 per annum
CENTRE : Grootfontein Agricultural Development Institute, Middelburg
REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate with relevant experience. Computer literacy (MS Office software). Completion of the Logistical Information Management System (LOGIS) I course (Category A/B). Good verbal and written communication skills.

DUTIES : The incumbent will be responsible to perform functions on LOGIS such as posting and ledger maintenance as well as commitments on the Basic Accounting System (BAS) and capturing of supplier information on Safety Net.

ENQUIRIES : Ms A. Heyns, Tel. 049 802 6669

NOTE : The department welcomes persons with physical disabilities to apply.

POST 41/10 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: 261/2010**
Directorate: Supply Chain Management

SALARY : R73 584 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate with relevant experience. Computer literacy (MS Office software). Completion of the Logistical Information Management System (LOGIS) I course (Category A/B). Good verbal and written communication skills.

DUTIES : The incumbent will be responsible to perform functions on LOGIS such as posting and ledger maintenance as well as commitments on the Basic Accounting System (BAS) and capturing of supplier information on Safety Net.

ENQUIRIES : Mr N. Monate, Tel. 012 319 6729

DEPARTMENT OF BASIC EDUCATION

- APPLICATIONS** : Please forward your application, quoting the reference number to: the Director General, Department of Basic Education, Private Bag X895, Pretoria, 0001 or hand deliver to: 222 Struben street, Pretoria.
- CLOSING DATE** : 10 November 2010, Applications received after the closing date or faxed or email applications will not be considered
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. Nb as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Short-Listed Applicants

MANAGEMENT ECHELON

- POST 41/11** : **DEPUTY DIRECTOR REF NO: 10134/01**
Branch: Curriculum Policy, Support and Monitoring
Directorate: School Curriculum, Senior and FET
The Department of Basic Education seeks to appoint a meticulous person with good conceptual, formulating and writing skills to be responsible for the writing of policy documents and regulations.
- SALARY** : All-inclusive remuneration package of R378 456 per annum
CENTRE : Pretoria
REQUIREMENTS : A post-graduate qualification plus 6 years relevant experience Sound knowledge of all Education and related acts as well as all existing policies and regulation documents An extensive knowledge of the relationship between the Department of Basic Education and statutory bodies such as the South African Qualifications Authority (SAQA), Umalusi, the Council for Quality Assurance in General Education and Training (GET), Further Education and Training (FET) and Higher Education South Africa (HESA) as well as the policies and regulations that govern these bodies Ability to assist with the development and amendment of the legislation and policies for these statutory bodies Ability to liaise with other educational sectors regarding legislation and policies Extensive knowledge and insight of curriculum and examination requirements to represent the Department of Basic Education on the relevant inter-provincial curriculum and examination committees Experience in project management and financial planning is essential Strong report writing skills Ability to work as part of a team and perform under pressure Advanced computer skills Excellent communication skills.
- DUTIES** : The development of national education policies and regulations for both the GET and FET Phases Drafting of Government Notices for the promulgation of new or amended policies and regulations as well as publication thereof in the Government Gazette Ensure compliance of policies with education and relevant legislation Publication of Government Notices and the tabling thereof in Parliament Management of policies and relevant documentation Maintenance of various existing policies and regulation documents Dissemination of information to provincial education departments, universities, schools and other institutions regarding policy related matters as well as university admission requirements Liaison with HESA with regard to university entrance requirements Assistance to Umalusi with the publication of their policy and regulation documents as well as the election of the Umalusi Council Drafting and dissemination of official circulars Writing of Ministerial and Director-General submissions and letters Writing of speeches Writing of annotations for official meetings Preparation of parliamentary questions The listing and coding of approved school subjects in the relevant categories of the National Curriculum Statement Grades R - 12.
- ENQUIRIES** : Ms N Sathege 012 357 3290
NOTE : Shortlisted candidates will be required to undertake a competency test (computer test and writing skills) prior to the interview which will also be considered in the final selection of candidates. "Please note that the Department of Basic Education is in a process to review its organisational

structure and some of the functions of the posts as advertised may change after the completion of the review.”

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/DODI 8/99) and content of letter HR SUP CEN/(PSAP)/R/102/1/4/ DD 01 Aug 02 must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83, Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

OTHER POSTS

POST 41/12 : **ASSISTANT DIRECTOR: DEPARTMENTAL PERFORMANCE MONITORING & EVALUATION 2 POSTS**

These posts are advertised in the DOD and broader Public Service.

SALARY CENTRE : R192 540 per annum
: Defence Policy, Strategy & Planning Division, Chief Directorate Strategic Management (Directorate Departmental Performance Monitoring & Evaluation), Defence Headquarters, Pretoria.

REQUIREMENTS : A recognised three year degree/diploma (NQF 6) Preferable. Experience dealing with strategic management, annual/quarterly reporting, monitoring and evaluation at Divisional (Level 1 Departmental or Level 2 Divisional). Experience in report/policy writing, background in internal audit and participation in strategic planning and reporting preferable. Track record on analytical work on security-related issues and interaction with stakeholders on security issues inside and outside the public service. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Strong dynamic verbal and written Communication skills. Good understanding of civil-military relations, preferably 3 years in public service experience. Sound understanding of Performance Monitoring and Evaluation. Ability to identify strategic and reporting gaps and propose viable solutions. Excellent time management skills and sensitivity to deadlines. Computer literate. A solid understanding of current defence policy and policy issues coupled with good networking skills.

DUTIES : Assist and co-ordinate the Monitoring and Evaluation of Departmental Annual and Quarterly Performance Information. Assist with the compilation, analysis and integration of the Defence Secretariat and Department of Defence Quarterly Reports. Assist in monitoring the implementation of the Departmental Quarterly Performance. Maintain a database for Departmental Performance Information Monitoring and Evaluation. Follow up on weaknesses and challenges identified by the Services/Divisions in the previous reports and confirm performance/progress on instructions that may have been issued by the Secretary for Defence (Accounting Officer), Chief of the SANDF and the Minister of Defence as when required. Assist with the evaluation of the Departmental

Performance Information Activity and Planning. Give feedback/presentation on the Performance of the Department to senior management, the Director General (Secretary for Defence), Chief of the SANDF and the Minister of Defence, on times as and when required. Assist in the evaluation of the financial plan with regard to Non Financial Performance Information. Assist with reviewing and assessing of the frequency and quality of Performance Information provided by the DOD Services/Divisions. Assist in the development and presentation of more integrated approaches to the monitoring and evaluation of performance management. Act as the nodal point for requirement for the DOD on the Departmental Performance as and when required.

ENQUIRIES : Mr P.F. van de Venter, Tel: (012) 355 5087 or Ms N.N. Khoza, Tel: (012) 355 5998

APPLICATIONS : Mr J. Le Roux, Department of Defence & Military Veterans, Chief Directorate Human Resource Management, Directorate Career Management, Private Bag X137, Pretoria, 0001, or may be hand delivered to Poynton , 195 Bosman Street, Pretoria, where it must be placed in wooden box 4 at Reception.

CLOSING DATE : 01 November 2010

POST 41/13 : **PRINCIPAL LIBRARIAN (ARMY COLLEGE)**
This post is advertised in the DOD and broader Public Service.

SALARY : R161 970 per annum
CENTRE : SA Army, Dequar Signal Unit, Pretoria.

REQUIREMENTS : Degree/Diploma in Library and Information Service or equivalent qualification with at least between 5 and 7 years experience in a Library administration environment. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literacy. Report writing-, financial planning-, client services-, management-, administration-, research analysis-, writing- and verbal-, organizing-, supervisory-, problem solving- and decision-making skills.

DUTIES : Acquire information resources; manage the Internet café; execute electronic information searches bmo online databases such as: Internet, Sabinet and Sinet; Development of access to information through the processes of cataloguing and classification; Quality control of the card catalogue; Development and management towards library collection of sources, including all different formats of information; Development of an effective marketing plan of the Library; provide a pro-active and re-active information service; promote a culture of research and research skills amongst users; establish and maintain effective communication with other DOD libraries; compile bibliographies wrt specific subjects on Internet, Sabinet, Sinet, books and magazines lists; manage and develop the Africana series in the library; monitor the updating of acts; ensure a high standard accession register; provide a branch library service and manage inputs for the library budget; manage library personnel.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.

APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.

CLOSING DATE : 12 November 2010

POST 41/14 : **PRINCIPAL LIBRARIAN (GARRISON)**
This post is advertised in the DOD and broader Public Service.

SALARY : R161 970 per annum
CENTRE : SA Army, Gauteng Signal Unit, Pretoria.

REQUIREMENTS : Degree/Diploma in Library and Information Service or equivalent qualification with at least between 5 and 7 years experience in a Library administration environment. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Report writing, financial planning skills, client services, management and administration skills, research analysis, writing and verbal skills, organizing skills, supervisory skills, computer literacy, problem solving and decision-making, effective information service.

DUTIES : Acquire information resources; manage the Internet café; execute electronic information searches bmo online databases such as: Internet, Sabinet and Sinet;

Development of access to information through the processes of cataloguing and classification; Quality control of the card catalogue; Development and management towards library collection of sources, including all different formats of information; develop an effective marketing plan of the Library; provide a pro-active and re-active information service; promote a culture of research and research skills amongst users; establish and maintain effective communication with other DOD libraries; compile bibliographies wrt specific subjects on Internet, Sabinet, Sinet, books and magazines lists; manage and develop the Africana series in the library; monitor the updating of acts; ensure a high standard accession register; Provide a branch library service and manage inputs for the library budget; manage library personnel.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
CLOSING DATE : 12 November 2010

POST 41/15 : **PRINCIPAL ARCHIVIST (1X GARRISON)**
 This post is advertised in the DOD and broader Public Service.

SALARY : R161 970 per annum
CENTRE : SA Army, Gauteng Signal Unit, Pretoria
REQUIREMENTS : Bachelor's degree in Archival studies (NQF Level 6) Preferable or equivalent qualification with at least between 2 and 3 years experience in an Archival Management environment. DOD Records Management Course (National Archives) will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Good understanding of archival legislation specifically the National Archives of South Africa Act, Act 43 of 1996. Computer literate. Mathematical-, problem solving-, analytical thinking-, maintain discipline-; marketing communication-, media relation-, interview-, facilitation-, interpersonal-, plan-, organise and good verbal and written communication skills.

DUTIES : Promote effective, efficient and accountable management of records. Execute functional control over Record Management procedures and Records Office. Execute functional control of the Records Centre for the control and custody of records. Maintain Record Classification systems. Execute systematic disposal programme for records. Participate in CMI Service Centre strategic planning and compilation of budget. Manage subordinates (including individual performance and maintenance of the career development system). Formulate and manage records management service agreement with clients. Liaison with and report to DOD Records Manager at Documentation Centre. Manage resources for execution of records management service and manage records management projects as required.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
CLOSING DATE : 12 November 2010

POST 41/16 : **PRINCIPAL ARCHIVIST (1X LIW)**
 This post is advertised in the DOD and broader Public Service.

SALARY : R161 970 per annum
CENTRE : SA Army, MOD Signal Unit, Pretoria
REQUIREMENTS : Bachelor's degree in Archival studies (NQF Level 6) Preferable or equivalent qualification with at least between 2 and 3 years experience in an Archival Management environment. DOD Records Management Course (National Archives) will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Good understanding of archival legislation specifically the National Archives of South Africa Act, Act 43 of 1996. Computer literate. Mathematical-, problem solving-, analytical thinking-, maintain discipline; marketing communication-, media relation-, interview-, facilitation-, interpersonal-, plan-, organise and good verbal and written communication skills.

DUTIES : Promote effective, efficient and accountable management of records. Execute functional control over Record Management procedures and Records Office. Execute functional control of the Records Centre for the control and custody of records. Maintain Record Classification systems. Execute systematic disposal programme for records. Participate in CMI Service Centre strategic planning and compilation of budget. Manage subordinates (including individual performance and maintenance of the career development system). Formulate and manage records management service agreement with clients. Liaison with and report to DOD Records Manager at Documentation Centre. Manage resources for execution of records management service and manage records management projects as required.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.

CLOSING DATE : 12 November 2010

POST 41/17 : **PRINCIPAL LIBRARIAN (POYNTONS BUILDING)**
This post is advertised in the DOD and broader Public Service.

SALARY : R161 970 per annum
CENTRE : SA Army, MOD Signal Unit, Pretoria
REQUIREMENTS : Degree/Diploma in Library and Information Service or equivalent qualification with at least between 5 and 7 years experience in a Library administration environment. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Report writing, financial planning skills, client services, management and administration skills, research analysis, writing and verbal skills, organizing skills, supervisory skills, computer literacy, problem solving- and decision-making skills .

DUTIES : Acquire information resources; manage the Internet café; execute electronic information searches bmo online databases such as: Internet, Sabinet and Sinet; Development of access to information through the processes of cataloguing and classification; Quality control of the card catalogue; Development and management towards library collection of sources, including all different formats of information; Development of an effective marketing plan of the Library; provide a pro-active and re-active information service; promote a culture of research and research skills amongst users; establish and maintain effective communication with other DOD libraries; compile bibliographies wrt specific subjects on Internet, Sabinet, Sinet, books and magazines lists; manage and develop the Africana series in the library; monitor the updating of acts; ensure a high standard accession register; provide a branch library service and manage inputs for the library budget; manage library personnel.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017

CLOSING DATE : 12 November 2010

POST 41/18 : **PRINCIPAL ARCHIVIST**
This post is advertised in the DOD and broader Public Service.

SALARY : R161 970 per annum
CENTRE : Eastern Cape Signal Unit, Port Elizabeth
REQUIREMENTS : Bachelor's degree in Archival studies (NQF Level 6) Preferable or equivalent qualification with at least between 2 and 3 years experience in an Archival Management environment. DOD Records Management Course (National Archives) will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in admin will be a recommendation. Special requirements (skills needed): Good understanding of archival legislation specifically the National Archives of South Africa Act, Act 43 of 1996. Computer literate. Mathematical-, problem solving-, analytical thinking-, maintain discipline-; marketing communication-, media relation-, interview-, facilitation-, interpersonal-, plan-, organise and good verbal and written communication skills.

DUTIES : Promote effective, efficient and accountable management of records. Execute functional control over Record Management procedures and Records Office. Execute functional control of the Records Centre for the control and custody of records. Maintain Record Classification systems. Execute systematic disposal programme for records. Participate in CMI Service Centre strategic planning and compilation of budget. Manage subordinates (including individual performance and maintenance of the career development system). Formulate and manage records management service agreement with clients. Liaise with and report to DOD Records Manager at Documentation Centre. Manage resources for execution of records management service and manage records management projects as required.

ENQUIRIES : Lt Col E. Assam, (041) 505-1227

APPLICATIONS : Department of Defence, EC Signal Unit, PO Box 13419, Humewood, Port Elizabeth, 6013.

CLOSING DATE : 12 November 2010

POST 41/19 : **PRINCIPAL ARCHIVIST**
This post is advertised in the DOD and broader Public Service.

SALARY : R161 970 per annum

CENTRE : Free State Signal Unit, Bloemfontein

REQUIREMENTS : Bachelor's degree in Archival studies (NQF Level 6) Preferable or equivalent qualification with at least between 2 and 3 years experience in an Archival Management environment. DOD Records Management Course (National Archives) will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Good understanding of archival legislation specifically the National Archives of South Africa Act, Act 43 of 1996. Computer literate. Mathematical-, problem solving-, analytical thinking-, maintain discipline; marketing communication-, media relation, interview-, facilitation-, interpersonal-, plan-, organise and good verbal and written communication skills.

DUTIES : Promote effective, efficient and accountable management of records. Execute functional control over Record Management procedures and Records Office. Execute functional control of the Records Centre for the control and custody of records. Maintain Record Classification systems. Execute systematic disposal programme for records. Participate in CMI Service Centre strategic planning and compilation of budget. Manage subordinates (including individual performance and maintenance of the career development system). Formulate and manage records management service agreement with clients. Liaison with and report to DOD Records Manager at Documentation Centre. Manage resources for execution of records management service and manage records management projects as required.

ENQUIRIES : Lt Col J.P. Smith, (051) 402-1983

APPLICATIONS : Department of Defence, FS Signal Unit, Tempe Military Base, Private Bag X40011, Bloemfontein, 0106

CLOSING DATE : 12 November 2010

POST 41/20 : **PRINCIPAL ARCHIVIST**
This post is advertised in the DOD and the Public Service.

SALARY : R161 970 per annum

CENTRE : Kwa-Zulu Natal Signal Unit, Durban

REQUIREMENTS : Bachelor's degree in Archival studies (NQF Level 6) Preferable or equivalent qualification with at least between 2 and 3 years experience in an Archival Management environment. DOD Records Management Course (National Archives) will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Good understanding of archival legislation specifically the National Archives of South Africa Act, Act 43 of 1996. Computer literate. Mathematical-, problem solving-, analytical thinking-, maintain discipline; marketing communication-, media relation-, interview-, facilitation-, interpersonal-, plan-, organise and good verbal and written communication skills.

DUTIES : Promote effective, efficient and accountable management of records. Execute functional control over Record Management procedures and Records Office. Execute functional control of the Records Centre for the control and custody of records. Maintain Record Classification systems. Execute systematic disposal programme for records. Participate in CMI Service Centre strategic planning and compilation of budget. Manage subordinates (including individual performance and maintenance of the career development system). Formulate and manage records management service agreement with clients. Liaise with and report to DOD Records Manager at Documentation Centre. Manage resources for execution of records management service and manage records management projects as required.

ENQUIRIES : Lt Col S. Walton, (031) 451-1054
APPLICATIONS : Department of Defence, KZN Signal Unit, PO Box 21096, Bluff, 4036.
CLOSING DATE : 12 November 2010

POST 41/21 : **PRINCIPAL ARCHIVIST**
This post is advertised in the DOD and broader Public Service.

SALARY : R161 970 per annum
CENTRE : Western Cape Signal Unit, Youngsfield, Cape Town.
REQUIREMENTS : Bachelor's degree in Archival studies (NQF Level 6) Preferable or equivalent qualification with at least between 2 and 3 years experience in an Archival Management environment. DOD Records Management Course (National Archives) will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Good understanding of archival legislation specifically the National Archives of South Africa Act, Act 43 of 1996. Computer literate. Mathematical-, problem solving-, analytical thinking-, maintain discipline; marketing communication-, media relation-, interview-, facilitation-, interpersonal-, plan-, organise and good verbal and written communication skills.

DUTIES : Promote effective, efficient and accountable management of records. Execute functional control over Record Management procedures and Records Office. Execute functional control of the Records Centre for the control and custody of records. Maintain Record Classification systems. Execute systematic disposal programme for records. Participate in CMI Service Centre strategic planning and compilation of budget. Manage subordinates (including individual performance and maintenance of the career development system). Formulate and manage records management service agreement with clients. Liaise with and report to DOD Records Manager at Documentation Centre. Manage resources for execution of records management service and the management of records management projects as required.

ENQUIRIES : Lt Col D. Janse Van Rensburg, (021) 787-1700
APPLICATIONS : Department of Defence, Western Cape Signal Unit, Private Bag X1, Kenwyn, 7790.
CLOSING DATE : 12 November 2010

POST 41/22 : **SENIOR LIBRARIAN (POYNTONS BUILDING)**
This post is advertised in the DOD and broader Public Service.

SALARY : R130 425 per annum
CENTRE : SA Army, MOD Signal Unit, Pretoria.
REQUIREMENTS : Degree/Diploma in Library and Information Service (NQF 5/6) or equivalent qualification with at least between 3 and 5 years experience in a Library administration environment. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Report write-, research analysis-, write and verbal-, organise-, supervisory-, problem solving-, decision-making-, effective information service- and programme planning skills.

DUTIES : Acquire information resources. Manage the Internet café. Execute electronic information searches bmo online databases such as: Internet and Sinet. Develop access to information through the processes of cataloguing and classification. Maintain card catalogue. Assist and provide inputs towards library collection of sources, include different formats of information. Ensure effective

archival information resource awareness plan for the DOD Archives Library. Provide pro-active and re-active archival library information service. Promote culture of research and research skills amongst users. Establish and maintain effective communication with other DOD libraries. Compile bibliographies wrt specific subjects on Internet and Sinet, books and journals lists. Manage and develop Africana series in the library. Update the database of acts. Provide an archival library service and inputs for the library budget. Supervisory duties.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
CLOSING DATE : 12 November 2010

POST 41/23 : **CHIEF LIBRARY ASSISTANT (1X SAMHS)**
 This post is advertised in the DOD and broader Public Service.

SALARY : R130 425 per annum
CENTRE : SA Army, MOD Signal Unit, Pretoria.
REQUIREMENTS : NQF Level 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Administration skills, supervisory skills, Organising and co-ordination skills, writing and verbal skills, research analysis, client service, computer literate, problem solving, and decision-making. Have effective information service.

DUTIES : Administer the magazine section as a whole; remind users regularly about late/loss books (telephonically and by formal letter); establish a pamphlet series; monitor the technical processing of books; control general photocopying service of information; provide an information service to users; monitor incoming post; assist with electronic searches; assist in handling the stock take; control stationery; assist the Librarian, Maintaining of the inter library loan system; Manage and control the inventory of the Library furniture and liaise with other libraries and the National library; Control the accession register; Update the Acts; Supervising and train Library Assistant; Administer the marketing plan of the Library.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017
CLOSING DATE : 12 November 2010

POST 41/24 : **CHIEF REGISTRY CLERK (2X MOD, 1X LIW)**
 This post is advertised in the DOD and broader Public Service.

SALARY : R130 425 per annum
CENTRE : SA Army, MOD Signal Unit, Pretoria.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives-, instructions/guidelines-, problem solving-, analytical thinking-, plan and organise own work and that of subordinates.

DUTIES : Inspect and evaluate the Records Office and Records Centre service at the Service Centre and Satellite Record Management Offices. Provide guidelines to Record Administrators at the Service Centre and Satellite Record Management Offices. Guide clients wrt Record Management procedure such as the use of records classification systems. Plan the work of subordinates. Train subordinates. Ensure quality control of the Record Management services provided by the Service Centre and Satellite Record Management Offices. Control office equipment at the Service Centre Record Management Section. Provide inputs to the Service Centre Record Manager wrt work procedures. Assist the Record Manager wrt career development of subordinates and the control of disposal of records (ie transfers of closed records to the DOD Documentation Centre or destruction of identified records). Supervisory duties.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.

APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.

CLOSING DATE : 12 November 2010

POST 41/25 : **SENIOR LIBRARIAN 4 POSTS**
This post is advertised in the DOD and broader Public Service.

SALARY : R130 425 per annum

CENTRE : SA Army, Dequar Signal Unit, Pretoria.

REQUIREMENTS : Degree/Diploma in Library and Information Service (NQF 5/6) or equivalent qualification with at least between 3 and 5 years experience in a Library administration environment. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Report write-, research analysis-, write and verbal-, organise-, supervisory-, problem solving-, decision-making-, effective information service- and programme planning skills.

DUTIES : Acquire information resources. Manage the Internet café. Execute electronic information searches bmo online databases such as: Internet and Sinet. Develop access to information through the processes of cataloguing and classification. Maintain card catalogue. Assist and provide inputs towards library collection of sources, include different formats of information. Ensure effective archival information resource awareness plan for the DOD Archives Library. Provide pro-active and re-active archival library information service. Promote culture of research and research skills amongst users. Establish and maintain effective communication with other DOD libraries. Compile bibliographies wrt specific subjects on Internet and Sinet, books and journals lists. Manage and develop Africana series in the library. Update the database of acts. Provide an archival library service and inputs for the library budget. Supervisory duties.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.

APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.

CLOSING DATE : 12 November 2010

POST 41/26 : **SENIOR LIBRARY ASSISTANT GR III (3X DEQUAR, 2X SANDC COLLEGE)**
This post is advertised in the DOD and broader Public Service.

SALARY : R105 645 per annum

CENTRE : SA Army, Dequar Signal Unit, Pretoria.

REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Organising and co-ordination skills, writing and verbal skills, report writing, research analysis skills, computer literate, problem solving- and decision-making skills.

DUTIES : Administer the magazine section as a whole; remind users regularly about late/loss books (telephonically and by formal letter); establish a pamphlet series; technical processing of books; control general photocopying service of information; provide an information service to users; administer incoming post; assist with electronic searches; assist in handling the stock take; control stationery and liaise with other libraries and the National library.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.

APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.

CLOSING DATE : 12 November 2010

POST 41/27 : **SENIOR LIBRARY ASSISTANT GR III (WONDERBOOM)**
This post is advertised in the DOD and broader Public Service.

SALARY : R105 645 per annum

CENTRE : SA Army, Gauteng Signal Unit, Pretoria.

REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Organising and co-ordination skills, writing and verbal skills, report

writing, Research analysis, Computer literate, problem solving- and decision-making skills.

DUTIES : Administer the magazine section as a whole; remind users regularly about late/loss books (telephonically and by formal letter); establish a pamphlet series; technical processing of books; control general photocopying service of information; provide an information service to users; administer incoming post; assist with electronic searches; assist in handling the stock take; control stationery and liaise with other libraries and the National library.

ENQUIRIES : WO1 R. Visser, (012) 529 0255

APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.

CLOSING DATE : 12 November 2010

POST 41/28 : **SENIOR TELECOM OPERATOR GR III (2X PHALABORWA)**
This post is advertised in the DOD and broader Public Service.

SALARY : R105 645 per annum

CENTRE : North Signal Unit, Polokwane.

REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operate office equipment-, good inter-personal-, supervising-, numeric-, literacy- and problem solving skills.

DUTIES : Canalise incoming and outgoing calls to appropriate person/division. Answer general enquiries. Make calls on behalf of members. The record keeping of private calls (make on the behalf). Handle international calls, connection of lines and ring. Note down and giving of messages. Advise users wrt the using of phones, external and internal lines. Train switchboard operators. Test lines. Allocate extensions and lines to users. Update the Satellite telephone directory. Keep statistics (eg faults). Check private calls to ensure that costs for calls are recovered. Administer telephone accounts for the Service Centre and Satellites. Control the attendance, leave and shift register for the Service Centre. Assist the principal switchboard operator with Chatterman and ensure that the satellite switchboard is in a working condition and report faults.

ENQUIRIES : Maj J. Walkinshaw, (015) 299-3349

APPLICATIONS : Department of Defence, North Signal Unit, Private Bag x9304, Polokwane, 0070.

CLOSING DATE : 12 November 2010

POST 41/29 : **SENIOR TELECOM OPERATOR GR III**
This post is advertised in the DOD and broader Public Service.

SALARY : R105 645 per annum

CENTRE : SA Army, Dequar Signal Unit, Pretoria

REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operate office equipment-, good inter-personal-, supervising-, numeric-, literacy- and problem solving skills.

DUTIES : Canalise incoming and outgoing calls to appropriate person/division. Answer general enquiries. Make calls on behalf of members. The record keeping of private calls (make on the behalf). Handle international calls, connection of lines and ring. Note down and giving of messages. Advise users wrt the using of phones, external and internal lines. Train switchboard operators. Test lines. Allocate extensions and lines to users. Update the Satellite telephone directory. Keep statistics (eg faults). Check private calls to ensure that costs for calls are recovered. Administer telephone accounts for the Service Centre and Satellites. Control the attendance, leave and shift register for the Service Centre. Assist the principal switchboard operator with Chatterman and ensure that the satellite switchboard is in a working condition and the reporting of faults.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.

APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.

CLOSING DATE : 12 November 2010

POST 41/30 : **SENIOR TELECOM OPERATOR GR III (2X GARRISON, 1X TEK BASE)**
This post is advertised in the DOD and broader Public Service.

SALARY : R105 645 per annum
CENTRE : SA Army, Gauteng Signal Unit, Pretoria
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operate office equipment-, good inter-personal-, supervising-, numeric-, literacy- and problem solving skills.

DUTIES : Canalise incoming and outgoing calls to appropriate person/division. Answer general enquiries. Make calls on behalf of members. The record keeping of private calls (make on the behalf). Handle international calls, connection of lines and ring. Note down and giving of messages. Advise users wrt the using of phones, external and internal lines. Train switchboard operators. Test lines. Allocate extensions and lines to users. Update the Satellite telephone directory. Keep statistics (eg faults). Check private calls to ensure that costs for calls are recovered. Administer telephone accounts for the Service Centre and Satellites. Control the attendance, leave and shift register for the Service Centre. Assist the principal switchboard operator with Chatterman and ensure that the satellite switchboard is in a working condition and report faults.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.

CLOSING DATE : 12 November 2010

POST 41/31 : **SENIOR REGISTRY CLERK GR III**
This post is advertised in the DOD and broader Public Service.

SALARY : R105 645 per annum
CENTRE : North West Signal Unit, Potchefstroom.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/guidelines-, problem solving-, analytical thinking-, planning skills. Ability to organise own work and that of subordinates. Ability to render a record management service independently.

DUTIES : Manage a satellite record office and record centre. Transfer closed records to the records centre. Control office equipment. Provide inputs wrt record management. Render of a specialized record management service. Answer enquiries wrt Record Management. Liaise regularly with clients and interpretation of client’s requirements. Train subordinates. Assist the Chief Registry Clerk with career development of subordinates. Act as Chief Record Administrator on request.

ENQUIRIES : Maj C.T. Cele, (018) 289-3200/1
APPLICATIONS : Department of Defence, North West Signal Unit, Private Bag X2012, Noordburg, Potchefstroom, 2531.

CLOSING DATE : 12 November 2010

POST 41/32 : **SENIOR ADMINISTRATION CLERK GR III**
This post is advertised in the DOD and broader Public Service.

SALARY : R105 645 per annum
CENTRE : SA Army, MOD Signal Unit, Pretoria.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in admin will be a recommendation. Special requirements (skills needed): Computer literate, Organising and co-ordination skills, typing, writing and verbal skills, supervisory skills, good inter-personal skills.

DUTIES : Check diverse documents for completion and correctness; render a auxiliary services to supervisory and professional personnel; file documentation; keep

record of reports etc; arrange traveling, S&T etc; render assistance to and handling of visitors; type letters, memorandums and the compile basic presentations; deliver and collect documentation; ensure an office inventory; take minutes during meetings and the compile agendas; train and supervise subordinate personnel; gather and process statistics for the annual report and other purposes; render auxiliary service of a more advanced nature to supervisory personnel; manage a stationary miscellaneous store; process and interpreter statistics for the annual report and other purposes.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
CLOSING DATE : 12 November 2010

POST 41/33 : **SENIOR LIBRARY ASSISTANT GR III (SAMHS SIG TP)**
This post is advertised in the DOD and broader Public Service.

SALARY : R105 645 per annum
CENTRE : SA Army, MOD Signal Unit, Pretoria
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Organising and co-ordination skills, writing and verbal skills, report writing, Research analysis, Computer literate, problem solving- and decision-making skills.

DUTIES : Administer the magazine section as a whole; remind users regularly about late/loss books (telephonically and by formal letter); establish a pamphlet series; technical processing of books; control general photocopying service of information; provide an information service to users; administer incoming post; assist with electronic searches; assist in handling the stock take; control stationery and liaise with other libraries and the National library.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
CLOSING DATE : 12 November 2010

POST 41/34 : **SENIOR REGISTRY CLERK GR III**
This post is advertised in the DOD and broader Public Service.

SALARY : R105 645 per annum
CENTRE : SA Army, MOD Signal Unit, Pretoria.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/guidelines-, problem solving-, analytical thinking- and planning skills. Ability to organise own work and that of subordinates. Ability to render a record management service independently.

DUTIES : Manage a satellite record office and record centre. Transfer closed records to the records centre. Control office equipment. Provide inputs wrt record management. Render of a specialized record management service. Answer enquiries wrt Record Management. Liaise regularly with clients and interpretation of clients requirements. Train subordinates. Assist the Chief Registry Clerk with career development of subordinates. Act as Chief Record Administrator on request.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
CLOSING DATE : 12 November 2010

POST 41/35 : **SENIOR TELECOM OPERATOR GR III (1X MOD, 2X VISAGIE STR)**
This post is advertised in the DOD and broader Public Service.

SALARY : R105 645 per annum
CENTRE : SA Army, MOD Signal Unit, Pretoria.

REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operate office equipment-, good inter-personal-, supervising-, numeric-, literacy- and problem solving skills.

DUTIES : Canalise incoming and outgoing calls to appropriate person/division. Answer general enquiries. Make calls on behalf of members. The record keeping of private calls (make on the behalf). Handle international calls, connection of lines and ring. Note down and give messages. Advise users wrt the using of phones, external and internal lines. Train switchboard operators. Test lines. Allocate extensions and lines to users. Update the Satellite telephone directory. Keep statistics (eg faults). Check private calls to ensure that costs for calls are recovered. Administer telephone accounts for the Service Centre and Satellites. Control the attendance, leave and shift register for the Service Centre. Assist the principal switchboard operator with Chatterman and ensure that the satellite switchboard is in a working condition.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.

CLOSING DATE : 12 November 2010

POST 41/36 : **SENIOR ADMINISTRATION CLERK GR III**
This post is advertised in the DOD and broader Public Service.

SALARY : R105 645 per annum
CENTRE : SA Army Signal Formation HQ, Wonderboom, Pretoria
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in admin will be a recommendation. Special requirements (skills needed): Computer literate, Organising and co-ordination skills, typing, writing and verbal skills, supervisory skills, good inter-personal skills.

DUTIES : Check diverse documents for completion and correctness; render auxiliary services to supervisory and professional personnel; file documentation; keep record of reports etc; arrange traveling, S&T etc; render assistance to and handle visitors; type letters, memorandums and compile basic presentations; deliver and collect documentation; ensure an office inventory; take minutes during meetings and compile agendas; train and supervise subordinate personnel; gather and process statistics for the annual report and other purposes; render auxiliary service of a more advanced nature to supervisory personnel; manage a stationery miscellaneous store; process and interpreter statistics for the annual report and other purposes.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.

CLOSING DATE : 12 November 2010

POST 42/37 : **SENIOR ADMINISTRATION CLERK GR III**
This post is advertised in the DOD and broader Public Service.

SALARY : R105 645 per annum
CENTRE : 1 Signal Regiment, Rooiwal, Pretoria
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in admin will be a recommendation. Special requirements (skills needed): Computer literate, Organising and co-ordination skills, typing, writing and verbal skills, supervisory skills, good inter-personal skills.

DUTIES : Check diverse documents for completion and correctness; render auxiliary services to supervisory and professional personnel; file documentation; keep record of reports etc; arrange traveling, S&T etc; render assist to and handle visitors; type letters, memorandums and the compilation of basic presentations; deliver and collect documentation; ensure an office inventory; take minutes during meetings and the compile agendas; train and supervise subordinate personnel; gather and process statistics for the annual report and other

purposes; render auxiliary services of a more advanced nature to supervisory personnel; manage a stationery miscellaneous store; process and interpreter statistics for the annual report and other purposes.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
CLOSING DATE : 12 November 2010

POST 41/38 : **SENIOR ADMINISTRATION CLERK GR III**
This post is advertised in the DOD and broader Public Service.

SALARY : R105 645 per annum
CENTRE : 5 Signal Regiment, Wonderboom, Pretoria
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in admin will be a recommendation. Special requirements (skills needed): Computer literate, Organising and co-ordination skills, typing, writing and verbal skills, supervisory skills, good inter-personal skills.

DUTIES : Check diverse documents for completion and correctness; render auxiliary services to supervisory and professional personnel; file documentation; keep record of reports etc; arrange traveling, S&T etc; render assistance to and handle visitors; type letters, memorandums and compile basic presentations; deliver and collect documentation; ensure an office inventory; take minutes during meetings and compile agendas; train and supervise subordinate personnel; gather and process statistics for the annual report and other purposes; render auxiliary services of a more advanced nature to supervisory personnel; manage a stationery miscellaneous store; process and interpreter statistics for the annual report and other purposes.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
CLOSING DATE : 12 November 2010

POST 41/39 : **SENIOR TELECOM OPERATOR GR III (JAN KEMPDORP)**
This post is advertised in the DOD and broader Public Service.

SALARY : R105 645 per annum
CENTRE : Northern Cape Signal Unit, Kimberley.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operate office equipment-, good inter-personal-, supervising-, numeric-, literacy- and problem solving skills.

DUTIES : Canalise incoming and outgoing calls to appropriate person/division. Answer general enquiries. Make calls on behalf of members. The record keeping of private calls (make on the behalf). Handle international calls, connection of lines and ring. Note down and giving of messages. Advise users wrt the using of phones, external and internal lines. Train switchboard operators. Test lines. Allocate extensions and lines to users. Update of the Satellite telephone directory. Keep statistics (eg faults). Check private calls to ensure that costs for calls are recovered. Administer telephone accounts for the Service Centre and Satellites. Control the attendance, leave and shift register for the Service Centre. Assist the principal switchboard operator with Chatterman and ensure that the satellite switchboard is in a working condition and report faults.

ENQUIRIES : Capt D.M. Ndlovu, (053) 830-3138/3118
APPLICATIONS : Department of Defence, Northern Cape Signal Unit, Private Bag X5056, Kimberley, 8300.
CLOSING DATE : 12 November 2010

POST 41/40 : **SENIOR TELECOM OPERATOR GR III (OUDTSHOORN)**
This post is advertised in the DOD and broader Public Service.

SALARY : R105 645 per annum

CENTRE : Eastern Cape Signal Unit, Port Elizabeth.

REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operate office equipment-, good inter-personal-, supervising-, numeric-, literacy- and problem solving skills.

DUTIES : Canalise incoming and outgoing calls to appropriate person/division. Answer general enquiries. Make calls on behalf of members. The record keeping of private calls (make on the behalf). Handle international calls, connection of lines and ring. Note down and giving of messages. Advise users wrt the using of phones, external and internal lines. Train switchboard operators. Test lines. Allocate extensions and lines to users. Update the Satellite telephone directory. Keep statistics (eg faults). Check private calls to ensure that costs for calls are recovered. Administer telephone accounts for the Service Centre and Satellites. Control the attendance, leave and shift register for the Service Centre. Assist the principal switchboard operator with Chatterman and ensure that the satellite switchboard is in a working condition and report faults.

ENQUIRIES : Lt Col E. Assam, (041) 505-1227

APPLICATIONS : Department of Defence, EC Signal Unit, PO Box 13419, Humewood, Port Elizabeth, 6013.

CLOSING DATE : 12 November 2010

POST 41/41 : **SENIOR REGISTRY CLERK GR III**
This post is advertised in the DOD and broader Public Service.

SALARY : R105 645 per annum

CENTRE : Free State Signal Unit, Bloemfontein.

REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/guidelines-, problem solving-, analytical thinking- and planning skills. Ability to organise own work and that of subordinates. Ability to render a record management service independently.

DUTIES : Manage a satellite record office and record centre. Transfer closed records to the records centre. Control office equipment. Provide inputs wrt record management. Render of a specialized record management service. Answer enquiries wrt Record Management. Liaise regularly with clients and interpreter client's requirements. Train subordinates. Assist the Chief Registry Clerk with career development of subordinates. Act as Chief Record Administrator on request.

ENQUIRIES : Lt Col J.P. Smith, (051) 402-1983

APPLICATIONS : Department of Defence, FS Signal Unit, Tempe Military Base, Private Bag X40011, Bloemfontein, 0106.

CLOSING DATE : 12 November 2010

POST 41/42 : **SENIOR TELECOM OPERATOR GR III**
This post is advertised in the DOD and broader Public Service.

SALARY : R105 645 per annum

CENTRE : Free State Signal Unit, Bloemfontein.

REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operate office equipment-, good inter-personal-, supervising-, numeric-, literacy- and problem solving skills.

DUTIES : Canalise incoming and outgoing calls to appropriate person/division. Answer general enquiries. Make calls on behalf of members. The record keeping of private calls (make on the behalf). Handle international calls, connection of lines and ring. Note down and giving of messages. Advise users wrt the using of phones, external and internal lines. Train switchboard operators. Test lines. Allocate extensions and lines to users. Update the Satellite telephone directory. Keep statistics (eg faults). Check private calls to ensure that costs for calls are

recovered. Administer telephone accounts for the Service Centre and Satellites. Control the attendance, leave and shift register for the Service Centre. Assist the principal switchboard operator with Chatterman and ensure that the satellite switchboard is in a working condition and report faults.

APPLICATIONS : Department of Defence, FS Signal Unit, Tempe Military Base, Private Bag X40011, Bloemfontein, 0106.

ENQUIRIES : Lt Col J.P. Smith, (051) 402-1983

CLOSING DATE : 12 November 2010

POST 41/43 : **SENIOR REGISTRY CLERK GR III (BLUFF)**
This post is advertised in the DOD and broader Public Service.

SALARY : R105 645 per annum

CENTRE : Kwa-Zulu Natal Signal Unit, Durban.

REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/guidelines-, problem solving-, analytical thinking- and planning skills. Ability to organise own work and that of subordinates. Ability to render a record management service independently.

DUTIES : Manage a satellite record office and record centre. Transfer closed records to the records centre. Control office equipment. Provide inputs wrt record management. Render of a specialized record management service. Answer enquiries wrt Record Management. Regular liaison with clients and interpretation of clients requirements. Train subordinates. Assist the Chief Registry Clerk with career development of subordinates. Act as Chief Record Administrator on request.

ENQUIRIES : Lt Col S. Walton, (031) 451-1054

APPLICATIONS : Department of Defence, KZN Signal Unit, PO Box 21096, Bluff, 4036.

CLOSING DATE : 12 November 2010

POST 41/44 : **SENIOR TELECOM OPERATOR GR III 2 POSTS**
This post is advertised in the DOD and broader Public Service.

SALARY : R105 645 per annum

CENTRE : Kwa-Zulu Natal Signal Unit, Durban.

REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operate office equipment-, good inter-personal-, supervising-, numeric-, literacy- and problem solving skills.

DUTIES : Canalise incoming and outgoing calls to appropriate person/division. Answer general enquiries. Make calls on behalf of members. The record keeping of private calls (make on the behalf). Handle international calls, connection of lines and ring. Note down and giving of messages. Advise users wrt the using of phones, external and internal lines. Train switchboard operators. Test lines. Allocate extensions and lines to users. Update the Satellite telephone directory. Keep statistics (eg faults). Check private calls to ensure that costs for calls are recovered. Administer telephone accounts for the Service Centre and Satellites. Control the attendance, leave and shift register for the Service Centre. Assist the principal switchboard operator with Chatterman and ensure that the satellite switchboard is in a working condition and report faults.

ENQUIRIES : Lt Col S. Walton, (031) 451-1054

APPLICATIONS : Department of Defence, KZN Signal Unit, PO Box 21096, Bluff, 4036.

CLOSING DATE : 12 November 2010

POST 41/45 : **SENIOR TELECOM OPERATOR GR II**
This post is advertised in the DOD and broader Public Service.

SALARY : R87 978 per annum

CENTRE : North West Signal Unit, Potchefstroom.

REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, good inter-personal-, supervisory-, numeric-, literacy- and problem solving skills.

DUTIES : Canalise incoming and outgoing calls to appropriate person/division. Answer general enquiries. Make calls on behalf of members. Record keep of private calls (make on the behalf). Handle international calls. Connect lines and ring. Take notes and give messages. Advise users wrt the using of phones, external and internal lines. Train switchboard operators. Test lines. Assist principal switchboard operator. Allocate extensions and lines to users. Update satellite telephone directory. Keep statistics (eg faults). Check private calls and see to it that costs for calls are recovered. Administer telephone accounts for the satellite. Control attendance, leave and shift register for the satellite and ensure that the satellite switchboard is in a working condition.

APPLICATIONS : Department of Defence, North West Signal Unit, Private Bag x2012, Noordburg, Potchefstroom, 2531.

ENQUIRIES : Maj C.T. Cele, (018) 289-3200/1

CLOSING DATE : 12 November 2010

POST 41/46 : **SENIOR REGISTRY CLERK GR II**
This post is advertised in the DOD and broader Public Service.

SALARY : R87 978 per annum

CENTRE : Mpumalanga Signal Unit, Mbombela.

REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/guidelines-, problem solving-, analytical thinking- and planning. Ability organise own work and that of subordinates. Ability to render a Record Management service independently.

DUTIES : Receipt and dispatch mail/documentation. Receipt and dispatch of confidential and secret mail/documentation. Responsible for the classification and filing of documentation onto files. Provide files/information on request. Route, pend, closing and opening and maintenance of files to clients. Send and receive faxes. Advise clients wrt the classification of records. Keep finding aids (inventories, lists) to enable the retrieval of records. Assist the Chief Records Administrator. Act as first line supervision over Records Administrator/s and Messenger. Transfer closed records to the record centre at the Service Centre and preparation of records for disposal. Provide inputs wrt Record Management to the CMI Service Centre. Answer enquiries wrt Record Management. Liaise regularly with clients and responsible for interpretation of client requirements.

ENQUIRIES : Lt N. Diederiks, (013) 756-2547

APPLICATIONS : Department of Defence, Mpumalanga Signal Unit, Private Bag X11277, Mbombela, 1200.

CLOSING DATE : 12 November 2010

POST 41/47 : **SENIOR REGISTRY CLERK GR II**
This post is advertised in the DOD and broader Public Service.

SALARY : R87 978 per annum

CENTRE : Lohathla Signal Unit, Lohathla.

REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/guidelines-, problem solving-, analytical thinking-, planning skills. Ability to organise own work and that of subordinates. Ability to render a Record Management service independently.

DUTIES : Receipt and dispatch mail/documentation. Receipt and dispatch of confidential and secret mail/documentation. Responsible for the classification and filing of

documentation onto files. Provide files/information on request. Route, pend, closing and opening and maintenance of files to clients. Send and receive faxes. Advise clients wrt the classification of records. Keep finding aids (inventories, lists) to enable the retrieval of records. Assist the Chief Records Administrator. Act as first line supervision over Records Administrator/s and Messenger. Transfer closed records to the record centre at the Service Centre and preparation of records for disposal. Provide inputs wrt Record Management to the CMI Service Centre. Answer enquiries wrt Record Management. Liaise regularly with clients and responsible for interpretation of client requirements.

ENQUIRIES : Capt M.E. Mantsha, (053) 321-2200
APPLICATIONS : Department of Defence, Lohathla Signal Unit, Private Bag X3001, Postmasburg, 8420.
CLOSING DATE : 12 November 2010

POST 41/48 : **SENIOR ADMINISTRATION CLERK GR II (2X WONDERBOOM)**
This post is advertised in the DOD and broader Public Service.

SALARY : R87 978 per annum
CENTRE : 5 Signal Regiment, Wonderboom, Pretoria
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in admin will be a recommendation. Special requirements (skills needed): Computer literate, Organising and co-ordination skills, typing, writing and verbal skills, supervisory skills, good inter-personal skills.

DUTIES : Check diverse documents for completion and correctness; render auxiliary services to supervisory and professional personnel; file documentation; keep record of reports etc; arrange travelling, S&T etc; render assistance to and handle visitors; type letters, memorandums and compile basic presentations; deliver and collecting of documentation; ensure an office inventory; take minutes during meetings and the compile agendas; train and supervise subordinate personnel; gather and process statistics for the annual report and other purposes; render auxiliary services of a more advanced nature to supervisory personnel; manage a stationery miscellaneous store.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.

CLOSING DATE : 12 November 2010

POST 41/49 : **SENIOR REGISTRY CLERK GR II (GROUP 6)**
This post is advertised in the DOD and broader Public Service.

SALARY : R87 978 per annum
CENTRE : Eastern Cape Signal Unit, Port Elizabeth.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/guidelines-, problem solving-, analytical thinking-, planning- and organise own work and that of subordinates. Ability to render a Record Management service independently.

DUTIES : Receipt and dispatch mail/documentation. Receipt and dispatch of confidential and secret mail/documentation. Responsible for the classification and filing of documentation onto files. Provide files/information on request. Route, pend, closing and opening and maintenance of files to clients. Send and receive faxes. Advise clients wrt the classification of records. Keep finding aids (inventories, lists) to enable the retrieval of records. Assist the Chief Records Administrator. Act as first line supervision over Records Administrator/s and Messenger. Transfer closed records to the record centre at the Service Centre and preparation of records for disposal. Provide inputs wrt Record Management to the CMI Service Centre. Answer enquiries wrt Record Management. Liaise regularly with clients and responsible for interpretation of client requirements.

ENQUIRIES : Lt Col E. Assam, (041) 505-1227

APPLICATIONS : Department of Defence, EC Signal Unit, PO Box 13419, Humewood, Port Elizabeth, 6013.

CLOSING DATE : 12 November 2010

POST 41/50 : **SENIOR REGISTRY CLERK GR II (1X VISAGIE STR, 1X LIW, 1XMOD)**
This post is advertised in the DOD and broader Public Service.

SALARY : R87 978 per annum

CENTRE : SA Army, MOD Signal Unit, Pretoria.

REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/guidelines-, problem solving-, analytical thinking-, planning- and organise own work and that of subordinates. Ability to render a Record Management service independently.

DUTIES : Receipt and dispatch mail/documentation. Receipt and dispatch of confidential and secret mail/documentation. Responsible for the classification and filing of documentation onto files. Provide files/information on request. Route, pend, closing and opening and maintenance of files to clients. Send and receive faxes. Advise clients wrt the classification of records. Keep finding aids (inventories, lists) to enable the retrieval of records. Assist the Chief Records Administrator. Act as first line supervision over Records Administrator/s and Messenger. Transfer closed records to the record centre at the Service Centre and preparation of records for disposal. Provide inputs wrt Record Management to the CMI Service Centre. Answer enquiries wrt Record Management. Liaise regularly with clients and responsible for interpretation of client requirements.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.

APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.

CLOSING DATE : 12 November 2010

POST 41/51 : **SENIOR ADMINISTRATION CLERK GR II**
This post is advertised in the DOD and broader Public Service.

SALARY : R87 978 per annum

CENTRE : North Signal Unit, Polokwane.

REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in admin will be a recommendation. Special requirements (skills needed): Computer literate, Organising and co-ordination skills, typing, writing and verbal skills, supervisory skills, good inter-personal skills.

DUTIES : Check diverse documents for completion and correctness; render auxiliary services to supervisory and professional personnel; file documentation; keep record of reports etc; arrange travelling, S&T etc; render assistance to and handle visitors; type letters, memorandums and compile basic presentations; deliver and collect documentation; ensure an office inventory; take minutes during meetings and compile agendas; train and supervise subordinate personnel; gather and process statistics for the annual report and other purposes; render auxiliary services of a more advanced nature to supervisory personnel; manage a stationery miscellaneous store.

ENQUIRIES : Maj J. Walkinshaw, (015) 299-3349

APPLICATIONS : Department of Defence, North Signal Unit, Private Bag x9304, Polokwane, 0070.

CLOSING DATE : 12 November 2010

POST 41/52 : **SENIOR REGISTRY CLERK GR II (2X POLOKWANE, 1X PHALABORWA)**
This post is advertised in the DOD and broader Public Service.

SALARY : R87 978 per annum

CENTRE : North Signal Unit, Polokwane.

REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed):

Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/guidelines-, problem solving-, analytical thinking and planning skills. Ability to organise own work and that of subordinates. Ability to render a Record Management service independently.

DUTIES : Receipt and dispatch mail/documentation. Receipt and dispatch of confidential and secret mail/documentation. Responsible for the classification and filing of documentation onto files. Provide files/information on request. Route, pend, close, open and maintain files to clients. Send and receive faxes. Advise clients wrt the classification of records. Keep finding aids (inventories, lists) to enable the retrieval of records. Assist the Chief Records Administrator. Act as first-line supervisor over Records Administrator/s and Messenger. Transfer closed records to the record centre at the Service Centre and prepare records for disposal. Provide inputs wrt Record Management to the CMI Service Centre. Answer enquiries wrt Record Management. Liaise regularly with clients and responsible for interpretation of client requirements.

ENQUIRIES : Maj J. Walkinshaw, (015) 299-3349
APPLICATIONS : Department of Defence, North Signal Unit, P Bag x9304, Polokwane, 0070.
CLOSING DATE : 12 November 2010

POST 41/53 : **DRIVER/OPERATOR**
The post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R87 978 per annum
CENTRE : Ammunition Depot and School of Ammunition, De Aar.
REQUIREMENTS : NQF 1 (ABET L3 – 4): Preferable. *Code 08 (EB) driver's license essential. Special Requirements (skills needed): Driving skills. Problem solving-, interpersonal- and communication skills.

DUTIES : Offload and stack ammunition. Load and move ammunition. Clean, maintain and service vehicles and equipment. Clean areas inside and around magazines.

ENQUIRIES : Ms G. Williams, (012) 671-0049.
APPLICATIONS : Department of Defence & Military Veterans, Logistic Support Formation, Private Bag X1023, Lyttelton, 0140.

CLOSING DATE : 12 November 2010
NOTE : Preference will be given to applicants from De Aar and surrounding areas.

POST 41/54 : **SENIOR REGISTRY CLERK GR II (2X HEIDELBERG, 1X JHB, 1X GAUTENG)**
This post is advertised in the DOD and broader Public Service.

SALARY : R76 194 per annum
CENTRE : SA Army, Gauteng Signal Unit, Pretoria.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/guidelines-, problem solving-, analytical thinking-, planning skills. Ability to organise own work and that of subordinates. Ability to render a Record Management service independently.

DUTIES : Receipt and dispatch mail/documentation. Receipt and dispatch of confidential and secret mail/documentation. Responsible for the classification and filing of documentation onto files. Provide files/information on request. Route, pend, close, open and maintain files to clients. Send and receive faxes. Advise clients wrt the classification of records. Keep finding aids (inventories, lists) to enable the retrieval of records. Assist the Chief Records Administrator. Act as first line supervision over Records Administrator/s and Messenger. Transfer closed records to the record centre at the Service Centre and preparation of records for disposal. Provide inputs wrt Record Management to the CMI Service Centre. Answer enquiries wrt Record Management. Liaise regularly with clients and responsible for interpretation of client requirements.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
CLOSING DATE : 12 November 2010

POST 41/55 : **SENIOR TELECOM OPERATOR GR II**
This post is advertised in the DOD and broader Public Service.

SALARY : R76 194 per annum
CENTRE : SA Army, Dequar Signal Unit, Pretoria.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, good inter-personal-, supervisory-, numeric- literacy- and problem solving skills.

DUTIES : Canalise incoming and outgoing calls to appropriate person/division. Answer general enquiries. Make calls on behalf of members. Record keep of private calls (make on the behalf). Handle international calls. Connect lines and ring. Take notes and give messages. Advise users wrt the using of phones, external and internal lines. Train switchboard operators. Test lines. Assist principal switchboard operator. Allocate extensions and lines to users. Update satellite telephone directory. Keep statistics (eg faults). Check private calls and see to it that costs for calls are recovered. Administer telephone accounts for the satellite. Control attendance, leave and shift register for the satellite and ensure that the satellite switchboard is in a working condition.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.

CLOSING DATE : 12 November 2010

POST 41/56 : **SENIOR REGISTRY CLERK GR II**
This post is advertised in the DOD and broader Public Service.

SALARY : R76 194 per annum
CENTRE : SA Army, Dequar Signal Unit, Pretoria.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/guidelines-, problem solving-, analytical thinking-, planning skills. Ability to organise own work and that of subordinates. Ability to render a Record Management service independently.

DUTIES : Receipt and dispatch mail/documentation. Receipt and dispatch of confidential and secret mail/documentation. Responsible for the classification and filing of documentation onto files. Provide files/information on request. Route, pend, closing and opening and maintenance of files to clients. Send and receive faxes. Advise clients wrt the classification of records. Keep finding aids (inventories, lists) to enable the retrieval of records. Assist the Chief Records Administrator. Act as first line supervision over Records Administrator/s and Messenger. Transfer closed records to the record centre at the Service Centre and preparation of records for disposal. Provide inputs wrt Record Management to the CMI Service Centre. Answer enquiries wrt Record Management. Liaise regularly with clients and responsible for interpretation of client requirements.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.

CLOSING DATE : 12 November 2010

POST 41/57 : **SENIOR TELECOM OPERATOR GR II**
This post is advertised in the DOD and broader Public Service.

SALARY : R76 194 per annum
CENTRE : SA Army, MOD Signal Unit, Pretoria.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operate office equipment-, good inter-personal-, supervisory-, numeric-, literacy- and problem solving skills.

DUTIES : Canalise incoming and outgoing calls to appropriate person/division. Answer general enquiries. Make calls on behalf of members. Record keep of private calls (make on the behalf). Handle international calls. Connect lines and ring. Take notes and give messages. Advise users wrt the using of phones, external and internal lines. Train switchboard operators. Test lines. Assist principal switchboard operator. Allocate extensions and lines to users. Update satellite telephone directory. Keep statistics (eg faults). Check private calls and see to it that costs for calls are recovered. Administer telephone accounts for the satellite. Control attendance, leave and shift register for the satellite and ensure that the satellite switchboard is in a working condition.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.

APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.

CLOSING DATE : 12 November 2010

POST 41/58 : **SENIOR TELECOM OPERATOR GR I**
This post is advertised in the DOD and broader Public Service.

SALARY : R73 584 per annum

CENTRE : Western Cape Signal Unit, Youngsfield, Cape Town.

REQUIREMENTS : NQF Level 2 -3: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operating office equipment-, good inter-personal- and basic supervising skills.

DUTIES : Canalise of incoming and outgoing calls to appropriate person/division. Answer general enquiries. Make calls on behalf of members. Record keep of private calls (make on the behalf). Handle international calls, connection of lines and ring. Note down and giving of messages. Advise users wrt use of phones, external and internal lines. Act as team leader and train switchboard operators. Test lines and assist Principal switchboard operator.

ENQUIRIES : Lt Col D. Janse Van Rensburg, (021) 787-1700

APPLICATIONS : Department of Defence, Western Cape Signal Unit, Private Bag X1, Kenwyn, 7790.

CLOSING DATE : 12 November 2010

POST 41/59 : **SENIOR REGISTRY CLERK GR I (2X GARRISON, 1X TEK BASE, 1X JHB)**
This post is advertised in the DOD and broader Public Service.

SALARY : R73 584 per annum

CENTRE : SA Army, Gauteng Signal Unit, Pretoria.

REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operate office machines (fax, photocopier, franking machine)-, planning- and organise own work.

DUTIES : Receipt, opening and preliminary sorting of incoming restricted/ confidential, mail/documentation. Prepare restricted/confidential mail/ documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/ documentation in relevant registers. Classification and filing of documentation onto files. Provide files/information on request. Route, pend, close, open and maintain files to clients. Send and receive faxes. Advise clients wrt the classification of records. Keep finding aids (inventories, lists) to enable the retrieval of records. Assist the Chief Records Administrator. Act as first-line-supervision over Records Administrator/s and Messenger/s and acting as a team leader in the Record Office.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.

APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.

CLOSING DATE : 12 November 2010

POST 41/60 : **SENIOR REGISTRY CLERK GR I**
This post is advertised in the DOD and the Public Service.

SALARY : R73 584 per annum
CENTRE : Mpumalanga Signal Unit, Mbombela.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operate office machines (fax, photocopier, franking machine)-, planning- and organise own work.

DUTIES : Receipt, opening and preliminary sorting of incoming restricted/ confidential, mail/documentation. Prepare restricted/confidential mail/ documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/ documentation in relevant registers. Classification and filing of documentation onto files. Provide files/information on request. Route, pending, closing and opening and maintenance of files to clients. Send and receive faxes. Advise clients wrt the classification of records. Keep finding aids (inventories, lists) to enable the retrieval of records. Assist the Chief Records Administrator. First-line-supervision over Records Administrator/s and Messenger/s and act as a team leader in the Record Office.

ENQUIRIES : Lt N. Diederiks, (013) 756-2547
APPLICATIONS : Department of Defence, Mpumalanga Signal Unit, P Bag X11277, Mbombela, 1200.

CLOSING DATE : 12 November 2010

POST 41/61 : **SENIOR ADMINISTRATION CLERK GR I**
The post is advertised in the DOD and broader Public Service.

SALARY : R73 584 per annum
CENTRE : Defence Reserves Regional Office North West (Potchefstroom).
REQUIREMENTS : NQF Level 4: Preferable. Background on the Reserves will be an advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Ability to communicate efficiently. Analytical-, problem solving-, good planning-, organisational- and good inter personal relations skills. Must be able to obtain a confidential security clearance within a year.

DUTIES : Perform a variety of routine directive- intensive clerical, logistical and promotional duties within the Defence Reserves. Computer operating office clerk who records, organise, stores and retrieves information and perform provisioning and administrative functions related to the work in the office environment. Assist at Reserve Force Events. Handle visitors to the Provincial Office. Need to work independently without continuous supervision. Liaise with the external public in order to promote the Reserves.

ENQUIRIES : Lt Col Zips Mbombo, Tel: (018) 289 3400, Cell 0827456681.
APPLICATIONS : Department of Defence & Military Veterans, Provincial Office Reserves North West, Private Bag X2012, Noordbrug, Potchefstroom, 2522

CLOSING DATE : 12 November 2010

POST 41/62 : **SENIOR REGISTRY CLERK GR I (1X VISAGIE STR, 1X POYNTONS, 2X MOD)**
This post is advertised in the DOD and broader Public Service.

SALARY : R73 584 per annum
CENTRE : SA Army, MOD Signal Unit, Pretoria.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operate office machines (fax, photocopier, franking machine)-, planning- and organise own work.

DUTIES : Receipt, opening and preliminary sorting of incoming restricted/ confidential, mail/documentation. Prepare restricted/confidential mail/ documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/ documentation in relevant registers. Classification and filing of documentation onto files. Provide files/information on request. Route, pend, close, open and maintain files to clients. Send and receive faxes. Advise clients

wrt the classification of records. Keep finding aids (inventories, lists) to enable the retrieval of records. Assist the Chief Records Administrator. Act as first-line-supervisor over Records Administrator/s and Messenger/s and act as a team leader in the Record Office.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
CLOSING DATE : 12 November 2010

POST 41/63 : **SENIOR TELECOM OPERATOR GR 1 (2X SAMHS SIG TP)**
This post is advertised in the DOD and broader Public Service.

SALARY : R64 410 per annum
CENTRE : SA Army, MOD Signal Unit, Pretoria.
REQUIREMENTS : NQF Level 2 -3: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operating office equipment-, good inter-personal- and basic supervising skills.

DUTIES : Canalise of incoming and outgoing calls to appropriate person/division. Answer general enquiries. Make calls on behalf of members. Record keep of private calls (make on the behalf). Handle international calls, connection of lines and ring. Note down and giving of messages. Advise users wrt use of phones, external and internal lines. Act as team leader and train switchboard operators. Test lines and assist Principal switchboard operator.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
CLOSING DATE : 12 November 2010

POST 41/64 : **TELECOM OPERATOR GR II**
This post is advertised in the DOD and broader Public Service.

SALARY : R62 094 per annum
CENTRE : SA Army, Dequar Signal Unit, Pretoria.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, Operating office equipment- and good inter-personal skills.

DUTIES : Canalise of incoming and outgoing calls to appropriate person/division. Answer general enquiries. Make calls on behalf of members. Record keeping of private calls (make on the behalf). Handle international calls, connection of lines and ring. Note down and giving of messages.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.

CLOSING DATE : 12 November 2010
NOTE : Shift worker – night duties will be required.

POST 41/65 : **REGISTRY CLERK GR II**
This post is advertised in the DOD and broader Public Service.

SALARY : R62 094 per annum
CENTRE : Western Cape Signal Unit, Youngsfield, Cape Town.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Numeric-, ability to operate office machines (fax, photocopier, franking machine), planning skills. Ability to organise own work.

DUTIES : Receipt, opening and preliminary sorting of incoming restricted/ confidential, mail/documentation. Prepare restricted/confidential mail/ documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing

restricted mail/ documentation in relevant registers. Classification and filing of documentation onto files. Route, pend, close, open and maintain files to clients. Send and receive faxes.

ENQUIRIES : Lt Col D. Janse Van Rensburg, (021) 787-1700
APPLICATIONS : Department of Defence, Western Cape Signal Unit, Private Bag X1, Kenwyn, 7790.
CLOSING DATE : 12 November 2010

POST 41/66 : **REGISTRY CLERK GR II 2 POSTS**
This post is advertised in the DOD and broader Public Service.

SALARY : R62 094 per annum
CENTRE : SA Army, Dequar Signal Unit, Pretoria.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Numeric-, ability to operate office machines (fax, photocopier, franking machine), planning skills. Ability to organise own work.

DUTIES : Receipt, opening and preliminary sorting of incoming restricted/ confidential, mail/documentation. Prepare restricted/confidential mail/ documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/ documentation in relevant registers. Classification and filing of documentation onto files. Route, pend, close, open and maintain files to clients. Send and receive faxes.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
CLOSING DATE : 12 November 2010

POST 41/67 : **REGISTRY CLERK GR II (1X JHB)**
This post is advertised in the DOD and broader Public Service.

SALARY : R62 094 per annum
CENTRE : SA Army, Gauteng Signal Unit, Pretoria.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Numeric-, ability to operate office machines (fax, photocopier, franking machine), planning skills. Ability to organise own work.

DUTIES : Receipt, opening and preliminary sorting of incoming restricted/ confidential, mail/documentation. Prepare restricted/confidential mail/ documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/ documentation in relevant registers. Classification and filing of documentation onto files. Route, pend, close, open and maintain files to clients. Send and receive faxes.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
CLOSING DATE : 12 November 2010

POST 41/68 : **REGISTRY CLERK GR II**
This post is advertised in the DOD and broader Public Service.

SALARY : R62 094 per annum
CENTRE : Lohathla Signal Unit, Lohathla.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Numeric-, ability to operate office machines (fax, photocopier, franking machine), planning skills. Ability to organise own work.

DUTIES : Receipt, opening and preliminary sorting of incoming restricted/ confidential, mail/documentation. Prepare restricted/confidential mail/ documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing

restricted mail/ documentation in relevant registers. Classification and filing of documentation onto files. Route, pend, close, open and maintain files to clients. Send and receive faxes.

ENQUIRIES : Capt M.E. Mantsha, (053) 321-2200
APPLICATIONS : Department of Defence, Lohathla Signal Unit, Private Bag X3001, Postmasburg, 8420.
CLOSING DATE : 12 November 2010

POST 41/69 : **REGISTRY CLERK GR II**
This post is advertised in the DOD and broader Public Service.

SALARY : R62 094 per annum
CENTRE : Mpumalanga Signal Unit, Mbombela.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Numeric-, ability to operate office machines (fax, photocopier, franking machine), planning skills. Ability to organise own work.

DUTIES : Receipt, opening and preliminary sorting of incoming restricted/ confidential, mail/documentation. Prepare restricted/confidential mail/ documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/ documentation in relevant registers. Classification and filing of documentation onto files. Route, pend, close and open maintain files to clients. Send and receive faxes.

ENQUIRIES : Lt N. Diederiks, (013) 756-2547
APPLICATIONS : Department of Defence, Mpumalanga Signal Unit, Private Bag X11277, Mbombela, 1200.
CLOSING DATE : 12 November 2010

POST 41/70 : **REGISTRY CLERK GR II (PHALABORWA)**
This post is advertised in the DOD and broader Public Service.

SALARY : R62 094 per annum
CENTRE : North Signal Unit, Polokwane.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Numeric-, ability to operate office machines (fax, photocopier, franking machine). Planning skills. Ability to organise own work.

DUTIES : Receipt, opening and preliminary sorting of incoming restricted/ confidential, mail/documentation. Prepare restricted/confidential mail/ documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/ documentation in relevant registers. Classification and filing of documentation onto files. Route, pend, close, open and maintain files to clients. Send and receive faxes.

ENQUIRIES : Maj J. Walkinshaw, (015) 299-3349
APPLICATIONS : Department of Defence, North Signal Unit, Private Bag x9304, Polokwane, 0070.
CLOSING DATE : 12 November 2010

POST 41/71 : **REGISTRY CLERK GR II 2 POSTS**
This post is advertised in the DOD and broader Public Service.

SALARY : R62 094 per annum
CENTRE : North West Signal Unit, Potchefstroom.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Numeric-, ability to operate office machines (fax, photocopier, franking machine). Planning skills. Ability to organise own work.

DUTIES : Receipt, opening and preliminary sorting of incoming restricted/ confidential, mail/documentation. Prepare restricted/confidential mail/ documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/ documentation in relevant registers. Classification and filing of

documentation onto files. Route, pend, close, open and maintain files to clients. Send and receive faxes.

ENQUIRIES : Maj C.T. Cele, (018) 289-3200/1

APPLICATIONS : Department of Defence, North West Signal Unit, Private Bag x2012, Noordburg, Potchefstroom, 2531.

CLOSING DATE : 12 November 2010

POST 41/72 : **REGISTRY CLERK GR II (2X POYNTONS, 2X VISAGIE STREET)**
This post is advertised in the DOD and the Public Service.

SALARY : R62 094 per annum

CENTRE : SA Army, MOD Signal Unit, Pretoria.

REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Numeric-, ability to operate office machines (fax, photocopier, franking machine) and planning skills. Ability to organise own work.

DUTIES : Receipt, opening and preliminary sorting of incoming restricted/ confidential, mail/documentation. Prepare restricted/confidential mail/ documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/ documentation in relevant registers. Classification and filing of documentation onto files. Route, pend, close, open and maintain files to clients. Send and receive faxes.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.

APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.

CLOSING DATE : 12 November 2010

POST 41/73 : **REGISTRY CLERK GR II**
This post is advertised in the DOD and broader Public Service.

SALARY : R62 094 per annum

CENTRE : Free State Signal Unit, Bloemfontein.

REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Numeric-, ability to operate office machines (fax, photocopier, franking machine). Planning skills. Ability to organise own work.

DUTIES : Receipt, opening and preliminary sorting of incoming restricted/ confidential, mail/documentation. Prepare restricted/confidential mail/ documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/ documentation in relevant registers. Classification and filing of documentation onto files. Route, pend, close, open and maintain files to clients. Send and receive faxes.

ENQUIRIES : Lt Col J.P. Smith, (051) 402-1983

APPLICATIONS : Department of Defence, FS Signal Unit, Tempe Military Base, P Bag X40011, Bloemfontein, 0106.

CLOSING DATE : 12 November 2010

POST 41/74 : **REGISTRY CLERK GR II**
This post is advertised in the DOD and broader Public Service.

SALARY : R62 094 per annum

CENTRE : Kwa-Zulu Natal Signal Unit, Durban

REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Numeric-, ability to operate office machines (fax, photocopier, franking machine). Planning skills. Ability to organise own work.

DUTIES : Receipt, opening and preliminary sorting of incoming restricted/ confidential, mail/documentation. Prepare restricted/confidential mail/ documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/ documentation in relevant registers. Classification and filing of

documentation onto files. Route, pend, close, open and maintain files to clients.
Send and receive faxes.
ENQUIRIES : Lt Col S. Walton, (031) 451-1054
APPLICATIONS : Department of Defence, KZN Signal Unit, PO Box 21096, Bluff, 4036.
CLOSING DATE : 12 November 2010

POST 41/75 : **REGISTRY CLERK GR II (OUDTSHOORN)**
This post is advertised in the DOD and broader Public Service.

SALARY : R62 094 per annum
CENTRE : Eastern Cape Signal Unit, Port Elizabeth.
REQUIREMENTS : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Numeric-, ability to operate office machines (fax, photocopier, franking machine)-, planning – and organise own work.

DUTIES : Receipt, opening and preliminary sorting of incoming restricted/ confidential, mail/documentation. Prepare restricted/confidential mail/ documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/ documentation in relevant registers. Classification and filing of documentation onto files. Route, pend, close, open and maintain files to clients. Send and receive faxes.

ENQUIRIES : Lt Col E. Assam, (041) 505-1227
APPLICATIONS : Department of Defence, EC Signal Unit, PO Box 13419, Humewood, Port Elizabeth, 6013.
CLOSING DATE : 12 November 2010

POST 41/76 : **HANDYMAN 3 POSTS**
The post is advertised in the DOD, broader Public Service and Media (Flyers)

SALARY : R62 094 per annum
CENTRE : Ammunition Depot and School of Ammunition, De Aar.
REQUIREMENTS : NQF 1 (ABET Level 2 – 4): Preferable. Special Requirements (skills needed): Physically fit.

DUTIES : Prepare the ammunition storehouse for inspection/repair tasks. Render aid to the Ammunition fitter with inspection/repair for ammunition disposal and the preparation of ammunition for deep-sea dumping. Manipulate equipment/machines necessary for the removal of old markings and the application of new markings on ammunition and ammunition containers. Manipulate equipment/machines necessary for palletisation and de-palletisation of ammunition. Inspect markings and relevant information on ammunition and ammunition containers for conformance with documentation. Manipulate equipment/machines necessary for the dismantling of ammunition to major components and the fitting of new components.

ENQUIRIES : Ms G. Williams, (012) 671-0049.
APPLICATIONS : Department of Defence & Military Veterans, Logistic Support Formation, Private Bag X1023, Lyttelton, 0140.

CLOSING DATE : 12 November 2010
NOTE : Preference will be given to applicants from De Aar and surrounding areas.

POST 41/77 : **CLEANER GR II 4 POSTS**
This post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R51 936 per annum
CENTRE : Eastern Cape Signal Unit, Port Elizabeth.
REQUIREMENTS : NQF Level 1 (ABET Level 1 - 4). Special requirements (skills needed): Knowledge of cleaning equipment. Planning-, negotiation, interpersonal and organising skills. Communicate effectively. Must be physically healthy.

DUTIES : Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment and accommodation areas, kitchen and mess areas. Wash windows, walls and carpets. Polish furniture, frames, tiles and office equipment. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities.

ENQUIRIES : Lt Col E. Assam, (041) 505-1227

APPLICATIONS : Department of Defence, EC Signal Unit, PO Box 13419, Humewood, Port Elizabeth, 6013.

CLOSING DATE : 12 November 2010

POST 41/78 : **GROUNDSMAN GR II 3 POSTS**
This post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R51 936 per annum
CENTRE : Eastern Cape Signal Unit, Port Elizabeth.
REQUIREMENTS : NQF Level 1 (ABET Level 1 - 4). Special requirements (skills needed): Must be able to operate a lawnmower and weed eater. Communicate effectively. Interpersonal and organising skills. Must be physically healthy.

DUTIES : Render basic gardening services. Cultivation, pruning and weed control. Remove all refuse. Maintain grounds alongside the tar roads. Prepare areas for functions. Help with the base maintenance related tasks.

ENQUIRIES : Lt Col E. Assam, (041) 505-1227
APPLICATIONS : Department of Defence, EC Signal Unit, PO Box 13419, Humewood, Port Elizabeth, 6013.

CLOSING DATE : 12 November 2010

POST 41/79 : **SENIOR MESSENGER (1X SAMHS SIG TP, 1X POYNTONS)**
This post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R51 936 per annum
CENTRE : SA Army, MOD Signal Unit, Pretoria.
REQUIREMENTS : NQF Level 1 (ABET Level 1 - 4). Special requirements (skills needed): Basic Numeracy; Basic interpersonal relationship; organising skills and basic literacy skills.

DUTIES : Fetch and deliver documents and articles; Assist in the registration/registry division; Update register of documents delivered/ received.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.

CLOSING DATE : 12 November 2010

POST 41/80 : **SENIOR MESSENGER (1X TEK BASE)**
This post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R51 936 per annum
CENTRE : SA Army, Gauteng Signal Unit, Pretoria.
REQUIREMENTS : NQF Level 1 (ABET Level 1 - 4) Special requirements (skills needed): Basic Numeracy; Basic interpersonal relationship; organising skills and basic literacy skills.

DUTIES : Fetch and deliver documents and articles; Assist in the registration/registry division; Update register of documents delivered/ received.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.
APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 001.

CLOSING DATE : 12 November 2010

POST 41/81 : **REGISTRY CLERK GR I (GRAHAMSTOWN)**
This post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R51 936 per annum
CENTRE : Eastern Cape Signal Unit, Port Elizabeth.
REQUIREMENTS : NQF Level 2 – 3: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Basic computer skills, basic numeric skills, ability to operate office machines (fax, photocopier, franking machine), planning skills. Ability to organise own work.

DUTIES : Receipt, open and preliminary sorting of incoming restricted, mail/documentation. Prepare restricted mail/documentation for dispatch. Frank mail

with the franking machine. Register incoming and outgoing restricted mail/documentation in relevant registers.

ENQUIRIES : Lt Col E. Assam, (041) 505-1227
APPLICATIONS : Department of Defence, FS Signal Unit, Tempe Military Base, Private Bag X40011, Bloemfontein, 0106.
CLOSING DATE : 12 November 2010

POST 41/82 : **CLEANER GR II 3 POSTS**
This post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R51 936 per annum
CENTRE : Free State Signal Unit, Bloemfontein.
REQUIREMENTS : NQF Level 1 (ABET (Level 1 - 4). Special requirements (skills needed): Knowledge of cleaning equipment. Planning-, negotiation, interpersonal and organising skills. Communicate effectively. Must be physically healthy.

DUTIES : Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment areas, accommodation, kitchen and mess areas. Wash windows, walls and carpets. Polish furniture, frames, tiles and office equipment. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities.

ENQUIRIES : Lt Col J.P. Smith, (051) 402-1983
APPLICATIONS : Department of Defence, FS Signal Unit, Tempe Military Base, Private Bag X40011, Bloemfontein, 0106.
CLOSING DATE : 12 November 2010

POST 41/83 : **GROUNDSMAN GR II 2 POSTS**
This post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R51 936 per annum
CENTRE : Free State Signal Unit, Bloemfontein.
REQUIREMENTS : NQF Level 1 (ABET (Level 1 - 4). Special requirements (skills needed): Must be able to operate a lawnmower and weed eater. Communicate effectively. Interpersonal and organising skills. Must be physically healthy.

DUTIES : Render the basic gardening services. Cultivate, prune and weed control. Remove all refuse. Maintain grounds alongside the tar roads. Prepare areas for functions. Help with the base maintenance related tasks.

ENQUIRIES : Lt Col J.P. Smith, (051) 402-1983
APPLICATIONS : Department of Defence, FS Signal Unit, Tempe Military Base, Private Bag X40011, Bloemfontein, 0106.
CLOSING DATE : 12 November 2010

POST 41/84 : **SENIOR MESSENGER 2 POSTS**
This post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R51 936 per annum
CENTRE : Free State Signal Unit, Bloemfontein.
REQUIREMENTS : NQF Level 1 (ABET (Level 1 - 4). Special requirements (skills needed): Basic Numeracy; Basic interpersonal relationship; organising skills and basic literacy skills.

DUTIES : Fetch and deliver documents and articles; Assist in the registration/registry division; Update register of documents delivered/ received.

ENQUIRIES : Lt Col J.P. Smith, (051) 402-1983
APPLICATIONS : Department of Defence, FS Signal Unit, Tempe Military Base, Private Bag X40011, Bloemfontein, 0106.
CLOSING DATE : 12 November 2010

POST 41/85 : **REGISTRY CLERK GR I**
This post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R51 936 per annum
CENTRE : Free State Signal Unit, Bloemfontein.
REQUIREMENTS : NQF Level 2 – 3: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed):

DUTIES : Basic computer skills, basic numeric skills, ability to operate office machines (fax, photocopier, franking machine), planning skills. Ability to organise own work. Receipt, open and preliminary sorting of incoming restricted, mail/documentation. Prepare preliminary sorting of incoming restricted, mail/documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/documentation in relevant registers.

ENQUIRIES : Lt Col J.P. Smith, (051) 402-1983

APPLICATIONS : Department of Defence, FS Signal Unit, Tempe Military Base, Private Bag X40011, Bloemfontein, 0106.

CLOSING DATE : 12 November 2010

POST 41/86 : **GROUNDSMAN GR II**
This post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R51 936 per annum

CENTRE : Kwa-Zulu Natal Signal Unit, Durban.

REQUIREMENTS : NQF Level 1 (ABET Level 1 - 4). Special requirements (skills needed): Must be able to operate a lawnmower and weed eater. Communicate effectively. Interpersonal and organising skills. Must be physically healthy.

DUTIES : Maintain all gardens. Render the basic gardening services. Cultivate, prune and weed control. Remove all refuse. Maintain grounds alongside the tar roads. Prepare areas for functions. Assist with the base maintenance related tasks.

ENQUIRIES : Lt Col S. Walton, (031) 451-1054

APPLICATIONS : Department of Defence, KZN Signal Unit, PO Box 21096, Bluff, 4036.

CLOSING DATE : 12 November 2010

POST 41/87 : **CLEANER GR II 2 POSTS**
This post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R51 936 per annum

CENTRE : Kwa-Zulu Natal Signal Unit, Durban.

REQUIREMENTS : NQF Level 1 (ABET Level 1 - 4). Special requirements (skills needed): Knowledge of cleaning equipment. Planning-, negotiation, interpersonal and organising skills. Communicate effectively. Must be physically healthy.

DUTIES : Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment areas, accommodation, kitchen and mess areas. Wash windows, walls and carpets. Polish furniture, frames, tiles and office equipment. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities.

ENQUIRIES : Lt Col S. Walton, (031) 451-1054

APPLICATIONS : Department of Defence, KZN Signal Unit, PO Box 21096, Bluff, 4036.

CLOSING DATE : 12 November 2010

POST 41/88 : **REGISTRY CLERK GR I**
This post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R51 936 per annum

CENTRE : Kwa-Zulu Natal Signal Unit, Durban

REQUIREMENTS : NQF Level 2 – 3: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Basic computer skills, basic numeric skills, ability to operate office machines (fax, photocopier, franking machine). Planning skills. Ability to organise own work.

DUTIES : Receipt, open and preliminary sorting of incoming restricted, mail/documentation. Prepare restricted mail/documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/documentation in relevant registers.

ENQUIRIES : Lt Col S. Walton, (031) 451-1054

APPLICATIONS : Department of Defence, KZN Signal Unit, PO Box 21096, Bluff, 4036.

CLOSING DATE : 12 November 2010

POST 41/89 : **CLEANER GR II 2 POSTS**
This post is advertised in the DOD, broader Public Service and Media (Flyers)

SALARY : R51 936 per annum
CENTRE : Lohathla Signal Unit, Lohathla.
REQUIREMENTS : NQF Level 1 (ABET Level 1 - 4). Special requirements (skills needed): Knowledge of cleaning equipment. Planning-, negotiation, interpersonal and organising skills. Communicate effectively. Must be physically healthy.
DUTIES : Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment areas, accommodation, kitchen and mess areas. Wash windows, walls and carpets. Polish furniture, frames, tiles and office equipment. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities.
ENQUIRIES : Capt M.E. Mantsha, (053) 321-2200
APPLICATIONS : Department of Defence, Lohathla Signal Unit, Private Bag X3001, Postmasburg, 8420.
CLOSING DATE : 12 November 2010

POST 41/90 : **GROUNDSMAN GR II**
This post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R51 936 per annum
CENTRE : Lohathla Signal Unit, Lohathla.
REQUIREMENTS : NQF Level 1 (ABET Level 1 - 4). Special requirements (skills needed): Must be able to operate a lawnmower and weed eater. Communicate effectively. Interpersonal and organising skills. Must be physically healthy.
DUTIES : Maintain all gardens. Render the basic gardening services. Cultivation, pruning and weed control. Remove all refuse. Maintain grounds alongside the tar roads. Prepare areas for functions. Assist with the base maintenance related tasks.
APPLICATIONS : Department of Defence, Lohathla Signal Unit, Private Bag X3001, Postmasburg, 8420.
ENQUIRIES : Capt M.E. Mantsha, (053) 321-2200
CLOSING DATE : 12 November 2010

POST 41/91 : **REGISTRY CLERK GR I**
This post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R51 936 per annum
CENTRE : Lohathla Signal Unit, Lohathla.
REQUIREMENTS : NQF Level 2 – 3: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Basic computer skills, basic numeric skills, ability to operate office machines (fax, photocopier, franking machine), planning skills. Ability to organise own work.
DUTIES : Receipt, open and preliminary sorting of incoming restricted, mail/documentation. Prepare restricted mail/documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/documentation in relevant registers.
ENQUIRIES : Capt M.E. Mantsha, (053) 321-2200
APPLICATIONS : Department of Defence, Lohathla Signal Unit, Private Bag X3001, Postmasburg, 8420.
CLOSING DATE : 12 November 2010

POST 41/92 : **TELECOM OPERATOR GR I (MIDDELBURG)**
This post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R51 936 per annum
CENTRE : Mpumalanga Signal Unit, Mbombela.
REQUIREMENTS : NQF Level 2 – 3: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Communication skills, Basic computer literacy, operating office equipment, good inter-personal skills.
DUTIES : Canalise incoming and outgoing calls to appropriate person/division; Answer general enquiries; make calls on behalf of members; keep records of private calls (make on the behalf); handle international calls, connection of lines and ring; note down and give messages.

ENQUIRIES : Lt N. Diederiks, (013) 756-2547
APPLICATIONS : Department of Defence, Mpumalanga Signal Unit, Private Bag X11277, Mbombela, 1200.
CLOSING DATE : 12 November 2010

POST 41/93 : **TRADESMAN AID**
This post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R51 936 per annum
CENTRE : Northern Cape Signal Unit, Kimberley.
REQUIREMENTS : NQF Level 1 (ABET L1-4). Special requirements (skills needed): Physical fitness. Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of machinery repairs, service and maintenance. Ability to work in a team. Perform manual duties and receive instructions from supervisor.

DUTIES : Assist Artisan and Handyman in the execution of maintenance, repairs and services of machinery. Carry tools, equipment and keep them in a good condition.

ENQUIRIES : Capt D.M. Ndlovu, (053) 830-3138/3118
APPLICATIONS : Department of Defence, Northern Cape Signal Unit, Private Bag X5056, Kimberley, 8300.
CLOSING DATE : 12 November 2010

POST 41/94 : **SENIOR MESSENGER**
This post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R51 936 per annum
CENTRE : North West Signal Unit, Potchefstroom
REQUIREMENTS : NQF Level 1 (ABET Level 1 - 4). Special requirements (skills needed): Basic Numeracy; Basic interpersonal relationship-, organising- and basic literacy skills.

DUTIES : Fetch and deliver documents and articles; Assist in the registration/registry division; Update register of documents delivered/ received.

ENQUIRIES : Maj C.T. Cele, (018) 289-3200/1
APPLICATIONS : Department of Defence, North West Signal Unit, Private Bag x2012, Noordburg, Potchefstroom, 2531.
CLOSING DATE : 12 November 2010

POST 41/95 : **CLEANER GR II 2 POSTS**
This post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R51 936 per annum
CENTRE : North West Signal Unit, Potchefstroom.
REQUIREMENTS : NQF Level 1 (ABET (Level 1 - 4). Special requirements (skills needed): Knowledge of cleaning equipment. Planning-, negotiation, interpersonal and organising skills. Communicate effectively. Must be physically healthy.

DUTIES : Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment and accommodation areas, kitchen and mess areas. Wash windows, walls and carpets. Polish furniture, frames, tiles and office equipment. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities.

APPLICATIONS : Department of Defence, North West Signal Unit, Private Bag x2012, Noordburg, Potchefstroom, 2531.
ENQUIRIES : Maj C.T. Cele, (018) 289-3200/1
CLOSING DATE : 12 November 2010

POST 41/96 : **REGISTRY CLERK GR I**
This post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R51 936 per annum
CENTRE : North West Signal Unit, Potchefstroom.
REQUIREMENTS : NQF Level 2 – 3: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed):

Basic computer skills, basic numeric skills, ability to operate office machines (fax, photocopier, franking machine), planning skills. Ability to organise own work.

DUTIES : Receipt, open and preliminary sorting of incoming restricted, mail/documentation. Prepare restricted mail/documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/documentation in relevant registers.

ENQUIRIES : Maj C.T. Cele, (018) 289-3200/1

APPLICATIONS : Department of Defence, North West Signal Unit, Private Bag X2012, Noordburg, Potchefstroom, 2531.

CLOSING DATE : 12 November 2010

POST 41/97 : **REGISTRY CLERK GR I**
This post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R51 936 per annum

CENTRE : Western Cape Signal Unit, Wynberg, Cape Town.

REQUIREMENTS : NQF Level 2 – 3: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Basic computer skills, basic numeric skills, ability to operate office machines (fax, photocopier, franking machine), planning skills. Ability to organise own work.

DUTIES : Receipt, open and preliminary sorting of incoming restricted, mail/documentation. Prepare restricted mail/documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/documentation in relevant registers.

ENQUIRIES : Lt Col D. Janse Van Rensburg, (021) 787-1700

APPLICATIONS : Department of Defence, Western Cape Signal Unit, Private Bag X1, Kenwyn, 7790.

CLOSING DATE : 12 November 2010

POST 41/98 : **SENIOR MESSENGER (1X ARMY COLLEGE, 3X DEQUAR)**
This post is advertised in the DOD and broader Public Service.

SALARY : R51 936 per annum

CENTRE : SA Army, Dequar Signal Unit, Pretoria.

REQUIREMENTS : NQF Level 1 (ABET Level 1 - 4). Special requirements (skills needed): Basic Numeracy; Basic interpersonal relationship; organising skills and basic literacy skills.

DUTIES : Fetch and deliver documents and articles; Assist in the registration/registry division; Update register of documents delivered/ received.

ENQUIRIES : WO1 R. Visser, (012) 529 0255.

APPLICATIONS : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.

CLOSING DATE : 12 November 2010

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 : 29 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 41/99 : **ASSISTANT DIRECTOR: INTERNATIONAL COORDINATION**

SALARY : R192 540 per annum Level 09

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's Degree / National Diploma in Commerce with a major in finance or accounting coupled with relevant administrative experience PLUS the following key competencies: Knowledge of: PFMA • Financial Management • International protocols • International Agreement • Understanding of Department of Energy (DE) policies, functions and projects • Policy development • Strategic Planning • Project management • Government policies • Project/programs in DE • National Economic and Development Strategy Skills: • Advanced Diplomacy skills (extremely patient and polite at all times) • Analytical • Computer skills • Organising and co-ordination • Facilitation and implementation • Interpersonal • Negotiation and Consultation • Supervisory • Ability to work under pressure and extended hours Communication: • Good communication skills (written and verbal) • ability to communicate clearly with stakeholder in the public and private sectors Creativity: • creative and innovative thinker • problem solving ability. Recommendation/Note: An honours Degree in finance will be an added advantage A Valid driver's licence is mandatory as the candidate will be expected to travel

DUTIES : Coordinate the monitoring of auditing and reporting on foreign Donor Funded Projects to the energy sector • Coordinate the monitoring of and reporting on international agreements • Facilitate cross border energy trading • Administer the logistical arrangements off/for foreign visit/visitors • Research and Track trends in the energy field of specific countries of interest • Provide advice and guidance on the advancements of bilateral, trilateral and multilateral relations between the energy sector and foreign stakeholders as well as protocol and related matters • Liaise with stakeholders in the energy sector with regards to funding and project monitoring and evaluation • Coordinate the process of obtaining Presidential approval on International Agreement, Protocols and Memoranda for agreements and keep record thereof • Provide administrative support as required by the Department

ENQUIRIES : Ms R Ntlou ☎ 012 444 4045

POST 41/100 : **INTERNATIONAL COORDINATION OFFICER**

SALARY : R161 970 per annum Level 08

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's Degree / National Diploma in Law coupled with relevant administrative experience PLUS the following key competencies: Knowledge

of: International protocols • International Agreement • Energy industry (both locally and globally) • Project management • Understanding of Department of Energy (DE) policies, functions and projects • Government policies ☐ Skills: Advanced Diplomacy skills (extremely patient and polite at all times) • Analytical • Computer skills • Organising and co-ordination • Planning • Ability to work under pressure and extended hours ☐ Communication: • Good communication skills (written and verbal) • ability to communicate clearly with stakeholder in the public and private sectors ☐ Creativity: • creative and innovative thinker • problem solving ability Recommendations / Note: An LLB Degree will be an added advantage A Valid driver's licence is mandatory as the candidate will be expected to travel

DUTIES

: Handle and coordinate international liaison in the field of energy • Facilitate the establishment of interaction between South Africa and Foreign stakeholders • Coordinate the representation of the Department, South Africa and / or Africa in International forums • Collect information on energy related matters in specific countries of interest • Draft bilateral and multilateral agreements • Coordinate the monitoring of and reporting on international agreements • Facilitate cross border energy trading agreements • Coordinate the process of obtaining Presidential approval on International Agreements and keep record thereof • Draft briefing notes and submissions on energy related matters with specific focus on financial, social, Political and economic issues • Coordinate the monitoring of and reporting on international agreements • Provide administrative support as required by the Department.

ENQUIRIES

: Ms R Ntlou ☎ 012 444 4045

POST 41/101

EMPLOYMENT RELATION PRACTITIONER

SALARY

: R161 970 per annum, Level 8

CENTRE

: Pretoria, Head Office

REQUIREMENTS

: An appropriate B-Degree/National Diploma in Labour Relations or equivalent qualification in the labour law field coupled with experience. PLUS the following key competencies:☐ Knowledge of: • Understanding and knowledge of Labour Relations Regulatory framework Public Service legislations policies, prescripts, regulations, PSCBC resolutions, dispute resolution procedures, management of grievances and misconduct cases t • Knowledge of Government and Departmental policies and procedures. ☐ Skills: • Report writing • Analytical • Problem solving • Organising, coordinating and planning skills • Basic research skills • Interpersonal relations skills • Presentation and Facilitation skills ☐ Communication: • Good communicator (both written and verbal) • Assertive and be a good listener.☐ Creativity • Creative • Ability to work independently and under pressure. Recommendation / Note: Valid code 8 driver's licence

DUTIES

: Investigate and handle misconduct and grievance cases, represent the Department in conciliation and arbitration cases.). • Assist the Department in the coordination of collective bargaining activities facilitation of employer caucus and consolidation of the mandating process • Provide support and expert advise to managers regarding the management of discipline and resolution of grievances • Conduct workshops and presentations to managers and employees on the code of conduct and selected policies • Advise on the correct interpretation and implementation of the Departmental policies and PSCBC resolutions. Assist with the compilation and maintenance of accurate and an up to date database and statistics of all reported cases.

ENQUIRIES

: Mr Rakau Malau ☎ (012) 444 4351

POST 41/102

ADMINISTRATIVE OFFICER

SALARY

: R130 425 per annum Level 07

CENTRE

: Pretoria

REQUIREMENTS

: A Bachelor's Degree / National Diploma with a major in International Relations coupled with relevant experience PLUS the following key competencies:☐ Knowledge of: International protocols • International Agreement • Stakeholder information • Energy sector (both locally and

globally) • Departmental priorities ☑ Skills: Advanced Diplomacy skills (extremely patient and polite at all times) • Analytical • Computer skills • Planning and organising • Interpersonal • Basic financial/bookkeeping • Project management skills • ability to work under pressure and extended hours ☑ Communication: Good communication skills (written and verbal) • ability to communicate clearly with stakeholder in the public and private sectors both local and international ☑ Creativity: • creative and innovative thinker • problem solving ability and self motivated

DUTIES

: Manage international travel related logistic arrangements • Administer the budget of the Directorate • Draft, compile and distribute submissions, reports, memos, etc • Collect information on energy related matters in specific countries of interest • Draft briefing notes on energy related matters with specific focus on financial, political and economic conditions • Administer the logistical arrangement of/for foreign visits/visitors and international and local hosted by the Department • process travel documents and render support to managers.

ENQUIRIES

: Ms R Ntlou ☎ 012 444 4045

NOTE

: A Valid driver's licence is mandatory as the candidate will be expected to travel

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

OTHER POSTS

- POST 41/103** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): ENVIRONMENTAL IMPACT EVALUATION: EIA ADMINISTRATION REF NO: AP187/2010**

- SALARY** : R193 671 per annum (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate Bachelor's degree in the environmental management/ sciences field or relevant equivalent qualification. Thorough knowledge and experience of the National Environmental Management Act, as amended. Thorough knowledge of the EIA Regulations, 2010. Must have a relevant EIA experience and be currently involved in the EIA sector. Thorough knowledge of integrated environmental management and its application. Working experience in the administration and review of EIAs and the dynamics of EIA administration systems. Advanced computer literacy skills and relevant experience. A post-graduate qualification, attendance of environmental management or EIA courses and GIS skills will serve as an added advantage. Strong administrative skills and attention to detail. Good communication skills. Good organising, planning and reporting skills. Problem solver and strategic thinker. Ability to work individually and in a team. Ability to work under pressure without supervision and multi-task. A valid code B/EB driver's licence (light motor vehicle) and the ability to undertake long journeys alone.

- DUTIES** : Implement and maintain EIA Administration system. Implementation of approved systems, tools and standard operating procedures related to environmental impact management. Provide EIA Administration support to various sub-directorates in the Directorate: EIE. Internal and external liaison regarding EIAs and/or Waste applications (communication with clients and stakeholders). Assist in the development of standard operating procedures. Contribute to compliance with provisions of NEMA and EIA Regulations. Review and evaluation of EIA and Waste applications. Provision of professional advice in respect of EIA and/or Waste application decision-making. Conduct site visits and compile site visit reports. Provision of inputs into environmentally related legislation and policies. Draft conditions for approval, acceptance, refusal and/or rejection of EIA and/or Waste applications. Provide technical inputs into appeals. Provision of professional advice to the Minister and the Director-General on all enquiries and parliamentary questions related to EIA and/or Waste applications. Assist in the administration and monitoring of compliance with environmental authorisations issued.

- ENQUIRIES** : Ms Hilda Bezuidenhout (Tel: 012-310-1835)
- FOR ATTENTION** : Mr Daniel Masoga
- CLOSING DATE** : 29 October 2010

- POST 41/104** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): ENVIRONMENTAL IMPACT EVALUATION: ANTARCTICA AND ISLANDS REF NO: AP189/2010**

- SALARY** : R193 671 per annum (All-inclusive remuneration package)
- CENTRE** : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree in the field of Environmental Management, Natural Sciences or equivalent relevant qualification. Proven experience of environmental management and/or other related work conducted in the Antarctic or sub-Antarctic sector. A thorough and practical understanding of environmental impact assessment (EIA) and other modern environmental management tools and systems. Ability to work independently and as part of a team, under stressful and physically challenging conditions. Willing to travel extensively, being away from home for periods up to 3 months or more per annum conducting site visits and audits in Antarctica and at the Prince Edward Islands (PEIs). Good verbal and written communication/report writing skills. Ability to multi-task, with good organising and planning skills. Problem solver and strategic thinker. Advanced computer literacy skills and relevant experience. A valid code EB driver's licence (light motor vehicle). Recommendation: A post graduate qualification, qualification as an Environmental Management Inspector (EMI) and/or attendance of environmental management or EIA courses will serve as an added advantage.

DUTIES : Provide professional advice and draft reports on the practical implementation of the EIA Regulations conducted in terms of applicable national legislation for the PEIs and Initial/Comprehensive Environmental Evaluations (IEE/CEE) conducted in terms of the relevant treaty/protocol requirements for Antarctica. Review applications under the EIA Regulations and relevant treaty/protocol for activities at the PEIs and in Antarctica and draft decisions on applications (including conditions) in terms of the applicable legislation and treaties /protocols. Provide professional input and draft reports on the practical implementation of other integrated environmental management tools for Antarctica and the PEIs. Conduct the annual Environmental Health and Safety (EHS) audit on site for SANAP's operations and activities in Antarctica and at the PEIs. Monitoring compliance with environmental authorisations/decisions issued. Provide professional advice to the Director-General and the Minister of DEA on enquiries and parliamentary questions related to environmental management aspects in Antarctica and at the PEIs. Provide a support function with any appeals lodged to the Minister of DEA in terms of the relevant legislation for projects at the PEIs. Provide input into environmentally related legislation and policies. Assist in the development of standard operating procedures.

ENQUIRIES : Mr Danie Smit, Telephone: 012 310-3659/69
FOR ATTENTION : Mr Dumisane Moyane
CLOSING DATE : 29 October 2010

POST 41/105 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE B (WORLD HERITAGE MANAGEMENT) REF NO: AP6044/2010**

SALARY : R153 312 – 170 154 per annum (Based on OSD)
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognized Bachelor Degree in Human/Natural Sciences (with specialization in Cultural and / or Natural Heritage Management / Archaeology / History / Anthropology / Geology) or equivalent qualifications and extensive experience in Heritage Management • Good analytical thinking and research skills, knowledge of system of protected areas, understanding of project management and related issues, good understanding of the World Heritage Convention as well as the World Heritage Convention Act (Act No 49 of 1999) are a necessity • Good interpersonal and communication skills that include presentation skills and advanced computer literacy will be an advantage. Recommendations: A valid code 8 or B driver's license

DUTIES : The successful candidate will perform the following functions • Assist with the general implementation of the World Heritage Convention in South Africa • Assist with the analyses of integrated management plans, business plans and quarterly reports of World Heritage Authorities • Assist with writing of reports, submissions, letters and minutes of meetings • Assist with implementation of national programmes and strategies aimed at improving management effectiveness of World Heritage sites • Assist with responses to public enquiries regarding nomination processes and development as well as management of cultural and natural heritage resources inscribed on the South African Tentative

List and World Heritage List • Assist with the identification of projects that will enhance public understanding of World Heritage sites' value • Assist in the execution of all functions and responsibilities pertaining to cultural heritage resources management in the department.

ENQUIRIES : Mr Ntsizi November (012) 310 3829
FOR ATTENTION : Mr G Moroke
CLOSING DATE : 25 October 2010
NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

POST 41/106 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A (WORLD HERITAGE MANAGEMENT) AP6043/2010**

SALARY : R130 155 – 144 453 per annum (Based on OSD)
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognized Bachelor Degree in Social/Human Sciences (with specialization in Heritage Management / Archaeology / History / Anthropology / Geology) or equivalent qualifications and relevant experience in Heritage Management • Basic research skills, knowledge of the system of protected areas, knowledge of the World Heritage Convention and related Act as well as understanding of project management and related issues are necessary • Good interpersonal and communication skills that include computer literacy will be an advantage. Recommendation: A valid code 8 or B driver's licence.

DUTIES : The successful candidate will perform the following tasks • Assist with the general implementation of the World Heritage Convention in South Africa • Assist with writing of reports, submissions, letters and minutes of meetings • Assist with implementation of national programmes and strategies aimed at improving management effectiveness of World Heritage sites • Assist with responses to public enquiries regarding the identification, nomination, development and management of cultural and natural heritage resources inscribed on the South African Tentative List and World Heritage List • Assist with the identification of projects that will enhance public understanding of World Heritage sites' value • Assist in the execution of all functions and responsibilities pertaining to cultural heritage resources management in the department.

ENQUIRIES : Mr Ntsizi November Tel: (012) 310 3839
FOR ATTENTION : Ms K Selemela
CLOSING DATE : 25 October 2010
NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

GOVERNMENT PRINTING WORKS

The Department of Government Printing Works is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of positions. The candidature of persons whose appointment/transfer/promotion will promote will representivity will receive preference.'

- APPLICATIONS** : Forward your applications quoting the relevant reference number to. The Division Human Resources Management Government Printing Works, Private Bag x 85; Pretoria; 0001. Alternatively, applications may be hand delivered to Security at front entrance of the Government Printing Works at 149 C/O Bosman & Proes Street, Pretoria ,0001
- FOR ATTENTION** : MS O.M. Sekgothe
- CLOSING DATE** : 26 October 2010, Applications received after the closing date or those that do not comply with the requirements, will not be taken into consideration.
- NOTE** : Please submit a separate application and documentation for each position. Short-listed candidate will be subjected to screening and security vetting to determine the suitability for employment. Applications should be submitted on form Z83 and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. No faxed applications will be considered. The successful candidates will be subjected to positive prescribed security clearance and undergoing a competency test. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after closing date, candidates may regard their application as unsuccessful. The Government Printing Works will not be liable where applicants use incorrect / no reference number(s) on their applications. The shortlisted candidates must be available for interviews and competency test at a date and time determined by the Government Printing Works.

OTHER POST

- POST 41/107** : **SYSTEM ADMINISTRATOR REF NO: GPW 10/045**
- SALARY** : R192 540 per annum, Level 9
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate and Software development and/or analysis* 2 to 3 years applicable experience in Data Management* Computer Literacy* C++, Software development knowledge within SQL database environment, Script and MXL coding will be an added advantage.
- DUTIES** : *Installation and management of specialised software responsible for the production process *Installation of software patches/fixes*Identify and trouble shoot hardware and software problems and interact with international supplier * Organization, storage and retrieval of large volumes of data on multiple SQL Data Bases* Facilitating the daily production process – the means by which new functionality and changes are applied when and where necessary while meeting the business requirements.
- ENQUIRIES** : Mr. K. Van den Berg , Tel: 012-334 4700

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

- APPLICATIONS** : The CEO, Government Communication and Information System, Private Bag X745, Pretoria, 0001.
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 29 October 2010
- NOTE** : Applications must be accompanied by a Z83 and a comprehensive CV, as well as certified copies of qualifications and ID document. Correspondence will be limited to successful candidates only. If you have not been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Disabled applicants are welcome to apply.
- OTHER POST**
- POST 41/108** : **TELKOM OPERATOR**
Directorate: Finance
- SALARY** : Commencing salary: R105 645 per annum (Excluding benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualification: Diploma in Call Centre Management or equivalent qualification.
Experience: At least one year (1 year) applicable experience. Skills and competencies: Computer literacy (MS Office). Excellent verbal communication skills. Written communication skills. Good interpersonal relations.
- DUTIES** : Operator for the main switchboard of GCIS. Handle extremely high incoming calls. Transmit outgoing calls and make transfers. Take messages and convey. Update departmental telephone directory. Test switchboard consoles and assist technicians. Any other administrative duties as assigned by manager.
- ENQUIRIES** : Mr Moabi Maine tel: (012) 314 2824, Mr Frik Nieman (012) 314 2104

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : Direct your application quoting the above relevant reference number to : The Director-General, Department of Health, Private Bag X828, Pretoria, 0001. Hand delivered applications may be submitted at Reception (Application Box), Civitas Building, corner of Andries and Struben Streets. No faxed or e-mailed applications will be considered.
- CLOSING DATE** : 15 November 2010 (Applications received after the closing date will not be considered).
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security clearance procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POST

- POST 41/109** : **PHYSICAL CONTROL SECURITY OFFICER REF NO: NDOH 33/2010**
Chief Directorate: Chief Financial Officer and Corporate Services: Directorate: Security Services
This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).
- SALARY** : R161 970 per annum (plus competitive benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior (Grade 12) Certificate or equivalent qualification. A Security Management National Diploma Certificate will be an added advantage. At least two-three years experience in conducting investigations. Security Training Grade A as prescribed by the Private Security Industry Authority. Knowledge of and experience in the application of the Minimum Information Security Standards (MISS). Knowledge of and experience in the application of the Minimum Physical Security Standards (MPSS). Knowledge of Occupational Health and Safety Act 85 of 1993. Knowledge of Criminal Procedure Act. Knowledge of government legislations. Good computer and interpersonal skills. Good communication skills (written and verbal). Good management and Investigation skills. Presentation skills *Conflict management skills. Ability to work independently and under pressure as well as in a team. A Valid Code B driver's licence.
- DUTIES** : *Manage operational and physical security for National Department of Health
*Delay, detect or prevent unauthorised intrusion to the department. Maintain measures to protect departmental assets, personnel and information *Manage operational and physical security with regards to attendance to queries and enquiries from personnel and the public *Continuously review physical security measures in order to reflect changes in the environment and keep abreast with the latest cost effective technologies. Conduct physical security appraisals and make recommendations to be reported to the Head of the Unit *Advise departmental officials with regards to office security and any other issues related to security *Draft submissions, memo's and letters to all levels within the department as well as outside *Present security matters during induction course

*Drafting of monthly operational and physical security duty rosters *Liaise with all relevant stakeholders e.g. the South African Police Services, National Intelligence Agency, SACSA, Metro Police and other State Security agencies on security related issues *Conduct security investigations and compile reports on security breaches *Investigate theft, fraud and corruption in the department. * Give recommendation on cases reported after conducting enquiries and preliminary investigations. Attending Loss Control Committee meeting to present loss cases reported to security *Presenting/submitting files/dockets for inspection to the Head of Security *Maintain and secure files/dockets.

ENQUIRIES

: Mr Z Gcwini at tel (012) 395-8605

DEPARTMENT OF HOME AFFAIRS

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



- APPLICATIONS** : Forward your application, quoting the relevant reference number, to: The Director-General: Department of Home Affairs, Private Bag X114, Pretoria 0001. Alternatively, applications may be hand-delivered to Security at the front entrance of the Department of Home Affairs at 270 Maggs Street, Waltloo, Silverton, In the event of a hand-delivery, applicants must sign an application register as proof of their submission. NB: •Please submit a separate application and documentation for each position
- FOR ATTENTION** : Mr J S Modipa.
- CLOSING DATE** : 22 October 2010, Applications received after the closing date or those that do not comply with the requirements, will not be taken into consideration.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and should be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document (with an original certification stamp). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver's licence is a requirement, applicants must attach certified copies of such licences. No faxes or e-mailed applications will be considered. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Are you looking for an exciting and challenging career in a rapidly changing organisation? The Department of Home Affairs has embarked on an extensive turnaround programme, aimed at developing a culture of responsiveness and improved service delivery. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a world-class service. If you have what it takes to serve the needs of South Africa's citizens, residents and visitors - and your credentials meet the requirements of any of the following positions - then respond before the closing date. Join our leadership team in transforming our vision into a reality. Successful candidates will be required to undergo a competency assessment, enter into a performance agreement and be subjected to security clearance procedures. All of the positions require the following core management competencies: Strategic Capability and Leadership, Client Orientation and Customer Focus, Knowledge Management, Communications, Financial Management, People Management and Empowerment, Honesty and Integrity, Service Delivery Innovation, Program and Project Management, Problem Solving and Analysis, Change Management, Presentation, Numerical skills.

OTHER POSTS

- POST 41/110** : **ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: HRMC O2/10/11**
Chief Directorate: People Management and Development
- SALARY** : R192 540 per annum, Level 9
- CENTRE** : Head Office: Waltloo, Pretoria
- REQUIREMENTS** : Appropriate tertiary / Grade 12 qualification coupled with extensive supervisory / management experience in HR relevant to this post. Excellent knowledge of Policy Frameworks relevant to this post in the Public Service. Sound business/human resource management acumen. Proven leadership, business partnering, customer relations, research and policy development skills. Resource management, problem solving and decision-making skills. Good communication (written and verbal), analytical and programme/project management abilities. Track record of leading change management initiatives in the HR environment, and applying innovative thinking. Sound interpersonal

relations. Sound Persal and general Computer literacy (Microsoft packages) capability . A valid driver's licence.

DUTIES

: The successful candidate will be responsible for the following tasks: Overall management of the Division: Service Conditions and Benefits, including the management of finances, general resources, staff management / development and motivation. Develop and implement HR policies and solutions related to remuneration, service benefits and conditions of service, in line with best practice. Manage the implementation of remuneration, service conditions and benefits on Persal. Provide management information, and develop reports and solutions to identified trends. Develop and implement a risk management strategy for the Division. Service Level Agreement management relevant to the Division's service offerings. Development / implement strategies to ensure optimization of the Division's service delivery, resource utilization and client satisfaction index.

ENQUIRIES

: Ms C Mocke, (012) 810-6092

NOTE

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

POT 41/111

: **ASSISTANT DIRECTOR: PEOPLE ACQUISITION, I3/10/1**

Directorate: People Acquisition, Head Office: Waltloo

SALARY

: R192 540 per annum, Level 9, In addition to the stated salary, DHA offers a range of market related service benefits

CENTRE

: Pretoria

REQUIREMENTS

: A three year Diploma / Degree in Human Resource Management or related qualifications or an NQF level 6 equivalent is required with extensive experience in Human Resources Management environment. Knowledge of the Public Service Regulations, Public Service Act, Public Finance Management Act, South African Constitution, Knowledge and understanding of Human Resources legislation and prescripts. Understanding of Competency-based Recruitment. Supervisory experience. Good communications (verbal and written) as well as presentation skills. A valid driver's license and willingness to travel.

DUTIES

: The successful candidate will be responsible for the following tasks: Provide professional support and advice to line managers on recruitment matters. Develop policies. Ensure that all Human Resource legislations and policies are implemented correctly. Implement changes on the employment practices and policies. Advise all departmental stakeholders on recruitment best practices. Ensure the facilitation, coordination and implementation of advertising processes. Ensure the coordination and implementation of recruitment and selection policy and processes. Manage the performance of staff under his/her supervision. Manage risks in his/her area of work. Financial management. Coordinate training programmes and capacity building projects within. Keep up to date with new policy requirements, regulatory requirements and circulars and liaise with team and management to ensure awareness, understanding and accurate implementation.

ENQUIRIES

: Mr W D Hlongwane, Tel: (012) 810 8606

INDEPENDENT COMPLAINTS DIRECTORATE

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

NOTE : Applications should be submitted on a Z83 obtained from any Public Service Department Accompanied by a comprehensive CV, certified copies of Qualifications and ID. If you have not been contacted within 1 month 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 POSTS

POST 41/112 : **ASSISTANT MANAGER: RESEARCH REF NO: Q9/2010/53**
Re – Advert

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : An Honours degree in Criminology, Sociology, Law or related field, coupled with a minimum of 3 years experience in qualitative and quantitative research. A working knowledge of SPSS and related software packages. A Masters research-based degree will be advantageous. Computer, writing and verbal skills, analytical and project management skills. Knowledge of the South African Criminal Justice sector. A valid driver's license. Candidates with published work will receive preference. He/she will be required to work in a team and under extreme pressure on a regular basis.

DUTIES : Key competencies include: Identify research areas, Conduct research, including fieldwork, data analysis and interpretation, Write research proposals, Write research reports with recommendations, Review research reports, Communicate research findings, Monitor application of research recommendations, Convene and participate on the Reference Group, Supervise research where necessary.

ENQUIRIES : Mr. R Mudau @ 012 399 0000
APPLICATIONS : Independent Complaints Directorate Private Bag X941 Pretoria 0001 114 Vermuelen & Schubart Street (City Forum Building) Pretoria 0001

FOR ATTENTION : Ms T Marumo
CLOSING DATE : 29 October 2010

NOTE : Applicants, who previously applied, need not to re-apply as their applications will be considered. The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

POST 41/113 : **PRINCIPAL INVESTIGATOR REF NO: Q9/2010/51**

SALARY : R192 540 per annum
CENTRE : Johannesburg
REQUIREMENTS : A minimum of Grade 12 and five (5) years proven experience in criminal investigations are required for consideration to this position. Previous supervisory experience is essential. A degree/diploma in law or policing will serve as an added advantage. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. The successful candidate must possess a valid Code 8 driver's license and be able to drive the motor vehicle in that class, be computer literate and be able to work under pressure. In addition, the candidates must be competent in interviewing, report writing as well as verbal and written communication skills. He/she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He/she must be willing to perform standby and overtime duties.

DUTIES : His/her duties will entail amongst other, supervision of Senior Investigator and/or Case Worker below his/her position by providing guidance on the investigation of complaints in line with the ICD's legislative imperative and Standard Operating Procedure; receipt, registration and allocation of complaints;

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

ENQUIRIES

: Mr C De Jager

APPLICATIONS

: Independent Complaints Directorate P/ Bag X25 Johannesburg 2000 or hand deliver at 208 – 212 Cnr Jeppe & Von Weillegh Street 20th Floor Marble Towers Building Johannesburg2000

FOR ATTENTION

: Ms F Dlakana

CLOSING DATE

: 22 October 2010

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 41/114**

- : **CHIEF MASTER: MASTERS BRANCH (DEPUTY DIRECTOR-GENERAL LEVEL) REF NO: 10/326/MAS**

This is a re-advertisement and candidates who previously applied, should not re-apply as their applications will be considered

SALARY

- : R976 317 – R1 099 824 per annum (All inclusive). The successful candidate will be required to sign a performance agreement for a three-year employment term. Consideration for renewal of the employment period will be considered by the Head of the Department based on targets sufficiently met according to an aligned and approved MTSF Plan for the Masters Branch.

CENTRE

- : National Office, Pretoria

REQUIREMENTS

- : LLB or recognized four year legal qualification. In addition, a completed and recognized B Com or MBA degrees will be an added advantage; Proven track record of effecting turnarounds of distressed organizations in the public or private sector environments, AND Strong administration and governance experience at senior management level, OR Ten years experience as a practicing attorney or advocate which include proven working experience in the Master's environment of which at least 5 years experience should be at senior management level, AND Sound knowledge and experience in Company Law, insolvencies and liquidations, trusts, curatorships, wills and practicalities of the administration of estates and the Guardians Fund; Proven ability to define, develop and manage strategic direction in line with the MTSF in the relevant areas of his/hers responsibilities; Effective communicator and skilled negotiator with an adaptive leadership style. SKILLS AND COMPETENCIES: Adaptive Leadership style; Sound relationship management Sound decision making ability; Strategic Planning and analytical thinking; Interpretation skills; In-depth financial acumen; Project and people management; Presentation; Investigating; Strong influencing; Communication and negotiation skills (Verbal and written); Advanced computer literacy; Problem solving and analysis; Liaison at top management and executive level Innovation, creativity and partnering; Sound understanding of the financial and legal aspects of the Masters environment. Valid driver's license

DUTIES

- : Under the authority of the Director-General this team member, responsible for the Masters Branch will provide visionary leadership and coordinate the translation of policy into action plans. Ensure a correlation between organizational and knowledge strategies. Define, develop and manage strategic direction in line with the MTSF in the relevant areas of his/her responsibilities.

Provide turn-around leadership and uniform control of all Master services offered according to the enabling legislation. Ensure that systems and controls in the Master's environment support the strategic thrust of the organization. Provide professional direction in the management of financial and other risks in the Masters environment and strategically ensure unqualified audit findings, inter alia the management of the Guardians Fund. Establish an innovative and transformed business philosophy to strategically manage the complexities of the infrastructure of the Masters Branch, mindful of the challenges of the future and proposed new legislation, optimum efficiency and sound governance. Professionally represent the Masters Branch at parliamentary, governmental, business, stakeholder and citizen level, to build the confidence and credibility of the Master's Offices. Ensure that best practice policies and procedures are in place for improved service delivery. The position also requires an effective communicator and skilled negotiator with an adaptive leadership style. Initiate and support organizational change so that the impact reaches all stakeholders. Ensure that accountability for people management, development and discipline is created through established processes.

**ENQUIRIES
APPLICATIONS**

: Ms. N. Fouche 📞 (012) 315 1181
 : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

**CLOSING DATE
NOTE**

: 01 November 2010
 : Preference will be given to women candidates and people with disability

POST 41/115

: **CHIEF DIRECTOR: OFFICE OF THE CHIEF MASTER 2 POSTS: REF NO: 10/327/MAS**

SALARY

: R790 953 – R959 871 per annum (All inclusive). The successful candidate will be required to sign a performance agreement for a three-year employment term. Consideration for renewal of the employment period will be considered by the Head of the Department based on targets sufficiently met according to an aligned and approved MTSF Plan for the Masters Branch.

**CENTRE
REQUIREMENTS**

: National Office, Pretoria
 : LLB or recognized four year legal qualification. Completed and recognized B Com or MBA degrees will be an added advantage. Five years experience as a practicing attorney or advocate which include proven working experience in the Masters environment of which at least 2 years experience should be at senior management level. Technical knowledge of the development and administration of a computerized IT solution for Masters-specific information as well as the analysis of the information and results of such solution. Candidates will be required to show experience in the management of comparable solutions. Sound knowledge and experience in insolvencies and liquidations, trusts, curatorship, wills and practicalities of the administration of estates and the Guardians Fund; Knowledge of Company Law will be an added advantage. The ability to develop and implement a computerized IT solution for Masters-specific information as well as generating solutions. A valid driver's license; Proven ability to develop and manage strategic in line with the MTSF in the relevant areas of his/hers responsibilities; Effective communicator and skilled negotiator with an adaptive management style. Skills and competencies: Sound decision making ability; Strategic Planning and analytical thinking; Interpretation; In-depth financial acumen; Project and people management; Presentation; Investigating; Negotiation skills; Adaptive leadership style; Strong influencing; Communication skills (Verbal and written); Advanced computer literacy; Problem solving and analysis; Innovation, creativity and partnering; Sound understanding of the financial and legal aspects of the Masters environment.

DUTIES

: Under the authority of the Chief Master the member shall be expected to display in-depth knowledge to strategic planning and ensures alignment of all Masters Strategies to the organizational strategies and assists the Chief Master in realizing the correlation. Assist the Chief Master to realize a turn-around strategy and implement uniform control of all Masters services offered according to the enabling legislation. Monitor and manage risks across multiple projects by

examining total resource requirements and assess the impact of the projects on day to day operations and put procedures in place to manage risks. This includes the improvement of financial management. Take ownership of key planning, budgeting and forecasting Masters processes and answers questions relating to topics within own area of responsibility and develops expenditure key performance indicators and analyses projections. Design, develop, evaluate and continually improve the overall change strategy after wide consultation with all relevant stakeholders. Implement and deliver on service delivery commitments by taking calculated risks and constantly seeking new ideas from leading edge organizations and external sources, mindful of the challenges of the future, optimum efficiency and sound governance. Initiate and support organizational change so that the impact reaches all stakeholders. Motivate and coach employees and inspire a culture of performance excellence. Communicate with all stakeholders without compromising the integrity of the Masters Branch or the organization.

- ENQUIRIES** : Mr S. Mtshweni, ☎ (012) 315 1497/1141
NOTE : Preference will be given to women candidates and people with disability.
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
CLOSING DATE : 01 November 2010

OTHER POSTS

- POST 41/116** : **SENIOR AUDITOR: COMPUTER AUDIT & DECISION SUPPORT: REF NO: 10/324/IA**

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

- CENTRE** : National Office: Pretoria
EQUIREMENTS : Bachelor's degree or National Diploma in Accounting, Auditing, Information systems, Computer Science or some related field of study; At least 3 years computer auditing experience, of which one year should be at Supervisory level; Certified Information System Auditor (CISA), Certified Internal Audit (CIA) or other professional designations will be preferred; Experience in the use of CAATS and Teammate software; Knowledge of COBIT, ITIL, COSO and IT governance framework; Be a member of the Information Systems Audit and Control Association (ISACA) and comply with the Standards of Professional Practice of Internal Auditing or other professional standards; The successful candidate will be required to undergo a security clearance; A valid driver's license.

- DUTIES** : Conduct computer audits in accordance with the approved audit methodology and ISACA and institute of Internal Auditors (IIA) Standards; Execute and report on general application control reviews on complex and high level audit assignments; Perform IT audits for the Internal Audit (IA) component which include: Performing general control reviews that test and evaluate security administration, scheduling, IT planning, policies and procedures, production operations and maintenance, system infrastructure, and networks; Formulate and audit program based on the outcome of the preliminary survey; Review audit progress on an ongoing basis and provide guidance to subordinates where necessary; Coach, lead, evaluate and monitor progress on audit projects; Liaise with the clients and keep them informed on an ongoing basis; Draft reports on the internal audit recommendations; Monitor implementation and adhere to audit recommendations; Disseminate corporate governance awareness through various forums to all staff; Review performance provide coaching and guidance for staff; Build relationships with external auditors and other assurance providers; Perform audits using CAATS and Systems Development Life Cycle audits; Identify opportunities and provide input through audit recommendations for improvement of organizational efficiencies and performance; Assist with IT risk assessments; Ensure that internal audit resources are utilized effectively and efficiently.

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

CLOSING DATE : 01 November 2010

POST 41/117 : **ASSISTANT DIRECTOR: COURT MANAGER 2 POSTS REF NO: 10/VA73/NW**

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

CENTRE : Moretele And Brits Magistrate Courts – North West.

REQUIREMENTS : A three year bachelor degree/ diploma in Administration / National Diploma Service Management (NQFLEVEL 5) plus the module on Case Flow Management or relevant and equivalent tertiary qualification; At least three years' managerial or supervisory experience; A valid drivers' licence; Short listed candidates may be subjected to competency assessment test The following will serve as a strong recommendation Knowledge and experience in office and district administration; Knowledge of the financial management and PFMA Skills and competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication skills (verbal and written); Ability to supervise staff

DUTIES : Coordinate and manage the financial and human resources of the office; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Implement the departmental policies at the courts; Compile and analyse court statistics to show performance and trends; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Lead and manage the transformation of the office;

ENQUIRIES APPLICATIONS : Mr. L Moetanalo at ☎ (018) 397 7064.

: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.

CLOSING DATE : 01 November 2010

POST 41/118 : **ASSISTANT DIRECTOR (HEAD OF ADMINISTRATION) REF NO: 10/VA72/NW**

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

CENTRE : Family Advocate: Mafikeng

REQUIREMENTS : Bachelor's Degree or equivalent qualification; Three years experience in administration of which one year should be at supervisory level; Knowledge of Public Finance Act, Treasury Regulations and Departmental Financial Instructions; Basic knowledge of core functions of the Office of the Family Advocate; Knowledge of Public Service, Departmental Legislation and prescripts; A valid driver's license. SKILLS AND COMPETENCIES: Computer literacy (MS Office); Good communication skills (written and verbal) Attention to detail.

DUTIES : Manage and supervise administrative staffing in the Office of the Family Advocate within specified; Manage financial, assets, procurement and budget functions of the Office of the Family Advocate: North West; Prepare all monthly statistical and financial reports for the Office of the Family Advocate: North West; Ensure effective internal controls regarding financial and administrative risk in the Offices of the Family Advocate: North West; Oversee Employee Relations and Human Resource Development of administrative staff in the Office of the Family Advocate: North West; Direct and manage projects aimed at improving the administrative efficiency of the Office of the Family Advocate.

ENQUIRIES APPLICATIONS : Adv. L. Ndoni at ☎ 018 388 9500

: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735. OR Physical address: Reception

area, North West Regional Office, Ayob Gardens, 22 Molopo Road, Mafikeng, 2745

CLOSING DATE : 01 November 2010

POST 41/119 : **ASSISTANT DIRECTOR: (ESTABLISHMENT MAINTENANCE) REFERENCE: 10/325/HR**

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

CENTRE : National Office, Pretoria

REQUIREMENTS : An appropriate tertiary qualification in Human Resources Management or equivalent qualification; Three years experience in Human Resource Management field; Knowledge of Persal; Knowledge of how Organizational structures (various staff establishment) are developed and maintained to reflect reliable data; In depth knowledge and understanding of human resource management legislation, policies, practices and procedures. Skills and Competencies: Business strategy and translation; Leadership and problem solving skills; Planning and organizing skills; Policy development skills; Presentation skills; Research and interpretation skills; Creativity and innovation; Confidentiality and integrity; Conflict and change management skills; Numeracy skills; Computer literacy (Ms Office).

DUTIES : Ensure the promotion of effective human resources management; Determine best practices to implement and maintain a departmental organizational structure on various systems i.e.Persal and Excel by investigating and benchmarking with other organisations and entities; Provide an electronic establishment data base for the Department and ensure that the structural, post and human resources information is correctly kept, updated and maintained on a daily basis as required and approved; Ensure that reliable establishment information is reflected in reports and communication provided to clients, supervisors, management and other public service entities; Render human resources advisory support service to clients and managers; Manage Human resources which include training, work allocation, mentoring and development and performance management.

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 : 01 November 2010

POST 41/120 : **ADMINISTRATIVE OFFICER REF NO: 10/322/SA**

SALARY : R130 425 – R153 636 per annum

CENTRE : State Attorney, Kwazulu Natal

REQUIREMENTS : A Bachelor's Degree or equivalent qualification; At least one (1) year relevant experience in Office and District Administration; Knowledge of D.F.I, Treasury Regulations, PFMA and Performance Management; Knowledge of Procurement and Provisioning; Valid driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication (verbal and written) skills; Ability to interpret and apply policy; Problem solving and interpersonal skills; Supervisory skills; Analytical skills; Planning and co-coordinating skills.

DUTIES : Supervision and oversee the following: Registry Section; Transport Officer; Messengers; Operators; Special projects such as Social Welfare matters and Home Affairs matters; Provisioning and procurement of Goods and Services; Management of asset and stock Control; Attend to Procurement and JYP (Justice Yellow Pages); Assist with Budget and compile Performance Reports; Co-ordinate of office functions, Conferences, Workshops, etc; Assist management;

ENQUIRIES : Ms K Ngomani ☎ 012 357 -8661

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional

Development, Private Bag X54301, Durban, 4000 OR Physical address: 6th Floor Metlife Building, 391 Anton Lembede Street, Durban
01 November 2010

CLOSING DATE
NOTE

:
: The successful candidate will be required to sign a performance agreement.

POST 41/121

HUMAN RESOURCE OFFICER 2 POSTS REF NO: 10/328/HR

SALARY
CENTRE
REQUIREMENTS

: R87 978 – R103 635 per annum.
: National Office, Pretoria
: Grade 12 or equivalent recognized qualification; Relevant HR experience;
: Experience in working on PERSAL system and/or attendance of a PERSAL
: course. Skills and competencies: Computer literacy (Ms Office); Communication
: skills (verbal and written); Good organizing skills; Good interpersonal Relations;
: Ability to work under pressure.

DUTIES

: Ensure that line manager submit request to advertise posts and arrange that the
: posts are advertised; Arrange and co-ordinate panels for short-listing and
: interviews; Invites candidates for interviews and process subsistence and
: travelling claims; Respond to enquiries of clients both verbally and written;
: Administer Personnel administration functions; Perform transactional functions
: on the PERSAL system; Implement Performance Bonus and Pay Progression
: for all officials; Respond to general enquiries for Promotions and Performance
: Rewards; Gather information to compile statistics.

ENQUIRIES
APPLICATIONS

: Ms A Filander ☎ 012 315 1094
: 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.

CLOSING DATE
NOTE

: 01 November 2010
: The successful candidates will be required to sign a performance agreement.

POST 41/122

ASSISTANT LIBRARIAN REF NO: 10/317/SA

SALARY
CENTRE
REQUIREMENTS

: R73 584 – R86 679 per annum. The successful candidate will be required to
: sign a performance agreement.
: State Attorney: Johannesburg
: Grade 12 or equivalent qualification; Relevant working experience in Library;
: General knowledge of a legal library will be an advantage; Knowledge of and
: experience in electronic information resources and online retrieval skills
: (Sabinet, My LexisNexis, Juta e-publications and internet). Skills and
: Competencies: Good communication skills (verbal and written); Computer
: Literacy; Interpersonal relations; Ability to work under pressure; Customer
: orientation; Research and planning skills.

DUTIES

: Keep library statistics on a daily basis; Insert replacement pages in the loose-
: leaf publications and statutes of RSA; Stamp new publications and journals;
: Bind, index bills, local journals and registration of new publications; Handle
: library inquiries; Place publications and pack on the shelves; Bind and Circulate
: Government Gazettes and assist with Library stock taking; Catalogue all
: publications according to Anglo-American; Cataloguing Rules (AACR); Classify
: of all publications; (in-house classification systems); Process all catalogued
: materials; Conduct literature searches on Sabinet, internet, Juta e-publications
: and My LexisNexis; Note amendments of the loose-leaf publications, journals
: and publications on the kardex (z225 cards); Updating the loose-leaf
: publications;

ENQUIRIES
APPLICATIONS

: Mr N Mabula ☎ (012) 357 8747
: Quoting the relevant reference number, direct your application to: Postal
: address: Human Resources: Department of Justice and Constitutional
: Development, Private Bag X81, Pretoria, 0001. OR Physical address:
: Application Box, First Floor Reception, East Tower, Momentum Building, 329
: Pretorius Street, Pretoria.

CLOSING DATE

: 01 November 2010

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

APPLICATIONS : Forward your application, stating the relevant reference number, to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001, Commission House, Cnr Hamilton and Ziervogel Streets, Arcadia

FOR ATTENTION : Ms A West

CLOSING DATE : 05 November 2010

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service department and should be accompanied by a comprehensive CV and certified copies of qualifications and ID document. It is the applicant's responsibility to ensure that foreign qualifications are evaluated by the South African Qualifications Authority (SAQA). No faxed applications will be considered. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

POST 41/123 : **SENIOR HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION REF NO: SHRP/R&S/10**

SALARY : R161 970 per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : Ideal Candidate Profile: An appropriate three year degree/diploma or equivalent qualification in the field of Human Resources Management/ Public Administration and Management (NQF level 6) ●Relevant experience in Human Resources Management, with a specific focus in the area of Recruitment and selection, as well as policy formulation and development ● Exposure to the human resources environment and processes ● Knowledge of relevant HR prescripts including Skills Development Act, Labour Relations Act, Public Service Act, Public Service Regulations, Employment Equity Act, Basic condition of Employment Act and others● Experience in Job Evaluation ● Good writing and verbal communication skills, presentation skills, interpersonal relations skills ●Ability to work under pressure and adhere to deadlines ● Computer literacy ● A valid code 08 driver's licence will be an added advantage.

DUTIES : Key Performance Areas: ● Facilitate recruitment and selection of competent human resources in the Office ● Prepare draft adverts for Line Managers and facilitate the placement in the media ● Provide advice to Managers during shortlisting and interview meetings ● Conduct reference checks and verifications on nominated candidates ● Prepare submissions for approval of various recruitment and selection processes ● Assist in compilation of the Office's HR plan ● Consolidate and update the Office's HR Plan and align it with the Recruitment and Selection Policy as well as the Retention Strategy ● Develop a recruitment database ● Keep all records for statistics and reporting purposes ● Ensure that posts are filled within specified time frames ● Apply applicable legislation and ensure adherence and compliance during recruitment and selection process.

ENQUIRIES : Ms L Ngubane (012) 352 1141

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 : 22 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 POST

POST 41/124 : **CHIEF QUANTITY SURVEYOR GRADE A REF NO: 2010/233**

SALARY : All-inclusive salary package of R 436 965 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A B.Sc degree in Quantity Surveying, or an equivalent qualification at that level, and Professional registration as a Professional Quantity Surveyor with the South African Council for the Quantity Surveying Profession is a requirement for this post. A minimum of six years post professional registration experience, clearly demonstrating a high level of understanding and competence in all facets of the practices, construction methods and techniques and the systems applied in the full spectrum of the Quantity Surveying field. Knowledge of contract and building law to the extent applied in the profession. Quantity Surveying and planning skills and an extensive knowledge of all Quantity Surveying aspects of the building and construction environment.

DUTIES : Advise on the development and maintenance of policy, methods, practices and standards on Quantity Surveying services. Provide a quality, cost control and value management service on all building related matters in the Department. Audit consultant's fee accounts. Audit progress claims and final accounts of building projects. Do estimates on building projects or design changes. Prepare reports on building costs for clients. Visit building sites to monitor progress and perform financial control. Administration and budget control in terms of Government acts and regulations

ENQUIRIES : Mr FJ Potgieter Tel (012) 337 2365
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 SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer / promotion / appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications

- 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** : 29 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 candidates to undergo an appropriate security clearance. 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).

OTHER POSTS

- POST 41/125** : **ASSISTANT DIRECTOR: SERVICE DELIVERY MONITORING AND EVALUATION**
Directorate: Strategic Information Analysis and Monitoring

- SALARY** : R192 540 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelors Degree in Social Sciences (or equivalent qualification) plus experience in social research and monitoring and evaluation. Knowledge of social security policies and programmes will be an added advantage. Knowledge of monitoring and evaluation principles and practices. Knowledge of systems used in monitoring compliance to norms and standards would be an added advantage. Experience in SPSS or similar data analysis packages would be an added advantage. A valid code 08 drivers licence. Willingness to travel. Ability to speak one African language will be an added advantage. Competencies needed: M&E skills Research and analytical skills. Data collection and management skills. Project management and contract management skills. Interpersonal skills. Communication (written, verbal and liaison) skills.

- DUTIES** : Key Responsibilities: Develop monitoring and Evaluation frameworks in close collaboration with National and provincial counterparts. Develop appropriate monitoring research instruments in order to monitor service delivery standards e.g. checklists and questionnaires. Provide support to national and provincial colleagues to implement the Monitoring tools. Review and update monitoring tools for the effective monitoring of social sector performance. Identify, plan and implement measures to improve data quality and information use.

- ENQUIRIES** : Ms T Stevens Tel (012) 312-7820

- POST 41/126** : **INTERNAL AUDITOR**
Directorate: Internal Audit

- SALARY** : R 161 970 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree/National Diploma in Auditing (or equivalent qualification) PLUS sufficient experience in the internal audit field. Knowledge of the PFMA, National Treasury Regulations and other related financial prescripts. Knowledge of the IIA Standards and their application. Knowledge of the Internal Audit Methodology. Competencies needed: Planning and organising skills. Project management skills. Financial management skills. Analytical skills. Communication (written and verbal) skills. Interpersonal and liaison skills. Computer literacy. Report writing skills. Attributes: Tactful. Ability to work in a

team and independently. Innovative and creative. Assertive. Receptive to suggestions and ideas. Ability to work under pressure. Honesty and Integrity. Attributes: Tactful. Ability to work in a team and independently. Innovative and creative. Assertive. Receptive to suggestions and ideas. Ability to work under pressure. Honesty and Integrity

DUTIES

: Execute compliance, financial and performance audits in accordance with the approved audit plan and IIA standards. Prepare and present draft audit reports to audit management. Evaluate client responses and perform follow-up audits. Participate in preliminary and closing meetings with clients. Perform administrative duties as and when required by management.

ENQUIRIES

: Mr VS Shongwe Tel No: (012) 312-7802

STATISTICS SOUTH AFRICA

Stats SA endeavours to promote the careers of previously disadvantaged persons by applying the principles of appropriate legislation, e.g. Employment Equity Act, 1998

- APPLICATIONS** : Applications can be forwarded by • Post to the Human Resources Officer, Statistics South Africa, Private Bag x 5053, Kimberley 8300 or hand delivered at New Public Building, Corner Knight and Stead Street, 3rd Floor, Kimberley.
- FOR ATTENTION** : Mr. Obed Marubyane
- CLOSING DATE** : 29 October 2010
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, and must be completed in full. Certified copies of your identity document and qualifications as well as a CV must be attached. Applicants risk being disqualified for failing to submit all the required documents. If you do not hear from us within three months after the closing date, please regard your application as unsuccessful. Correspondence will be entered into with short listed candidates only. Stats SA reserves the right not to make an appointment. Appointment is subject to security clearance, the signing of a performance agreement, verification of the applicant's documents, and reference checking. Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for in your application.

OTHER POST

- POST 41/127** : **TRANSPORT OFFICER REF NO: 01/10/10NC**
One permanent position exists in the Northern Cape Provincial office
- SALARY** : R130 425 per annum
- CENTRE** : Northern Cape
- REQUIREMENTS** : Matric certificate with extensive experience in Government Transport Management •Transport management training and knowledge of MS Office Suite is essential • A valid driver's license.
- DUTIES** : Key performance areas: To ensure that GG vehicles are maintained in a constant state of roadworthiness • Daily recording of vehicle kilometre usage • Provide standby support during field operations and normal day-to-day activities on a rotational basis • Daily scheduling of drivers' activities. Person Profile: This position will suit a person with good planning, report writing, communication and interpersonal skills • Ability to work under pressure and willingness to work long hours.
- ENQUIRIES** : Mr. Obed Marubyane at (012) 336 0151

THE PRESIDENCY

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or hand deliver at 535 Proes Street, Arcadia, Pretoria, 0082
- FOR ATTENTION** : Ms Makgae
- CLOSING DATE** : 22 October 2010
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

OTHER POSTS

- POST 41/128** : **SENIOR SUPPLY CHAIN OFFICER: PAYMENTS**
Directorate: Supply Chain Management
This is a re-advertisement; candidates who previously applied must apply again.
- SALARY** : R161 970 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant three year qualification or Grade 12 certificate and extensive experience in Logistic Management and BAS System. Successful completion of the Supply Chain Management courses, practical experience of LOGIS integration system. Working knowledge of BAS. Be conversant with the Public Finance Management Act (PFMA) and Treasury Regulations, the preferential procurement reform process in Government. Good communication and organisational skills, supervisory skills, computer literacy in MS Word, Ms Excel and have knowledge of writing reports
- DUTIES** : The successful candidate will be responsible for the following key performance areas: approving of payments on LOGIS Procurement Integration and BAS. Act as LOGIS System Controller in the absence of the Assistant Director. Provide training to subordinates, supervise payments section. Ensure compliance to delegations. Oversee the SMME/BEEE database. Monthly reporting on payments.
- ENQUIRIES** : Ms Anne- Marie Den Boef (012) 300 5945

DEPARTMENT OF TOURISM

It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

APPLICATIONS : Forwarded 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 : 29 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). The Department of Tourism is an equal opportunity, affirmative action employer. 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 POST

POST 41/129 : **GENERAL STORE ASSISTANT REF NO: NDT165/20104**

SALARY : R73 584 per annum (Total inclusive package of R 126 122 /conditions apply)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 plus relevant experience in Supply Chain Management environment. Computer literacy. Good verbal and written communication skills. Planning, organising, Interpersonal and problem solving skills. Ability to work in a team, under pressure and to meet set deadlines.

DUTIES : The successful candidate will perform the following tasks: Physical movement of furniture and equipment from one place to another. Delivery of copy paper, stationery, furniture and equipment from the street / B3 to offices. Do minor repairs to furniture. Collection of white waste paper from designated points in the building to B3 and put them into containers. Disposal of unusable furniture / equipment. Receiving and maintenance of Asset. Printing and bar-coding of Assets & Wastepaper collection. Conduct annual stocktaking and quarterly spot checks

ENQUIRIES : Ms Nthani, Tel (012) 310 3770

POST 41/130 : **DRIVER/MESSENGER REF NO: NDT166/20104**

SALARY : R73 584 per annum (Total inclusive package of R 126 122 /conditions apply)

CENTRE : Pretoria

REQUIREMENTS : Grade 12/ ABET Level 4 certificate plus basic knowledge of maintenance of vehicles, Good verbal and written communication skills. Good interpersonal, planning and organising skills, Willingness to work irregular hours. Ability to work under pressure. Computer literacy.

DUTIES : Collection and delivery of mail Collect / deliver documents, parcels, etc. Maintenance and repair of vehicles .Conduct routine inspections on pool vehicles. Provide shuttle services.

ENQUIRIES : Ms Matloga, Tel (012) 310 3883

NOTE : Shortlisted candidates will be subjected to driver assessment and female applicants are encouraged to apply. Note: short-listed candidates will be subject to screening and security vetting to determine the suitability of a person for employment

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

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

MANAGEMENT ECHELON

- POST 41/131** : **HEAD CLINICAL DEPARTMENT: MEDICAL GRADE I REF NO: 70257005**
Directorate: Radiology
- SALARY** : R1 115 565 per annum (all inclusive packages)
CENTRE : Chris Hani Baragwanath Hospital
REQUIREMENTS : Registration with HPCSA as a Specialist in Radiology. 9 years experience as a Specialist in Radiology of which 5 years must be in a managerial/supervisory position. Knowledge of health related legislation and policies. Ability to lead transformational change in a complex environment. Good people- and interpersonal relations skills. Must have communication-, organizational-, problem solving-, leadership and project management skills. Must have the ability to manage change in the department. Experience in the Public Sector will be an advantage.
- DUTIES** : To co-ordinate, manage and administer efficient and cost-effective radiology services at Chris Hani Baragwanath Hospital. To encourage and foster research within the department. To ensure appropriate and relevant undergraduate and postgraduate teaching and training within radiology. Foster appropriate subspecialty development within the department. To promote staff development and where possible to further the aims of the Faculty of Health Sciences and the Department of Radiology. Encourage collaboration between the departments within the teaching complex. Ensure that clinical teaching and supervision of medical staff are of adequate standards. Management of staff performance and assessment within the department. Set norms and standards for the maintenance of service delivery and quality outputs in the department. Ensure that the strategic plan and turnaround strategy of the hospital is implemented and be part of the executive management team in the hospital. Ensure the employment of the previously disadvantaged individuals in terms of race, gender and disability to enhance equity.
- ENQUIRIES** : Dr E. Ohonba, Tel. No. (011) 933-8154
CLOSING DATE : 01 November 2010
- POST 41/132** : **HEAD CLINICAL UNIT GRADE I REF NO: 70257004**
Directorate: Internal Medicine
- SALARY** : R892 287- R947 040 per annum (all inclusive packages)
CENTRE : Chris Hani Baragwanath Hospital
REQUIREMENTS : Registration with the HPCSA as a Specialist. 7 years experience as Specialist in Internal Medicine in terms of clinical service provision, teaching, administration and research. Good people and interpersonal relation skills. Must have communication, organizational problem solving, leadership and project management skills. Must have the ability to manage change in the department.
- DUTIES** : Provide a comprehensive clinical service in Internal Medicine. Participate in the teaching of under and postgraduate students. Provide supervision and training for medical interns, medical officers and registrars. Participate in hospital, departmental and university committees. Active participation in administrative duties of the department. Participation in research management of staff

performance and assessment within the department. Provide leadership as head of large general medical unit. Ensure the employment of the previously disadvantaged individuals in terms of race, gender and disability to enhance equity.

ENQUIRIES : Prof Huddle, Tel. No. (011) 933-8940
Dr Mstafa, Tel No: (011) 933-8154
CLOSING DATE : 01 November 2010

OTHER POSTS

POST 41/133 : **OPERATIONAL MANAGER NURSING PN – B3: SPECIALTY AREA REF NO: 70257081**
Directorate: Institutions

SALARY : R287 745 per annum (plus benefits)
CENTRE : Zanele Mbeki Frail Care centre
REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Professional Nurse. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post - basic nursing qualification, with duration of at least 1 year, accredited with the South African Nursing Council (SANC) in one of the specialties referred to in the glossary of terms. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 - year post - basic qualification in the relevant specialty. Certification in comprehensive management of HIV/Aids would be an added advantage. Valid drivers' license is an inherent requirement.

DUTIES : Effective running of the nursing services with the Departmental Strategic objectives. Develop and support research initiatives with the aim of improving quality services. Development of standards and procedures. Training and develop colleagues under direct span of control. Monitor and evaluate the holistic treatment from babies to youths. Co - ordinate, monitor and evaluate the implementation of the Development Programmes and Projects. Assist in the designing and implementation of Operational Plans. Planning, Organizing, Monitoring and Co - ordination of HRM functions (Performance management, issues related to conflict resolution, leave management etc.). Organize and plan meetings, record and action the proceedings of strategic tasks into line responsibilities as directed by the executing authority. Overseeing of the HIV/Aids training and educational projects for children, patients and staff. Coordinate and expedite follow up work as may be required. Set Norms and standards for service delivery. Co - ordinate all activities relating to nursing. Assist in the executing authority to compile monthly statistics/reports. Manage the flow of information to ensure effective monitoring and tracking of activities within the unit. Ensuring full participation of all relevant stakeholders. Develop and monitor policy implementation of Operational Plans. Organize structures and procedures for smooth operational functioning. Ensure positive work culture for the containment and protection of babies up to youths. Effective and sound management of resources assigned to the entity. Overseeing office general management and coordinate office support services. Performance of standby duties and call outs.

ENQUIRIES : Mr H Pillay, Tel. No: (011) 227 0067
CLOSING DATE : 29 October 2010

POST 41/134 : **ASSISTANT MANAGER NURSING (AREA) (PN-A7) REF NO: 70257060**
Directorate: Nursing

SALARY : R287 745 – R333 576 per annum (plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as professional Nurse. A minimum of 8 years appropriate/recognizable experience in nursing after

registration as a Professional Nurse with SANC in general nursing. At least 3 years of period referred to the above must be appropriate experience at Management level. Diploma in nursing administration will be an added advantage. Leadership, management, planning, organising and co-ordination skills. In-depth understanding of nursing legislation and related legal, ethical nursing practices. Good verbal and written communication skills, conflict management and problem solving. Basic understanding of legislative framework governing the Public Service e.g. Labour Relation, PFMA, Public Service Acts and Regulations.

DUTIES : Co-ordinate provision of support services to areas under your care. Work effectively and amicably at management level with persons of diverse intellectual, cultural, racial and religious differences. Manage own work and that of units reporting to the post. Develop and maintain nursing service environment that promotes the rights of the patients, advocating and facilitating proper treatment and care and ensuring Principles of BathoPele. Be able to develop contacts. Building and maintaining a network of professional relations in order to enhance service delivery. Plan, maintain and control nursing services budget for the area. Demonstrate the required computer literacy to adequately manage information according to the requirement of the facility.

ENQUIRIES : Mrs. E.K. Kgomongwe, Tel No: (011) 681 -2018

CLOSING DATE : 01 November 2010

POST 41/135 : **OPERATIONAL MANAGER NURSING (GENERAL) PN-A5 GRADE I REF NO: 70257062**
Directorate: Nursing

SALARY : R227 148 –R255 657 per annum (plus benefits)

CENTRE : South Rand Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Experience in working in rehabilitation unit is preferred. Nursing administration or previous experience as an operational manager will be an advantage. Knowledge of SANC rules and regulations, knowledge of legislative framework, departmental prescripts and Quality Assurance standards. Ability to run a unit, formulate patient's care related policies. Ensure legal ethical and clinical nursing practice according to scope of practice. Demonstrate basic understanding of HR, financial and material resource issues. Effective communication with patients, supervisors and other stakeholders. Good verbal and written communication skills.

DUTIES : Co-ordinate all clinical and nursing activities as Executed by various members of the Multidisciplinary team at unit level to ensure high quality assurance programmes as flagged by clinical effectiveness, and accreditation process. Display concerns of promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to Bath Pele principle. Work effectively and amicably at a supervisory level to ensure high quality service delivery. Be able to manage own work time and that of colleagues. Conflict management and problem solving in the unit. Willing to work after hours, standby or on-calls.

ENQUIRIES : Mrs. E.K. Kgomongwe, Tel No: (011) 681 -2018

CLOSING DATE : 01 November 2010

POST 41/136 : **OPERATIONAL MANAGER NURSING PN – A5: GENERAL UNIT 6 POSTS**
Directorate: Institutions

SALARY : R227 148 per annum (plus benefits)

CENTRE : Father Smangaliso Mkhathshwa Complex (70257075)

Walter Sisulu Place Safety (70257075/1)

Igugulethu Place of Safety (70257075/2)

Mary Moodley Place of Safety (70257075/3)

Don Mattera Place of Safety (70257075/4)

Desmond Tutu Place of Safety (70257075/5)

REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Professional Nurse. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council (SANC) in General Nursing with supervisory experience. Certification in comprehensive management of HIV/Aids would be an added advantage. Valid drivers' license is an inherent requirement.

DUTIES : Effective running of the nursing services with the Departmental Strategic objectives. Develop and support research initiatives with the aim of improving quality services. Development of standards and procedures. Training and develop colleagues under direct span of control. Monitor and evaluate the holistic treatment from babies to youths. Co - ordinate, monitor and evaluate the implementation of the Development Programmes and Projects. Assist in the designing and implementation of Operational Plans. Planning, Organizing, Monitoring and Co - ordination of HRM functions (Performance management, issues related to conflict resolution, leave management etc.). Organize and plan meetings, record and action the proceedings of strategic tasks into line responsibilities as directed by the executing authority. Overseeing of the HIV/Aids training and educational projects for children, patients and staff. Coordinate and expedite follow up work as may be required. Set Norms and standards for service delivery. Co-ordinate all activities relating to nursing. Assist in the executing authority to compile monthly statistics/reports. Manage the flow of information to ensure effective monitoring and tracking of activities within the unit. Ensuring full participation of all relevant stakeholders. Develop and monitor policy implementation of Operational Plans. Organize structures and procedures for smooth operational functioning. Ensure positive work culture for the containment and protection of babies up to youths. Effective and sound management of resources assigned to the entity. Overseeing office general management and coordinate office support services. Performance of standby duties and call outs.

ENQUIRIES : Mr. H. Pillay, Tel. No: (011) 227 0067
CLOSING DATE : 29 October 2010

POST 41/137 : **PROFESSIONAL NURSE (PN-B1) THEATRE SPECIALITY 2 POSTS REF NO: 70257061**
Directorate: Nursing

SALARY : R 195 936 – R227 148 per annum (plus benefits)
CENTRE : South Rand Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC in Operating Theatre Nursing Service. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Current proof of registration with the SANC. Willing to work after hours and standby or on call duties. Communicate, facilitation, Coordination, planning, organising, decision making, report writing skills. Be proactive, flexible, innovative, and supportive and be good cooperative team player.

DUTIES : Demonstrate an understanding of nursing legislation and related legal ethical nursing practice. Perform clinical nursing practice in accordance with the scope of practice and nursing standards of operating theatre nursing science. Work as part of disciplinary team to ensure good nursing care. Communicate with patients, supervisors and clinicians. Be able to plan and organise own work and that of support personnel to ensure proper nursing care. Display concerns for patients, promoting, advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations.

ENQUIRIES : Mrs. E.K. Kgomongwe, Tel No (011) 681 -2018
CLOSING DATE : 01 November 2010

POST 41/138 : **CLINICAL NURSE PRACTITIONER (PHC SPECIALITY) PN-B1 GRADE I REF NO: 70257055**

Directorate: Nursing

SALARY : R195 936 – R227 148 per annum (plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC in clinical nurse practitioner (PHC). A valid certificate in dispensing course will be an added advantage. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Willing to work after hours and standby or on call duties. Communicate, facilitation, Coordination, planning, organising, decision making, report writing. Be proactive, flexible, innovative, and supportive and be good cooperative team player.

DUTIES : Demonstrate an understanding of nursing legislation and related legal ethical nursing practice. Perform clinical nursing practice in accordance with the scope of practice and nursing standards of required speciality. Work as part of disciplinary team to ensure good nursing care. Communicate with patients, supervisors and clinicians. Be able to plan and organise own work and that of support personnel to ensure proper nursing care. Display concerns for patients, promoting, advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations.

ENQUIRIES : Mrs. E.K. Kgomongwe, Tel No: (011) 681 -2018
CLOSING DATE : 01 November 2010

POST 41/139 : **CHIEF OCCUPATIONAL HYGIENE PRACTITIONER (TRAINING AND DEVELOPMENT) REF NO: 70257000**
Directorate: Health Care Waste & Occupational Hygiene Risk Management

SALARY : Level 8 (R 161,970 – 190,791 per annum (plus Benefits)
CENTRE : Central Office – Johannesburg
REQUIREMENTS : An appropriate 4 year honors degree or equivalent, with Occupational Hygiene as a major plus SA driver' licence and at least 3 years appropriate experience. Registration with SAIOH as an Occupational Hygiene Assistant, Technologist or Hygienist. Recommendations: People, organizational, coordination and communication skills; computer literacy; ability to interpret and manage relevant statutory requirements. Experience in teaching/training would be advantageous.

DUTIES : Conduct and facilitate the health risk assessments process as required in terms of the OHS Act (Act 85 of 93) in areas of responsibility. Compile occupational hygiene monitoring programs and protocols. Conduct occupational hygiene monitoring of environmental stressors in areas of responsibility in accordance with operational plans. Calibrate and prepare occupational hygiene monitoring equipment. Prepare and compile occupational hygiene monitoring reports. Conduct occupational hygiene program audits. Implement occupational hygiene programs in accordance with OHSAS 18000. Plan, coordinate and present occupational hygiene awareness training programs at regional, district and institutional level Coordinate in-post training within the Sub Directorate Occupational Hygiene Risk Management. Facilitate the implementation of risk mitigation measures in areas of responsibility. Prepare progress reports for management.

ENQUIRIES : Mr. P.J. Brits, Tel No: 082 7742919/ J. Pieterse – 082 5622209
CLOSING DATE : 29 October 2010

POST 41/140 : **PROFESSIONAL NURSE GRADE II (PN-A3) REF NO: 70257003**
Directorate: ARV Unit

SALARY : R160 032 per annum (plus benefits)
CENTRE : Pretoria West Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) and registration with the SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in general nursing. Written and verbal communication skills. Computer literacy. Knowledge of

ARV/HAST/CCMT program. Training in NIMART will be an advantage. Ability to work under pressure.

DUTIES : Implement standard practice for quality health care in a CCMT program. Implement nursing care in accordance with relevant acts and policies. Maintain a constructive working relationship with subordinates, other sections and multi-disciplinary team. Supervise and train sub-ordinates. Improve customer care and implement Batho-Pele principles and Patients Rights charter. Order and control stock. Assist project manager with the day to day running of the CCMT Clinic. Record keeping, writing of reports and presentation of reports at CCMT Meetings if required.

ENQUIRIES : Ms P S Mahlangu, Tel No: (012) 3801453

CLOSING DATE : 01 November 2010

POST 41/141 : **PROFESSIONAL NURSE (GENERAL) PN-A3 GRADE II 4 POSTS REF NO: 70257059**
Directorate: Nursing

SALARY : R 160 032 – R185 523 per annum (plus benefits)

CENTRE : South Rand Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as professional Nurse. Current registration with the SANC as a professional nurse minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Willing to work after hours and night duty. Demonstrate an understanding of nursing legislation and related legal ethical nursing practice. Perform clinical nursing practice in accordance with the scope of practice and nursing standards determined by quality assurance standards. Be able to lead a team and take charge during the absence of the Operational Manager. Demonstrate effective communication with patients, supervisors, clinicians and other members of the team. Ability to plan, organise and take control.

DUTIES : Coordinate clinical and nursing activities. Display concerns for patients, promoting, advocating proper treatment and care and ensure that the unit adheres to Batho Pele Principles. Lead a team in improving effective efficient quality care to all patients.

ENQUIRIES : Mrs. E.K. Kgomongwe, Tel No: (011) 681 -2018

CLOSING DATE : 01 November 2010

POST 41/142 : **PROFESSIONAL NURSE GRADE II PN-A3 (GENERAL NURSING)**
Directorate: Institutions

SALARY : R160 032 per annum (plus benefits)

CENTRE : Father Smangaliso Mkhathshwa Complex (70257080)
Walter Sisulu Place Safety (70257080/1)
Igugulethu Place of Safety (70257080/2)
Garankuwa Rearabilwe Place of Safety (70257080/3)

REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Professional Nurse. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council (SANC) in General Nursing. Computer Literacy. Knowledge of Health policies/legislation. Good communication skills (written and verbal). Sound interpersonal relations. Ability to provide good customer care. Must have a valid driver's license and must be in possession of Dispensing License.

DUTIES : Nursing services to the children and youths in the facility. Engage in primary health care, aimed at prevention. Assess all children in the place of safety and youth in conflict with the law. Continuous assessment of children who were sexually and physically abused. Close monitoring of progress of epileptic children and those suffering from serious diseases such as heart disease, diabetes, HIV/AIDS, etc. Immediate assessment, treatment of referral of emergencies such as burns, etc. Keeping statistics. Identify trend in types of illnesses and coming

up with proposals to address such. Be able to function effectively in a multi - disciplinary team.

ENQUIRIES : Mr. H. Pillay, Tel. No: (011) 227 0067
CLOSING DATE : 29 October 2010

POST 41/143 : **PROFESSIONAL NURSE (GENERAL) PN-A2 GRADE I 8 POSTS REF NO: 70257058**

Directorate: Nursing

SALARY : R130 119 – R150 843 per annum (plus benefits)

CENTRE : South Rand Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as professional Nurse trained in Midwifery, psychiatry and Community Nursing Science. Current registration with SANC as a professional nurse. Communicate with patients, supervisors and clinicians. Be able to plan and organise own work and that of support personnel to ensure proper nursing care. Display concerns for patients, promoting, advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and Batho Pele expectations. Work effectively, co-operatively, amicably with persons of diverse intellectual, cultural, racial or religious differences.

DUTIES : Perform clinical nursing practice in accordance with the scope of practice and nursing standards and quality assurance standards. Demonstrate an understanding of nursing legislation and related legal ethical nursing practice. Willing to work night duty, lead a team.

ENQUIRIES : Mrs. E.K. Kgomongwe, Tel No: (011) 681 -2018
CLOSING DATE : 01 November 2010

POST 41/144 : **PROFESSIONAL NURSE GRADE I PN - A2: GENERAL NURSING**

Directorate: Institutions

SALARY : R130 119 per annum (plus benefits)

CENTRE : Marry Moodley Place of Safety (70257079)

Don Mattera Place of Safety (70257079/1)

Father Smangaliso Mkhathshwa Complex (70257079/2)

Walter Sisulu Place Safety (70257079/3)

Igugulethu Place of Safety (70257079/4)

Desmond Tutu Place of Safety (70257079/5)

REQUIREMENTS : Registration with the South African Nursing Council (SANC) as Professional Nurse. Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Good communication skills (written and verbal). Sound interpersonal relations. Ability to provide good customer care. Certification in comprehensive management of HIV/Aids would be an added advantage. Valid driver's license.

DUTIES : Nursing services to the children and youth in the facility. Engage in primary health care, aimed at prevention. Assess all children in the place of safety and youth in conflict with the law. Continuous assessment of children who were sexually and physically abused. Close monitoring of progress of epileptic children and those suffering from serious diseases such as heart disease, diabetes, HIV/AIDS, etc. Immediate assessment, treatment of referral of emergencies assessment, treatment of referral of emergencies such as burns, etc. Keeping statistics. Identify trend in types of illnesses and coming up with proposals to address such. Be able to function effectively in a multi - disciplinary team.

ENQUIRIES : Mr. H. Pillay, Tel. No: (011) 227 0067
CLOSING DATE : 29 October 2010

POST 41/145 : **SHERQ COORDINATOR 2 POSTS REF NO: 70257001**

Directorate: Health Care Waste & Occupational Hygiene Risk Management

SALARY : Level 6 (R105, 645 – 124,443 per annum (plus Benefits)

CENTRE : Central Office – Johannesburg

- REQUIREMENTS** : SHEMTRAC or SAMTRAC, National Diploma/degree in Safety Management or Environmental Health plus SA drivers Licence. Registration with the Institute for Safety Management, SAIOH or the HPCSA and at least 1 year appropriate experience. Recommendations: People, organizational, coordination and communication skills; computer literacy; ability to interpret and manage relevant statutory requirements, risk management, mitigation and report writing skills.
- DUTIES** : Conduct facility inspections in accordance with SANS 0400 of 1994 (National Building Regulations). Conduct Legal Compliance/ Occupational Health and Safety, environmental as well as fire safety inspections/investigations in areas of responsibility in accordance with statutory requirements. Present awareness training in respect of Occupational Health and Safety matters. Coordinate Emergency Preparedness efforts in area of responsibility. Facilitate the implementation of Occupational Safety and Environmental mitigation measures and manage such accordingly. Prepare inspection and investigation reports for management.
- ENQUIRIES** : Mr. P.J. Brits, Tel No: 082 7742919/ J. Pieterse – 082 5622209
- CLOSING DATE** : 29 October 2010
- POST 41/146** : **HEALTH CARE WASTE OFFICERS 3 POSTS REF NO 70257002**
Directorate: Health Care Waste & Occupational Hygiene Risk Management
- SALARY** : Level 6 (R105, 645 – 124,443 per annum (plus benefits))
- CENTRE** : Central Office – Pretoria Office
- REQUIREMENTS** : An appropriate 4 year degree in Environmental Health or equivalent, SA drivers licence and at least 1 year appropriate experience. Registration with the HPCSA or SAIOH. Recommendations: People, organizational, coordination and communication skills; computer literacy; ability to interpret and manage relevant statutory requirements, risk management, mitigation and report writing skills. Contract and project management skills would be an advantage.
- DUTIES** : Conduct facility inspections in accordance with appropriate statutory, tender and contract requirements. Conduct Legal Compliance audits and assist with mitigation of identified risks. Assist with contract compliance management and research projects. Assist with awareness training and marketing in respect of all health care waste matters. Prepare inspection and investigation reports for management.
- ENQUIRIES** : Mr. P.J. Brits, Tel No: 082 7742919/ Mrs. K. Jansen – 082 4184923/ (012) 3546176
- CLOSING DATE** : 29 October 2010
- POST 41/147** : **STAFF NURSE SN-2 GRADE II 2 POSTS REF NO: 70257056**
Director: Nursing
- SALARY** : R 103 644 – R116 649 per annum (plus benefits)
- CENTRE** : South Rand Hospital
- REQUIREMENTS** : Qualification that allows registration with the SANC as Staff Nurse. Current registration with SANC as an Enrolled Nurse. A minimum of 10 years as appropriate / recognizable experience in nursing after registration with SANC as a Staff Nurse. Experience in working in a premature unit / post natal unit will be an added advantage. Communicate with patients, supervisors and other clinicians. Work effectively, co-operatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display concerns for patients, promoting, advocating basic care including awareness and willingness to respond to patients' needs, requirements and expectation of Batho Pele principles.
- DUTIES** : Demonstrate basic understanding of nursing legislation and related legal ethical nursing practice. Perform clinical nursing practice in accordance with the scope of practice and nursing standards of the institution. Willing to work night duty.
- ENQUIRIES** : Mrs. E.K. Kgomongwe, Tel No: (011) 681 -2018
- CLOSING DATE** : 01 November 2010
- POST 41/148** : **CHILD AND YOUTH CARE SUPERVISOR GRADE I (CYC - A5)**
Directorate: Institutions

SALARY : R100 887 per annum (plus benefits)
CENTRE : Father Smangaliso Mkhathshwa Complex (70257077)
Marry Moodley Place of Safety (70257077/1)
Dr Fabian and Florence Rebeiro Treatment Centre (70257077/2)

REQUIREMENTS : A minimum of 10 years appropriate experience in Child and Youth Care work after obtaining the required qualification whereby at least a minimum of 3 years experience is of supervision. Computer literacy. Good interpersonal skills. Valid driver's license is a must. Problem solving and Conflict management skills. Ability to lead change in the workplace. Knowledge of relevant legislation, policies and procedure in child and youth care. Leadership skills. Shift work.

DUTIES : Provide leadership, supervision and management to child and youth care team leaders and workers. Manage work performance and development of staff. Design, Monitor and Evaluate the development of developmental programs. Self development. To ensure implementation of norms and standards of child and youth care practice. Monitor and Evaluate therapeutic/ safe and developmental milieu for vulnerable children, youth and adults. Implement and monitor compliance to relevant legislation and policies in particular the promotion of children's rights. Monitor and Evaluate holistic care of children, youth and adults. Monitoring of administrative functions including implementation of handover, occurrence book monitoring, loss control and inventory control management. To monitor life space intervention (Assessment, IDP formulation and implementation). Compile duty rosters, Absenteeism management as well as records management / Management information. Professional report writing on the work of the section. Evaluate the management of behaviour within a strength based approach. Management of resources and conduct research.

ENQUIRIES : Mr. H. Pillay, Tel. No: (011) 227 0067
CLOSING DATE : 29 October 2010

POST 41/149 : **STAFF NURSE- SN-1 GRADE I 2 POSTS REF NO: 70257057**
Directorate: Nursing

SALARY : R86 805 – R97 695 per annum (plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : Qualification that allows registration with the SANC as Staff Nurse. Current registration with SANC as an Enrolled Nurse. Communicate with patients, supervisors and other clinicians. Work effectively, co-operatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display concerns for patients, promoting, advocating basic care including awareness and willingness to respond to patients' needs, requirements and expectation of Batho Pele principles.

DUTIES : Demonstrate basic understanding of nursing legislation and related legal ethical nursing practice. Perform clinical nursing practice in accordance with the scope of practice and nursing standards of the institution. Willing to work night duty.

ENQUIRIES : Mrs. E.K. Kgomongwe, Tel No: (011) 681 -2018
CLOSING DATE : 01 November 2010

POST 41/150 : **CHILD AND YOUTH CARE TEAM LEADER GRADE I (CYC - A3)**
Directorate: Institutions

SALARY : R79 641 per annum (plus benefits)
CENTRE : Father Smangaliso Mkhathshwa Complex (70257078)
Walter Sisulu Place Safety (70257078/1)
Dr Fabian and Florence Rebeiro Treatment Centre (70257078/2)

REQUIREMENTS : An appropriate recognized NQF level 4 (Grade 12) or equivalent qualification in Child and Youth Care. A minimum of 7 years appropriate experience in Child and Youth Care work after obtaining the required qualification. Valid driver's license. Problem solving and Conflict management skills. Ability to lead change in the workplace. Knowledge of relevant legislation, policies and procedure in child and youth care. Leadership skills. Shift work.

DUTIES : Provide leadership, supervision and management to child and youth care workers. Manage work performance and development of staff. Self development. To assist in the development of developmental programmes. Implementation, monitoring and evaluation of developmental program. To ensure implementation

of norms and standards of child and youth care practice. Supervise therapeutic/ safe and developmental milieu for vulnerable children, youth and adults. Implement and monitor compliance to relevant legislation and policies in particular the promotion of children's rights. Ensure holistic care of children, youth and adults. Perform administrative functions including implement of handover, occurrence book monitoring, loss control, inventory control management. To supervise life space intervention assessment, IDP formulation and implementation). Report writing on the work of the section. Assist in the management of behaviour within a strength based approach.

ENQUIRIES :
CLOSING DATE :

Mr. H. Pillay, Tel. No: (011) 227 0067
 29 October 2010

POST 41/151 :

CHILD AND YOUTH CARE WORKER GRADE I (CYC – A1)
 Directorate: Institutions

SALARY :
CENTRE :

R71 391 per annum (plus benefits)
 Marry Moodley Place of Safety (70257076)
 Don Mattera Place of Safety (70657076/1)
 Father Smangaliso Mkhathshwa Complex (70657076/2)
 Walter Sisulu Place Safety (70657076/3)
 Desmond Tutu Place of Safety (70657076/4)
 Garankuwa Rearabilwe Place of Safety (70657076/5)
 Dr Fabian and Florence Rebeiro Treatment (70657076/6)

REQUIREMENTS :

An appropriate recognized NQF level 4 (Grade 12) or equivalent qualification in Child and Youth Care. Computer literacy and valid driver's license will be added advantage. Good interpersonal skills. Knowledge of Developmental Child and Youth care policies / legislation / procedures. Good communication skills (written and verbal). Ability to work within a multi - disciplinary environment. Willingness to work after hours and weekends. A Shift Work. Ability to work with all age groups and special needs children.

DUTIES :

The duties will among others include: Holistic care of children in place of safety or secure delivery. Supervision of children to ensure quality and support development. Self development Services rendered should comply with all legislative requirements / national norms and standards and highest levels of professional ethics. Implement behaviour management programme and Introduction of creative methods based on client need. Ability to provide good customer care. Escorting of children to schools, hospitals, clinics, community activities and approved excursions. Design implements and evaluate developmental / life space programmes for children and their families. Ability to implement transformation legislation, policies and procedures. Implementation of operational plan and Departmental Priorities. Participation in internal portfolios. Assist with IDP formulation and implementation. Building and maintaining positive relationships with young people. Work within a Multi Disciplinary Team environment. Perform administrative duties.

ENQUIRIES :
CLOSING DATE :

Mr. H. Pillay, Tel. No: (011) 227 0067
 29 October 2010

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
The Provincial Administration of KwaZulu – Natal is an equal opportunity, affirmative action employer.

- APPLICATIONS** : All applications must be submitted to the following address: Attention of Mr Glen Sithole, Director-General, Office of the Premier, Private Bag X9037, Pietermaritzburg, 3200; Physical Address: Room 24, 1st Floor Invesco Centre, Chatterton Road, Pietermaritzburg 3201.
- CLOSING DATE** : 22 October 2010
- NOTE** : Applications must be submitted on the prescribed Z83 application form, obtainable from any Public Service Department. Applications must be accompanied by a comprehensive CV, certified copies of qualifications, identity document, drivers licence. Applications must be submitted on or before the closing date as no late applications will be accepted. Faxed applications will not be considered. N.B. This appointment is subject to the signing of an employment contract, not exceeding, five years with the Premier and annual Performance Agreement with the MEC for Cooperative Governance and Traditional Affairs. The successful candidate will be required to undergo security clearance and completion of a competency test and to disclose financial interests in accordance with the prescribed regulations.

MANAGEMENT ECHELON

- POST 41/152** : **HEAD OF DEPARTMENT (SUPERINTENDENT-GENERAL)**
- SALARY** : Inclusive Remuneration Package: R1 275 732 p.a. – R1 437 111 p.a. Plus 10% Head of Department allowance (A portion of which may be structured according to individual's choice)
- CENTRE** : Head Office – Pietermaritzburg
- REQUIREMENTS** : An appropriate recognized Bachelors degree in Law, Local Government, Public Management or equivalent qualification coupled with practical 5 years senior management experience. A valid drivers licence. Knowledge of KZN Rationalisation of Planning and Development Law Act; KZN Town Planning Ordinance Amendment Act; KZN Planning and Development Act; The Municipal Systems Act; The Municipal Structures Act; Municipal Finance Management Act; Communal Land Rights Act; Municipal Property Rates Act; Division of Revenue Act; Water Services Act; Intergovernmental Relations Act; Local Government Laws Amendment Act; KZN Traditional Leadership and Governance Act, as amended; The Development Facilitation Act; The Pound Act; Traditional Leadership and Governance Framework Act. Promotion and implementation of Batho Pele principles. Minimum Information Security Standards. A postgraduate qualification will be an added advantage. SKILLS: leadership and people management, facilitation, communication, analytical thinking, change management, service delivery innovation, computer literacy, programme and project management, financial management, strategic planning, people management and empowerment, client orientation and customer focus, research, report writing, interpersonal relations team building/motivation, diplomacy, planning and organizing, report writing, negotiation.
- DUTIES** : Provide technical advice to the Executive Authority in exercising statutory powers assigned to her in terms of the Constitution, Co-operative Governance & Traditional Affairs legislation, the Public Service Act, the Public Finance Management Act and relevant Municipal legislation and regulations •Ensure the development of policies and frameworks for the optimal functioning of the Department and the continued monitoring and evaluation of performance •Provide support to Municipalities with regard to disaster management, delivery of infrastructure for basic services, enhanced integrated development planning and spatial planning initiatives, project consolidate, enhanced public participation and deepening of democracy, urban and rural development •Ensure effective and efficient intergovernmental relations and facilitate cooperative (integrated) governance and regional integration •Oversee the development and implementation of policy and legislation relating to Cooperative Governance and

Traditional Affairs and the promotion of synergistic relations between Municipalities and Traditional Institutions •Promote integrated service delivery by enhanced support to Municipalities •Ensure the effectiveness and efficiency of line function components dealing with administration, local governance, development and planning, traditional institutional management, urban and rural development and capacity and systems •Formulate and ensure the implementation of policies, procedures, strategies and projects, including the determination and provision of training and development programmes within and external to the Department which will enable the Department to successfully fulfill its role in providing effective and efficient service at all times •Ensure compliance with the PFMA of 1999 and Treasury Regulations as Accounting Officer of the Department. Ensure effective and efficient management of Human Resources of the Department in accordance with the Public Service Act and its regulations.

DEPARTMENT OF EDUCATION

The Department of Education: KwaZulu – Natal is an equal opportunity, affirmative action employer.

- APPLICATIONS** : All applications must be submitted to the following address: Attention of Mr Glen Sithole, Director-General, Office of the Premier, Private Bag X9037, Pietermaritzburg, 3200; Physical Address: Room 24, 1st Floor Invesco Centre, Chatterton Road, Pietermaritzburg 3201.
- CLOSING DATE** : 22 October 2010
- NOTE** : Applications must be submitted on the prescribed Z83 application form, obtainable from any Public Service Department. Applications must be accompanied by a comprehensive CV, certified copies of qualifications, identity document, drivers licence. Applications must be submitted on or before the closing date as no late applications will be accepted. Faxed applications will not be considered. N.B. This appointment is subject to the signing of an employment contract, not exceeding, five years with the Premier and annual Performance Agreement with the MEC for Education. The successful candidate will be required to undergo security clearance and completion of a competency test and to disclose financial interests in accordance with the prescribed regulations.

MANAGEMENT ECHELON

- POST 41/153** : **HEAD OF DEPARTMENT (SUPERINTENDENT - GENERAL)**
- SALARY** : Inclusive Remuneration Package: R1 275 732 p.a. – R1 437 111 p.a. Plus 10% Head of Department allowance (A portion of which may be structured according to individual's choice)
- CENTRE** : Head Office – Pietermaritzburg
- REQUIREMENTS** : This senior management position would suit candidates who have in their possession a Bachelor's degree (or equivalent qualification) plus extensive managerial experience. A relevant post graduate qualification will be an added advantage Knowledge and skills: Dynamic professional leadership style, as well as strategic, financial knowledge and people management skills •Organizational development expertise with experience to initiate and support organizational transformation and change, display and build the highest standard of ethical and moral conduct •A thorough understanding of sustainable development in KwaZulu-Natal through provincial legal mandates in development and ability to integrate multiple disciplines and to manage holistically and effectively.
- DUTIES** : Facilitation of quality Education to the learners and students, overall management of the Department of Education, Act as both Head of Department and Accounting Officer, as stipulated in the Public Finance Management Act, 1999 and the Public Service Act, 1994. Explore and implement new ways of delivering services that contribute to the improvement of organizational process: •Administer services delivery in schools within the applicable constitutional and legal framework •Establishing and maintaining sustainable teaching and educational systems •Initiating, facilitating and co-coordinating schools activities among the three spheres of government •Promoting sound financial management of revenue, expenditures, assets and liabilities •Policy planning

and giving advice to the MEC on the above issues and other matters as required by the MEC within the provincial framework and mandates
Director General: Mr NVE Ngidi: 033-3413407

ENQUIRIES

:

DEPARTMENT OF HEALTH

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

NOTE

:

Application must be submitted on the prescribe Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Circular Minute Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her application, in due course. All employees in the Public Service that are presently on the same salary level but on a notch/package above as that of the advertised post are free to apply.

OTHER POSTS

POST 41/154

:

SPECIALIST: RADIOLOGY 1 POST REF NO: PSH 108/10

SALARY

:

R570 858 - PA. all inclusive package plus Rural allowance

CENTRE

:

Port Shepstone Hospital

REQUIREMENTS

:

Minimum Education Requirements For The Post. MBCHB Degree or equivalent, PLUS. Proof of current registration with HPCSA as a Radiologist. Knowledge, Skills And Experience: Knowledge of human resource management, Labour Relations, information management and Quality Assurance programmes Sound knowledge of planning, implementation, monitoring and evaluation of programmes Knowledge of current Health and Public Service Legislation, Regulations and policies. Sound knowledge of medical ethics Knowledge of budget control, epidemiology and statistics.

DUTIES

:

Provide general radiology consultation services to out patient, in-patient and referral district hospital. Patient care and specialist investigation of patients. Interventional procedures. Provision of after hour's radiology consultant support services Assistant Manager, Radiography in the management and administration of the radiology department Training of medical, nursing and paramedical staff Departmental management and strategic planning and its alignment with the institution Strategic planning Management of physical, equipment, staff and support needs of the department.

ENQUIRIES

:

Dr M. Panajatovic – 039-6886147 or Dr T Govender 039 6886214

APPLICATIONS

:

Mr. N. Shude, Hospital Manager, Port Shepstone Regional Hospital, P/Bag X 5706, PORT SHEPSTONE, 4240

CLOSING DATE

:

22ND October 2010 at 16h00

NOTE

:

Application form (Z83) and C.V. with certified copies of ID, educational qualifications, to be submitted for the attention of

POST 41/155

:

MEDICAL OFFICER GR 1, 2 & 3 – OBS & GYNAE NO. OF POSTS: 01 REF NO: PSH 99/10

SALARY

:

And Experience Requirements: Medical Officer GR1: R423 846 – R456 606p.a. PLUS rural allowance and commuted overtime: Nil experience. Medical Officer GR2 : R484 846 – R529 905 p.a. PLUS rural allowance and commuted overtime: 5 years appropriate experience after registration with HPCSA as

MBChB Medical Officer GR3 : R562 422 – R703 155 p.a. PLUS rural allowance and commuted overtime: 10 years appropriate experience after registration with HPCSA as MBChB

CENTRE REQUIREMENTS : Port Shepstone Hospital
: Minimum Education requirements for the post: Appropriate qualification in the appropriate Health Science PLUS. Full registration with the HPCSA as a medical practitioner PLUS At least one (1) year post internship experience as a Medical Practitioner NB: Non SA applicants – a seek employment letter from the FWMP, Knowledge, Skills And Experience: Experience and ability in dealing chronic, subacute and acute obstetric problems. Working knowledge of obstetric protocols, health policies, acts and regulations Ability to work in multidisciplinary team setting Ability to resuscitate patients from birth to old age Excellent communication skills Ability to work and maintain meaningful relationships with a diverse community Resilience and ability to cope with change Ability to make difference

DUTIES : Responsibilities / Kra's: Clinical duties as per hospital / department requirements, including where indicated after hours service Provision of quality of care, assisting HOD with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly various types of audits, development of clinical guidelines

ENQUIRIES APPLICATIONS : DR PB DLAMINI 039-6886147 / DR B HIRA – 039-6886258
: Application form (Z83) and C.V. with certified copies of ID, educational qualifications, Hospital Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240

FOR ATTENTION CLOSING DATE : Mr. N. Shude,
: 22nd October 2010 at 16h00

POST 41/156 : **PHARMACIST GRADE 1, 2 OR 3 REF NO: PSH 106/10**

SALARY : Grade 1: R 354 504 Pa. all inclusive package
Grade 2: R 387 627 Pa. all inclusive package
Grade 3: R 423 846 Pa. all inclusive package
PLUS 17% Rural allowance

CENTRE REQUIREMENTS : Port Shepstone Hospital
: Minimum Education Requirements For The Post Bachelor of Pharmacy Degree / Diploma, PLUS. Current registration with the South African Pharmacy Board PLUS. 2 year experience as a pharmacist. Recommendations: Valid code 08 Drivers license Previous experience with ARV prescriptions Knowledge, Skills And Competency: Knowledge of work processes and procedure Understanding of relevant Acts, Regulations and delegations Broad pharmaceutical knowledge of the Essential drug Programme and National Drug policy Appropriate clinical and Theoretical knowledge & Computer literacy Commitment to service excellence, together with innovative and analytical thinking based on sound ethical principles Good interpersonal skills with ability to handle conflict and apply discipline

DUTIES : Responsibilities / Kra's: Control and supervision of Staff and Supervise and implement accurate stock record in the pharmacy. Implementation of policies and procedures in the pharmacy department. Manufacture / compound of pharmaceutical products and re packing of medicines. Maintain accurate and appropriate records and statistics. Provide expert advice of a professional nature to health professionals. Supervision and training of interns and pharmacy assistant. Exercise control over expenditure by ensuring non wastage of pharmaceutical and other resources. Perform standby / on call duties and work overtime. ARV prescriptions, clinic cards, out-patients and wards

ENQUIRIES APPLICATIONS : Mrs. R. Ludwig - (039) 688 6158
: form fully completed and signed Z83 and updated & detailed CV with certified copies of ID, educational qualifications, no faxed applications will be accepted, no copy of a copy will be accepted. Applications to be submitted to: Hospital Manager, Port Shepstone Regional Hospital, P/Bag X5706, Port Shepstone, 4240

FOR ATTENTION CLOSING DATE : Mr N Shude
: 22nd October 2010 at 16h00

<u>POST 41/157</u>	:	<u>PROFESSIONAL NURSE: GENERAL NURSING STREAM REF NO: PSH 105/10</u>
<u>SALARY</u>	:	Professional Nurse Grade 1: R106 086 per annum, Experience: No experience required Professional Nurse Grade 2: R130 473 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: R160 470 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 : Psychiatric / Medical Diploma/Degree in General Nursing and Psychiatric Nursing or equivalent qualification that allows registration as a General and Psychiatric Nurse Current registration with SANC as General Nurse 2010 Recommendation: Diploma in Midwifery, Knowledge, Skills And Experience: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by relevant health facility Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required Work as part of the multidisciplinary team to ensure good nursing care Work effectively, co-operatively amicably with person of diverse intellectual, cultural, racial or religious differences 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>	:	Responsibilities / Kra's, To execute duties and functions with proficiency within the prescripts of applicable legislation, Provision of quality patient care through setting standards, polices and procedures, Assist operational manager and necessary support for effective functioning, To provide nursing care that lends itself to improve service delivery by updating Batho Pele, Maintain clinical competence by ensuring that scientific principles of nursing are implemented, Ensure the provision and supervision of patients needs, Promote health for clients, Evaluate patient care programmes from time to time And make proposals for improvements
<u>ENQUIRIES</u>	:	Ms. B.C. Ndlovu (039) 688 6111
<u>CLOSING DATE</u>	:	22 nd October 2010 at 16h00
<u>POST 41/158</u>	:	<u>OFFICE ASSISTANT: DISABILITY AND REHABILITATION PROGRAMME LEVEL 4: REF NO: G111/2010</u> Cluster: Health Service Policy & System Development
<u>SALARY</u>	:	R73 584 per annum Other Benefits: 13 th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Pietermaritzburg Grade 12 Certificate; PLUS, Unendorsed valid Code B driver's licence (Code 08); PLUS Experience in driving and working with persons with disabilities; PLUS, Experience in administrative work. Knowledge, Skills, Training And Competence Required:- The incumbent of this post will report to the respective Technical Advisor: Disability and Rehabilitation Programme, and will be responsible to provide administrative, driving, transport, mobility and general support to the Disability Advisor who is Blind and also to the Programme, to ensure efficient and effective services are provided to the Province, and as such the ideal candidate must:- Possess an understanding of the need to promote a professional image at all times. Have the ability to communicate effectively with persons with disabilities. Be able to communicate both in IsiZulu and English. Be able to perform basic administrative functions competently. Possess knowledge of disability as a human rights issue. Have an understanding of the needs of persons with disabilities. Be knowledgeable in guiding the visually impaired persons.
<u>DUTIES</u>	:	Key Performance Areas: Drive the Advisor safely to and from work and other relevant work stations. Provide general administrative support to the Disability Advisor. Ensure the vehicle is in good condition, serviced and keep all relevant

records of the vehicle. Ensure log books for the subsidised vehicle are completed and are up-to-date. Provide general office administration duties, i.e. word processing / data capturing, filing, record keeping, faxing documents/ letters and photocopying. Provide telephonic duties, i.e. taking messages and disseminate information. Facilitate distribution of materials/ resources. Prepare and control logistics for workshops/meetings. Liaise with office services, registry and transport sections. Arrange travel and accommodation bookings.

- ENQUIRIES** : Ms N B Khan: (033) 846 7246
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 : Mrs J Williams
CLOSING DATE : 30 October 2010
NOTE : Be willing to work after hours on occasional basis.

DEPARTMENT OF PUBLIC WORKS

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

- APPLICATIONS** : Forward your application, quoting the relevant reference number to : The Manager: Human Resource Management Department of Public Works Private Bag X9142 Pietermaritzburg 3200
FOR ATTENTION : Mr I M Meyiwa
CLOSING DATE : 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 POST

- POST 41/159** : **DEPUTY MANAGER: STORES AND ASSET MANAGEMENT**
SALARY : R378 456 per annum (Salary Level 11), to be structured in accordance with the rules for Middle Management Services [MMS]
CENTRE : Directorate: Supply Chain Management: Head Office: Pietermaritzburg
REQUIREMENTS : An appropriate and recognized Bachelors Degree/ National Diploma plus relevant and appropriate managerial experience within a stores and asset management environment. A valid drivers licence. Candidates must be computer literate.
DUTIES : Key Performance Areas: Manage and monitor the strategic asset management planning. Manage the maintenance and disposal of assets. Review and monitor monthly reconciliation of BAS to the Fixed Asset Register and the processing of journals. Manage the resources of the component. Skills, Knowledge & Competencies Knowledge of relevant prescripts applicable within the stores and management environment. Candidates should possess the following skills; managerial planning and organising decision-making, and Problem solving

ENQUIRIES : Mr P Ballaram – 033 - 3555559
CLOSING DATE : Three weeks from placement of publication

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

The Department of Local Government and Housing is an equal opportunity employer with clear employment equity targets. Preference will be given to EE Candidates.

- APPLICATIONS** : Applications should be submitted to: The Head of Department; Department of Local Government and Housing, Private Bag X9485, POLOKWANE 0700 OR delivered in personally at 28 Market Street, (next to UNISA), Registry Office (First floor).
- CLOSING DATE** : 27 October 2010 (16H30)
- NOTE** : Applications should be submitted on form Z83 obtainable from all Public Service Departments or at www.dpsa.gov.za and must be completed in full. Certified copies of your identity document and qualifications as well as a CV must be attached. The specific reference number for the post must be quoted. Failure to submit the required documents will automatically disqualify applications. NB: Faxed or e-mailed applications will not be considered. The Department of Local Government and Housing would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for positions as they appear below.

MANAGEMENT ECHELON

- POST 41/160** : **GENERAL MANAGER: HOUSING ADMINISTRATION & PROPERTY MANAGEMENT REF NO: DLGH 55/10**
- SALARY** : R790 953 per annum (All inclusive package) Salary Level 14
- CENTRE** : Polokwane
- REQUIREMENTS** : Appropriate recognised Bachelor's Degree/ National Diploma (NQF 6). Experience: 3-5 years at management level. Knowledge: Understanding of the public service environment; *Understanding of relevant housing legislation; *Spatial and Human Settlement;*Performance monitoring and evaluation; *General management;*Strategic planning; *Service delivery; *Governance issues; *PFMA; *MFMA; *Procurement policies;*Strategic; *Resources mobilization; *Other relevant Legislation. Skills in: *Program and project management; *Change management; *Problem solving;*Networking; *People management and empowerment; *Policy development;*Strategic Management; *General management; *Communication at all level; *Innovate; *Creative and analytical thinking.
- DUTIES** : *Ensure effective administration and management of housing subsidy information system (HSS) and use of information analysis as a tool for decision making; *Ensure the development and maintenance of municipal and provincial beneficiary database (waiting list) to support the housing multi year plans; *Ensure effective management and maintenance of Housing Property and Assets; *Monitor and evaluate the implementation of the Discount Benefit Scheme (DBS) in consultation with Provincial Treasury, Dept. of Public Works, municipality, beneficiaries and the Deeds office; *Ensure effective financial management within the branch. Enquiries: Ramohlola Makgano (015) 294 2282
- POST 41/161** : **SENIOR MANAGER: COMMUNITY BASED HOUSING REF NO: DLGH 56/10**
- SALARY** : R 652 572 per annum (All inclusive package) Salary Level 13
- CENTRE** : Polokwane
- REQUIREMENTS** : Appropriate recognized Bachelor's Degree/National Diploma (NQF 6) in Civil Engineering/ Building or equivalent qualification. Experience *3-5 years experience at management level. Knowledge of:* Sound and depth knowledge of relevant prescripts; *Application of the legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA, etc. Skills in: *Negotiation skills; *Presentation skills; *People management skills; *Time management; *Communication skills; *Interpersonal Relations; *Conflict Resolutions; *Motivational.

DUTIES : *Manage the implementation of community based housing PHP program;
*Manage the implementation of emergency housing program; *Coordinate and manage the implementation of farm workers/ agri-village program;
*Coordinate and manage the implementation of unblocked housing program.

ENQUIRIES : Monkoe Mphodi (015) 294 2282

POST 41/162 : **SENIOR MANAGER: HOUSING ACCREDITATION REF NO: DLGH 57/10**

SALARY : R 652 572 per annum (All inclusive package) Salary Level 13
CENTRE : Polokwane
REQUIREMENTS : Appropriate recognized Bachelor's Degree/National Diploma (NQF 6).
Experience *3-5 years experience at management level. Knowledge of:* Sound and depth knowledge of relevant prescripts; *Application of the legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA, etc. Skills in: *Negotiation skills; *Presentation skills; *People management skills; *Time management; *Communication skills; *Interpersonal Relations; *Conflict Resolutions; *Motivational.

DUTIES : *Manage the mobilization of funding for capacity development; *Manage housing capacity development programme for provincial and municipal officials.

ENQUIRIES : Ramohlola Makgano (015) 294 2282

OTHER POSTS

POST 41/163 : **MANAGER: STRATEGIC PLANNING REF NO: DLGH 58/10**

SALARY : R378 456 per annum Salary Level 11
CENTRE : Polokwane
REQUIREMENTS : Appropriate recognized Bachelor's Degree/National Diploma (NQF 6).
Experience *3-5 years experience. Knowledge of:* Public Service Act; *Public Service Regulation; *Strategic management; *Exco resolution. Skills in: *Communication; *Strategic planning; *Financial Management; *Project Management; *Report Writing; *Interpersonal Relations; *Analysis; *Conflict Resolutions; *Professionalism; *Responsiveness; *Client focused; *Accuracy; *Facilitation; *Presentation; *Coordination

DUTIES : Manage the process of strategy formulation in the department and develop the strategic plan document; *Conduct scenario planning and environmental assessment to ensure a robust departmental strategic plan; *Manage alignment of departmental plan to national, provincial and local government priorities .e.g. NSDP, PGDS and ASGIBSA; *Manage the development of the annual performance plan; *Advise municipalities on how to develop robust strategic plan; *Provide secretariat service during management team meetings.

ENQUIRIES : Matjea Audrey (015) 294 2029

POST 41/164 : **MANAGER: RECRUITMENT & SELECTION REF NO: DLGH 58/10**

SALARY : R378 456 per annum Salary Level 11
CENTRE : Polokwane
REQUIREMENTS : Appropriate recognized Bachelor's Degree/National Diploma (NQF 6) in Human Resource Management/Public Administration. Experience *3-5 years experience. Knowledge of:* Public Service Regulation; *Public Service Act; *Labour Relations Act; *Basic Conditions of Employment Act. Skills in: * People management and empowerment; *Presentation/Facilitation; *Report Writing; *Time management; *Communication, both formal, and informal; *Creative/innovative; *Analytical Thinking; *Computer Literate.

DUTIES : Develop and review recruitment & selection policy and strategy; *Manage the advertisement of vacant posts on the structure; *Manage the coordination of selections, interviews and appointments; *Manage the coordination of placements.

ENQUIRIES : Mphasha Matome (015) 294 2163

**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 41/165 : **CHIEF EXECUTIVE OFFICER 3 POSTS**
(Chief Directorate: General Specialist and Emergency Services)

SALARY : Remuneration package: R 652 572 per annum (a portion of the package can be structured according to the individual's personal needs).

CENTRE : Post A: Mowbray Maternity Hospital (1 post)
Post B: George Hospital (1 post)
Post C: Stikland Hospital, Bellville (1 post)

REQUIREMENTS : Minimum educational qualification: Appropriate tertiary qualification (in a health related or managerial field). Experience: Applicants should have a proven track record in all major aspects of management within the health care environment. The incumbent will be required to manage the health facility efficiently and effectively in terms of the management framework of the Public Service in accordance with the strategic direction of the National/Provincial Health department. Strong business orientation with proven skills and abilities in the financial management of a Health Service. Proven management competencies specific to the health care environment. Inherent requirement of the job: Valid drivers licence. Competencies (knowledge/skills): The ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Note: Short listed candidates will be subjected to competency testing.

DUTIES : Key result areas/outputs: Overall responsibility for clinical service delivery of agreed package of care. Overall responsibility for Clinical Governance of the hospital ensuring effective and efficient management of all aspects of patient care ensuring the highest standard of care possible within the available resource framework. Overall responsibility for corporate governance including all aspects of human resource management and development, Financial Management and management of Support Services.

ENQUIRIES : Dr L Hering, tel.no. (021) 918-1699

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

OTHER POSTS

POST 41/166 : **MEDICAL SPECIALIST GRADE 1 TO 3 (MEDICAL GENETICS)**

SALARY : Remuneration package: Grade 1: R 570 858 per annum, Grade 2: R 652 710 per annum, Grade 3: R 757 494 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: MBChB. Experience: Experience of under- and postgraduate teaching in the health sciences. Registration with a professional council: Registered (or immediately registrable) with the Health Professions Council of South Africa (HPCSA) as Medical Geneticist. Inherent requirement of the job: Valid drivers licence. Competencies (knowledge/skills): Relevant clinical and counselling skills. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Computer literacy. Strong ethical principles. Knowledge of relevant medic- legal matters.

Leadership and organisational skills. Interpersonal skills. Ability to initiate own research projects and supervise research projects.

DUTIES : Key result areas/outputs: Provide comprehensive clinical care to patients with genetic defects or congenital anomalies, including cascade testing and predictive testing, in prenatal, paediatric and adult settings, and in primary as well as tertiary health care settings. Examination of pregnancy losses and arrange appropriate testing with view of future counseling. Provide comprehensive genetic counseling. Provide advice to doctors and other health professionals including pro-active education and guidance. Provide advice on laboratory investigations and review laboratory results. Supervise and provide training to registrars. Assist with training of under- and postgraduate students. Develop, implement and supervise research projects.

ENQUIRIES : Dr M Urban, E-mail urban@sun.ac.za or Prof G De Jong, Tel (021) 938 4217/ 9218

APPLICATIONS : The Chief Director: Tygerberg/ Dental Hospitals, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms V Meyer

CLOSING DATE : 5 November 2010

POST 41/167 : **MEDICAL OFFICER**

SALARY : Remuneration package: Grade 1: R423 846 per annum, Grade 2: R484 623 per annum, Grade 3: R562 422 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Hermanus Hospital, Overstrand Sub District

REQUIREMENTS : Minimum educational qualification: MB.ChB. Experience: Grade 2: A minimum of 5 years appropriate experience after registration with the Health Professions Council of South Africa as a Medical Practitioner. Grade 3: A minimum of 10 years appropriate experience after registration with the Health Professions Council of South Africa as a Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Medical Practitioner. Inherent requirements of the job: Valid driver's licence (code EB) and willingness to travel. Competency (knowledge/skills): Good interpersonal communication and computer skills. Language proficiency in two of the three official languages of the Western Cape. Ability to work independently. Computer literacy.

DUTIES : Key result areas/outputs: Ensuring an effective and appropriate health service for all patients. Providing comprehensive clinical services appropriate to a district hospital and surrounding clinics. This included labour ward and theatre work. Supervising and assisting with the training of under – and postgraduate medical. Personnel and nursing staff. Careful use of resources to render a cost-effective and efficient service. Render after-hours clinical services at Hermanus Hospital.

ENQUIRIES : Dr ND Blanckenberg, tel. no. (028) 312-1166

APPLICATIONS : The Medical Superintendent, Hermanus Hospital, Private Bag X02, Hermanus, 7200.

FOR ATTENTION : Ms J Immelman

CLOSING DATE : 5 November 2010

POST 41/168 : **ASSISTANT DIRECTOR: HUMAN RESOURCES**

SALARY : R 192 540 per annum

CENTRE : Overberg District, Caledon

REQUIREMENTS : Minimum educational qualification: Degree or Diploma in a human resource related field. Inherent requirement for the job: Valid driver's licence. Experience: Extensive appropriate experience in Human Resource Management field in a supervisory capacity. Competencies (knowledge/skills): Knowledge of the relevant Personnel Management prescripts, Labour Relation Law, Skills Development Act. Strong time management skills, proven supervisory skills and report writing skills. Ability to work under pressure, work overtime and function as part of a team as well as independently. Knowledge of Persal. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Computer literacy (Excel spreadsheets, report writing and drafting of word documents, etc).

DUTIES : Key result areas/outputs: Develop and implement all policies to the Human Resource Management Function. Control and monitor all functions and requirements related to the Department. Provide expert advise and opinion to Institutional Management with regards to HR Matters and interpretation of existing and newly developed policy. Produce and deliver all standard reports as well as institutional required reports in a professional manner at given deadline. Represent institutional management at regional level.

ENQUIRIES : Dr R Nathan, tel. no. (028) 212-1512
APPLICATIONS : The Director: Overberg District, Private Bag X07, Caledon, 7280.
FOR ATTENTION : Dr R Nathan
CLOSING DATE : 2 November 2010

POST 41/169 : **SENIOR PERSONNEL PRACTITIONER**

SALARY : R 161 970 per annum
CENTRE : Central Karoo District Office, Beaufort West
REQUIREMENTS : Minimum educational qualification: Senior (or equivalent) Certificate. Experience: Extensive experience in all aspects of Human Resource Management in the Public Service with the emphasis on all aspects of personnel administration. Inherent requirements of the job: Valid code B/EB driver's licence. Willingness to work away from home on continuous basis. Competencies (knowledge/skills): The ability to work independently in the execution of the duties attached to this post. The ability to identify irregularities in the application of human resources policies and practices by means of analytical and innovative thinking. Sound negotiation and communication skills. Computer literacy (MS Word, Excel, PowerPoint). Extensive PERSAL knowledge and experience.

DUTIES : Key result areas/outputs: Interpret administrative directives and policy pertaining to Human Resource Management. Perform personnel investigations at health facilities in the relevant District in terms of the correct application of Human Resources legislation, policies, practices and conditions of service as well as collective agreements. Training of HRM staff. Provision of HR advisory and support service to Health facilities within the relevant District. Provision of a HR relief function at Health facilities within the relevant District. Perform ad hoc investigations, e.g. administration irregularities etc.

ENQUIRIES : Mr M Mzama, tel.no. (023) 414-8200
APPLICATIONS : The District Manager: Central Karoo District Office, Private Bag X549, Beaufort West, 6970.
FOR ATTENTION : Mr M Nzama
CLOSING DATE : 5 November 2010