



DATE OF ISSUE: 29 OCTOBER 2010

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 43 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**

: **Department of Public Enterprises:** Kindly note that the post of Supply Chain Management Officer (Post 42/89). Advertised in PSVC 42 of 2010, the directorate should be Supply Chain Management

**Department of Higher Education and Training:** Kindly note that the following posts: Deputy Director: Stakeholder Management and Liaison (Ref. K61245/2), and Executive Support: Branch Co-ordinator (Ref. K61245/7/2), advertised in PSVC 42 of 2010, have been withdrawn. The post of Assistant Director Ref No: K61245/50, the Salary is R192 540 per annum NOT R378 456 per annum as indicated in the advert.

**The Presidency:** Kindly note that Post 39/86: Cleaning Supervisor: Accommodation Services which was advertised on circular number 39 has been withdrawn. The post advertised as 37/77 on the PSVC the correct requirement should be: Grade 10 and sufficient experience in supervision, cooking, communication and excellent housekeeping skills.

**Gauteng Department of Health:** Kindly note that the post of Operational Manager Nursing: Speciality Unit Paediatric Ward Ref no: 70253148, has been withdrawn. The post of Station Manager (post 31/94), the requirements has been reduced to 3 years and the closing date has been extended to 5 November 2010.

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## DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

**APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-9909/10

**FOR ATTENTION** : URS Response Handling

**CLOSING DATE** : 12 November 2010

**NOTE** : Applications must be submitted on form Z 83, obtainable from any Public Service department or on the internet at [www.gov.za/documents](http://www.gov.za/documents) and should be accompanied by a recent updated, comprehensive CV as well as copies of all qualification(s) and ID-document [Driver's licence where applicable]. Non-RSA Citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous 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 43/01** : **SENIOR PLANT HEALTH OFFICER REF NO: 266/2010**  
Directorate: Plant Health

**SALARY** : R161 970 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants should be in possession of a three-year B.Sc. degree with Entomology, Nematology, or Zoology as a major subject (you are required to furnish credit certificate/statement of results). Experience in detection and identification of insects and nematodes. Computer literacy in Microsoft Office software and must be in possession of a valid driver's license.

**DUTIES** : The incumbent will be responsible for the inspection of imported plant material and plant products upon arrival and inspection of plants maintained in offsite quarantine facilities. Detection and identification of insects and nematodes. Maintenance of apparatus and equipment. Maintenance of reference material, indicator plants and cultures. Maintenance of record keeping systems, re: information and procedures, samples received and results. Optimizing and implementation of diagnostic techniques and procedures. Supervision and performance evaluation of subordinates. Maintenance of laboratory management systems.

**ENQUIRIES** : Ms Melanie Arendse Tel, 021 809 1605

**POST 43/02** : **SENIOR PLANT HEALTH OFFICER 2 POSTS REF NO: 267/2010**  
Directorate: Plant Health

**SALARY** : R161 970 per annum

**CENTRE** : Stellenbosch

**REQUIREMENTS** : Applicants should be in possession of a B.Sc. degree with Microbiology, Plant Pathology, Biochemistry or Biotechnology as major subject (please furnish a credit certificate/statement of results). Experience in detection and identification of plant pathogens including bacteria and viruses. Experience in molecular biology. Applicants must be computer literate in Microsoft Office and in possession of a valid driver's license.

**DUTIES** : The incumbent will be responsible for the inspection of imported plant material and plant products upon arrival and inspection of plants maintained in offsite quarantine facilities. Detection and identification of plant pathogens including plant bacteria and viruses. Maintenance of apparatus and equipment. Maintenance of reference material, indicator plants and cultures. Maintenance of record keeping systems, re: information and procedures, samples received and results. Optimising and implementation of diagnostic techniques and procedures. Supervision and performance evaluation of subordinates. Maintenance of laboratory management systems.

**ENQUIRIES** : Mr Nolan Africander Tel, 021 8091625  
**NOTE** : This is a re-advertisement of Ref 170/2010. Candidates who previously applied need to re-apply. All are welcome to apply. Preference will be given to African Males and Females.

**POST 43/03** : **SENIOR PLANT HEALTH OFFICER 2 POSTS REF NO: 282/2010**  
Directorate: Plant Health

**SALARY** : R161 970 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The Applicants must be in possession of a B. Agric or B.Sc or B.Sc Agric or B. Inst. Agrar with Entomology, Nematology, or Plant Pathology or Plant Protection as major subjects (you are required to furnish credit certificate/statement of results). Experience in the field of import and export of agricultural plants and plant products. Knowledge of the World Trade Organisation – Agreement on the application of Sanitary and Phytosanitary Measures (WTO-SPS Agreement), international Plant Protection Convention (IPPC), its principles and different international standards for Phytosanitary measures (SPMs). Excellent written and verbal communication skills, presentation skills. Good interpersonal relations are essential as part of team tasked with international and national liaison. Knowledge of different import and export programmes/protocols and requirements. Ability to interpret scientific information and draft protocols. The ability to multitask and work well under pressure. Willingness to travel. Computer literacy in Microsoft Office and must be in possession of a valid driver's license.

**DUTIES** : The incumbent will be responsible for managing and maintaining plant health aspects of import and export work programmes and protocols for specific plants and plant products. Coordination, drafting and revision of different import and export programmes in consultation with different role players and stakeholders. Communication with international and national Government/ department, South African Embassies in other countries, different growers industries, and different role players regarding phytosanitary issues related to import and export programmes/protocols. Provide advice to farmers, exporters, importers and other role players and stake holders regarding import and export programmes and other phytosanitary matters. Implementation of relevant international phytosanitary principles and international standards for phytosanitary measures (ISPMs). Establishment and maintenance of information systems including electronic databases, such as registration database. Represent the Division/ Directorate/ Department on relevant committees/ forums/ meetings and sometimes the candidates will be required to make presentations and take minutes.

**ENQUIRIES** : Ms Mariana Theyse Tel, 012 319 6091

**POST 43/04** : **SENIOR ADMINISTRATIVE OFFICER: MARINE AQUACULTURE PERMITS REF NO: 285/2010**  
Directorate: Marine Aquaculture Management

**SALARY** : R161 970 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : The Applicants must be in possession of a three year qualification in Administration or Natural Sciences. Extensive relevant working experience in administration. Ability to capture proceedings of meetings and workshops. Good communication skills (both verbal and written). Exposure to supervision of staff. Basic knowledge of Financial Management and Supply Chain Management. Computer literacy with knowledge of MS Office software (Excel, Power Point, Word, Outlook) and Internet. Good understanding of public services systems and procedures. Knowledge of the Marine Living Resources Act, 1998 (Act No. 18 of 1998), the Regulations

**DUTIES** : promulgated there-under and departmental policies. Exposure in the Aquaculture Research or Management. Marine Administrative System (MAST)  
: The incumbent will be responsible for the development, implementation and control of the administrative processes of Marine Aquaculture rights, exemptions and permits by applying the Marine Living Resources Act, 1998, the Regulations promulgated there-under and other applicable departmental policies. Assist to coordinate and facilitate stakeholder participation in different Marine Aquaculture Forum. Capture and distribute proceedings of meeting and workshops for the Directorate. Facilitate the compilation, maintenance and development of databases and manage the Directorate Information systems. Oversee general administrative process and activities within the sub-directorate. Liaison with stakeholder on activities related to Marine Aquaculture

**ENQUIRIES** : Ms K.S.H. Morake, Tel. 021 402 3038

**POST 43/05** : **PLANT HEALTH OFFICER REF NO: 281/2010**  
Directorate: Plant Health

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

**REQUIREMENTS** : Applicants should be in possession of a B. or B.Sc. or B.Sc. Agricultural degree with Entomology or Plant Pathology or Nematology as a major subject (you are required to furnish a credit certificate and/or statement of results). Understanding of the World Trade Organisation-Agreement on the application of Sanitary and Phytosanitary Measures (WTO-SPS Agreement), International Plant Protection Convention (IPPC), its principles and different International Standards for Phytosanitary Measures (ISPMs). Understanding of different import and export programmes/ protocols and requirements. Ability to interpret scientific information. Good communication skills (both verbal and written). Presentation skills and good interpersonal relations as part of a team tasked with international and national liaison. Ability to multitask and work well under pressure. Willingness to travel, often at short notice. Proven computer literacy of at least Microsoft Office software (MS Word, Excel, MS Power point and MS Outlook) and must be in possession of a valid driver's license.

**DUTIES** : The incumbent will be responsible for assisting in managing and maintaining Plant Health aspects of import and export work programmes and protocols for specific plants and plant products. Assist in coordination, drafting and revision of different import and Export programmes in consultation with different role players and stakeholders. Communication with international and national Government / Department, South African Embassies in other countries, different growers industries, different role players and stakeholders regarding phytosanitary issues related to import and export programmes/protocols. Provide advice to farmers, exporters and importers and other role players and stake holders regarding import and export programmes and other phytosanitary matters. Implementation of relevant international phytosanitary principles and international standards (ISPMs). Assist in the establishment and maintenance of information systems including electronic database such as registration database. Represent the division/Directorate/Department on relevant committees/ forums/meetings and sometimes the candidates will be required to make presentations and take minutes.

**ENQUIRIES** : Ms Mariana Theyse Tel, 012 319 6091

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

- APPLICATIONS** : The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 1<sup>st</sup> Floor Room 106, Information Centre, North Tower.
- CLOSING DATE** : 15 November 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 43/06** : **ENVIRONMENTAL OFFICER SPECIALIZED PRODUCTION: EIM AGREEMENTS AND MEMORANDA OF UNDERSTANDING REF NO: AP197/2010**

- SALARY** : R193 671 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognized 3 year Bachelor's degree in law or equivalent qualification and relevant experience. Ability and experience to interpret legislation. Experience in drafting and interpret agreements and / or contracts. Excellent interpersonal skills. Public speaking and presentation skills. Excellent planning and organisational skills. Excellent verbal and written communication skills. Good understanding of environmental legislation specifically the National Environmental Act 107 of 1998 and the Environment Conservation Act, Act 73 of 1989 and Regulations promulgated in terms thereof. Knowledge of legislation with linkages to environmental legislation.

- DUTIES** : The successful candidate will be required to promote and facilitate the setting of cooperative mechanisms between DEA, environmental provincial departments, other national departments and other institution where linkage with environmental management is established and agreements may be deemed appropriate. Identify other institutions and instance where cooperation or features thereof can be implemented and ensuring liaison with and setting up agreements with such institutions. Drafting and facilitation of setting up agreements between the departments and other institutions responsible for legislation and guidelines which have implications for environmental impact management. Participate in implementation of NEMA EIA Regulations discussions relating to law reform and interpretation. Liaise with other components within the Department regarding agreements that may affect them. Draft correspondence regarding legal matters pertaining to, amongst others, cooperative governance.

- ENQUIRIES FOR ATTENTION** : Ms SS Burger Tel no: (012) 395 1816
- : Mr D Moyane

- POST 43/07** : **SENIOR ADMINISTRATIVE OFFICER: AUTHORISATIONS AND WASTE DISPOSAL MANAGEMENT REF NO: AP201/2010**

- SALARY** : R161 970 per annum (Total remuneration package of R233 364p.a. conditions apply)

- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 and a three year qualification in Office Administration. An appropriate working experience in an administrative capacity in an office environment. Skills required: Good interpersonal skills. Organising and planning skills. Communication skills (written and verbal). Computer literacy. Typing skills. Ability to work efficiently under pressure. Ability to work individually and in a team.

- DUTIES** : Responsible for typing letters, submissions and other forms of correspondence for the Directorate. Maintain filing system for the Directorate. Update of Authorisation database. Capture backlog and new applications on NEAS. Maintain detail record

of expenditure within the Directorate. Assist in the compilation and administration of the Directorate's Budget. Co-ordinate projects within the Directorate. Administer procurement process for the Directorate. Administer payment processes for the Directorate. Process T&S claims for the Directorate. Assist in the recruitment and selection processes of the Directorate. Make arrangements for short-listing meetings and interviews. Administer performance management processes for the Directorate. Compile a training plan for the Directorate. Make logistical arrangements for meetings and workshops. Make catering arrangements for meetings of the Directorate. Prepare document packs for meetings and workshops. Take minutes of meetings. Responsible for travelling arrangements. General office administration.

**ENQUIRIES FOR ATTENTION NOTE** : Mr. M Tshitangoni Tel no: 012 310 3380  
 : Mr D Moyane  
 : Short-listed candidates will be subjected to screening and security vetting to determine the suitability for employment.

**POST 43/08** : **ADMINISTRATIVE OFFICER (NEAS): EIM SYSTEMS AND TOOLS REF NO: AP199/2010**

**SALARY** : R130 425 per annum (Total remuneration package of R195 089p.a. conditions apply)

**CENTRE REQUIREMENTS** : Pretoria  
 : A Grade 12 certificate plus relevant experience and knowledge of office administration functions. Experience in data capturing, office/business administration, basic project management. An extensive working knowledge of Microsoft Office suite. Knowledge of the government financial, administration and procurement procedures as well as a general knowledge of environmental management will be an added advantage. Skills: advanced computer literacy, sound interpersonal relations, good written and verbal communication, presentation, and problem solving and conflict management, organizational and planning skills.

**DUTIES** : The successful candidate will be required to provide functional administrative support to the Directorate: Environmental Impact Management: Systems and Tools and ensure that the National Environmental Authorization System (NEAS) and the GIS application operate effectively by acting as a call centre support to the users capturing EIA applications and producing environmental reports. Administer the NEAS and GIS, assist with training of systems users, provide call centre support to all users, liaise with provincial authorities and assist them with capturing of EIA applications, rendering logistical and administrative support to the Directorate and National NEAS and GIS task teams, process payments of invoices and arrange venues, travel and document for meetings.

**ENQUIRIES FOR ATTENTION** : Mr Simon Moganetsi Tel no: (012) 310 3062  
 : Mr D Moyane

**POST 43/09** : **HUMAN RESOURCE PRACTITIONER: ORGANIZATIONAL STRUCTURE AND JOB EVALUATION AP195 /2010**

**SALARY** : R 130 425 per annum (Total package of R195 089 per annum/conditions apply)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A three year tertiary qualification in the field of Human Resource Management and/or Management Services or an appropriate equivalent qualification. Relevant experience in the maintenance of organizational structures and establishment; Knowledge of the Public Service Act, Public Service Regulations, Human Resource practices, policies and processes; Knowledge of the Equate system, PERSAL and the maintenance of the PERSAL organizational structure will be a strong recommendation; Skills and competencies: good interpersonal skills, good communication skills (verbal and writing), presentation skills, planning and organizational skills, high level of computer literacy (including excel).

**DUTIES** : The successful applicant will be responsible for the following key performance areas: Maintenance and updating the departmental organizational structure and establishment and the PERSAL structure; Ensure updating of staffing levels on PERSAL; Support the implementation of job evaluation results; Support restructuring of organizational structures; Ensure correct application of regulations, resolutions and policies; Render human resource advice, liaison and support services; Execute human resources and administrative services; Prepare

memoranda and letters with regard to HR matters; Keep statistics of HR functional matters and prepare presentations, submissions and reports.

**ENQUIRIES  
FOR ATTENTION  
NOTE**

: Ms E Louw Tel no: 012 310 3732  
: Mr D Masoga  
: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. The persons appointed in this position will be subjected to reference checking and security clearance.

**POST 43/10**

: **SENIOR REGISTRY CLERK REF NO: AP193/2010**

**SALARY  
CENTRE  
REQUIREMENTS**

: R105 645 per annum (Total package of R165 023 p.a. conditions apply)  
: Pretoria  
: Applicants must be in possession of a Senior Certificate (Grade 12) qualification. Good communication skills (Writing and Verbal). Experience of registry activities. Good interpersonal skills Computer skills. Ability to work under pressure and independently.

**DUTIES**

: Receive incoming and prepare outgoing mail. Opening and closing of files. File all documents according to the National Archives prescripts. Numbering of documents inside the files. Record incoming and outgoing files. Searching of files from different components. Perform admin duties (help desk services).

**ENQUIRIES  
FOR ATTENTION**

: Ms Barbara Mamspika Tel no: (012) 310-3801  
: Mr D Masoga



**GOVERNMENT PRINTING WORKS**

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

- APPLICATIONS** : Forward your applications quoting the relevant reference number to. The Division Human Resources Management Government Printing Works, Private Bag x 85; Pretoria; 0001. Alternatively, applications may be hand delivered to Security at front entrance of the Government Printing Works at 149 C/O Bosman & Proes Street, Pretoria ,0001
- FOR ATTENTION** MS O.M. Sekgothe
- CLOSING DATE** 12 November 2010, Applications received after the closing date or those that do not comply with the requirements, will not be taken into consideration.
- NOTE** : Short-listed candidate will be subjected to screening and security vetting to determine the suitability for employment. Applications should be submitted on form Z83 and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. No faxed applications will be considered. The successful candidates will be subjected to positive prescribed security clearance and undergoing a competency test. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after closing date, candidates may regard their application as unsuccessful. The Government Printing Works will not be liable where applicants use incorrect / no reference number(s) on their applications. The shortlisted candidates must be available for interviews and competency test at a date and time determined by the Government Printing Works.

**OTHER POSTS**

- POST 43/11** : **IR/ER SPECIALIST REF NO: GPW10/053**  
Branch: Human Resources
- SALARY** : R378 456 per annum (Level 11). This inclusive remuneration package consists of a basic salary, the state's contribution to the Government employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE REQUIREMENTS** : Pretoria  
An appropriate Bachelors Degree (or equivalent qualification at NQF level 6) in Labour Relations/Labour Law and 3 - 5 years appropriate experience in Labour Relations \* Good knowledge of Labour Relations legislation, policies and procedures \* Ability to interpret policies and resolutions \* Competencies needed: Planning and organising skills, Analytical thinking and innovation, Computer literacy, Research skills, Negotiation skills, People management skills, Communication (written, verbal and liaison) skills \* A valid driver's license.
- DUTIES** : Key Performance Areas: \* Facilitate resolution of grievances and the code of conduct. \* Conduct misconduct investigations and represent the GPW at disciplinary hearings \* Coordinate and facilitate training on Labour Relations matters \* Ensure effective conflict management and facilitating bilateral relationship with relevant employee organizations. \* Represent the GPW at conciliation and arbitration at relevant bargaining councils \* Participate in Departmental Bargaining Chamber activities \* Provide labour relations advice to all stakeholders within the GPW \* Ensure proper and accurate record keeping mechanisms in respect of all disciplinary and dispute processes handled within the GPW.
- ENQUIRIES** : Mr. J Rossouw Tel: (012) 334 4612
- POST 43/12** : **ASSISTANT SECURITY MANAGER REF NO: GPW10/052**  
Unit: Security Services
- SALARY** : R192 540 per annum (Level 9)
- CENTRE** : Pretoria
- REQUIREMENTS** : \*An appropriate National diploma in Security Risk Management or equivalent qualification (NQF level 6) with 5 years experience in the security environment of which 3 years in a practical supervisory level \* Code 8 driver's license \* Must be willing to work long / irregular hours . *Skills and competencies*: Sound knowledge of

Minimum Information Security Standards (MISS) and other relevant legal prescripts (Control of Access to Public Premises and Vehicle Act, (Act no 53 of 1985); Firearms Control Act, 2000 (Act no 60 of 2000); Occupational Health and Safety Act, 1993 (Act no 85 of 1993), National Key Points Act, 1980 (Act no 102 of 1980), Trespass Act, 1959 (Act 6 of 1959). Understanding of security risk management processes. Presentation and report writing skills; Excellent communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail.

**DUTIES** : \* Ensure and monitor adherence to departmental security systems and policies \* Render a protection and security management service for GPW in terms of all relevant security legislations \* Ensure the safe custody and protection of officials, assets and information through the implementation and adherence to the MISS/MPSS \* Maintain and implement physical security measures to minimise risks \* Conduct threat and risk Assessments of GPW premises and make recommendations \* Investigation of losses and damage to assets \* Prepare monthly reports to the Security Manager \* Manage and provide training opportunities to subordinates \* Conduct investigations and write reports\* Ensure compliance and implementation of security policies according to the MISS/MPSS documents.

**ENQUIRIES** : Mr. PM Matosa, Tel: 012-334 4772

**POST 43/13** : **PROJECT ADMINISTRATOR REF NO: GPW10/058**

Two year contract  
Unit: Strategic Management

**SALARY** : R161 970 per annum (Level 8)

**CENTRE** : Pretoria

**REQUIREMENTS** : \*An appropriate Bachelors degree or equivalent qualification (NQF level 6) PLUS proven experience in project administration. \* Knowledge and understanding of project life cycle and a project methodologies *Competencies needed:* \* Strong administration skills \* Planning and organizing skills \* Communication (verbal and written) skills \* Problem-solving skills \* Client orientation and customer focus skill \* Computer literacy (MS-Excel, MS-Power-Point, Word). *Attributes:* \* Good interpersonal relationship. \* Confidence \* Ability to work under pressure \* Ability to work in a team and independently \* Drive/energy \* Attention to detail.

**DUTIES** : Key Responsibilities: \* Ensure that the full project administrative functions is properly carried and that all necessary records are maintained, this includes; meetings, agendas, project metrics, work plans, project charters, roadmaps, critical paths, presentations, risk logs. \* Maintains a working knowledge of the tasks of the team as whole to provide scheduling support on the programme \* Maintains manual and computerised filing system \* Deals effectively with enquiries \* Drafts communications to be distributed and ensuring accuracy at all times \* Maintenance of Project Schedules \* Provide support in project reporting \* Meeting co-ordination and logistics.

**ENQUIRIES** : Mr. MSA Barnard, Tel: 012-334 4546

**POST 43/14** : **HUMAN RESOURCES OFFICER REF NO: GPW10/054**

Branch: Human Resources

**SALARY** : R105 645 per annum (Level 6)

**CENTRE** : Pretoria

**REQUIREMENTS** : \* The successful candidate must be in possession of a Grade 12 certificate with at least two years practical human resources administration experience \* Knowledge of Human Resource Practices, Public Service Act, Public Service Regulations and Human Resource Policies; Working knowledge of PERSAL. National diploma/degree in Human Resource Management (NQF level 6) will be an added advantage. Skills and Competencies: Computer literacy (MS Office); excellent communication skills (written and verbal); Good organizing; Ability to work under pressure; Good interpersonal relations; Accuracy and attention to detail.

**DUTIES** : \* The incumbent's responsibility will be the handling of various aspects pertaining to Human Resources Administration matters, such as appointments, transfers, service benefits and conditions, termination of service and withdrawal of pension benefits, Implement Performance Bonus and Pay Progression for all officials and capturing of information on the PERSAL system.

**ENQUIRIES** : Mr. W Masemola Tel: (012) 310-4577

**NOTE** : Short- listed candidates will be required to undergo a practical test.

**POST 43/15** : **ADMINISTRATION CLERK REF NO: GPW10/069**  
 One year contract  
 Unit: Strategic Management

**SALARY** : R87 978 per annum (Level 5)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : \* Grade 12 or equivalent qualification (NQF level 4); Two years administrative experience; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Attention to detail.

**DUTIES** : Key Responsibilities: \* Answer the telephone, make telephone calls on behalf of project team members \* Receive clients or visitors \* Arrange meetings, workshops and appointments and provide administrative support \* Scan and manage correspondence, documentation, supporting registers and filing \* Take notes, keep minutes and do typing as and when required \*

**ENQUIRIES** : Ms T Thupa, Tel: 012-334 4533

## DEPARTMENT OF HEALTH

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

**APPLICATIONS** : Direct your application quoting the above relevant reference number to : The Director-General, Department of Health, Private Bag X828, Pretoria, 0001. Hand delivered applications may be submitted at Reception (Application Box), Civitas Building, corner of Andries and Struben Streets. No faxed or e-mailed applications will be considered.

**NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security clearance procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

## OTHER POSTS

**POST 43/16** : **DEPUTY DIRECTOR: FINANCE REF NO: NDOH 35/2010**  
Chief Directorate: Compensation Commissioner for Occupational Diseases.  
Directorate: Compensation Commissioner for Occupational Diseases

**SALARY** : An all inclusive remuneration package of R378 456 per annum including choice of basic salary between 70% and 75% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service guidelines.

**CENTRE REQUIREMENTS** : Johannesburg  
: \*A three-year Bachelor's degree in Accounting or equivalent NQF 6 Certificate  
\*Three (3) years experience in Financial management and supervision of personnel \*Extensive experience in financial accounting \*Knowledge of the Public Finance Management Act (PFMA) \*Knowledge of Pastel Accounting Software  
\*Computer literate \*Good interpersonal relations \*Good communication skills (written and verbal) \*Good planning and organisational skills \*Good policy development, project management and facilitation skills \*Valid Code B driver's licence.

**DUTIES** : \*Manage projects and programmes set by the Commissioner \*Develop and review policies for the various sections in the unit \*Align strategic plans with operational plans \*Liaise with internal and external stakeholders \*Workshop stakeholders on the Compensation process \*Effective management of Finance division within the unit \*Prepare and control budget for the unit \*Prepare management of accounts every month \*Work with the Director on compilation of the Annual Financial statements \*Ensure effective collection of Revenue \*Liaise with stakeholders on compensation matters.

**ENQUIRIES** : Ms P Mzizi at tel (011) 713-6900.  
**CLOSING DATE** : 22 November 2010

**POST 43/17** : **TECHNICAL EXPERT 6 POSTS REF NO: NDOH 38/2010**  
Office of the Chief Director: Pharmaceutical and Related Product Regulation and Management.  
6 Months Contract

**SALARY** : An all inclusive remuneration package of R378 456 per annum including choice of basic salary between 70% and 75% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion.

The flexible portion of the package can be structured according to the Middle Management Service Guidelines.

**CENTRE REQUIREMENTS** : Pretoria  
: \*A Bachelor's degree in Pharmacy or equivalent NQF 6 Certificate \*Registration with the South African Pharmacy Council \*A post-graduate qualification in Pharmacy or any Health Science will be an added advantage \*Four to five years appropriate technical/scientific experience \*At least two year's experience in the medicine regulatory environment will be an added advantage \*Experience in the application of the Medicines and Related Substance Control Act 101 of 1965 (as amended) and its related Regulations \*Knowledge of database management will be an added advantage \*High degree of dedication and accurate work skills are required \*Computer literacy \*Good interpersonal relations \*Good communication skills (written and verbal) \*Valid Code B driver's licence.

**DUTIES** : \*Evaluate dossiers including: -Assessment of Bioequivalence studies, -Assessment of compliance with analytical chemistry and pharmaceutical standards, -Assessment of all issues relating to the stability in the product \*Evaluate package inserts (old process and generics) and perform regular updates, development, and evaluation of generic package insert templates and patient information leaflets as per Council decisions \*Assess technical responses to MCC recommendations from applicants \*Prepare reports for peer review technical committees and MCC \*Attend technical peer review and MCC meeting when required.

**ENQUIRIES CLOSING DATE** : Ms M Hela at Tel (012) 395-8003.  
: 22 November 2010

**POST 43/18** : **DEPUTY DIRECTOR: OPERATIONS AND ADMINISTRATION REF NO NDOH 41/2010**  
Chief Directorate: Pharmaceutical and Related Product Regulation and Management. Directorate: Operations and Administration

**SALARY** : An all inclusive remuneration package of R378 456 per annum including choice of basic salary between 70% and 75% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service guidelines.

**CENTRE REQUIREMENTS** : Pretoria  
: A recognised three-year Bachelor's degree or Diploma in Pharmacy or related sciences or equivalent NQF 6 Certificate \*Knowledge and application of the Medicines and Related Substances Act, 1965 (Act 101 of 65) and related regulations \*Three to five years experience in the medicines regulatory environment \*Good working knowledge of computer programmes \*Good knowledge and use of the SIAMED medicines registration program is a definite advantage \*Good technical basis of quality, efficacy and safety evaluation process \*Good interpersonal relations \*Excellent written and verbal communication skills \*Good presentation skills \*Managerial experience and expertise are essential \*Dedication and commitment to performance and productivity \*Ability to work under pressure \*Valid Code B driver's licence.

**DUTIES** : \*Supervise screening procedure and assist staff regarding screening \*Prepare MRF 15 forms for Council meeting agenda \*Check registration certificates of new registrations and amendments for accuracy \*In consultation with managers, allocate applications to evaluators \*Process all new applications received and distribute the relevant documents to officials responsible for the different committees \*Perform allocated SIAMED functions inter alia capturing all new applications in the database as well as all amendments \*Record lists of applications sent out to the different evaluators \*Record statistics on work done \*Liaise with applicants, evaluators and committee members on registration and any other related matters \*Perform work related functions/duties allocated by the manager from time to time \*Answer queries of members of the public and industry \*Sequence routing of applications according to public health needs and disease burden \*Monitor evaluation time lines and institute remedial action if necessary \*Disseminate information from the Medicines Register captured in the SIAMED program, to all relevant stakeholders.

**ENQUIRIES CLOSING DATE** : Ms E Taute at tel (012) 395-8034.  
: 5 November 2010

**POST 43/19** : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: NDOH 34/2010**

**SALARY** : An all inclusive remuneration package of R378 456 per annum including choice of basic salary between 70% and 75% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service guidelines.

**CENTRE** : Chief Directorate: Compensation Commissioner for Occupational Diseases.  
Directorate: Compensation Commissioner for Occupational Diseases.  
Johannesburg.

**REQUIREMENTS** : \*A three-year Bachelor's degree in Administration/ Finance or equivalent NQF 6 Certificate \*Three (3) years experience in administration and financial management and supervision of personnel \*Knowledge of the Occupational Diseases in Mines and Works Act, (Act 78 of 1973) (ODMWA) and the Public Finance Management Act (PFMA) \*Extensive experience in administration and financial management \*Computer literate \*Good interpersonal relations \*Good communication skills (written and verbal) \*Good planning and organisational skills \*Good presentation skills \*Good policy development, project management and facilitation skills \*Ability to work under pressure \*Must be prepared to travel when required \*Valid Code B driver's licence.

**DUTIES** : \*Manage projects and programmes set by the Commissioner \*Develop and review policies for the various sections in the unit \*Align strategic plans with operational plans \*Liaise with internal and external stakeholders \*Workshop stakeholders on the Compensation process \*Prepare submissions and reports to the Director-General and the Minister \*Respond to queries directed to the Commissioner \*Supervise subordinates.

**ENQUIRIES** : Ms P Mzizi at tel (011) 713-6900.

**CLOSING DATE** : 22 November 2010

**POST 43/20** : **CHIEF FORENSIC ANALYST REF NO: NDOH 39/2010**  
Chief Directorate: Non-Communicable Diseases: Directorate: Forensic Pathology  
Services: Forensic Chemistry Laboratory

**SALARY** : R240 318 per annum (plus competitive benefits)

**CENTRE** : Pretoria

**REQUIREMENTS** : A four-year BSc Honours with Chemistry as a major subject or equivalent four-year qualification or BTech with Chemistry as a major subject with proven experience in working in a forensic chemistry laboratory. A three-year BSc/National Diploma with Chemistry as a major subject with proven extensive experience working in a forensic chemistry laboratory will be considered provided the candidate lists proven supervisory experience and/or involvement with overseeing projects pertaining to the field of forensic chemistry. Extensive proven experience in Toxicology analysis and analytical instruments such as Gas Chromatography (GC), Mass Spectrometry (MS) and High Performance Liquid Chromatography (HPLC) and associated software packages e.g. MS Word, Access, Excel, Chemstation, etc. Good computer skills. Good knowledge of laboratory accreditation (ISO 17025) and laboratory safety (Occupational Health and Safety Act). Basic knowledge of the judicial system and court procedures and of the Criminal Procedures Act. Experience in rudimentary general management. Good interpersonal relations. Good communication skills (written and verbal) in English. Ability to work under pressure. A valid Code B driver's licence. Candidates will be subjected to a practical test to determine their Gas Chromatography, high Performance Liquid Chromatography, Mass Spectrometry and sampling preparation abilities and skills as well as computer skills.

**DUTIES** : \*The successful candidate will be the Head of the Toxicology Section \*Preparation of complicated samples for analysis (this includes activities such as grinding, weighing, chemical treatment, heating, filtration, evaporation, distillation, digestion (wet, dry, microwave) and solid phase extraction \*Analysis of complicated samples by means of certain processes and methods including Gas Chromatography, High Performance Liquid Chromatography, Mass Spectrometry, Liquid Chromatography, wet chemistry, Spectrophotometry, Atomic Absorption Spectroscopy, Thin Layer Chromatography, etc \*Record sample information, complete and review analyses, statistical analysis, reviewing of reports, issuing of reports, certificates and affidavits \*Statistical evaluation and interpretation of data as well as interpretation of analytical data and calculation of results by means of mathematical formulae

\*Give evidence in courts of law \*Management of the construction of standard operating procedures, creating of working instructions and maintaining of the quality system in the section \*Management of the operation, maintenance and record keeping of all information and data associated with casework and instrumentation in the section \*Management of casework (case allocation, setting of targets, ensure reaching of targets) \*Reviewing results before cases are signed off \*Advanced method development and validation on instrumentation \*Responsible for training and skills development in the section \*Administration duties e.g. writing tender specifications and submissions for procurement of equipment and inventory management of consumables and chemicals in the section \*Managing adherence to health and safety requirements in the section \*Performance of quarterly evaluation of members in the Toxicology section.

**ENQUIRIES** : Mrs Alida Grove at tel (012) 322-6600  
**CLOSING DATE** : 22 November 2010

**POST 43/21** : **NETWORK ADMINISTRATOR: SITA: TRANSVERSAL SYSTEM REF NO: NDOH 37/2010**

**SALARY** : R192 540 per annum (plus competitive benefits)  
**CENTRE** : Chief Directorate: Financial Management. Directorate: Information Communication Technology. Pretoria.

**REQUIREMENTS** : \*An appropriate three-year Bachelor's degree/ National Diploma in Information Technology/ Network+ or CNE/CNA/MCSE or equivalent NQF 6 Certificate in a related field \*At least five (5) years experience in: server installation, configuration and maintenance \*Transversal system (Logis, BAS and Persal) troubleshooting \*Network operating system installation \*Networking equipment and networking protocols \*A valid Code B driver's licence will be an added advantage.

**DUTIES** : \*Provision and administrative support of transversal systems (BAS, Logis and Persal) to various client sites \*Provision of end-user support with regards to hardware and software (installation, testing and configuration) \*Compile monthly and weekly technical reports for manager \*Perform audits for compilation of Asset Registers \*Support of all related problems in BAS, Logis and Persal.

**ENQUIRIES** : Ms Kedibone Legoabe at tel (012) 395-8651  
**CLOSING DATE** : 22 November 2010

**POST 43/22** : **PRINCIPAL FORENSIC ANALYST 2 POSTS REF NO: NDOH 40/2010**

**SALARY** : R192 540 per annum (plus competitive benefits)  
**CENTRE** : Cluster: Non-Communicable Diseases. Directorate: Forensic Pathology Services. Forensic Chemistry Laboratory. Cape Town.

**REQUIREMENTS** : \*A BSc degree/National Diploma with Chemistry (analytical, physical, organic and inorganic chemistry) as major subject \*Extensive experience in gas chromatography (GC), mass spectrometry (MS), high performance liquid chromatography (HPLC) and solid-phase extraction methods (SPE) with proven experience in an analytical laboratory \*Demonstrating skills in the field of toxicology \*Knowledge of ISO 17025 and accreditation of testing laboratories \*Ability to work independently, to develop analytical methods and to solve forensic scientific problems \*LIMS experience \*Experience in LC MS, GC TOF MS and ICP will be a recommendation \*Experience in rudimentary general management and administrative procedures \*Good computer skills \*Good interpersonal relations \*Good communication skills (written and verbal) \*A valid Code B driver's licence. Applicants will be required to do a practical test on the day of the interview.

**DUTIES** : \*Analysis of biological tissues (human viscera) and body fluid samples for toxic substances, including alcohol, analysis of foodstuff and cosmetic samples, using certain processes and methods including gas chromatography with various detectors, high-performance liquid chromatography, mass spectrometry etc. \*Operation and basic maintenance of assigned instruments \*Record keeping of all information and data associated with instrumentation \*Statistical evaluation and interpretation of data and calculation of results by means of mathematical formulae \*Record sample information, complete and review analyses, statistical analysis, reviewing of reports, issuing of reports, certificates and affidavits \*Method development and validation of methods \*Writing of standard operating procedures \*Assist in preparing sections of the laboratory for accreditation \*Assist in maintaining accreditation status of accredited sections \*Assist with training and

skills development \*Rotation between sections should it be required \*Give evidence in courts of law.

**ENQUIRIES** : Mrs A M Schillack at tel (021) 442-8940  
**CLOSING DATE** : 22 November 2010

**POST 43/23** : **SENIOR STATE ACCOUNTANT (FINANCE) REF NO: NDOH 36/2010**  
Chief Directorate: Compensation Commissioner for Occupational Diseases.  
Directorate: Compensation Commissioner for Occupational Diseases

**SALARY** : R161 970 per annum (plus competitive benefits)  
**CENTRE** : Johannesburg.  
**REQUIREMENTS** : \*A three-year degree or National diploma or equivalent NQF 6 Certificate in Finance \*Two to three years appropriate experience \*Knowledge of the Public Finance Management Act (PFMA), GAAP and ODMWA \*Extensive knowledge of Pastel accounting \*Good interpersonal relations \*Good communication skills (written and verbal) \*Presentation, budget, supervisory and leadership skills \*A valid Code B driver's licence.

**DUTIES** : \*Preparation of unit budget \*Monitoring of budget \*Maintenance of audit file \*Assist the Deputy Director with preparations of Annual Financial Statement (AFS) \*Checking and provisional approval of payments on Cash Focus \*Liaise with banks and other financial institutions \*Maintain the practise of PFMA, Treasury Regulations, ODMWA and GAAP \*Authorising of journals, suspense account, misallocations, errors and standing journals \*Reconciliation of cashbook of mines account \*Monitoring of research account \*Handling all financial related queries.

**ENQUIRIES** : Ms Thembisa Khaka at tel (011) 713-6911.  
**CLOSING DATE** : 22 November 2010

**POST 43/24** : **ADMINISTRATIVE OFFICER REF NO: NDOH 43/2010**  
Cluster: Pharmaceutical and Related Product Regulation and Management.  
Directorate: Operations and Administration  
6 Month Contract  
This post is advertised in the Public Service only. Applicants who are not employed in the Public Service will not be considered for the post

**SALARY** : R130 425 + 37% in lieu of benefits per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : \*Bachelor's degree majoring in Accounting/B Com degree or equivalent NQF 6 Certificate qualification \*Two (2) years experience in working with application of financial/accounting management \*Good communication skills (written and verbal) \*Computer literacy (Pastel and MS Excel) \*Process, results driven and task oriented \*Ability to function in a group environment.

**DUTIES** : \*Cash book write-up on excel \*Bank entries on pastel \*Bank reconciliation on excel and pastel \*Ensure supporting documentation for bank transactions \*Invoice on pastel \*Data capture on pastel \*Post receipt in pastel \*Assist with audit queries \*Day to day clerical and administrative duties.

**ENQUIRIES** : Ms S S Molepo at tel (012) 395-8014.  
**CLOSING DATE** : 22 November 2010



**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.*

**APPLICATIONS** : Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or City Forum Building, 114 Vermeulen and Schurbart Street, Pretoria 0001,  
**FOR ATTENTION** : Ms T Marumo  
**CLOSING DATE** : 12 November 2010  
**NOTE** : Applications should be submitted on a Z83 obtained from any Public Service Department Accompanied by a comprehensive CV, certified copies of Qualifications, ID and Driver's license. If you have not been contacted within 3 months after the closing date of these advertisements, please accept that your application was unsuccessful, as Communication will be made with the short listed candidates only.

**OTHER POST**

**POST 43/25** : **CLIENT SERVICE CLERK REF NO: Q9/2010/56**

**SALARY** : R73 584 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 or equivalent qualification. Relevant experience. Computer literate. Good Communication Skills (written and verbal); Interpersonal Skills. Highly motivated individual with good command of English. Passionate about rendering good customer service; Ability to work on a switchboard; Accuracy and pay attention to detail. He/she must be willing to work under pressure. People with disability are encouraged to apply.

**DUTIES** : Handling switchboard for incoming and outgoing calls, take messages. Forward calls to the appropriate divisions/sections/officials, handle incoming and outgoing faxes, print and distribute monthly telephone accounts, compile report thereof, keep the register for all telephone accounts and make telkom payments, update telephone register and roster (Cellphone & Landline). Ensure that the switchboard is manned at all times and that customers (inside and outside) are attended to without delay, Handle all administration of the switchboard (Reporting of faults),

**ENQUIRIES** : Ms S Mokae @ 012 399 0036  
**NOTE** : The successful candidate will be subjected to vetting or security screening He/she should be beyond reproach.

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

*The Department of Justice and Constitutional Development (The Department) is an equal opportunity employer. In filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo a security clearance.*

**NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and any other supporting documents. The department has issued a CV template that should be completed by all applicants and which is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required. Applications that do not comply with the above-mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application was unsuccessful. The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

## OTHER POSTS

**POST 43/26** : **DEPUTY DIRECTOR: AREA COURT MANAGER REF NO: NC/24/10**  
This post is a re-advertisement; candidates who previously applied are encouraged to re-apply

**SALARY** : R378 456 – R445 803 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Magistrate Office Upington,  
**REQUIREMENTS** : An appropriate three (3) year Bachelor's Degree / National Higher Diploma in Public Administration / Management; At least four (4) years managerial or supervisory experience; Four (4) years experience in Office / Court Administration; Knowledge of the Public Financial Management Act (PFMA), Departmental Financial Instructions (DFI); Understanding of the departments systems ( JDAS, JMIS, ICMS, JYP); A valid driver's license; Computer literacy (MS Office, Excel, PowerPoint); Excellent communication skills (written and verbal); Strong leadership skills; Problem solving skills; Data analysis skills; Strategic capabilities; Ability to work under pressure; Good interpersonal skills;

**DUTIES** : The successful candidate will be expected to co-ordinate and manage financial and human resources of offices within the cluster; Co-ordinate Strategic and business planning processes; Manage the facilities, physical resources, information and communication related to courts within the cluster; Implement the Departmental policies in courts within the cluster; Compile and analyse court statistics to show performance and trends; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Facilitate strategic projects intended to improve court management; Communicate and relate with internal and external stakeholders; Provide leadership and management of the transformation of the office.

**ENQUIRIES** : Ms P Mphato ☎ (053) 839 0072.  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7<sup>th</sup> Floor, c/o Knight & Stead Streets, Kimberley.

**CLOSING DATE** : 12 November 2010

**NOTE** : If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

**POST 43/27** : **SENIOR ASSISTANT STATE ATTORNEY: LP5-LP6 REF NO: 10/329/SA**

**SALARY** : R260 976 – R 615 711 per annum. The successful candidate will be required to sign a performance agreement

**CENTRE** : State Attorney: KZN

**REQUIREMENTS** : An LLB or four year recognized legal qualification; At least 4 years' appropriate post qualification legal/litigation experience; Admission as an Attorney, with right of appearance in the High Court of South Africa; Valid driver's license. Skills and Competencies: Legal research and drafting; Case flow management; Dispute resolution; Litigation; Computer literacy skills; Communication (written & verbal) skills; Supervisory and mentoring skills; Strategic and conceptual orientation; Project management; Creative and analytical.

**DUTIES** : Guide and train Candidates State Attorneys; Handle litigation and appeals in the following Court: High Court, Magistrate Court, Labour Court, Supreme Court of Appeal, Constitutional Court, Land Claims Court, CCMA, Tax And Tax tribunals; Attend to liquidation and insolvency queries, Conveyancing and notarial services; Draft and/or settle all types of agreements on behalf of the various client department; The rendering of legal opinion for the benefit of client departments; All forms of arbitration, including inter-departmental arbitrations; Register trusts and companies; Debt collection.

**ENQUIRIES** : Ms Ngomani ☎ (012) 357 8661

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: Human Resource: Department of Justice and Constitutional Development; Private Bag X54301, Durban, 4000. OR Physical Address: 6<sup>th</sup> Floor Metlife Building, 391 Anton Lembede (formerly Smith) Street, Durban, 4001. DOCEX 153, Durban

**CLOSING DATE** : 15 November 2010

**POST 43/28** : **SENIOR LAW RESEARCHER REF NO: 10 /88/FS**

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

**CENTRE** : Supreme Court of Appeal

**REQUIREMENTS** : LLB Degree or equivalent qualification; Three year's experience as a Law Researcher in either Supreme Court of Appeal or Constitutional Court; Skills and competencies: Computer Literacy (MS Word) Strong leadership and management capabilities; Report writing; Research and analytical skills; Ability to integrate knowledge from diverse sources; Ability to work under pressure; Accuracy and attention to details.

**DUTIES** : Provide professional legal research assistance to the respective Courts, comprising amongst others, the following; conduct legal research as may be required from time to time by the Court; Performing quasi-judicial functions; Monitoring and bringing to the attention of judiciary new developments in law and jurisprudence; Performing any Court-related work requested to improved the efficiency of the Court; Conduct all research as required by the Judge President's Office; Supervise and co-ordinate work of other Law Researchers.

**ENQUIRIES** : Ms M Luthuli at ☎ (051) 407 1800

**APPLICATIONS** : Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300

**CLOSING DATE** : 15 November 2010

**POST 43/29** : **ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 10/VA82/NW**

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

**CENTRE** : Regional Office: North West

**REQUIREMENTS** : A recognized three year qualification in Security Management, Business Administration, Management Administration, Legal or equivalent qualification; More than 10 years relevant experience in rendering professional support service to senior management; Experience in security contract management, security operations and OHS implementation; A valid drivers license. Skills And Competencies: Advanced computer literacy in MS Office; Time and data management expertise; Exceptional interpersonal skills; Excellent communication skills (oral and written); Integrity and discretion in dealing with secret and confidential matters; High professional ethos; Understanding the operations of the

JCPS cluster and deep knowledge of the functioning of the courts; Creative, innovative and influencing skills; Ability to work independently and adhere to tight timelines; Reporting writing skills; Presentation and problem solving skills; Financial administration skills; Planning and organizing; Strong organizational abilities and analytical acumen; Commitment and drive with ability to work under pressure and stressful situations.

**DUTIES** : Co-ordinate and provide support to court managers regarding physical security infrastructure needs and repairs at courts; Handle correspondence and enquiries on a high level; Implement key control policy at all DOJ&CD offices in the region; Effective records, correspondence and information management; Manage compliance with Service Level Agreements for Security Guarding and Cash-In-Transit services; Coordinate the procurement of goods and services for the Office of the Regional Head; Ensure that security control rooms at various offices are appropriately equipped and operational; Provide administrative services to the Regional Head; Conduct security awareness workshop at various offices; Undertake policy or line function tasks as required; Implementation of the OHSA and roll out of the contingency plan to all courts in the region.

**ENQUIRIES APPLICATIONS** : Mr. L Moetanalo 📞 (018) 397 7064  
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.

**CLOSING DATE** : 12 November 2010

**POST 43/30** : **ASSISTANT DIRECTOR: CIVIL SECTION REF NO: 2010/160/GP**  
(Re-Advertisement)

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

**CENTRE REQUIREMENTS** : Magistrate, Johannesburg  
: A three-year Bachelor's degree in Administration or equivalent qualification; Management or supervisory experience; Three years relevant experience; Skills and competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal).

**DUTIES** : Manage the Civil Section; Supervise Registrars, Assistant Registrars, Clerks of The Civil Court; Work closely with the Judiciary and Attorneys; NOC reporting on Civil matters; Manage the Small Claims Court.

**ENQUIRIES APPLICATIONS** : Mr Sobahle @ 011 491 5000  
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 8, Johannesburg, 2001

**CLOSING DATE** : 15 November 2010

**POST 43/31** : **SENIOR AUDITOR: GENERAL ASSURANCE REF NO: 10/337/IA**  
Division: Internal Audit

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

**CENTRE REQUIREMENTS** : Regional Office, Free State  
: An appropriate three year Degree or Diploma with majors in Auditing/Internal Auditing and Accounting; At least 3 years experience in Internal Auditing of which at least one should be as a team leader; Candidates must be studying towards a relevant professional qualification; Candidates must be able to audit business research risk and assessment; Candidates must be conversant with auditing and accounting standards; The successful candidates will undergo a security clearance; A valid driver's license.

**DUTIES** : Provide input into the enhancement of audit methodologies and technologies; Conduct research for the Internal Audit Unit services; Maintain database for audit operational activities: Monitor and update the Internal Audit training and development plan; Evaluate, monitor and report on progress on audit projects; Liaise with the clients and keep them informed on an ongoing basis; Maintaining a register of audit projects and findings and monitor implementation and adherence to audit recommendations; Maintain and update register on auditable risks; Conduct a full internal audit engagement; Coach, Lead, train and develop new team members; Review performance and provide coaching and guidance to staff; Provide support to the Internal Audit team on the TeamMate software; Maintain management information for the Internal Audit Unit; Build relationships with external auditors and other assurance providers; Promote governance.

**ENQUIRIES** : Ms D Modibane. Tel (012) 357 1668  
**APPLICATIONS** : Applications must state centre applying for. Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001, OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 15 November 2010

**POST 43/32** : **LEGAL ADMINISTRATION OFFICER REF NO: 10/ 92 /FS**

**SALARY** : R190 902- R470 970 per annum. Note: Salary will be determined in accordance with experience (OSD), Applicants must attach service certificates to determine salary in accordance to experience, The successful candidate will be required to sign a performance agreement.

**CENTRE** : Regional Office: Free State  
**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, legal practice and related spheres with specific reference to civil litigation; Working knowledge of criminal procedure and practice in different courts; Knowledge of the Public Finance Management Act, and budgetary/financial management will also be an advantage; Knowledge of Sexual Offences would be an added 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; Willing to work overtime when required.

**DUTIES** : Drafting legal documents and give legal advice to the Department and other organs of the State regarding problems of interpretation, execution of powers and legal matters. Give support services to the courts regarding quasi-judicial functions; Respond to petitions, representations and complaints from civil society and other government departments; Liaise with other departments, DPP, and communities on programmes around crime prevention. Prepare memoranda for the appointment of Commissioners of Oath and Appraisers; Recover loss and (of) damage to State property; Determination of Legal Liability; Oversee the smooth functioning of specialized courts in the Province; Facilitate implementation of relevant legislation including the Victims Charter; Conduct community awareness campaigns on legislations administered by the Department; Scrutinize legislation related to responsibilities; Deal with requests for legal opinions; Respond to Parliamentary questions; Handle ad hoc tasks in line with instructions

**ENQUIRIES** : Ms MA Luthuli☎ (051) 407 1800  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Regional Head: Department of Justice and Constitutional Development, Private Bag X20578, BLOEMFONTEIN, 9300. OR Physical address: Application Box, 53 Colonial Building, Maitland Street, BLOEMFONTEIN, 9301

**CLOSING DATE** : 15 November 2010

**POST 43/33** : **LABOUR RELATIONS OFFICER REF: NC/81//10**  
This post is a re-advertisement; candidates who previously applied are informed not to re-apply as their previous applications will be considered during the selection process

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

**CENTRE** : Regional Office Kimberley  
**REQUIREMENTS** : An LLB degree with Labour Law as a major subject or Bachelors Degree/ National Diploma with Labour Relations as a major subject; At least three years experience in the labour relations environment; Practical experience in conciliation and arbitration cases will be advantageous; A valid drivers' licence; Ability to work under pressure; Computer literacy (MS Office); Proven managerial, verbal and written communication skills as well as ability to maintain good interpersonal relations; Negotiation skills; Problem solving skills; Analytical thinking.

**DUTIES** : Promote sound labour relations in the department; Supervise the activities of subordinates entrusted with inter alia, the co-ordination and administration of grievances, disciplinary hearings and labour relations circulars; Define and

introduce labour relations procedures according to the provision of the Labour Relations Act, most particularly, its application in the Public Service in terms of grievances and disciplinary hearings; Handle dispute resolutions for the GPSSBC, conciliation, arbitrations and dismissal disputes; Consult with State Attorneys on more complex matters; Play an active role in the management of strike; Handle correspondence and memoranda of a more complex nature and compile reports for management; Provide training on labour related matters;

**ENQUIRIES APPLICATIONS** : Mr W Kumalo ☎ (053) 839 0012.  
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7<sup>th</sup> Floor, c/o Knight & Stead Streets, Kimberley.

**CLOSING DATE** : 12 November 2010  
**NOTE** : If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

**POST 43/34** : **SENIOR ADMINISTRATION OFFICER: VETTING INVESTIGATOR REF NO: 10/335/RM**  
Division: Integrity Management

**SALARY** : R161 970 – R188 046 per annum. The successful candidate will be required to sign a performance agreement

**CENTRE REQUIREMENTS** : National Office, Pretoria  
: A Bachelors Degree or (equivalent qualification at NQF 6 level) in Social Science or related areas; 2 years investigation experience; A successful candidate must have completed a relevant training courses offered by NIA; A valid drivers' license. Skills and Competencies: Computer literacy; Communication (verbal, listening and written) skills; Language proficiency; Problem solving and analytical skills; Reliability and Teamwork skills; Customer focus and responsiveness; Initiative and acceptance of responsibility; Planning and organizing; Diplomacy and insight; Report writing skills; Ability to manage conflict.

**DUTIES** : Conduct vetting fieldwork investigation; Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations; Provide effective communication channels and system between the Department and National Intelligence Agency (NIA) and other related agencies; Administer vetting files and reports.

**ENQUIRIES APPLICATIONS** : Ms MD Modibane ☎ 012 315 1668  
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 15 November 2010

**POST 43/35** : **ADMINISTRATIVE OFFICER REF NO: NC/91/10**

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

**CENTRE REQUIREMENTS** : Magistrate Office Springbok  
: A three (3) year National Diploma / Degree in Public Administration / Management or relevant equivalent qualification plus two (2) years relevant experience in Office and District Administration and Departmental Financial Management systems; Computer literacy (MS Office); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail.

**DUTIES** : Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.

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

**CLOSING DATE** : 12 November 2010

- NOTE** : If applying for more than one post, please state the name of the office as well as order of preference. One application per post.
- POST 43/36** : **INTERNAL AUDITOR 5 POSTS REF NO: 10/336/IA**  
Division: Internal Audit
- SALARY** : R161 970 – R190 791 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Northern Cape: Kimberley  
An appropriate three year Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least one year experience in Internal Auditing (includes internship/learnership); Knowledge of the Public Finance Management Act; Successful candidates will be required to complete a security clearance; Candidate must possess an in-depth knowledge of the standards set by the IIA; Candidate must possess a working knowledge of Auditing.
- DUTIES** : Provide input in conducting risk assessments; Assist in planning audit assignments; Prepare audit programmes together with the Audit Manager; Conduct audit assignments in accordance with the audit methodology; Gather adequate, competent, relevant and useful audit evidence; Prepare draft reports for review by management; Conduct ad-hoc assignments and follow-up audits; Assist in the administration of the Internal Audit Activity;
- ENQUIRIES APPLICATIONS** : Ms M Modibane ☎ (012) 315 1668  
Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- CLOSING DATE** : 15 November 2010
- POST 43/37** : **ADMINISTRATIVE OFFICER REF NO: NC/88/10**
- SALARY** : R161 970 – R190 791 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office Of The Regional Court President, Kimberley  
A three (3) year National Diploma / Degree in Public Administration / Management; An LLB Degree or four (4) year recognized legal qualification will be an advantage, One (1) to two (2) years relevant experience in Office and District Administration and Departmental Financial Management systems; Knowledge of the D.F.I., Treasury Regulation, PFMA and Performance Management; A valid drivers license; Computer literacy (MS Office); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail; Problem solving and analytical thinking; Accuracy and attention to detail; Confidentiality.
- DUTIES** : Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock; Other duties in the Office of the Regional Court President as delegated.
- ENQUIRIES APPLICATIONS** : Mr J Tope ☎ (053) 839 0060.  
Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7<sup>th</sup> Floor, c/o Knight & Stead Streets, Kimberley.
- CLOSING DATE** : 12 November 2010
- NOTE** : If applying for more than one post, please state the name of the office as well as order of preference. One application per post.
- POST 43/38** : **COURT INTERMEDIARY REF: NC/34/10**  
Contract Post Ending 31 March 2011  
This post is a re-advertisement; candidates who previously applied are encouraged to re-apply
- SALARY** : R130 425 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

- CENTRE REQUIREMENTS** : Magistrate Office Kuruman  
 : Must be competent to be appointed as an Intermediary as prescribed in the Determination under section 170A (4)(a) of the Criminal Procedure Act, 1977, as amended by the Sexual Offences and Related Matters Act 32 of 2007; The candidate must be registered in one of the following: Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act No. 56 of 1974) and against whose names the speciality paediatrics is also registered; Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974, and against whose names the speciality psychiatry is also registered; Family counsellors who are appointed as such under section 3 of the Mediation in Certain Divorce Matters Act, 1987 (Act No. 24 of 1987), and who were registered as social workers under section 17 of the Social Work Act, 1978 (Act 110 of 1978), or who are or were classified as teachers in qualification category C to G, as determined by the Department of National Education, or who are or were registered as clinical, educational or counselling psychologists under the Medical, Dental and Supplementary Health Service Professions Act, 1974; Child care workers who have successfully completed a two-year course in child and youth care approved by the National Association of Child Care Workers and who have four year's experience in child care; Social workers who are registered as such under section 17 of the Social work Act, 1978, and who have two year's experience in social work; Teachers who are classified in qualification category C to G, as determined by the Department of National Education, and who have four year's experience in teaching and who have not at any stage, for whatever reason, been suspended or dismissed from service in teaching; Psychologists who are registered as clinical, educational or counselling psychologists under the Medical, Dental and Supplementary Health Service Professions Act, 1974; Reliable, dedicated and hardworking. Language requirements: a combination of the following will be considered. Fluency in English, Afrikaans, and Setswana are compulsory. Sesotho. Sepedi, Xitsonga, IsiXhosa and IsiZulu will be an added advantage. The following qualities will be added recommendations: The ability to work with children/ disabled persons in a highly stressful and under traumatic circumstances; Understanding of and respect for the rights and dignity of the witness requiring assistance; Ability to treat the witness and his/her family with respect and empathy; Ability to provide emotional support and assistance to the witness and his/her family; Understanding of the ethical implications of working with children and court processes.
- DUTIES** : Act as Intermediary by facilitating court proceedings where children are involved; Act as intermediary in all matters wherein, despite their biological age, witnesses have a mental age of under 18; Manage the efficient flow of all cases involving children and disabled persons; Facilitate the allocation of dates by utilizing the central diary to schedule matters; Maintain the Intermediary room and the resources therein; Ensure that the correct equipment is available to assist the child or disabled person in giving their evidence; Maintain a data base of all service providers that may provide assistance to the witness and his/her family and make all necessary information available to them.
- ENQUIRIES APPLICATIONS** : Mr J Tope ☎ (053) 839 0060.  
 : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7<sup>th</sup> Floor, c/o Knight & Stead Streets, Kimberley.
- CLOSING DATE** : 12 November 2010  
**NOTE** : If applying for more than one post, please state the name of the office as well as order of preference. One application per post.
- POST 43/39** : **MAINTENANCE INVESTIGATOR REF NO: NC/89/10**
- SALARY** : R130 425 – R153 636 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Kimberley Magistrate Office  
 : An applicable legal qualification, paralegal qualification or Grade 12 certificate with five years relevant experience; Experience in family law matters; will be an added advantage; Knowledge of the Maintenance Act (Act 990 of 1998); Computer literacy (MS Office); Numeracy skills; Excellent communication skills (written and verbal); Ability to work with the public in a professional and empathetic manner;



- Develop a thorough understanding of all services procedures; Involve oneself in areas of Family Law; Explain legal terminology and processes in simple language; manage time effectively and develop good facilitation skills; Think innovatively and work in a pressured environment; Assist the court in conducting of Maintenance enquiries.
- DUTIES** : Trace persons liable to pay maintenance and Maintenance defaulters; Gather and secure information related to maintenance defaulters; Testify in Court under the supervision of Maintenance Officers/ Maintenance prosecutors; Render administrative support to the office; Outdoor function requiring physical tracing capabilities.
- ENQUIRIES APPLICATIONS** : Mr J Tope ☎ (053) 839 0060.  
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7<sup>th</sup> Floor, c/o Knight & Stead Streets, Kimberley.
- CLOSING DATE** : 12 November 2010
- NOTE** : If applying for more than one post, please state the name of the office as well as order of preference. One application per post.
- POST 43/40** : **MAINTENANCE OFFICER REF NO: NC/45/10**  
Contract Post Ending 31 March 2011  
This post is a re-advertisement; candidates who previously applied are encouraged to re-apply
- SALARY** : Salary to be determined in accordance with experience. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office Springbok  
: An appropriate legal qualification (B.luris, Proc or LLB); Proficiency in at least two official languages; Code 8 driver's license; Computer literacy (MS Office); Excellent Communication skills (written and verbal); Numeric skills; Ability to work with public in a professional and empathetic manner; develop a thorough understanding of all services and procedures in the area of maintenance and other areas of family law; explain legal terminology and processes in simple language; manage time effectively and develop good facilitation skills; think and write clearly; think innovatively and work in pressurized environment; facilitate communication between people with maintenance disputes.
- DUTIES** : Perform the powers, duties of a Maintenance Officer in terms of the Maintenance Act; Guide maintenance investigators in performance of their duties; Obtain financial information for the purposes of Maintenance enquiries; Appear in Maintenance Court and conduct proceedings in Maintenance Court; Implement Bench Orders.
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7<sup>th</sup> Floor, c/o Knight & Stead Streets, Kimberley.
- CLOSING DATE** : 12 November 2010
- NOTE** : If applying for more than one post, please state the name of the office as well as order of preference. One application per post.
- POST 43/41** : **REGISTRAR 1 POST REF NO: 2010/161/GP**  
Re- Advertisement
- SALARY** : R100 494 – R 190 902 (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : South Gauteng High Court: Johannesburg  
: LLB or four - year recognize legal qualification; No previous experience required ; A valid driver's licence. Skills and Competencies: Numeracy skills; Office management, planning and organization skills; Conflict resolution; Good communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.
- DUTIES** : Co-ordinate Case Flow Management Support Services to the judiciary and prosecution at local level; Co-ordinate issues of all processes that initiate court proceedings; Co-ordinate Interpretation services in conjunction with the interpreters

within the court; Consideration of judgments by default and taxation of attorneys unopposed and opposed bills of cost; Issue, keep, check and analyse court statistics; Issue court orders, advise Judges of cases that are distributed and allocated to the courts; Manage Appeals, Reviews, Applications for request for Access to information, Court Records and all relevant registers; Authenticate signatures of legal practitioners, notaries, sworn translators and conveyancers; Any other official duties requested by the Senior or Chief Registrar.

**ENQUIRIES** : Enquiries may be made with the following officials: For contract posts in Johannesburg, you may contact Ms. D Mngomezulu (011) 332 8000.  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 6, Johannesburg, 2000.  
**CLOSING DATE** : 15 November 2010

**POST 43/42** : **SECRETARY REF NO: 10/338/COO**  
Division: Victim Support & Legal Services

**SALARY** : R87 978– R103 635 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria  
**REQUIREMENTS** : Grade 12 with typing as subject or Secretarial Certificate/ Office Management equivalent; Knowledge of procedure and processes applied in Office Management. Skills and competencies: Planning and organizing; Financial and administrative skills; Computer literacy; Intermediate typing skills; Language skills and ability to communicate well with people at different levels and from different backgrounds; Ability to correctly interpret relevant documentation; Good interpersonal relations and customer service orientation; Proper usage of office equipments.

**DUTIES** : Manage the diary of the Director; Record appointments and events in the diary of the Director; Make travel and accommodation arrangements, and process travel and subsistence claims for the directorate; Keep efficient document filling and retrieval system; Dealing with incoming and outgoing calls of the Director; Provide logistical arrangements for meetings; Administrate the maintenance of office equipment and the day-to-day secretarial responsibilities.

**ENQUIRIES** : Ms T Mdluli ☎(012) 315 1893  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 15 November 2010

**POST 43/43** : **SECRETARY REF NO: 10/331/DG**  
Three year contract appointment  
Division: Secretariat: National Forum Against Racism

**SALARY** : R87 978 + 37% in lieu of benefits = R 120 530.00 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 with typing as subject or Secretarial Certificate; Knowledge of procedure and processes applied in Office Management. Skills and competencies: Planning and organizing; Financial and administrative skills; Computer literacy; Intermediate typing skills; Language skills and ability to communicate well with people at different levels and from different backgrounds; Ability to correctly interpret relevant documentation; Good interpersonal relations and customer service orientation; Proper usage of office equipments.

**DUTIES** : Make travel and accommodation arrangements; Process travel and subsistence claims for the manager and members of the Unit; Coordinate Units activities and reporting; Record appointments and events in the diary of the manager; Operate office equipment like fax machine, photocopies, etc. and ensure that it is in good working order; Source information which may be of importance to the manager (e.g. newspaper, clipping, internet articles and circulars; Provide support to the manager regarding meetings; Remain up to date with regards to prescripts/policies and procedures application to the work terrain to ensure effective support to the manager; Draft routine correspondence submissions, reports and other correspondence and notes; Keep complex document filling and retrieval system; Deal with incoming and outgoing calls of the manager;

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

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

**CLOSING DATE** : 15 November 2010

**POST 43/44** : **SENIOR ADMINISTRATION CLERK REF NO: NC/67/10**  
This post is a re-advertisement; candidates who previously applied are encouraged to re-apply

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

**CENTRE** : Magistrate Office Kimberley

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

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

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

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

**CLOSING DATE** : 12 November 2010

**NOTE** : If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

**POST 43/45** : **SENIOR ADMINISTRATION CLERK REF NO: NC/90/10**

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

**CENTRE** : Magistrate Office Kimberley

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

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

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

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

**CLOSING DATE** : 12 November 2010

**NOTE** : If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

**POST 43/46** : **ADMINISTRATION CLERK (DCRS)**

**SALARY** : R73 584 – R84 134 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Magistrate Office, Kimberley: Ref: NC/92/10  
Magistrate Office, Kuruman: Ref: NC//9310

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

**DUTIES** : The maintaining of criminal record books and charge sheets; The writing and tracing of summonses; The writing of witness fees books; The completing and

issuing of committal warrants and arrest warrants; The rendering of court requirements; The rendering of assistance in general case flow management; The recording of court proceedings; Filing of cases (charge sheets); Operating court recording equipment, ensure the maintenance and safekeeping thereof; Provide any administrative support as required by the relevant Court Manager.

**ENQUIRIES** : Mr J Tope ☎ (053) 839 0060.  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7<sup>th</sup> Floor, c/o Knight & Stead Streets, Kimberley.  
**CLOSING DATE** : 12 November 2010  
**NOTE** : If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

**POST 43/47** : **TYPIST REF NO: NC/94/10**

**SALARY** : R73 584 – R86 679 per annum. The successful candidate will be required to sign a performance agreement.  
**CENTRE** : Upington Magistrate Office  
**REQUIREMENTS** : Grade 12 certificate or equivalent qualification with typing as a passed subject; Minimum typing speed of 25 - 35 wpm; An appropriate word processing course successfully completed; Shortlisted candidates will be required to pass a typing test; Computer literacy (MS Word); Accuracy and attention to detail; Ability to work under pressure.

**DUTIES** : Type reports; General correspondence; Answer telephone and take messages; Other administrative duties.

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

**CLOSING DATE** : 12 November 2010  
**NOTE** : If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

**POST 43/48** : **SENIOR ADMINISTRATION CLERK REF NO: NC/95/10**

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

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

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

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

**CLOSING DATE** : 12 November 2010  
**NOTE** : If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

**POST 43/49** : **MESSANGER REF NO: NC/66/10**

This post is a re-advertisement; candidates who previously applied are encouraged to re-apply

**SALARY** : R62 094 – R73 143 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Galeshewe Branch Court,  
**REQUIREMENTS** : Grade 10 or ABET Level 4 or equivalent qualification; At least six (6) months applicable experience; A valid Driver's Licence, obtained for at least one (1) year;

Basic Computer literacy (MS Office); Communication at appropriate level; Sound interpersonal relations; Ability to liaise with team members and members of the Public.

**DUTIES**

: Collect and deliver mail; Distribute mail to various offices; Collect post bag from post office; Transport officials to various destinations.

**ENQUIRIES**

: Mr J Tope ☎ (053) 839 0060.

**APPLICATIONS**

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

**CLOSING DATE**

: 12 November 2010

**NOTE**

: If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

## DEPARTMENT OF MINERAL RESOURCES

**APPLICATIONS** : The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007, 70 Mentjies and Schoeman Street, Trevenna Campus, Sunnyside, 0001

**FOR ATTENTION** : Mr S Matlakala / Ms E Makhale

**CLOSING DATE** : 12 November 2010

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

## OTHER POSTS

**POST 43/50** : **ASSISTANT DIRECTOR: SMALL SCALE MINING**

**SALARY** : R192 540 per annum, Level 9

**CENTRE** : North West

**REQUIREMENTS** : A B.Sc. degree in Geology or equivalent qualification coupled with knowledge of the mining industry and a valid driver's licence PLUS the following key competencies: ☑ Knowledge of: • Government policy and procedures • South Africa's Mining Industry Legislation and Economy • Mining technical knowledge Budget Control • Project Management ☑ Skills: • Negotiation skills • Report writing and formulation skills • Ability to recognise and evaluate viable mining business opportunities • Computer literacy ☑ Communication: • Ability to Communicate on all levels (verbally and in writing) ☑ Creativity: • Innovative thinker • Ability to lobby support and motivate role players

**DUTIES** : Plan the deliverables, required results and time frames for the provision of external services to the small scale mining sector on an advance level • Screen and evaluate the regional technical applications to identify and secure institutional providers of services and do site inspections • Procure and manage institutional resources to implement small scale mining projects • Ensure that all legal agreement / workplans for projects are aligned with rural development and sector initiatives • Provide an information and advisory service to the Department on an advance level

**ENQUIRIES** : ☎ J W Perold 012 444 3701

**POST 43/51** : **STATE ACCOUNTANT: SUBSISTENCE AND TRAVEL MANAGEMENT**

**SALARY** : R130 452 per annum, Level 7

**CENTRE** : Pretoria

**REQUIREMENTS** : A Degree / National Diploma in Accounting / Auditing or Finance related fields with relevant experience in Travel Management and account Reconciliation for Diners Club Account. Must be computer literate and be able to work under pressure. PLUS the following key competencies: ☑ Knowledge of: • BAS • PERSAL • PFMA, Treasury Regulations and other relevant Legislation ☑ Skills: • Good interpersonal Skills, Analytical, Computer Skills in Excel ☑ Communication: • Good verbal and written communication. ☑ Creativity: • Problem solving skills, innovative and able to work under pressure. Recommendation: Knowledge and experience on BAS, PERSAL and Excel.

**DUTIES** : Check and approve the transactions on BAS and PERSAL • Compile the monthly reports • Check and ensure that orders are issued timely and emergency booking followed up. • Checking the completeness, accuracy and turnaround times and pass the necessary journals • Reconcile and Monitor the travellers' cheques • Enforce compliance to PFMA, Treasurer Regulation, Policies and Procedures and other relevant prescripts. • Mentor and supervise the staff and also ensuring staff development • Handle auditors and clients queries and timely respond to them

**ENQUIRIES** : Mr Gideon Tshivhase ☎ 012- 317 8035

<b><u>POST 43/52</u></b>	:	<b><u>STATE ACCOUNTANT (PAYROLL AND ALLOWANCES)</u></b>
<b><u>SALARY</u></b>	:	R130 425 per annum, Level 7
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Degree / National Diploma in Accounting / Auditing or Finance related field with relevant experience in Salaries administration. Must be computer literate and be able to work extended time and under pressure. PLUS the following key competencies: ☐ Knowledge of: • BAS • PERSAL • PFMA, Treasury Regulations and other relevant Legislation ☐ Skills: • Good interpersonal Skills, Analytical, Computer Skills in Excel ☐ Communication: • Good verbal and written communication. ☐ Creativity: • Problem solving skills, innovative and able to work under pressure. Recommendation: Knowledge and experience on BAS, PERSAL and Excel.
<b><u>DUTIES</u></b>	:	Review and approve transactions captured on Persal and BAS and those effected by HR. • Facilitate the receipt, recording and distributing of work and also monitor the progress on book out register • Review calculations of manual payments and follow up on outstanding transactions • Review the resignation process and ensure accumulations of Tax on all manually paid transactions are correctly effected. • Monitor recalls and refund and ensure that documents are filed properly • Attend to auditors and clients (internal and external) queries and supervise the staff.
<b><u>ENQUIRIES</u></b>	:	Mr Gideon Tshivhase ☎ 012- 444 3092
<b><u>POST 43/53</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK (SUBSISTENCE AND TRAVEL MANAGEMENT)</u></b>
<b><u>SALARY</u></b>	:	R 105 645 per annum, Level 6
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Degree / National Diploma in Accounting / Auditing or Finance related field with relevant experience in Travel Management. Must be computer literate and be able to work extended time and under pressure. PLUS the following key competencies: ☐ Knowledge of: • BAS • PERSAL • PFMA, Treasury Regulations and other relevant Legislation ☐ Skills: • Good interpersonal Skills, Analytical, Computer Skills in Excel ☐ Communication: • Good verbal and written communication. ☐ Creativity: • Problem solving skills, innovative and able to work under pressure. Recommendation: Knowledge and experience on BAS, PERSAL and Excel.
<b><u>DUTIES</u></b>	:	Check, verify and capture local and international travelling claims/advances On Persal and BAS • Verify all requests and issue orders numbers on daily basis and ensure that the allocations are corrects. • Follow up on documentation for emergency order numbers and check the completeness of documents received according to travel agent records • Check the completeness and accuracy of the documents and ensures that set turnaround times are met. • Handle all correspondence with regard to claims, advances payments, receipts, provide Management and Auditor-General with requested information.
<b><u>ENQUIRIES</u></b>	:	Mr Gideon Tshivhase ☎ 012- 444 3092
<b><u>POST 43/54</u></b>	:	<b><u>ACCOUNTING CLERK-DEBT MANAGEMENT</u></b>
<b><u>SALARY</u></b>	:	R87 978 per annum Level 5
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate degree or diploma in Accounting plus 2 years relevant experience. PLUS the following key competencies: ☐ Knowledge of: • PFMA and Treasury Regulations • Basic Accounting System ☐ Skills: • Excellent financial management skills • Debtors Management skills • Computer literacy • Numeracy skills ☐ Communication: • Ability to interact with persons on various levels • Good verbal and written communication • Innovative and self confident • Ability to analyse and solve problems ☐ Creativity: • Ability to work under pressure
<b><u>DUTIES</u></b>	:	Recording of departmental debt on BAS and maintain debtor's register • Clearing and reconciliation of suspense accounts • Ensure that all debts are regularly followed • Timeous recovery and collection of debts • Compile monthly debtor's reconciliation
<b><u>ENQUIRIES</u></b>	:	Miss MS Manyuwa ☎ 444 3381

<b><u>POST 43/55</u></b>	:	<b><u>ADMINISTRATION CLERK: DISTRIBUTION</u></b>
<b><u>SALARY</u></b>	:	R87 978 per annum, Level 5
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	Certificate/Diploma in Logistics or Purchasing Management or Supply Chain with appropriate relevant experience in Distribution (Transit) and dispatching PLUS the following key competencies: ☐ Knowledge of : • LOGIS PI • Supply Chain Management (SCM) • Public Finance Management Act (PFMA) • Treasury Regulations (TR) ☐ Skills: • Computer Literacy • Good Verbal and Written Communication • Ability to communicate at all levels • Financial skills ☐ Communication: • Telephone etiquette • Liaising with end Users • Ability to negotiate ☐ Creativity: • Prioritising of tasks • Problem Solving • Record keeping • Ability to work under pressure
<b><u>DUTIES</u></b>	:	Receive goods from suppliers and/or warehouse • Capture receipts vouchers on LOGIS • Prepare payment request for stationery • Verify items (quantity and type) issued from stores • Capture issue vouchers on LOGIS • Ensure that items are issued out to end users within approved turnaround time • Administrator of 0-9 file • Attend to enquiries
<b><u>ENQUIRIES</u></b>	:	Ms S Bopape ☎ 012 444 3022
<b><u>POST 43/56</u></b>	:	<b><u>ASSET CONTROLLER</u></b>
<b><u>SALARY</u></b>	:	R87 984 per annum, Level 05
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession of a Senior Certificate (grade 12) or equivalent qualification. Plus the following competencies: ☐ Knowledge of: • Public Finance • Management Act • Asset Management Policy • Knowledge of Supply Chain Management • Knowledge of office procedure and administration ☐ Skills: • Listening • Organizing • Report Writing Skills • Financial Management • Project Management ☐ Communication : • Good Communication Skills (written, verbal) ☐ Creativity: • Ability to work independently and under pressure • Be able to interpret the Access to Information Act and prescripts from Archives • Be able to follow instructions from others. Recommendation/: Certificate /Diploma
<b><u>DUTIES</u></b>	:	Receive and capture vouchers on LOGIS • Keep record (asset Register) • Verify the description and location of assets periodically (stock taking) • Monitor and report on the utilisation and condition of assets
<b><u>ENQUIRIES</u></b>	:	Ms K Gulston ☎ (012) 444 3017
<b><u>POST 43/57</u></b>	:	<b><u>AUXILIARY SERVICE CLERK</u></b>
<b><u>SALARY</u></b>	:	R46 665 per annum, Level 3
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Matric (Grade 12), Minimum of one year messenger service experience, valid driver's license, computer literacy and PDP will be an added advantage. PLUS the following key competencies: ☐ Knowledge of: • Updating document Registers • Collection and distribution of official documents • General Administrative Functions • Mail management • Public Service Code of Conduct ☐ Skills: • Organising • Work under pressure • Analytical • Problem solving ☐ Communication: • Read and Write • Listening ☐ Creativity: • Flexible and adaptive
<b><u>DUTIES</u></b>	:	Collect/distribute/ register mail. • Register official documents. • Make photocopies, Bind and laminate documents • Transport officials to/from different places. • Perform administrative tasks assigned by the supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr C Benseide ☎ (012) 444 3544
<b><u>POST 43/58</u></b>	:	<b><u>CLEANER</u></b>
<b><u>SALARY</u></b>	:	R46 665 per annum, Level 3
<b><u>CENTRE</u></b>	:	Free State, Welkom
<b><u>REQUIREMENTS</u></b>	:	A Senior or equivalent Certificate PLUS the following key competencies: ☐ Knowledge of: • Knowledge of how to clean an office efficiently and timeously • Knowledge of how to operate cleaning equipment ☐ Skills: • Ability to prioritise and organize Thoroughness and efficiency ☐ Communication:



**DUTIES**

- Proficiency in at least two official languages of which One must be English
  - ☐ Creativity Recommendation: The following qualities of a candidate will serve as a strong recommendation: Positive attitude and Ability to perform under pressure
- To perform cleaning services of a routine nature by utilising a variety of aids
- Assisting and serving of tea/coffee when required
  - Assisting with preparations for meetings/functions
  - Relieving the messenger in his/her absence

**ENQUIRIES**

: Ms C L de Vos ☎ 057-391 1300 / 1322

## DEPARTMENT OF PUBLIC WORKS



*The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.*

- APPLICATIONS** : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or hand-delivered at Public Works House, corner Church and Bosman Streets, Pretoria
- FOR ATTENTION** : Ms. M. Masubelele
- CLOSING DATE** : 05 November 2010
- NOTE** : An indication by candidates in this regard will facilitate the processing of applications. If not suitable candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications should be submitted on Form Z83, obtainable from any Public Service Department and must be accompanied by a comprehensive CV, certified copies of qualifications and identification document. Should you not hear from us within the next two months, please regard your application as unsuccessful. Please forward your application, quoting the relevant reference number, to the address mentioned at each post. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that your appointment is subjected to verification of qualifications and a security clearance. NB: no faxed or e-mailed applications will be accepted.

## MANAGEMENT ECHELON

- POST 43/59** : **DIRECTOR: PROPERTY MANAGEMENT REF NO: 2010/233**
- SALARY** : All-inclusive salary package of R652 572 per annum (total package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE** : Durban Regional Office
- REQUIREMENTS** : A degree/National Diploma in Property Management or other related field, with, appropriate/relevant experience in the property environment and a management experience, Knowledge and understanding of the Public Finance Management Act, The willingness to travel and valid driver's licence. The following will serve as recommendations: Dynamic leadership skills, proven managerial experience and skills, the ability to work to a plan and co-ordinate the work of diverse groups, Knowledge of budgeting and control, Knowledge of business planning and co-ordination, Strong interpersonal skills and ability to build relationships, Strong negotiation skills.
- DUTIES** : Effectively manage the Department's property portfolio in the region, Provide guidelines and inputs on drafting plans regarding immovable assets, Manage and control property rights and vesting of State and Ensure compliance with property legislation, Ensure economic efficiency in the Department's leasehold portfolio in line with market trends, Interact with Facilities Management to ensure effective cleaning, gardening and security services for departmental properties, Manage the capturing of revenue and expenditure of all State-owned and leased properties in property information system, Manage and administrate leased properties, Ensure effective maintenance and functioning of leased properties, Manage the budget and expenditure of the component.
- ENQUIRIES** : Mr. K. Khanyile, Tel. (013) 314-7150.

## OTHER POSTS

- POST 43/60** : **DEPUTY DIRECTOR: COMPUTER AUDITS (INTERNAL AUDIT AND INVESTIGATION SERVICES) REF NO: 2010/235**
- SALARY** : All-inclusive salary package: R445 805 per annum
- CENTRE** : Head Office

<b><u>REQUIREMENTS</u></b>	:	A B degree or National Diploma in Computer Auditing and Accounting, Appropriate/relevant practical experience in the computer auditing field at supervisory level, Good knowledge of computer controls, Experience in and knowledge of Cobit, Advanced communication and supervisory skills, Good project management skills, Effective report-writing skills, The ability to follow a proactive and creative approach to problem-solving, A Code 08 driver's licence, The ability to work under pressure and meet deadlines, The ability to travel extensively, Preparedness to be subjected to security clearance   Knowledge of Teammate will be an added advantage.
<b><u>DUTIES</u></b>	:	Assist the Director in the planning of audit activities, Facilitate the conduct of a risk assessment in the Computer Environment, Develop audit objectives that address the risk, controls and governance processes associated with activities under review, Develop audit procedures that achieve engagement objectives, Set both the scope and identify CAATs tools to be utilized to achieve the assignment objectives in each phrase, Submit an audit programme for approval to the Director prior to the commencement of assignments, Plan and monitor timeframes, methods and individuals responsible for the assignment, Communicate to the audit supervisor and internal auditor the plan that establishes the procedures for the identifying, analysing, evaluating and recording information during the audit, Establish a system to ensure that objectives are achieved, quality is assured and staff is developed, Ensure that conclusions and audit results are based on appropriate analysis and evaluation, Attend exit conferences on the completion of audit assignments, Develop comprehensive audit reports with recommendations and discuss with Management.
<b><u>ENQUIRIES</u></b>	:	Ms. T.F. Tukisi, Tel. (012) 337-3280.
<b><u>NOTE</u></b>	:	The successful candidate will manage projects relating to computer audits and special assignments.
<b><u>POST 43/61</u></b>	:	<b><u>DEPUTY DIRECTOR: PUBLIC LIAISON AND PRESIDENTIAL HOTLINE REF NO: 2010/234</u></b>
<b><u>SALARY</u></b>	:	All-inclusive salary: R378 456 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A National Diploma or degree in Media Relations, Public Liaison, Communication or Customer Care, Good knowledge of Government communication standards and regulations, Knowledge of Government communication systems and procedures, Good client relations, media and public relations skills, Knowledge of the minimum standards for the presidential hotline and an understanding of the departmental mandate, An understanding of Batho Pele principles and the Public Finance Management Act, Advanced verbal communication, report writing and interpersonal skills and diplomacy, The ability to communicate at all levels and meet tight deadlines, A valid driver's licence and preparedness to travel.
<b><u>DUTIES</u></b>	:	Efficiently implement and evaluate Public Liaison and Presidential Hotline systems that will enable integrated, effective and efficient service delivery, Be responsible for the overall implementation of the Presidential Hotline in the Department, Ensure customer complaints and enquiries are handled in a polite, efficient and effective manner, Establish and maintain partnerships with the Presidency, National Department of Public Works, other Government departments and the offices of premiers to follow up on enquiries referred to them via e-mail, post and fax, Ensure a regular and efficient system of contact and follow-up of public enquiries. Provide information to the National Department of Public Works, Minister and the Presidency on the patterns of complaints, enquiries and trends, to improve service delivery, Respond to requests from the public on the Presidential Hotline, Acknowledge persons' enquiries and provide them with reference numbers.
<b><u>ENQUIRIES</u></b>	:	Mr. T. Mchunu, Tel. (012) 337-2039.

**DEPARTMENT OF SOCIAL DEVELOPMENT**

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

<b><u>APPLICATIONS</u></b>	:	The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
<b><u>FOR ATTENTION</u></b>	:	Ms J Malala
<b><u>CLOSING DATE</u></b>	:	12 November 2010
<b><u>NOTE</u></b>	:	A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. □It will be required of the successful candidate to undergo an appropriate security clearance. □An indication in this regard will facilitate the processing of applications. □Applicants must please note that they will be required to show proof of original qualifications during the selection process. □Correspondence will be limited to successful candidates only. □If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. □It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). □Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

**OTHER POSTS****POST 43/62** **MANAGER: SOCIAL WORK POLICY DEVELOPER GRADE I SOCIAL CRIME PREVENTION**

<b><u>SALARY</u></b>	:	R410 262 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
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<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria An appropriate Bachelor's Degree in Social Science or equivalent qualification. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social policy development. Competencies needed: Financial management skills. Monitoring and evaluation skills. Planning and organising skills. Networking skills. Project management skills. Presentation skills. Communication (written and verbal) skills. Professional counselling skills. People management skills. Policy analytical and development skills. Ability to compile complex reports. Attributes: Ability to work under pressure. Ability to work in a team and independently.
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<b><u>DUTIES</u></b>	:	Key Responsibilities: Develop/facilitate the development of policies for rendering a social work service in departments. Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources. Keeping up to date with new developments in the social work and management fields. Plan and ensure that social work policy research and development are undertaken. Perform and/or ensure that all the administrative functions required in the unit are performed.
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<b><u>ENQUIRIES</u></b>	:	Mr S Maselesele Tel (012) 312 7917
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**POST 43/63** **DEPUTY DIRECTOR: PROGRAMME IMPLEMENTATION CARE AND SUPPORT**

<b><u>SALARY</u></b>	:	R378 456 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
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<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria An appropriate Bachelor's Degree in Social Science or equivalent qualification PLUS sufficient experience in programme implementation including Monitoring and Evaluation, Knowledge of and experience in the HIV and AIDS field. Knowledge of care and support programmes. Competencies needed: Financial management skills. Monitoring and evaluation skills. Planning and organising skills. Problem solving skills. Computer literate. Project management skills. Presentation skills.
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		Communication (written and verbal) skills. People management skills. Analytical skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative.
<b><u>DUTIES</u></b>	:	Develop and monitor the implementation strategies of Care and Support programmes. Monitor the implementation of the monitoring and evaluation system for home/community-based care. Design implementation guidelines for care and support. Facilitate the replication of good practice models. Identify gaps in service delivery and make recommendations for action. Develop and coordinate mechanisms to provide support, guidance and technical assistance to the programme. Provide support services to relevant stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms J De Beer Tel (012) 312 7309
<b><u>POST 43/64</u></b>	:	<b><u>ASSISTANT DIRECTOR: RESEARCH</u></b> Directorate: Impact Assessment Co-ordination
<b><u>SALARY</u></b>	:	R192 540 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An Bachelors Degree in Social Science (or equivalent qualification) PLUS credible experience in research related to social policy. A valid code 08 drivers licence. Willingness to travel. Experience in the development field will be an added advantage. Competencies needed: Qualitative and quantitative research skills. Project management skills. Problem solving skills. Policy analysis skills. Planning and organising skills. Analytical skills. Communication (written, verbal and liaison) skills. Computer literacy. Attributes needed: Ability to work in a team and independently. Strategic thinking. An eye for detail.
<b><u>DUTIES</u></b>	:	Key Responsibilities: Develop and implement an annual research programme. Design and implement the impact evaluation studies for programmes in the Department of Social Development. Design and implement Evaluation Plans for the purposes of evaluating DSD policies and programmes. Design and implement diagnostic evaluation studies – in collaboration with Monitoring Directorate to identify indicators and maximize monitoring and evaluation process efficiently. Participate in monitoring and evaluation projects on an ad-hoc basis.
<b><u>ENQUIRIES</u></b>	:	Ms D Ababio Tel (012) 312-7820
<b><u>POST 43/65</u></b>	:	<b><u>COMMUNITY DEVELOPMENT POLICY DEVELOPER GRADE I - II</u></b> Directorate: Youth Development
<b><u>SALARY</u></b>	:	R155 781 – R208 410 per annum (The grade and salary of the posts will be commensurate with the appropriate experience)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelors Degree in Social Science (or equivalent qualification). A minimum of 5 years recognisable experience in community development after obtaining required qualification. Knowledge of youth issues and social conditions. Willingness to travel. A valid code 08 drivers licence. Knowledge of youth development policies. Knowledge of all youth development programmes. Competencies needed: Project management skills. Knowledge of youth related policies. Understanding of the policy development process. Communication (written and verbal) skills. Planning and organising skills. Interpersonal and liaison skills. Computer literacy. □Networking and inter-sectoral collaboration skills. Facilitation skills Attributes: Confident. Compliant. Accurate. Systematic. Logical. Assertive. Self-starter. Persuasive. Adaptable. Self-starter. Diversity commitment. Innovative. Ability to work independently and as part of a team.
<b><u>DUTIES</u></b>	:	Key Responsibilities: Assist with the development of policies, strategies and legislation, to address the challenges facing youth sector. Monitor and evaluate adherence to the norms and standards of Youth Development. Develop and maintain a youth development database, of youth workers (volunteers), youth NPO's and programmes. Facilitate the placement of youth workers in institutions involved with youth development and coordinate their career pathing. Assist in the coordination and promotion of services and youth development programmes. Conduct a skill audit on youth organisations and coordinate capacity building projects for youth workers. Act as liaison and coordinator between the Directorate: Youth and all the relevant stakeholders involved in youth activities. Assist with implementation and support of all youth programmes. Liaise with Provinces, manage the reporting structures. Assist with organising meetings, events that promote youth development. Provide strategic direction on the implementation of

youth development programmes. Monitor and evaluate the implementation and correct application of strategies and programmes on community development  
Ms H Vivian Tel (012) 312-7421/ 7425

**ENQUIRIES**

:

**POST 43/66**

:

**SENIOR SECRETARY GRADE III**  
Directorate: Sector Education and Training

**SALARY**

:

R105 645 per annum

**CENTRE**

:

Pretoria

**REQUIREMENTS**

:

A Grade 10 or equivalent Certificate PLUS extensive experience in the administrative/secretarial field and/or a Grade 12 or equivalent Certificate PLUS sufficient experience in the administrative/secretarial field. Candidates on the shortlist will be required to undergo a computer literacy/typing test to assess written communication skills. Knowledge of document tracking, storage and retrieval. Knowledge of filing systems. Knowledge of provisioning administration prescripts. Competencies needed: Planning and organising skills. Ability to interpret directives. Interpersonal skills. Problem solving skills. Typing skills. Communication (written and verbal) skills. Cost consciousness. MS Office Suite. Knowledge of filing systems. Telephone etiquette. Knowledge of provisioning administration prescripts. Attributes: Friendly. Confident. Accurate. Adaptable. Independent. Ability to work under pressure and to cope with a high workload.

**DUTIES**

:

Key Responsibilities: Answer the telephone, make telephone calls on behalf of the senior manager and canalise telephone calls to the relative unit. Receive clients or visitors. Arrange meetings, workshops and appointments and provide administrative support. Manage the diary of the Director. 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 human resource development matters. Act as Chief User Clerk.

**ENQUIRIES**

:

Mr R van Loggerenberg Tel (012) 312-7674

## 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, 1<sup>st</sup> Floor, North Tower, Room 106 (Information Center)
- FOR ATTENTION** : Mr P Madisha
- CLOSING DATE** : 15 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.

## OTHER POST

- POST 43/67** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH, WELLNESS AND OCCUPATIONAL HEALTH COORDINATOR REF NO: NDT170/2010**
- SALARY** : R192 540 per annum (Total package of R270 455.00) conditions apply
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate Bachelor's degree in Social Work or BA (Hons) Psychology. Registration with South African Council for Social Service Professions or Health Professions Council of South Africa. Appropriate experience in Employee Health & Wellness and Occupational Health & Safety field. Valid Driver's License and willingness to travel. Competencies: Knowledge and application of Employee Health & Wellness and Occupational Health & Safety prescripts; Counselling skills; Program design and implementation skills; good presentation skills; assessment / diagnostic skills; well-developed communication skills (verbal and written); programme marketing skills; problem-solving; project management; innovative; flexible; quality oriented; computer literacy; planning and organizing skills; financial management skills; knowledge of promoting the social well-being of employees; knowledge and understanding of relevant legislations and their alignment to the Public Service EHW strategic framework.
- DUTIES** : Coordinate the implementation and ensure compliance on the following policies and standards: - Occupational Health & Safety and occupational safety standards; HIV&AIDS and TB management; Health and productivity management; Wellness management; Sports and Recreation management; Bereavement and Workplace violence management policies. Design the implementation and evaluation mechanisms for these policies; Identify and monitor trends that influence the implementation of these policies and strategy. Conduct needs assessment and climate surveys; render direct EHW services to employees of the Department; conduct diagnostic assessments, short-term interventions, referral and follow-up services; consult and train relevant stakeholders of EHW procedures; market EHW to increase its visibility and promote utilization; Manage the infected and affected employees through treatment, care and support mechanisms; Manage the Departmental Peer Educators; Occupational Health & Safety representatives; Sports and Recreation committee; Serve on the Employment Equity and OHS committee and other relevant structures
- ENQUIRIES** : Mr S V Nkosi, 012 310 3580

## DEPARTMENT OF TRADE AND INDUSTRY

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

**CLOSING DATE** : 5 November 2010

## OTHER POST

**POST 43/68** : **SENIOR REGISTRY CLERK 2 POST REF NO: GSSSD/RM 041**

**SALARY** : Commencing salary: R105 645 per annum

**REQUIREMENTS** : Matric with relevant experience Excellent Computer Skills Sound verbal and written communication skills Customer liaison skills Administrative experience Ability to work in a coordinated team Ability to work under pressure in a fast paced working environment

**DUTIES** : Wide range of administrative support functions. Confidential records management. Data capturing of Documents. Management of office equipment. Respond to written and telephone enquiries Control of access to files. Ad hoc tasks as directed

**NOTE** : Please take note that this appointment is subject to the preferred candidate obtaining the necessary security clearance.



## DEPARTMENT OF TRADITIONAL AFFAIRS

*The Department of Traditional Affairs is poised to play a key strategic role not only in assisting the institution of traditional leadership to transform itself to be a central partner with Government in the development of traditional communities, including the Khoi-San communities but also in co-coordinating the traditional affairs activities of this Department and those of other Government Departments at the national, provincial and local government levels so as to ensure that the needs of traditional and Khoi-San communities (of development, service delivery, governance, access to indigenous knowledge systems, traditional courts and indigenous law, traditional healers and indigenous languages, etc) are sufficiently met. In addition, the Department must ensure that sufficient resources (human, financial and infrastructural) are provided by the State to transform the landscape in the functional domain of the Department of Traditional Affairs. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of posts. Candidature of persons whose appointment or transfer will promote representivity will therefore receive preference*

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: responsehandling@jb.saatchi.co.za or post it to Response Handling, PO Box 650831, Benmore, for the attention of Laurel Pandeka, who can be contacted on (011) 548 6086 by the closing date. No applications received after the closing date will be accepted.
- CLOSING DATE** : 12 November 2010
- NOTE** : The successful candidate for each post will be expected to sign an annual performance agreement and declare his/her financial interests within one month of appointment and thereafter on an annual basis. Applications quoting the relevant reference number must be submitted on form Z.83 (application form) obtainable from any Public Service department or the dpsa website (www.dpsa.gov.za) and should be accompanied by comprehensive Curriculum Vitae, certified copies of all educational qualifications and an Identity Document. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. We thank you for the interest shown in the Department.

## MANAGEMENT ECHELON

- POST 43/69** : **SENIOR MANAGER: DEMAND MANAGEMENT (DIRECTOR LEVEL) REF NO: 95523**  
Objective: To assume overall strategic management and leadership in Finance and supply chain processes as required in terms of Public Service Regulations and Public Finance Management  
Chief Directorate: Corporate Services
- SALARY** : An all-inclusive remuneration package of R 652 572 per annum. The package includes a basic salary (60% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Accounting or Financial Management. Extensive work experience in the finance field at middle management level. This is a high level managerial position and would suit candidates with the following competencies and skills: Technical Competencies: Public Finance Management Act, 1999 (Act No 1 of 1999) and the Treasury Regulations, Basic Accounting System (BAS), tender and contract administration and Financial management. Management competencies: Strategic capability and leadership, programme and project management, service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, financial management, excellent communication, change management, knowledge management, problem solving and analysis and honesty and integrity.
- DUTIES** : The successful candidate will perform the following duties: Develop and manage the departmental budget, exercise expenditure control and facilitate the provision of continuous feedback to the department. Facilitate the development of effective and efficient systems, processes in relation to financial services, departmental budget and supply chain management. Provide financial planning and financial accounting services. Develop and implement a costing and management accounting system.

Co-ordinate the development of financial reports and records. Prepare the budget management report and cash flow analysis. Develop, Implement and monitor the procedures and policies with regard to financial accounting. Provide strategic direction and advice to the department on financial management matters.

**ENQUIRIES**

: Human Resource Office at (012) 334-0723/0725

## DEPARTMENT OF WATER AFFAIRS

- 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
- CLOSING DATE** : 05 November 2010
- NOTE** : Applications must be submitted on forms Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications. For all posts, please forward your application, quoting the relevant reference number, to the address mentioned at each post. No faxed applications will be accepted. Note: If you have not heard from us within 6 weeks of the closing date, please accept that your application was unsuccessful. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment.

## MANAGEMENT ECHELON

- POST 43/70** : **RESOURCE ECONOMIST**
- SALARY** : R976 317 per annum (All inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A master's degree in Economics. Five years experience in national policy processes within the public sector.
- DUTIES** : Conceptualise and interpret formulation and research forums. Proactive approach to maintaining a deep understanding of key business issues and their implications as well as the Departments solutions thereto. Assess the applicability of current or emerging technological solutions to the future needs of the Department. In depth grasp of underlying principles within the policy development environment. Programme/project management. Compile and submit reports. Make an impact and influence others. Dedication to customer service excellence, build and maintain effective customer relationships as well as positively reinforce the Departments credibility. Work well under pressure without compromising work quality or standards, overcome obstacles in an efficient and professional manner in order to achieve end results. Result driven, committed and dedicated to achieving goals and objectives. Action orientated, innovative and a sense of urgency towards Departmental outcomes. Collaboration and team participation to ensure achievement of Departmental goals. Emotional maturity and the ability to maintain effectiveness in varying environments as well with diverse tasks, responsibilities and people. Analytical, independency, logical and conceptual thinking. Capacity building and people motivation. Strategic planning ,thinking and resourceful problem identification. Effective communication and presentation. Strong interpersonal relations and integration skills. Provide quality research, analysis and strategic advice in the areas of macroeconomics and socio-economic development, including the following: Macroeconomic policy. Economic intergration. The interface between growth and development. The interface between the formal and informal sectors. The dynamics governing the South African, regional and African economy. Coceptualisation and evaluation of viability of new research programmes in the appropriate areas of expertise in pursuance of the Department's mission. Plan a leading role in positioning the policy unit in the research and information directorate as a centre of knowledge excellence through value-adding activitiesto economic policy formulation and resources for policy research and analysis as well as contribute to the building of organisational capacity in these areas. Prepare publications and papers on emerging issues in economics. Support quality assurance throughout the directorate. Advise the Department on economic issues.
- ENQUIRIES** : Mr B Vakalisa 012 336 8701
- POST 43/71** : **CHIEF DIRECTOR: POLICY AND STARTEGY**
- SALARY** : R790 953 per annum (All inclusive package)

**CENTRE  
REQUIREMENTS**

: Pretoria  
: A masters degree in Social/Political Science, Economics or equivalent qualification.  
: Extensive experience in Policy analysis and research..

**DUTIES**

: Familiarity with legislative processes and Government structures. Understanding of the socio-economic environment. Knowledge and understanding of Political, social and cultural aspects of the Department. Project management and planning. Change management. Legislation process. Research methodology. 'knowledge management. Departmental strategy. Computer literacy. Project planning. Speed reading. Operational strategic thinking. Report writing and presentation. Excellence communication and interpersonal relations. Planning, problem solving and time management. Methodical, well organised and ability to apply good judgement. Ability to work well under pressure and meet deadlines. Provide strategic direction in co-ordinating the development of water sector policy and legislation. Gather and analyse information in the planning , development, interpretation and review of existing Departmental policies. Identify issues to research and analyse. Evaluate options and make recommendations for new policies. Forecast political, economic and social trends. Provide policy research, development and implementation as well as policy development for climate change interventions

**ENQUIRIES**

: Mr MP Nephumbada 012 336 8787

**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 43/72** : **MEDICAL OFFICER GRADE 1 2 POSTS REF NO: 70257177**  
Directorate: Family Medicine Department
- SALARY CENTRE REQUIREMENTS** : R423 846 – R456 606 per annum (plus benefits)  
: Kalafong Hospital  
: MBChB. Registration as a General Practitioner with the Health Professional Council of South Africa. Completion of community service with less than 5 years appropriate experience in the discipline of Family Medicine after completion of community service period.
- DUTIES** : Service rendering in all sections of the department of Family Medicine including: Family Medicine Outpatient Clinic, Wards, Emergency Unit, and HIV/AIDS Unit. Participation in teaching and training responsibilities in the Department of Family Medicine at undergraduate and intern level. Participation in the academic activities of the Department of Family Medicine.
- ENQUIRIES CLOSING DATE** : PROF. H.P. Meyer, Tel. No: (012) 373 1018 / 9  
: 12 November 2010
- POST 43/73** : **DISTRICT MANAGER GRADE 2 TO 3**  
Ref No: 70257031 Ekurhuleni  
Ref No: 70257032 Sedibeng  
Ref No: 70257033 Metsweding  
Directorate: Emergency Medical Services
- SALARY CENTRE REQUIREMENTS** : R274 098– R430 206 per annum (plus benefits)  
: Emergency Medical Services  
: ECT/CCA/N.DIP/B TECH with 16 year after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver's license with PrDP, Registration certificate and current registration with HPCSA.
- DUTIES** : Responsible for co-ordination of Emergency Medical Services at District level. Render an effective and efficient Planned Patient Transport and Obstetric Emergencies. Assist in the management of resources and finances. Assist Provincial Services to develop and monitor the framework, norms and standards for emergency medical services including contracted services, emergency care, equipment and vehicles. Implement quality assurance programmes for Emergency Medical Services. Plan and co-ordinate disaster management action form an Emergency Medical perspective and arrange emergency exercises if required. Compile regular reports with recommendations and make inputs on budget planning. Assisting management in doing overall strategic planning. Control emergency care services according to valid standards and indicators. Assist in the development and provisioning of goal directed education and training to all emergency care personnel. Liaise with relevant stakeholders. Assist with Human Resource management within the District.
- ENQUIRIES CLOSING DATE** : Mr. M.C. Sibanda, Tel No: (011) 564 2012  
: 5 November 2010

**POST 43/74** : **OPERATIONAL MANAGER: NURSING GENERAL UNIT (TB WARD) REF NO: 70256020**  
 Directorate: Health

**SALARY** : R 227 148 - R 255 657 per annum (Plus Benefit)  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : A minimum of 7 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

**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 an basic understanding of HR and Financial policies and practices.

**ENQUIRIES** : Ms R .P Ngake- Mabena, Tel no: (011) 812 5228  
**CLOSING DATE** : 08 November 2010

**POST 43/75** : **SOCIAL WORK SUPERVISOR GRADE I REF NO: 70257178**  
 Directorate: Social Work Department

**SALARY** : R196 446 – R227 736 per annum (plus benefits)  
**CENTRE** : Kalafong Hospital  
**REQUIREMENTS** : BA Degree in Social Work. 7 - Years experience in Supervision of which 3 – years in management is requirement.

**DUTIES** : Provide Social Work services of an advanced and specialized nature. Conduct supervision according to supervision policy and be conversant with Performance Management and Development System. Assist with planning, organizing, management and control of activities in the department. Monitor and assess work processes and output and recommend / initiate improvements. Value cultural and other differences and foster an environment in which people can work together. Display and build high standards of ethical and moral conduct in order to promote confidence and trust in the public service. Evaluate internal processes and practices against identified best practices and standards.

**ENQUIRIES** : Ms. R. E. M. Kekana, Tel. No: (012) 318 6887  
**CLOSING DATE** : 12 November 2010

**POST 43/76** : **ASSISTANT DIRECTOR: HEALTH PROMOTION REF NO: 70256933**  
 Directorate: Health Promotion

**SALARY** : R192 540 per annum (plus benefits)  
**CENTRE** : Metsweding District  
**REQUIREMENTS** : A 3 year B. Degree in Health Science or equivalent qualification. An additional qualification in Health Promotion will serve as an added advantage. Experience in Health Promotion. Knowledge of Health Promotion strategies and 5 years experience in Health. Computer literacy, verbal and written communication skills, good relationship skills and conflict management skills. Valid driver's license. Knowledge of the District Health Systems.

**DUTIES** : Support and monitor Health Promotion initiatives at sub-districts. Identify Health Promotions priorities with district teams. Plan and organize work with health programs to achieve objectives that meets service standards. Promote intersectoral collaboration at sub-district level as well as governmental bodies, NGO's, CBO's and other sector. Facilitate and coordinate meetings and workshops. Monitor progress and ensure implementation of (IMCI) Integrated Management Childhood Illness. Support all awareness campaigns events and open days. Organize and distribute educational materials. Do operational plan and report quarterly. Supervise subordinates and attend to their Performance Management and Development. Sign performance contract yearly. Implementation of District Health system.

**ENQUIRIES** : Ms. M. Rafedile, Tel. No: (012) 323 9900  
**CLOSING DATE** : 05 November 2010

**POST 43/77** : **CHIEF OPTOMETRIST REF NO: 70256932**  
 Directorate: Rehabilitation

**SALARY** : R161 970 per annum (plus benefits)  
**CENTRE** : Metsweding District  
**REQUIREMENTS** : An appropriate Bachelors degree in Optometry. Current registration with the Health Professions Council of South Africa as an Optometrist. Minimum of four years experience as an Optometrist. A valid driver's license. Expert knowledge in the functional field of Optometry. A thorough understanding of relevant legislation and policies related to the clinical support and rehabilitation professions. Understanding of Public Service Financial procedures. Report writing skills. Good communication, interpersonal relations and skills. A questioning attitude. Computer literacy. An in-depth thinker and worker. Ability to work under pressure.

**DUTIES** : Recommend and monitor budget level. Upgrading and maintenance of equipment. Give expert advice of a specialist nature in the discipline specific areas. Receive professional and management information on several unrelated subjects areas which require in-depth analysis and interpretation before action can be taken which include the collection and analysis of patient data. Solve complex professional and management problems and policy issues whereby a variety of information is analyzed by evaluating a wide range of alternatives on the best suitable solutions/outcomes. Make recommendations with regard to policies/strategies for Optometry. Liaise with the stakeholders on optometry services including NGO's and universities. Support and coordinate optometry services and professional development. Ensure the provision of optical and non-optical devices to institutions. 40% Management. 60%. Clinical work.

**ENQUIRIES** : Ms. M. Rafedile, Tel. No: (012) 323 9900  
**CLOSING DATE** : 05 November 2010

**POST 43/78** : **SHIFT LEADER GRADE 3 TO 6**  
 Directorate: Emergency Medical Services  
 REF NO: 70257025- Johannesburg  
 REF NO: 70257026- Ekurhuleni  
 REF NO: 70257027- Westrand  
 REF NO: 70257028-Sedibeng  
 REF NO: 70257029 -Tshwane  
 REF NO: 70257030-Metsweding

**SALARY** : R134 727 – R243 318 per annum (plus benefits). Final salary will be determined by experience, attached to the professional category.  
**CENTRE** : Emergency Medical Services  
**REQUIREMENTS** : AEA/ECT/CCA/ECP with 3 years experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver's license with PDP, Registration certificate and current registration with HPCSA.

**DUTIES** : Responsible for all EMS activities in the station during the shift. Provide advice on procedures and policy matters to staff. Assist in management of overtime and leave. Ensure that staff attends to calls timeously. Analyze trip sheet and patient assessment forms and report discrepancies to the Station Manager. Ensure adherence to EMS procedures. Attend to major incidents. Ensure effective control over resources in the station during shift. Undertake any other duties as allocated by management.

**ENQUIRIES** : Mr .T .F. Motimane, Tel. No: (011) 564 2005  
**CLOSING DATE** : 5 November 2010

**POST 43/79** : **SENIOR PODIATRIST REF NO: 70256930**  
 Directorate: Rehabilitation

**SALARY** : R130 425 per annum (plus benefits)  
**CENTRE** : Metsweding District  
**REQUIREMENTS** : Tertiary qualification in Podiatry and 3 years experience. Registration with Health Professions Council of South Africa. Experience in community-based rehabilitation. Computer skills and Managerial experience. Interpersonal skills. Valid driver's license.

**DUTIES** : Render basic and advanced podiatry services. Participate in the developing and implementation of protocols in line with the National and Provincial strategies and monitor the implementation thereof. Contribute to the proper utilization of allocated financial and physical resources. Manage human resources and participate in continuous professional developments programmes. Supervise junior staff and

coordinate the training of junior staff. Participate in the coordination and ensure the promotion and marketing of Podiatry services in the clinics and communities. Establish and utilize existing network structures.

**ENQUIRIES** : Ms. M. Rafedile, Tel. No: (012) 323 9900  
**CLOSING DATE** : 05 November 2010

**POST 43/80** : **SENIOR OCCUPATIONAL THERAPIST REF NO: 70256928**  
Directorate: Rehabilitation

**SALARY** : R130 425 per annum (plus benefits)  
**CENTRE** : Metsweding District  
**REQUIREMENTS** : Tertiary qualification in Occupational Therapy. Minimum of 3 years experience with knowledge of community based services. Registration with the Health Professions Council of South Africa as a Physiotherapist. Management training and skills. Experience in community- based rehabilitation. Computer skills. Skills in providing therapy to large group of disabled clients. Valid driver's license.

**DUTIES** : The development and rendering of a district level Occupational Therapy services at Clinics and the community. Work in a multi-disciplinary team in providing treatment to individuals and groups of clients with physical mental impairments and disabilities. Arrange and participate in awareness events in communities on disability prevention and service promotion. Participate in the training and supervision of junior staff, and in management and administrative duties.

**ENQUIRIES** : Ms. M. Rafedile, Tel. No: (012) 323 9900  
**CLOSING DATE** : 05 November 2010

**POST 43/81** : **SENIOR PHYSIOTHERAPIST REF NO: 70256927**  
Directorate: Rehabilitation

**SALARY** : R130 425 per annum (plus benefits)  
**CENTRE** : Metsweding District  
**REQUIREMENTS** : Tertiary qualification in Physiotherapy. Minimum of three years experience. Registration with Health Professions Council of South Africa as a Physiotherapist. Experience in community-based rehabilitation. Computer skills and Managerial experience. Valid driver's license.

**DUTIES** : The development and rendering of a district level physiotherapy services at Clinics and the community. Work in a multi-disciplinary team in providing treatment to individuals and groups of clients with physical mental impairments and disabilities. Arrange and participate in awareness events in communities on disability prevention and service promotion. Participate in the training and supervision of junior staff, and in management and administrative duties.

**ENQUIRIES** : Ms. M. Rafedile, Tel. No: (012) 323 9900  
**CLOSING DATE** : 05 November 2010

**POST 43/82** : **SENIOR SPEECH THERAPIST/AUDIOLOGIST REF NO: 70256931**  
Directorate: Rehabilitation

**SALARY** : R130 425 per annum (plus benefits)  
**CENTRE** : Metsweding District  
**REQUIREMENTS** : Tertiary qualification in Speech Therapy/Audiologist. Registration with Health Professions Council of South Africa. Experience in community-based rehabilitation. Computer skills and Managerial experience. Skills in providing therapy to large groups of disabled clients. Valid driver's license.

**DUTIES** : The development and rendering of a district level Speech Therapy and Audiology services at Clinics and the community. Work in a multi-disciplinary team in providing treatment to individuals and groups of clients with physical mental impairments and disabilities. Arrange and participate in awareness events in communities on disability prevention and service promotion. Participate in the training and supervision of junior staff, and in management and administrative duties.

**ENQUIRIES** : Ms. M. Rafedile, Tel. No: (012) 323 9900  
**CLOSING DATE** : 05 November 2010

**POST 43/83** : **SOCIAL WORKER REF NO: 70256929**  
Directorate: Rehabilitation



**SALARY** : R130 467- R151 245 per annum (plus benefits)  
**CENTRE** : Metsweding District  
**REQUIREMENTS** : Tertiary qualification in Social Work from a recognized and accredited tertiary Training Institution. Registration with the South African Council of Social Service Professions as a Social worker with proof of current registration. Experience in community-based rehabilitation. Computer and typing skills. Interpersonal skills. Valid driver's license.

**DUTIES** : Case work: with mental health care users and their next of kin. Liaison with multi-disciplinary team. Liaison with external and internal stakeholders. Participation in community outreach projects. Research work. Participate in ongoing professional development activities in the department. Do group work where applicable and administrative responsibilities.

**ENQUIRIES** : Ms. M. Rafedile, Tel. No: (012) 323 9900  
**CLOSING DATE** : 05 November 2010

**POST 43/84** : **OCCUPATIONAL THERAPY ASSISTANT REF NO: 70257179**  
 Directorate: Occupational Therapy Department

**SALARY** : R62 094 – R73 143 per annum (plus benefits)  
**CENTRE** : Kalafong Hospital  
**REQUIREMENTS** : Registered at the HPCSA. Qualified as an Occupational Therapy assistant. Knowledge in the making of assistive devices and pressure garments. Prepared in the assisting of therapists. Knowledge of the use of activities, in treating Paediatric patients, with a variety of physical conditions. Prepared to assist and contribute to the training of students. Prepared to help with administrative tasks in the department. The ability to talk several of the official languages will be a great asset.

**DUTIES** : Translating for therapists. Assisting therapists. Making of assistive devices. Making of pressure garments. Administrative duties and record keeping allocated to the individual. Drawing and filing green cards. Making appointments for the therapists. Completing information on green cards of patients. Assistance and supervision in student training. Stocktaking and asset management of allocated areas. Contributing to Occupational Therapy budget planning.

**ENQUIRIES** : Ms. R. Louw, Tel. No: (012) 318 6702  
**CLOSING DATE** : 12 November 2010

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL  
DEPARTMENT OF SOCIAL DEVELOPMENT**

**NOTE** : Directions To Candidates: Applications must be submitted on form Z83 (which must be originally signed), obtainable from any Public Service department and must be accompanied by originally certified copies of all educational qualifications (not copies of certified copies) as well as copies of identity documents and comprehensive curriculum vitae. Under no circumstances will faxed or e-mailed applications be acceptable. Failure to comply with the above instructions will lead to applications be disqualified. NB: Please note that some of the posts are re-advertised and those who applied previously may re-apply. Applications, quoting the relevant reference number must be forwarded to relevant offices. Kindly note that applications will not be acknowledged and if you have not heard from this Department within three months of the closing date, you may assume that your application was unsuccessful. Failure to comply with any of the above instructions will result in immediate disqualification. Kindly note that applications are extended to officers who are employed within and outside the public service

**MANAGEMENT ECHELON**

**POST 43/85** : **SENIOR MANAGER: LEGAL SERVICES REF NO: DSD2/03/10**  
Component: Legal Services

**SALARY** : R652 572 per annum  
**CENTRE** : Pietermaritzburg: Head Office  
**REQUIREMENTS** : A Recognized Bachelor of Law Degree; Six to Ten years post Graduate Legal experience; Three years Management experience; a valid driver's license. Knowledge: Interpretation of laws; Research knowledge; Drafting of legal documents; Drafting of legislation; Legislation Administration; Legislation administered by the Department; Understanding of Social Welfare Laws; Skills: Communication; Writing; Leadership; Computer literacy; Interpersonal relations and networking; Problem solving; Financial Management; Time Management; Project Management; Negotiation; Research. Personal Attributes: Service Oriented; Willingness to learn, travel, work as a team and work under pressure. Process Oriented, Integrity

**DUTIES** : Ensure the rendering of legal advise to the MEC, The Head of Department and Department officials; Ensure the drafting of legal documents, contracts and agreements; Ensure the interpretation of laws and regulations; Render advise and liaise with role players representing the Department in litigation matters; Provide overall management of resources of the component.

**ENQUIRIES** : Mr BL Nkosi 033 264- 5400  
**APPLICATIONS** : Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200

**FOR ATTENTION** : Mr CM Kunene  
**CLOSING DATE** : 05 November 2010  
**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful

**POST 43/86** : **SENIOR MANAGER: POPULATION AND DEMOGRAPHIC TRENDS REF NO: DSD 2/02/10**  
Component: Development and Research

**SALARY** : R652 572 per annum  
**CENTRE** : Pietermaritzburg: Head Office  
**REQUIREMENTS** : An appropriate recognized Bachelor's Degree in Social Sciences or Population Studies or Community Development or Development Studies; 3 to 5 years extensive experience in social research and in-depth strategic management exposure in the population and development field; Computer Literacy; a valid driver's license. Knowledge: Working knowledge of the public sector; Research methodology and Report writing, Public Service Act of 1994; Policy analysis and development; Public service Regulations of 1999; Labour Relations Act and relevant regulations; Current White Papers; Public Service Code of Conduct Act 108 of 1996 (i.e. Constitution of the Republic of SA); Interpretation of statutes;

Administrative law and research methodology; PFMA and Treasury Regulations; Procurement legislation and regulations. Skills: Communication and decision making; Lateral and innovative thinking; Leadership and Management; Planning and organizing; Interpersonal relations and networking; Analytical and problem solving; Research, Policy development and analysis; Financial and Time management; Project and Diversity Management. Personal Attributes: Service oriented; Strategic awareness; Willingness to learn, Process oriented; Values diversity; Proactive; Integrity; Engaging.

**DUTIES** : Promote population- related policy development and planning; conduct social research; Develop a research agenda; Advocate and strengthen intersectoral development and human resource development; Analyze and interpret population and development inter- relationships; Monitor national policy implementation and evaluate population strategies and programmes; Provide high level liaison with National Department, other government departments and stakeholders; Perform functions as a Responsibility Manager to Monitor budget of the directorate; Manage and coordinate the activities of the directorate.

**ENQUIRIES** : Dr ML Ngcongo (033) 264 - 2169

**APPLICATIONS** : Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200

**FOR ATTENTION** : Mr CM Kunene

**CLOSING DATE** : 05 November 2010

**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful

**POST 43/87** : **SENIOR MANAGER: SECURITY MANAGEMENT REF NO: DSD 2/01/10**  
Component: Security Services

**SALARY** : R 652 572 per annum

**CENTRE** : Pietermaritzburg: Head Office

**REQUIREMENTS** : An appropriate recognized Bachelor's degree/National Diploma or a Security Management Course offered by NIA plus at least three years' managerial experience. A valid drivers license Knowledge: Risk Management; Public Service Act and Regulations; Occupational Health and Safety Act; Minimum information Security Standards; Security matters. Skills: Organizing; Contingency planning; Verbal and written communication; Project management; Inspection and analytical Personal Attributes: Reliable; Deadline driven; Decisive; Willingness to travel and capacity to work long hours and under pressure.

**DUTIES** : Develop and monitor departmental security policy based on Minimum Information Security Standards and other national policies; Identify risks and threats to the security of the Department and co-ordinate security planning; Manage the security function in the Department regarding the security of the Member of Executive Council (MEC), sensitive documents, communication, information technology and surveillances; Ensure compliance with the Occupational Health and Safety Act; Monitor and evaluate the effectiveness of security measures, including vetting of staff and other role-players; Liaise with the National Intelligence Agency on security matters; Manage financial and human resources of the Directorate.

**ENQUIRIES** : Mr WD Ngcobo (033) 341 - 9600

**APPLICATIONS** : Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200

**FOR ATTENTION** : Mr CM Kunene

**CLOSING DATE** : 05 November 2010

**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful

#### OTHER POSTS

**POST 43/88** : **MANAGER COMMUNITY DEVELOPMENT REF NO: DSD2/17/10**  
Component: Development

**SALARY** : R410 262.per annum

**CENTRE** : Durban Cluster: Ethekwini North

**REQUIREMENTS** : Training: An appropriate three year tertiary qualification plus a minimum of 10 years recognizable experience in Community Development after obtaining the required qualification. a valid drivers license Knowledge: Public Service

Management Framework, i.e. PFMA, Labour Relations Act, Extensive knowledge of theories and systems, skills attitudes and values in community development to guide employees on its application; Knowledge and understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions Skills: Ability to and competence to manage community development structures and projects; Ability to influence individuals and groups to participate in their own self-empowerment ventures; presentation; problem solving; ability to undertake complex research; financial management; Project management; Computer literacy; Written and verbal communication; staff management; policy formulation and implementation Personal attributes: Outcome oriented, Willingness to learn, Customer service oriented, Perseverance, Willingness to travel

**DUTIES** : To manage the identification, facilitation and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilization of resources by the unit/sub directorate; Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required; Manage a community development unit/sub-directorate to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources, Keep up to date with new developments in the community development and management fields to enhance service delivery, Keep up to date with new developments in the community development and management fields to enhance service delivery, Plan and ensure that research on community development is undertaken. Undertake/facilitate complex community development research.

**ENQUIRIES** : Ms L.T Kunene 031 336 8776  
**APPLICATIONS** : The Regional Manager, Department of Social Development, Private Bag X 1503, Durban, 4000

**FOR ATTENTION** : Mr K Kuppen Cullen  
**CLOSING DATE** : 05 November 2010  
**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

**POST 43/89** : **SERVICE OFFICE MANAGERS**  
 Component: Corporate Services

**SALARY** : R378 456.p.a  
**CENTRE** : Midlands (Nquthu Office and Escourt Office)  
 Reference: DSD2/15/10/NQUT (Nquthu)  
 DSD2/15/10/ESCOURT (Escourt)

**REQUIREMENTS** : Training: An appropriate Bachelors Degree in Social Sciences and related field and extensive relevant managerial experience; A valid driver's license; Computer Literacy. Knowledge: Knowledge of strategic management principles and general transformation; an extensive understanding of social welfare services, development and research as well relevant legislation and policies; Customer service (Batho Pele). Skills: Management, Communication; Conflict Management and problem solving skills; Strong interpersonal and networking skills; Strategic Management and financial / budget management; (Co-operative governance); Time and Project Management; Human resource management. Personal Attributes: Creative mindset; Willingness to learn; Decisive; Proactive; Integrity

**DUTIES** : Provide strategic direction and leadership to the Service Office to implement service delivery improvements programmes by monitoring service excellence through SDIP and establish and maintain sound relationships with stakeholders; Ensure compliance with supply chain management processes; Ensure effective human and financial resource management; Render effective and efficient social welfare services through monitoring the effective rendering of social service in terms of focus groups through programmes such as child care and protection, HIV/AIDS, substance abuse (prevention and rehabilitation), care and support to families, social relief, disaster management, etc. Render effective and efficient development and research programmes such as youth development, women empowerment

**ENQUIRIES** : Mrs NI Vilakazi 036 634 6612

**APPLICATIONS** : The Regional Head, Department of Social Development, Private Bag X 9917, LADYSMITH, 3770  
**FOR ATTENTION** : Ms NS Mbokazi  
**CLOSING DATE** : 05 November 2010  
**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

**POST 43/90** : **SOCIAL WORK SUPERVISOR 18 POSTS**  
 Component: Social Welfare Services

**SALARY** : R196 446.per annum  
**CENTRE** : Pietermaritzburg Cluster: Kokstad (DSD2/16/10/KOK); Ezingolweni (DSD2/16/10/EZING); Impendle (DSD2/16/10/IMP); Raisethorpe (DSD2/16/10/RAIS) Umzinto (DSD2/16/10/UMZIN); Portshestone (DSD2/16/10/PORT); Underberg (DSD2/16/10/UNDER); Harding (DSD2/16/10/HARD); Camperdown (DSD2/16/10/CAMP).  
 Durban Cluster: Durban Service Office (DSD2/16/10/DBN); Kwadukuza (DSD2/16/10/KWAD); Kwamashu(DSD2/16/10/MASHU); Maphumulo(DSD2/16/10/MAPH).  
 Ulundi Cluster: Manguzi (DSD2/16/10MANG); Simdlangentsha (DSD2/16/10/SIMDL; Ngoje (DSD2/16/10NGOJ) Ubombo (DSD2/16/10/UBOM); Paulpietersburg (DSD2/16/10/PAUL)

**REQUIREMENTS** : Training: A formal four year or higher tertiary qualification in Social Work e.g. Bachelor of Social Work; Registration with the South African Council for Social Service Professions as Social Worker; plus a minimum so seven years appropriate experience in social work after registration as Social Worker with SACSSP. A valid driver's license Knowledge: Working knowledge of the Public Service; Knowledge of policy analysis and development; Public Service Regulations; Labour Relations Act and relevant Regulations; Public Service Act; Interpretation of Statute; Administrative Law; Research Methodology; Financial Regulations and PFMA; Organization behavior analysis; Strategic business management. Skills: Project Management; Planning and organizing; Networking; Communication (written and verbal); Professional counseling; Policy analysis and development; Financial Management; Presentation; Monitoring and evaluation; People management; and ability to compile complex reports. Personal Attributes: Strategic awareness; Value diversity; Practice and provide integrity and ethical behavior; Service oriented

**DUTIES** : Ensure that a social work service with regard to care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work filed; Supervise all administrative functions required in the unit and undertake the higher level administrative functions

**ENQUIRIES** : Ms B Sophazi (Pietermaritzburg Cluster):033 395 9608  
 Mrs TL Kunene (Durban Cluster) : 031 336 8776  
 Mrs PM Mhlongo (Ulundi Cluster): 035 874 3815

**APPLICATIONS** : The Regional Head , Department of Social Development, Private Bag X 1724, Pietermaritzburg, 3200  
 The Regional Head, Department of Social Development, Private Bag X 13, Ulundi, 3200  
 The Regional Head , Department of Social Development, Private Bag X 1503, Durban, 4000

**FOR ATTENTION** : Human Resource Administration  
**CLOSING DATE** : 05 November 2010  
**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

**POST 43/91** : **PROFESSIONAL NURSE DSD2/18/10/UMLAZ (UMLAZI)**  
 Component: Nursing Service

**SALARY** : R195 936 per annum (Grade 1)  
**CENTRE** : Umlazi Place of Safety

**REQUIREMENTS** : Training: Basic R425 qualification i.e. diploma/ degree in nursing or equivalent qualification that allows registration with the South African Nursing Council to undergo community service; Current registration with the South African Council (SANC) as Community Service Professional Nurse Knowledge: Nursing care processes and procedures, nursing statues, and other relevant legal frameworks such as: Nursing Act; Health Act; Occupational Health and Safety Act, Patient Rights Charter; Batho-pele Principles Service regulation; Disciplinary Code and Procedure, etc Skills: Good written and communication; Ability to function as a part of a team and computer literacy Personal Attributes: Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Initiative; Cooperation; Team player; Supportive and assertive

**DUTIES** : Participate in the implementation of the nursing plan (clinical practice/ quality patient care; Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health care in accordance with the laws and regulation relevant to nursing and health care; Maintain a constructive working relationship with nursing and other stakeholders; Utilize human, material and physical resources efficiently and effectively.

**ENQUIRIES** : Ms KG Sindane 031 918 8800

**APPLICATIONS** : The Regional Head; Department of Social Development, Private Bag X 1503, Durban, 4000

**FOR ATTENTION** : Mr K Kuppen Cullen

**CLOSING DATE** : 05 November 2010

**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

**POST 43/92** : **ASSISTANT MANAGER: HUMAN RESOURCE PROVISIONING REF NO: DSD 2/04/10**  
Component: Human Resource Administration

**SALARY** : R 192 540 per annum

**CENTRE** : Pietermaritzburg: Head Office

**REQUIREMENTS** : A three year qualification (NQF6) in HRM/ Public Administration with three to five years experience in HR Administration; A valid driver's license Knowledge: Persal; Public Service Act, Regulations, HR Policies and Prescripts Skills: Job knowledge; Acceptance of Responsibility; Quality of Work; Communication; Interpersonal Relationships; Planning and Execution; Management of Human & Financial Resources; Project management, Problem solving, Presentation; Computer, Writing Personal attributes: Honest, Professionalism, Confidentiality, Service oriented, Willingness to work under pressure, Integrity

**DUTIES** : Assist in managing recruitment, selection and appointment processes; Assist in managing probation of Staff; Assist in Managing the Performance Agreement and Financial Disclosures of the Senior Management Service (SMS); Assist in managing Employee Performance Management and Development System within the Department; Conduct Exit interview; Ensure compliance on HR prescripts; Supervise Records Management Section; Assist in managing financial and Human Resources of the Directorate; Assist in Managing the White Paper on Transformation

**ENQUIRIES** : Mr CM Kunene 033 264- 2094

**APPLICATIONS** : Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200

**FOR ATTENTION** : Mr CM Kunene

**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful

**CLOSING DATE** : 05 November 2010

**POST 43/93** : **ASSISTANT MANAGER: ADVOCACY AND INFORMATION SPECIALIST REF: DSD2/05/10**  
Component: Development and Research

**SALARY** : R 192 540 per annum

**CENTRE** : Pietermaritzburg Head Office

**REQUIREMENTS** : An appropriate recognized Bachelor's degree in the field of Social science/Development studies/Population studies. A valid driver's license Knowledge: Understanding of Public Service Act, Knowledge of the Public Sector, Knowledge of Population and Development issue, Understanding of Regulations

and Acts Skills: Communication and liaison skills, Financial management, Project management, Interpersonal relations, Policy development, Training and development Personal attributes: Values diversity, Willingness to learn, Service Delivery orientation

**DUTIES** : Develop and disseminate promotional and educational material to promote the understanding of Population and Development issues, Coordinate IEC Strategic Programmes through integrated approach for government departments and Municipalities, Develop and promote capacity building programme for all relevant stakeholders in order to implement the Population Policy Advocate and strengthen inter- sectoral consultation and collaboration for Population Policy implementation, Implement and manage the integrated population and development projects/ programmes within the Department, other departments and local government.

**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful

**ENQUIRIES** : Dr ML Ngcongo 033 264-2169

**APPLICATIONS** : Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200

**FOR ATTENTION** : Mr CM Kunene

**CLOSING DATE** : 05 November 2010

**POST 43/94** : **ASSISTANT MANAGER: MAINTENANCE REF: DSD 2/06/10**

Component: Physical Facilities

**SALARY** : R 192 540 per annum

**CENTRE** : Pietermaritzburg: Head Office

**REQUIREMENTS** : An appropriate recognized Bachelor's degree or Diploma in Building related field; Minimum of 2 years experience in construction field; a valid driver's license Knowledge: Public Finance Management Act; Planning and construction of building structures; National Building Regulation; Contract administration; Public Service Act; Constitution of South Africa; Labour Relations and relevant regulations; Policies with regard to physical facilities Skills: Computer literacy and ability to read plans; Specification writing; Good Communication and decision making; Time management; Financial management; Project management; Interpersonal relations and networking; Analytical and innovative thinking; Leadership; Problem solving; Planning and organising; Driving. Personal Attributes: Service and Process oriented; Integrity; Self- confidence; Reliable.

**DUTIES** : Liaise with Social Development offices to ensure the provision of effective multi-year planning and technical advice in relation to maintenance; Administer the compilation of specifications pertaining to maintenance requirements; Inspect maintenance work done by contractors; Report on maintenance planning and construction; Give advice on the budgetary allocations and expenditure in respect of maintenance; Assist with the development of policies regarding the maintenance of physical facilities.

**ENQUIRIES** : Mr KR Mbatha 033 341- 7908

**APPLICATIONS** : Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200

**FOR ATTENTION** : Mr CM Kunene

**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful

**CLOSING DATE** : 05 November 2010

**POST 43/95** : **ASSISTANT MANAGER: PAYROLL CONTROL REF: DSD 2/07/10**

Component: Accounting Services

**SALARY** : R 192 540 per annum

**CENTRE** : Pietermaritzburg: Head Office

**REQUIREMENTS** : An appropriate recognized Bachelors Degree/National Diploma in Financial Management/ Accounting plus a minimum of three years supervisory experience in salaries administration or a Senior Certificate with eight years experience in salaries administration of which three years must be at supervisory level. A valid driver's license. Knowledge: Basic Accounting System (BAS), PERSAL, Public Finance Management Act (PFMA), Treasury Regulations, and Salaries Administration. Skills: Communication, Computer Literacy, Interpersonal Relations, Writing, Problem solving, Leadership, Financial Management, Time Management,

Project Management, Research. Personal Attributes: Service and process oriented, Strategic awareness, Willingness to learn, Values diversity.

**DUTIES** : Responsible for effective and efficient payroll management for the entire department. Ensure the successful compilation of Persal to BAS interface reconciliation. Responsible for the processing of Travel and Subsistence claims, including advances. Ensure proper control over deductions, deduction schedules and pay-over thereof. Ensure timeous processing of salary income tax and the reconciliation thereof. Ensure the timeous implementation of departmental policies, procedures, circulars and provide support and guidance on salary control matters. Respond to audit queries. Provide supervision of staff.

**ENQUIRIES APPLICATIONS** : Mr. SM Bukhosini 033 264- 5406

**FOR ATTENTION CLOSING DATE** : Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200

**NOTE** : Mr CM Kunene

05 November 2010

If you do not receive any response from us within 3 months, please accept that your application was unsuccessful

**POST 43/96** : **ASSISTANT MANAGER: POPULATION POLICY RESEARCH REF: DSD 2/08/10**  
Component: Research and Demography

**SALARY CENTRE REQUIREMENTS** : R192 540 p.a  
Pietermaritzburg: Head Office  
An appropriate recognized Bachelors Degree in the field of Social Science or Development studies/Population Studies (demography) with statistics as one of the subjects will be an added advantage; A valid driver's license. Knowledge: Service Delivery; Sound knowledge of the Population and Development issues; Knowledge of research methodologies; Statistical analysis and demography; Research interpretation and monitoring; understanding of the Public Service; Policy; Policy development; Good planning and organizing skills; understanding of the Population Development trends Skills: Communication; Problem analysis; Financial and project management; Development research; Interpersonal relations and networking with internal and external stakeholders, Advocacy program development and implementation; Policy analysis and development ; Leadership; Research analysis skills; Good planning and development; Driving; Time management; Interviewing; Computer literacy. Personal Attributes: Service oriented; Willingness to learn; Process oriented; Integrity; Willingness to travel.

**DUTIES** : Monitor population related research; Interpret the relevance of population and development information for provincial population related policies; Promote the exchange of technical experience and expertise in the population field; Liaise with other government departments on population research matters; Maintain database of research projects relating to population and development undertaken within the department.

**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful

**ENQUIRIES APPLICATIONS** : Dr ML Ngcongco 033 264- 2169

**FOR ATTENTION CLOSING DATE** : Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200

Mr CM Kunene

05 November 2010

**POST 43/97** : **CENTRE MANAGERS: ONE STOP DEVELOPMENT CENTRE**

**SALARY CENTRE** : R192 540 per annum  
Inkosi Umhlabunzima Maphumulo OSDC Ref: DSD2/10/IUMAP  
Mkhuphula OSDC Ref: DSD2/10/MKHUP  
Msinga Top Ref: DSD2/10/MSING

**REQUIREMENTS** : Training: A Bachelor's degree in Social Science or Community Development or a National Diploma in Community Development / Development studies or Project management; Minimum of 3 years experience in Community Development, Project management or Business management field; a driver's license. Knowledge: Service Delivery in terms of the Batho Pele; Understanding of the public services relevant Regulations and Acts; PFMA and Administration; Applicable legislation and policy mandates e.g. White Paper on Transformation, White Paper on Human



Resource Management; Marketing Environment; Working knowledge of rural community, structures and protocol; Act 108 of 1996 (i.e. constitution of South Africa); Extensive knowledge of poverty alleviation and social development programmes. Skills: Communication; Strategic Planning; Writing and verbal skills; Leadership; Computer literacy; Interpersonal relations and networking; Problem solving; Time Management; Supervisory; Project Management; Financial Management: Chairing meetings; Presentation and facilitation skills; Innovative and creativity; Fluent in Zulu and English; Organizing and planning. Personal Attributes: Service oriented; Assertiveness; Self driven; Ability to work under pressure; Integrity; Willingness to travel; Willingness to work beyond normal working hours; Customer focused; People oriented; A go-getter..

**DUTIES** : Ensure that there is proper administration and effective rendering of the various programmes and services provided at the centre; Manage and drive a competitive marketing strategy for the centre; Manage the budget for the development centre; Forge linkage and partnership with formal and informal sectors such as NGO's and CBO's as well as other Government Departments (Interdepartmental and intersectoral partnership). Ensure effective administration support services; Manage the human resources of the component

**ENQUIRIES APPLICATIONS** : Dr ML Ngcongco 033 264 2169

**CLOSING DATE** : Head of Department, Department of Social Development; Private Bag X 9144, Pietermaritzburg 3200; for attention Mr CM Kunene

**NOTE** : 05 November 2010  
If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

**POST 43/98** : **EAP PRACTITIONER REF: DSD 2/11/10**  
Component: Policy and Transformation

**SALARY** : R161 970 per annum

**CENTRE** : Pietermaritzburg: Head office

**REQUIREMENTS** : An appropriate recognized Bachelor's Degree in Social Work or Industrial Psychology; A valid driver's license; Three year's relevant experience. Knowledge: Working of the Public Service; Public Service Act; 1994 as amended; White Paper on Human Resource Management; Code of Remuneration (Core); Public Service Regulations 2001; Public Finance Management Act; Labour Relations Act; Employment Equity Act; Basic Conditions of Employment Act Skills: Communication; Computer Literacy; Interpersonal Relations; Financial Management; Planning and organizing; Project Management; Conflict Resolution; Researching; Presentation; Driving Personal Attributes: Service Oriented; Value diversity; Ability to comprehend; Commitment and Dedication.

**DUTIES** : Ensure the implementation of EAP in the Department; Attend to referral cases and maintain confidential records for EAP; Coordinate the implementation of HIV/Aids Workplace programme; Attend to and render advisory Services on EAP matters; Coordinate the implementation of EAP awareness programmes

**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful

**ENQUIRIES APPLICATIONS** : Mr MT Mazibuko 033 264 2195

**FOR ATTENTION** : Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200

**CLOSING DATE** : Mr CM Kunene  
05 November 2010

**POST 43/99** : **IT SPECIALIST 2 POSTS**  
**REF NO: DSD 2/09/10/ULD**  
**ULUNDI DSD 2/09/10/MID- MIDLANDS**  
Component: Corporate Services

**SALARY** : R161 970 per annum

**CENTRE** : Ulundi Cluster Midlands Cluster

**REQUIREMENTS** : An appropriate Bachelors Degree/ National Diploma in IT/ Certified Novel Engineer/ Microsoft Certified System Engineer; A+,N+ and CAN and a valid drivers license Knowledge: Network Support; Hardware and software support; Understanding of Public Service, Understanding of Regulations and Act; Access to Information Act; SITA Act, 1998 and amended in 2001 Skills: Communication; Writing Skills; Interpersonal relations and networking, Problem Solving skills; Time Management;

Project Management; Specialist computer literacy Personal attributes: Outcome oriented; willingness to learn; Customer service oriented; Perseverance; Willingness to travel

**DUTIES** : Render network support services, Provide End-users support (including fault resolution); Install and Maintain software and hardware; Facilitate access to management information system; Monitor helpdesk services.

**ENQUIRIES** : Mrs FN Ntombela (035) 874-3815  
Ms NS Mbokazi (036) 634 6600

**APPLICATIONS** : Regional Manager, Department of Social Development, Private Bag x 13 Ulundi, 3838 Regional Manager, Department of Social Development, Private Bag x 9917 Ladysmith, 3770

**FOR ATTENTION** : Mrs FN Ntombela (Ulundi)  
Ms NS Mbokazi (Midlands)

**CLOSING DATE** : 05 November 2010

**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful

**POST 43/100** : **CORPORATE SUPPORT ADMINISTRATOR**  
Component: Corporate Services

**SALARY** : R161 970 per annum

**CENTRE** : Pietermaritzburg Cluster: Impendle Service office DSD2/19/10IMPEN, Midlands Cluster: Greytown DSD2/19/10/GREY, Weenen DSD2/19/10/WEEN, Ulundi Cluster: Mondlo DSD2/19/10/MONDL

**REQUIREMENTS** : Training: Senior Certificate Plus five years experience or a Degree/National Diploma in Public Administration plus one year experience in administration. Knowledge: Departmental Policies, mandates and regulations; PFMA, OHS; Procurement Act, EEA, LRA, Service Conditions Act, SDA; Batho Pele Principles; Road Traffic Act no 85 of 1993; Archives Act No 43 of 1996 Skills: Interpersonal skills; Networking; Problem solving; Driving; Time management; Communication, Conflict management; Computer literacy; Financial Management, Leadership, Decision Making Personal Attributes: Willingness to learn, work extended hours if necessary, Proactive; Culture of working, Integrity, Commitment and dedicated; work independently

**DUTIES** : Render human resources; Monitor finances of the Service Office; Render record and auxiliary services; Manage information technologies services; Manage Supply chain.

**ENQUIRIES** : Ms NS Mbokazi (Midlands) 036 634 6600  
Mr E Ntuli (Pietermaritzburg) 033 395 9608  
Mrs FN Ntombela (Ulundi) 035 874 3815

**APPLICATIONS** : The Regional Head , Department of Social Development, Private Bag X 1724, Pietermaritzburg, 3200 The Regional Head , Department of Social Development, Private Bag X13, Ulundi, 3200 The Regional Head, Department of Social Development, Private Bag X 9917, Ladysmith, 3770

**FOR ATTENTION** : Human Resource Administration

**CLOSING DATE** : 05 November 2010

**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

**POST 43/101** : **PRINCIPAL HUMAN RESOURCE OFFICER (PROVISIONING) REF NO: DSD2/28/10**

**SALARY** : R130 425 per annum

**CENTRE** : Head Office: Pietermaritzburg

**REQUIREMENTS** : A three year Degree/National Diploma in Human Resource Management or an appropriate equivalent qualification with three years relevant experience/ National Senior Certificate (Grade 12) plus 5 years relevant experience; Persal Certificate; a valid driver's license. Knowledge: Persal; Public Service Act; Regulation; HR Policies and Prescripts; Skills: Job knowledge; Acceptance of Responsibility; Quality of Work; Communication; Interpersonal Relations; Planning and Execution; Supervision; Project management, Computer skills, Writing Skill; Personal Attributes: Confidentiality; Loyalty; Honesty

**DUTIES** : Administer recruitment, selection and appointments; Administer financial disclosures and Performance Agreements of the Senior Management Services (SMS); Administer probation of staff; Administer transfers and Allowances;

Implement Employee Performance Management and Development System;  
Provide supervision of staff; Administer the implementation of White Paper on Transformation

**ENQUIRIES** : Mr CM Kunene 033 264 2094  
**APPLICATIONS** : The Head of Department, Department of Social Development, Private Bag X 9144, Pietermaritzburg, 3200

**FOR ATTENTION** : Mr CM Kunene  
**CLOSING DATE** : 05 November 2010  
**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

**POST 43/102** : **ADMINISTRATIVE OFFICERS: CALL CENTRE 3 POSTS REF NO: DSD2/12/10**  
Component: Call Centre

**SALARY** : R130 425 per annum  
**CENTRE** : Pietermaritzburg Head Office  
**REQUIREMENTS** : An appropriate recognized Bachelor's degree with three to five years administrative Experience/Senior certificate plus six to 10 years administration/finance experience; A valid driver's license. Knowledge: Public Service Act, Public Service regulation, Archives Act, Access to information Act, Basic knowledge in the operation switchboard equipment Skills: Computer Literacy, Writing Presentation ; Customer Care; Human relations; Organizing; Planning; Verbal communication Personal attributes: Willingness to learn, Service Delivery orientation

**DUTIES** : Render general office administration; Protect certain information including privacy of third party, confidential information, safety of individual, production in legal proceedings, Attend requests on general information, Handle general enquiries on Information Centre and refer queries to relevant stakeholders,. Assist in media monitoring and paper cuttings

**ENQUIRIES** : Mrs CN Nxele 033 341- 9600  
**APPLICATIONS** : Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200

**FOR ATTENTION** : Mr CM Kunene  
**CLOSING DATE** : 05 November 2010  
**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful

**POST 43/103** : **PERSONAL ASSISTANT: SECURITY SERVICES REF NO: DSD 2/14/10**  
Component: Security Services

**SALARY** : R130 425 per annum  
**CENTRE** : Pietermaritzburg: Head Office  
**REQUIREMENTS** : An appropriate National Diploma in Office Technology or equivalent qualification plus an appropriate experience in Secretarial services; 3 – 5 years experience in rendering a support service prior to senior management. Knowledge: Knowledge of the relevant legislation/ policies/ prescripts and procedures; Basic knowledge of financial administration. Skills: Telephone etiquette; Language; Computer literacy; Sound Organizational skill; Good people skills; High level of reliability; Communication; Ability to act with tact and discretion; Ability to do research and analyze documents and situations; Good grooming and presentation; Self-management and motivation Personal Attributes: Service oriented; Strategic awareness; Willingness to learn, Process oriented; Values diversity; Proactive; Integrity; Engaging.

**DUTIES** : Provides a secretarial / receptionist support service to the manager; Renders administrative support services; Provides support to manager regarding meetings; Supports the manager with the administration of the manager's budget; Studies the relevant Public Service and Departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES** : Ms CN Nxele (033) 341 - 9600  
**APPLICATIONS** : Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200

**FOR ATTENTION** : Mr CM Kunene  
**CLOSING DATE** : 05 November 2010  
**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful

**POST 43/104** : **PRINCIPAL HUMAN RESOURCE OFFICER: HRD REF: DSD 2/31/10**  
Component: HRD

**SALARY** : R130 425 per annum  
**CENTRE** : Pietermaritzburg Cluster  
**REQUIREMENTS** : National Diploma/Bachelor's Degree in Human Resource Management or equivalent qualification; plus 3 year's appropriate experience; National Senior Certificate or equivalent qualification; plus 5 year's appropriate experience; A valid code 08 driver's licence, Computer Literacy; Certificate as a skills Development Facilitator or a certificate in Abet will serve as an Advantage Knowledge: Skills Development Act, Employment Equity Act, PFMA, Public Service Act, Public Service regulation, BCEA, Computer Literacy, Working Persal Skills: Communication skills, decision making skills, Problem solving skills, Supervisory skills Personal attributes: Willingness to learn, Service Delivery orientation

**DUTIES** : Administration and co-ordination of training and development; Facilitate the implementation of the EPMDs; Co- ordinate Batho Pele Program in the Region; Co-ordinate the Employee Wellness Program and implementation thereof

**ENQUIRIES APPLICATIONS** : Mr MN Mhlongo  
The Regional Manager, Department of Social Development, Private Bag X 1724, Pietermaritzburg, 3200

**FOR ATTENTION CLOSING DATE** : Mr E Ntuli 033 395- 9636  
05 November 2010

**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

**POST 43/105** : **STATE ACCOUNTANT REF: DSD2/32/10**  
Component: Finance

**SALARY** : R130 425 p.a  
**CENTRE** : Pietermaritzburg Head Office  
**REQUIREMENTS** : National senior certificate or equivalent qualification, with accounting as a passed subject plus 3 years appropriate financial experience; Computer literacy (Microsoft work and excel or equivalent package) is an essential requirement for the post; a valid drivers license Knowledge Functional knowledge of the Public Finance Management Act of 1999, Treasury Regulations/delegations; Functional knowledge of Financial Management System(BAS/ SCOA); Working knowledge of Persal Skills: Ability to work on spreadsheets; Communication; Report writing; Accounting/mathematical; Supervisory Personal attributes: Creative mindset, willingness to learn; Pro-active, Decisive; Integrity

**DUTIES** : Processing/authorization of journal transactions; Authorization of payments and claims on the computerized financial system; Payments of Subsidies to non governmental organizations; Salary payroll control service; Render financial support and training to Service offices and Facilities; Supervision of staff; Submission of weekly, monthly, annual Reports/ statements; Verification of all source documents and Data prior to Capturing; Voucher control

**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful

**ENQUIRIES APPLICATIONS** : Mr AA Peters 033 395 - 9624  
The Regional Manager, Department of Social Development, Private Bag X 1724, Pietermaritzburg, 3200

**FOR ATTENTION CLOSING DATE** : Mr E Ntuli  
05 November 2010

**POST 43/106** : **WORK STUDY ANALYST REF NO: DSD2/13/10**  
Component: Organizational Development and Efficiency

**SALARY** : R130 425 per annum  
**REQUIREMENTS** : An Appropriate, Degree / Diploma, With Management Advisory certificate /National Diploma in Management Advisory Services/National Diploma with Workstudy, A Job evaluation certificate from DPSA / SAMDI will be an added advantage. Knowledge: Service Delivery, Understanding of the Public Service, Understanding of the Regulations and Acts, Understanding of Public Service Act, Understanding of the Constitution. Skills: Communication, Writing, Leadership, Computer Literacy, Interpersonal relation and networking, Driving, Time Management, Interviewing, Research, Presentation, Project Management, Influencing, Personal attributes:

Service Oriented, Willingness to learn, Process oriented, Integrity, Willingness to travel extensively

**DUTIES** : Conduct investigation on Organizational Structure and posts Establishment of the Department and make recommendation Render advice in the Department on matters related to productivity improvement, methods and procedures with a view to enhance service delivery, Assist in the facilitation and the development of job descriptions

**ENQUIRIES** : Mr EP Sibiya 033 264 - 7909

**APPLICATIONS** : Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200

**FOR ATTENTION** : Mr CM Kunene

**CLOSING DATE** : 05 November 2010

**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful

**POST 43/107** : **COMMUNITY DEVELOPMENT PRACTITIONERS**  
Component: Development

**SALARY** : R110 244.p.a

**CENTRE** : Reference: Ulundi Cluster Dsd2/20/10/Pong (Pongola); Dsd2/20/10/Mondl (Mondlo); Dsd2/20/10/Mbazw (Mbazwana) Durban Cluster Dsd2/20/10/Umlaz (Umlazi) Dsd2/20/10/Umbum (Umbumbulu)

**REQUIREMENTS** : Training: An appropriate Bachelors Degree in Development studies, Community Development other related studies plus registration with the relevant Statutory Council/ body as a Social Development Practitioner Knowledge: Community Development knowledge, skills, attitudes and values to engage in the social development of communities; Understanding of Human Behavior and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment. Skills: Ability and competence to co-ordinate community development structures; and project management; Understanding of Social dynamics; Presentation; Facilitation; Research and report writing; Basic financial management Personal Attributes: Creative mindset; Willingness to learn; Decisive; Proactive; Integrity

**DUTIES** : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external (e.g. in departments/ provinces, NGOs, local community structures and faith based organizations) and stakeholders to facilitate collaboration and to establish partnerships to ensure the sustainability o development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery

**ENQUIRIES** : Mrs LT Kunene (Durban Cluster) - 031 336 8776  
Mr PJ Nkunjana (Ulundi Cluster) – 035 874 3794

**APPLICATIONS** : Regional Manager Department of Social Development, P/Bag X 1503, DURBAN, 4000  
Regional Manager Department of Social Development, Private Bag x 13, ULUNDI, 3838

**FOR ATTENTION** : Mr K Kuppen Cullen (Durban)  
Mrs FN Ntombela (Ulundi)

**CLOSING DATE** : 05 November 2010

**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

**POST 43/108** : **REGISTRY CLERK: MEC REF: DSD2/23/10**

**SALARY** : R105 645 per annum

**CENTRE** : Pietermaritzburg Head Office

**REQUIREMENTS** : A Senior certificate (Grade 12) plus one year experience in Registry Knowledge: Public Service Act Public Service regulation, Archives Act Access to information; Act Basic knowledge in the operation switchboard equipment Skills: Computer skills, Writing Skill. Presentation Skills; Customer Care; Human relations; Organising; Planning; Verbal communication Personal attributes: Willingness to learn, Service Delivery orientation

**DUTIES** : Receive, sort, record and dispatch post, Regulate access and the flow of correspondence and/or files, Maintain a pending register of files, Administer a faxing, photocopying and binding of documents; Open and dispose of files,

**ENQUIRIES** : Ms CN Nxele 033 341 9600

**APPLICATIONS** : The Head of Department, Department of Social Development, Private Bag X 9144 Pietermaritzburg, 3200

**FOR ATTENTION** : Mr CM Kunene

**CLOSING DATE** : 05 November 2010

**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

**POST 43/109** : **SENIOR ACCOUNTING CLERK (PAYMENTS) REF: DSD2/24/10/PAYM**  
Component: Accounting Services

**SALARY** : R105 645 per annum

**CENTRE** : Pietermaritzburg – Head Office

**REQUIREMENTS** : The applicant must be in possession of a senior certificate with accounting as a subject plus a minimum of two years experience in the processing of payments. A National Diploma or Bachelors Degree with Accounting/ Financial Management will be an added advantage. Knowledge: Public Finance Management Act, Treasury Regulations, payment related circulars and any other regulations that govern the operation of public finance activities. Knowledge of Basic Accounting System (BAS); Understanding of Batho Pele principles Skills: Communication, Computer literacy, Good interpersonal skills Personal attributes: Willingness to learn, Service Delivery orientation

**DUTIES** : Processing of payment vouchers on BAS; Updating of payment submission schedule; Maintenance of payment register; Compilation of payment reconciliation; Provide Logistical support

**ENQUIRIES** : Mr JE Mbedu 033-341 9655

**APPLICATIONS** : Head of Department, Department of Social Development, Private Bag X9144 Pietermaritzburg, 3200

**FOR ATTENTION** : Mr CM Kunene

**CLOSING DATE** : 05 November 2010

**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

**POST 43/110** : **SENIOR ACCOUNTING CLERK (RECEIPTS AND DEPOSITS) REF: DSD2/24/10/REC**

**SALARY** : R105 654 per annum

**CENTRE** : Pietermaritzburg – Head Office

**REQUIREMENTS** : Senior certificate with commercial subjects plus a minimum of two years experience in receipting and depositing of state moneys; A valid driver's license Knowledge: Public Finance Management Act, Treasury Regulations, receipts and depositing of state moneys related circulars and any other regulations that govern the operation of public finance activities; Knowledge of basic accounting system; Understanding of Batho-Pele principles Skills: Communication, Computer literacy, Good interpersonal skills Personal Attributes: Willingness to learn, Service Delivery orientation

**DUTIES** : Management of receipts and depositing of state money; Clearing of suspense accounts; Revenue pay over; Performance of revenue reconciliation; Provide logistical support which entails deployment to other duties for the component including projects and backlogs

**ENQUIRIES** : Mr JE Mbedu 033-341 9655

**APPLICATIONS** : Head of Department, Department of Social Development, Private Bag X9144 Pietermaritzburg, 3200

**FOR ATTENTION** : Mr CM Kunene

**CLOSING DATE** : 05 November 2010

**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

**POST 43/111** : **SENIOR ADMINISTRATION CLERKS (SCM) REF: DSD2/26/10DBN**

**SALARY** : R 105 645 per annum

**CENTRE** : Durban Cluster  
**REQUIREMENTS** : National Senior Certificate (Grade 12) plus three year relevant experience; Computer literacy Skills: Office administration skills Personal Attributes: Willingness to learn, work extended hours if necessary, Proactive; Culture of working, Integrity, Commitment and dedicated; work independently  
**DUTIES** : Prepare documents for purchasing of goods and services; Prepare document for payment of goods and services; Keep and maintain relevant registers; update suppliers database; maintain fixed and moveable asset register; provide physical verification of assets received and issued; update asset register; render logistical support for disposal of assets; provide safekeeping of tenders or quoting; provide secretarial services to the bids committee; attend to tender or quotation specifications; perform administrative and related functions  
**ENQUIRIES** : Mr SD Mntambo 031 336 8728  
**APPLICATIONS** : The Regional Head, Department of Social Development, Private Bag X 1503 Durban, 4000  
**FOR ATTENTION** : Mr K Kuppen Cullen  
**CLOSING DATE** : 05 November 2010  
**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

**POST 43/112** : **SENIOR HUMAN RESOURCE OFFICER REF NO: DSD2/25/10 3 POSTS**

**SALARY** : R105 645 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : A three year Degree/National Diploma in Human Resource Management or an appropriate equivalent qualification with one year relevant experience or National Senior Certificate (Grade 12) plus 3 years relevant experience; Persal Certificate; a valid driver's license. Knowledge: Persal; Public Service Act; Regulation; HR Policies and Prescripts Skills: Job knowledge; Acceptance of Responsibility; Quality of Work; Communication; Interpersonal Relations; Planning and Execution; Computer skills, Writing; Personal Attributes: Confidentiality; Interpersonal Relations; Loyalty; Honesty  
**DUTIES** : Processing of promotions, relocations, new appointments, transfers, banking details on PERSAL; Implementation of Employee Performance System; Administration of the staff establishment; Administration of the recruitment and selection process; Providing advice and guidance to official; Promotion of service delivery; Administration of the senior management and middle management packages.  
**ENQUIRIES** : Mr CM Kunene 033 264 2094  
**APPLICATIONS** : Head of Department, Department of Social Development, Private Bag X9144 Pietermaritzburg, 3200  
**FOR ATTENTION** : Mr CM Kunene  
**CLOSING DATE** : 05 November 2010  
**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful

**POST 43/113** : **CHILD AND YOUTH CARE SUPERVISOR REF DSD2/21/10**

**SALARY** : R100 887 per annum  
**CENTRE** : Zakhe Place of Safety  
**REQUIREMENTS** : Training: An appropriate NQF level 4 (grade 12) or equivalent qualification; A minimum of 10 years appropriate experience in Child and Youth Care work after obtaining the required qualification. Knowledge: Minimum standards; Performance management system; Child Care Act; Batho Pele Principles; Administrative procedures; New development and methodologies in Child and Youth Care Work Skills: Good communication; Conflict management; Problem- solving; Ability to interpret policies and legislation; Planning and organizing; Computer literate; Monitoring and evaluation; Basic research and analytical skills; Presentation and facilitation People management and empowerment. Personal Attributes: Understanding; Non-judgmental; Respectful; caring; Assertive; Tolerant and ability to motivate  
**DUTIES** : Facilitate and supervise (secure), the caring for and life space interventions of children and young people. Form part of a multi disciplinary team. Supervise staff to ensure an effective care service; Keep up to date with new developments in the

child and youth care field; Supervise and perform the following clerical/administration functions

**ENQUIRIES APPLICATIONS** : Ms EN Phakathi 031 711 9950

**NOTE** : The Regional Manager, Department of Social Development; Private Bag x 1503, DURBAN, 4000 for attention of Mr K Kuppen Cullen

**CLOSING DATE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

**POST 43/114** : **ADMINISTRATION CLERKS 4 POSTS REF: DSD2/27/10MID**

**SALARY CENTRE REQUIREMENTS** : R73 584 per annum  
Weenen; Greytown; Osizweni; Madadeni  
National Senior Certificate (Grade 12), Computer literacy Skills: Office administration skills Personal Attributes: Willingness to learn, work extended hours if necessary, Proactive; Culture of working, Integrity, Commitment and dedicated; work independently

**DUTIES** : Perform records management function (registry); Coordinate and process financial matter; Provide office services; Perform administrative and related functions.

**ENQUIRIES APPLICATIONS** : Ms NS Mbokazi 036 634 6600

**FOR ATTENTION CLOSING DATE NOTE** : Head of Department; Department of Social Development, Private Bag X 9917 LADYSMITH, 3770  
Ms NS Mbokazi  
05 November 2010  
If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

**POST 43/115** : **ADMINISTRATION CLERKS 6 POSTS**

**SALARY CENTRE** : R73 584 per annum  
Inkosi Umhlabunzima Maphumulo (2posts) (Ref: DSD2/30/IUMAP)  
Mkhuphula (2 posts) (Ref: DSD2/30/MKHUP)  
Msinga Top (2 posts) (Ref: DSD2/30/MSING)

**REQUIREMENTS** : Training: Senior Certificate (Grade 12) or equivalent qualification with appropriate experience; Computer certificate. Skills: Computer literacy; Report writing; Minute Writing experience; Communication; Typing; Numeracy Skills. Personal Attributes: Willing to learn; Service oriented; Customer care; Integrity

**DUTIES** : Perform records management function (registry) Coordinate and process financial matters; Provide office services; Perform administrative and related functions, Coordinate HR matters; Render reception function

**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

**ENQUIRIES APPLICATIONS** : Dr ML Ngcongco 033 264 2169

**FOR ATTENTION CLOSING DATE** : Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200  
Mr CM Kunene  
05 November 2010

**POST 43/116** : **HANDYMAN 3 POSTS**

**SALARY CENTRE** : R73 584 per annum  
Inkosi Umhlabunzima Maphumulo (Ref: DSD2/29/UMAP)  
Mkhuphula (Ref: DSD2/29/MKHUP)  
Msinga Top (Ref: DSD2/29/MSING)

**REQUIREMENTS** : Training: Grade 10 and appropriate experience. Knowledge: Knowledge of basic maintenance procedures in the various trades; Basic knowledge of the use of hand tools and power driven tools and machinery; Knowledge of the Occupational Health and Safety Act Skills: Ability to operate elementary equipment and machines; Basic Numeracy and Basic Literacy

**DUTIES** : Detect, report and attend to minor faults in the working environment i.e the residents for service users as well as official staff quarters. Provide assistance during repair and maintenance of electrical, mechanical and plumbing installations, painting, carpentry and brickwork. Ensure control over use of tools, equipment and



material; Process and return completed repair requisition Undertake site inspection on a daily basis, report damages as well as on the level of sock for maintenance to the Corporate Support Administrator

**ENQUIRIES** : Dr ML Ngcongco 033 264 2169

**APPLICATIONS** : Head of Department, Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200

**FOR ATTENTION** : Mr CM Kunene

**CLOSING DATE** : 05 November 2010

**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

**POST 43/117** : **CHILD AND YOUTH CARE WORKER REF: DSD2/22/10**

**SALARY** : R71 391.per annum

**CENTRE** : Newlands Park Centre

**REQUIREMENTS** : An appropriate NQF level 4 (grade 12) or equivalent qualification; Knowledge: Developmental programmes; Clerical/ Administrative procedures; Knowledge of the rules and procedures of the care centre Skills: Good communication; Ability to intervene and resolve conflict; Problem-solving ; planning and organizing Personal Attributes: Understanding; Non-judgmental; Respectful; Unconditional Caring; Assertive; Tolerant; Committed; Creative; Professional ethics; norms and standards; Ability to work with children in conflict with the law

**DUTIES** : Receive children and youth to the care after admission; Ensure that children/ youth receive medical services; Assist with the implementation of planned activities, developmental and therapeutic programmes; Engage in basic life space work to promote the development and care of the children and youth; Perform administrative work relevant to the job

**APPLICATIONS** : The Regional Manager, Department of Social Development; Private Bag x 1503, DURBAN, 4000 for attention of Mr K Kuppen Cullen

**CLOSING DATE** : 05 November 2010

**NOTE** : If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

**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 43/118** : **CHIEF EXECUTIVE OFFICER 2 POSTS**  
(Chief Directorate: Metro District Health Services)

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

**CENTRE** : Post A: GF Jooste Hospital, Manenberg (1 post)  
Post B: Victoria Hospital, Wynberg (1 post)

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

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

**ENQUIRIES** : Post A: Dr J Claassen: (021) 370-5007  
Post B: Dr K Grammer: (021) 713-7651

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

**FOR ATTENTION** : Ms C Versfeld

**CLOSING DATE** : 19 November 2010

**OTHER POSTS**

**POST 43/119** : **PHARMACIST GRADE 2 AND 3**  
(Chief Directorate: General Specialist and Emergency Services)

**SALARY** : Remuneration package: Grade 2: R 387 627 per annum. Grade 3: R 423 846 per annum (a portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Western Cape Rehabilitation Centre (WCRC), Mitchell's Plain  
The WCRC is a referral hospital for the rehabilitative management of persons with physical disabilities on an in-and-out patient basis. The WCRC currently oversees pharmacy services to the Mitchell's Plain District Hospital (MPDH) from the WCRC site.

**REQUIREMENTS** : Minimum educational qualification: B Pharm or BSc Pharm. Experience: Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 13 years

appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 14 years relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Certified copies of all service certificates support proof of years services to be attached to application. Registration with a professional council: Registration with the South African Pharmacy Council (SAPC) as Pharmacist (Proof of Registration with SAPC as well as current registration to be attached to application). Competencies (knowledge/skills): Sound knowledge of drug stock control, finances and legal requirements of pharmacy management. Computer literacy (MS Word, Excel). Ability to communicate in at least two of the three official languages of the Western Cape. Recommendation: Experience of JAC.

**DUTIES** : Key result areas/outputs: Assume responsibility for WCRC pharmacy under WCRC management. Procure, manufacture, store, control and distribute pharmaceuticals for WCRC and MPDH. Administrative and financial management of WCRC pharmacy. Human Resource Management and training of WCRC and MPDH pharmacy staff including training of Pharmacist's Assistants as approved tutor. Participate in WCRC and regional meetings and planning.

**ENQUIRIES APPLICATIONS** : Dr H Sammons, tel. no. (021) 370-2315 / Ms B Du Toit, tel. no. (021) 370-2332

**FOR ATTENTION** : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow 7500

**CLOSING DATE** : Ms R Hattingh  
19 November 2010

**POST 43/120** : **ADMINISTRATIVE OFFICER (HUMAN RESOURCES)**

**SALARY** : R 130 425 per annum

**CENTRE** : Swartland Hospital, Malmesbury

**REQUIREMENTS** : Minimum educational qualification: Senior (or equivalent) Certificate. Inherent requirement of the job: A Valid code B/EB driver's licence. Experience: Experience of salary systems and personnel management. Knowledge of Performance Management. Competencies (knowledge/skills): Knowledge of Persal or other personnel administration systems. Competency in MS Office packages (Word, excel, PowerPoint and Groupwise). Knowledge of applicable HR legislation, prescripts, regulations, policies and procedures. The ability to effectively communicate in at least two of the three official languages of the Western Cape. Recommendation:

**DUTIES** : Key result areas/outputs: Comprehensive co-ordination of Personnel Administration functions. Interpret and implement policies, regulations and procedures. Co-ordination of Human Resource Development Training. Co-ordinate and facilitate effective Labour Relations. Co-ordination of the Staff Performance Management process. Provide support system to facility.

**ENQUIRIES APPLICATIONS** : Ms J Honeyball, tel. no. (022) 487-9202

**FOR ATTENTION** : The Director: West Coast District, Private Bag X15, Malmesbury, 7299.

**CLOSING DATE** : Mr C Matshoza  
26 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** : 5 November 2010

**NOTE** : All-inclusive flexible remuneration package: This is a flexible remuneration package, which includes a basic salary, 13<sup>th</sup> cheque, car allowance, medical assistance and pension fund contributions. This package can, within applicable rules, be structured according to the individual's 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 43/121** : **DIRECTOR: AFFORDABLE HOUSING REF NO: HS047/10**  
Chief Directorate: Human Settlement Planning
- SALARY** : All-inclusive flexible remuneration package: R652 572 (level 13) per annum.
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriate B-degree with a minimum of 3 years' proven managerial experience
  - A valid Code B driver's licence. The following proven abilities will serve as strong recommendations:
  - A degree in Property Studies or Finance or related field will receive preference
  - Experience in development of affordable housing
  - Experience in public sector strategic planning and reporting processes
  - Proven understanding of human settlement planning and budgeting processes and intergovernmental relations
  - Experience in assessing public sector performance (national, provincial, and/or local)
  - Understanding of the current human settlement environment, with specific reference to the Western Cape
  - Understanding of financial management
  - Excellent written and verbal communication skills
  - Knowledge of human resource management
  - Analytical thinking
  - Problem-solving skills
  - Knowledge of labour relations legislation and regulations
  - Excellent organisational skills
  - Policy formulation
  - Knowledge of applicable policies, legislation, guidelines, standards, procedures and best practice relating to affordable housing property market
  - Financial intervention in the affordable housing market
  - Computer literate.
- DUTIES** : Key performance areas:
  - Donor funding management (strategically manage the development and submission of funding/technical support proposals and reports to institutional donors)
  - Assist with the policy development processes in respect of human settlements
  - Strategic management (determine short and medium term goals for the attainment of the department's objectives)
  - Monitor and evaluate directorate's performance
  - Ensure effective management of human and financial resources
  - Ensure effective, efficient and transparent management of all risks under his/her control
  - Provide strategic support to the Chief Director, Head of Department and Minister
  - Strategically manage the facilitation, promotion, co-ordination and monitoring of the GAP and Rental Housing delivery
  - Liaise with private sector institutions.
- ENQUIRIES** : Ms J Samson: 021 483-4224.