



DATE OF ISSUE: 22 OCTOBER 2010

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

PUBLIC SERVICE VACANCY CIRCULAR NO 42 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

- : **Independent Complaints Directorate:** Kindly note that the post of Principal Investigator Ref No: Q9/2010/51 (Post 41/113), advertised in PSVC 41 of 2010, the closing date has been extended to 29 October 2010.
- Gauteng Department of Health:** Kindly note that the post of Child and Youth Care Grade I (CYC-A1) 70257076/5 is 9 Posts. 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 specialty and the closing date has been extended to 05 November 2010.

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DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

- APPLICATIONS** : and forwarded for the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 1st Floor Room 106, Information Centre, North Tower.
- FOR ATTENTION** : Mr G Moroke
- CLOSING DATE** : 29 October 2010
- NOTE** : Must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered, It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 42/01** : **ASSISTANT DIRECTOR: LOCAL GOVERNMENT SUPPORT REF NO: AP6046/2010**

- SALARY** : R192 540 per annum (Total Package R 265 715.00 per annum)
- CENTRE** : Eastern Cape (Alfred Nzo District Municipality)
- REQUIREMENTS** : A Bachelor's degree in Environmental management/ Environmental Sciences/ Developmental studies or equivalent qualification as well as training in project management. The applicant should at least two years experience in the field of environmental management, relevant experience in community facilitation and development; government planning processes; interacting with provincial and local authorities; in-depth knowledge of environmental Legislations, Project management, Intergovernmental Relations, Expanded Public Works. The following skills will serve as recommendations, computer literacy, good verbal and written communication skills, interpersonal, coordination and stakeholder management, organizational, communication, facilitation and a good understanding of government planning processes. The successful candidate must have a valid driver's license.

- DUTIES** : Support Environmental Planning/ Management in the municipalities: facilitate the development of environmental sector plans in the municipalities; advice the municipalities on municipal mandates in line with different environmental legislations. Facilitate & coordinate environmental capacity building initiatives: conduct capacity analysis to assess the capacity of the municipality to carry out their environmental management mandate; facilitate capacity building initiatives for the municipalities. Support municipal planning process and forums/ structures: participate in the municipal planning processes such as Integrated Development Planning and ensure the integration of environmental priorities. Support the implementation of Social Responsibility Programmes: support the project identification; planning; implementation and monitoring and evaluation; facilitate stakeholder engagement in projects;

- ENQUIRIES** : Langanani Dombo (012) 310 3042

- POST 42/02** : **GENERAL STORE ASSISTANT REF: AP6045/2010**

- SALARY** : R73 584 per annum (Total Package R121 382 per annum conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : A grade 12 certificate or an equivalent qualification plus relevant experience in safe removal/movement of furnisher/equipments; Relevant experience in carrying out minor repairs; Experience in assembling furnishers; Ability to read and write; Ability and willingness to carry out physical work assignments; Willingness and to work under pressure; Ability to interact with other officials; Warehouse experience will be an added advantage.

- DUTIES** : The successful candidate will be responsible for the following key functions: Physical movement of furnisher and equipments; Handle deliveries; Carry out minor repairs on furnishers; Disposal actions; Wastepaper collection.

- ENQUIRIES** : Ms G Ndhlovu, Tel: 012 310 3518

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)
GCIS is an equal opportunity employer. Disabled applicants are welcome to apply.

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 encouraged to apply.

OTHER POSTS

POST 42/03 : **DEPUTY DIRECTOR: PARLIAMENTARY AND MEDIA LIAISON**
 Directorate: Parliamentary Office

SALARY : All-inclusive Package: R378 456 per annum
CENTRE : Cape Town
REQUIREMENTS : Qualification: An appropriate degree/diploma in Communication and/or Journalism. Experience: 5 years experience in a liaison, lobbying or communications environment. Knowledge: Understanding/knowledge of parliamentary procedures and processes, as well as functioning of parliamentary committees. Knowledge of the legal profession will be an added advantage. Competencies: Excellent relationship-building skills, reporting and presentation skills, as well as a high level of computer literacy. . Excellent communication skills at various levels, both verbal and written. A sound understanding of government policies and priorities. Sound media liaison skills and an understanding of the South African media landscape, including print and electronic media. Ability to communicate with senior members of government and other stakeholders. The ability to work under pressure. The willingness to work extra hours and over weekends. A valid driver's license.

DUTIES : To liaise with key stakeholders in parliament including but not limited to the Parliamentary Press Gallery Association (PGA) and where appropriate Parliamentarians and Committee Members. Create, Manage and Maintain relations with relevant stakeholders, including the Parliamentary Press Gallery Association (PGA), local media, Media Liaison Officers and Heads of Communications. Peruse and report on draft and other legislation relevant to the GCIS and the Communications environment. Monitor Parliamentary questions and identify communication implications. Provide leadership to the Sub Directorate. Provide media liaison support to government departments, including The Presidency, within the parliamentary precinct and CPT. Co-ordinate media briefings, such as the post-Cabinet briefings, Budget Vote briefings and Government Ministerial briefings. Assist and support the Director with providing analysis of media coverage in Western Cape and identify issues that require attention. Monitor parliamentary processes, including sittings, and alert departments about possible media coverage which may require responses. Participate in GCIS projects and provide media-liaison support in those projects. Manage the activities and traffic flow of requests for media liaison support in the Directorate.

ENQUIRIES : Ms Liezil Cerf, Tel (021) 465 3658
APPLICATIONS : GCIS Parliamentary Office Private Bag X9075, Cape Town, 8000 or hand-deliver to: GCIS Parliamentary Office, Ground Floor 120 Plein Street, Cape Town, 8000
FOR ATTENTION : Ms Liezil Cerf: Director, GCIS Parliamentary Office
CLOSING DATE : 5 November 2010

POST 42/04 : **DEPUTY DIRECTOR: LIAISON**

SALARY : Commencing salary: R378 456 per annum
CENTRE : Provincial Office: Gauteng (Gauteng)
REQUIREMENTS : Qualification: Applicants must be in possession of a three-year degree or equivalent qualification and/or experience in grassroots communication or development work. Job Knowledge: Sound knowledge of the Gauteng province and a solid understanding of the government communication system and the working of provincial and local government are essential. Experience: Proven managerial experience with sound knowledge of the Public Finance Management Act.

Experience in project management will be an added advantage. Competencies required: A valid driver's license and computer literacy are prerequisites.

DUTIES : The incumbent will be responsible for the following: Support the Provincial Director in managing the provincial office with special attention to monitoring and reporting around the provincial business plan, financial administration, information management, asset and performance management. Support the Provincial Director in the Development and maintenance of partnerships toward communication initiatives with stakeholders from government and civil society in the province. Support the Provincial Director towards the extension of government communication systems to local government. Providing support to the district offices of GCIS in implementing communication activities and campaigns based on the Government Communication Programme. Support the Provincial Director in the establishment of Thusong Service Centres. Oversight of research and other processes associated with the assessment of the communication environment in the province. Project leadership of government communication campaigns in the province when required.

ENQUIRIES : Mr Peter Gumede: Tel. (011) 834 3560

APPLICATIONS : The Provincial Director, Private Bag X16, Johannesburg, 2000 or hand deliver to Ground Floor, 1066 Corner Loveday and Kerk Street, Johannesburg.

FOR ATTENTION : Mr P Gumede

CLOSING DATE : 5 November 2010

POST 42/05 : **ASSISTANT DIRECTOR: PARLIAMENTARY AND MEDIA LIAISON**
Directorate: Parliamentary Office

SALARY : Commencing salary: R192 540 per annum (excluding benefits)

CENTRE : Cape Town

REQUIREMENTS : Qualification: An appropriate degree/diploma in Communication and/or Journalism, with relevant experience in these areas. Knowledge: Knowledge of handling the media and media writing. Understanding/knowledge of parliamentary processes. Competencies: Sound writing and interpersonal skills. High level of computer literacy. An understanding of government policies, programmes and priorities. Sound media liaison skills and an understanding of the South African media landscape. Ability to communicate with senior members of government and other stakeholders. The ability to work under pressure. The willingness to work extra hours and over weekends. A valid driver's license

DUTIES : To provide media and communication support on media related activities, including regular media briefings / events by Cabinet Ministers, senior government officials and the Presidency. Assist with Media Liaison duties during State Visits at the Parliamentary Precinct. Continuously update and maintain email and sms databases of key stakeholders, including the media, and distribute government information through databases. Implement government communication strategies within parliamentary precinct, in conjunction with the Deputy Director: Parliamentary and Media Liaison, focusing on parliamentary processes, including Budget votes. Assist with scanning of media environment for rapid response on daily basis. Arrange media briefings and draft media alerts / invites / advisories. Arrange interview schedule for the Government Spokesperson during post-cabinet briefings. Source and distribute parliamentary speeches and presentations by Ministers and Senior government officials. Initiate and maintain good working relations with the media, with focus on the Parliamentary Press Gallery Association, Media Liaison Officers and Heads of Communication. Assist in monitoring of parliamentary processes, including sittings, and identify issues that require government responses. Participate in media projects at parliamentary precinct, including SONA, and provide media-liaison support in those projects.

ENQUIRIES : Ms Liezil Cerf, Tel (021) 465 3658

APPLICATIONS : GCIS Parliamentary Office Private Bag X9075, Cape Town, 8000 or hand-deliver to: GCIS Parliamentary Office, Ground Floor 120 Plein Street, Cape Town, 8000

FOR ATTENTION : Ms Liezil Cerf: Director, GCIS Parliamentary Office

CLOSING DATE : 5 November 2010

POST 42/06 : **SENIOR COMMUNICATION OFFICER**

SALARY : Commencing salary: R130 425 per annum (excluding benefits)

CENTRE : Provincial Office: Gauteng (Orlando).

REQUIREMENTS : Qualification: Applicants must be in possession of an appropriate three - year degree or equivalent qualification and/or sufficient communication experience with knowledge

of communication disciplines, including media liaison, research and development. Requirement: The incumbent will be responsible for Orlando, Eldorado Park, Fine Town, Poortjie and Orange Farm areas. Preferable he/she should be a resident of Soweto or any areas mentioned above. Competencies: The candidate must have an understanding of development communication and knowledge of the area of Soweto. Furthermore, he/she must be computer literate and have a valid Code 08 driver's license. Knowledge: Some knowledge of administration and finances are required.

DUTIES : The successful candidate will network with the relevant communication counterparts of the national, provincial and local government structures. In addition, he/she will: Develop partnerships with governmental and non - governmental stakeholders towards the development of communication programmes. Organize government information campaigns at local level. Support and co-ordinate the distribution of government publications at local level. Network with government departments and relevant structures towards the establishment of Thusong Service Centres. Co-ordinate media liaison activities with established community media agencies through various communication methods. Provide information in communities, which enhance their development experiences. Assist in managing the Information Resource Centre in his/her areas of responsibility. Develop environmental and rapid response reports

ENQUIRIES : Mr. Peter Gumede: (011) 8343560
APPLICATIONS : The Provincial Director, Private Bag X16, Johannesburg, 2000 or hand deliver to Ground Floor, 1066 Corner Loveday and Kerk Street, Johannesburg.

FOR ATTENTION : Mr P Gumede
CLOSING DATE : 5 November 2010

POST 42/07 : **SENIOR SUPPLY CHAIN MANAGEMENT CLERK**

SALARY : Commencing salary: R105 645 per annum (excluding benefits)
CENTRE : Directorate: Supply Chain Management and Auxiliary Services (Pretoria).
REQUIREMENTS : Qualification: A diploma in Public Management/Administration/Logistics Management/Public Finance and Accounting or Purchasing Management. Job Knowledge: Sound knowledge and experience in Supply Chain policies, PFMA, Preferential Procurement Regulations, Treasury regulations and Contract Administration. Competencies required: The ability to work under pressure and willingness to work irregular hours. Be able to work independently and have innovative thinking. Excellent computer skills (MS Word and Excel). Flexibility and willingness to adjust to changes in the work environment. Client service orientated.

DUTIES : Opening and Closing of bids. Advice clients with respect to task directives/specifications. Compiling of bid documents and adverts. Attend all bid evaluation meetings and provide advice to clients with respect to procedures. Administration and management of contracts. Filing of all information relating to bids/contracts. Maintenance of the database. Attend to enquiries.

ENQUIRIES : Mr M Mlondobozi, Tel (012) 314 2861
APPLICATIONS : The CEO, Government Communication and Information System, Private Bag X745, Pretoria, 0001.

FOR ATTENTION : Mr S Matshageng
CLOSING DATE : 5 November 2010

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

- APPLICATIONS** : Please forward your application, quoting the reference number to: the Director General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 or hand deliver to: 123 Schoeman street, Pretoria.
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. NB as of 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 42/08** : **CHIEF DIRECTOR REF NO: K61245/70**
Chief Directorate: FET Examinations And Assessment
Branch: Vocational and Continuing Education and Training
- SALARY** : All inclusive remuneration package R 790 953 per annum
CENTRE : Pretoria
REQUIREMENTS : Recognised 3 year tertiary qualification and a post graduate qualification will be an added advantage; *A South African ID and a valid drivers' license; *A minimum of 8 years service in an appropriate education environment; *Three to five years relevant management experience in the area of examinations and assessment programmes and examinations, assessment and certification policy formulation; *Relevant knowledge and experience in managing large scale examination and assessment systems; *In-depth knowledge of the education policy and legislative frameworks, in particular the FET Colleges Act of 2006, ABET Act of 2000, GENFETQA of 2001, National Qualifications Framework, the South African Qualifications Authority Act, Quality Councils (UMALUSI, Council for Higher Education, Quality Council for Trades and Occupations). In-depth knowledge of assessment and examination systems (particularly related to the FET College Sector and Adult Education); Skills required: Ability to work in a team, good interpersonal and communication skills, Computer literate, financial management.
- DUTIES** : Reconceptualising the examination and assessment function as part of a post-school education and training system; *Coordinating and administering credible examination processes for general and vocational education and training in FET Colleges and Adult learning Centres, which entails: *Providing and supporting quality assessment practices for vocational and adult education.*Providing administrative and IT support to all examination for FET Colleges and adult learning centres. *Interacting with Umalusi in respect of processes relating to National Examinations and assessment. *The appointment of examiners and moderators. *Managing the setting and quality assurance of FET College and AET examination question papers, marking guidelines and site-based assessment tasks. *Monitoring and support provinces and examination centres in the administration and conduct of national examinations and site-based assessment. *Coordinating and supporting the marking of examination scripts. *Managing and administering the resulting and certification processes. *Registration of Examination Centres. *Issuing of certificates and diplomas. *Other functions and responsibility are based on the Senior Management Handbook, the Public Service Regulations and the Public Service Act which apply to all Senior Managers in the Public Service.
- ENQUIRIES** : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered
- NOTE** : The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.
- POST 42/09** : **CHIEF DIRECTOR REF NO: K61245/24**
Chief Directorate: Financial and Support Services
- SALARY** : All inclusive remuneration package R 790 953 per annum
CENTRE : Pretoria

- REQUIREMENTS** : Recognised 3 year tertiary qualification with Financial and Auditing subjects; and *Post graduate qualification, a minimum of 8 years public service and 3 to 5 years management experience strongly recommended. Understanding of Government's Budgetary and Financial Management processes and Accounting practices; *Knowledge of Division of Revenue Act, PFMA and Treasury Regulations; *Effective communication with National Treasury, public entities as well as local and international donors; *Effective communication with relevant Branches and Senior Managers at various levels Problem solving and analysis; and computer literacy and knowledge of Government Transversal Systems.
- DUTIES** : Sound financial management of the Department and its conditional grants; *The management and coordination of education and training development support projects; *The rendering of a compliance, budgetary support and advice services to public entities; and* The successful management of all administrative matters within the Chief Directorate.
- ENQUIRIES** : Ms K Seforo or Ms M Debeile 012 312 5027/6190
- CLOSING DATE** : 17 November 2010, Applications received after the closing date or faxed applications will not be considered
- NOTE** : The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.
- POST 42/10** : **CHIEF DIRECTOR REF NO: K61245/12**
Chief Directorate: Media Liaison And National Communication
This post offers a particular exciting opportunity for an individual wishing to make a substantial contribution to education and training and the development of the country. This is a Senior Management position, which requires a hands-on, strong and dynamic leader who will lead and co-ordinate a team of professional in undertaking a range of tasks requiring analytical, interpretive and negotiating skills and to ensure effective communication of the Department's policies and programmes. The successful candidate will be expected to have extensive knowledge of and insight into education in South Africa and internationally.
- SALARY** : All inclusive remuneration package R 790 953 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Application must be in a possession of an appropriate Bachelor's degree or higher qualification and or/ extensive experience in corporate communication and media liaison. *Valid SA ID and driver's licence. Knowledge of Higher Education and Training environment will be an added advantage. *Strategic capability and leadership. *Financial management. *People management and empowerment. *Client orientation and customer focus. *Exceptional written and verbal communication skills. *Computer literacy. *Project management. *High level of public relation skills. *Media monitoring skills. *High level of stress tolerance and ability to maintain high work ethic and attend to various tasks simultaneously. *High level of managerial skills.
- DUTIES** : Strategic leadership and management of corporate communication and media liaison; *Design strategic, dynamic and proactive corporate communication's management system; *Develop corporate communication's strategies and policies; *Establish beneficial networks in the corporate communications area and political circles; *Direct the benchmarking of the corporate communications chief directorate's work outputs, end products and methodology against the best international practice; *Portray a professional image by ensuring that corporate communications resources are efficiently and effectively employed; *Manage and maintain the department's communication technology infrastructure including website, call centre/hotline, corporate branding, and publications; *Review infrastructure needs information systems based on operational and management commitment of the Chief Directorate; *Design system to implement strategies to ensure adherence to policy and procedures pertaining to requisition, utilization and disposal of fixed assets and consumables; *Perform functions as per the SMS Core Management Criteria in the competency framework.
- ENQUIRIES** : Ms K Seforo or Ms M Debeile 012 312 5027/6190
- CLOSING DATE** : 17 November 2010, Applications received after the closing date or faxed applications will not be considered
- NOTE** : The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

POST 42/11 : **CHIEF DIRECTOR REF NO: K61245/3**
Chief Directorate: Human Resource Management, Development And Labour Relations

SALARY : All inclusive remuneration package R 790 953 per annum
CENTRE : Pretoria
REQUIREMENTS : Relevant and recognized B. Degree/Diploma. *A minimum of 5 years' experience in a similar field plus 5 years relevant supervisory/management experience. *A valid SA ID and driver's license. *In-depth knowledge of relevant legislative frameworks, policies and procedures pertaining to human resource management including the Public Service Act and Regulations, Public Finance Management Act, Labour Relations Act, Skills Development Act, Basic Conditions of Employment Act, Employment Equity Act, Occupational Health and Safety Act, Organisational Development, Performance Management and Development Systems etc. *Knowledge of PERSAL and other HR information management systems. *Understanding of the Department's Strategic objectives. Sound interpersonal relations as well as excellent verbal and written communication skills. *Analytical thinking and problem solving abilities. *Excellent customer relations management skills. *Ability to manage and resolve conflicts. *Must have good personal integrity, honesty and dependable. *Strong financial and project management skills. *Excellent presentation and facilitation skills. *Strong people management skills and willingness and ability to work under pressure. *Must be able to work in a computerized environment.

DUTIES : The successful candidate will manage the Chief Directorate: Human Capital Management and Development and Labour Relations with regard to the following divisions: *Human Resource Management and Administration, *Performance Management and Human Resource Development, *Labour Relations, Employee Wellness and Health Services. Ensure successful administration of sound HR Management and compliance with the legislative framework. Analyze operating environment and identify trends and opportunities for improvement of HR administration in the department. Develop, implement and maintain departmental policies, guidelines and procedures. Maintain collaborative relationship with all internal and external stakeholders in line with the Labour Relations Act. Provide HR management advisory and support services to management and line functionaries. Monitor and evaluate the impact of departmental HR policies, and advise and institute timely corrective actions. Ensure the development and maintenance of delegations in respect to human resource management. Development and monitoring of the Departmental HRD strategy, Human Resource Plan, Employment Equity Plan and the Human Resource Development and Training Programme and ensure that relevant and accredited training programmes are provided Manage and coordinate performance management, monitoring and evaluation and ensure alignment of performance agreements with the department's strategic plan and performance. Provide advice to the Minister, senior management and all officials on matters pertaining to human resource management. Perform functions as per the SMS Core Management Criteria in the competency framework.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190

CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

NOTE : The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

POST 42/12 : **DIRECTOR REF NO: K61245/4**
Directorate: Human Resource Management And Administration

SALARY : All inclusive remuneration package R 652 572 per annum
CENTRE : Pretoria
REQUIREMENTS : Relevant and recognized B. Degree/ Diploma in a human resource Environment; *Five (5) years of experience, plus 5 years relevant Supervisory/management experience; *Valid SA ID and driver's licence; *Knowledge of Public Service policies and procedures; *In-depth knowledge of the Public Service Regulatory Framework; *In-depth knowledge of Human Resources Management legislative framework including the Public Service Act and Regulations, Skills Development Act, Organisational Development and Design, PMDS etc.; *Understanding of the Department's strategic objectives; *Knowledge of the Higher Education and Training legislative framework. SKILLS: *Sound interpersonal relations as well as excellent

verbal and written communication skills; *Analytical and problem solving abilities; *Excellent customer relations management; *Conflict management and resolution; *Strong financial and project management skills; *Excellent presentation and facilitation skills; *Willingness and ability to work under pressure. *Strong people management skills and computer literacy.

DUTIES : Develop, implement and maintain Human Resource Management policies, systems and procedures in the Department. Manage timeous recruitment and selection processes, conditions of services for all employees including those employed under the Public Service Act and Employment of Educators Act; *Ensure compliance with legislation, policies and regulations within the public service. *Implement and monitor Performance Management and Development Systems and ensure alignment with the department's strategic plan; *Develop and implement Workplace Skills Plan (WSP), Develop the HR Plan, HRD Strategy for the department, Employment Equity Plan and Affirmative Action Policy; *Manage Organizational Development including organizational design, job evaluation and change management in the department; *Provide advice to the Minister, senior management and all officials on matters pertaining to human resource management; *Manage the resources of the directorate; *Perform functions as per the SMS Core Management Criteria in the competency framework.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190

CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

NOTE : The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

POST 42/13 : **DIRECTOR: SECURITY ADVISORY SERVICES REF NO: K61245/5**
Directorate: Human Resource Management And Administration

SALARY : All inclusive remuneration package R 652 572 per annum

CENTRE : Pretoria

REQUIREMENTS : A three year bachelor's degree or equivalent diploma coupled with a minimum of five years experience in the security environment; *Clearance by NIA at Top Secret clearance level; *Valid SA ID and driver's licence; *Ability to communicate with people at different levels and presentation skills; *Understanding of government policies in respect to security; *PFMA and other relevant legislations. *Five years middle management experience within the safety and security environment. OTHER ATTRIBUTES/SKILLS: Confidentiality, team player, analytical and Batho Pele principles.

DUTIES : Provide security advisory services in respect to Minimum Information Security Services (MISS); *Perform threat and risk assessment in respect to MISS; *Conduct security and risk analysis in special events and areas to be visited by the Minister and offer where necessary and ensure the provision of security services in partnerships with the South African Police Force; *Provide vetting and security screening services in consultation with NIA and other security agencies where required; *Act as a liaison with NIA and other security agencies on matters pertaining to safety and security in the department; *Represent the department in all structures/forums dealing with safety and security; *Develop and implement security policies in the workplace environment including access to the buildings of the department of higher education and training; *Coordinate and monitor the implementation of Occupational Health and Safety Act; *Manage all security services and resources including security guard services, security infrastructure, equipment and allocated financial resources in the department; *Perform functions as per the SMS Core Management Criteria in the competency framework.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190

CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

NOTE : The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

POST 42/14 : **DIRECTOR: ICT INFRASTRUCTURE MANAGEMENT REF NO: K61245/6**
Directorate: Government Information Technology Office (GITO)

SALARY : All inclusive remuneration package R 652 572 per annum

CENTRE : Pretoria

- REQUIREMENTS** : Appropriate tertiary or equivalent qualification with extensive work experience at middle management level. (A postgraduate qualification in the field of Information Technology or Information Systems will be an added advantage.) *In-depth knowledge of the ICT policy frameworks within government including: *Treasury Regulations, *Public Finance Management Act; *Electronic Communication and Transaction Act, *SITA Act, *COBIT; *Information Technology Infrastructure Library.*Minimum Inter-operability System. *Regulation of Interception of Communications and Provision of Communication- related information Act (Information Act), *Minimum Information Security Standards, *International standards Organization17799, SKILLS: *Advanced technical knowledge in: Systems security, ICT software, computer systems and analysis and ICT assets and procurement.*Project management methodologies, *Information Security, * Risk management. * Project management skills, *Good inter-personal relations skills, *Problem solving skills, *Risk management skills, *Records and document management, *Change management skills, *Presentation skills, *Self-disciplined and able to work under pressure with minimum supervision, *People management, ability to work well within a team. OBJECTIVE: *To plan, implement, maintain and support centrally deployed ICT infrastructure, services and resources to effectively meet business needs of cooperative governance.
- DUTIES** : The successful candidate will perform the following duties: Plan for the direction of long-range information technology (ICT) planning and resource allocation; *Develop financial, budget and business-related analysis related to department-wide IT costs and expenditures, as well as future IT needs; *Provide, maintain and support the information and knowledge management network and server infrastructure; *Provide and maintain systems security; *Manage, maintain and upgrade ICT software and hardware assets; * Manage the end-user experience, interaction and interconnectivity; *Provide helpdesk support and hands-on user support; *Provide telecommunication services; *Deliver organisational learning relating to the effective and efficient application of information services and technology.
- ENQUIRIES** : Ms K Seforo or Ms M Debeile 012 312 5027/6190
- CLOSING DATE** : 17 November 2010, Applications received after the closing date or faxed applications will not be considered
- NOTE** : The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.
- POST 42/15** : **DIRECTOR: SPECIAL PROJECTS REF NO: K61245/1**
Office of the Minister
Branch: Corporate Services
- SALARY** : All inclusive remuneration package R 652 572 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant Masters Degree (a PhD will be an added advantage) plus proven extensive experience within policy development and implementation; Proven ability for researching, writing documents and speeches. *Proven strategic management and leadership skills; Good experience in Project Management; Financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations. Good communication skills (verbal and written), *Good interpersonal and stakeholder liaison skills.
- DUTIES** : The successful candidate will be responsible for providing strategic direction to, coordinating and managing all policy and other special projects of the Minister. *The incumbent will have to play a leading role in the conceptualizing, planning and management of the delivery of the projects.* Liaise with stakeholders from universities, other research institutions, civil society, and other government departments. *S/he will also be required to write draft speeches as and when requested. Write regular reports on the status of the projects. *Provide strategic advice to the Minister on all matters of policy development. *Make inputs on behalf of the Minister in all policy development processes within the department and outside. *Oversee the work of special Ministerial Task Teams and other ad hoc committee established to do work and report to the Minister.
- ENQUIRIES** : Ms K Seforo or Ms M Debeile 012 312 5027/6190
- CLOSING DATE** : 17 November 2010, Applications received after the closing date or faxed applications will not be considered
- NOTE** : The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

POST 42/16 : **DIRECTOR: INTERNATIONAL RELATIONS REF NO: K61245/48**
Chief Directorate: International Relations and UNESCO

SALARY : All inclusive remuneration package R 652 572 per annum
CENTRE : Pretoria
REQUIREMENTS : The Directorate is responsible for the promotion of international relations concerning education and training matters between South Africa and the rest of the world. The partnerships are guided by the Government's foreign and education and training policies. The Department of Higher Education and Training requires an innovative thinker with excellent leadership and strategic management skills who is in possession of an appropriate Bachelor's degree and at least five years 'experience in the conduct of international relations of which a minimum of two to three years must have been managerial experience; *Sound understanding of Official Development Assistance issues and trends will be an added advantage; The following competencies are essential: *A clear understanding of the role of education in development and international relations and well-versed with the Government's foreign policies; *Excellent written and verbal communication skills; *Financial management; *Strong interpersonal relations.

DUTIES : The appointee will head the Directorate and will: *Service all bilateral and multilateral agreements and manage the overall co-operation programmes; *Manage the official development assistance portfolio to the education and training sector; *Develop relevant policies and programmes to achieve the implementation of the international programmes in education and training; *Oversee the research of educational developments in the countries with which the Department is dealing; *Strengthen partnerships with international agencies and foreign governments'; *Manage the outreach partnership with countries of the South; *Perform delegated duties and responsibilities under the Public Finance Management Act; *Manage the MTEF budget and monthly cash flow statements and provide strategic leadership to staff.

NOTE : The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/17 : **DIRECTOR REF NO: K61245/40**
Directorate: National Qualification Framework
Branch: Human Resource Development, Planning And Monitoring Coordination

SALARY : All inclusive remuneration package R 652 572 per annum
CENTRE : Pretoria
REQUIREMENTS : The Department of Higher Education and Training has a vacancy for the post of Director: National Qualifications Framework Coordination and Support and is looking for a person with: *At least 5 years relevant experience and who possesses at least a recognized and relevant three year graduate degree to fill this position; *A relevant post graduate qualification will be strongly recommended and will be an added advantage; *The person would additionally possess good management, verbal and written communication skills and have an in-depth knowledge of the NQF

DUTIES : To assist, coordinate and manage the actions needed to implement the National Qualifications Framework Act, 2008 (Act 67 of 2008); * To coordinate the statutory functions assigned to the Minister, Director-General, South African Qualifications Authority (SAQA) and the three Quality Councils (QCs) (Quality Council for General and Further Education and Training (Umalusi), Quality Council for Higher Education and the Quality Council for Trades and Occupations) as contained in the NQF Act and the three pieces of legislation that established the QCs namely, the Higher Education Act, 1997 (Act 101 of 1997); * The Skills Development Act, 1998 (Act 97 of 1998) and the General and Further Education and Training Quality Assurance Act, 2001 (Act 58 of 2001); * To coordinate the policy frameworks of the SAQA and the QCs and to monitor the adherence of these policies to the Acts, Regulations and Policies relevant to them; *To assist the Department in the management of the strategic planning and budgeting processes of SAQA and the QCs; *To attend the NQF Forum chaired by the Director-General and to manage the decisions of the Forum in so far as they implicate the DHET and the NQF Steering Committee; *To deal with any other matters related to the NQF, SAQA and the QCs; *To perform secretarial services to Committees or Structures established by the Minister or the

Director-General to implement the NQF Act; and *To perform any activity or function identified by the direct Supervisor.

NOTE : The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190

CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/18 : **DIRECTOR REF NO: K61245/42**
Directorate: Social Inclusion and Equity

SALARY : All inclusive remuneration package R 652 572 per annum

CENTRE : Pretoria

REQUIREMENTS : The Department of Higher Education and Training has a vacancy for the post of Director: Social Inclusion and Equity and is looking for a person with: *At least 5 years relevant experience and who possesses at least a recognized and relevant three year graduate degree to fill this position; *A relevant post graduate qualification will be strongly recommended and will be an added advantage; *The person would additionally possesses good management, verbal and written communication skills.

DUTIES : The successful candidate will be expected to: *Ensure that policies on equity and inclusion in regards to the race, class, gender, age, disability and persons affected by HIV and Aids; *Promotion of culture and sport in the Higher Education and Training System, including Universities, Colleges , Education and Training Centres are developed, maintained and monitored and evaluated; *In addition the successful candidate will coordinate a comprehensive higher education and training career guidance and counselling system.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190

CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

NOTE : The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

POST 42/19 : **DIRECTOR REF NO: K61245/36**
Directorate: Public Entities

SALARY : All inclusive remuneration package R 652 572 per annum

CENTRE : Pretoria

REQUIREMENTS : The prospective candidate should be proactive, effective, confident, and able to provide leadership and work in a diverse team. *Six years experience in public service, 3 to 5 years management experience and appropriate skills to provide support to public entities will be strongly recommended. *Apart from projects management, the candidate should have financial management and communication (verbal and written) skills. *Applicants must be in possession of a recognised three year tertiary qualification with financial subjects. *Knowledge of the PFMA and Treasury Regulations as well as computer literacy is a prerequisite.

DUTIES : The successful candidate will primarily be required to: *Manage and coordinate an effective and efficient model for the coordination, monitoring and reporting requirements of public entities; *Manage the analysis of financial information and financial performance of public entities; *Effectively communicate to relevant Branches in the Department and National Treasury; *Provide administrative support to public entities in order to ensure compliance with legal frameworks, especially the PFMA and Treasury Regulations; *Manage the development and maintenance of a database on the performance and compliance of public entities; *Coordinate bi-annual CFO Forums with public entities.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190

CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

NOTE : The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

POST 42/20 : **DIRECTOR REF NO: K61245/44**
Directorate: Strategic Co-Ordination and Secretarial Support

SALARY : All inclusive remuneration package R 652 572 per annum

CENTRE : Pretoria

- REQUIREMENTS** : The Department of Higher Education and Training has a vacancy for the post of Director: Strategic Planning Coordination and Secretarial Support and is looking for a person with at least 5 years relevant experience and who possesses at least a recognised and relevant three year graduate degree to fill this position. *The person would additionally possess good management, verbal and written communication skills.
- DUTIES** : The successful candidate will be expected to: *Support, co-ordinate and report on the Strategic Planning and Performance Monitoring Evaluation of the Department in terms of the requirements of the Public Finance Management Act and the Performance Monitoring and Evaluation System managed by the Department of PME in the Presidency; *To provide secretariat services for the Heads of Education Committee and the Council of Education Ministers; Manage the compilation, printing and reporting on plans; *To provide an effective strategic support services to the Director-General; and *To provide for interdepartmental work in the inter-governmental structures of Government.
- NOTE** : The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.
- ENQUIRIES** : Ms K Seforo or Ms M Debeile 012 312 5027/6190
- CLOSING DATE** : 17 November 2010, Applications received after the closing date or faxed applications will not be considered
- POST 42/21** : **DIRECTOR REF NO: K61245/53**
Directorate: University Financial Planning
Branch: University Education
- SALARY** : All inclusive remuneration package R 652 572 per annum
CENTRE : Pretoria
REQUIREMENTS : This Directorate, within the University Education Branch, is responsible for co-ordinating and managing the development and maintenance of an appropriate funding framework for a diverse university system. The minimum requirements are an appropriate 3-year degree in a relevant field and 3 years experience in financial modelling. *Prior experience in a similar position and postgraduate qualifications will be advantageous. *The appointee will work closely with universities, other state departments and agencies and other sections within the Department of Higher Education and Training. *This is a senior position that requires a dynamic individual with leadership and management, project management, financial modeling, problem solving, report writing and communication skills. *The successful candidate should have good knowledge and understanding of the university sector, related legislation and policies including the funding framework and earmarked grants, extensive knowledge of MS Word and Excel. *Good knowledge and understanding of the Public Finance Management Act (PFMA), public sector, budgeting are additional requirements for the position. *The incumbent should be able to perform in a team environment. *He/she must also be able to innovatively identify and explore areas of synergy with other components of Higher Education organizations.
- DUTIES** : Further development and implementation of the funding framework. *Develop/ revise financial policies and financial instruments for earmarked grants for universities such as infrastructure, teaching and research development, foundation provision, clinical training grants etc. *Manage the analysis and publish information on the resourcing of the university system. *Oversee the analysis of university investment trends in terms of equity, efficiency and policy compliance criteria. *Manage the calculation of funding for universities and the publishing of the annual Ministerial Statement on Funding. *Manage and support the work of Ministerial Committees/ working groups. *Support the work of the Health Sciences Review Committee regarding clinical training grants and the training of health professionals.
- ENQUIRIES** : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered
- NOTE** : The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.
- POST 42/22** : **DIRECTOR REF NO: K61245/25**
Directorate: Financial Services
- SALARY** : All inclusive remuneration package R 652 572 per annum
CENTRE : Pretoria

- REQUIREMENTS** : Recognised 3 year tertiary qualification with Financial subjects; and Post graduate qualification and a minimum of 6 years public service and 3 to 5 years management experience strongly recommended; *Understanding of Government's Budgetary and Financial Management processes and Accounting practices; *Knowledge of Division of Revenue Act, PFMA and Treasury Regulations; Effective communication with National Treasury, provincial education departments, public entities as well as local and international donors; *Effective communication with relevant Branches and Senior Managers at various levels.
- DUTIES** : Manage the budget of the Department; Responsible for expenditure management including salaries; *Performing expenditure control, cash flow management and reporting; *Manage the financial system of the Department; *Manage the books of account of the Department * Manage the compilation of the Interim and Annual Financial Statements of the Department; * Management of audit related matters;* Assist with presentations and responses to Parliamentary Committees; *Manage all staff related matters in the directorate and assist with the training of Departmental officials on financial management matters.
- ENQUIRIES** : Ms K Seforo or Ms M Debeile 012 312 5027/6190
- CLOSING DATE** : 17 November 2010, Applications received after the closing date or faxed applications will not be considered
- NOTE** : The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

OTHER POSTS

- POST 42/23** : **DEPUTY DIRECTOR REF NO: K61245/37**
Directorate: Public Entities
- SALARY** : All inclusive remuneration package R 378 456 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The prospective candidate should be proactive, effective, confident, and able to provide leadership and work in a diverse team. * Five years experience in public service and appropriate skills to provide support to public entities will be strongly recommended; *Apart from projects management, the candidate should have financial management and excellent management and communication (verbal and written) skills; *Applicants must be in possession of a recognised three year tertiary qualification with financial subjects; *Knowledge of the PFMA and Treasury Regulations as well as computer literacy is a prerequisite.
- DUTIES** : The successful candidate will primarily be required to: *Assist in the coordination, monitoring and reporting requirements of public entities; *Analyse the financial information and financial performance of public entities; *Provide administrative support to public entities in order to ensure compliance with legal frameworks, especially the PFMA and Treasury Regulations; *Develop and maintain a database on the performance and compliance of public entities.
- ENQUIRIES** : Ms K Seforo or Ms M Debeile 012 312 5027/6190
- CLOSING DATE** : 17 November 2010, Applications received after the closing date or faxed applications will not be considered
- POST 42/24** : **DEPUTY DIRECTOR REF NO: K61245/22**
Office of the Chief Financial Officer
- SALARY** : All inclusive remuneration package R 378 456 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Recognised 3 year tertiary qualification with Financial and Auditing subjects; and a minimum of 5 years public service and 3 to 5 years management experience strongly recommended; *Understanding of Government's Budgetary and Financial Management processes as well as accounting and auditing practices, standards and principles; *Knowledge of King report on governance for South Africa. Knowledge of Division of Revenue Act, Skills Development Act, PFMA, Treasury Regulations and any other relevant legislation; *In addition to the above, knowledge of Public Service Act and Regulations will be an advantage; *Effective communication with National Treasury, the Auditor-General, public entities as well as local and international donors where appropriate; *Effective communication with relevant components, Branches and Senior Managers at various levels
- DUTIES** : Manage and provide guidance on the effective application of applicable legislation, regulations and policies; *Implement and maintain a compliance monitoring

programme to ensure compliance and to identify risks in controls and procedure;
 *Ensure the performance of activities in line with set standards and principles;
 *Provide administrative support and assistance to the Office of the Chief Financial Officer;
 *Liaise with the Branch Coordinator in the execution of functions;
 *Manage all staff and financial related matters under the control of the office;
 *Assist with the quality assurance of submissions routed via the Office of the CFO;
 *Assist with the coordination of the strategic planning and reporting processes

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/25 : **DEPUTY DIRECTOR (FINANCIAL TRANSACTIONS) REF NO: K61245/26**
 Directorate: Financial Services

SALARY : All inclusive remuneration package R 378 456 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in a possession of an appropriate 3-year B Degree or diploma with accounting as a subject; *Preference will be given to candidates with 6 years appropriate experience, who have in-depth knowledge of expenditure and bookkeeping functions, the Basic Accounting System (BAS) and PERSAL. Other requirements will be: *n-depth knowledge of the requirements of the PFMA, Treasury Regulations and related policies governing PERSAL; *good interpersonal, * and managerial skills; *experience in salary remuneration control; *ability to work under pressure with strict deadlines; and good computer literacy skills (MS Excel and MS Word).

DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality; Duties include: *Recordkeeping of donor funds, obtaining approval from the Director-General and reporting thereof; *Recordkeeping of state loans and guarantees to higher education institutions; *Assist with the payment of authorized departmental expenses; *Ensure proper data capturing of financial transactions; *Prepare financial statements relevant to Financial Transactions; *Ensure that financial transactions are brought to book; *Management of departmental petty cash; *Management of suspense accounts; *Manage the bank reconciliations and monthly drawings of the Department; *Manage the debt accounts of the Department; *Manage the payroll of the Department; *Manage the payment of salaries in the Department; *Manage the PAYE for the Department, recalculation of Income Tax, monthly income tax reconciliation EMP 201 to be submitted via SARS eFiling and the annual tax reconciliation EMP 501 to SARS to be submitted via SARS e@syFile; *Collection and safekeeping of departmental revenue; *Ensure safekeeping of financial documentation according to prescripts.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/26 : **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS REF: K61245/49**
 Chief Directorate: International Relations and UNESCO

SALARY : All inclusive remuneration package R 378 456 per annum
CENTRE : Pretoria
REQUIREMENTS : The Chief Directorate is responsible for the promotion of International relations concerning education and training matters between South Africa and the rest of the world. The partnerships are guided by the government's foreign and education and training policies. Persons interested in this position must be in possession of at least a recognised three year post-matric qualification plus a minimum of four years' appropriate experience. The appointee should have an understanding of South Africa's education and training policies as well as its foreign policy.

DUTIES : The person appointed will be involved in the promotion of international relations concerning education and training matters, specifically the maintenance of relations with multilateral and bilateral agencies; *The appointee will be responsible but not limited to the maintenance and development of education and training relations with counterpart departments globally;* In addition the appointee will also maintain relations with education and training institutions, specialized agencies and educational NGO's working in the field of promoting South Africa's educational objectives abroad; *The appointee will also be responsible for managing the development assistance matrix; *The appointee may be requested to represent the

department in international forums and facilitate the negotiation and conclusion of international agreements.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/27 : **DEPUTY DIRECTOR: STAKEHOLDER MANAGEMENT AND LIAISON REF: K61245/2**
Office of the Minister

SALARY : All inclusive remuneration package R 378 456 per annum
CENTRE : Pretoria
REQUIREMENTS : Appropriate tertiary level or equivalent qualification with extensive work experience at middle management level in related areas. *A proven track record in stakeholder liaison and management. *Proven ability for researching, writing documents. *Proven leadership skills; Good experience in Project Management; Good communication (verbal and written) and interpersonal skills. A good understanding of the public service.

DUTIES : The successful candidate will be expected to interact, on behalf of the Minister, will all the stakeholders of the Ministry. *The incumbent will be the focal point of communication between the Ministry and all its stakeholders. *S/he will be expected to develop and implement a stakeholder liaison and management strategy for the Ministry. *Keep abreast of all developments in the sector and advice the Minister. *Keep all stakeholders constantly informed of the work of the Ministry, and get feedback. *Keep the Minister informed of all issues and concerns from stakeholders (reputational management). *Represent the Minister at strategic fora of stakeholders, as and when requested.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/28 : **EXECUTIVE SUPPORT: BRANCH COORDINATOR 3 POSTS (REF: K61245/7/1) (REF: K61245/7/2) (REF: K61245/7/3)**
Office of the Deputy Director-General: Corporate Services\ Skills Development\Vocational and Continuing Education and Training

SALARY : All inclusive remuneration package R 378 456 per annum
CENTRE : Pretoria
REQUIREMENTS : The Appropriate three year bachelor degree or equivalent qualification with previous work experience at middle management level; *A valid SA ID and driver's license; *Knowledge of relevant legislative frameworks, policies and procedures pertaining to Corporate Services including and not limited to Public Service Act and Regulations, PFMA etc.; *Advanced technical knowledge in office management and administration; *Willingness and ability to work under pressure. Objective: To provide coordination services to the Deputy Director- General

DUTIES : The successful candidate will be responsible for the following duties: Assist the DDG to monitor the implementation of executive decisions; *Assist the DDG in developing strategic and operational plans for the branch and in managing relations with external stakeholders and coordinate special projects; *Act as a principal contact and provide support to the offices of the Deputy Director-General, Director-General and Minister; *Provide leadership in the management of the DDG's strategic diary; *Assist the DDG to prepare for multilateral meetings. Undertake research and compile reports for the DDG; *Coordinate and manage cabinet and parliamentary matters; *Manage staff within the office of the DDG. Manage the Deputy-Director General's office including correspondence management, office budget and expenditure control; *Provide secretarial role in the Branch meetings such as Branch Management meetings/ Quarterly Review Meetings, etc., that is organise, prepare agendas and taking minutes;*Co-ordinate and consolidate all relevant documentation for the DDG, viz., Branch business plans, budgets and report. Coordinate the DG and DDG's one-on one meetings on a regular basis to keep the DG informed of developments in the Branch; *Organise and determine the most effective methods and standards of documents that will enhance the quality of the Branch; *Compile and distribute confidential documents, cabinet memoranda and general correspondence to relevant stakeholders. *Liaise with other Branch Coordinators and officials in the Department; *Assist with the quality assurance of submissions.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/29 : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS REF NO: K61245/50**
Chief Directorate: International Relations and UNESCO

SALARY : All inclusive remuneration package R 378 456 per annum
CENTRE : Pretoria
REQUIREMENTS : The Directorate is responsible for the promotion of international relations concerning education and training matters between South Africa and the rest of the world. The partnerships are guided by the government's foreign and education and training policies. Persons interested in this position must be in possession of at least a recognized three year post-matric qualification plus a minimum of three years' appropriate experience. *The appointee should have an understanding of South Africa's education and training policies as well as the context within which South Africa conducts its foreign relations.

DUTIES : The person appointed will be involved in the promotion of international relations concerning education and training matters, specifically the maintenance of relations with multi-lateral and bi-lateral agencies and counterpart departments with priority countries in both the north and south; *In addition, the appointee will maintain the overall relationship with education and training institutions, specialised agencies and educational NGO's working in the two geographic areas; *The appointee may be requested to represent the department in international forums and facilitate the negotiation of international agreements.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/30 : **DEPUTY DIRECTOR REF NO: K61245/54**
Directorate: Continuing Professional Development of Teachers (CPTD)

SALARY : All inclusive remuneration package R 378 456 per annum
CENTRE : Pretoria
REQUIREMENTS : The minimum requirement for this post is a relevant Honour's degree or equivalent qualification, supplemented by at least 6 years relevant experience. The successful applicants will be expected to have: *An extensive knowledge of, and insight into, teacher education policies, practices and programmes; *Highly developed research and information management skills, including the ability to work with large data-bases, to effectively analyse and interpret data, and to write research reports; *The ability to utilize data to solve problems and produce credible data on which planning for teacher education can be based; *Good communication skills and interpersonal relations with above average computer skills and knowledge of MS Word, Outlook, Excel, Access and PowerPoint. (Candidates may be required to take an assessment test in this regard.); *Ability to work in collaboration with public and private providers of initial teacher education programmes, as well as with other government departments; A valid driver's license. SKILLS/ COMPETENCIES: *Ability in policy analysis, policy development and policy implementation and evaluation; Managerial experience, project development and management as well as the management of budgets in line with strategic plans and the PFM will be an added advantage; *Relevant post-graduate qualifications and experience in Adult Basic Education, FET College Education and/or University Education will also be added advantages.

DUTIES : The incumbent will be responsible for: *Policy development, supporting policy implementation, monitoring and evaluating the implementation of policy related to qualifications-based initial and continuing academic education of practitioners, teachers and lecturers for the post-schooling system; *Collecting, managing, maintaining and reporting information related to qualifications-based preparation and development of practitioners, teachers and lecturers for the post-schooling system; *Initiating and managing projects and programmes to support and strengthen the provision of practitioners, teachers and lecturers for the post-schooling system.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/31 : **DEPUTY DIRECTOR REF NO: K61245/55**
 Directorate: University Management Support

SALARY : All inclusive remuneration package R 378 456 per annum
CENTRE : Pretoria
REQUIREMENTS : This is a senior position that requires a dynamic individual with strong financial, administrative, office management and communication skills; *The minimum requirements are an appropriate 3-year degree in a relevant field and experience in financial management and administration. Prior experience in a similar position and postgraduate qualifications will be advantages. *The successful candidate should have good knowledge and understanding of the Public Finance Management Act (PFMA), public sector, university sector, budgeting and business planning processes, extensive knowledge of MS Word and Excel. *Strong report writing, project management and attention to detail are additional requirements for the position; *Knowledge of local and international quality assurance practices and procedures, programme development and the HEGQF will be an advantage; *He/she must also be able to innovatively identify and explore areas of synergy with other components of Higher Education organizations;

DUTIES : The scope of the Deputy Director's work will include but not be limited to: *Assist with planning of the establishment of post-school institutes in Mpumalanga and the Northern Cape; *Support the implementation of the Higher Education Qualification Framework (HEQF); *Assist with the monitoring and evaluation of the implementation of recommendations resulting from the National Student Financial Aid Scheme (NSFAS) review; *Assist with any other projects that may be assigned; *The incumbent should be able to perform in a team environment. *The appointee will work closely with universities, other state departments and agencies and other sections within the Department of Higher Education and Training.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/32 : **DEPUTY DIRECTOR REF NO: K61245/56**
 Directorate: Initial Professional Education Of Teachers (IPET)

SALARY : All inclusive remuneration package R 378 456 per annum
CENTRE : Pretoria
REQUIREMENTS : The minimum requirement for this post is a relevant Honour's degree or equivalent qualification, supplemented by at least 6 years relevant experience. The successful applicants will be expected to have: *An extensive knowledge of, and insight into, teacher education policies, practices and programmes; *Highly developed research and information management skills, including the ability to work with large data-bases, to effectively analyse and interpret data, and to write research reports; *The ability to utilize data to solve problems and produce credible data on which planning for teacher education can be based; *Good communication skills and interpersonal relations with above average computer skills and knowledge of MS Word, Outlook, Excel, Access and PowerPoint. (Candidates may be required to take an assessment test in this regard.); *Ability to work in collaboration with public and private providers of initial teacher education programmes, as well as with other government departments; *A valid driver's license; *Ability in policy analysis, policy development and policy implementation and evaluation; *Managerial experience, project development and management as well as the management of budgets in line with strategic plans and the PFMA will be an added advantage; *Relevant experience in schooling, in higher education and a relevant postgraduate qualification will also be added advantages; *Qualifications and experience in early childhood education and primary education will be an added advantage.

DUTIES : The incumbent will be responsible for: *Policy development, supporting policy implementation, monitoring and evaluating the implementation of policy related to qualifications-based initial and continuing academic education of practitioners and teachers for the pre-schooling and schooling systems; *Collecting, managing, maintaining and reporting information related to qualifications-based preparation and development of practitioners and teachers for the pre-schooling and schooling systems; *Initiating and managing projects and programmes to support and strengthen the provision of practitioners and teachers for the pre-schooling and schooling systems; *Ensuring the effective implementation of the National Policy Framework for Teacher Education and Development with respect to qualifications-

based teacher education and development; * Support for the Director including deputizing for the Director where necessary.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/33 : **DEPUTY DIRECTOR: CLUSTER V REF NO: K61245/63**
Directorate: Seta Performance Management
Branch: Skills Development

SALARY : All inclusive remuneration package R 378 456 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must have an appropriate recognized 3 year Bachelor's degree qualification with at least 2-3 years work involving Education and Training within the workplace. Evidence of management is essential. *An in-depth understanding of Skills Development legislations. *She/He should have knowledge of: Organisations of key SA Labour Market partners, Skills Development Act, South African Qualifications Authority Act, Public Finance Management Act, Labour Relation Act, Stakeholders' process and Knowledge and understand South African Labour market. *He/She will need to have the following skills requirement: Project management, financial management, Quality management, Performance management, Investigation skills, Communication skills, Computer literacy skills, Negotiation skills, business writing skills, Knowledge of relevant legislation, Knowledge of different systems/processes and analytical skills. *Driver's license required.

DUTIES : Provide support to a cluster of Sector Education and Training Authorities on behalf of the Department of Higher Education and Training to ensure they implement the provisions of the Skills Development Act and other regulatory framework; *Negotiate annual sector targets in accordance with the Sector Education and Training Authorities' Sector Skills Plans and the National Skills Development Strategy, ensure conclusion of Service Level Agreements with the Sector Education and Training Authorities in the clusters and information captured on the Employment Services of South Africa; *Advice and assist Sector Education and Training Authorities with the development and approval processes of their Constitutions, Service Level Agreements, and other legislation reporting requirements; *Manage, monitor, and evaluate performance against Service Level Agreements and ensure quarterly reports are uploaded on the Employment Services of South Africa system and submitted to the Department of Higher Education and Training by Sector Education and Training Authorities and make recommendations on underperformance to the , Skills Development Services & Human Resources Development Branch and the National Skills Authority in terms of the Governance and Performance Management procedures; *Compile and submit regular reports on Sector Education and Training Authorities' performance and other developments utilizing the Employment Services of South Africa; *Facilitate and maintain linkages between Sector Education and Training Authorities and other Sub-directorates and Directorates within SETA Co-ordination, Skills Development Services & Human Resources Development Branch and other related sections; *Contact person to ensure that Sector Education and Training Authorities in the cluster collaborate and participate effectively in initiatives under sections and units responsible for: Learnerships/Education and Training Quality Assurance; *Quality Assurance, Apprenticeship records, Capacity Development; *Levy Grant Disbursement, Marketing, National Skills Fund Projects and Skills Development Planning in the Department of Higher Education and Training; *Provide advice, motivation and strategic intervention to the Sector Education and Training Authorities within the cluster; *Conduct research including investigations on complaints and enquiries of specific Sector Education and Training Authorities - related issues as required by the Minister, Director General, National Skills Authority, and other relevant stakeholders utilizing the Employment Services of South Africa system; *Utilizing Employment Services of South Africa to assist in diagnosing problems, facilitation changes, facilitation intervention implementation and evaluation of the impact of the changes undertaken in all Sector Education and Training Authorities; *Liaising and collaborating with other Government departments on Sector Education and Training Authorities related issues with regards to Skills Development.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/34 : **SENIOR LEGAL ADMINISTRATIVE OFFICER REF NO: K61245/51**
 Chief Directorate: Legal Legislative Services

SALARY : All inclusive remuneration package R 378 456 per annum
CENTRE : Pretoria
REQUIREMENTS : LLB Degree or 4 year recognized legal qualification; *At least 8 years appropriate post qualification legal experience; *Sound knowledge of South African Legal System; *Knowledge of Government and Departmental policies and strategy would be an advantage; *Knowledge of the Public Finance Management Act and Higher Education and Training legislation and budgetary/financial management will also be an advantage; *A valid driver's license. Skills And Competencies: Legal, Research; Planning and decision making skills; Strategic capability and leadership skills; Good interpersonal skills; *Dispute Resolution; *Time management and ability to prioritise; *Report writing and Problem solving; *Project management; *Computer literacy (MS Office);*Communication (written and verbal) skills.

DUTIES : The person appointed to this challenging position will be fully involved in all litigation and management of Legal Administrative Officers in performing their professional functions; *Develop plans and strategic intervention related to the implementation of relevant legislation related to Higher Education and Training laws. *Draft legal documents, memoranda, reports and Government notices; Co-ordinate the submission of monitoring and evaluation report related to the implementation of the legislation; *Prepare, consolidate and compile institutional performance reports; *Analyse legislation and provide recommendation for appropriate interventions; *Respond to request for legal opinions; *Support the Director in drafting key documents related to the implementation of relevant legislation; *Support the Director in planning, monitoring and co-ordination of processes and stakeholders/role players in the implementation of relevant legislation; *Compile Legal Research documents, memoranda, report and Government notices; *Conduct research and provide recommendations on appropriate interventions to be taken to improve both legislation and programme to enhance the implementation of relevant legislation; *Draft legal opinion and guidelines or any other policies to facilitate the implementation of the relevant legislation; *Conduct legal research documents, memoranda, reports and governing notices; *Assist the Director in compiling monthly reports; *Deal with requests for legal opinions; *Respond to Parliamentary questions; *Drafting and giving advice on domestic and international agreements; *Handle ad hoc tasks in line with instructions.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/35 : **DEPUTY DIRECTOR: LEVY GRANTS REF NO: K61245/68**
 Directorate: Seta Support and Learnership

SALARY : All inclusive remuneration package R 378 456 per annum
CENTRE : Pretoria
REQUIREMENTS : A relevant B Degree or an equivalent qualification plus 2 years management experience and 2 years supervisory experience. KNOWLEDGE: *The Skills Development Act and Skills Development Levies Act, including the Regulations, as well as the other related skills development, education and labour legislation; *The Skills Development Grant Disbursement System / WSP-System (SDGLIS / WSP) and the Skills Development Levy Information System (SDLIS); *Public Finance Management Act (PFMA) and the Regulations; *Project Management National Skills Development Strategy; *Departmental Policies and procedures (DHET); *General knowledge of the Public Service Regulations.

DUTIES : Process the monthly Skills Development Levy Financial and Employer Data from SARS through the Skills Development Levies Information System (SDLIS) and split the levies into 80% (SETAs) and 20% (NSF); *Upload the processed Skills Development Levy Financial and Employer Data into the Skills Development Grants Disbursement Information System (SDGDIS); *Analyse the SARS Skills Development Levy Data and present the required SDLIS report/s, schedule/s and or statistical data as and when required; *Provide SETAs with advice and information when required to ensure that the SETAs have the knowledge to administer and manage the Skills Development Grant Disbursement Information System and associated Database; *Process the related information and levies received from SARS and to be in a

position to process and disburse Grants to eligible employers in an efficient and effective manner in accordance with Standard Operating Procedures; *Verify the Skills Development Levy employer data with SETAs to assist that they provide the correct employer data (related to Skills Development Levies) in the SETA Quality Reports; *Perform such other data analysis functions as may be required from time to time; *Annually develop, implement and manage the workplan / business plan applicable to the functions of the Sub-Directorate: Levy Grants; *Provide support to SETAs and resolve matters relating to Skills Development Levies; *Manage performance agreements and performance assessments and other staff related matters of the Sub-Directorate; *Manage all the administration and related matters of the Sub-Directorate; *Ensure sound financial management of the Sub-Directorate: Levy Grants.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/36 : **ASSISTANT DIRECTOR: LEVY GRANTS REF: K61245/69**
 Directorate: Seta Support and Learnership

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : A B-Tech Degree in Information Systems or an equivalent qualification preferably with majors in Ms Excel and Ms Access plus 2 years management experience and 2 years supervisory experience. *Very strong computer skills particularly in MS Excel and Access. *Knowledge of the Skills Development Levies Act, 1999 and the Skills Development Act, 1998. *Knowledge of Basic Accounting System (BAS).

DUTIES : Process the monthly Skills Development Levy Financial and Employer Data from SARS through the Skills Development Levies Information System (SDLIS) and split the levies into 80% (SETAs) and 20% (NSF); *Transfer levies to SETAs and NSF as per agreed scheduled dates; *Upload the processed Skills Development Levy Financial and Employer Data into the Skills Development Grants Disbursement Information System (SDGDIS); *Provide support to SETAs and resolve matters relating to Skills Development Levies; *Manage performance agreements and performance assessments of the Sub-Directorate; *Ensure sound financial management of the Sub-Directorate: Levy Grants.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/37 : **LEGAL ADMINISTRATION OFFICER REF NO: K61245/52**
 Chief Directorate: Legal Legislative Services

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : LLB Degree or 4 year recognized legal qualification; *At least 6 Years appropriate post qualification legal experience; * Sound knowledge of South African Legal System; *Knowledge of Government and Departmental policies and Strategy would be an advantage; *Knowledge of the Public Finance Management Act And Higher Education and Training legislation and budgetary/financial management will also be an advantage; *A valid driver's license. SKILLS AND COMPETENCIES: *Legal Research; *Planning and decision making skills; *Strategic capability and leadership skills; *Good interpersonal skills; *Dispute Resolution; *Time management and ability to prioritise; *Report writing and Problem solving; Project management; Computer literacy (MS Office); Communication (written and verbal) skills.

DUTIES : The person appointed to this challenging position will be fully involved in all litigation; *Develop plans and strategic intervention related to the implementation of relevant legislation related to Higher Education and Training laws. *Draft legal documents, memoranda, reports and Government notices; *Co-ordinate the submission of monitoring and evaluation report related to the implementation of the legislation; *Prepare, consolidate and compile institutional performance reports; *Analyse legislation and provide recommendation for appropriate interventions; *Respond to request for legal opinions; *Support the Senior Legal Administration Officer in drafting key documents related to the implementation of relevant legislation; *Support the Senior Legal Administration Officer in planning, monitoring and co-ordination of processes and stakeholders/role players in the implementation of relevant legislation;

*Compile Legal Research documents, memoranda, report and Government notices;
 *Conduct research and provide recommendations on appropriate interventions to be taken to improve both legislation and programme to enhance the implementation of relevant legislation;*Draft legal opinion and guidelines or any other policies to facilitate the implementation of the relevant legislation; *Conduct legal research documents, memoranda, reports and governing notices; *Assist the Senior Legal Administration Officer in compiling monthly reports; *Deal with requests for legal opinions; Respond to Parliamentary questions; *Drafting and giving advice on domestic and international agreements; Handle ad hoc tasks in line with instructions.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/38 : **ASSISTANT DIRECTOR REF NO: K61245/57**
 Directorate: University Academic Planning, Monitoring And Evaluation

SALARY : R 192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : This Directorate, within the Universities Branch, is responsible for the ongoing academic planning, monitoring and evaluation of the national higher education system. The successful candidate must be in possession of a Bachelors degree or equivalent, and have at least five years experience in the higher education sector. *Knowledge of academic programme development and administration, a background in higher education academic administration, with excellent computer skills, in MS Word and Excel will be an added advantage. *The incumbent should be able to perform in a team environment and adhere to strict deadlines. *He/she must also be able to proactively identify and explore areas of synergy with other components within the Chief Directorate: Higher Education Planning and Management. The position requires extensive administrative and information processing competency. *Envisaged for appointment is someone with significant experience in office administration, document tracking and project facilitation. Excellent communication and organizing skills are essential. *The successful candidate should be able to actively contribute to the development, monitoring and maintaining of institutional application processes for academic qualifications and programmes.

DUTIES : Facilitate and coordinate the administrative and operational processes relating to applications received from universities for academic qualifications and programmes.*Participate in the ongoing improvement and development of application processing procedures.*Tracking of applications throughout the evaluation process.*Maintaining an applications data base and institutional applications progress reports.*Liaising with universities and higher education stakeholders regarding academic programmes and developments.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/39 : **ASSISTANT DIRECTOR REF NO: K61245/58**
 Directorate: University Institutional Support and Sector Liaison

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : The minimum educational requirement for this position is a 3 year bachelor's degree or an equivalent; *The candidate should have appropriate experience in project management and a working knowledge of the policy and legal framework for higher education in South Africa; *Strong analytical, leadership and conflict management skills are necessary for this post; *Candidates should be computer literate; *A valid code EB driver's license will be an added advantage.

DUTIES : The responsibilities of this position, to be undertaken within the context of a team will include but are not limited to: *Providing governance support to higher education institutions, including facilitating the development of student leadership and other sector stakeholders; *Monitoring disputes relating to SRC elections, and the review of SRC constitutions; *Providing support for the development and gazetting of Institutional Statutes, and the development of regulations on higher education governance; *Coordinating the appointment of members of statutory bodies including Councils; *Assisting in the resolution of queries relating to public universities.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190

CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/40 : **ASSISTANT DIRECTOR: ICT INFRASTRUCTURE MANAGEMENT REF NO: K61245/8**
Directorate: Information and Communication Technology

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's degree, National Diploma or related Information technology (IT) Qualification. *Knowledge of an experience in ISM/IT in the Public Service environment* project management skills and the ability to manage Service Level Agreements (SLAs) *Good verbal and written communication skills*Good interpersonal qualities with the ability to interact on all levels*Experience with database performance monitoring, server performance, security risks and breaches and to identify potential risks to the Local Area Network/Wide Area Network (LAN/WAN) environment will be advantageous *5 years functional experience.

DUTIES : Assist with the implementation of e-Government/Information Communication Technology (IC T) strategies *Assist with the monitoring on ICT security *Render support within the implementation of solution, system and infrastructure within the Department *Assist with co-ordination of IT Disaster Recovery Plan activities *Co-ordinate IT security awareness *Monitor compliance to ICT policies *Assist to manage and monitor the integrated State Information Technology Agency (SITA) desktop, Local Area Network/Virtual Private Network (LAN/WAN) and functional application supplications *Render support to the management of ICT projects to ICT projects to ensure compliance to policies.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/41 : **ASSISTANT DIRECTOR REF NO: K61245/10**
Sub Directorate: Labour Relations

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must have an appropriate recognized 3 year Labour Relations degree qualification with at least 4 years relevant experience; *An in-depth understanding of labour legislations, such as the Basic Conditions of Employment Act, Employment Equity Act, Labour Relations Act, Public Service Act, Skills Development Act, Public service Regulations, Public Finance Management Act and Employment of Educators Act, is essential; *He/She will need a broad understanding of labour relations issues, plus experience and exposure to consulting in labour relations; *The appointee will have excellent negotiation and communication and skills, be good at corporate governance and be computer literate; *Driver's license required.

DUTIES : Take responsibility for all aspects relating to labour relations, develop and oversee the communication and implementation of a labour relations strategy; manage dispute resolutions and collective bargaining, conduct investigations, * Manage procedures of misconduct, grievances and disputes in the Department; *Represent the Department at arbitration, advise management with regards to implementation of agreements reached at collective bargaining level; *Offer an advisory service to management and line functions with regards to labour relations matters; *Oversee appropriate interventions, awareness and training programmes that will promote and ensure healthy labour relations; *Co-ordinate consultative meetings with organized labour and management in the Department; *Seek mandate from management regarding the agenda for tabling at consultative forums; *Ensure the correct, fair, consistent and acceptable applications of discipline to employees at all levels; *Consistently maintain discipline and grievance case management on a monthly basis; *Analyze misconduct and grievances; *Identify patterns and make recommendations on how to remedy tendencies and reoccurrence thereof; *Monitor the implementation of performance management and development progress.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/42 : **ASSISTANT DIRECTOR REF NO: K61245/11**
Sub Directorate: Training and Development

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : Relevant Bachelor's degree or equivalent qualification in HRD/Organisational Development/Social Sciences/Education, Training and Development. 3 – 5 experience in Training/HRD. *Knowledge/ skills in some combination of: Human Resource Development/Management/Planning/Performance management/Social Sciences/ Organisational Behaviour or Development/ Skills Development Facilitation/ Education Training and Development/ Communication skills.

DUTIES : Coordinate workplace training and skills development interventions; *Conduct basic research on training needs and advice learners and managers on the variety of appropriate learning interventions; *Provide statistical information pertaining to training for workplace skills planning and reporting; *Develop workplace skills plans and write annual training reports; *Manage the implementation and coordination of training plans and programmes; *Manage and coordinate ABET and internal bursary programmes; *Coordinate and facilitate Departmental and Public Service induction programmes for new entrants; *Manage the Learnership of internal and external learners; *Manage the Internship programmes for unemployed youth graduates; *Facilitate training sessions and make presentations; *Adapt learning plans to accommodate learner specific needs.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/43 : **ASSISTANT DIRECTOR: PUBLICATIONS REF NO: K61245/13**
Chief Directorate: Media Liaison and National Communication

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : Applications are invited from persons who: *Have a Degree or Diploma or equivalent qualification in Journalism, Communication or similar; *Have at least four years relevant experience; *Are computer literate and able to use Microsoft Programmes competently; *Are able to work under pressure, long hours and willing to travel extensively; *Have a sound understanding of current developments in education in particular and generally, broader government policy and programme; Skills: The following skills will be required: *Excellent writing, photography, editing and proofreading as well as videography. *Are in possession of a valid driver's license.

DUTIES : The successful candidate will be required to write articles for internal and external publications; *Develop publication policies; *Be responsible for the production of internal and external publications; *Establish a photo library; *Be able to take photographs and assist with videography; *Perform any other tasks assigned to him or her.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/44 : **ASSISTANT DIRECTOR: WEB MASTER REF NO: K61245/14**
Chief Directorate: Media Liaison and National Communication

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : Applications are invited from persons in possession of a three-year tertiary qualification in IT web design and/or software development to work within a communications environment; *Candidates must have at least four years experience in managing e-communications, including experience in mobile technology. Experience and knowledge of the following: *Knowledge in web-based languages – HTML, CSS, ASP.net, VB.Net, PHP and DotNet Nuke; *Experience in web and graphic design software, such as Macromedia Suite, Visual Studio 2005, Adobe Suite and Adobe Acrobat; *Experience in using SQL database system; *Experience in e-communications including mobile technologies and social networking; *Excellent command of written English; *Excellent understanding of internet technology; *Creativity, attention to detail, ability to work independently, fast and accurately, ability

- to meet deadlines, initiative; *Experience in open source software packages or languages and ISS knowledge will be advantageous.
- DUTIES** : Manage the department's e-communications strategy; *Manage the department's social networking sites; *Manage all mobile communications strategies; *Manage the Department's website (intranet/internet/extranet) including design, placement and maintenance of all content; Maintain general appearance of department's website and ensure the ongoing development of the Department's website in line with best practices; *Database design and Management; *Solicit and coordinate content for the website; ensure the timely placement of all relevant content on the website; ensure that all content placed on the website is approved in line with relevant government and public information legislation and internal policies; *Develop a website style guide and website policy; *Manage the Newflash; Design and publishing of the *eBulletin* and bulletin-online.
- ENQUIRIES** : Ms K Seforo or Ms M Debeile 012 312 5027/6190
- CLOSING DATE** : 17 November 2010, Applications received after the closing date or faxed applications will not be considered
- POST 42/45** : **ASSISTANT DIRECTOR REF NO: K61245/16**
Sub-Directorate: Information Resource Centre
- SALARY** : R192 540 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Degree or diploma in Library and Information Science / Knowledge Management plus at least five years relevant working experience in a library/ information centre; *Knowledge and experience of printed and electronic information resources; *Knowledge and experience in library / information centre marketing as well as outreach programmes; *Computer literacy and proficiency in using library related technology, such as Libwin, SABINET databases, EBSCO, etc, as well as the use of various search engines; *Good communication and interpersonal skills; *Managerial experience in a library / information environment will be an added advantage; *Knowledge of cataloguing and classification will be an added advantage.
- DUTIES** : The successful candidate will be required to: *Assisting in managing and maintaining the activities of the IRC; *Developing and maintaining the IRC's collection of information resources in different formats; *Assisting in the development of policies and procedures; * Conducting an ongoing analysis of information needs; *Vigorously marketing the IRC and managing outreach programmes; *Responsible for quality control for cataloguing and classification of information resources; *Maintaining and updating IRC web page; *Managing and providing a variety of information services as well as maintaining the quality thereof; *Managing IRC staff training.
- ENQUIRIES** : Ms K Seforo or Ms M Debeile 012 312 5027/6190
- CLOSING DATE** : 17 November 2010, Applications received after the closing date or faxed applications will not be considered
- POST 42/46** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: K61245/18**
Directorate: Logistical Services
- SALARY** : R192 540 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A national Diploma or Degree in Logistics or Procurement, Supply Chain Management or equivalent qualification coupled with four years experience in Supply Chain Management / LOGIS System controller will be an added advantage.
KNOWLEDGE: *Proven knowledge of SCM and procurement procedures; knowledge of the Public Finance Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations, Preferential Procurement Regulations, Broad-Based Black Empowerment Act, SCM Practice Notes. Skills And Competencies: Good supervisory skills; computer literacy; good communication skills (written and verbal). Ability to negotiate, prioritizing of tasks, problem solving, time management and record keeping. Implement Batho Pele principles.
- DUTIES** : The candidate will be responsible to manage LOGIS transaction. Oversee and ensure compliance with regards to the process of purchasing, supplier database, warehouses and payment for goods and services; *Assist with the development, maintenance and implementation of departmental strategies, processes and procedures in Supply Chain Management; * Monitor procurement of goods and services as well as payment; *Monitor and report on the inventory level and replenishment of stores; *Supervise and develop the staff; * Advise users, suppliers

and staff on departmental strategies, process and procedures; *Ensure that the database is utilized effectively in the sourcing of quotations and the client expectations are met; * Administer LOGIS and IQUAL systems (System controller). Maintain data on LOGIS; *Ensure that all monthly and quarterly reports are generated\ and distributed timeously; *Managing the performance of Service providers; *Ensure that performance agreement and work plans are in place.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/47 : **ASSISTANT DIRECTOR REF NO: K61245/23**

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : Recognised 3 year tertiary qualification with Financial and Auditing subjects; and Post graduate qualification and a minimum of 4 years Government experience strongly recommended; *Understanding of Government's Budgetary and Financial Management processes and Accounting practices. Knowledge of King report on governance for South Africa; *Knowledge of Division of Revenue Act, Skills Development Act, PFMA, Treasury Regulations and relevant legislation; *In addition to the above, knowledge of Public Service Act and Regulations will be an advantage; *Effective communication with National Treasury, the Auditor-General, public entities as well as local and international donors; *Effective communication with relevant components, Branches and Senior Managers at various levels.

DUTIES : Provide assistance regarding the effective application of applicable legislation, regulation and policies; *Maintain a compliance monitoring programme to ensure compliance and to identify risks in controls and procedure; *Assist with the monitoring of the Department's performance of activities in line with set standards and principles; *Assist with financial related matters under the control of the office; *Assist with the coordination of the strategic planning and reporting processes

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/48 : **ASSISTANT DIRECTOR (SALARIES) REF NO: K61245/27**
 Directorate: Financial Services

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in a possession of an appropriate 3-year B Degree or diploma with accounting as a subject; *Preference will be given to candidates with 4 years appropriate experience, who have in-depth knowledge of the Basic Accounting System (BAS) and PERSAL; *Other requirements will be: in-depth knowledge of the requirements of the PFMA, Treasury Regulations and related policies governing PERSAL; *good interpersonal, *communication and managerial skills; experience in salary remuneration control; *ability to work under pressure with strict deadlines; *good computer literacy skills (MS Excel and MS Word); and *Valid driver's license.

DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality; * The responsibilities of the appointee will entail the maintenance of salaries on the PERSAL system; *The successful candidate will be the salary PERSAL controller for the Department. Duties include: *Check and authorize salary related transactions on PERSAL and BAS for both Departmental officials and examiners and moderators; *Check and authorise Local and Foreign travel and subsistence claims; *Manage payments of salary claims; *Manage the correctness of the distribution of salary pay sheets to all officials; *Manage the correctness of the distribution of PERSAL Item Analysis reports to Financial Institutions; *Manage the clearing, reconciling and reporting on the state of salary related ledger accounts; *Manage the PAYE for the Department, recalculation of Income Tax , monthly income tax reconciliation EMP 201 to be submitted via SARS eFiling and the annual tax reconciliation EMP 501 to SARS to be submitted via SARS e@syFile; *Check SARS tax directives for assessment; *Check leave and lump sum payments; *Check issue/reissue of IRP 5 Certificates; *Manage the compilation of the Monthly BAS/PERSAL interface reconciliations; *Follow up and resubmit PERSAL exceptions on BAS; *Debtor control: Check and approve salary related debt calculations and transactions to be effected on the BAS and control debt documentation; *Supervise

the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline;*Ensure that the prerequisites and procedures of PERSAL are well executed; *Execute control and audit measures by making use of PERSAL exception reports; *Ensure that PERSAL is updated and complies with the National Minimum Information Requirements. Provide monthly and quarterly reports to the National PERSAL Management Directorate; *Assist in the calculation of the Salaries budget for the Department in terms of the treasury guidelines issued by National Treasury.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/49 : **ASSISTANT DIRECTOR (SYSTEM CONTROLLER) REF NO: K61245/28**
Directorate: Financial Services

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in a possession of an appropriate 3-year B Degree or diploma with accounting as a subject; *At least 4 years' experience in the financial system control environment; *The following will serve as strong recommendations: *Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations; *Extensive experience in BAS; Experience in the compilation of Annual Financial Statements; *Good interpersonal and communication (written and verbal) skills; *Computer Literacy; and willingness to work beyond normal working hours. *Preference will be given to the candidate with knowledge in the compilation of Annual Financial Statements and or knowledge in the Basic Accounting System Control Functionalities.

DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality; *The responsibilities of the appointee will entail the maintenance of the BAS system; *Maintain the code structures and security profiles and communicate updates on a regular basis to staff in the Department; *Ensuring that all relevant security checks are done on a regular basis on the BAS system; *Issuing of circulars relating to the BAS system and the Annual Financial Statements; *Identify and institute corrective measures for financial system risk; *Monitor proper integration of the financial system, enhance training and capacity development in the Section; *Enhance the awareness of the BAS system in the Department, prepare the annual financial statements of the Department.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/50 : **ASSISTANT DIRECTOR (APPLICATION DEVELOPMENT AND USER SUPPORT) REF NO: K61245/45**
Directorate: Information Systems Coordination

SALARY : R192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : The candidate must be in possession of a recognized three year National Diploma, Bachelor's Degree or NQF level 6 qualification, specializing in Computer Science and/or Information systems; *The candidate must have a minimum of 3 years' work experience in the development, support and management of IT user applications. The ideal candidate will possess the following additional skills: *Advanced computer skills in the full range of MS Office products especially in database design using MS Access; *Programming skills in Visual Basic.net/Visual Basic 6 and xml; Experience in the development of system specification documents; *Experience in project management; *The incumbent will also be a person who works well under pressure, is prepared to work overtime on occasion, works well within a team environment and has good communication skills.

DUTIES : The successful candidate will be required to: *Design and develop electronic survey capture tools and other small applications; Design databases in MS Access; *Liaise with clients and develop user requirement specification documents; Develop user manuals and help-file documentation; *Train and support end users on software applications; *Design reports on the business intelligence system; *Represent the directorate at meetings and assist with meeting documentation; Be prepared to travel

when necessary; *Report to and assist the Deputy Director with project management matters.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered
NOTE : A competency test will form part of the interview process.

POST 42/51 : **ASSISTANT DIRECTOR (RESEARCH COORDINATION) REF NO: K61245/46**
Directorate: Planning, Monitoring and Evaluation Coordination

SALARY : R 192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : The candidate must be in possession of a relevant, recognised three year National Diploma or Bachelor's Degree with a specialty in either Economics /Education Policy /Research Methodology; *The candidate must have a minimum of 3 years' work experience in a research or monitoring and evaluation environment; *Advanced computer literacy and excellent report writing skills are required. The following additional skills will be advantageous:*Financial/Economic data analysis skills;*Good communication skills;*Project management skills; *The incumbent will also will also have a good grasp of education policy debates and be a person who works well under pressure, is prepared to work overtime on occasion, pays attention to detail and functions well as part of a team.

DUTIES : The successful candidate will be required to: *Coordinate, undertake and manage research activities as determined by the department; *Assist in the design of research protocols for the Department of Higher Education and Training; *Follow up and monitor field work for various research projects; *Assist in analysis of both qualitative and quantitative data; *Prepare reports on financial and non financial trends in higher education and training; *Summarize draft reports and prepare presentations for research projects; *Report to and assist the Deputy Director with any other research related projects or matters.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered
NOTE : A competency test will form part of the interview process.

POST 42/52 : **ASSISTANT DIRECTOR (DATA ANALYSIS) REF NO: K61245/47**
Directorate: Planning, Monitoring And Evaluation Coordination

SALARY : R 192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : The candidate must be in possession of a relevant, recognized three year National Diploma or Bachelor's Degree specializing in statistics or similar; * The candidate must have a minimum of 3 years' work experience in data analysis environment. The ideal candidate will possess the following additional skills: *Excellent working knowledge of at least one statistical package; *Working knowledge of at least one database application such as MS Access; *Data analysis skills; *Excellent report writing skills; *Should possess a good grasp of educational policy debates; *Be able to write reports; *The incumbent will also have a good grasp of education policy debates and be a person who works well under pressure, is prepared to work overtime on occasion, pays attention to detail and works well within a team environment.

DUTIES : The successful candidate will be required to: *Assist with the data analysis and report preparation for the DHET publications; *Generate tables and graphs from the datasets; *Assist the Deputy Director with the analysis of data from external datasets such as the General Household Survey (GHS) for reporting purposes; *Assist with international and national reporting requirements; *Report to and assist the Deputy Director with any other data related projects or matters.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered
NOTE : A competency test will form part of the interview process.

POST 42/53 : **ASSISTANT DIRECTOR REF NO: K61245/35**
Directorate: Development Support

SALARY : 192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : Prospective candidates should be in a possession of a three year Bachelor's degree with Accounting as a subject or equivalent and be pro-active, effective with ability to work in a diverse team; * Experience of 5 years in education and appropriate skills to provide support to projects will be strongly recommended; *Apart from project management, the candidate should have financial management and excellent verbal and writing skills and be in possession of a recognized three year tertiary qualification in Education, backed by 5 years experience in education management; *In addition, the successful candidate must have competency in Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint and MS Project; *Applicants should be prepared to perform a skills test as part of the selection process.

DUTIES : The successful candidate will primarily be required to:* Assist in the coordination, management and evaluation of conditional grants and donor funded projects. * Manage conditional grants reporting in terms of Division of Revenue Act.* Facilitate the development and implementation of national education and training projects.* Provide administrative support to conditional grants and other donor funded project committees. * Develop and maintain the database on various projects.* Perform other duties delegated from time to time in the Directorate.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/54 : **ASSISTANT DIRECTOR REF NO: K61245/38**
 Directorate: Public Entities

SALARY : 192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : The prospective candidate should be proactive, effective, confident, and able to work in a diverse team. * Four years appropriate experience and skills to provide support to public entities will be strongly recommended; *Apart from project management, the candidate should have financial management and excellent communication (verbal and written) skills; *Applicants must be in possession of a recognised three year tertiary qualification with financial subjects. Knowledge of the PFMA and Treasury Regulations as well as computer literacy is a prerequisite.

DUTIES : The successful candidate will primarily be required to: *Assist in the coordination, monitoring and reporting requirements of public entities; *Analyse the financial information and financial performance of public entities; *Provide administrative support to public entities in order to ensure compliance with legal frameworks, especially the PFMA and Treasury Regulations; *Maintain a database on the performance and compliance of public entities.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/55 : **ASSISTANT DIRECTOR: CLUSTER I REF NO: K61245/64**
 Directorate: Seta Performance Management

SALARY : R 192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must have an appropriate recognized 3 year Bachelor's degree qualification with at least 3 years relevant experience. *An in-depth understanding of Skills Development legislations. He/She will need to have the following skills requirement: *Project management, *Financial management, *Quality management,* Performance management,* Investigation skills, *Communication skills, *Computer literacy skills, *Negotiation skills, *Writing skills, *Knowledge of relevant legislation, *Knowledge of different systems/processes. *Driver's license required.

DUTIES : Providing support to a cluster of Sector Education and Training Authorities on behalf of the Department of Higher Education and Training to ensure they implement the provisions of the Skills Development Act and other regulatory framework; *Negotiating annual sector targets in accordance with the Sector Education and Training Authorities' Sector Skills Plans and the National Skills Development Strategy, ensure conclusion of Service Level Agreements with the Sector Education and Training Authorities in the clusters and information captured on the Employment Services of South Africa; *Advising and assisting Sector Education and Training Authorities with the development and approval processes of their Constitutions,

Service Level Agreements, and other legislation reporting requirements; *Managing, monitoring, and evaluating performance against Service Level Agreements and ensure quarterly reports are uploaded on the Employment Services of South Africa system and submitted to the Department of Higher Education and Training by Sector Education and Training Authorities and make recommendations on underperformance to the, Skills Development Branch and the National Skills Authority in terms of the Governance and Performance Management procedures; *Compiling and submitting regular reports on Sector Education and Training Authorities' performance and other developments utilizing the Employment Services of South Africa; *Facilitating and maintaining linkages between Sector Education and Training Authorities and other Sub-directorates and Directorates within SETA Co-ordination, Skills Development Branch and other related sections; *Conduct research including investigations on complaints and enquiries of specific Sector Education and Training Authorities - related issues as required by the Minister, Director General, National Skills Authority, and other relevant stakeholders utilizing the Employment Services of South Africa system; *Utilizing the SETA PERFORMANCE MANAGEMENT system to assist in diagnosing problems, facilitation changes, facilitation intervention implementation and evaluation of the impact of the changes undertaken in all Sector Education and Training Authorities; *Liaising and collaborating with Provinces on Sector Education and Training Authorities related issues with regards to Skills Development.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/56 : **SENIOR ADMINISTRATIVE OFFICER (PERSONAL ASSISTANT) REF NO: K61245/65**
 Office of the Deputy Director-General: Skills Development

SALARY : R 161 970 per annum
CENTRE : Pretoria
REQUIREMENTS : Appropriate three-year Bachelor's degree equivalent in a relevant field or a demonstrable track record of success in a similar position; *At least four years experience in rendering high-level administrative and secretarial support. Valid SA ID; *Competencies and Skills:*Excellent communication skills (both verbal and writing); *Sound operational, planning and office management skills; *Computer literacy in MS Office, MS Access, Ms Excel, MS Outlook and other relevant software; Proactive, creative, and innovative and attend to details; *Work independently and under pressure and adhere to deadlines; *An understanding of the Batho Pele principles; *Capability of dealing with classified information; Good interpersonal relations and diplomatic skills; *Excellent analytical, project management and events coordination skills.

DUTIES : Manage, organise and coordinate all activities and task of the Deputy Director-General, Coordinate and organise internal meetings and external meetings; *Manage the diary, correspondence and workflow in the office; *Liaise with the Ministry, DG' office, other Branches and other relevant stake holders of the Department; *Make travel and accommodation arrangements for the Deputy Director-General; Assist the Deputy Director: Executive Support in the office of the Deputy Director-General; Manage the document registry, workflow and ensure a culture of timeous delivery of results.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/57 : **SENIOR ADMINISTRATIVE OFFICER REF NO: K61245/39**
 Directorate: Public Entities

SALARY : R 161 970 per annum
CENTRE : Pretoria
REQUIREMENTS : The prospective candidate should be proactive, effective, confident, and able to work in a diverse team. *Three years appropriate experience and general office administration, workflow management and client service; *The candidate should have basic financial management and communication (verbal and written) skills; *Applicants must be in possession of a recognised three year tertiary qualification;

*Knowledge of the PFMA and Treasury Regulations as well as computer literacy is a prerequisite.

DUTIES : The successful candidate will primarily be required to: *Assist with the tasks performed in the Directorate including the coordination, monitoring, reporting requirements and analysis of the financial performance of public entities; *Compile agendas and minutes for meetings and workshop; *Provide logistical support to meetings and arranging refreshments; *Perform administrative duties, including, faxing, photocopying, dispatching post, establishing and maintaining a comprehensive filing system and courier package; *Order stationery and equipment, book flight, arrange transport and accommodation; *Manage general cash flow and coordinate all activities in the Directorate; *Assist the Director in the running of the office and provide support when required.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/58 : **SENIOR ADMINISTRATIVE OFFICER REF NO: K61245/43**
Directorate: Social Inclusion and Equity

SALARY : R 161 970 per annum
CENTRE : Pretoria

REQUIREMENTS : The Department of Higher Education and Training has a vacancy for a senior administration officer in the Directorate: Social Inclusion and Equity and is looking for a person with: *At least 3 years relevant experience in providing administrative support and who possesses at least a 3 year post matriculation qualification; *Good oral and written communication skills are an essential requirement; *Knowledge of the social inclusion and equity regards to the race, class, gender, age, disability and persons affected by HIV and Aids, Culture and Sport will be an added advantage.

DUTIES : The successful candidate will deal with supporting the logistical, financial, budgetary and human resource matters for the Directorate: Social Inclusion and Equity

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/59 : **SENIOR ADMINISTRATIVE OFFICER REF NO: K61245/60**
Directorate: University Management Support

SALARY : R 161 970 per annum
CENTRE : Pretoria

REQUIREMENTS : This position requires a dynamic individual with financial, accounting, administrative, office management and communication skills; *The minimum requirements are an appropriate 3-year degree in a relevant field and experience in financial management, accounting and administration. Prior experience in a similar position and postgraduate qualifications will be advantages. *The successful candidate should have good knowledge and understanding of the Public Finance Management Act (PFMA), public sector, university sector, budgeting and business planning processes, extensive knowledge of MS Word and Excel; *Good report writing, project management and attention to detail are additional requirements for the position.

DUTIES : The scope of the Senior Administrative Officer's work will include but not be limited to: *Evaluating the performance of CHE and SAQA through the assessment of quarterly reports to the Minister; *Evaluating the strategic plans and annual budgets of CHE and SAQA for approval by the Minister; *Liaising with the entities and engage with other stakeholders on policy, performance and budget related issues; *Assisting with the evaluation of quarterly reports, strategic plans and annual budgets of NSFAS and the NIHE's on an ad hoc basis; * Assist with the evaluation of universities' annual reports; *Assisting with the process of appointing an independent assessor or administrator at a university when required; *The incumbent should be able to perform in a team environment. *He/she must also be able to innovatively identify and explore areas of synergy with other components of Higher Education organizations; *The appointee will work closely with universities, other state departments and agencies and other sections within the Department of Higher Education and Training.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/60 : **SENIOR ADMINISTRATIVE OFFICER REF NO: K61245/61**
 Directorate: Initial Professional Education of Teachers (IPET)

SALARY : R 161 970 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in position of an appropriate post-matric qualification, and must possess thorough knowledge of financial management systems and proven experience of at least three years in administration; *Knowledge of Treasury Regulations and the PFMA and experience in the management of monthly cash flow statements are essential, including an understanding of procurement policies, risk and fraud management, management of leave, etc. *The candidate must have above average computer skills (MS Office), excellent communication (written and verbal), good general office management skills and excellent interpersonal skills;

DUTIES : The successful candidate will be responsible for: Managing the MTEF budget process and monthly cash flow statement for the Directorate; *Providing administrative, logistical and financial support to the Directorate; *Providing general office support, including filing, tracking and processing of documents and correspondence; *Compiling, managing and updating monthly, quarterly and annual financial and progress reports; *Setting up meetings, compiling and distributing accurate minutes of meetings, *Preparation of submissions; *Assuming secretarial functions when required.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

NOTE : Candidates may be required to take a skills test. Interviewed candidates will be subjected to a competency assessment.

POST 42/61 : **SENIOR STATE ACCOUNTANT (BOOKKEEPING) REF NO: K61245/34**
 Directorate: Financial Services

SALARY : R 161 970 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in a possession of an appropriate 3-year B Degree or diploma with accounting as a subject; *Preference will be given to candidates with appropriate experience in Government Financial Accounting; knowledge and understanding of the PFMA and Treasury Regulations; *Knowledge and understanding of the Basic Accounting System (BAS); *Good communication (verbal and written) skills; *Computer literacy; *Problem-solving skills; *Planning and organizing skills; *Analytical skills; *Liaison skills; *Client orientation skills; *Financial management skills; *Presentation skills; *Customer care skills.

DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality. Duties include:*Manage the clearing of BAS bank exceptions online on a daily basis; *Investigate balances in relevant ledger accounts and ensure that these balances are cleared monthly; *Liaise with relevant stakeholders in order to obtain necessary source documents; *Attend to payments rejected by the banks and enquiries related to payments; *Manage the performance of monthly closure on BAS before due date; *Manage the administration of the PMG account and bookkeeping activities; *Manage the administration of the cashier's office; *Manage the monthly reconciliations of bookkeeping accounts; *Manage the revenue of the Department; *Manage the administration of the telkom account.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/62 : **SENIOR ADMINISTRATIVE OFFICER (OFFICE SUPPORT AND MAINTENANCE SERVICES) REF NO: K61245/19**
 Directorate: Logistical Services

SALARY : R 161 970 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate Degree/National Diploma in Management/Administration or Logistics or equivalent qualification with four years appropriate experience in office support and facility management; *Knowledge of National Archives Act, Promotion of Access to Information Act, GIAMA, PFMA, Government Transport Circular and NDPW Accommodation Norms and Standards; *Personal attributes, good organizational,

communication skills verbal and writing, conflict resolution and computer literacy (Ms Office packages); *Have a valid driver's license; *Hands on experience on records management and property administration will be an added advantage.

DUTIES : The successful candidate will execute a variety of administrative tasks and supervision pertaining to office support and maintenance services, i.e.: *Cleaning, food service aid, messenger, reproduction of documents, building maintenance, General Registry and Archives; *Government Transport and Telecommunications/Switchboard; *Be able to supervise staff and complement in terms of planning, organizing and assessing performance within the units; *Draft memoranda, submissions, reports and responses to internal and external queries; *Verify and check records against claims made by service providers; *Keep a record of office requests and issue uniforms; *Manage, control and monitor maintenance of buildings; *Be able to assess staff on a quarterly basis as required; *Provide training to subordinates with regard to policies /procedures and develop customer feedback mechanisms.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190

CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/63 : **LIBRARIAN REF NO: K61245/17**
Sub-Directorate: Information Resource Centre

SALARY : R 130 425 per annum

CENTRE : Pretoria

REQUIREMENTS : Degree or diploma in Library and Information Science / Knowledge Management; *Knowledge of printed and electronic information resources;*Knowledge of reference works; *Computer literacy and proficiency in using library related technology;*Good communication and interpersonal skills; *Knowledge of cataloguing and classification.

DUTIES : The successful candidate will be required to: *Conducting information searches, retrieval of information and making it accessible; *Compiling information packages for specialised customer requests; *Providing reference services as well as Current Awareness Services; *Assisting with marketing the Information Resource Centre; *Selecting Information Resource Centre material; *Acquisition, cataloguing and classification of material; *Providing an Interlibrary Loan service to clients; *Performing administrative functions of the Information Resource Centre.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190

CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/64 : **CHIEF ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT REF NO: K61245/20**
Directorate: Logistical Services

SALARY : R 130 425 per annum

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 or equivalent qualification coupled with four years relevant experience in Supply Chain Management / LOGIS Sub-System controller will be an added advantage; *Knowledge: Proven knowledge of SCM and procurement procedures; *Knowledge of the Public Finance Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations, Preferential Procurement Regulations, Broad-Based Black Empowerment Act, SCM Practice Notes. Skills: Good supervisory skills; computer literacy; good communication skills (written and verbal).

DUTIES : The candidate will be responsible to authorize procurement advice on LOGIS system and update supplier banking details on LOGIS and IQual systems;*Oversee the receipts and issues of stores. Ensuring efficient and effective process for Inventory and distribution; *Monitor and report on inventory level and Replenishment of stores; *Follow up on discrepancies in stock levels, deliveries, etc. *Ensure that provisioning services are rendered according to the required standards; *Train and supervise staff; *Attend to all enquiries from clients (internal and external clients); *Check and pre-audit all requisitions, transaction and invoices; *Ensure that invoices are issued daily and delivered to payment clerks; *Ensure that all invoices are processed within 30 days.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190

CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/65 : **ADMINISTRATIVE OFFICER REF NO: K61245/59**
 Directorate: University Institutional Support And Sector Liaison

SALARY : R 130 425 per annum
CENTRE : Pretoria
REQUIREMENTS : The Institutional Support and Sector Liaison Directorate is responsible for providing support to Universities on areas relating to university governance, student governance and leadership, and transformation processes and providing a liaison function for queries about public institutions. This position requires a person who has strong organizational and administrative skills; *Applicants must be in possession of an appropriate recognized 3-year qualification or equivalent in a relevant field; *The successful candidate should have knowledge of the higher education system, particularly the legislative and policy frameworks relating to universities; *The incumbent should have financial experience and have a good knowledge of the PFMA; Excellent communication skills and some writing skills are important requirements for this position. A sound knowledge of the MS Office package is essential. This post requires strong interpersonal skills.

DUTIES : The scope of the Administrative Officer's work will include but not limited to: *Providing administrative support to the Directorate; *Compiling and maintaining a central information registry of higher education stakeholders; *Co-ordinating the Directorate's correspondence and response times; *Maintaining the filing system of the Directorate; *Making bookings and standing in on secretarial functions, where required; *Financial coordination and administration for the Directorate; *Responding to and drafting routine correspondence reports and queries.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/66 : **ADMINISTRATIVE OFFICER: CLUSTER III 2 POSTS (REF: K61245/66/1) (REF: K61245/66/2)**
 Directorate: Seta Performance Management

SALARY : R 130 425 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must have an appropriate recognized Senior Certificate qualification with at least 3 years relevant experience. An in-depth understanding of Skills Development legislations, with the following skills requirement: *Report writing skills, *Computer Literacy, *Interpersonal relations, *Problem Solving skills, *Project Management, *Financial Management, *Planning and organizing of work, *Communication skills, *Administration skills, *Supervisory skills, *Analytical, *Driver's license required.

DUTIES : Implementing, maintaining and continuously improving an office administration system for SETA Cluster Manager and Assistant Manager; *Implementing, maintaining and continuously improve communication system with all SETAs allocated to the Cluster; *Co-ordinating and organizing all events for the cluster and all relevant stakeholders and if required in conjunction with other SETA clusters; *Preparing reports that include data tables, graphs and narrative comment on the activities of the SETA allocated to the Cluster; *Supporting the ASLM with all relevant SETA Performance Management functions; *Supervising an Office Admin Clerk to maintain the Cluster filling system; *Supervising an Office Admin Clerk to process all relevant paperwork for the Cluster inclusive of all paperwork relevant to human resource and provisioning.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/67 : **ADMINISTRATIVE OFFICER: MONITORING AND REPORTING REF NO: K61245/67**
 Directorate: Seta Performance Management

SALARY : R 130 425 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must have an appropriate recognized Senior Certificate qualification with at least 3 years relevant experience. An in-depth understanding of Skills

Development legislations, with the following skills requirement:; *Report writing skills, Computer Literacy, Interpersonal relations, Problem Solving skills, Project Management, Financial Management, Planning and organizing of work, Communication skills, Administration skills, Supervisory skills, Analytical, Driver's license required.

DUTIES : Consolidate, compile and analyses quarterly monitoring reports received from SETAs; *Assist in the development and upgrading of the SETA Performance Management (SPM) System; *Monitor and analyze the trends in the implementation of the SETA Performance Management; *Compile the submission list for SETA quarterly monitoring reports; *Register and respond to system queries from SETAs on SETA Performance Management System; *Provide day to day support to SETAs and the Department on SETA Performance Management System; *Supporting the Assistant Manager with all relevant SETA Performance Management functions; *Co-ordinating and organizing all events for SETA Monitoring and Reporting; *Implementing, maintaining and continuously improving the SPM system for SETA Monitoring and Reporting; *Supervising the Admin staff to maintain the SETA Performance Management filling system; *Implementing, maintaining and continuously improving the SPM system for SETA Performance Management.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190

CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/68 : **STATE ACCOUNTANT (SALARIES) REF NO: K61245/29**
Directorate: Financial Services

SALARY : R130 425 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in a possession of an appropriate 3-year B Degree or diploma with accounting as a subject; *Preference will be given to candidates with appropriate experience, who have in-depth knowledge of the Basic Accounting System (BAS) and PERSAL; *Other requirements will be: in-depth knowledge of the requirements of the PFMA, Treasury Regulations and related policies governing PERSAL; *Good interpersonal, communication and managerial skills; *Experience in salary remuneration control; *Ability to work under pressure with strict deadlines; and *Good computer literacy skills (MS Excel and MS Word).

DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality. Duties include: *Check and authorize salary related transactions on PERSAL and BAS for both Departmental officials and examiners and moderators; *Check and authorise Local and Foreign travel and subsistence claims; *Control payments of salary claims; *Control the correctness of the distribution of salary pay sheets to all officials; *Control the correctness of the distribution of PERSAL Item Analysis reports to Financial Institutions; *Control the clearing, reconciling and reporting on the state of salary related ledger accounts; *Control the PAYE for the Department, recalculation of Income Tax , monthly income tax reconciliation EMP 201 to be submitted via SARS eFiling and the annual tax reconciliation EMP 501 to SARS to be submitted via SARS e@syFile; *Control SARS tax directives for assessment; *Control leave and lump sum payments; *Check issue/reissue of IRP 5 Certificates; *Control the compilation of the Monthly BAS/PERSAL interface reconciliations; *Follow up and resubmit PERSAL exceptions on BAS; *Debtor control: Check and approve salary related debt calculations and transactions to be effected on the BAS and control debt documentation; *Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190

CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/69 : **SENIOR ADMINISTRATION CLERK GRADE III REF NO: K61245/62**
Directorate: Private Higher Education Institutions

SALARY : R 105 645 per annum

CENTRE : Pretoria

REQUIREMENTS : The Minimum qualification is a relevant diploma or degree in information management, financial administration or electronic database management. *The incumbent must have previous experience in a similar position. *The incumbent

should be a creative, proactive and highly motivated individual with good time-management and organisational skills. *Excellent interpersonal and communication skills are required to deal with people at all levels in the Department and the incumbent must have experience in the use of computer applications such as MS Word, Excel, Outlook and Powerpoint. *Proven skills and experience with electronic databases is an important requirement for the position.

DUTIES : The post of Senior Administration Clerk (Grade 3) will be in the Directorate: Private Higher Education. *The responsibilities of the position will include: Information management, management of orders and purchasing, management of document storage and retrieval and the digitizing of documents; *Performing the office management tasks of the Secretary during her absence will be expected.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190

CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/70 : **SENIOR REGISTRY CLERK GRADE II: PERSONNEL REGISTRY REF NO: K61245/9**

Directorate: Personnel Administration and Development

SALARY : R 87 978 per annum

CENTRE : Pretoria

REQUIREMENTS : A senior or equivalent certificate coupled with at least 2 years actual experience is required. *Preference will be given to candidates who have the ability to deal with all levels of staff, are computer literate and have good verbal and written communication skills. *It will be expected of the successful candidate to have a thorough knowledge of all aspects of personnel registry. *Good team building skills, a basic knowledge of the Persal system, and Archive Rules pertaining to personnel records are additional recommendations.

DUTIES : The incumbent will be responsible for the writing of standard letters to institutions and government departments; *Handle basic enquiries on Persal, *training and development; *supervision and control of subordinates; *keep the filing and card systems up to date; *receive and post documents; * maintain registers and files.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190

CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/71 : **SENIOR SECRETARY GRADE II 2 POSTS (REF: K61245/15/1) (REF: K61245/15/2)**

Chief Directorate: Media Liaison and National Communication/ Directorate: Government Information Technology Office (GITO)

SALARY : R87 978 per annum

CENTRE : Pretoria

REQUIREMENTS : Senior Certificate or an equivalent recognized by the South African Qualifications Authority (SAQA); *Secretarial or office management or equivalent qualification will be added advantage; *Good interpersonal and communication skills to interface with people from various backgrounds; * Reasonable experience in using computer applications in office management including MsWord, Excel, PowerPoint and Outlook; *Good organizational and basic events management skills; *Ability to create and manage databases, presentations and financial matters will be added advantages.

DUTIES : Compile, maintain and update database of key stakeholders; *Office management including diary management, filing, tracking and processing of documents, correspondence and resource material; *Office tasks including photocopying, faxing, ordering stationery and general support of the Directorate; *Handle cash flow statements and facilitate procurement documentation; *Interface with clients and visitors; *Routine office tasks including telephone management, typing, and travel arrangements

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190

CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

NOTE : Short-listed candidates for the post of secretary may be expected to undergo typing and/or a computer literacy test.

POST 42/72 : **SENIOR ADMINISTRATION CLERKS GRADE II: SUPPLY CHAIN MANAGEMENT
4 POSTS (REF: K61245/21/1) (REF: K61245/21/2) (REF: K61245/21/3) (REF:
K61245/21/4)**
Directorate: Logistical Services

SALARY : R 87 978 per annum
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate (Grade 12) or equivalent qualification with two years experience in the field of procurement; *Knowledge of PFMA; Public Service Act, Treasury regulations; *Knowledge of LOGIS system; *Computer literacy in (MS Word, Excel, and Power point) Implement Batho Pele Principles.

DUTIES : Responsible to receive goods from different suppliers at Transit; *Ensuring quality; quantity and correctness of items during receipts; *Ensure timely redirection of delivered items to relevant end users and/or warehouse; *Maintain the 0 – 9 filing system and perform expedition and follow-up of late deliveries; *Ensure safety of goods/items both in the warehouse as well as at transit section; *Assist in managing banking details of service providers; *Assist suppliers with matters;* Assist supervisor in the preparation of management information, statistics and reporting of service provider's information; *Ensure efficient and effective process on receipts, invoices and issues; *Capturing and issuing of items on LOGIS system; *Attend to all enquiries from clients both internal and external.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/73 : **SENIOR ACCOUNTING CLERK (BUDGETING) REF NO: K61245/30**
Directorate: Financial Services

SALARY : R87 978 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior or equivalent certificate with accounting as a passed subject; *Experience in government finances is the minimum requirements for appointment to this position; *Preference will be given to the candidate with knowledge in budgeting matters.

DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality; *The responsibilities of the appointee will entail assisting in the consolidation of budget inputs of the Department; *The capturing of budget inputs on the financial system of the Department; *Assisting in the compilation of budget and expenditure information when required.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/74 : **SENIOR ACCOUNTING CLERK (BOOKKEEPING) REF NO: K61245/31**
Directorate: Financial Services

SALARY : R87 978 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior or equivalent certificate with accounting as a passed subject; *Preference will be given to persons with experience in government finances.

DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality, *The responsibilities of the appointee will entail journalizing of bookkeeping transactions; Capturing of receipts and bank details on the system and verification of banking details; *Assisting with the cashier's functions; *Daily bank deposits and collection of statements at National Treasury and the bank.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/75 : **SENIOR ACCOUNTING CLERK (CASH FLOW) REF NO: K61245/32**
Directorate: Financial Services

SALARY : R87 978 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior or equivalent certificate with accounting as a passed subject; *Experience in government finances is the minimum requirements for appointment to this position;

*Preference will be given to the candidate with knowledge of the Basic Accounting System and cash flow matters; *Knowledge of Excel functionalities

DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality; * The responsibilities of the appointee will entail journalizing of incorrect allocations on the BAS System; *Investigating accounts for correctness, managing commitments on the BAS System, and *Assisting in the reconciling of assets between BAS and the Asset Register and in the compilation of the monthly cash flow reports and expenditure reports to National Treasury.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190

CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/76 : **SENIOR ACCOUNTING CLERK (EXPENDITURE) REF: K61245/33**
Directorate: Financial Services

SALARY : R87 978 per annum

CENTRE : Pretoria

REQUIREMENTS : Senior or equivalent certificate with accounting as a passed subject; *Preference will be given to persons with experience in government finances.

DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality; *The responsibilities of the appointee will entail assisting with the clearing of ledger accounts, verification of all requests for payments received for allocation codes and supporting documentation; *Capture payments on the BAS system; *Ensure payments adhere to legislation, government prescripts and departmental policies and procedures; *Prepare payment advices for certain accounts; perform monthly reconciliation of accounts to ensure that all invoices are paid in time; *Perform administrative tasks relating to safeguard of document; attend to queries related to payments.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190

CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

POST 42/77 : **SENIOR SECRETARY GRADE II 3 POSTS (REF: K61245/441/1) (REF: K61245/41/2) (REF: K61245/41/3)**
Directorates: National Qualification Framework/Social Inclusion & Equity\ International Relations & UNESCO

SALARY : R87 978 per annum

CENTRE : Pretoria

REQUIREMENTS : The Department of Higher Education and Training has a vacancy for a senior secretary in the Directorate: National Qualifications Framework Coordination and Support and is looking for a person with: *At least 3 years relevant experience in providing secretarial, administrative and personal support and who possesses at least a senior certificate qualification; *A higher qualification will be a strong recommendation and an added advantage; *Good oral and written communication skills are an essential requirement. Core Competencies/Skills: *Knowledge of the administrative systems of the public service and in particular those of the Department of Higher Education and Training; *Planning, time management and multi-tasking skills; *Work flow management; *Verbal and written communication skills; *Accuracy; *Typing; *General computer proficiency; *Preparing and processing of financial requisitions; *Attention to detail; *Professionalism; *Confidentiality; *Ability to relate to other people; *Ability to build strong working relationships.

DUTIES : Compile, maintain and update database of key stakeholders; *Office management including diary management, filing, tracking and processing of documents, correspondence and resource material; *Office tasks including photocopying, faxing, ordering stationery and general support of the Directorate; *Handle cash flow statements and facilitate procurement documentation; *Interface with clients and visitors; *Routine office tasks including telephone management, typing, and travel arrangements

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190

CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

NOTE : Short-listed candidates for the post of secretary may be expected to undergo typing and/or a computer literacy test.

POST 42/78 : **SENIOR TYPIST REF NO: K61245/71**
Directorate: Examinations and Assessment (Colleges and Abet)

SALARY : R73 584 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Senior Certificate or equivalent as well as a qualification including Typing with at least 3 years relevant experience; *He/she should possess good computer skills and an advanced knowledge of Microsoft Office programmes such as Word, PowerPoint and Excel, as well as excellent typing skills (at least 40 w.p.m.); *The applicant must be able to type and format according to specifications inclusive of complex graphs and tables; *He/she must possess good interpersonal and communication skills and be able to work on confidential documentation in a high security environment.; *He/she should have excellent organizational skills, experience in record keeping and managing an electronic filing system and be able to work under pressure for extended periods of time with minimal supervision; *Fluency in both English and Afrikaans will be an added advantage.

DUTIES : The successful candidate will be responsible for duties in the typing pool for national college and ABET examinations; * Type and format examination question papers within stipulated timeframes; *Insert mathematical and scientific formulae, equations and symbols in question papers; *General typing and formatting of reports and other documentation as required ; *Maintain an electronic filing system; *Record incoming and outgoing question papers and documentation; *The successful applicant will be expected to work overtime.

ENQUIRIES : Ms K Seforo or Ms M Debeile 012 312 5027/6190
CLOSING DATE : 17 November 2010, Applications received after the closing date or faxed applications will not be considered

NOTE : Interviewed candidates will be subjected to a competency assessment.

DEPARTMENT OF HUMAN SETTLEMENTS

- APPLICATIONS** : Human Communications, P O Box 1305, Rivonia, 2128 E-mail: dohs@Humancommunications.co.za
- FOR ATTENTION** : Human Communications
- CLOSING DATE** : 05 November 2010
- NOTE** : If you apply for more than one position in the Department, please submit Separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department, and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 42/79** : **CHIEF DIRECTOR: SECTOR INFORMATION MANAGEMENT SERVICES. REF NO: DOHS/134/2010**

- SALARY** : R790 953 per annum (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognized Bachelor's degree or equivalent qualification in Information Sciences. A post graduate qualification will be an added advantage. (Skills in Communication (written and Verbal), planning, organizing, time-management and interpersonal skills) At least five years experience on a management level in the housing, information and knowledge management environment, deploying integrated systems at a national scale and other spheres of government. Understanding of systems and process engineering managing a library, resource centre and information centres. Risk and control procedures, managing an IT infrastructure countrywide, financial management and user support, Public Service environment, Information Sciences, IT infrastructure, Housing Mandate, People Management, Knowledge of the following Acts: PAJA, Sita Act, DORA, Access to Information Act, and Communication Act. Systems development cycle.
- DUTIES** : The successful candidate will head the Chief Directorate: Sector Management Information. Provide housing and human settlement information to support the government's housing provision process in terms with the Housing Act. To manage the development of innovative and integrated business operational, control and decision support information systems. To manage the development, collaboration and to support an information and knowledge distribution environment. To manage the quality of housing information, establishing suitable verification methodologies, analyse the data and information, ensure use, and access to business information services. To establish and maintain mechanisms and systems to provide information on housing demand in the country. Assume overall management and accountability of the staff in the component to ensure the effective and efficient utilisation of resources, filling of vacant posts, induction of new employees, expenditure against personnel budget, including the management of the performance of staff.
- ENQUIRIES** : Mr N Chainee (012) 421-1603
- NOTE** : Applicants for the above post will be expected to subject themselves to a comprehensive assessment programme as part of selection process. Shortlisted candidates will be subjected to a competency assessment test. The successful candidate will be required to enter into a performance agreement and to sign an employment contract within 3 months after assumption of duty. It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records.

OTHER POSTS

POST 42/80 : **DEPUTY DIRECTOR: SECTOR PROFESSIONALISATION REF NO: DOHS/129/2010**
Chief Directorate: Capacity Development

SALARY : R 378 456 per annum (all-inclusive salary package)
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a recognized B Degree or equivalent qualification. Extensive experience in the Human Settlements sector, understanding of Human Settlements policies, legislation and the challenges thereof. Understanding of how institutions of higher learning operate. Knowledge of the PFMA and Treasury Regulations. Excellent communication skills, both written and verbal. Computer literacy, especially MS Word, MS Excel, MS PowerPoint. Must be willing to travel extensively and at short notice. A code 8 driver's license

DUTIES : Develop policy and strategies for professionalization of the Human Settlements sector. Coordinate and facilitate the Human Settlements Professional Body. Oversee the promotion of housing qualifications and registered units standard. Support and network with the housing SGB, SETA, training and educational institutions, sector departments and built environment professional bodies. Implement processes and systems to support the professionalization of the sector.

ENQUIRIES : Ms Diana Lekoma (012) 444 – 5031

NOTE : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records.

POST 42/81 : **ASSISTANT DIRECTOR: INSTITUTIONAL & ORGANISATIONAL SUPPORT REF NO: DOHS/129/2010**
This Advert is restricted to employees working within the Public Service

SALARY : R 192 540 per annum
CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's degree or National Diploma in Organisational Development, Management Services, Public Management or Human Resources Development, with a minimum of three years experience in Capacity development, Organisational Development, HRD or related field; A valid drivers licence; sound knowledge of Housing legislation, housing institutions, Organisational Development, Human Resources Development strategy, PFMA, Batho-Pele principles and other related public service legislations; Understanding of Knowledge management, Change management, Skills development and Organisational development; Communication skills, Facilitation skills, and People management skills, Research and Report writing skills.

DUTIES : To support Provincial and Municipal Institutional and Organisational development. Support provinces and municipalities to develop guidelines, strategies and policies for institutional and organizational development; Identify capacity gaps for institutional and organizational development; Render organizational development support to Provincial department of human settlements & Municipalities; Support and coordinate the implementation of the South African/Cuban technical support programme & other international support programmes; Render secretariat support during task team meetings.

ENQUIRIES : MR. A Mukhadakhomu (012) 444- 5248

NOTE : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records.

POST 42/82 : **SENIOR ADMINISTRATIVE CLERK REF NO: DOHS/126/2010**
Directorate: Training and Skills Development
This Advert is restricted to employees working within the Public Service

SALARY : R105 645 per annum

- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 certificate or equivalent coupled with knowledge in project administration; facilitation; computer skills. Experience in working with provinces; municipalities and sector stakeholders. Understanding of human settlement policy and legislation will be an added advantage. Good computer skills, Negotiating skills, Problem solving, Creativity and innovation.
- DUTIES** : Prepare memorandums, submissions and letters; Drafting and processing payments advice and assist with monitoring the sub-directorate budget; Coordination /organizing meetings, workshops, venues and conferences; Handling telephone and written enquiries ; Arrange travelling bookings and transport; Liaise with training providers, provinces, municipalities and other stakeholders, Follow up on the submission of reports from provinces , municipalities service providers and other stakeholders. Maintain a filing system and create a database of all projects in the Directorate.
- ENQUIRIES** : Ms N Rozani, tel. (012) 444 5035.
- APPLICATIONS** : National Department of Human Settlements, Private bag X644, Pretoria or Govan Mbeki House, 240 Walker Street, Sunnyside, C/o Walker and Troy Street.
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records.

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, ID and Driver's license. If you have not been contacted within 3 months after the closing date of these advertisements, please accept that your application was unsuccessful, as communication will be made with the short listed candidates only.

OTHER POSTS

POST 42/83 : **SENIOR INVESTIGATOR REF: Q9/2010/55**

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

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

ENQUIRIES : Ms KL Mothusi on 018 397 2500
APPLICATIONS : Private Bag X 2017 Mafikeng 2745 Or can be hand delivered to No.1 Station Road Molopo Shopping Centre 1st Floor Mafikeng
FOR ATTENTION : Ms KL Mothusi
CLOSING DATE : 04 November 2010
NOTE : The successful candidate will have to undergo Security vetting. His / Her character should be beyond reproach.

POST 42/84 : **NETWORK CONTROLLER REF NO: Q9/2010/54**

SALARY : R105 645 per annum (Level 6)
CENTRE : Pretoria
REQUIREMENTS : The ideal candidate must have Degree/Diploma or relevant post school qualification and relevant experience in respect of networks (A+, N+, Win 2000/2003, Lotus Notes and XP).). A driver's license is a prerequisite.

DUTIES : Key competencies include: To participate in the management of the WAN/LAN installation of software and hardware components, co –coordinating maintenance and repairs of equipments as well as giving periodic reports, provide user support including telephone, solving/troubleshoot hardware and software problems.

ENQUIRIES : Ms Velesita Makinta @(012)399 0016

APPLICATIONS

: Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or City Forum Building 114 Vermuelen Street Pretoria 0001,

FOR ATTENTION

: Ms T Marumo

CLOSING DATE

: 05 November 2010

NOTE

: The successful candidate will be required to undergo a preliminary security vetting and signing of an Agreement to Maintain Secrecy. His/ her character should be beyond reproach. Faxed applications will not be considered.

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

APPLICATIONS : Department of International Relations and Cooperation, Private Bag X152, Pretoria or may be hand-delivered: at the Security Reception Area (Main Gate), OR Tambo Building, 460 Soutpansberg road. Please mark all applications for the attention of Ms E Fouché

CLOSING DATE : 12 November 2010

OTHER POST

POST 42/85 : **CHIEF PERSONNEL OFFICER**

SALARY : R161 970 per annum, Level 8

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate and practical experience in a supervisory capacity with regard to Recruitment and Selection matters. The candidates will be subjected to competency assessment as part of the selection process. Competencies: Knowledge of • HR Prescripts • HR Legislation Skills • Computer skills/courses (MS Suite & Persal) • Sound interpersonal relations • Ability to interpret and apply HR prescripts/legislation • Basic numeracy skills (calculations) • Good Organising skills (Ability to work under pressure with several different issues simultaneously). • The ability to prioritise issues • Good verbal and written communications skills (report and submission writing)

DUTIES : Co-ordinate Recruitment and Selection processes. Provide advice to clients on Recruitment and Selection issues Serve as secretariat during Recruitment process Supervision and the administration of Persal. Compile reports and submissions on appointment, promotions, translation in rank and retention of staff Ensure correctness/completeness of all HR administrative functions and update applicable databases for statistical purposes Supervise staff. Evaluation and development of sub-ordinates Issue letters of appointment, transfer, promotion and translation in rank as well as regret letters Invite shortlisted candidates for interviews Make travel arrangements when required Prepare interview packs for panel members Attend and assist with arrangements of the On-boarding Programme

ENQUIRIES : Ms E Fouché (012) 351 1033

DEPARTMENT OF LABOUR

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

APPLICATIONS FOR ATTENTION : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001
CLOSING DATE : Sub-directorate: Human Resources Operations, Head Office
NOTE : 8 November 2010
 Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post.

OTHER POSTS

POST 42/86 : **SENIOR STATE ACCOUNTANT: SALARY PREPARATION**
 Chief Directorate: Financial Management

SALARY CENTRE REQUIREMENTS : R 161 970 per annum
 Pretoria
 A relevant three year tertiary or equivalent qualification in Finance or related field plus three years relevant experience in the Public Sector Finance. **Knowledge and Skills:** Departmental policies and procedures Labour Legislation relevant to the post (Labour Relations Act, Skills Development Act, Skills Development Levies Act, Employment Equity Act, Public Finance Management Act, Financial Regulations and Treasury Regulations). Batho Pele principles. Computer literacy. Persal and Basic Accounting System (BAS). Analytical. Communication Interpersonal relations. Supervisory. Problem solving. Report writing.

DUTIES : Promote and maintain an efficient and effective control of financial and human resources of the Section through monitoring of personnel development, and functional and generic training. Effect correct payments of service benefits accruing to in-service officials. Ensure the timely collection of debts from in-service officials. Clear all salary suspense accounts. Ensure full and proper record keeping. Supervision of staff.

ENQUIRIES : Ms M Matjila, Tel. 012 309 4292

POST 42/87 : **SENIOR ADMINISTRATION OFFICER: MANAGEMENT SUPPORT SERVICES**
 Directorate: Branch Management Unit

SALARY CENTRE REQUIREMENTS : R 161 970 per annum
 Pretoria
 A relevant three year tertiary or equivalent qualification plus two to three years supervisory experience. **Knowledge and Skills:** *Knowledge of labour legislation relevant to the post (Supply Change Management Policy, Public Finance Management Act, Treasury Regulations, BEE Framework, PPPFA) *Ability to interpret and apply policies *Computer literacy *Knowledge of Logis, BAS and Database (Iqual) *Procure Procedures *Analytical *Report writing *Numeric *Communication *Interpersonal relations

DUTIES

: Ensure proper stock control. Procure goods and services for staff within the Branch.
Maintain updated assets register. Initiate / prepare procurement reports to management. Performance management.

ENQUIRIES

: Mr S Mashiane, Tel. 012 309 4416

NATIONAL TREASURY

- APPLICATIONS** : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.bo@treasury.gov.za.
- CLOSING DATE** : 29 October 2010 at 12:00
- NOTE** : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

OTHER POST

- POST 42/88** : **PROJECTS ADMINISTRATOR REF NO: S111/2010**
(3 year Contract)
Division: Budget Office – Neighbourhood Development Programme
- SALARY** : R192 540 (excluding benefits) per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelors' Degree or equivalent degree in minimum one of the following: Project Management / Civil Engineering / Urban Development / Town and Regional Planning / Economics / Development Planning / Finance/ Commerce / Social Development / Public Administration. At least 3 years' related experience.
- DUTIES** : It would be expected from the candidate to: Assist the Projects Directors and Projects Managers by providing them with projects administration support, managing and monitoring of projects. Maintain supportive and effective relationships with selected municipalities, government departments, the private investor community, official development agencies and other stakeholders as directed. Provide support to programmatic aspects of the NDPG (eg. website maintenance, input into office standards and workflow) as directed. Provide assistance with financial management, control, evaluation and compliance aspects of the NDPG. Provide support to ensure that case studies are documented, printed and electronically available to all role players as directed. Provide administration support to ensure successful implementation of projects for full cycle of each project

DEPARTMENT OF PUBLIC ENTERPRISES

- APPLICATIONS** : Submit applications, quoting the post number, to The Directorate: Human Resources, Private Bag X15, Hatfield, 0028 or deliver to 1090 Infotech Building, corner Arcadia and Hilda Streets, Hatfield, 0028
- CLOSING DATE** : 5 November 2010
- NOTE** : Applications should be submitted on form Z83 (available from any state department) and be accompanied by a concise CV and certified qualifications. All candidates will be subjected to test aimed at assessing their knowledge and understanding of the Secretariat environment. The person appointed to this position will be subjected to security clearance. People with all types of disabilities are encouraged to apply.

OTHER POST

- POST 42/89** : **SUPPLY CHAIN MANAGEMENT OFFICER**
Directorate: Financial Management
- SALARY** : R130 425 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications: Grade 12 with a Bachelor Degree in Finance, Public Management, Logistics and Supply Chain Management with at least three years working experience in Supply Chain Management at level 6. Skills and Knowledge: In depth knowledge of the PFMA, PPPFA, Treasury Regulations, BBBEE and other related prescripts. Extensive experience of LOGIS, at least Logistical Information System Level 1 course. Good verbal and written communication skills, attention to detail, interpersonal relations, analytical skills, ability to work in accordance with and interpret policies. Fully computer literate.
- DUTIES** : Obtain quotations and invite bids for goods and services to support the various branches within the Department. Compile comparative schedules for all bids received including due diligence to ensure compliance. Checking of requests against a checklist during processing of bids and quotations. Evaluate all quotations in accordance with applicable legislation. Liaise and coordinate with client's offices on the outstanding requests for goods and services. Ensure valid, accurate and complete information during the processing of quotations. Capture supplier data base forms on INTENDA system. Authorize orders on LOGIS. Asset verification, update and adjustment of asset register. Assisting with departmental travel arrangements, flight bookings, car rental, accommodations and shuttle services. Ensure compliance with Supply Chain Management policies. Assist the supervisor in the preparation of management information and statistics reporting.
- FOR ENQUIRIES** : Mr. Abel Makhafola, tel. 012 4311005

PUBLIC ADMINISTRATION LEADERSHIP AND MANAGEMENT ACADEMY (PALAMA)

PALAMA is a government department within the portfolio of the Minister for Public Service and Administration. PALAMA is the primary vehicle through which government is addressing the capacity and skills challenges that the South African Public Service experiences at all employment levels. In terms of its capacity building role, PALAMA is also a key player in contributing to the developmental agenda of government, transformation and service delivery in the public service. Suitably qualified and experienced candidates are invited to apply for the following vacant positions:



- APPLICATIONS** : Submit your application, quoting the reference number and indicating your preferred Branch, i.e. Finance or Provider Mobilisation, , HR Department, PALAMA: by hand at Z K Matthews Building, 70 Meintje Street, Sunnyside, Pretoria; or by post to PALAMA, Private Bag X759, Pretoria, 0001. ■E-mailed and faxed applications will not be accepted.
- FOR ATTENTION** : Ms H D Janssen van Vuuren
- CLOSING DATE** : 1 November 2010
- NOTE** : Applications must consist of: a fully completed and signed Z83 form – it may be downloaded from the DPSA website at www.dpsa.gov.za); a recent comprehensive CV; telephone, fax and e-mail contacts for three referees; certified copies of ID document and educational qualifications. ■PALAMA seeks to promote equity as defined in its Employment Equity Plan when filling vacant posts. ■Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. ■References will be checked for short-listed candidates, and they may be required to undertake competence exercises. ■Appointments are subject to the verification of criminal records, citizenship, financial/asset records, and educational qualifications. ■PALAMA reserves the right not to make an appointment.

OTHER POSTS

- POST 42/90** : **PERSONAL ASSISTANT/SENIOR ADMINISTRATION OFFICER 2 POSTS**
Branch Heads: Finance (CFO) and Provider Mobilisation
- SALARY** : R161 970 per annum, plus competitive benefits (R221 899 per annum cost to company) Salary Level 8
- CENTRE** : Pretoria
- REQUIREMENTS** : Relevant B Admin Degree / Diploma or equivalent qualification. A Certificate or Diploma in Office Administration / Management will serve as an added advantage. Ability and experience in office management in a busy delivery unit. Experience, Skills and Knowledge: These positions call for a person with the necessary skills, knowledge, experience and attributes to provide administrative/organisation development support to the Branch Head. The candidate must understand the core functions at PALAMA to such an extent that he/she will be able to initiate/execute independent research on topics of interest to the Branch Head. Delivery of a complex and / or a range of high level administrative / logistical secretarial / services that require some general theoretical knowledge and experience, usually acquired through a combination of a tertiary qualification and practical experience. Requires little or no guidance in area of expertise. Specialised abilities Learn from feedback and experience towards enhanced service delivery; Adapt to re-engineered work processes and technology to meet the challenges of massification. Co-operate with colleagues in other functions and departments to ensure seamless service delivery; Supervise staff in some instances, by scheduling and allocating work; Interface at operational levels inside and outside the organisation; Communicate with clients and service providers, both internal and external, to enhance service delivery; Communicate appropriately in writing and verbally. Support the strategic direction defined for the function, Support transformation and massification imperatives e.g., collaboration, outsourcing and monitoring; Attend to the detail in area of expertise; Give guidance and assistance to others and apply task relevant computer literacy. Personal Attributes: The person will have to demonstrate effective problem identification and analytical skills. Demonstrate assertiveness, trustworthiness and honesty. Ability to maintain a high level of confidentiality.

- DUTIES** : Supporting initiatives for the transformation of a unit of the Academy to give effect to the vision, strategy and scope of the Academy. Delivery of proactive, flexible, technology enabled administrative / secretarial / logistical services to the Branch, to give effect to the vision, strategy and scope of the Academy. Support for wider activities of the Academy. Co-operation and teamwork with colleagues and other departments to serve the interests of the Academy. Support for the corporate governance of the Academy through effective control and utilisation of allocated resources. Answer the telephone, make telephone calls on behalf of the Branch Head and canalize telephone calls to the relevant units. Receive clients or visitors. Arrange meetings, workshops and appointments and provide administrative support. Manage the diary of the Branch Head. Arrange journeys and accommodation and compile and submit subsistence and travel claims. Scan, manage and draft correspondence, documentation, supporting registers and filing. Facilitate inputs for parliamentary questions. Take notes, keep minutes and do typing. Co-ordinate financial inputs as well as human resource management and development matters. Act as Chief User Clerk.
- ENQUIRIES** : Ms P Mkwazi (Chief Financial Officer) Tel: (012) 441-6173
Mr R M Mmutlana (Provider Mobilisation) Tel: (012) 441- 6177
- POST 42/91** : **ADMINISTRATOR: CORPORATE COMMUNICATIONS REF NO: ADMIN: CC/092010**
- SALARY** : R130 425 per annum plus competitive benefits (R178 682 per annum Cost to Company) (Salary level 7)
- CENTRE** : Pretoria
- REQUIREMENTS** : Public Relations/Marketing/Communications Diploma, Grade 12 or equivalent Certificate PLUS credible experience in the communication field and relevant computer software Competencies/skills: *Good events co-ordination experience. *Good word processing skills. *Knowledge/skills of the following software packages – MS Word, MS PowerPoint, MS Outlook, MS Excel and Access. *Good office administration skills (document tracking, storage and retrieval systems). *Good telephone etiquette and communication skills (interact with persons at various levels). *Inter personal proficiency (reliable, initiative, outgoing and lively) and language proficiency. *The ability to function independently without constant supervision. *The ability to make travelling and accommodation arrangements. * The ability to arrange events such as exhibitions and internal events. *Basic knowledge of applicable legislation and prescripts such as PS Regulations, PFMA, relevant regulations and procurement procedures. *Good time management skills (ability to function efficiently under extreme pressure). A valid Code 08 driver's license.
- DUTIES** : Assist Directorate in ensuring effective and efficient systems are in place. Attend and or assist in preparing for exhibitions and internal events. Liaise with internal branches and ensuring that service requests are attended to timeously. Liaise with service providers communication activities. Ensure availability of stock of relevant promotional material, marketing material as well as corporate gifts. Update the stakeholder database quarterly. Manage the Academy online forum discussions by granting access to it. Establish and maintain relations with the communication administrators within MPSA portfolio and other departments. Provide support to the distribution of the PALAMA Annual Report and Strategic Plan and other relevant documents. Ensure well established and updated filing system for the directorate. Procurement and payment paperwork for the Directorate is processed. Ensure that the storeroom is well managed and items are easily accessible. Perform ad hoc duties on behalf of the manager where necessary. Ensure that PALAMA head and regional offices are supplied with the relevant communication and marketing material. Provide assistance in capturing events photographically and photographs are filed accordingly. Update web content when necessary. Write up intranet articles and place them on the intranet. Provide administrative support to the broader CSS branch. Ensure that newspapers are well kept at the end of each business day.
- ENQUIRIES** : Mr D Poonsamy, Tel No. (012) 441-6103

THE DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

- APPLICATIONS** : Applications can be posted to: Department of Public Service and Administration, Private Bag X916, Pretoria 0001 or delivered to Batho Pele House 116; Proes Street, Pretoria for the attention of Thabang Ntsiko. E-mail and Faxed application will not be considered.
- CLOSING DATE** : Monday, 8 November 2010
- NOTE** : The successful candidate will sign an annual performance agreement, complete a financial discloser form and will be required to undergo a security clearance. It is the intention of the DPSA to promote representation through the filling of its posts. The candidature of applicants from designated groups especially people with disability will receive preference. Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference , Reference checks will be done nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have been contacted by the dpsa within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

OTHER POST

- POST 42/92** : **ADMINISTRATOR: ORGANISATIONAL DESIGN REF NO: 0015**
Job Purpose: The Department of Public Service and Administration is looking for reliable, hardworking persons to provide secretarial and general administrative support.
- SALARY** : R105 645 per annum (Level 6) Annual progression up to a maximum salary of R124 443 per annum is possible subject to satisfactory performance
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate (or equivalent) and a post Matric qualification in general Office administration or equivalent qualification at NQF level 5. Knowledge of and experience in all aspects of Office administration, organization and management. Good interpersonal skills to work in a team with a strong Batho Pele orientation. Ability to pay attention to details and to deal with confidential and sensitive matters. Good telephone etiquette. Good verbal and written communication skills with the ability to communicate across levels and ranks. Ability to handle multiple tasks, manage time well and work under pressure. Computer literacy and proven experience and knowledge of MS Office packages (MS Word, Powerpoint, Excel, Outlook and Internet).
- DUTIES** : Render administrative and secretarial support to the staff of the relevant Directorate, including, but not limited to: General Office management. Arranging meetings and workshops. Preparing agendas, files and briefing documents. Typing documents. Processing travel claims and invoices for services. Managing incoming and outgoing documents. Managing the filing system including document filing. Managing stationery/equipment and component library. Assisting with managing the budget and budget expenditure. Conducting basic research activities. Responding to office queries telephonically and by mail.
- ENQUIRIES** : Mr Siyabonga, tel. (012) 336 1403.

DEPARTMENT OF TRADE AND INDUSTRY

- APPLICATIONS** : To apply for the above position, please go to <http://www.thedti.gov.za> and click on the Careers at the DTI button. Should you experience any problems in submitting your application, please follow the Support link on the Careers site or contact the Recruitment Office on 012 394 1809 for an alternative application method.
- CLOSING DATE** : 01 November 2010

OTHER POST

- POST 42/93** : **ASSISTANT DIRECTOR: HR SUPPORT REF NO: CCRD/OPS MAN 006**
- SALARY** : Commencing salary: R192 540 per annum
- REQUIREMENTS** : A three year tertiary qualification, preferably Business Administration / Public Administration. Minimum of 3-5 years relevant HR or Business Administration experience. Understanding HRM process, government and DPSA policies and prescripts Understanding of Corporate Governance issues Good Interpersonal relations and customer service skills Report writing skills Strong verbal and written communication skills. Analytical thinking Ability to maintain a high level of confidentiality
- DUTIES** : Assist in the effective implementation and monitoring of internal HR systems, policies and procedures. Facilitate, Coordinate and participate in the dti committees and forums such (EE, OHS, Gender Main Stream and Skills Development). Effective monitoring of HR and support services in the Division (e.g. monitoring and maintaining of leave register, monitoring and managing of staff establishment i.e staff movements, etc). Contribute towards the efficient management of the Human Resource Management functions. Data collection and dissemination around operational matters Prepare reports and trend analysis around HR operational matters Human Resource documents are correctly referenced and filed. Monitor workplan against expenditure Maintain and update the database required for HR Operations within CCRD

DEPARTMENT OF TOURISM

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

- APPLICATIONS** : and 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** : 08 November 2010
- NOTE** : In order to be considered, applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references), It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment.

MANAGEMENT ECHELON

- POST 42/94** : **DIRECTOR: ADMINISTRATION AND COORDINATION: OFFICE OF THE CHIEF OPERATING OFFICER REF NO: NDT167/2010**
- SALARY** : Remuneration package of R652 572 per annum. The remuneration package includes a basic salary (60% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion that can be structured according to the individual's personal needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : A three year degree/diploma in Business Management, Public Administration or a relevant qualification; Extensive relevant experience in the rendering of administrative and executive services in a similar environment; knowledge of government planning, reporting and M&E processes. Experience in the coordination of secretariat services, as well as some experience in conference organising; Proven management experience; Strategic management and leadership skills; Good organisational and administrative skills; Advanced financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations; Good communication skills (verbal and written); Good interpersonal and stakeholder liaison skills; People management skills; Ability to work under pressure. Willingness to travel. Preference will be given to suitably qualified applicants with disability.
- DUTIES** : The successful candidate will be responsible for overall management of the Office of the Chief Operating Officer and will perform the following key functions: Provide high level administrative and executive support to the Chief Operating Officer and the Branch; Provide secretariat services to MINMECs, MIPTECHs and departmental meetings, Coordinate Branch strategic planning process; Coordinate Branch reporting and performance management of Chief Directors in the Branch; Develop and maintain an effective correspondence and record management system in the Branch; Assist the COO in monitoring the implementation of executive management decisions; Manage staff and other resources in the Office of the COO.
- ENQUIRIES** : Ms N Bhengu, 012 310 3429
- NOTE** : short-listed candidates will be subject to screening and security vetting to determine the suitability of a person for employment. The persons appointed to this position will be subject to reference checking and security clearance, as well as competency assessment test. Candidate must also sign of a performance agreement and employment contract.

OTHER POSTS

- POST 42/95** : **SENIOR SECURITY OFFICER 9 POSTS REF NO: NDT168/2010**
- SALARY** : R105 645 per annum (Total inclusive package of R 165 023 /conditions apply)
- CENTRE** : Pretoria

SALARY : R105 645 per annum (Total inclusive package package of R 165 023 /conditions apply)

REQUIREMENTS : Grade 12 certificate / ABET, PSIRA Grade C certificate. Knowledge of MISS, MPSS and Occupational Health and Safety Act. Ability to understand and implement policies, directives and related prescripts in security administration. Good communication skills (verbal and written), Planning and organising skills, Good interpersonal skills. Ability to work long hours and shifts. Ability to work under pressure. Ability to gather and analyse information. Valid driver's license will serve as an added advantage

DUTIES : Perform access control functions for Department of Tourism. Ensure safety in the building and premises. Ensure that equipments documents and stores do not leave or enter premises unauthorized. Ensure all incidents are recorded in the occurrence book/register. Perform control room duties .Implement security policies and directives. Report all security breaches and non compliance with Departmental security policy and other security related policies.

ENQUIRIES : Mr T Segage, 012 310 3848

POST 42/96 : **RECEPTIONIST REF NO: NDT169/2010**

SALARY : R105 645 per annum (Total inclusive package package of R 165 023 /conditions apply)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 certificate / ABET and ability to perform switchboard related functions. Computer literacy. Good communication skills (verbal and written). Planning and organising skills .Good interpersonal skills. Ability to work long hours and independently.Ability to work under pressure. Ability to conduct oneself in a professional manner to all visitors and callers at all times

DUTIES : Ensure that front desk is appropriately managed, professional and clean at all times. Record all incoming and outgoing visitors. To receive incoming and outgoing mail/courier delivered at the desk. To assist with security function and any other responsibilities as may be assigned from time to time. To ensure that the TV at reception reflect Tourism information only. Perform administrative duties. Monitor and manage visitors at the front desk. Enhance, organise, facilitate and manage external, internal calls and messages from visitors. Assist access control for entry into Tourism building.

ENQUIRIES : Mr T Segage, 012 310 3848

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

DEPARTMENT OF WATER AFFAIRS

CLOSING DATE : 29 October 2010
NOTE : Applications must be submitted on forms Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications. For all posts, please forward your application, quoting the relevant reference number, to the address mentioned at each post. No faxed applications will be accepted. Note: If you have not heard from us within 6 weeks of the closing date, please accept that your application was unsuccessful. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment.

OTHER POSTS

POST 42/97 : **CHIEF ENGINEER GRADE A**

SALARY : R507 114 per annum (all inclusive package)
CENTRE : NWRI, Central Operations (Pretoria)
REQUIREMENTS : Engineering Degree (B Eng/ BSC Eng). Six years post qualification experience required as a registered professional Engineer. A valid driver's license. Compulsory Registration with ECSA as a Professional Engineer.

DUTIES : Perform day-to-day management of the Sub-directorate: Technical Support in Central Operations. Manage Human Resources and budget. Promote a culture of innovation and performance. Provide leadership and direction to the technical support team. Co-ordinate technical support (Mechanical, Electrical, Electronic and Civil Engineering) to the schemes in Central Operations. Prepare tender documents. Project manage contracts. Undertake smaller designs and approve designs.

ENQUIRIES : Ms N. Ndumo, Tel. (012) 392 1489
APPLICATIONS : Department of Water Affairs, P/Bag X995, Pretoria 0001 or Hand-deliver to 1st Floor, Praetor Forum Building, 267 Van Der Walt Streets, Pretoria

FOR ATTENTION : Mr SG Mhlanga

POST 42/98 : **CHIEF ENGINEER GRADE A**

SALARY : R507 114 all inclusive package
CENTRE : Usutu River: Jericho Dam (Amsterdam)
REQUIREMENTS : Engineering Degree (B Eng/ BSC Eng). Six years post qualification experience required as a registered professional Engineer. A valid driver's license. Compulsory Registration with ECSA as a Professional Engineer.

DUTIES : Day-to-day management of the division: mechanical/ Electrical Engineering support in Central operations. Promote a culture of innovation and performance. Render technical support (Mechanical, Electrical and Electronic Engineering) to the schemes in Usutu Area Office. Prepare tender documents. Projects management of contracts. Undertake smaller designs and approve designs

ENQUIRIES : Ms N. Ndumo, Tel. (012) 392 1489
APPLICATIONS : Department of Water Affairs, P/Bag X995, Pretoria 0001 or Hand-deliver to 1st Floor, Praetor Forum Building, 267 Van Der Walt Streets, Pretoria

FOR ATTENTION : Mr SG Mhlanga

POST 42/99 : **CHIEF PROFESSIONAL SURVEYOR: GRADE A-B**
 Directorate: Spatial and Information Management

SALARY : R436 965 per annum all inclusive package
CENTRE : Pretoria
REQUIREMENTS : National Diploma in survey or cartography. Valid driver's licence. Compulsory Registration with PLATO as a Candidate Survey Technician/Surveyor. Six years post qualification survey experience.

DUTIES : Support spatial and land-related data/information acquisition and management for water resources assessment. Gather data on the earth's physical and human-made features related to water resources management through surveys. Quality Controlling

and signing off of all survey-related projects and communicating identified skills gaps to relevant stakeholders. Liaise with relevant internal and external partners and stakeholders to ensure co-ordination of the departmental cadastral survey/activities in support of the relevant manager. Keep up-to-date with new and emerging technology for use by the Directorate and the Department. Utilise data from a range of sources, such as aerial photography, satellite images/surveys

ENQUIRIES : Ms. C Rajah, Tel (012) 336 -8130
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
FOR ATTENTION : Ms T Bapela

POST 42/100 : **CONTROL BIO-DIVERSITY OFFICER GRADE A**

SALARY : R238 551 plus benefits per annum
CENTRE : Bellville
REQUIREMENTS : An appropriate 4 year degree or equivalent qualification in Natural or Environmental sciences and 6 years post.
DUTIES : Provides leadership to Section. Conducts strategic and business planning for the Section. Ensures effective development of policies and strategies for the Section's functions. Supports ,co-ordinates and facilitates the implementation of Water Conservation / Demand Management policies, regulations, guidelines and strategies at Regional Level. Ensures the development and management of scenarios for integration and implementation of WCDM within the various functions of DWA: W/Cape Region. Recommends appropriate approaches and methodologies for the inclusion of WCDM principles in Water Resources and Water Services policies Manages appropriate inclusion and consideration of WCDM principles within Water Resources studies and initiatives. Ensures the creation of awareness across all sectors of WCDM principles, programmes and initiatives in all regions.

ENQUIRES : Ms P Lubelwana 021 950 7107
APPLICATIONS : The Chief Director: Western Cape Regional office, Department of Water Affairs, Private Bag X16, SANLAMHOF, 7532 or hand deliver to Sigma House Building, 3 Blanckenberg Road, Bellville.
FOR ATTENTION : Mr. B. Saki 021 941 6018

POST 42/101 : **CHIEF ARTISAN GRADE A (MECHANICAL)**

SALARY : R197 601 per annum plus benefits
CENTRE : Usutu River: Jericho Dam (Amsterdam)
REQUIREMENTS : Appropriate Trade Test certificate. Ten years post qualification experience required as an Artisan Foremen. Valid Drivers licence.
DUTIES : Key Performance Areas: Maintenance of Mechanical equipment or Machinery. Inspection for Cathodic protection. Maintenance of mechanical equipment in pump stations like valves, pumps, hydraulic power packs and motors. Able to work overtime and on stand-by. Implementation and ensure compliance of the OHS Act, Customer Care and Mechanical Services.

ENQUIRIES : Mr T Monaisa, Tel (017) 846 6000
APPLICATIONS : The Area Manager, Usutu River GWS, Department of Water Affairs, Private Bag X1004, Amsterdam, 2375
FOR ATTENTION : Ms K. E. Thomo

POST 42/102 : **CHIEF ARTISAN GRADE A (MECHANICAL)**

SALARY : R197 601 per annum plus benefits
CENTRE : Usutu River: Jericho Dam (Amsterdam)
REQUIREMENTS : Appropriate Trade Test certificate. Ten years post qualification experience required as an Artisan Foremen. Valid Drivers licence.
DUTIES : Key Performance Areas: Maintenance of Mechanical equipment and Machinery. Inspection for hydraulic equipment, large pumps, large valves. Maintenance pump stations, pipelines sluice gates and outside stations. Able to work overtime and on stand-by. Able to work under supervision and under pressure. Implementation of the OHS Act

ENQUIRIES : Mr T. Monaisa, Tel (017) 846 6000
APPLICATIONS : The Area Manager, Usutu River GWS, Department of Water Affairs, Private Bag X1004, Amsterdam, 2375

FOR ATTENTION : Ms K. E. Thomo

POST 42/103 : **CHIEF ARTISAN GRADE A (ELECTRICAL)**

SALARY : R197 601 per annum plus benefits
CENTRE : Usutu-Vaal G.W.S (Standerton)
REQUIREMENTS : Appropriate Trade Test certificate. Ten years post qualification experience required as an Artisan Foremen. Valid Drivers licence. Competencies: Knowledge and understanding of OHS Act and PMDS. Good writing and communication skills. Supervisory and organizing skills. Interpersonal relations skills. Computer literacy (MS Word, Excel, and Outlook). Ability to work independently, long hours and under pressure. A valid driver's licence and willingness to travel, where necessary. Candidates may be required to complete a practical and theoretical test.

DUTIES : The incumbent will be responsible for maintenance or electrical equipment and machinery. Maintenance of cathodic protection systems. Maintenance of official houses, outside stations and offices. Installation of new electrical instrument and equipments. Pump station motors, pumps, valves and overhead cranes. Electrical fault findings. Able to work with low and medium voltage switchgear. Ability to work overtime and stand-by. Ability to work under supervision, independently and under pressure. Personnel Management. Ensure there is compliance with Occupational Health and Safety Act.

ENQUIRIES : Mr. P Looock, tel 017 712 9423 or 082 806 9650
APPLICATIONS : The Acting Area Manager, Department of Water Affairs, Private Bag X2021, Standerton, 2430.

FOR ATTENTION : Ms PN Myeni

POST 42/104 : **BIO DIVERSITY OFFICER (SPECIALISED PRODUCTION) 4 POSTS**

SALARY : R193 671 per annum Plus benefits
CENTRE : 3 Posts - DURBAN; 1 Post - Dundee
REQUIREMENTS : A 4 year degree or equivalent qualification in Natural or Environmental Science. Six years post qualification Experience. A valid Driver's License.

DUTIES : Processing of Water use license applications in one of the three Water Management Areas; Provide comment on environmental impact assessment, environmental management program reports and rezoning applications in the KwaZulu-Natal region; support catchment management forums; Liaising with stakeholders in the water sector and other government departments; conducting regular compliance monitoring at industries, local authorities etc.; manage water quality monitoring and the investigation of pollution incidents. Managing junior staff members. . Undertake both routine and special investigations. Prepare reports and interpret analytical results.

ENQUIRIES : Mr P. Reddy (031) 336 2700
APPLICATIONS : Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000

FOR ATTENTION : The Manager (Human Resources)

POST 42/105 : **SENIOR STATE ACCOUNTANT: REVENUE**

SALARY : R 161 971 per annum (all inclusive package)
CENTRE : Bloemfontein
REQUIREMENTS : Degree or National Diploma in Finance or Accounting or equivalent qualification in finance. At least 5 years experience in financial management. Knowledge of SAP and PERSAL. Knowledge of and understanding of the PFMA, National Treasury Regulations and General Recognised Accounting Practice. Good communication skills, writing skills and valid driver's license.

DUTIES : Manage Revenue Section. Do customer reconciliations for key clients. Communicate with key clients and provide feedback on their queries. Organize meetings with the clients and head office to negotiate payments. Attend to any other customer queries in the section. Handling undefined payments in suspension account, Bad Debts consultation with customers. Take part in the Tariff Determination process. Supervise personnel and do performance evaluations. The person should be able to work under pressure and ensure that all reports are submitted on time.

ENQUIRIES : Mr D Visser Tel 051 405 9000
APPLICATIONS : Free State: Central Operations NWRI, Department of Water Affairs, Private Bag 528 Bloemfontein 9300 or 2nd Floor Bloem Plaza Bloemfontein 9300.

FOR ATTENTION : Mr Thabo Makoala

POST 42/106 : **SENIOR ADMIN OFFICER: DAM SAFETY ADMINISTRATION**
Directorate: Water Abstraction & In-stream Use

SALARY : R161 970 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised three year tertiary qualification in Public Administration; Business Administration or Human Resources Management or a Grade 12 with extensive relevant administrative experience. Good interpersonal relations, supervisory, administration, communication, decision making, problem solving and organising skills are essential. Good computer literacy. Extensive experience in the application of Dam Safety Legislation in Chapter 12 of the National Water Act, 1998 will serve as added advantage. Appropriate experience in office administration environment and management/ control of registry (record management, database and filing)

DUTIES : The occupant will be responsible to provide administrative support to the Assistant Director and assist in effective and efficient functioning of the admin duties/processes in the Dam Safety Office. Supervise staff, Manage performance evaluation and oversee the work of subordinates Manage administrative systems that will reduce or streamline administrative tasks. Ensure compliance with dam safety policies and procedures, by communicating the requirements of the Dam Safety Legislation in writing to dam owners, approved professional persons, engineers, technicians, interested and affected parties / stakeholders and the public and to initiate legal prosecutions when the need arises. Oversee the running of the Dam Safety Office Registry and facilitates maintenance of the Dam Safety Office Database(s). Update and maintain filling system.

ENQUIRIES : H.M Groenewald (012) 336-8553
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 42/107 : **ARTISAN FOREMAN GRADE A (ELECTRICAL)**

SALARY : R154 107 per annum plus benefits
CENTRE : Usutu – Vaal GWS (Standerton)
REQUIREMENTS : Appropriate Trade test certificate. Five years post qualification experience as an Artisan. Valid Drivers license Competencies Knowledge and understanding of OHS Act and PMDS. Good written and communication skills. Supervisory and organizing skills. Interpersonal relations skills. Computer literacy (MS Word, Excel, and Outlook). Ability to work independently, long hours and under pressure. A valid driver's licence and willingness to travel, where necessary. Candidates may be required to complete a practical and theoretical test.

DUTIES : Operate and maintain all electrical equipment and machinery for the entire Government Water Scheme. Inspection for cathodic protection. Installation of new electrical instruments and equipment. Pump station motors, pumps, valves and overhead cranes. Electrical fault findings. Able to work with low and medium voltage switchgear. Able to work overtime and stand-by. Ability to work under supervision, independently and under pressure. Personnel supervision. Ensure there is compliance with Occupational Health and Safety Act.

ENQUIRIES : Mr. P Looock, Tel 017-712 9423
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 2021, Standerton 2430 or hand deliver at Grootdraai Dam, Admin Building, Standerton, and Room 1.

FOR ATTENTION : Ms PN Myeni

POST 42/108 : **ARTISAN FOREMAN GRADE A (MECHANICAL)**

SALARY : R154 107 per annum
CENTRE : Usutu – Vaal GWS (Standerton)
REQUIREMENTS : Appropriate Trade test certificate. Five years post qualification experience as an Artisan. Valid Drivers license

DUTIES : Day-to-day management of the division: mechanical / electrical engineering support in the scheme. Promote a culture of innovation and performance. Render technical

support (Mechanical, Electrical and Electronic Engineering) to the schemes in Usutu Vaal Area Office. Prepare tender documents. Projects management of contracts. Undertake smaller designs and approve designs. Ability to work under supervision, independently and under pressure. Personnel supervision. Ensure there is compliance with Occupational Health and Safety Act.

ENQUIRIES : Mr. A Radebe, Tel 017-712 9422
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 2021, Standerton 2430 or hand deliver at Grootdraai Dam, Admin Building, Standerton, and Room 1.

FOR ATTENTION : Ms PN Myeni

POST 42/109 : **ENGINEERING TECHNICIAN (PRODUCTION GRADE A – C)**

SALARY : R148 818 – R228 132 (plus benefits) – Offer to be based on proven years of experience.

CENTRE : Usutu-Vaal GWS (Standerton)
REQUIREMENTS : National Diploma in Engineering. Three years post qualification technical experience. Valid Drivers license. Compulsory registration with ECSA as a professional Engineer.

DUTIES : Assist with the identification, planning, budgeting, implementation and control the maintenance and refurbishment of major mechanical and electrical water industry related installations. Implement preventative maintenance plans. Perform regular inspections and submit reports. Assist with administrative and procurement functions related to maintenance and refurbishment. Promote good relations with stakeholders. Control Occupational Health and Safety in the working environment. Promote work satisfaction and the optimal development and utilization of staff. Provide in-service training. Execute and administrative functions

ENQUIRIES : Mr. JA Van Niekerk, tel 017 712 9409
APPLICATIONS : The Acting Area Manager: Department of Water Affairs, Private Bag X2021, Standerton, 2430.

FOR ATTENTION : Ms PN Myeni

POST 42/110 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A (MECHANICAL)**

SALARY : R148 818 – R228 132 (plus benefits) – Offer to be based on proven years of experience.

CENTRE : Usutu River: Jericho Dam (Amsterdam)
REQUIREMENTS : National Diploma in Engineering. Three years post qualification technical experience. Valid Drivers license. Compulsory registration with ECSA as a professional Engineer.

DUTIES : Key Performance Areas: Compile a monthly water balance spreadsheet for the entire scheme. Taking minutes for the technical and internal Occupational Health and Safety meetings. Designing of new mechanical drawings. Compilation of tender documents, technical reports and the filing thereof.

ENQUIRIES : Mr T. Monaisa, Tel (017) 846 6000
APPLICATIONS : The Area Manager, Usutu River GWS, Department of Water Affairs, Private Bag X1004, Amsterdam, 2375

FOR ATTENTION : Ms K. E. Thomo

POST 42/111 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A – C**

Water Resources Management

SALARY : R 148 818 – R228 132 per annum plus benefits (Offer based on proven years of experience)

CENTRE : Durban
REQUIREMENTS : National Diploma in Engineering. Three years post qualification Technical Experience. Valid driver's license Compulsory Registration with ECSA. As a Professional Engineering Technician.

DUTIES : Key Performance Areas: Water Resources Management in a Water Management Area, with particular emphasis on: Registration and identification unregistered water users. Validation and verification of water use. Assessment of water use licences taking cognizance of hydrological, environmental, social and other factors. Dam safety evaluations. Attend and address stakeholder meetings on water resource related issues. Monitoring and assess water use and ensuring correct volumetric billing consumers. Attend billing and water resource related queries. Build capacity and mentor technicians. A one hour practical computer test related to the work will follow immediately after each interview.

ENQUIRIES : Mr N. Ward (031) 336 2700
APPLICATIONS : Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000
FOR ATTENTION : The Manager (Human Resources)

POST 42/112 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A – C**
Water Resources Management

SALARY : R 148 818 – R228 132 per annum plus benefits (Offer based on proven years of experience)
CENTRE : Durban
REQUIREMENTS : .National Diploma in Engineering. Three years post qualification Technical Experience. Valid driver's license Compulsory Registration with ECSA. As a Professional Engineering Technician.

DUTIES : Key Performance Areas: Water Resources Management in a Water Management Area, with particular emphasis on: Registration and identification unregistered water users. Validation and verification of water use. Assessment of water use licenses taking cognizance of hydrological, environmental, social and other factors. Dam safety evaluations. Monitoring and assess water use and ensuring correct volumetric billing consumers. Attend billing and water resource related queries.

ENQUIRIES : Mr N. Ward (031) 336 2700
APPLICATIONS : Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000
FOR ATTENTION : The Manager (Human Resources)

POST 42/113 : **FOOD SERVICES AID II 2 POSTS**
Sub directorate: Facilities Management

SALARY : R 51 936 per annum
CENTRE : Pretoria (Head Office)
REQUIREMENTS : Grade 8-10 relevant experience will be an added advantage. Customer relations, Ability to work under pressure, Interpersonal relations, good planning and organising skills, Knowledge of health and safety measures.

DUTIES : Washing of dishes for all officials within Head office, cleaning appliances, preparing tea and other refreshments for meetings, ensuring that there is always fresh water and clean glasses in the conference rooms. Supply crockery and cutlery on request for meetings. Supply fresh water daily for senior management staff, manage the working tools.

ENQUIRIES : Ms Thabi Roberts on 012 336 7591
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
FOR ATTENTION : Ms T Bapela

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

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

OTHER POSTS

- POST 42/114** : **ASSISTANT MANAGER: INTERGRATED CLINICAL & PROGRAMME REF NO: 70256022**

Directorate: Health

- SALARY** : R378 456 per annum (Plus Benefit)
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : Bachelors degree/ National Diploma in health science. Registration with the South African Nursing Council or Health Professional Council. Extensive relevant experience of 10 years as a Professional and 4 years participating in management. Advance knowledge in total quality management, programmer/ project management, Knowledge of policies, systems environmental health and advanced computer proficiency.

- DUTIES** : The successful candidate will be responsible for the following duties: Assist the Clinical Manager/ CEO to monitor the implementation of Executive and Departmental decisions. Provide leadership in management of health programme. Prepare meetings and give consolidated reports to Executive Management. Manage and coordinate Quality Assurance, Infection Control, Medico legal service, HIV Workplace programmer, HAST, Step Down service. Work very closely with the HR on Training and development services Prioritize resource across programme, overall cost ensuring adherence to standards and aligning with the vision. Oversee the achievement of programme deliverable

- ENQUIRIES** : Dr GS Maseko Tel no: (011) 812 5152
- CLOSING DATE** : 01 November 2010

- POST 42/115** : **ASSISTANT MANAGER NURSING: SPECIALITY (PSYCHIATRY) REF NO: 70257082**

Directorate: Nursing

- SALARY** : R314 427 per annum (plus benefits)
- CENTRE** : Weskoppies Hospital
- REQUIREMENTS** : Grade 12; basic qualification as a Professional Nurse according to R 425. Registration with SANC as a Professional Nurse. Post Basic Qualification in the speciality area: Psychiatry recognized in accordance with R 212. A qualification in Nursing Administration/ Management will be a recommendation. Valid driver's license. A minimum of 10 years experience as a Professional Nurse. At least 6 years experience in Psychiatric Nursing and at least 3 years experience on a managerial level.

- DUTIES** : Coordination of optimal, holistic specialized nursing care. Manage effectively the utilization and provision of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ ethical standards and self development.

- ENQUIRIES** : Ms. P. B. Schoonwinkel, Tel. No: (012) 319 9680
- CLOSING DATE** : 29 October 2010

- NOTE** : A male candidate with the necessary qualifications and experience will have an additional advantage.

- POST 42/116** : **OPERATIONAL MANAGER NURSING: SPECIALTY UNIT PEADIATRIC WARD REF NO: 70253148**

Directorate: Health

SALARY : R287 745 - R323 856 per annum (plus benefits)
CENTRE : Pholosong Hospital
REQUIREMENTS : A minimum of 9 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the 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.

DUTIES : Demonstrate an in dept understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and Financial policies and practices.

ENQUIRIES : Ms K.F. Mabuza, Tel no: (011) 812 5162
CLOSING DATE : 01 November 2010

POST 42/117 : **OPERATIONAL MANAGER GRI SPECIALITY (MATERNITY) REF NO: 70257084**
Directorate: Nursing

SALARY : R287 745 - R323 859 per annum (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Basic R425Qualification in nursing Degree / Diploma in nursing or equivalent.(General Nursing, Midwifery, Community Nursing, Psychiatry)Advanced Midwifery 1yr course appropriate and relevant experience minimum of 9years post registration of which 5recent yrs after qualification in advanced midwifery must be in labour ward. Proof of paid up registration at SANC. Work environment ability to perform under pressure. Willing to work after hours. Understanding and demonstration of related legal and ethical practices, code8driver's licence promote quality of nursing as directed by the Professional Scope of Practice and relevant Standards. Familiar with the Code of Practice in the Public Sector. Be able to work independently. Skilled in communication. Able to work in a cultural diverse work environment .Display a concern for patients, promoting advocating and facilitating proper treatment and care. Able to work in team to develop contacts building and maintain professional relationship to enhance service delivery. Build and maintain a work environment that is conducive for student training and staff development. Basic computer literacy good communication skills.

DUTIES : Facilitate, coordinate and review national provincial and regional legislation regarding maternity policies and protocols and the monitoring thereof.Implement and maintain an effective hospital infection control/OH&S surveillance system in alignment with the infection control and OH&S policies monitor utilization of financial and human resources. Develop and monitor the implementation of continuous education and training programmes.

ENQUIRIES : Ms. M. Mouton, Tel. No: (012) 354 5600
CLOSING DATE : 29 October 2010

POST 42/118 : **PROFESSIONAL NURSE GRADE I 3 POSTS (SPECIALTY NURSING) THEATER REF NO: 70256069**
Directorate: Health

SALARY : R196 936 - R227 148 per annum (plus benefits)
CENTRE : Pholosong Hospital
REQUIREMENTS : A Minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General.

DUTIES : 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 the professional scope of practice and standards as determined by the relevant health facility.

ENQUIRIES : MS K.F. Mabuza, Tel no: (011) 812 5162
CLOSING DATE : 01 November 2010

POST 42/119 : **PROFESSIONAL NURSE GR I: SPECIALITY MATERNITY REF NO: 70257086**
Directorate: Nursing

SALARY : R195 936 - R227148 per annum (plus benefits)

CENTRE : Tshwane District Hospital.

REQUIREMENTS : Basic R425 Qualification in nursing Degree/Diploma in Nursing or equivalent. (General Nursing, Midwifery, Community Nursing, Psychiatry) Advanced Midwifery 1yr course appropriate and relevant experience minimum of 4yrs post registration of which 2 recent yrs must be in Labour Ward. Proof of paid up registration at SANC. Work environment ability to perform under pressure. Willing to work all hours. Understanding and demonstration of related legal and ethical practices: Code 8 driver's license: Promote quality of nursing as directed by the Professional Scope of Practice and relevant standards. Familiar with the code of practice in the public sector. Be able to work independently. Skilled In communication. Able to work in a cultural diverse work environment. Display a concern for patients, promoting advocating and facilitating proper treatment and care. Able to work in team to develop contacts building and maintain professional relationship to enhance service delivery. Build and maintain a work environment that is conducive for student training and staff development. Basic Computer Literacy good communication skills.

DUTIES : Facilitate, and practice national provincial and regional legislation regarding relevant policies and protocols and the monitoring thereof implement and maintain an effective hospital infection control/OH&S in alignment with the infection control / OH/S policies practice within financial and human resource requirement. Develop and monitor and participate actively in the implementation of continuous education and training programmes.

ENQUIRIES : Ms. M. Mouton, Tel. No: (012) 354 5600

CLOSING DATE : 29 October 2010

POST 42/120 : **PROFESSIONAL NURSE GRADE II 5 POSTS SPECIALTY NURSING (MATERNITY WARD) REF NO: 70256070**
Directorate: Health

SALARY : R195 936 - R227 148 per annum (plus benefits)

CENTRE : Pholosong Hospital

REQUIREMENTS : A Minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General.

DUTIES : 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 the professional scope of practice and standards as determined by the relevant health facility.

ENQUIRIES : Ms K.F. Mabuza, Tel no: (011) 812 5162

CLOSING DATE : 01 November 2010

POST 42/121 : **PROFESSIONAL NURSE GRADE I 3 POSTS SPECIALTY NURSING (NEONATAL WARD) REF NO: 70256066**
Directorate: Health

SALARY : R195 936 – R227 148 per annum (plus benefits)

CENTRE : Pholosong Hospital

REQUIREMENTS : A Minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General.

DUTIES : 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 the professional scope of practice and standards as determined by the relevant health facility.

ENQUIRIES : Ms K.F. Mabuza, Tel no: (011) 812 5162

CLOSING DATE : 01 November 2010

POST 42/122 : **LECTURER PND 1/2: PROFESSIONAL NURSE–CLINICAL FACILITATOR, CRITICAL CARE NURSING 1 POST REF NUMBER: 70256951**
Directorate: Chris Hani Baragwanaath Nursing College

SALARY : R195 936- R 227 148 and R 240 981 –R 314 427 per annum (Plus benefits)

CENTRE : Post allocated at the Rahima Moosa Nursing College in Coronationville

REQUIREMENTS : Registered with the SANC as a General Nurse and Midwife. Degree in Nursing Education or Equivalent. Diploma in Critical Care Nursing. Minimum of three year's appropriate experience in a critical care unit with a track record of transferability of skills to the post applied for. Code 8 Drivers' License. Computer literate. Post is allocated at the Rahima Moosa Nursing College.

DUTIES : Plan and manage academic programs. Employment of a variety of teaching strategies to reach the required outcomes. Policy development. Student Assessment (Practical), Implementation of PMS&D for post-basic students where applicable. Develop, review and evaluate curricula. Participate in and encourage research. Implement clinical assessment strategies to determine learner competence in the clinical area. Record-keeping as required. Accompany learners in the clinical areas affiliated to the college. Continuing education in Nursing Education as well as own specialty.

ENQUIRIES : Miss A.M. Young, Tel: (011) 470-9331
CLOSING DATE : 29 October 2010

POST 42/123 : **LECTURER PND 1/2: PROFESSIONAL NURSE – LECTURER, CRITICAL CARE NURSING X1 REF NUMBER: 70256952**
 Directorate: Chris Hani Baragwanaath Nursing College

SALARY : R195 936- R 227 148 and R 240 981 –R 314 427 per annum (Plus benefits)
CENTRE : Post allocated at the Rahima Moosa Nursing College in Coronationville
REQUIREMENTS : Registered with the SANC as a General Nurse and Midwife. Degree in Nursing Education or Equivalent Diploma in Critical Care Nursing. Minimum of three years' appropriate experience in a critical care unit with a track record of transferability of skills to the post applied for. Code 8 Drivers' License. Computer literate. Post is allocated at the Rahima Moosa Nursing College.

DUTIES : Plan and manage clinical learning programs. Employment of a variety of teaching strategies to reach the required outcomes. Policy development. Student assessment (practical) Implementation of PMS&D for post-basic students where applicable. Develop, review and evaluate curricula. Participate in and encourage research. Implement clinical assessment strategies to determine learner competence in the clinical area. Record-keeping as required. Accompany learners in the clinical areas affiliated to the college Continuing education in Nursing Education as well as own specialty.

ENQUIRIES : Miss A.M. Young, Tel: (011) 470-9331
CLOSING DATE : 29 October 2010

POST 42/124 : **LECTURER PND 1/2 PROFESSIONAL NURSE 2 POST – LECTURER, MIDWIFERY & NEONATAL NURSING REF NO: 70256953**
 Directorate: Chris Hani Baragwanaath Nursing College

SALARY : R 195 936- R 227 148 and R 240 981 –R 314 427 per annum (Plus benefits)
CENTRE : Post allocated at the Rahima Moosa Nursing College in Coronationville
REQUIREMENTS : Registered with the SANC as a General Nurse and Midwife. Degree in Nursing Education or Equivalent Diploma in Midwifery & Neonatal Nursing (Advanced Midwifery). Minimum of three years' appropriate experience in Midwifery & Neonatal Nursing (Advanced Midwifery), with a track record of transferability of skills to the post applied for. Code 8 Drivers' License. Computer literate. Posts are allocated at the Rahima Moosa Nursing College.

DUTIES : Plan and manage academic programs. Employment of a variety of teaching strategies to reach the required outcomes. Policy development. Student assessment (theoretical and practical) Implementation of PMS&D for post-basic students where applicable. Subject-specific academic support. Develop, review and evaluate curricula. Participate in and encourage research. Implement assessment strategies to determine learner competence. Record-keeping as required. Accompany learners in the clinical areas affiliated to the college Continuing education in Nursing Education as well as own specialty.

ENQUIRIES : Miss A.M. Young, Tel : (011) 470-9331
CLOSING DATE : 29 October 2010

POST 42/125 : **LECTURER PND 1/2: PROFESSIONAL NURSE – CLINICAL FACILITATOR, MIDWIFERY & NEONATAL NURSING (ADVANCED MIDWIFERY) 1 POST REF NO: 70256954**
 Directorate: Chris Hani Baragwanaath Nursing College

SALARY : R195 936- R 227 148 and R 240 981 –R 314 427 per annum (Plus benefits)
CENTRE : Post allocated at the Rahima Moosa Nursing College in Coronationville
REQUIREMENTS : Registered with the SANC as a General Nurse and Midwife. Degree in Nursing Education or Equivalent Diploma in Midwifery & Neonatal Nursing. Minimum of three

years' appropriate experience in Midwifery & Neonatal Nursing (Advanced Midwifery), with a track record of transferability of skills to the post applied for. Code 8 Driver's License. Computer literate. Post is allocated at the Rahima Moosa Nursing College.

DUTIES : Plan and manage clinical learning programs. Employment of a variety of teaching strategies to reach the required outcomes. Policy development. Student assessment (practical). Implementation of PMS&D for post-basic students where applicable. Develop, review and evaluate curricula. Participate in and encourage research. Implement clinical assessment strategies to determine learner competence in the clinical area. Record-keeping as required. Accompany learners in the clinical areas affiliated to the college. Continuing education in Nursing Education as well as own specialty.

ENQUIRIES : Miss A.M. Young, Tel (011) 470-9331
CLOSING DATE : 29 October 2010

POST 42/126 : **SOCIAL WORKER REF NO: 70257083**
 Directorate: Social Work

SALARY : R130 467 – R241 605 per annum (plus benefits)
CENTRE : Weskoppies Hospital
REQUIREMENTS : Remuneration package will depend on years of experience after Registration with the SACSSP. B Degree in Social Work. Registered at the SACSSP as a Social Worker. Interest in working with Psychiatric patients. Computer Literate. Code 8 driver's license.

DUTIES : Psycho Social assessment of Psychiatric patients and their families. Intervention through casework, group work and community work. Participate in a multi professional team. Assist with court referrals. Assist with student training. Participate in- service training. Administrative tasks of the department.

ENQUIRIES : Ms. J. Skosana, Tel. No: (012) 319 9762
CLOSING DATE : 29 October 2010

POST 42/127 : **PROFESSIONAL NURSE GRADE I 10 POSTS REF NO: 70256067**
 Directorate: Health

SALARY : R130 119 – R 150 843 per annum (plus benefits)
CENTRE : Pholosong Hospital
REQUIREMENTS : Registration with the SANC as a Professional Nurse.
DUTIES : _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 the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

ENQUIRIES : Ms K.F. Mabuza, Tel no: (011) 812 5162
CLOSING DATE : 01 November 2010

POST 42/128 : **PERSONNEL OFFICER (LABOUR RELATION OFFICER) REF NO.70257100**
 Directorate: Health

SALARY : R130 425 – R 153 636 per annum (plus benefits)
CENTRE : Pholosong Hospital.
REQUIREMENTS : Relevant three years (3) Degree/ Diploma. Grade 11 with (5) years experience in Labour Relation or labour matters. Good Communications skills, interpersonal relations skills, Good report writing skill and computer literate.

DUTIES : Ensuring implementations of best practices of sound labour procedures and policies. Ensuring health labour relations climate. Facilitating Workshops on Labour Relations acts and related legislations, collective agreements, transformation legislation and handle disciplinary cases and grievances. Develop systems to maintain and support labour peace. Participate in negotiations with employee organizations. Take responsibility of correspondence and administration of labour relations matters. Liaise with the GSSC with regard to formal investigations of misconduct cases. Compile statistics and report of the institution and timeously make submissions to Regional and Central Office. Attend all labour management meetings.

ENQUIRIES : Ms S.M. Wagner, Tel No: (011) 812 5179
CLOSING DATE : 01 November 2010

POST 42/129 : **QUALIFIED POST BASIC PHAMACIST ASSISTANTREF NO: 70257085**
Directorate: Pharmacy

SALARY : R108 732 per annum (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Registration with SA Pharmacy Council as Qualified post basic pharmacist assistant.
Standard 10 certificate.

DUTIES : Participate in the development, provision and maintenance of a cost effective pharmaceutical services. Ensure quality provision of pharmaceutical care and adherence to current practices of good pharmacy practice. Work under direct supervision of a pharmacist at a hospital pharmacy, reading preparation of prescription, labelling and dispensing to patients. Ordering and storage of medicine in accordance with pharmacy regulation. Participate in in-service training. Monitor team work. Perform any legitimate task requested for provision of pharmaceutical services. Provision of information to individuals in order to promote health.

ENQUIRIES : Ms. S. Dolo, Tel. No: (012) 354 5778
CLOSING DATE : 29 October 2010

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

*The Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all Occupational categories in the Department (including people with disabilities).
The University of KwaZulu-Natal is committed to employment equity.*

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

OTHER POSTS

POST 42/130 : **SPECIALIST/LECTURER: DIVISION OF MEDICINE: DEPARTMENT OF RHEUMATOLOGY REF NO: JHE 19/2010**

SALARY : The appointment to Grade I (R570 858 all inclusive salary package) requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Speciality. The appointment to Grade II (R652 710 all inclusive salary package) requires appropriate qualification, registration certificate plus 5 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Speciality. The appointment to Grade III (R757 494 all inclusive salary package) requires appropriate experience qualification, registration certificate plus 10 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Speciality.

CENTRE : King Edward VIII Hospital (Durban)
REQUIREMENTS : MBChB or equivalent, FCP (SA) or equivalent, the applicant must be registered as a Specialist with the Health Professions Council of South Africa.

DUTIES : The incumbent of this post will report to the Head of Department of Rheumatology, and will be responsible to fulfil the following requirements according to the policies of the relevant Department i.e. Service, Teaching, Administration and Research. To efficiently execute duties which support the aims and objectives of Department of Rheumatology. To provide specialist care for in patients and out patients in the Department of Rheumatology. To provide specialist level care to patients in general medicine in rotation at King Edward VIII Hospital. To keep abreast with current knowledge and advances in Rheumatology and undertake activities required for the completion of the Certificate in Rheumatology. Must registrar for an M Med degree and complete a research project in fulfilment of the requirement for the degree. To supervise the training of registrars in Internal Medicine. To participate in the administrative responsibilities of the Department of Rheumatology. To participate in and contribute to the education, training, research and outreach activities of the Department of Rheumatology.

ENQUIRIES : Professor G. M. Mody @ (031) – 260 4284
APPLICATIONS : All applications should be forwarded to: Human Resource Administration: King Edward VIII Hospital, Private Bag X02, Congella, 4013, Telephone number (031) 360 – 3111 or hand deliver it to King Edward VIII Hospital

FOR ATTENTION : Ms S Cele
CLOSING DATE : 05 November 2010

POST 42/131 : **PHARMACIST GRADE 1, 2,3 1 POST REF NO: GTN 35/2010**

SALARY : Grade 1 – R302 319 per annum
Grade 2 – R 349 263 pa (5 years experience)
Grade 3 – R381 900 p.a (13 years experience)

CENTRE : Greytown hospital

REQUIREMENTS : An all inclusive salary package consisting of 70% basic salary and a 30% flexible portion that may be structured in terms of applicable rules. Plus 17% rural allowance on the basic salary. Requirements: National Diploma / Degree in Pharmacy. Registration certificate as a pharmacist with South African Pharmacy Council. Current registration or proof of renewal of registration for 2010 with SAPC.

DUTIES : Provide high quality pharmaceutical services to patients and health professionals with all applicable legislations. Manage the control and distribution of medication to clinics, in patients and out patients. Engage in effective communication to ensure that a high quality of service is rendered. Exercise control over expenditure by ensuring non-wastage of pharmaceutical and other resources. Provide statistical information as per legislative requirements for the ARV Roll-out programme. Provide support to clinics in the referral process.

ENQUIRIES : Ms B Naidoo 033 4139 419
APPLICATIONS : Applications must be forwarded to: Human Resource manager Greytown Hospital Private bag X5562 Greytown 3250
FOR ATTENTION : Ms L.A. Mkhize Tel: 033 4139 484
CLOSING DATE : 29 October 2010

POST 42/132 : **MEDICAL OFFICER GRADE 1, 2 OR 3 REF NO: GTN 34/2010**

SALARY : All inclusive salary package (This inclusive package consists of 70% basic salary and 30% flexible portion that can be Structured in terms of the applicable rules.) Grade 1-R344 100Grade 2 – R470 409 – R529 983 per annum. Grade 3 – R545 999 – R 643 156 per annum.

REQUIREMENTS : An MBChB degree or equivalent qualification, Plus. Registration with Health Professionals Council as a Medical Practitioner, Plus Current registration with HPCSA as a Medical Practitioner, A higher Medical Qualification/experience either in Paediatrics, Obstetrics and Gynecology, an aesthetic, Surgery, Emergency Medicine is desirable. Grade 2 –Minimum of 5 years appropriate experience as Medical Officer after registration. Grade 3 – Minimum of 10 years appropriate experience as Medical Officer after registration

DUTIES : Clinical and administrative duties/ responsibilities for the respective wards. Implement quality standards and practices and treatment protocols as to ensure correct and effective management of patients. Examination, diagnosis and treatment of patients in OPD, Casualty, wards and clinics. Diagnosing and facilitating referrals to higher level of care. After – hours participation in call rosters. Facilitation of staff training and on-going medical education. Perform Obstetrics in high risk clinics. perform parental meetings. Perform caesarian actions, Hysterectomies and other gynecology and, obstetrics procedure.

ENQUIRIES : Dr M Ndlangisa TEL: 033 413 9484
APPLICATIONS : Applications forwarded to Human Resource Manager, Greytown Hospital Private bag X 5562 Greytown 3250
FOR ATTENTION : Ms L.A Mkhize
CLOSING DATE : 29 October 2010

POST 42/133 : **PUBLIC RELATIONS OFFICER (LEVEL 7) REF NO: GTN 36/2010**

SALARY : Medical aid (Optional), Housing Allowance (employee must meet prescribed requirements)

REQUIREMENTS : A Bachelor's Degree/Diploma in Public Relations plus at least one year in Public Relations field The ability to communicate in English and IsiZulu Good interpersonal skills, organizing skills and planning skills Ability to negotiate Problem solving skills Advanced Computer skills: Ms Word, Ms PowerPoint, Ms Excel, Ms Publisher

DUTIES : Position the institution as a integral part of the health workers and health departments. Develop an annual communication plan for different departments. Develop a crisis communication plan for the hospital. Communicate new development and policies to all staff. Identify public opportunities for the institution. Provide surveys of public interests e.g. patient satisfaction surveys. Co-ordinate special events. Establish good relationships between the hospital board and all other stakeholders. Advise management of strategic communication matters within the institution. Develop and implement complaints mechanisms for the hospital. Provide a good image of the hospital. Provide an effective public relations service to patients and visitors attending Greytown Hospital Deal professionally and successfully with the diverse dynamics within the institution and to equip the necessary communication

tools in order to face these challenges Ensure implementation of Batho Pele Principles within the Institution Develop and maintain sound relations with the media.

ENQUIRIES : Mr M.P. Khoza: 033 4139 452
APPLICATIONS : Applications must be forwarded to: Human Resource manager Greytown Hospital Private bag X5562 GREYTOWN 3250
FOR ATTENTION : Ms L.A. Mkhize. Tel : 033 4139 484
CLOSING DATE : 29 October 2010

DEPARTMENT OF SPORT AND RECREATION

Provincial Administration: Kwazulu-Natal Is An Equal Opportunity, Affirmative Action Employer.

APPLICATIONS : Forward your application, stating the reference number and the name of the publication in which you saw this advertisement, Private Bag X24, Mayville, 4058 or place application clearly marked to Department of Sport and Recreation, Highway House, 2nd Floor,83-93 Jan Smuts, Highway House, Mayville, Durban in the application vacancies box provided. Due to the large number of applications, only short-listed candidates will be contacted. Should you not hear from us within three months of the closing date, please regard your application as unsuccessful.

CLOSING DATE : 29 October 2010
FOR ATTENTION : Mr RT Hlathi
NOTE : Applications must be submitted on the form Z83 obtainable from any Public Service department or the website www.dpsa.gov.za/documents/forms/employ.pdf should be accompanied by certified copies of qualifications, driver's license, ID document together with comprehensive curriculum vitae. NB: i) Certification must not be older than 3 months. ii) Reference should preferably include your present supervisor. Faxed, emailed applications will not be considered. Candidates must not send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Applications that do not comply with the above instruction shall be disqualified.

OTHER POSTS

POST 42/134 : **ADMINISTRATION CLERK: REGISTRY REF NO: DSR05**

SALARY : R62 094 - R73 143 per annum (plus benefits), Level 3
CENTRE : Durban
REQUIREMENTS : Grade 12 or equivalent qualification and/or appropriate knowledge and experience in office administration. Ability to liaise with team members. Computer literate, Registry course certificate will be an advantage. Skills Required: Excellent writing and communication skills. Sound interpersonal relations.

DUTIES : Key Responsibilities: Receive, sort, record and dispatch post. Regular access and the flow of correspondence and file. Maintain a pending register of files. Administer a faxing, photocopying and binding of documents. Opening and disposing of files. Perform administrative and related functions.

ENQUIRIES : Ms N.C Duma, tel (031) 242 1737

POST 42/135 : **DRIVER/MESSENGER REF NO: DSR06**

SALARY : R62 094 – R73 143 per annum (plus benefits), Level 3
CENTRE : Pietermaritzburg
REQUIREMENTS : Matric, be able to work under pressure and beyond normal working hours and over week – ends. Must have a valid code 08 driver's licence. A minimum of 1 – 2 years driving experience and a code 10 driver's licence will be an added advantage. Skills: Must have good communication skills, inter-personal relations; Technical knowledge, record maintenance; computer literacy and driving skills.

DUTIES : Key Responsibilities: Provide a messenger service to both internal and external stakeholders. Render transport to administrative personnel and visitors of the Department on special occasions. Serve as a relief driver for all departmental events (Provincial and Regional). Maintain Department Vehicles. Collection and delivery of mail. Check on the fuel and oil consumption and investigate/refer discrepancies. Maintain log sheets. Transport of branding and other items to certain functions.

ENQUIRIES : Ms NC Duma, tel (031) 242 1737

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT**

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

CLOSING DATE : 12 November 2010
NOTE : All applicants must be submitted on Z83 form obtainable from any Public Service Department, or [http:// www.dpsa.gov.za](http://www.dpsa.gov.za) must be completed in full accompanied by certified copies of ID, driver's (where applicable) and qualifications together with recent Curriculum Vitae, stating the reference number and the post for which being applied and forwarded to the address above. No faxed, e-mailed or late applications will be considered. Applicants may be assessed. The department reserves the right not to fill the post. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates should avail themselves for the interviews at the specified time and venue as determined by the Department otherwise they will forfeit the opportunity.

OTHER POSTS

POST 42/136 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: 2010/01**

SALARY : R192 540 per annum (plus benefits)
CENTRE : Provincial Office, Mafikeng
REQUIREMENTS : An appropriate three year Higher Education qualification in Human Resources Development/ Management or any other relevant equivalent qualification. Must have in-depth knowledge of SDA, NQFA, SLA, EEA, ABETA, SAQA, HRDS 2015 and NSDS II. Extensive experience in Training and Development especially management of learnerships and internships. Good Facilitation, presentation and communication skills. Good Report Writing Skills. A valid drivers' license
DUTIES : Administering Bursaries for both unemployed youth and staff. Coordinate and facilitate Courses. Facilitate implementation of Internships and Learnerships. Develop Workplace Skills Plan and Annual Training Report. Monitor and Evaluate the Implementation the WSP. Liaise with relevant SETA on Sector Skills Development activities. Manage the Departmental Induction program. Monitor and Evaluate the departmental Human Resources Development Strategy.
ENQUIRIES : Ms O Kgori, Tel 018 387 5718
APPLICATIONS : Provincial Office, must be forwarded to: Department of Health & Social Development, Private Bag x 2068, Mmabatho, 2735,
FOR ATTENTION : Mrs D.C Raborifi

POST 42/137 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 2010/02**

SALARY : R192 540 per annum (plus benefits)
CENTRE : Dr Ruth Segomotsi Mompoti District Office
REQUIREMENTS : An appropriate Bachelor's Degree or National Diploma in Public Administration and/or equivalent qualification. At least 5 years supervisory level and administrative experience in the Public Service environment. Sound knowledge and experience in coordination of Human Resource, Financial Management, Supply Chain Management and Auxiliary Services. Excellent writing, interpersonal, communication (verbal & written) and organizational skills. Leadership qualities and general understanding of the Public Service. Computer literacy. A valid driver's license.
DUTIES : Manage the Key Results Areas of subordinates and ensure compliance with the PMDS requirements. Ensure proper management of Human Resource, Finance, SCM and Auxiliary Services. Provide effective support system to the Chief Directorate. Oversee the compilation and analysis of Corporate Services reports on regular basis to facilitate informed decision- making. Ensure application of sound labour relations. Render professional advice and guidance to subordinates for achievement of set goals.
ENQUIRIES : Mr. GN Maibi, Tel: 053 927 0456/8
APPLICATIONS : DR Ruth segomotsi Mompoti District Office, must be forwarded to the Chief Director, Dr Ruth Segomotsi Mompoti District Office, Private Bag x 24, VRYBURG, 8600
FOR ATTENTION : Mr. K.K Motlhabane

POST 42/138 : **ASSISTANT DIRECTOR: HUMAN RESOURCE REF NO: 2010/03**

SALARY : R192 540 per annum (plus benefits)

CENTRE : Klerksdorp/Tshepong Hospital Complex

REQUIREMENTS : An appropriate Bachelor's Degree or National Diploma in Public Administration /Human Resource with at least 5-10 years Human Resource as a Chief Personnel Officer. Computer literacy. Knowledge of Persal.

DUTIES : Report to the Managers. Manage Human Resource Development, Employment Relations, Occupational Health and Safety, Human Resource Management including Finance/salaries, Organisational Development, Conditions of service and Registry. Ensure continuous Professional Development. Control and approval of Persal transactions.

ENQUIRIES : Mr J.J Drotskie, Tel: 018 406 4754

APPLICATIONS : Klerksdorp/Tshepong Hospital Complex, must be forwarded to the Chief Executive Officer, Private Bag A 14, KLERKSDORP, 2570

FOR ATTENTION : Mr. J.J Drotskie

POST 42/139 : **ASSISTANT DIRECTOR: FINANCE REF NO: 2010/04**

SALARY : R192 540 per annum (plus benefits)

CENTRE : Klerksdorp/Tshepong Hospital Complex

REQUIREMENTS : Appropriate bachelor's degree/ National diploma in Finance with at least 5 years experience as a Senior State Accountant in Government Finance Knowledge of PFMA, Treasury regulations. Thorough background in the following functional areas: Payroll Administration, active user on BAS/Walker, Revenue and expenditure management. Computer Literacy.

DUTIES : Manage KPA's of subordinates. Report to the Managers. Prepare the monthly budget and expenditure reports as well as annual PFMA budget preparations. Ensure all transactions are in compliance with SCoA, PFMA and treasury Regulations. Verify the budget and cashflow for validation of expenditure. Co- ordinate all creditors account the activities. Provide support to auditors. Approve all financial based transactions

ENQUIRIES : Mr J.J Drotskie, Tel: 018 406 4754

APPLICATIONS : Klerksdorp/Tshepong Hospital Complex, must be forwarded to the Chief Executive Officer, Private Bag A 14, KLERKSDORP, 2570

FOR ATTENTION : Mr. J.J Drotskie

POST 42/140 : **ASSISTANT DIRECTOR: INFORMATION REF NO: 2010/05**

SALARY : R192 540 per annum (plus benefits)

CENTRE : Job Shimankana Tabane Hospital

REQUIREMENTS : A degree/Diploma in health Sciences or equivalent qualifications with at least 4 years relevant experience in Health information management Systems. Computer literacy. Be health orientated to understand health indicators and their utilization. Knowledge of hospital health information systems. System programmes supported by relevant attendance certificates/documents is highly recommended. Be in a possession of a valid driver's license.

DUTIES : Manage the hospital health information unit. Manage and maintain an updated computerized database of the hospital on monthly basis. Collate and analyze the collected data, draw conclusions and provide structured feedback to management on monthly, quarterly and annual bases. Collate health information data for the Chief Executive Officer' monthly reports. Participate and assist all stakeholders in monitoring and evaluating health services on an-going basis. Empower relevant personnel on report writing and data utilization. Participate in the hospital management team. Facilitate and provide workshops on health information systems. Manage health information on an ongoing basis by an updated situational analysys, updated hospital expenditure review and annual reports, updated health information system software and by attending district, provincial and or/national health information meetings and trainings. Practicing nursing health care in accordance with the laws and regulations relevant to the nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.

ENQUIRIES : Mr M.T Khongoana, Tel: 014 590 5414

APPLICATIONS : Job Shimankana Tabane Hospital, must be forwarded to the Acting Chief Executive Officer, Private Bag X 82079, RUSTENBURG, 0300

FOR ATTENTION : Mr. M.R Mfolo

POST 42/141 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2010/06**

SALARY : R192 540 per annum (plus benefits)

CENTRE : Job Shimankana Tabane Hospital

REQUIREMENTS : An appropriate Degree/ National Diploma in Management/ Administration/Economic Management Science or Logistics or equivalent qualification with 5-10 years relevant experience in Supply Chain Management. Knowledge and experience of the Departmental procurement processes, committee secretariat function, tendering process and supplier/contract/vendor database. Knowledge of PPPFA, PFMA, Treasury Regulations, Supply Chain Management and BEE. Good communication skills written and verbal. Computer Literacy. Possess excellent analytical and problem solving skills. Excellent organizational management skills. Good interpersonal skills.

DUTIES : Manage and supervise the procurement office. Co-ordinate the procurement and processing of bids. Scrutinize specifications. Co-ordinate the compilation agenda for the Bid and Sub Bid Committees. Compile accurate minutes of the proceedings of the bid and sub bid committees. Advise the Sub Bid and Bid committee on procurement processes and prescripts. Assist the Head of Procurement on all procurement related functions. Liaise with project managers and project leaders with respect to bid recommendation submissions. Follow up on decision taken by the Sub Bid committees. Ensure monthly distribution of minutes to members of the Bid and Sub Bid committees of all decisions taken. Maintain record for the awarding of bids and reporting thereof on monthly basis. Assist in scrutinizing bid recommendations. Check submitted bids for responsiveness criteria. Perform any other assigned duties in relation to the implementation of the SCM.

ENQUIRIES : Mr M.T Khongoana, Tel: 014 590 5414

APPLICATIONS : Job Shimankana Tabane Hospital, must be forwarded to the Acting Chief Executive Officer, Private Bag X 82079, RUSTENBURG, 0300

FOR ATTENTION : Mr. M.R Mfolo

POST 42/142 : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO: 2010/13**

SALARY : R192 540 per annum (plus benefits)

CENTRE : Dr Ruth Segomotsi Mompoti District Office

REQUIREMENTS : Appropriate Bachelor's degree and/or equivalent qualifications in Information Management, Statistics or Health Management. A postgraduate degree will be an added advantage. At least 3 years working experience, one of which must have been in an Information Management environment. Advanced knowledge of the District Health Information System. Computer literacy. A valid driver's license.

DUTIES : Ensure smooth implementation of District Health Information System 1.4 and the National Indicator Data Set (NIDS) by all health facilities. Ensure data completeness and quality at all levels of service delivery. Develop and implement data-sharing mechanisms. Produce and disseminate weekly report on priority notifiable medical conditions. Serve as member of the Outbreak Response Teams, Information Officers, Programme Managers, Health Professionals and District Management Team. Offer advice and support to all Information Officers in the District.

ENQUIRIES : Mr. G.N Maibi, Tel: 053 927 0456

APPLICATIONS : Dr R uth Segomotsi Mompoti, must be forwarded to: The Chief Director, Department of Health & Social Development, Private Bag x 24, VRYBURG, 8600,

FOR ATTENTION : Mr K.K Motlhabane

POST 42/143 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 2010/14**

SALARY : R192 540 per annum (plus benefits)

CENTRE : Dr Ruth Segomotsi Mompoti District Office

REQUIREMENTS : An appropriate Bachelor's Degree or National Diploma in Public Administration and/or equivalent qualification. At least 5 years supervisory level and administrative experience in the Public Service environment. Sound knowledge and experience in coordination of Human Resource, Financial Management, Supply Chain Management and Auxiliary Services. Excellent writing, interpersonal, communication (verbal & written) and organizational skills. Leadership qualities and general understanding of the Public Service. Computer literacy. Valid driver's licence

DUTIES : Manage the Key Results Areas of subordinates and ensure compliance with the PMDS requirements. Ensure proper management of Human Resource, Finance, SCM and Auxiliary Services. Provide effective support system to the Chief Directorate. Oversee the compilation and analysis of Corporate Services reports on regular basis to facilitate informed decision-making. Ensure application of sound labour relations. Render professional advice and guidance to subordinates for achievement of set goals.

ENQUIRIES : Mr. G.N Maibi, Tel: 053 927 0456
APPLICATIONS : Dr R uth Segomotsi Mompoti, must be forwarded to: The Chief Director, Department of Health & Social Development, Private Bag x 24, VRYBURG, 8600,

FOR ATTENTION : Mr K.K Motlhabane

POST 42/144 : **SENIOR STATE ACCOUNTANT 2 POSTS REF NO: 2010/07**

SALARY : R161 970 per annum (plus benefits)
CENTRE : Job Shimankana Tabane Hospital
REQUIREMENTS : Appropriate Bachelor's degree /diploma in Financial Management. At least 5-10 years experience in the financial management environment. Knowledge of the PFMA, Treasury Regulations and Accrual Accounting. Knowledge of International Accounting Standards (IAS), South African Statements of Generally Accepted Accounting Practices (GAAP) and Standards of Generally Recognised Accounting Practices (GRAP). Strong analytical skills. Computer literacy, Walker, Persal(Salaries) and BAS. Excellent communication, report writing and organisational skills.

DUTIES : Key Performance Areas: Processing of financial transactions on Walker systems. Check the computation and authenticity of transactions before they are processed on any of the systems. Ensure correct attachments are made for every payment. Ensure that service providers; employees and/or third party beneficiaries are furnished with the necessary payment advices/schedule for all payments made. Monitor that expenditure is charged against the correct budgetary allocation. Drawing and processing of adjusting journals. Application of the relevant financial policies prior to processing of payment. Reconciliation of suspense and other control accounts. Ensure that all financial transactions comply with the prescribed policies. Management of debt accounts. Supervision of subordinate's activities. The incumbent will be responsible for the monthly reconciliation of Balance Sheet Accounts. Assist with daily bank reconciliations. Perform monthly and quarterly statutory reporting. Inputs into the drafting of Quarterly and Annual Financial Statements. Resolve audit queries. Inputs into the drafting of financial procedures, policies and circulars for the MLRF. Donor funding reconciliations. Perform salary administration on PERSAL. Perform budget management. Prepare monthly management accounts including journal entries. Provide a support service to managers in the Directorate: Financial Management.

ENQUIRIES : Mr M.T Khongoana, Tel: 014 590 5414
APPLICATIONS : Job Shimankana Tabane Hospital, must be forwarded to the Acting Chief Executive Officer, Private Bag X 82079, RUSTENBURG, 0300

FOR ATTENTION : Mr. M.R Mfolo

POST 42/145 : **SENIOR ADMINISTRATION OFFICER: MAINTENANCE REF NO: 2010/08**

SALARY : R161 970 per annum (plus benefits)
CENTRE : Job Shimankana Tabane Hospital
REQUIREMENTS : An appropriate degree/Diploma or equivalent qualification in Building Science, Electrical or Mechanical Engineering with 5-10 years relevant experience. Advanced knowledge of planning of maintenance of healthcare facilities, including fixed equipment. Computer literacy. Project management, problem solving and coordination and analytical skills. Trade test or standardised departmental training course. Registered with the relevant council

DUTIES : Develop the annual Maintenance Plan. Oversee and coordinate the process of the execution of the maintenance plan. Maintain the implementation of norms and standards. Provide monthly reports to the Hospital Manager. Liaise with Public Works and other relevant role-players. Attend planning and maintenance meetings

ENQUIRIES : Mr M.T Khongoana, Tel: 014 590 5414
APPLICATIONS : Job Shimankana Tabane Hospital, must be forwarded to the Acting Chief Executive Officer, Private Bag X 82079, RUSTENBURG, 0300

FOR ATTENTION : Mr. M.R Mfolo

POST 42/146 : **SENIOR ADMINISTRATION OFFICER REF NO: 2010/09**

SALARY : R161 970 per annum (plus benefits)

CENTRE : Job Shimankana Tabane Hospital

REQUIREMENTS : Appropriate Bachelor degree/Diploma with at 2-5 years relevant experience in records management and/or information management experience or Senior Certificate with 10 years relevant experience. Relevant training presented by the National Archives and Records Services. (Certificate). Extensive experience in the field of paper- based and electronic records management. Good communication, interpersonal, Analytical and Writing Skills. Team work, patient and professional. Ability to work under pressure and minimal supervision. Computer literacy. A valid driver's license

DUTIES : Ensure that records management objectives and strategy of the department are met. Analyse the current recordkeeping and management situation and recommend best practice solutions for improving and maintaining effective and efficient record keeping and record management practices. Ensure that relevant information is available for utilisation by clients. Oversee the updating and implementation of the records policy and monitoring compliance. Assume responsibility for developing and managing an information identification and retrieval system(File plan) and recordkeeping system. Manage all electronic records according to the requirements of the national Archives and Records services. Oversee the receipt and opening of the incoming and outgoing mail. Oversee mail despatch to appropriate offices and external destinations. Maintain the records retrieval, issuing and tracking system. Implement the general registry procedure manual

ENQUIRIES : Mr M.T Khongoana, Tel: 014 590 5414

APPLICATIONS : Job Shimankana Tabane Hospital, must be forwarded to the Acting Chief Executive Officer, Private Bag X 82079, RUSTENBURG, 0300

FOR ATTENTION : Mr. M.R Mfolo

POST 42/147 : **CHIEF ADMINISTRATION CLERK - TRANSPORT REF NO: 2010/10**

SALARY : R130 425 per annum (plus benefits)

CENTRE : Job Shimankana Tabane Hospital

REQUIREMENTS : Appropriate Bachelor's degree in Transport Management and/or equivalent qualification with at least 3-5 years relevant experience or Senior Certificate with at least 10 years relevant experience. Extensive transport experience in Public Services. Good communication skills (verbal and written). A valid driver's license.

DUTIES : Contributing to the provisioning of safe, cost effective, efficient and smooth functioning transport service to the hospital. Monitor performance against the budget. Adherence to Departmental, National, Provincial Policies and procedures regarding Transport. Identify Risk management of fleet: Patients and Personnel. Adherence to Batho Pele Principle's. Plan weekly and monthly allocation of vehicles to support delivery of services. Keep an updated vehicle inventory and full vehicle records. Ensure vehicle maintenance. Prepare vehicle replacement plan. Training and development of staff.

ENQUIRIES : Mr M.T Khongoana, Tel: 014 590 5414

APPLICATIONS : Job Shimankana Tabane Hospital, must be forwarded to the Acting Chief Executive Officer, Private Bag X 82079, RUSTENBURG, 0300

FOR ATTENTION : Mr. M.R Mfolo

POST 42/148 : **PERSONAL ASSISTANT REF NO: 2010/11**

SALARY : R130 425 per annum (plus benefits)

CENTRE : Provincial Office, Mafikeng

REQUIREMENTS : Appropriate recognised Diploma in Secretarial/Public Administration. At least 1-3 years experience Secretarial field, Computer literacy. Communication skills, computer literate and language Skills, high level of reliability and good telephone etiquette. Knowledge of relevant legislation /policies, prescripts and procedures. Batho Pele principles will be added advantage. Valid driver's license

DUTIES : Provide administrative / secretarial support service to the Office of the Director: Security and Records Management. Provide logistical and provision support service in the Directors Office. Manage documents by developing and maintaining a proper filling and record System. Manage the diary of the Director: Security and Records Management. Remains up to date with regard to prescripts, policies and procedures

applicable to the work environment to ensure effective and efficient support to the Director: Security and Records Management.

ENQUIRIES : Mr. Hennie De Bruin, Tel: 018 387 5828

APPLICATIONS : Provincial Office, must be forwarded to: Department of Health & Social Development, Private Bag x 2068, Mmabatho, 2735,

FOR ATTENTION : Mrs D.C Raborifi

POST 42/149 : **RECEPTIONIST REF NO: 2010/12**

SALARY : R62 094 per annum (plus benefits)

CENTRE : Provincial Office, Mafikeng

REQUIREMENTS : Senior Certificate. Relevant training in administration. Practical experience of at least a year in reception management. Computer literacy. Knowledge of records management policies and prescripts will be added advantage

DUTIES : Manage the reception area for the Department. Manage the switch board of the Department. Monitor the Security Service. Provider at the Reception area and direct visitors to relevant offices. Assist in the implementation of records management systems.

ENQUIRIES : Mr. Hennie De Bruin, Tel: 018 387 5828

APPLICATIONS : Provincial Office, must be forwarded to: Department of Health & Social Development, Private Bag x 2068, Mmabatho, 2735,

FOR ATTENTION : Mrs D.C Raborifi

**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 42/150 : **HEAD: CLINICAL DEPARTMENT (GENERAL SPECIALIST CLINICAL SERVICES: MEDICINE)**

SALARY : R 1 115 565 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Tygerberg Hospital, Parow Valley and the University of Stellenbosch, Department of Medicine (With responsibilities for Metro East Service Platform).

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine or a recognized sub-specialty. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Medical Specialist in a normal specialty or sub-specialty. Experience: Three years of experience are required after registration with the HPCSA as a Medical Specialist in a normal specialty or sub-specialty. Competencies (knowledge/skills): Proven record of strong leadership abilities. Good organisational, planning and management skills. Language proficiency in two of the three official languages of the Western Cape. Excellent communication, interpersonal as well as analytical and problem-solving skills. Strong clinical skills in the discipline of general specialist medicine. Appropriate experience in supervision and training of staff and students at under-graduate and post-graduate levels. Computer literacy, especially MS Word, Excel, Access, PowerPoint, as well as internet and email. Self-motivated and ability to work under pressure. Conflict management and experience in organisational change. Recommendations: Appropriate knowledge and understanding of the Public Sector Policies governing Financial Management, Human Resource Management, Development and Labour Relations and application thereof when applicable. PhD in Health Sciences. MBA degree or Masters in Public Health Service Administration. Appropriate management experience of clinical services. Note: The Head: General Specialist Services: Medicine will be a member of the Joint Staff with the University of Stellenbosch and will be a member of the Department of Medicine of the Health Sciences Faculty of the University of Stellenbosch. The academic status of the successful candidates will be determined by the relevant university. This will be commensurate with the incumbent's academic qualification and experience.

DUTIES : Key result areas/outputs: Develop, co-ordinate and deliver a comprehensive general specialist clinical service in Medicine in line with principles of the Department of Health's Comprehensive Service Plan (Health Care 2010). Render general specialist medicine services at Tygerberg Hospital. Responsible for co-ordination of 24-hour general specialist care across the East Metro service platform including emergency service delivery, in and outpatient services and, where appropriate, high care. Establish clinical governance, including clinical audit, within the discipline at Tygerberg Hospital, and co-ordinate clinical governance across the platform. Outreach and support to level 1 and interface with level 3 services. Performance management of the clinical staff in the General Specialist Medicine service at Tygerberg hospital. Provide leadership and management within the discipline (strategic planning, monitoring and evaluation, advocacy for resources). Responsible for overall management of the General Specialist (Level 2) Medicine Functional Business Unit (Cost Centre) at Tygerberg hospital. Responsible for the supervision of undergraduate and postgraduate students, and conducting and supervising research activities, in collaboration with the Academic Head of the Department of Medicine.

ENQUIRIES : Dr D Erasmus, Tel. (021) 938-4136 or Prof R Moosa, tel.no. (021) 938-9044.

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

FOR ATTENTION : Ms C Versfeld
CLOSING DATE : 12 November 2010

POST 42/151 : **DIRECTOR: NURSING**
Chief Directorate: Human Resources

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

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualifications: Appropriate Degree/Diploma in Nursing (General, Midwifery, Psychiatry and Community Nursing Science) or equivalent. Post-graduate qualification in Management. Inherent requirement of the job: Valid Code B/EB driver's licence. Experience: Extensive experience in nursing and health service management. Competencies (knowledge/skills): Excellent verbal and written communication skills. Knowledge of organisational and management practices as applied to the analysis and evaluation of programmes, policies and operational needs. The ability to think critically and analytically and to function both independently as well as in a multi-disciplinary team. Problem-solving skills. Computer literacy (MS Word, Excel, PowerPoint). Ability to communicate in two of the three languages of the Western Cape. Knowledge of provincial and national health legislation and policies. Recommendation: Extensive research background. Note: The person appointed to this position will be subjected to a security clearance and signing of a performance agreement and an employment contract. Applicants may be subjected to a competence assessment. The interview process may be expanded on the standard format to include presentations.

DUTIES : Key result areas/outputs: Provide strategic nursing leadership and direction to the nursing services. Implement Provincial Nursing Strategy. Manage nursing education and training through Western Cape College of Nursing. Ensure effective and efficient implementation of Community Nursing Service. Support and advise top management as a specialist nursing advisor. Develop nursing related policies and ensure co-ordinated nursing care governance. Co-ordinate nursing research and development. Enhance and promote the profession and the image of nursing. Effectively manage and control the resource allocation within the unit. Develop collaborative partnerships with other professional organizations and stakeholders.

ENQUIRIES : Mrs B Arries, tel.no. (021) 483-3373
APPLICATIONS : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Versfeld
CLOSING DATE : 12 November 2010

OTHER POST

POST 42/152 : **MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS)**
(Chief Directorate: General Specialist and Emergency Services)

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 : George Hospital

REQUIREMENTS : Minimum educational qualifications: MBChB. Qualification as a Specialist Orthopaedic surgeon with the HPCSA or qualification recognised by HPCSA to work as a specialist Orthopaedic surgeon. Experience: Extensive experience in General and Trauma Orthopaedic Surgery. Grade 2: A minimum of 5 years appropriate experience after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedics. Grade 3: A minimum of 10 years appropriate experience after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedics. Registration with a professional council: Registration or registrable with the Health Professions Council of South Africa (HPCSA) as Specialist Orthopaedic Surgeon. Candidates (Specialist General) who are deemed as "registrable" may also apply. The appointment of successful applicants will only be effected once proof of application for registration or the proof of registration is provided. Inherent requirements of the job: Valid drivers licence. Willingness to work after-hours. Willingness to do outreach to District Hospitals in Eden and Karoo Districts.

DUTIES : Key result areas/outputs: Rendering a comprehensive and quality secondary level Orthopaedic service to patients at George Hospital, including outpatient clinics and inpatient care and the Eden and Central Karoo Districts. Rendering after-hours duties according to the needs of the hospital. Providing effective consultation-liaison services to other disciplines within the hospital. Participation in outreach and support services to district hospitals and community health centers in the drainage area of the hospital. Participation in the development and management of the Department of Orthopaedic Surgery at George Hospital. Providing appropriate training, teaching and supervision to the multidisciplinary teams in the hospital as well as in the Eden and Karoo Districts.

ENQUIRIES : Dr M Viljoen, tel.no. (044) 802-4535

APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.

FOR ATTENTION : Mr A Horak

CLOSING DATE : 12 November 2010

DEPARTMENT OF HUMAN SETTLEMENTS

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

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

FOR ATTENTION : Ms J Johnstone

CLOSING DATE : 29 October 2010

NOTE : Remuneration packages comprise a basic salary, 13th cheque, car allowance, medical assistance and pension fund contribution. Remuneration packages are flexible and a portion of the package can be structured according to your personal needs. PSC's (Personnel Suitability Checks), which includes qualifications, previous employment, criminal records and credit checks, will be conducted on applicants as directed by the Department of Public Service and Administration • Candidates may be subjected to the following: (i) competency assessment (ii) security clearance. Applications must be submitted on a completed, Z83 form (originally signed), obtainable from any Public Service Department and must be accompanied by a recent updated CV with three referees, copies of all qualifications and identity document, as well as driver's licence. Failure to submit the requested documents will result in the application not being considered (also applicable to internal candidates). It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The post number and name of the post must be indicated on your application. No application will be considered without it. No faxes, e-mail or late applications will be accepted.

MANAGEMENT ECHELON

POST 42/153 : **DIRECTOR: REGIONAL HUMAN SETTLEMENT SUPPORT REF NO: HS045/10**
Chief Directorate: Human Settlement Implementation

SALARY : All-inclusive flexible remuneration package: R652 572 per annum, level 13

CENTRE : Cape Town

REQUIREMENTS : An appropriate tertiary qualification and proven extensive managerial experience • Candidates in possession of an appropriate post-graduate qualification and/or who have experience in the Built Environment will receive preference • A valid Code B driver's licence. Specific qualifying criteria: • Working knowledge of relevant policies, legislation and its relationship with national and local governments, civil society and other stakeholders • Knowledge of community facilitation • Understanding of the built environment.

DUTIES : Key performance areas: • Identify new projects needed in consultation with municipalities and the department • Design the project from conceptualisation to implementation • Ensure the execution of the project in accordance with approved planning • Monitor project budget and outputs and provide regular reports • Monitor projects and ensure the lessons learnt are used in policy development and new project design • Co-ordinate departmental engagement with Municipalities • Render administrative and technical advice and service to municipalities • Render an

engineering and project management support service to municipalities • Render a building inspection and quality assurance service • Input into municipal project packaging • Report on human settlement project progress • Contribute to strategic direction of the Department as part of top management in the implementation of sustainable and integrated human settlement • Manage staff, monitor and exercise control over the budget and expenditure for the Directorate • Ensure effective utilisation of human and financial resources.

ENQUIRIES

: Mr R Rughubar: (021) 483-2854.

OTHER POSTS

POST 42/154

: **DEPUTY DIRECTOR: PROGRAMME PERFORMANCE REF NO: HS046/10**
Directorate: Strategic Support

SALARY

: All-inclusive flexible remuneration package: R378 456 per annum, level 11

CENTRE

: Cape Town

REQUIREMENTS

: An appropriate B degree (or equivalent) qualification plus a minimum of 3 years' management experience. Recommendations: • A post graduate qualification in research or performance management or auditing or policy development or monitoring and evaluation will be a further advantage • Knowledge of and experience in an organisation performance management environment, implementation of the legislative and policy framework for public sector strategic management, indicator development, research and evaluations, project management, performance information auditing • Ability to work independently, as well as a team leader • Interpersonal and networking skills as well as the ability to interact with high level stakeholders • A valid code B driver's licence • Computer literacy (MS Office, Project, Visio, SPSS and Access) • Excellent verbal and written communication as well as presentation skills.

DUTIES

: Co-ordinate the development and implementation of a comprehensive results based M&E system for the department • Co-ordinate the implementation of quarterly and annual performance reporting auditing and monitoring for the department • Co-ordinate the development, alignment and integration of monitoring, evaluation, reporting, and organisational performance auditing tools and processes for the department • Co-ordinate the development of indicators for the strategic objectives, strategic plan and annual performance plan • Co-ordinate and facilitate the alignment and integration of the departmental M&E system with provincial and national M&E system • Co-ordinate reviews, evaluations of departmental programmes and projects • Co-ordinate policy development for M&E and programme performance • Represent the department in M&E forums • Co-ordinate organisational change management of M&E for the department • Manage and supervision of the sub-directorate programme performance.

ENQUIRIES

: Mr Z Amien: 021 483-4443.

DEPARTMENT OF LOCAL GOVERNMENT

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

APPLICATIONS

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

FOR ATTENTION

: Ms J Johnstone

CLOSING DATE

: 29 October 2010

NOTE

: Remuneration packages comprise a basic salary, 13th cheque, car allowance, medical assistance and pension fund contribution. Remuneration packages are flexible and a portion of the package can be structured according to your personal needs. PSC's (Personnel Suitability Checks), which includes qualifications, previous employment, criminal records and credit checks, will be conducted on applicants as directed by the Department of Public Service and Administration • Candidates may be subjected to the following: (i) competency assessment (ii) security clearance. Applications must be submitted on a completed, form Z.83 (originally signed), obtainable from any Public Service Department and must be accompanied by a recent updated CV with three referees, copies of all qualifications and identity document, as well as driver's licence. Failure to submit the requested documents will

result in the application not being considered (also applicable to internal candidates). It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The post number and name of the post must be indicated on your application. No application will be considered without it. No faxes, e-mail or late applications will be accepted.

OTHER POSTS

- POST 42/155** : **DEPUTY DIRECTOR: RECOVERY REF NO: LG041/10**
 Chief Directorate: Disaster Management and Fire Brigade
 Directorate: Disaster Operations
- SALARY** : All-inclusive flexible remuneration package: R378 456 per annum, level 11
CENTRE : Cape Town
REQUIREMENTS : An appropriate B-degree (or equivalent) qualification with a minimum of 3 years' management experience • A valid Code B driver's licence. Recommendations: • Knowledge of the Disaster Management Act (Act 57/2002) as well as the Fund Knowledge and understanding of disaster management systems and procedures applicable in all three spheres of government with the focus on disaster recovery • Good organisational, negotiation skills • Conflict and crisis management skills • Experience in project management • Computer literacy • Ability to work under pressure in emergency or disaster situations • Willingness to work long and abnormal working hours • Human resource and financial management experience • Good verbal and written communication skills.
- DUTIES** : Develop and maintain guidelines for initial on-site assessments of both damage to property and humanitarian aid needs • Assist with the determination of the magnitude of a disaster based on the initial damage assessment and assist with follow-up assessments and reporting mechanisms • Assist with the declaration of local and provincial disasters and manage the declaration process • Develop and maintain an advisory mechanisms to inform decision makers on status of disasters on all three spheres of government • Co-ordinate all relief activities which is required in disaster situations • Ensure the development and maintenance of a Mutual Aid Agreement or Memorandum of Understanding between all the major role-players who are involved in humanitarian relief • Establish a co-coordinating mechanism to ensure pro-active and re-active cooperation between all role-players • Develop and maintain a provincial database (IT) software programme which will assist with the coordination of all funding mechanisms with regard to disaster relief, rehabilitation and reconstruction applicable to each disaster/ emergency situation where disaster funding is provided • Oversee the coordination, monitoring and support of disaster rehabilitation and reconstruction of disaster recovery functions/ programmes • Management and development of personnel • Monitoring and exercise control over the budget and expenditure.
- ENQUIRIES** : Ms JV Pandaram: 021 937-0806.
- POST 42/156** : **OFFICE MANAGER REF NO: LG042/10**
 Chief Directorate: Disaster Management and Fire Brigade
 Directorate: Disaster Operations
- SALARY** : R192 540 per annum, level 9
CENTRE : Cape Town
REQUIREMENTS : An appropriate B-degree (or equivalent) qualification with a minimum of 3 years' appropriate experience. Recommendations: • Knowledge of relevant Public Service policies, regulations and procedures • Knowledge of research methodology • Knowledge of financial management • Advanced computer literacy (MS Word, Excel and PowerPoint) • Excellent presentation, verbal and written communication skills.
- DUTIES** : Central co-ordination within the management team, programme performance reports and other matters of a transversal nature within the Chief Directorate • Develop and maintain systems in the office of the Chief Director to improve efficiency and safe keeping of all documentation • Scanning newspapers and periodicals and bring any relevant information to the attention of the Chief Director • Manage all engagements of the Chief Director • Brief the Chief Director with regards to engagements and provide relevant documents for engagements • Manage resources of the office of the Chief Director • Ensure that reports are prepared for the Chief Director • Study

correspondence, submissions and reports and highlight key aspects • Render line administrative support services • Execute research, analyse information and compile complex documents for the Chief Director • Provide secretarial support to the Chief Director with regard to meetings • Remain up to date with regard to the applicable prescripts/ policies and procedures applicable to the work terrain to ensure efficient and effective support to the Chief Director • Supervision and development of staff.
Mr C Deiner: (021) 937-0808

ENQUIRIES

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