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

**PUBLIC SERVICE VACANCY CIRCULAR NO 44 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.

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**DEPARTMENT OF BASIC EDUCATION**

- APPLICATIONS** : Please forward your application, quoting the reference number to: The Director-General, Department of Basic Education, Private Bag X895, Pretoria, 0001 Or hand deliver to: Sol Plaatje Building, 222 Struben Street, Pretoria.
- CLOSING DATE** : 24 November 2010, Applications received after the closing date, e-mailed or faxed applications will not be considered.
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service department and must be accompanied by a comprehensive CV and certified copies of qualifications. Correspondence will only be entered into with short-listed applicants

**OTHER POSTS**

- POST 44/01** : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: 10144/01**  
Branch: Social Mobilisation and Support Services  
Directorate: Gender Equity

- SALARY CENTRE REQUIREMENTS** : All inclusive salary package R378 456 per annum  
Pretoria  
Applicants must be in possession of a recognized three-year Bachelor's degree, or an equivalent qualification, supplemented by at least six years' experience. A post-graduate degree in gender studies or development studies will be an added advantage. Strong knowledge of and experience in research and monitoring and evaluation will be critical. Experience of working in the gender, development, and or education fields, as well as extensive knowledge of and insight into local and global debates on gender mainstreaming and girls' education will be critical. The ideal candidate will have an understanding of national, regional and international protocols and instruments on gender equity. Strong verbal and written communication skills are essential for this post.

- DUTIES** : Providing technical support to the attainment of the department's national, provincial and local gender priorities; coordinating the development, implementation, monitoring, and evaluation of the gender policy and strategies within the basic education sector; Analyzing programmes, position papers, as well as research papers for their gender sensitivity; compile national, regional and international progress reports on mainstreaming gender in basic education; Establish and maintain sustainable partnerships with State departments, statutory bodies; research institutions and civil society organizations on gender and education matters; Conduct research and advise on the implications of gender equity in Basic Education.

- ENQUIRIES** : Ms N. Sathage, Tel.: (012) 357-3290

- POST 44/02** : **ASSISTANT DIRECTOR: ADVOCACY AND STAKEHOLDER RELATIONS REF NO: 10144/02**

- SALARY CENTRE REQUIREMENTS** : R192 540 per annum  
Pretoria  
Applicants must be in possession of a recognized three-year Bachelor's degree or an equivalent qualification with 4 years relevant experience, supplemented by substantial knowledge of gender issues in education. A post-graduate degree in gender studies or development studies will be an added advantage, as will knowledge of education legislation and national policies. Experience of working in the gender, development, and or education fields, as well as extensive knowledge of and insight into local and global debates on gender mainstreaming and girls' education will be critical. The ideal candidate will have an understanding of national, regional and international protocols and instruments on gender equity. Strong verbal and written communication skills are essential for this post.

- DUTIES** : Provide support to the activities related to gender equity within the basic education system; Assist in providing gender related advocacy and mainstreaming support services to provinces, districts, schools and other relevant stakeholders; Render professional support on gender in education

where necessary, including drafting of documentation; Conduct research and provide advice on the implications of gender equity in all departmental policies, projects and programmes; Provide support to the Girls and Boys Education Movement in public schools. Support coordination of activities related to the Gender Equity Interprovincial Committee. Assist in speech-writing and putting together briefings where requested. Perform any other tasks as required by the Director: Gender Equity.

**ENQUIRIES** :

Ms N. Sathege, Tel.: (012) 357-3290

**POST 44/03** :

**ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 10177/01**

**SALARY REQUIREMENTS** :

R 192 540 per annum

Applicants must be in possession of a recognized three-year Bachelor's degree or an equivalent qualification with 4 years relevant experience, supplemented by substantial knowledge of gender issues in education. A post-graduate degree in gender studies or development studies will be an added advantage. Strong knowledge of and experience in research and monitoring and evaluation will be critical. Experience of working in the gender and or development fields, as well as extensive knowledge of and insight into local and global debates on gender mainstreaming and girls' education will be critical. The ideal candidate will have an understanding of national, regional and international protocols and instruments on gender equity. Strong verbal and written communication skills are essential for this post.

**DUTIES** :

Provide support to the activities related to gender equity within the education system; Assist in monitoring the implementation of national and international instruments on gender equality and parity in basic education; Render professional support on gender in education where necessary, including drafting of documentation; Conduct research and provide advice on the implications of gender equity in all departmental policies, projects and programmes; Assist in speech-writing and putting together briefings where requested. Monitor the implementation of strategies for the eradication of gender-based violence in public schools; Monitor and evaluate strategies for dealing with learner pregnancy in public schools. Perform any other tasks as required by the Director: Gender Equity.

**ENQUIRIES** :

Ms N. Sathege, Tel.: (012) 357-3290.

## DEPARTMENT OF DEFENCE

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

## OTHER POSTS

**POST 44/04** : **ASSISTANT DIRECTOR: LIBRARY AND INFORMATION SERVICES**  
The post is advertised in the DOD, broader Public Service and Media (Flyers).

**SALARY CENTRE REQUIREMENTS** : R192 540 per annum  
: Defence Intelligence (Directorate Intelligence Support), Pretoria.  
: Degree/National Diploma in Library and Information Science or equivalent qualification (NQF Level 06). Experience in Library and Information Services will be an advantage. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements (skills needed): High level of computer skills and experience. Excellent English language capability. Good verbal and written communication skills. Good discipline, self motivation, analytical thinking, excellent reasoning ability, interpersonal and problem solving skills. Must be able to obtain a Secret security clearance within a year.

**DUTIES** : Manage the provision of library administrative and support services for Defence Intelligence, SADIC and the DOD. Monitor the selection and acquisition of library material. Manage the budget and financial delegation of the library. Manage computerized library and information systems. Liaise with DOD and civilian organizations to support the library. Manage the personnel of the library. Co-ordinate marketing of library services. Manage all stock and equipment in the section. Facilitate the provision of reference and information services. Perform administrative and supervisory functions.

**ENQUIRIES APPLICATIONS** : Ms E. Foster, Tel (012) 315-0175  
: Department of Defence, Defence Intelligence, Private Bag X367, Pretoria, 0001. Hand delivered to: Vermeulen Street 278, Liberty Life Building, Pretoria, for attention: Ms E. Foster.

**CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).

**NOTE** : Preference will be given to applicants who will enhance representivity.

**POST 44/05** : **ASSISTANT DIRECTOR: EDITING**  
The post is advertised in the DOD, broader Public Service and Media.

**SALARY CENTRE** : R192 540 per annum  
: Defence Intelligence (Directorate Integration and Dissemination), Pretoria.

- REQUIREMENTS** : BA (Hons) Degree with English III (NQF Level 7). BA degree with other languages and/or postgraduate training in languages will be a recommendation. The completion of level A – C intelligence courses will be an advantage. Experience of editing will be an advantage. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements (skills needed): High level of computer and proven integration skills and experience. Excellent English language, good verbal and written communication skills. Good discipline, self motivation, analytical thinking, excellent reasoning ability, interpersonal and problem solving skills. Must be able to obtain a Top Secret security clearance within a year.
- DUTIES** : Assist in providing cross functionality integrated intelligence products in appropriate format to National and Departmental clients. Assist with final editing of Defence Intelligence documents. Co-ordinate the preparation and presentation of audiovisual Defence Intelligence products. Integrate Intelligence, Counter Intelligence and Foreign Relations products into final Defence Intelligence products by editing inputs obtained from production directorates to ensure uniformity in layout and use of language. Assist with administrative and training responsibilities.
- ENQUIRIES** : Ms E. Foster, Tel (012) 315-0175  
**APPLICATIONS** : Department of Defence, Defence Intelligence, Private Bag X367, Pretoria, 0001. Hand delivered to: Vermeulen Street 278, Liberty Life Building, Pretoria, for attention: Ms E. Foster.
- CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Preference will be given to applicants who will enhance representivity.
- POST 44/06** : **PRINCIPAL ARCHIVIST (1X GARRISON)**  
This post is advertised in the DOD and broader Public Service.
- SALARY** : R161 970 per annum  
**CENTRE** : SA Army, Gauteng Signal Unit, Pretoria.  
**REQUIREMENTS** : Bachelor's degree in Archival studies (NQF Level 6) Preferable or equivalent qualification with at least between 2 and 3 years experience in an Archival Management environment. DOD Records Management Course (National Archives) will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Good understanding of archival legislation specifically the National Archives of South Africa Act, Act 43 of 1996. Computer literate. Mathematical-, problem solving-, analytical thinking-, maintain discipline-, marketing communication-, media relation-, interview-, facilitation-, interpersonal-, plan-, organise and good verbal and written communication skills.
- DUTIES** : Promote effective, efficient and accountable management of records. Execute functional control over Record Management procedures and Records Office. Execute functional control of the Records Centre for the control and custody of records. Maintain Record Classification systems. Execute systematic disposal programme for records. Participate in CMI Service Centre strategic planning and compilation of budget. Manage subordinates (including individual performance and maintenance of the career development system). Formulate and manage records management service agreement with clients. Liaison with and report to DOD Records Manager at Documentation Centre. Manage resources for execution of records management service and manage records management projects as required.
- ENQUIRIES** : WO1 R. Visser, (012) 529 0255.  
**APPLICATIONS** : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
- CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/07** : **PRINCIPAL LIBRARIAN (ARMY COLLEGE)**  
This post is advertised in the DOD and broader Public Service.
- SALARY** : R161 970 per annum  
**CENTRE** : SA Army, Dequar Signal Unit, Pretoria.

- REQUIREMENTS** : Degree/Diploma in Library and Information Service or equivalent qualification with at least between 5 and 7 years experience in a Library administration environment. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literacy. Report writing-, financial planning-, client services-, management-, administration-, research analysis-, writing- and verbal-, organizing-, supervisory-, problem solving- and decision-making skills.
- DUTIES** : Acquire information resources; manage the Internet café; execute electronic information searches bmo online databases such as: Internet, Sabinet and Sinet; Development of access to information through the processes of cataloguing and classification; Quality control of the card catalogue; Development and management towards library collection of sources, including all different formats of information; Development of an effective marketing plan of the Library; provide a pro-active and re-active information service; promote a culture of research and research skills amongst users; establish and maintain effective communication with other DOD libraries; compile bibliographies wrt specific subjects on Internet, Sabinet, Sinet, books and magazines lists; manage and develop the Africana series in the library; monitor the updating of acts; ensure a high standard accession register; provide a branch library service and manage inputs for the library budget; manage library personnel.
- ENQUIRIES** : WO1 R. Visser, (012) 529 0255.
- APPLICATIONS** : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
- CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/08** : **PRINCIPAL ARCHIVIST**  
This post is advertised in the DOD and broader Public Service.
- SALARY** : R161 970 per annum
- CENTRE** : Free State Signal Unit, Bloemfontein.
- REQUIREMENTS** : Bachelor's degree in Archival studies (NQF Level 6) Preferable or equivalent qualification with at least between 2 and 3 years experience in an Archival Management environment. DOD Records Management Course (National Archives) will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Good understanding of archival legislation specifically the National Archives of South Africa Act, Act 43 of 1996. Computer literate. Mathematical-, problem solving-, analytical thinking-, maintain discipline-; marketing communication-, media relation-, interview-, facilitation-, interpersonal-, plan-, organise and good verbal and written communication skills.
- DUTIES** : Promote effective, efficient and accountable management of records. Execute functional control over Record Management procedures and Records Office. Execute functional control of the Records Centre for the control and custody of records. Maintain Record Classification systems. Execute systematic disposal programme for records. Participate in CMI Service Centre strategic planning and compilation of budget. Manage subordinates (including individual performance and maintenance of the career development system). Formulate and manage records management service agreement with clients. Liaison with and report to DOD Records Manager at Documentation Centre. Manage resources for execution of records management service and manage records management projects as required.
- ENQUIRIES** : Lt Col J.P. Smith, (051) 402-1983
- APPLICATIONS** : Department of Defence, FS Signal Unit, Tempe Military Base, Private Bag X40011, Bloemfontein, 0106.
- CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/09** : **PRINCIPAL ARCHIVIST**  
This post is advertised in the DOD and broader Public Service.
- SALARY** : R161 970 per annum
- CENTRE** : Eastern Cape Signal Unit, Port Elizabeth.

- REQUIREMENTS** : Bachelor's degree in Archival studies (NQF Level 6) Preferable or equivalent qualification with at least between 2 and 3 years experience in an Archival Management environment. DOD Records Management Course (National Archives) will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in admin will be a recommendation. Special requirements (skills needed): Good understanding of archival legislation specifically the National Archives of South Africa Act, Act 43 of 1996. Computer literate. Mathematical-, problem solving-, analytical thinking-, maintain discipline-; marketing communication-, media relation-, interview-, facilitation-, interpersonal-, plan-, organise and good verbal and written communication skills.
- DUTIES** : Promote effective, efficient and accountable management of records. Execute functional control over Record Management procedures and Records Office. Execute functional control of the Records Centre for the control and custody of records. Maintain Record Classification systems. Execute systematic disposal programme for records. Participate in CMI Service Centre strategic planning and compilation of budget. Manage subordinates (including individual performance and maintenance of the career development system). Formulate and manage records management service agreement with clients. Liaise with and report to DOD Records Manager at Documentation Centre. Manage resources for execution of records management service and manage records management projects as required.
- ENQUIRIES** : Lt Col E. Assam, (041) 505-1227  
**APPLICATIONS** : Department of Defence, EC Signal Unit, PO Box 13419, Humewood, Port Elizabeth, 6013.
- CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/10** : **PRINCIPAL ARCHIVIST**  
This post is advertised in the DOD and broader Public Service
- SALARY** : R161 970 per annum  
**CENTRE** : Western Cape Signal Unit, Youngsfield, Cape Town.  
**REQUIREMENTS** : Bachelor's degree in Archival studies (NQF Level 6) Preferable or equivalent qualification with at least between 2 and 3 years experience in an Archival Management environment. DOD Records Management Course (National Archives) will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Good understanding of archival legislation specifically the National Archives of South Africa Act, Act 43 of 1996. Computer literate. Mathematical-, problem solving-, analytical thinking-, maintain discipline-; marketing communication-, media relation-, interview-, facilitation-, interpersonal-, plan-, organise and good verbal and written communication skills.
- DUTIES** : Promote effective, efficient and accountable management of records. Execute functional control over Record Management procedures and Records Office. Execute functional control of the Records Centre for the control and custody of records. Maintain Record Classification systems. Execute systematic disposal programme for records. Participate in CMI Service Centre strategic planning and compilation of budget. Manage subordinates (including individual performance and maintenance of the career development system). Formulate and manage records management service agreement with clients. Liaise with and report to DOD Records Manager at Documentation Centre. Manage resources for execution of records management service and the management of records management projects as required.
- ENQUIRIES** : Lt Col D. Janse Van Rensburg, (021) 787-1700  
**APPLICATIONS** : Department of Defence, Western Cape Signal Unit, Private Bag X1, Kenwyn, 7790.
- CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/11** : **PRINCIPAL ARCHIVIST (1X LIW)**  
This post is advertised in the DOD and broader Public Service
- SALARY** : R161 970 per annum



- CENTRE REQUIREMENTS** : SA Army, MOD Signal Unit, Pretoria.  
: Bachelor's degree in Archival studies (NQF Level 6) Preferable or equivalent qualification with at least between 2 and 3 years experience in an Archival Management environment. DOD Records Management Course (National Archives) will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Good understanding of archival legislation specifically the National Archives of South Africa Act, Act 43 of 1996. Computer literate. Mathematical-, problem solving-, analytical thinking-, maintain discipline-; marketing communication-, media relation-, interview-, facilitation-, interpersonal-, plan-, organise and good verbal and written communication skills.
- DUTIES** : Promote effective, efficient and accountable management of records. Execute functional control over Record Management procedures and Records Office. Execute functional control of the Records Centre for the control and custody of records. Maintain Record Classification systems. Execute systematic disposal programme for records. Participate in CMI Service Centre strategic planning and compilation of budget. Manage subordinates (including individual performance and maintenance of the career development system). Formulate and manage records management service agreement with clients. Liaison with and report to DOD Records Manager at Documentation Centre. Manage resources for execution of records management service and manage records management projects as required.
- ENQUIRIES APPLICATIONS** : WO1 R. Visser, (012) 529 0255.  
: Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
- CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/12** : **PRINCIPAL ARCHIVIST**  
This post is advertised in the DOD and the Public Service.
- SALARY CENTRE REQUIREMENTS** : R161 970 per annum  
: Kwa-Zulu Natal Signal Unit, Durban.  
: Bachelor's degree in Archival studies (NQF Level 6) Preferable or equivalent qualification with at least between 2 and 3 years experience in an Archival Management environment. DOD Records Management Course (National Archives) will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Good understanding of archival legislation specifically the National Archives of South Africa Act, Act 43 of 1996. Computer literate. Mathematical-, problem solving-, analytical thinking-, maintain discipline-; marketing communication-, media relation-, interview-, facilitation-, interpersonal-, plan-, organise and good verbal and written communication skills.
- DUTIES** : Promote effective, efficient and accountable management of records. Execute functional control over Record Management procedures and Records Office. Execute functional control of the Records Centre for the control and custody of records. Maintain Record Classification systems. Execute systematic disposal programme for records. Participate in CMI Service Centre strategic planning and compilation of budget. Manage subordinates (including individual performance and maintenance of the career development system). Formulate and manage records management service agreement with clients. Liaise with and report to DOD Records Manager at Documentation Centre. Manage resources for execution of records management service and manage records management projects as required.
- ENQUIRIES APPLICATIONS CLOSING DATE** : Lt Col S. Walton, (031) 451-1054  
: Department of Defence, KZN Signal Unit, PO Box 21096, Bluff, 4036.  
: 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/13** : **PRINCIPAL LIBRARIAN (POYNTONS BUILDING)**  
This post is advertised in the DOD and broader Public Service.
- SALARY** : R161 970 per annum

- CENTRE REQUIREMENTS** : SA Army, MOD Signal Unit, Pretoria.  
 : Degree/Diploma in Library and Information Service or equivalent qualification with at least between 5 and 7 years experience in a Library administration environment. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Report writing, financial planning skills, client services, management and administration skills, research analysis, writing and verbal skills, organizing skills, supervisory skills, computer literacy, problem solving- and decision-making skills .
- DUTIES** : Acquire information resources; manage the Internet café; execute electronic information searches bmo online databases such as: Internet, Sabinet and Sinet; Development of access to information through the processes of cataloguing and classification; Quality control of the card catalogue; Development and management towards library collection of sources, including all different formats of information; Development of an effective marketing plan of the Library; provide a pro-active and re-active information service; promote a culture of research and research skills amongst users; establish and maintain effective communication with other DOD libraries; compile bibliographies wrt specific subjects on Internet, Sabinet, Sinet, books and magazines lists; manage and develop the Africana series in the library; monitor the updating of acts; ensure a high standard accession register; provide a branch library service and manage inputs for the library budget; manage library personnel.
- ENQUIRIES APPLICATIONS** : WO1 R. Visser, (012) 529 0255.  
 : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
- CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/14** : **CHIEF PERSONNEL OFFICER**  
 This post is advertised in the DOD, broader Public Service and Media (flyers)
- SALARY CENTRE REQUIREMENTS** : R161 970 per annum  
 : SA Army Training Formation, Pretoria.  
 : NQF Level 4: preferable. Persol and related mainframe courses will be an advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Human Resource background/knowledge. Computer literate (MS Word and Excel), communication skills (verbal and written), problem solving-, planning-, organising, conflict handling skills. Ability to work independently or in a team.
- DUTIES** : Administer detached duty requests, on/off strength administration, corps/departmental/arms of service/occupational class transfers, general enquiries/redress of wrongs/grievances/ministerial enquiries, office order administration, course nominations of unit members, administration regarding security classifications of unit members, disciplinary system administration. Manage Inland Accommodation Expenditure (S&T) administration, attendance register, leave administration, remuneration administration, uniform maintenance administration and act as checker for maintenance/utilisation transactions.
- ENQUIRIES APPLICATIONS** : Capt M.C. Madisa, (012) 355-1391.  
 : Department of Defence & Military Veterans, SA Army Training Formation, Private Bag X172, Pretoria, 0001.
- CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/15** : **SENIOR LIBRARIAN 4 POSTS**  
 This post is advertised in the DOD and broader Public Service
- SALARY CENTRE REQUIREMENTS** : R130 425 per annum  
 : SA Army, Dequar Signal Unit, Pretoria.  
 : Degree/Diploma in Library and Information Service (NQF 5/6) or equivalent qualification with at least between 3 and 5 years experience in a Library administration environment. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Report write-, research analysis-, write

and verbal-, organise-, supervisory-, problem solving-, decision-making-, effective information service- and programme planning skills.

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/16** : **SENIOR LIBRARIAN (POYNTONS BUILDING)**  
This post is advertised in the DOD and broader Public Service.

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/17** : **CHIEF LIBRARY ASSISTANT (1X SAMHS)**  
This post is advertised in the DOD and broader Public Service.

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

**DUTIES** : Administer the magazine section as a whole; remind users regularly about late/loss books (telephonically and by formal letter); establish a pamphlet series; monitor the technical processing of books; control general photocopying service of information; provide an information service to users;

monitor incoming post; assist with electronic searches; assist in handling the stock take; control stationery; assist the Librarian, Maintaining of the inter library loan system; Manage and control the inventory of the Library furniture and liaise with other libraries and the National library; Control the accession register; Update the Acts; Supervising and train Library Assistant; Administer the marketing plan of the Library.

**ENQUIRIES** : WO1 R. Visser, (012) 529 0255.  
**APPLICATIONS** : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.  
**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/18** : **CHIEF REGISTRY CLERK (1X LIW)**  
This post is advertised in the DOD and broader Public Service.

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

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

**ENQUIRIES** : WO1 R. Visser, (012) 529 0255.  
**APPLICATIONS** : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.  
**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/19** : **SENIOR REGISTRY CLERK GR III (BLUFF)**  
This post is advertised in the DOD and broader Public Service.

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

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

**ENQUIRIES** : Lt Col S. Walton, (031) 451-1054  
**APPLICATIONS** : Department of Defence, KZN Signal Unit, PO Box 21096, Bluff, 4036.  
**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/20** : **SENIOR TELECOM OPERATOR GR III 2 POSTS**  
This post is advertised in the DOD and broader Public Service.

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

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

**ENQUIRIES** : Lt Col S. Walton, (031) 451-1054  
**APPLICATIONS** : Department of Defence, KZN Signal Unit, PO Box 21096, Bluff, 4036.  
**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/21** : **SENIOR ADMINISTRATION CLERK GR III (INTERNAL ADMIN)**  
This post is advertised in the DOD, broader Public Service and Media (flyers)

**SALARY** : R105 645 per annum  
**CENTRE** : SA Army Training Formation, Pretoria.  
**REQUIREMENTS** : NQF Level 4: preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Human Resource background/knowledge. Computer literate (MS Word and Excel), communication skills (verbal and written), problem solving-, planning-, organising, conflict handling skills. Ability to work independently or in a team.

**DUTIES** : Organise administration of Internal Services by keeping record, sorting and distributing incoming mail to responsible members. Keep record and dispatch outgoing mail and faxes. Answer telephone enquiries. Attend to visitors/contractors. Make necessary copies of documents for the section. Deal with and manage internal work requisitions and requisitions for stationary and cleaning equipment. Develop a filing system for documents to ensure easy retrieval. Process letters, submissions, agendas and minutes. Address general enquiries. Assist to draw up duty sheets for members of Internal Services. Keep and update name list of the Formation HQ. Keep record of all relevant policies. Assist with the write and distribution of internal instructions. Assist with the planning and budgeting during Planning process. Administration regarding the expenditure of State funds.

**ENQUIRIES** : Capt M.C. Madisa, (012) 355-1391.  
**APPLICATIONS** : Department of Defence & Military Veterans, SA Army Training Formation, Private Bag X172, Pretoria, 0001.  
**CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/22** : **SENIOR TELECOM OPERATOR GR III (OUDTSHOORN)**  
This post is advertised in the DOD and broader Public Service.

**SALARY** : R105 645 per annum  
**CENTRE** : Eastern Cape Signal Unit, Port Elizabeth.  
**REQUIREMENTS** : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operate office equipment-,

good inter-personal-, supervising-, numeric-, literacy- and problem solving skills.

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/23** : **SENIOR REGISTRY CLERK GR III**  
This post is advertised in the DOD and broader Public Service.

**SALARY** : R105 645 per annum

**CENTRE** : Free State Signal Unit, Bloemfontein.

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

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/24** : **SENIOR TELECOM OPERATOR GR III**  
This post is advertised in the DOD and broader Public Service.

**SALARY** : R105 645 per annum

**CENTRE** : Free State Signal Unit, Bloemfontein.

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

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

with Chatterman and ensure that the satellite switchboard is in a working condition and report faults.

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/25** : **SENIOR ADMINISTRATION CLERK GR III**  
This post is advertised in the DOD and broader Public Service.

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/26** : **SENIOR LIBRARY ASSISTANT GR III (SAMHS SIG TP)**  
This post is advertised in the DOD and broader Public Service.

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/27** : **SENIOR REGISTRY CLERK GR III**  
This post is advertised in the DOD and broader Public Service.

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

thinking- and planning skills. Ability to organise own work and that of subordinates. Ability to render a record management service independently.

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/28** : **SENIOR TELECOM OPERATOR GR III (1 X MOD, 1 X KASTEELPARK, 1 X LYTTELTON)**  
This post is advertised in the DOD and broader Public Service.

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/29** : **SENIOR LIBRARY ASSISTANT GR III (WONDERBOOM)**  
This post is advertised in the DOD and broader Public Service.

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).



- POST 44/30** : **SENIOR TELECOM OPERATOR GR III (2X GARRISON, 1X TEK BASE)**  
This post is advertised in the DOD and broader Public Service.
- SALARY** : R105 645 per annum  
**CENTRE** : SA Army, Gauteng Signal Unit, Pretoria.  
**REQUIREMENTS** : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operate office equipment-, good inter-personal-, supervising-, numeric-, literacy- and problem solving skills.
- DUTIES** : Canalise incoming and outgoing calls to appropriate person/division. Answer general enquiries. Make calls on behalf of members. The record keeping of private calls (make on the behalf). Handle international calls, connection of lines and ring. Note down and giving of messages. Advise users wrt the using of phones, external and internal lines. Train switchboard operators. Test lines. Allocate extensions and lines to users. Update the Satellite telephone directory. Keep statistics (eg faults). Check private calls to ensure that costs for calls are recovered. Administer telephone accounts for the Service Centre and Satellites. Control the attendance, leave and shift register for the Service Centre. Assist the principal switchboard operator with Chatterman and ensure that the satellite switchboard is in a working condition and report faults.
- ENQUIRIES** : WO1 R. Visser, (012) 529 0255.  
**APPLICATIONS** : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
- CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/31** : **SENIOR ADMINISTRATION CLERK GR III**  
This post is advertised in the DOD and broader Public Service.
- SALARY** : R105 645 per annum  
**CENTRE** : SA Army Signal Formation HQ, Wonderboom, Pretoria  
**REQUIREMENTS** : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in admin will be a recommendation. Special requirements (skills needed): Computer literate, Organising and co-ordination skills, typing, writing and verbal skills, supervisory skills, good inter-personal skills.
- DUTIES** : Check diverse documents for completion and correctness; render auxiliary services to supervisory and professional personnel; file documentation; keep record of reports etc; arrange traveling, S&T etc; render assistance to and handle visitors; type letters, memorandums and compile basic presentations; deliver and collect documentation; ensure an office inventory; take minutes during meetings and compile agendas; train and supervise subordinate personnel; gather and process statistics for the annual report and other purposes; render auxiliary service of a more advanced nature to supervisory personnel; manage a stationery miscellaneous store; process and interpret statistics for the annual report and other purposes.
- ENQUIRIES** : WO1 R. Visser, (012) 529 0255.  
**APPLICATIONS** : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
- CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/32** : **SENIOR ADMINISTRATION CLERK GR III**  
This post is advertised in the DOD and broader Public Service.
- SALARY** : R105 645 per annum  
**CENTRE** : 1 Signal Regiment, Rooiwal, Pretoria  
**REQUIREMENTS** : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in admin will be a recommendation. Special requirements (skills needed): Computer literate, Organising and co-ordination skills, typing, writing and verbal skills, supervisory skills, good inter-personal skills.
- DUTIES** : Check diverse documents for completion and correctness; render auxiliary services to supervisory and professional personnel; file documentation; keep

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

**ENQUIRIES** : WO1 R. Visser, (012) 529 0255.  
**APPLICATIONS** : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.  
**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/33** : **SENIOR TELECOM OPERATOR GR III (JAN KEMPDORP)**  
 This post is advertised in the DOD and broader Public Service.

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

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

**ENQUIRIES** : Capt D.M. Ndlovu, (053) 830-3138/3118  
**APPLICATIONS** : Department of Defence, Northern Cape Signal Unit, Private Bag X5056, Kimberley, 8300.  
**CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/34** : **SENIOR REGISTRY CLERK GR III**  
 This post is advertised in the DOD and broader Public Service.

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

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

**ENQUIRIES** : Maj C.T. Cele, (018) 289-3200/1  
**APPLICATIONS** : Department of Defence, North West Signal Unit, Private Bag X2012, Noordburg, Potchefstroom, 2531.  
**CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/35** : **SENIOR TELECOM OPERATOR GR III (2X PHALABORWA)**  
This post is advertised in the DOD and broader Public Service.

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/36** : **SENIOR ADMINISTRATION CLERK GR III**  
This post is advertised in the DOD and broader Public Service

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/37** : **SENIOR LIBRARY ASSISTANT GR III (3X DEQUAR, 2X SANDC COLLEGE)**  
This post is advertised in the DOD and broader Public Service.

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/38** : **SENIOR TELECOM OPERATOR GR III**  
This post is advertised in the DOD and broader Public Service.

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/39** : **SENIOR TELECOM OPERATOR GR II**  
This post is advertised in the DOD and broader Public Service.

**SALARY CENTRE REQUIREMENTS** : R87 978 per annum  
North West Signal Unit, Potchefstroom.  
NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, good inter-personal-, supervisory-, numeric-, literacy- and problem solving skills.

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

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

**CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/40** : **SENIOR ADMINISTRATION CLERK GR II**  
 This post is advertised in the DOD and broader Public Service.

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

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

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

**CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/41** : **SENIOR REGISTRY CLERK GR II (2X POLOKWANE, 1X PHALABORWA)**  
 This post is advertised in the DOD and broader Public Service.

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

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

**ENQUIRIES APPLICATIONS** : Maj J. Walkinshaw, (015) 299-3349  
**CLOSING DATE** : Department of Defence, North Signal Unit, P Bag x9304, Polokwane, 0070.  
 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/42** : **SENIOR REGISTRY CLERK GR II**  
 This post is advertised in the DOD and broader Public Service.

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/43** : **SENIOR REGISTRY CLERK GR II (GROUP 6)**  
This post is advertised in the DOD and broader Public Service.

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/44** : **SENIOR REGISTRY CLERK GR II (1X VISAGIE STR, 1X LIW, 1XMOD)**  
This post is advertised in the DOD and broader Public Service.

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

**DUTIES** : Receipt and dispatch mail/documentation. Receipt and dispatch of confidential and secret mail/documentation. Responsible for the classification and filing of documentation onto files. Provide files/information on request. Route, pend, closing and opening and maintenance of files to clients. Send and receive faxes. Advise clients wrt the classification of records. Keep finding aids (inventories, lists) to enable the retrieval of records. Assist the Chief Records Administrator. Act as first line supervision

over Records Administrator/s and Messenger. Transfer closed records to the record centre at the Service Centre and preparation of records for disposal. Provide inputs wrt Record Management to the CMI Service Centre. Answer enquiries wrt Record Management. Liaise regularly with clients and responsible for interpretation of client requirements.

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

**CLOSING DATE** : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.

12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/45** : **SENIOR REGISTRY CLERK GR II**  
This post is advertised in the DOD and broader Public Service.

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/46** : **SENIOR ADMINISTRATION CLERK GR II (2X WONDERBOOM)**  
This post is advertised in the DOD and broader Public Service.

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/47** : **SENIOR REGISTRY CLERK GR II (2X HEIDELBERG, 1X JHB, 1X GAUTENG)**  
This post is advertised in the DOD and broader Public Service.

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/48** : **SENIOR TELECOM OPERATOR GR II**  
This post is advertised in the DOD and broader Public Service.

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/49** : **SENIOR TELECOM OPERATOR GR II**  
This post is advertised in the DOD and broader Public Service.

**SALARY** : R76 194 per annum  
**CENTRE** : SA Army, Dequar Signal Unit, Pretoria.  
**REQUIREMENTS** : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records



- administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, good inter-personal-, supervisory-, numeric- literacy- and problem solving skills.
- DUTIES** : Canalise incoming and outgoing calls to appropriate person/division. Answer general enquiries. Make calls on behalf of members. Record keep of private calls (make on the behalf). Handle international calls. Connect lines and ring. Take notes and give messages. Advise users wrt the using of phones, external and internal lines. Train switchboard operators. Test lines. Assist principal switchboard operator. Allocate extensions and lines to users. Update satellite telephone directory. Keep statistics (eg faults). Check private calls and see to it that costs for calls are recovered. Administer telephone accounts for the satellite. Control attendance, leave and shift register for the satellite and ensure that the satellite switchboard is in a working condition.
- ENQUIRIES** : WO1 R. Visser, (012) 529 0255.
- APPLICATIONS** : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
- CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/50** : **SENIOR REGISTRY CLERK GR II**  
This post is advertised in the DOD and broader Public Service.
- SALARY** : R76 194 per annum
- CENTRE** : SA Army, Dequar Signal Unit, Pretoria.
- REQUIREMENTS** : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, ability to interpret relevant directives and instructions/guidelines-, problem solving-, analytical thinking-, planning skills. Ability to organise own work and that of subordinates. Ability to render a Record Management service independently.
- DUTIES** : Receipt and dispatch mail/documentation. Receipt and dispatch of confidential and secret mail/documentation. Responsible for the classification and filing of documentation onto files. Provide files/information on request. Route, pend, closing and opening and maintenance of files to clients. Send and receive faxes. Advise clients wrt the classification of records. Keep finding aids (inventories, lists) to enable the retrieval of records. Assist the Chief Records Administrator. Act as first line supervision over Records Administrator/s and Messenger. Transfer closed records to the record centre at the Service Centre and preparation of records for disposal. Provide inputs wrt Record Management to the CMI Service Centre. Answer enquiries wrt Record Management. Liaise regularly with clients and responsible for interpretation of client requirements.
- ENQUIRIES** : WO1 R. Visser, (012) 529 0255.
- APPLICATIONS** : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
- CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/51** : **SENIOR REGISTRY CLERK GR I (2X GARRISON, 1X TEK BASE, 1X JHB)**  
This post is advertised in the DOD and broader Public Service.
- SALARY** : R73 584 per annum
- CENTRE** : SA Army, Gauteng Signal Unit, Pretoria.
- REQUIREMENTS** : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operate office machines (fax, photocopier, franking machine)-, planning- and organise own work.
- DUTIES** : Receipt, opening and preliminary sorting of incoming restricted/ confidential, mail/documentation. Prepare restricted/confidential mail/ documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/ documentation in relevant registers. Classification

and filing of documentation onto files. Provide files/information on request. Route, pend, close, open and maintain files to clients. Send and receive faxes. Advise clients wrt the classification of records. Keep finding aids (inventories, lists) to enable the retrieval of records. Assist the Chief Records Administrator. Act as first-line-supervision over Records Administrator/s and Messenger/s and acting as a team leader in the Record Office.

**ENQUIRIES** : WO1 R. Visser, (012) 529 0255.  
**APPLICATIONS** : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.  
**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/52** : **SENIOR TELECOM OPERATOR GR I**  
This post is advertised in the DOD and broader Public Service.

**SALARY** : R73 584 per annum  
**CENTRE** : Western Cape Signal Unit, Youngsfield, Cape Town.  
**REQUIREMENTS** : NQF Level 2 -3: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operating office equipment-, good inter-personal- and basic supervising skills.

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

**ENQUIRIES** : Lt Col D. Janse Van Rensburg, (021) 787-1700  
**APPLICATIONS** : Department of Defence, Western Cape Signal Unit, Private Bag X1, Kenwyn, 7790.  
**CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/53** : **SENIOR REGISTRY CLERK GR I (1X VISAGIE STR, 1X POYNTONS, 2X MOD)**  
This post is advertised in the DOD and broader Public Service.

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

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

**ENQUIRIES** : WO1 R. Visser, (012) 529 0255.  
**APPLICATIONS** : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.  
**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/54** : **SENIOR REGISTRY CLERK GR I**  
This post is advertised in the DOD and the Public Service.

- SALARY** : R73 584 per annum  
**CENTRE** : Mpumalanga Signal Unit, Mbombela.  
**REQUIREMENTS** : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operate office machines (fax, photocopier, franking machine)-, planning- and organise own work.
- DUTIES** : Receipt, opening and preliminary sorting of incoming restricted/ confidential, mail/documentation. Prepare restricted/confidential mail/ documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/ documentation in relevant registers. Classification and filing of documentation onto files. Provide files/information on request. Route, pending, closing and opening and maintenance of files to clients. Send and receive faxes. Advise clients wrt the classification of records. Keep finding aids (inventories, lists) to enable the retrieval of records. Assist the Chief Records Administrator. First-line-supervision over Records Administrator/s and Messenger/s and act as a team leader in the Record Office.
- ENQUIRIES** : Lt N. Diederiks, (013) 756-2547  
**APPLICATIONS** : Department of Defence, Mpumalanga Signal Unit, P Bag X11277, Mbombela, 1200.
- CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/55** : **SENIOR ADMINISTRATION CLERK GR I (RECEPTION)**  
This post is advertised in the DOD, broader Public Service and Media (Flyers)
- SALARY** : R73 584 per annum  
**CENTRE** : SA Army Training Formation, Pretoria.  
**REQUIREMENTS** : NQF Level 4: preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate (MS Word and Excel). Strong administrative abilities, organising and planning skills, communication skills (verbal and written), mathematical skills, problem-solving skills. Ability to work independently or in a team.
- DUTIES** : Keep record, sort and distribute incoming mail. Keep record and dispatch outgoing mail and faxes. Direct telephone calls to the correct department, answering telephone enquiries, take messages and ensure that messages are given to the correct person. Attend to visitors and ensure that they are escorted to the correct personnel. Arrange parking for visitors and entrance to the Formation HQ. Develop a filing system for documents to ensure easy retrieval. Process letters, submissions, agendas, minutes. Check documents for completion and correctness.
- ENQUIRIES** : Capt M.C. Madisa, (012) 355-1391.  
**APPLICATIONS** : Department of Defence & Military Veterans, SA Army Training Formation, Private Bag X172, Pretoria, 0001.
- CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/56** : **SENIOR TELECOM OPERATOR GR 1 (2X SAMHS SIG TP)**  
This post is advertised in the DOD and broader Public Service.
- SALARY** : R64 410 per annum  
**CENTRE** : SA Army, MOD Signal Unit, Pretoria.  
**REQUIREMENTS** : NQF Level 2 -3: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Computer literate. Communicate effectively-, operating office equipment-, good inter-personal- and basic supervising skills.
- DUTIES** : Canalise of incoming and outgoing calls to appropriate person/division. Answer general enquiries. Make calls on behalf of members. Record keep of private calls (make on the behalf). Handle international calls, connection of lines and ring. Note down and giving of messages. Advise users wrt use of phones, external and internal lines. Act as team leader and train switchboard operators. Test lines and assist Principal switchboard operator.

**ENQUIRIES** : WO1 R. Visser, (012) 529 0255.  
**APPLICATIONS** : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.  
**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/57** : **TELECOM OPERATOR GR II**  
This post is advertised in the DOD and broader Public Service.

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

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

**ENQUIRIES** : WO1 R. Visser, (012) 529 0255.  
**APPLICATIONS** : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.  
**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).  
**NOTE** : Shift worker – night duties will be required.

**POST 44/58** : **REGISTRY CLERK GR II 2 POSTS**  
This post is advertised in the DOD and broader Public Service.

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

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

**ENQUIRIES** : Maj C.T. Cele, (018) 289-3200/1  
**APPLICATIONS** : Department of Defence, North West Signal Unit, Private Bag x2012, Noordburg, Potchefstroom, 2531.  
**CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/59** : **REGISTRY CLERK GR II (PHALABORWA)**  
This post is advertised in the DOD and broader Public Service.

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

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

**ENQUIRIES** : Maj J. Walkinshaw, (015) 299-3349  
**APPLICATIONS** : Department of Defence, North Signal Unit, Private Bag x9304, Polokwane, 0070.  
**CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/60** : **REGISTRY CLERK GR II**  
This post is advertised in the DOD and broader Public Service.

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

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

**ENQUIRIES** : Lt Col S. Walton, (031) 451-1054  
**APPLICATIONS** : Department of Defence, KZN Signal Unit, PO Box 21096, Bluff, 4036.  
**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/61** : **REGISTRY CLERK GR II**  
This post is advertised in the DOD and broader Public Service.

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

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

**ENQUIRIES** : Lt Col J.P. Smith, (051) 402-1983  
**APPLICATIONS** : Department of Defence, FS Signal Unit, Tempe Military Base, P Bag X40011, Bloemfontein, 0106.  
**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/62** : **REGISTRY CLERK GR II (OUDTSHOORN)**  
This post is advertised in the DOD and broader Public Service.

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

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

**ENQUIRIES** : Lt Col E. Assam, (041) 505-1227  
**APPLICATIONS** : Department of Defence, EC Signal Unit, PO Box 13419, Humewood, Port Elizabeth, 6013.  
**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/63** : **REGISTRY CLERK GR II (2X POYNTONS, 2X VISAGIE STREET)**  
This post is advertised in the DOD and the Public Service.

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

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

**ENQUIRIES** : WO1 R. Visser, (012) 529 0255.  
**APPLICATIONS** : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.  
**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/64** : **REGISTRY CLERK GR II (1X JHB)**  
This post is advertised in the DOD and broader Public Service.

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

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

**ENQUIRIES** : WO1 R. Visser, (012) 529 0255.  
**APPLICATIONS** : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.  
**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/65** : **REGISTRY CLERK GR II 2 POSTS**  
This post is advertised in the DOD and broader Public Service.

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

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/66** : **OPERATOR GR II**  
This post is advertised in the DOD, broader Public Service and Media (flyers)

**SALARY** : R62 094 per annum  
**CENTRE** : SA Army, ASB Limpopo, Polokwane  
**REQUIREMENTS** : NQF Level 2 – 4: preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate, effective communication, operate office equipment and good inter-personal skills.

**DUTIES** : Operate photocopy machine. Ensure that all files are updated. Maintain reproduction equipment. Provide reproduction service to the Base. Ensure client information is updated in the register. Responsible for the reproduction of original documents.

**ENQUIRIES** : Capt M.S. Selane, (015) 299-3439 / Mr M.L. Kupa, (015) 299-3445.  
**APPLICATIONS** : Department of Defence & Military Veterans, ASB Limpopo, Private Bag X9304, Polokwane, 0700.

**CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/67** : **REGISTRY CLERK GR II**  
This post is advertised in the DOD and broader Public Service.

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/68** : **REGISTRY CLERK GR II**  
This post is advertised in the DOD and broader Public Service

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

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

**ENQUIRIES** : Lt N. Diederiks, (013) 756-2547  
**APPLICATIONS** : Department of Defence, Mpumalanga Signal Unit, Private Bag X11277, Mbombela, 1200.  
**CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/69** : **REGISTRY CLERK GR II**  
This post is advertised in the DOD and broader Public Service.

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

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

**ENQUIRIES** : Lt Col D. Janse Van Rensburg, (021) 787-1700  
**APPLICATIONS** : Department of Defence, Western Cape Signal Unit, Private Bag X1, Kenwyn, 7790.  
**CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/70** : **REGISTRY CLERK GR I**  
This post is advertised in the DOD, broader Public Service and Media (Flyers)

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

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

**ENQUIRIES** : Lt Col D. Janse Van Rensburg, (021) 787-1700  
**APPLICATIONS** : Department of Defence, Western Cape Signal Unit, Private Bag X1, Kenwyn, 7790.  
**CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/71** : **SENIOR MESSENGER**  
This post is advertised in the DOD, broader Public Service and Media (Flyers)

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

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

**ENQUIRIES** : Maj C.T. Cele, (018) 289-3200/1  
**APPLICATIONS** : Department of Defence, North West Signal Unit, Private Bag x2012, Noordburg, Potchefstroom, 2531.  
**CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).



- POST 44/72** : **CLEANER GR II 2 POSTS**  
This post is advertised in the DOD, broader Public Service and Media (Flyers)
- SALARY** : R51 936 per annum  
**CENTRE** : North West Signal Unit, Potchefstroom.  
**REQUIREMENTS** : NQF Level 1 (ABET (Level 1 - 4). Special requirements (skills needed): Knowledge of cleaning equipment. Planning-, negotiation, interpersonal and organising skills. Communicate effectively. Must be physically healthy.
- DUTIES** : Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment and accommodation areas, kitchen and mess areas. Wash windows, walls and carpets. Polish furniture, frames, tiles and office equipment. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities.
- ENQUIRIES** : Maj C.T. Cele, (018) 289-3200/1  
**APPLICATIONS** : Department of Defence, North West Signal Unit, Private Bag x2012, Noordburg, Potchefstroom, 2531.
- CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/73** : **REGISTRY CLERK GR I**  
This post is advertised in the DOD, broader Public Service and Media (Flyers).
- SALARY** : R51 936 per annum  
**CENTRE** : North West Signal Unit, Potchefstroom.  
**REQUIREMENTS** : NQF Level 2 – 3: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Basic computer skills, basic numeric skills, ability to operate office machines (fax, photocopier, franking machine), planning skills. Ability to organise own work.
- DUTIES** : Receipt, open and preliminary sorting of incoming restricted, mail/documentation. Prepare restricted mail/documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/documentation in relevant registers.
- ENQUIRIES** : Maj C.T. Cele, (018) 289-3200/1  
**APPLICATIONS** : Department of Defence, North West Signal Unit, Private Bag X2012, Noordburg, Potchefstroom, 2531.
- CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/74** : **TELECOM OPERATOR GR I (MIDDELBURG)**  
This post is advertised in the DOD, broader Public Service and Media (Flyers)
- SALARY** : R51 936 per annum  
**CENTRE** : Mpumalanga Signal Unit, Mbombela.  
**REQUIREMENTS** : NQF Level 2 – 3: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in switchboard procedures will be a recommendation. Special requirements (skills needed): Communication skills, Basic computer literacy, operating office equipment, good inter-personal skills.
- DUTIES** : Canalise incoming and outgoing calls to appropriate person/division; Answer general enquiries; make calls on behalf of members; keep records of private calls (make on the behalf); handle international calls, connection of lines and ring; note down and give messages.
- ENQUIRIES** : Lt N. Diederiks, (013) 756-2547  
**APPLICATIONS** : Department of Defence, Mpumalanga Signal Unit, Private Bag X11277, Mbombela, 1200.
- CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/75** : **TRADESMAN AID**  
This post is advertised in the DOD, broader Public Service and Media (Flyers)

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

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

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

**CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/76** : **CLEANER GR II 2 POSTS**  
This post is advertised in the DOD, broader Public Service and Media (Flyers).

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/77** : **GROUNDSMAN GR II**  
This post is advertised in the DOD, broader Public Service and Media (Flyers)

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/78** : **REGISTRY CLERK GR I**  
This post is advertised in the DOD, broader Public Service and Media (Flyers).

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/79** : **GROUNDSMAN GR II**  
This post is advertised in the DOD, broader Public Service and Media (Flyers).

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

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

**ENQUIRIES** : Lt Col S. Walton, (031) 451-1054  
**APPLICATIONS** : Department of Defence, KZN Signal Unit, PO Box 21096, Bluff, 4036.  
**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/80** : **CLEANER GR II 2 POSTS**  
This post is advertised in the DOD, broader Public Service and Media (Flyers).

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

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

**ENQUIRIES** : Lt Col S. Walton, (031) 451-1054  
**APPLICATIONS** : Department of Defence, KZN Signal Unit, PO Box 21096, Bluff, 4036.  
**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/81** : **REGISTRY CLERK GR II**  
This post is advertised in the DOD, broader Public Service and Media.

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

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

**ENQUIRIES** : Lt Col S. Walton, (031) 451-1054  
**APPLICATIONS** : Department of Defence, KZN Signal Unit, PO Box 21096, Bluff, 4036.  
**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

- POST 44/82** : **CLEANER GR II 4 POSTS**  
This post is advertised in the DOD, broader Public Service and Media (Flyers).
- SALARY** : R51 936 per annum  
**CENTRE** : Eastern Cape Signal Unit, Port Elizabeth.  
**REQUIREMENTS** : NQF Level 1 (ABET Level 1 - 4). Special requirements (skills needed): Knowledge of cleaning equipment. Planning-, negotiation, interpersonal and organising skills. Communicate effectively. Must be physically healthy.
- DUTIES** : Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment and accommodation areas, kitchen and mess areas. Wash windows, walls and carpets. Polish furniture, frames, tiles and office equipment. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities.
- ENQUIRIES** : Lt Col E. Assam, (041) 505-1227  
**APPLICATIONS** : Department of Defence, EC Signal Unit, PO Box 13419, Humewood, Port Elizabeth, 6013.
- CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/83** : **CLEANER GR II 3 POSTS**  
This post is advertised in the DOD, broader Public Service and Media (Flyers).
- SALARY** : R51 936 per annum  
**CENTRE** : Free State Signal Unit, Bloemfontein.  
**REQUIREMENTS** : NQF Level 1 (ABET (Level 1 - 4). Special requirements (skills needed): Knowledge of cleaning equipment. Planning-, negotiation, interpersonal and organising skills. Communicate effectively. Must be physically healthy.
- DUTIES** : Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment areas, accommodation, kitchen and mess areas. Wash windows, walls and carpets. Polish furniture, frames, tiles and office equipment. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities.
- ENQUIRIES** : Lt Col J.P. Smith, (051) 402-1983  
**APPLICATIONS** : Department of Defence, FS Signal Unit, Tempe Military Base, Private Bag X40011, Bloemfontein, 0106.
- CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/84** : **GROUNDSMAN GR II 2 POSTS**  
This post is advertised in the DOD, broader Public Service and Media (Flyers).
- SALARY** : R51 936 per annum  
**CENTRE** : Free State Signal Unit, Bloemfontein.  
**REQUIREMENTS** : NQF Level 1 (ABET (Level 1 - 4). Special requirements (skills needed): Must be able to operate a lawnmower and weed eater. Communicate effectively. Interpersonal and organising skills. Must be physically healthy.
- DUTIES** : Render the basic gardening services. Cultivate, prune and weed control. Remove all refuse. Maintain grounds alongside the tar roads. Prepare areas for functions. Help with the base maintenance related tasks.
- ENQUIRIES** : Lt Col J.P. Smith, (051) 402-1983  
**APPLICATIONS** : Department of Defence, FS Signal Unit, Tempe Military Base, Private Bag X40011, Bloemfontein, 0106.
- CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/85** : **SENIOR MESSENGER 2 POSTS**  
This post is advertised in the DOD, broader Public Service and Media (Flyers).
- SALARY** : R51 936 per annum  
**CENTRE** : Free State Signal Unit, Bloemfontein.  
**REQUIREMENTS** : NQF Level 1 (ABET (Level 1 - 4). Special requirements (skills needed): Basic Numeracy; Basic interpersonal relationship; organising skills and basic literacy skills.
- DUTIES** : Fetch and deliver documents and articles; Assist in the registration/registry division; Update register of documents delivered/ received.

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/86** : **REGISTRY CLERK GR I**  
 This post is advertised in the DOD, broader Public Service and Media (Flyers).

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/87** : **GROUNDSMAN GR II 3 POSTS**  
 This post is advertised in the DOD, broader Public Service and Media (Flyers).

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/88** : **REGISTRY CLERK GR II (GRAHAMSTOWN)**  
 This post is advertised in the DOD, broader Public Service and Media.

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

- POST 44/89** : **SENIOR MESSENGER (1X SAMHS SIG TP, 1X POYNTONS)**  
This post is advertised in the DOD, broader Public Service and Media (Flyers).
- SALARY** : R51 936 per annum  
**CENTRE** : SA Army, MOD Signal Unit, Pretoria.  
**REQUIREMENTS** : NQF Level 1 (ABET Level 1 - 4). Special requirements (skills needed): Basic Numeracy; Basic interpersonal relationship; organising skills and basic literacy skills.
- DUTIES** : Fetch and deliver documents and articles; Assist in the registration/registry division; Update register of documents delivered/ received.
- ENQUIRIES** : WO1 R. Visser, (012) 529 0255.  
**APPLICATIONS** : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
- CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/90** : **SENIOR MESSENGER (1X TEK BASE)**  
This post is advertised in the DOD, broader Public Service and Media (Flyers).
- SALARY** : R51 936 per annum  
**CENTRE** : SA Army, Gauteng Signal Unit, Pretoria.  
**REQUIREMENTS** : NQF Level 1 (ABET Level 1 - 4) Special requirements (skills needed): Basic Numeracy; Basic interpersonal relationship; organising skills and basic literacy skills.
- DUTIES** : Fetch and deliver documents and articles; Assist in the registration/registry division; Update register of documents delivered/ received.
- ENQUIRIES** : WO1 R. Visser, (012) 529 0255.  
**APPLICATIONS** : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
- CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/91** : **REGISTRY CLERK GR 1 (ARMY HQ)**  
This post is advertised in the DOD, broader Public Service and Media (flyers)
- SALARY** : R51 936 per annum  
**CENTRE** : A Army, Dequar Signal Unit, Pretoria.  
**REQUIREMENTS** : NQF Level 2 – 3: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Special requirements (skills needed): Basic computer skills, basic numeric skills, ability to operate office machines (fax, photocopier, franking machine), planning skills. Ability to organise own work.
- DUTIES** : Receipt, open and preliminary sorting of incoming restricted, mail/documentation. Prepare restricted mail/documentation for dispatch. Frank mail with the franking machine. Register incoming and outgoing restricted mail/documentation in relevant registers.
- ENQUIRIES** : WO1 R. Visser, (012) 529 0255.  
**APPLICATIONS** : Department of Defence, Military Base Wonderboom, Private Bag X01, Doornpoort, 0017.
- CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 44/92** : **GROUNDSMAN GR II 7 POSTS**  
This post is advertised in the DOD, broader Public Service and Media (flyers)
- SALARY** : R51 936 per annum  
**CENTRE** : SA Army, ASB Limpopo, Polokwane  
**REQUIREMENTS** : NQF Level 1 (ABET Level 1 – 4). Previous gardening experience will be an advantage. Special requirements (skills needed): Knowledge of plants and gardening equipment. Basic knowledge of health and safety. Physical strength and fitness to move materials and equipment. Ability to operate garden machinery and tools.
- DUTIES** : Clean outside terrain. Plant and maintain trees, flowers, lawn and cut edges. Remove refuse. Routine maintenance of fences and practice pest control.

**ENQUIRIES** : Capt M.S. Selane, (015) 299-3439 / Mr M.L. Kupa, (015) 299-3445.  
**APPLICATIONS** : Department of Defence & Military Veterans, ASB Limpopo, Private Bag X9304, Polokwane, 0700.  
**CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/93** : **SENIOR MESSENGER (1X ARMY COLLEGE, 2X ARMY HQ)**  
This post is advertised in the DOD and broader Public Service.

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

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

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

**CLOSING DATE** : 12 November 2010 (Applications received after the closing date and faxed copies will not be considered).

**POST 44/94** : **CLEANER GR II 7 POSTS**  
This post is advertised in the DOD, broader Public Service and Media (flyers)

**SALARY** : R51 936 per annum  
**CENTRE** : SA Army, ASB Limpopo, Polokwane  
**REQUIREMENTS** : NQF Level 1 (ABET Level 1 – 3). Special requirements (skills needed): Knowledge of cleaning equipment. Plan-, negotiate- interpersonal- and organising skills. communicate effectively. Must be physically healthy.

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

**ENQUIRIES** : Capt M.S. Selane, (015) 299-3439 / Mr M.L. Kupa, (015) 299-3445.  
**APPLICATIONS** : Department of Defence & Military Veterans, ASB Limpopo, Private Bag X9304, Polokwane, 0700.  
**CLOSING DATE** : 6 December 2010 (Applications received after the closing date and faxed copies will not be considered).

## DEPARTMENT OF ENERGY

<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Energy, Private Bag X19 Pretoria, and 0001 or hand delivered to Trevenna Building, Corner Mentjies and Schoeman Street. Sunnyside
<b><u>FOR ATTENTION</u></b>	:	Ms E Lethole
<b><u>CLOSING DATE</u></b>	:	19 November 2010
<b><u>NOTE</u></b>	:	Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful.

## OTHER POST

<b><u>POST 44/95</u></b>	:	<b><u>AUXILIARY SERVICE CLERK 3 POSTS</u></b>
<b><u>SALARY</u></b>	:	R66 750 per annum, Level 3
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 10 qualification with relevant experience and a valid unendorsed code 10 ( c ) driver's licence plus a valid PDP which will be an added advantage PLUS the following key competencies: <input type="checkbox"/> Knowledge of: • The Pta and Johannesburg areas • Government transport policies <input type="checkbox"/> Skills: • Good writing • Professional driving skill • Dealing with clients <input type="checkbox"/> Communication: • Verbal and writing <input type="checkbox"/> Creativity: • Problem solving
<b><u>DUTIES</u></b>	:	KRA's: • Transport officials between various centres • Deliver and collect post, documents and parcels in the department • Make and bind photo copies. Deliver and collect post to and from the post office.
<b><u>ENQUIRIES</u></b>	:	Ms R.Maepa ☎012 4444394



**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** 19 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 POST**

- POST 44/96** : **SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: GPW 64/2010**  
Unit: Stationeries (Zandfontein)
- SALARY** : R174 117 per annum, Level 8
- CENTRE** : Pretoria
- REQUIREMENTS** : \*Applicant must be in possession of a 3 year tertiary qualification in commerce or equivalent NQF level 6 and working experience in Stores Management or Senior Certificate (Grade 12) with extensive proven relevant working experience in Stores Management. \*Knowledge of the Public Finance Management Act and Treasury Regulations. \*Computer literacy (MS Word/Excel). \*Strong analytical, administration and organizational skills. \*Good verbal and written communication, as well as good interpersonal skills. \*People management and employment skills. \*Ability to manage external stakeholders. \* Ability to work under pressure. \*A Code 08 driver's license would be an added advantage
- DUTIES** : Key Responsibilities: \* Coordinate and maintain store administration \* Ensure the implementation of control measures. \* \* Manage orders and logistics thereof. \* Manage losses (ensure that losses are reported to loss control and are investigated). \* Manage supply chain processes for demand and supply. \*Facilitate physical stock verification. \*Reconcile stocktaking reports. \*Office inventory management. \*Prepare weekly and monthly reports to management. \*Ensure compliance with rules and regulations for supply chain. \* Ensure staff training, coaching, mentoring and performance management.
- ENQUIRIES** : Ms. S Badenhorst Tel: (012) 372-0151/2/3

## DEPARTMENT OF HEALTH

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

- APPLICATIONS** : Direct your application quoting the above relevant reference number to : The Director-General, Department of Health, Private Bag X828, Pretoria, 0001. Hand delivered applications may be submitted at Reception (Application Box), Civitas Building, corner of Andries and Struben Streets. No faxed or e-mailed applications will be considered.
- CLOSING DATE** : 29 November 2010 (Applications received after the closing date will not be considered).
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security clearance procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

## MANAGEMENT ECHELON

- POST 44/97** : **PAEDIATRIC SPECIALIST REF NO: NDOH 50/2010**  
Chief Directorate: Maternal, Child and Women's Health. Directorate: Child and Youth Health
- SALARY** : An all inclusive remuneration package of R652 572 per annum including choice of basic salary of 60% 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 applicable guidelines of the Senior Management Services.
- CENTRE REQUIREMENTS** : Pretoria  
: \*An MBChB or equivalent qualification with a registrable degree in Paediatrics with the Health Professions Council \*Postgraduate training in public or community health \*Appropriate experience in Clinical Paediatrics and child health \*Proven experience, training and leadership abilities in the field of Paediatrics and child health \*Managerial experience \*Computer literacy in MS Office \*Ability to work in a team \*Good interpersonal relations \*Good communication skills (written and verbal) \*Good planning and organisational skills \*Liaison skills at national and/or international level \*Must be prepared to travel and work irregular hours \*Valid Code B driver's licence.
- DUTIES** : \*Facilitate implementation of the Comprehensive HIV and AIDS Care, Management, Treatment and Support Plan for Children. This includes assisting health sciences faculties, schools and colleges to integrate the plan into their curricula \*Development of a mechanism for quality assurance of IMCI graduates \*Improving quality of child health care at all levels. \*Development, monitoring and evaluation of protocols for managing childhood illness in collaboration with the Chief Directorate: Health Information, Evaluation and Research \*Development of alternative methods of training health care providers on IMCI including Comprehensive HIV and AIDS Care, Management, Treatment and Support Plan for Children in order to accelerate implementation e.g. distance learning course \*Identify areas for research, develop research proposals and commission research with regard to Paediatric HIV and AIDS \*Develop a strategy to disseminate guidelines for the management of HIV infected children \*Provide technical advice to the Chief Director: Maternal, Child and Women's Health with regard to Paediatric HIV and AIDS including PMTCT, newborn, infant and child feeding \*Provide support to provinces capacity building in Comprehensive HIV and AIDS Care, Management, Treatment and Support Plan for Children \*Liaise and

**ENQUIRIES** : collaborate with national and international non-governmental organisations and academic institutions on child health issues.  
Ms D R Mohlabi at tel (012) 395-8018

**OTHER POATS**

**POST 44/98** : **ASSISTANT DIRECTOR: ACCOUNTS MANAGEMENT REF NO: NDOH 53/2010**  
(Contract Ending 30 June 2013)  
Chief Directorate: Financial Services and Deputy Chief Financial Officer.  
Directorate: Financial Management

**SALARY CENTRE REQUIREMENTS** : R 206 982 per annum (plus competitive benefits)  
: Pretoria  
: \*An appropriate three-year degree with Accountancy as a major subject or an equivalent NQF 6 Certificate \*At least four (4) years appropriate financial experience of which at least two (2) years were in a bookkeeping section of a government department at the level of Senior State Accountant \*In-depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act and Government banking procedures, Basic Accounting System (BAS) and Persal \*Workable knowledge of suspense and control accounts, travel and subsistence claims, debtors management and the compilation of the Annual and Interim Financial Statements \*Computer literacy \*Supervisory skills \*Good planning and organisational skills \*Good interpersonal relations \*Good communication skills (written and verbal) \*A valid Code B driver's licence.

**DUTIES** : \*Compile annual and interim financial statements for the National Department of Health as well as for the King George V Silver Jubilee Fund \*Monitor Conditional Grants transfers and sundry payments \*Execute delegated authority with regard to the approving of sundry payments \*Monitor that debts are taken on after receipt of all relevant documentation required \*Monitor that staff follow up debts in writing on a monthly basis \*Monitor that staff write off irrecoverable debts monthly \*Monitor that travel and subsistence advances and claims are captured timeously \*Assist with policy formulation and interpretation of instructions/regulations/ circulars on travel and subsistence \*Monitor banking, petty cash and revenue \*Monitor that banking is done in accordance with Treasury Regulations and that receipts are issued timeously \*Ensure that the face value forms in the storeroom are safeguarded \*Advise staff on how to clear related control accounts and monitor that monthly reconciliations are performed \*Confirm that petty cash for "head office" is administered correctly and perform frequent inspections on the cash at hand \*Check receipt books monthly \*Monitor that all revenue received for a particular month is transferred to SARS by not later than 4 working days before month end in which it was collected \*Monitor that the classification of revenue transferred is forwarded to National Treasury timeously \*Authorising sundry payments on Safetynet \*Ensure that Foreign Payments are captured on BAS \*Authorise telegraphic payments, etc via Safetynet \*Supervisory tasks:- ensure that staff receive proper training, evaluate the performance of Section Heads quarterly, address and rectify unacceptable behaviour, exercise delegated authority \*Writing of or updating financial policies relating to the functions of the Division.

**ENQUIRIES** : Ms S W Pretorius at Tel (012) 395-8868

**POST 44/99** : **PRINCIPAL FORENSIC ANALYST REF NO: NDOH 44/2010**  
Chief Directorate: Non-Communicable Diseases: Directorate: Forensic Pathology Services: Forensic Chemistry Laboratory

**SALARY CENTRE REQUIREMENTS** : R192 540 per annum (plus competitive benefits)  
: Pretoria  
: A three year BSc (or equivalent) with chemistry as a major subject. Proven extensive experience in toxicology analyses and analytical instruments such as gas chromatography (GC), mass spectrometry (MS) and high performance liquid chromatography (HPLC) and associated software packages, laboratory accreditation and laboratory safety. Extensive knowledge regarding toxicology analysis, including sample preparation for analyses for example solid phase extraction (SPE) and microwave digestion, statistical evaluation and interpretation of data created by using analytical

techniques such as those mentioned under duties below in experience requirements. Extensive experience in solving forensic scientific problems and of advanced method development. Knowledge of the Criminal Procedures Act, Health and Safety Act. Basic knowledge of judicial systems and court procedures. Knowledge of ISO17025 and its use in the laboratory. Good communication skills (written and verbal) in the English language. Good interpersonal skills. Computer literacy. A valid code (Code B) driver's licence. Candidates will be subjected to a practical test to determine their liquid and gas chromatography and mass spectrometry, sample preparation and compound identification abilities/skills, as well as computer skills.

**DUTIES** : \*Preparation of samples for analysis, these include activities such as grinding, weighing, chemical treatment, heating, filtration, evaporation, distillation, digestion (wet, dry, microwave), solid phase extraction \*Analysis of biological samples by means of certain processes and methods including, gas chromatography, high performance liquid chromatography, capillary electrophoresis, visual inspection, mass spectrometry, polarography, liquid chromatography, wet chemistry, spectrophotometry, atomic absorption spectroscopy, thin layer chromatography, etc. \*Statistical evaluation and interpretation of analytical data as well as calculation of results by means of mathematical formula \*Record sample information, complete and review analyses, statistical analysis, reviewing of reports, issuing of reports, certificates and affidavits \*Give evidence in courts of law \*Assist in construction of standard operating procedures \*Operation, maintenance and record keeping of all information and data associated with applicable instrumentation \*Advanced method development and validation on instrumentation \*Creating working instructions \*Mini-project management, assist with laboratory Health and Safety issues, accreditation, and Drug standards \*Assist with training and skills development \*Assist with administration duties e.g. drafting specifications and submissions of equipment.

**ENQUIRIES** : Ms Alida Grove at tel. (012) 322 6600.

**POST 44/100** : **PRINCIPAL FORENSIC ANALYST REF NO: NDOH 47/2010**  
Chief Directorate: Non-Communicable Diseases: Directorate: Forensic Pathology Services: Forensic Chemistry Laboratory

**SALARY** : R192 540 per annum (plus competitive benefits)  
**CENTRE** : Johannesburg.

**REQUIREMENTS** : A three year BSc in Chemistry or Diploma in Analytical Chemistry. A minimum of five years laboratory experience. Experience in both toxicology and blood alcohol analysis will be an added advantage. Computer literate with a basic understanding of windows and LIMS. Good communication and organisational skills. Knowledge of the following analytical techniques: gas chromatography (GC), liquid chromatography (LC), sample preparation techniques such as solid phase and liquid-liquid extraction as well as acid digestion, spectroscopic techniques such as mass spectrometry (MS), atomic absorption spectrometry (AAS) and inductive coupled spectrometry (ICP), gravimetric analysis and wet chemistry. Inductive and deductive attributes. Leadership skills. The successful candidate must display initiative and be able to function independently. A valid code B driver's licence. A test will be written to assess the practical knowledge of the applicant. Must be able to work with biological specimens such as human tissue and bodily fluids.

**DUTIES** : \*Assist forensic pathologists and police service in solving crime investigations by determining the presence of harmful substances in the human specimens. This includes the following duties: \*Extraction of organs and biological fluids such as blood, urine, eye-fluid and bile as well as suspected toxins \*Qualitative and quantitative analysis of samples on analytical instruments such as gas and liquid chromatographs coupled to various detectors, atomic absorption and inductive coupled spectrometer \*Operation and routine maintenance on instruments \*Process data using software packages such as Chemstation, Empower, Chromlynx, Masslynx, etc. \*Research (when required) \*Method development and validation (when required) \*Handling of mini projects such as case review, presentations, etc. \*Give evidence in a court of law \*Supervision of staff when required (usually in the absence of the supervisor)

**ENQUIRIES** : Ms Jose van Rooyen at tel. (011) 242 9704.

**POST 44/101** : **SENIOR DATA TECHNOLOGIST: NETWORKING REF NO: NDOH 51/2010**  
Chief Directorate: Financial Management. Directorate: Information Communication Technology

**SALARY** : R192 540 per annum (plus competitive benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate three-year Bachelor's degree/ National Diploma in Information Communication Technology/related field or equivalent NQF 6 Certificate and Controller Area Network (CAN), Certified Novell Engineer (CNE) and Microsoft Certified Systems Engineering (MCSE) \*At least three (3) years experience in the IT field which must include Novell, Microsoft and Linux \*Good planning, organisational and problem solving skills \*Strong interpersonal relations \*Good communication skills (written and verbal) \*Ability to work under pressure \*A valid Code B driver's licence.

**DUTIES** : \*Administer the following:- GroupWise system, all Network servers, Database systems, Transversal systems (BAS, Logis and Persal) \*VoIP and Network setup \*Configure, setup and maintain servers implementation of all systems \*Oversee all management and administration of all technical personnel and functions.

**ENQUIRIES** : Ms Kedibone Legoabe at tel (012) 395-8651

**POST 44/102** : **CONTROL WEB PROGRAMMER REF NO: NDOH 52/2010**  
Chief Directorate: Financial Management. Directorate: Information Communication Technology

**SALARY** : R192 540 per annum (plus competitive benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate three-year Bachelor's degree/ National Diploma in Information Communication Technology/related field or equivalent NQF 6 Certificate \*At least three (3) years experience in Information Technology Programming including computer systems analysing, research analysis, database design and management, web development (HTML and PHP) and programme/project management/planning \*Sound knowledge of Linux will be an added advantage \*Good planning, organisational and problem solving skills \*Strong interpersonal relations \*Good communication skills (written and verbal) \*Ability to work under pressure \*A valid Code B driver's licence will be an added advantage.

**DUTIES** : Conduct research, plan, develop and improve web- based systems \*Maintain web-based information systems and security \*Render an advisory service on web-based and other Information Communication Technology (ICT) systems \*Develop and maintain policies and procedures with regard to web technologies \*Manage problems in connection with access to web \*Supervise sub-ordinates.

**ENQUIRIES** : Ms Kedibone Legoabe at tel (012) 395- 8651

**POST 44/103** : **SENIOR FORENSIC ANALYST REF NO: NDOH 45/2010**  
Chief Directorate: Non-Communicable Diseases: Directorate: Forensic Pathology Services: Forensic Chemistry Laboratory

**SALARY** : R161 970 per annum (plus competitive benefits).  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A three-year BSc (or suitable equivalent) with Chemistry as a major subject. Proven experience in: Food and blood alcohol analyses and analytical instruments such as gas chromatography (GC), mass spectrometry (MS) and high performance liquid chromatography (HPLC) and associated software packages, laboratory accreditation and laboratory safety. Knowledge regarding sample preparation for analyses by for example solid phase extraction (SPE) and microwave digestion, statistical evaluation and interpretation of data created by using analytical techniques such as those mentioned in experience requirements. Experience in solving forensic scientific problems and of basic method development. Knowledge of the Criminal Procedures Act, Health and Safety Act and Foodstuffs and Cosmetics Act. Basic knowledge of judicial systems and court procedures. Knowledge of ISO17025 and its use in the laboratory. Good written, verbal and communication skills in the English language. Good interpersonal skills.

A valid code B driver's licence. Candidates will be subjected to a practical test to determine their liquid and gas chromatography and mass spectrometry, sample preparation and compound identification abilities/skills as well as computer skills.

**DUTIES** : \*Preparation of samples for analysis - this include activities such as grinding, weighing, chemical treatment, heating, filtration, evaporation, distillation, digestion (wet, dry microwave), solid phase and liquid/liquid extraction  
\*Analysis of food and blood samples by means of certain processes and methods including: gas chromatography, high performance liquid chromatography, visual inspection, mass spectrometry, wet chemistry, spectrophotometry, atomic absorption spectroscopy, thin layer chromatography etc \*Statistical evaluation and interpretation of data as well as interpretation of analytical data and calculation of results by means of mathematical formula \*Record sample information, complete and review analyses, statistical analysis, reviewing of reports, issuing of reports, certificates and affidavits \*Give evidence in courts of law \*Assist in construction of standard operating procedures \*Operation, maintenance and record keeping of all information and data associated with instrumentation \*Basic method development skills on instrumentation \*Creating working instructions \*Validation of methods.

**ENQUIRIES** : Ms A Grove tel. (012) 322 6600.

**POST 44/104** : **SENIOR FORENSIC ANALYST REF NO: NDOH 48/2010**  
Chief Directorate: Non-Communicable Diseases: Directorate: Forensic Pathology Services: Forensic Chemistry Laboratory

**SALARY CENTRE REQUIREMENTS** : R161 970 per annum (plus competitive benefits)  
: Johannesburg  
: A three year BSc in Chemistry or Diploma in Analytical Chemistry. Computer literate with a basic understanding of windows and LIMS, Good communication and organisational skills. Knowledge of the following analytical techniques: gas chromatography (GC), liquid chromatography (LC), sample preparation techniques such as solid phase and liquid-liquid extraction as well as acid digestion, spectroscopic techniques such as mass spectrometry (MS), atomic absorption spectrometry (AAS) and inductive coupled spectrometry (ICP), gravimetric analysis and wet chemistry. Inductive and deductive attributes. An independent worker who shows initiative. A valid code B driver's licence. A test will be written to assess the practical knowledge of the applicant. Must be able to work with biological specimens such as human tissue and bodily fluids.

**DUTIES** : \*Assist forensic pathologists and police service in solving crime investigations by determining the presence of harmful substances in the human specimens. This includes the following duties: \*Extraction of organs and biological fluids such as blood, urine, eye-fluid and bile as well as suspected toxins \*Qualitative and quantitative analysis of samples on analytical instruments such as gas and liquid chromatographs coupled to various detectors, atomic absorption and inductive coupled spectrometer \*Operation and routine maintenance on instruments \*Process data using software packages such as Chemstation, Empower, Chromlynx, Masslynx, etc. \*Research (when required) \*Give evidence in a court of law \*Give presentations when required.

**ENQUIRIES** : Ms Jose van Rooyen at tel. (011) 242 9704.

**POST 44/105** : **ASSISTANT FORENSIC ANALYST REF NO: NDOH 46/2010**  
Chief Directorate: Non-Communicable Diseases: Directorate: Forensic Pathology Services: Forensic Chemistry Laboratory

**SALARY CENTRE REQUIREMENTS** : R105 645 per annum (plus competitive benefits)  
: Pretoria  
: A three-year BSc degree or National Diploma or equivalent NQF level 6 certificate with Chemistry as a major subject. Knowledge of the types and uses of analytical equipment such as a gas chromatograph, high performance liquid chromatograph, mass spectrometer, polarograph, ion chromatograph, spectrophotometer atomic absorption spectroscopy and statistical evaluation. Prior working experience in the above would be an added advantage. Rudimentary computer literacy (spreadsheets, databases and word processors). Knowledge of the Criminal Procedures Act and Health

and Safety Act. Basic knowledge of judicial systems and court procedures. Knowledge of ISO17025 and its use in the laboratory. Good communication skills (written and verbal) and interpersonal relations. A valid code B driver's licence. (Candidates will be subjected to a practical test to determine their liquid and gas chromatography and mass spectrometry, sample preparation and compound identification abilities/skills, as well as computer skills).

**DUTIES** : \*Preparation of samples for analysis \*This includes activities such as grinding, weighing, chemical treatment, heating, filtration evaporation, distillation, digestion (wet, dry and microwave), solid phase extraction \*Analysis of biological samples by means of certain processes and methods including: gas chromatography, high performance liquid chromatography, capillary electrophoresis, visual inspection, mass spectrometry, polarography, wet chemistry, spectrometry, atomic absorption spectroscopy, thin layer chromatography, etc. \*Statistical evaluation and interpretation of data as well as interpretation of analytical data and calculation of results by means of mathematical formula \*Record sample information, complete and review analyses, statistical analysis, reviewing of reports, issuing of reports, certificates and affidavits \*Give evidence in courts of law \*Assist in construction of standard operating procedures \*Operation, maintenance and record keeping of all information and data associated with instrumentation \*Basic method development skills on instrumentation \*Creating working instructions \*Validation of methods.

**ENQUIRIES** : Ms Alida Grove at tel. (012) 322 6600.

**POST 44/106** : **SENIOR SPECIALISED AUXILIARY SERVICES OFFICER REF NO: NDOH 49/2010**

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

**SALARY CENTRE** : R73 584 per annum (plus competitive benefits)  
: Chief Directorate: Non-Communicable Diseases: Directorate: Forensic Pathology Services: Forensic Chemistry Laboratory, Johannesburg.

**REQUIREMENTS** : A Grade 12 or equivalent NQF 4 certificate with mathematics and physical science on standard grade. Experience in the handling of basic scientific equipment and mathematical calculations as well as exposure to a laboratory environment will be an added advantage. Computer literate. Good communication (written and verbal) and organisational skills. A team worker. Extremely reliable and responsible. Must be able to work with biological specimens such as human tissue and bodily fluids.

**DUTIES** : \*Assist forensic analysts and supervisor in the laboratory which includes the following duties: A. Blood laboratory unit: \*Transfer samples and relevant documentation from the reception to the Blood laboratory. Change site electronically \*Prepare batch files for analysts once a batch has been allocated by the supervisor \*Enter data into LIMS (Laboratory Information Management System) \*Prepare laboratory equipment and samples for analysis \*Ensure that fridges used for sample storage are in working condition \*Ensure that air conditioners are always in a working condition \*Stocktaking within the blood laboratory B. Toxicology unit: \*Transfer samples and documentation from the reception to the toxicology room. Change site electronically \*Store samples in the freezers and fridges \*Create toxicology files \*Maintain sample preparation area \*Ensure that fridges, freezers and air conditioners are always in a good working condition \*Monitor temperature within the room, the fridges and freezers on a regular basis \*Stocktaking within the toxicology extraction laboratory. Note: The successful candidate will be placed in either the blood alcohol or the toxicology unit.

**ENQUIRIES** : Ms Jose van Rooyen at tel. (011) 242 9704.

**DEPARTMENT OF LABOUR**

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

- APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office
- CLOSING DATE** : 15 November 2010
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post.

**MANAGEMENT ECHELON**

- POST 44/107** : **CHIEF DIRECTOR: HUMAN RESOURCES MANAGEMENT**  
Office of the Commissioner: Compensation Fund, Pretoria
- SALARY** : R790 953 all inclusive flexible package per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Individuals, who are in possession of a relevant three year tertiary or equivalent qualification with a proven managerial track record, can apply. The ideal candidate should be conversant with the public service transformation and management issues and have the ability to convert policy into action. Experience: Six Years relevant functional experience in management. Knowledge and Skills: ●Departmental policies and procedures ●Batho Pele Principles ●Labour Legislations relevant to the post (Public Finance Management Act, Treasury Regulations, Budget Guidelines, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act ) ●Human Resources Management ●Financial Management ●Human Resources Management ●Diversity management ●Strategic Management ●Computer literacy (MS Word, Excel, PowerPoint) ●General management ●Leadership ●Project management ●Interpersonal relations ●Communication (written and verbal) ●Negotiation ●Presentation ●Report writing
- DUTIES** : ●Compile and implement a Human Resources Management Strategy and HR plans, including strategy for development of human capital, employee retention as well as employee health and wellness. ●Provide strategic leadership and direction on the effective and efficient provision of the individual employee performance management and development system for the Fund. ●Provide strategic leadership and direction pertaining to the effective and efficient rendering of the human resources development services for the Fund. ●Strategically oversee organizational development services and the management of organization change management interventions ●Provide an integrated Human Resources Management support and ensure the implementation of all HR Policies in the Fund.



**ENQUIRIES** : Mr R Chauke, Tel. 012 309 4026

**OTHER POST**

**POST 44/108** : **OFFICE ADMINISTRATOR**  
Office of the Deputy Director-General: Corporate Services

**SALARY** : R140 208 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : A Senior Certificate with Typing as fully passed subject or a Secretarial Certificate / three year Diploma or equivalent qualification plus one to three years functional experience. Knowledge and Skills: Departmental policies and procedures, basic planning and organizing, administration procedures, Batho Pele principles, interpersonal relations, computer literacy, interpersonal relations, communication, telephone etiquette, organizing, judgment, analytical.

**DUTIES** : ●Arrange meetings and workshops. ●Attend to the Deputy Director-General's correspondence and respond to enquiries. ●Manage all travel and accommodation arrangements for the Deputy Director-General. ●Ensure the confidentiality of documents and security thereof. ●Perform all delegated functions in the absence of the Personal Assistant. ●Render a general secretarial and auxiliary services.

**ENQUIRIES** : Ms L Masiza Tel. 012 309 4626

## DEPARTMENT OF MINERAL RESOURCES

<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007, 70 Mentjies and Schoeman Street, Trevenna Campus, Sunnyside, 0001
<b><u>FOR ATTENTION</u></b>	:	Mr S Matlakala / Ms E Makhale
<b><u>CLOSING DATE</u></b>	:	19 November 2010
<b><u>NOTE</u></b>	:	Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. 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

<b><u>POST 44/109</u></b>	:	<b><u>DEPUTY DIRECTOR: ADMINISTRATION</u></b>
<b><u>SALARY</u></b>	:	R406 839 per annum, Level 11
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Three year tertiary qualifications in either Administration or Financial Fields coupled with experience in working within the public service sector finance environment and a drivers License PLUS the following key competencies: <input type="checkbox"/> Knowledge of: • Knowledge and understanding of legislation, policies and work procedure • Knowledge of the Mining Industry and the Mine Health and Safety Field • Knowledge of the public service legislation including PFMA <input type="checkbox"/> Skills: • Organisational skills • Communication Skills • Computer Skills • Management skills • Numeracy skills • Financial Management skills • Internal Audit skills • Financial Accounting skills • Reporting skills • Supervisory skills • Interpersonal skills <input type="checkbox"/> Communication: • Be able to communicate (Verbally or in writing) <input type="checkbox"/> Creativity: • Analytical thinker
<b><u>DUTIES</u></b>	:	Supervisor and develop staff. • Administer the consolidated Mineral Rehabilitation Budget (Compile Monitor, Correspondence, Payments, Audit support, etc. – exchequer as well as royalties and revenue). • Participate in and provide secretariat support to the Department of Mineral Resources Trust Account (Rehabilitation of Mines). • Monitor, on behalf of Branch management, the administrative process executed by the regions. • Provide operational leadership pertaining to the activities of the Head Office Division: - Human Resources, Financial Administration, Procurement, Asset Management.etc. Processes - Consolidation of levies and administrative fines payable.- Documentation Management (Registry, etc). • Advise Mineral Regulation Management on issues pertaining to finance, Human Resources, Procurement, Asset Management, etc
<b><u>ENQUIRIES</u></b>	:	Ms R.Nkambule , Tel: 012 444 3946
<b><u>POST 44/110</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK</u></b>
<b><u>SALARY</u></b>	:	R140 208 per annum, Level 7
<b><u>CENTRE</u></b>	:	Free State, Welkom
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma or Degree in Public Management / Administration with extensive relevant experience in Government Administration, Solid experience of administration and transport management and valid Code 8 Driver's Licence is essential. PLUS the following key competencies: <input type="checkbox"/> Knowledge of: • National Archives Act (Management of filing systems and Archives) • Minimum information of Security Standards • Office administration and understanding of the Functions of Registry • Assets Management • Procurement • Transport Procedures (Subsidised & GG Vehicles) • Supervision of some of the personnel <input type="checkbox"/> Skills: • Computer literacy (MS Word, Excel, Power Point, etc.

- Management of information systems in the sub-directorate: Administration
- Ability to function independently
- Organisational and leadership skills
- Analytical and excellent interpersonal skills
- Good negotiation and conflict skills
- ☐ Communication:
  - Good verbal and written communication skills
  - Good listening skills
  - Ability to negotiate clearly and concisely at different levels
- ☐ Creativity:
  - Ability to effectively detect shortcomings/problems and to propose solutions
  - Ability to design cover pages, brochures, registers, etc
- Must be an innovative and creative thinker

Recommendation: The following qualities of a candidate will serve as a strong recommendation: Positive attitude and willingness to perform various other functions in the absence of colleagues: Ability to perform under pressure

**DUTIES** : Process documents (letters, notices, memoranda, submissions, etc.)

- Maintain effective and efficient administrative controls and procedures
- Ensure the recording of applications on appropriate registers and capturing on the Mineral Resource Management System (MRMS)
- Ensure an effective implementation of the Departmental filing system
- Ensure the safekeeping of official records according to the Archive Instructions
- Ensure the effective distribution, tracking and record keeping of all files
- Effective supervision / management of some personnel
- Training and development of staff
- Effective management of transport
- Effective Assets Management and control
- Effective management and control of Departmental cellphones
- Maintain an efficient postal, courier and messenger services
- Manage and control Accommodation issues
- Procurement Issues – Ordering and recording of new assets
- Render an auxiliary service of a more advanced nature to senior colleagues, the general public, other State Departments and parastatals
- Perform any general work of routine nature, which may be delegated from time to time.

**ENQUIRIES** : Ms C L de Vos ☎ 057-391 1300 / 1322

**POST 44/111** : **RECEPTIONIST**

**SALARY** : R79 104 per annum, Level 4

**CENTRE** : Pretoria

**REQUIREMENTS** : Matric and or a certificate in customer care/reception services. Experience in working as a receptionist PLUS the following key competencies:

- ☐ Knowledge of:
  - Telephony and switchboard operations
  - Customer care
  - Desktop computer services
- ☐ Skills:
  - Telephone etiquette
  - Good interpersonal relations
  - Problem solving
- ☐ Communication:
  - Very articulate
  - Speak English and any two other languages
- ☐ Creativity:
  - To be able to apply their mind to queries and customer needs

Recommendation: Preference will be given to candidates with receptionist experience within the public sector.

**DUTIES** : Physically man the DMR reception

- Answer all calls routed to the switch board and reception
- Manage the reception area of the DMR
- Guide walk in clients/visitors of the DMR

**ENQUIRIES** : Mr. Siyabonga Kheswa ☎ 012 444 3225

**NATIONAL TREASURY**

**CLOSING DATE** : (15 November 2010)  
**NOTE** : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks, It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

**MANAGEMENT ECHELON**

**POST 44/112** : **SPECIALIST: STRATEGIC PROJECTS REF NO: S149/2010**  
 3 year contract, renewable dependent on performance and need  
 Division: Budget Office – Neighborhood Development Programme

**SALARY** : R652.572 to R790.953 (all inclusive, dependent on experience) per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Qualification required: Masters or equivalent degree in minimum one of the following: Project Management, Civil Engineering, Urban Development, Town and Regional Planning, Economics, Development Planning, Finance/Commerce, Social Development/ Social Sciences, Public Administration and/or any other related discipline. Knowledge required: Experience in the strategic and operational management of urban and/or economic infrastructure and/or grant fund management is essential as is knowledge and experience related to municipal service delivery. Experience in programme and project management. Knowledge of the Public Finance Management Act, the Municipal Finance Management Act and other related Treasury instruments. Minimum 10 years' experience. Experience in local government workings and legislation.

**DUTIES** : The successful candidate will be responsible for Strategic Management and Planning (e.g. drive technical support and guidance for NDP and NDPG; coordinate all strategic stakeholder engagements; design and coordinate change management initiatives for NDP and municipalities; define, develop and implement mainstreaming and other strategic business concepts; drive development and implementation of strategic plans for NDP and NDPG, design and implement key strategic project-based interventions and systems ; develop strategies and policies for managing portfolio of projects and their implementation; provide strategic input into development of NDP standards and systems); Programme and Project Management; Financial Management; and Communication and Liaison

**APPLICATIONS** : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.bo@treasury.gov.za.

**CLOSING DATE** : 15 November 2010 at 12:00

**OTHER POSTS**

**POST 44/113** : **SENIOR FINANCIAL ANALYST: FINANCIAL MANAGEMENT IMPROVEMENT 2 POSTS REF NO: S146/2010**  
 Division: Office of the Accountant-General  
 Purpose: To contribute towards the management, coordination, facilitation and monitoring of the implementation of Government's financial management improvement and capacity building initiatives to ensure enhanced performance of Public Financial Management at all spheres of Government.

**SALARY** : From R406 839 per annum (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A recognized Bachelor's degree or National Diploma in Economics/Public Financial Management/Accounting/Internal audit/Risk Management • Thorough knowledge of public finance management frameworks • Experience wrt information analysis and report writing • Computer literacy especially maintenance of databases • Relevant experience in liaison with international/national stakeholders • Experience and knowledge of working with donors • especially the EU PRAG and its operation will be an advantage.

**DUTIES** : Contribute towards the development and maintenance of a Government wide financial management improvement and capacity building strategy • Support the development and maintenance of competency frameworks, occupational profiles and learning frameworks • Support the consultative processes in developing strategies and frameworks among relevant stakeholders • Participate in the analysis of capacity assessment results and contribute towards the development of appropriate capacity building solutions • Support the development and maintenance of curricula • Monitor the implementation of strategies and frameworks and recommend corrective action and improvements to the national capacity building • Monitor the implementation of strategies and frameworks and recommend corrective action and improvements to the national capacity building • Support and participate in ongoing consultation with Government Institutions to address training needs and organisational constraints • Support and participate in ongoing consultation with Government Institutions to address training needs and organisational constraints • Support and participate in the development of course material and review the content of training material • Support the coordination and implementation of internal capacity building programmers within the Office of the Accountant • Prepare guidelines, reports and communiqué to support the implementation of the capacity building model and financial management improvement programmes • Ensure alignment of capacity building initiatives to the financial management improvement objectives of government • Support the project management of financial management and capacity building activities. The following will be an advantage: A recognized Bachelor's degree or Higher National Diploma in the Theory of Education • Knowledge of SA development strategies and priorities • Excellent verbal and written communication proficiency • Persuasive and results-orientated with proven problem solving abilities • Experience in planning executing and reporting of projects.

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

**NOTE** : No late applications will be accepted.

**POST 44/114** : **FINANCIAL ANALYST: FINANCIAL MANAGEMENT IMPROVEMENT REF NO: S147/2010**

Division: Office of the Accountant-General

Purpose: To contribute towards the management, coordination, facilitation and monitoring of the implementation of Government's financial management improvement and capacity building initiatives to ensure enhanced performance of Public Financial Management at all spheres of Government.

**SALARY** : From R206 982 per annum (excluding benefits)

**CENTRE** : Pretoria

**REQUIREMENTS** : A recognized Bachelor's degree or National Diploma in Economics/ Public Financial Management/ Accounting/ Internal audit/ Risk Management • Thorough knowledge of public finance management frameworks • Experience of capacity building/training on public finance management • Experience wrt information analysis and report writing • Computer literacy especially maintenance of databases • Relevant experience in liaison with international/national stakeholders • Experience and knowledge of working with donors, especially the EU PRAG and its operation will be an advantage.

**DUTIES** : • Contribute towards the development and maintenance of a Government wide financial management improvement and capacity building strategy • Support the development and maintenance of competency frameworks, occupational profiles and learning frameworks • Support the consultative processes in developing strategies and frameworks among relevant stakeholders • Participate in the analysis of capacity assessment results and contribute towards the development of appropriate capacity building solutions • Support the development and maintenance of curricula • Monitor the implementation of strategies and frameworks and recommend corrective action and improvements to the national capacity building • Support and participate in ongoing consultation with Government Institutions to address training needs and organisational constraints • Develop and maintain appropriate knowledge management systems to inform progress towards a efficient and effective financial management competency base for whole of government • Support the project management of financial management and

capacity building activities. The following will be an advantage: A recognized Bachelor's degree or Higher National Diploma in Project Management • Knowledge of SA development strategies and priorities • Excellent verbal and written communication proficiency • Persuasive and results-orientated with proven problem solving abilities • Experience in planning executing and reporting of projects.

**APPLICATIONS**

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

**NOTE**

: No late applications will be accepted.

## 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 vacant posts, and persons whose appointment will promote representativity, will receive preference.*

- APPLICATIONS** : The Director General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand deliver to corner Bosman & Church Street, Public Works House
- FOR ATTENTION** : Ms. M. Masubelele
- CLOSING DATE** : 19 November 2010
- NOTE** : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Applications should be submitted on a signed Z83 Form, obtainable from any Public Service Department and must be accompanied by a comprehensive CV, certified copies of qualifications and identification document. Applications not complying with the above will be disqualified. Should you not hear from us within the next two months, please regard your application as unsuccessful. No faxed or e-mailed applications will be accepted. NB: 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. Application must reach us by no later than 16h00 of the closing date. Application received after the closing date will not be considered. Please forward your application, quoting the relevant reference number, to the address mentioned

## OTHER POST

- POST 44/115** : **EXECUTIVE SECRETARY: CHIEF DIRECTOR INTERNATIONAL RELATIONS AND STRATEGIC PROJECTS REF NO: 2010/238**
- SALARY** : R174 117 per annum
- CENTRE** : Head office (Pretoria)
- REQUIREMENTS** : A recognized tertiary qualification in Administration and appropriate experience in Office administration. The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently, with minimum supervision. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Experience in customer relations and client liaison, In addition, applicants must have the knowledge of budgeting processes and how to apply them. Knowledge of Government Procurement processes will be an advantage.
- DUTIES** : Manage the traffic in the office of Chief Director Efficient and effective Human Resources, Financial administrative support, Efficient and effective, including operating the LOGIS and BAS financial systems, Perform the duties of Chief User Clerk in the office of the Chief Director, Provisioning of stationery and supplies, Maintain an electronic post register for incoming and outgoing post, Maintain a filing registry in the office of the Chief Director, Electronic management of the Chief Director's diary, Schedule meetings and telephone management, Make official travel arrangements for the Chief Director, Assist with the preparation and development of Chief Director's presentations, reports and minutes of meetings, Arrange official functions for the office of the Chief Director, Assist in the identification and development of training material for the Chief Directorate and organize training facilities, Responsible for procurement processes within the office of the Chief Director and manage the petty cash, Assist in the development of the MTEF budget of the Chief Directorate and develop and maintain a monthly commitment register, Ensure the security profile and classification of documentation reports and information related to the office.
- ENQUIRIES** : Mr. P. Molefe, Tell: 082 784 9744

**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** : 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** : 22 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), and 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. Short-listed candidates will be subject to screening and security vetting to determine the suitability of a person for employment

**OTHER POST**

- POST 44/117** : **HUMAN RESOURCE PRACTITIONER: RECRUITMENT, SELECTION AND APPOINTMENTS REF NO: NDT171/2010**
- SALARY** : R130 425 per annum (Total package of R195 089 p.a) conditions apply
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 certificate qualification plus extensive experience in Human Resources Management, with specific reference to recruitment and selection; a relevant three year tertiary qualification in Human Resource Management will serve as an added advantage; Good interpersonal skills; Good communication skills (verbal and written); Customer oriented; ability to interpret and apply policies related to Human Resources Management, computer literate and knowledge of the PERSAL system.
- DUTIES** : Assist with the recruitment, selection and appointments of competent human resources in the department. Capture applications of employment for submission to Line Managers; Process PERSAL transactions in relation to recruitment; Attend short list and interview meetings and advise manager on recruitment and selection processes, Conduct reference checks and other verifications on applications; Assist the team with the provision of relevant statistics and reports; Provide administration and logistical assistant during orientation meeting for new employees and implementation of the Departmental retention policy. Render a high level of service delivery to line Management.
- ENQUIRIES** : Mr G Ntshane tel no: 012 310 3367



**THE PRESIDENCY**

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or hand deliver at 535 Proes Street, Arcadia, Pretoria, 0082
- FOR ATTENTION** : Ms Makgae
- CLOSING DATE** : 19 November 2010
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered, It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

**OTHER POST**

- POST 44/116** : **SENIOR SECRETARY: ADVISORY SUPPORT SERVICES**  
Contract linked to the term of office of the President's Parliamentary Counsellor
- SALARY** : R113 568 and 37% in lieu benefits per annum (salary level 6)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate or equivalent qualification as well as appropriate experience. Secretarial Diploma will be an added advantage. Good computer literacy with relevant computer packages (Ms-Word, MS Excel, PowerPoint and Outlook), typing skills, effective office administration skills including diary management skills. Good interpersonal relations, communication (verbal and written) and the ability to work both independently and in a team. Good organizational, coordination and planning skills. Incumbent must be willing to undergo screening for a security clearance.
- DUTIES** : The successful candidate will be responsible for providing secretarial and administrative support to the Parliamentary Counsellor, organize and coordinate all activities and tasks of the Parliamentary Counsellor. Make logistical arrangements for internal and external meetings and taking minutes when requested. Manage the diary, correspondence and workflow in the office. Drafting and typing correspondence/ documents including PowerPoint presentation. Document management in the office of the Parliamentary Counsellor. Coordinating the office logistics matters including travel and accommodation arrangements. Prepare and submit travel claims for approval and payment. Assist with procurement of goods and services for the office. Perform sessional work as and when required.
- ENQUIRIES** : Mr S Moshetsi 012 300 5322

## DEPARTMENT OF WATER AFFAIRS

**CLOSING DATE** : 12 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.

## OTHER POSTS

**POST 44/119** : **CHIEF ENGINEER GRADE A**  
 Directorate: Mechanical Electrical Engineering (Sub directorate: Mechanical Design)

**SALARY** : R507 114 per annum (all inclusive package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Engineering Degree (B Eng/BSC Eng) Six years post qualification engineering experience required. Valid driver's licence. Compulsory registration with ECSA as a professional Engineer.

**DUTIES** : Manage the Sub-Directorate Mechanical Design and report to the Director Mechanical/Electrical Engineering. Formulate policies and guidelines relative to the sub-directorate's functions including the performance management of person's reporting to him/her. Render specialist, professional and technical service to the clients and customers of the directorate of the directorate and sub-directorate. Develop, educate and train personnel and keep abreast with the latest technology. He/She will be faced with the challenging task of organising, planning, control and leading a technical team in the design of mechanical equipment required in dam outlet structures and bulk water transfer systems. In addition, he/she will supervise the designs and drawings, compilation of tender documents for the procurement of mechanical equipment, system and installations and subsequently, the adjudication of tenders. He/she will appoint and manage consultants to add to the technical team of this directorate when required. Train/mentor candidate engineers and technicians in the directorate

**ENQUIRIES** : Ms C Fourie (012)336 8621  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 44/120** : **CHIEF ENGINEER GRADE A**  
 Directorate: Mechanical And Electrical Engineering  
 Sub-Directorate: Electrical Design

**SALARY** : Package R507 114 (all inclusive) per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Engineering Degree (B Eng/BSC Eng) Six years post qualification engineering experience required. Valid driver's licence. Compulsory registration with ECSA as a professional Engineer

**DUTIES** : Formulate policies and guidelines relative to the sub-directorate's functions including the performance management of persons reporting to him/her. Render specialist, professional and technical service to the clients and customers of the directorate and sub-directorate. Develop, educate and train personnel and keep abreast with the latest technology. He/she will be faced with the challenging task of organising, planning, control and leading a technical team in managing the design and drawing up of specifications for

electrical installations for pump stations, water purification works, dam, large civil construction sites, etc. In addition, he/she will supervise the compilation of tender documents for the procurement of electrical plants, system and installations, and subsequently, the adjudication of tenders. To appoint and manage consultants to add to the technical team of this directorate when required. The training/mentoring of candidate engineers and technicians will also be part of his/her duties. Manage and assist engineers and technicians in the sub directorate.

**ENQUIRIES** : Ms C Fourie at Tel (012) 336 862  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 44/121** : **CHIEF ENGINEER GRADE A**  
 Directorate: Mechanical and Electrical Engineering  
 Sub-Directorate: Electronic Design

**SALARY** : R507 114 per annum, all inclusive package.  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Engineering Degree (B Eng/BSC Eng) Six years post qualification engineering experience required. Valid driver's licence. Compulsory registration with ECSA as a professional Engineer

**DUTIES** : Manage the Sub-Directorate Electronic Design and report to the Director Mechanical/Electrical Engineering. Formulate policies and guidelines relative to the sub-directorate's functions. Render specialist professional and technical service to the clients and customers of the directorate and sub-directorate. Develop, educate and train personnel and keep abreast with the latest technology. He/she will be changeling tasks of organising, planning, control and leading a technical team in managing the design and drawing up of specifications for telemetry systems, including SCADA, UHF, VHF and micro-wave radio networks for pump stations, water purification works, dams. Etc. To appoint and manage consultants to add to the technical team of this directorate

**ENQUIRIES** : Mrs C Fourie (012) 336 8621  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 44/122** : **CHIEF ENGINEER GRADE A**  
 Directorate: Mechanical and Electrical Engineering  
 Sub-Directorate: Electronic Design

**SALARY** : R507 114 per annum, all inclusive package  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Engineering Degree (B Eng/BSC Eng) Six years post qualification engineering experience required. Valid driver's licence. Compulsory registration with ECSA as a professional Engineer.

**DUTIES** : Manage the Sub-Directorate Electronic Design and report to the Director Mechanical/Electrical Engineering. Formulate policies and guidelines relative to the sub-directorate's functions. Render specialist professional and technical service to the clients and customers of the directorate and sub-directorate. Develop, educate and train personnel and keep abreast with the latest technology. He/she will be changeling tasks of organising, planning, control and leading a technical team in managing the design and drawing up of specifications for telemetry systems, including SCADA, UHF, VHF and micro-wave radio networks for pump stations, water purification works, dams. etc. He/she will appoint and manage consultants to add to the technical team of this directorate when required. Train/mentor candidate engineers and technicians in the sub-directorate.

**ENQUIRIES** : Mrs C Fourie at Tel (012) 336 8621  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand

deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 44/123** : **CHIEF ENGINEER GRADE A**  
 Directorate: Mechanical and Electrical Engineering  
 Sub-Directorate: Mechanical Design

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

**DUTIES** : Formulate policies and guidelines relative to the sub-directorate's functions including the performance management of persons reporting to him/her. Render specialist, professional and technical service to the clients and customers of the directorate and sub-directorate. Develop, educate and train personnel and keep abreast with the latest technology. He/she will be faced with the challenging task of organising, planning, control and leading a technical team in managing the design and drawing up of specifications for electrical installations for pump stations, water purification works, dam, large civil construction sites, etc. In addition, he/she will supervise the compilation of tender documents for the procurement of electrical plants, system and installations, and subsequently, the adjudication of tenders. To appoint and manage consultants to add to the technical team of this directorate when required. The training/mentoring of candidate engineers and technicians will also be part of his/her duties. Manage and assist engineers and technicians in the sub directorate

**ENQUIRIES APPLICATIONS** : Mrs C Fourie at Tel (012) 336 8621  
 : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 44/124** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING FINANCE AND SUPPLY CHAIN MANAGEMENT NWRI**  
 Directorate: Southern Operations

**SALARY CENTRE REQUIREMENTS** : R 378 456 all inclusive package  
 : Port Elizabeth  
 : Degree in Financial Administration /or equivalent management qualifications. Three – Five years management experience in financial administration. Extensive experience in a Financial Management and revenue collection environment. Extensive knowledge in SAP. Computer Literate in Microsoft Office including Excel. A valid driver's licence. Management skills.

**DUTIES** : Manage EWAM, Risk (financial) and systems and projects, Develop and evaluate Southern Operations budget and expenditure. Customer relations and Tariff calculations. Develop an audit functioning system. Revenue collection from customers. Support Area Offices. Budget control, accounting practices and related functions. Ensure that the budgets of area offices are effectively managed, regularly monitored and reported to management for timeous intervention. Supervisor and manage the finance units and functions, which include Expenditure Control, Accounting, Revenue, Stores, Procurement, Asset and Disposal management, Collect, analyse, interpret and report relevant data as requested. Manage SAP systems and ensure optimal utilisation

**ENQUIRIES APPLICATIONS** : Mr D Coetzee (041) 508 9702  
 : Please forward your application quoting the reference number to: The Department of Water Affairs Director: Southern Operations, Department of Water Affairs, P.O Box 5501, Port Elizabeth, Walmer, 6065

**FOR ATTENTION** : Ms. P Erasmus

**POST 44/125** : **SCIENTIST PRODUCTION (GRADE A-C) WATER RESOURCE ASSESSMENTS**

**SALARY** : R298 053 – 456 921 per annum (all inclusive package) offer based on proven experience

**CENTRE** : Pretoria

**REQUIREMENTS** : Science degree (Bsc) (Hon) or equivalent qualification, Compulsory registration with the SACNASP as a professional, 3 Years post qualification experience. Drivers Licence

**DUTIES** : Conduct catchment assessments and produce a catchment assessment report on the status quo of water resources in a catchment. Analyse the impacts of land based activities on water resources and report on modelling, baseline and impacts assessment Assess new statistical and scientific models and provide knowledge and general information on their applicability in different analytical situations Catchment Characterisation: Assess the relationship between rainfall, run-off and soil for the catchment. Assist in the process of integrating surface and groundwater quantity and quality and other catchments aspects based on scientific principles Support the use of remote sensing information and GIS in integrated water resources studies to illustrate the conditions in a catchment and the interaction between hydrological processes in the integrated hydrological cycle. Contribute information in the compilation of the state of water resources report. Provide scientific data, information and advice as requested and liaise with relevant bodies/councils on science-related matters to promote accessibility of information. Mentoring of junior personnel on Catchments characterisation and assessment, and the evaluation of Results Give presentation or poster at conferences and/or publish in a journal

**ENQUIRIES** : Ms T Zokufa at Tel: 012 336 8592

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

**FOR ATTENTION** : Ms T Bapela

**POST 44/126** : **SCIENTIST PRODUCTION (GRADE A-B) WATER RESOURCES MODELLING 2 POSTS**

**SALARY** : R298 053 – 456 921 per annum (all inclusive package) offer based on proven experience

**CENTRE** : Pretoria

**REQUIREMENTS** : Science degree (Bsc) (Hon) or equivalent qualification, Compulsory registration with the SACNASP as a professional, 3 Years post qualification experience. Drivers Licence

**DUTIES** : Extraction of raw data from available Departmental databases, Analyse, Run data classification, preparation programmes (Class R; Patch R; etc.). Conduct Rainfall runoff model simulations using ACRU, WRSM2000/WRSM2005 and other available tools. Report on the state of a catchment's water resources, taking into account the atmospheric changes, flood occurrence, land features and their characteristics and partake in other catchment studies like yield & water availability investigations and feasibility studies. Perform Systems Analysis on river systems using the available tools e.g. WRYM, MIKE models and modelling platforms. Identify Departmental information and data needs, alternative data sources Employ methodical (statistical and mathematical) tools in areas where there is lack or no data available for assessing the status quo Work with specifically designed computer modelling packages to assess the most effective methods and introduce available modern computing infrastructure. Assisting in the process of integrating surface and groundwater quantity and quality and other catchments aspects based on scientific principles Liaise with specialist's clients and professional service providers Give paper and/or poster presentations at conferences and/or publish in journals

**ENQUIRIES** : Ms T Zokufa at Tel: 012 336 8592

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

**FOR ATTENTION** : Ms T Bapela

**POST 44/127** : **INSTITUTIONAL DEVELOPMENT OFFICER [WATER MANAGEMENT INSTITUTIONS GOVERNANCE] 4 POST**

**SALARY** : R192 540 all inclusive package

**CENTRE** : Pretoria

**REQUIREMENTS** : A Degree in Natural or Social Science or equivalent tertiary qualifications coupled with a 3 to 5 years working experience An understanding of organisational development, cooperative governance, institutional structures, corporative governance and risk management as well as integrated water resource management is imperative. Extensive knowledge on Governance and Risk Management is essential. Experience in the water sector, the ability to function in a multi-disciplinary team, creative thinking and willingness to operate and adapt to changing circumstances. The ability to liaise with key stakeholders in the major water use sectors is essential and being computer literate, a must. Project management and financial management experience essential. Good written and verbal communication as well as a valid code 8 driver's licence

**DUTIES** : Facilitation of Public Participation Processes for the establishment of water management institutions Developing and communicating generic and water management area specific policies and guidelines on the institutional arrangements between water management institutions and other institutions Establishment and development of water management institutions and non-statutory bodies Assist with the organisation and operation of water management institutions and non-statutory bodies Promote, facilitate and oversee the process of establishing and developing water management institutions through the DWA Regional Offices, including review of proposals for establishment and delegation of functions Administering the process of water management institutions, establishment, development and oversight as well as advisory committees Develop the requirements and guidelines for water management institutions functioning, and perform the institutional regulation and oversight Reviewing and approving water management institutions business plans as well as oversight of water management institutions operations against annual reports and business plans Cooperative Governance: Provide linkages between organs of state, government departments and other institutions Provide guidance in the practical implementation of the water legislation as it relates to water management institutions, with particular reference to the establishment of water user associations, catchment management agencies and the development of catchment management strategies develop in association with the regional offices and stakeholders of the necessary policy and strategies for water management institutions and ensuring the implementation thereof Providing support to and auditing of regional offices regarding the establishment of water management institutions Extensive travelling to consult with the public and to visit regional offices on a regular basis

**ENQUIRIES** : Mr K Khorommbi 012 336 8872

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

**FOR ATTENTION** : Ms T Bapela

**POST 44/128** : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT NWRI**  
Directorate: Southern Operations

**SALARY** : R 192 540 per annum

**CENTRE** : Port Elizabeth

**REQUIREMENTS** : A three year Degree or Diploma in Human Resource Management with at least Five years experience in HR transactions. Computer literacy. Knowledge of PERSAL, Legislative Framework.

**DUTIES** : Maintain the transaction system to ensure effectiveness and perform spot checks to ensure accurate capturing. Deal with problem cases and monitor the quick response to transactions. Keep up-to-date with the latest policies and guidelines. Set guidelines to ensure the effective flow of data from and to transaction points. Implement policies. Facilitate the recruitment and selection of personnel. Receive recruitment needs and supervise

recruitment procedures, ensuring adherence to recruitment policy. Provide advise on HR information to the managers. Compile HR transaction reports and analyse transaction tendencies, advising management thereon. Maintain HR Records management / registry.

**ENQUIRIES** : Ms P Erasmus (041)-508 9704  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Director: Southern Operations, P.O Box 5501, PORT ELIZABETH, Walmer, 6065

**FOR ATTENTION** : Ms. P. Erasmus

**POST 44/129** : **LANGUAGE PRACTITIONERS 2 POSTS**  
Office of the Director - General

**SALARY** : R 192 540 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Candidates must be in a possession of three year qualification in languages including English. A diploma in communication and a driver's licence will be an added advantage. Good command of written and oral English and any other official languages. Be able to do quality control of documents. Computer literacy particularly MS Office is essential. The candidate must be willing to work odd hours when requested. The successful candidate must have the following skills, good interpersonal relations, planning and organising skills and must be a team player

**DUTIES** : The successful candidate will be responsible for the following aspects: Provide key strategic support with regard to language editing, style and formatting of documents that are for the attention of the Director General and the Minister in accordance with the Manual on Written Communication: translate correspondence from one language to the other: advise DWA officials on the correct English usage: ensure that the Manual on Written Communication is updated as and when the information changes (changes must be communicated to all officials): liaise with officials within the Department regarding the promotion of the proper useage of formats and templates by conducting workshops and presentations.

**ENQUIRIES** : Mr SC Dlamini Tel: (012) 336 7665  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 44/130** : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A-C**  
Directorate: Mechanical and Electrical Engineering Sub-Directorate: Mechanical Design

**SALARY** : Package R170 154 (all inclusive) per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A National Diploma in Engineering, Three years post qualification technical experience. Valid driver's licence. Compulsory registration with ECSA as a professional Engineering Technician.

**DUTIES** : The candidate will be involved with the design, compilation of technical reports, 3-D draughting and drawing up of specifications for mechanical equipment for pump stations, water purification works, dams, large civil construction sites, etc. In addition, the incumbent will see to the compilation of the tender documents for the procurement of mechanical equipment, and subsequently, the adjudication process of tenders and the supervision of contractors in the execution of their contracts. He/she will also have to inspect mechanical equipment and installations at contractor's works and/ or departmental sites.

**ENQUIRIES** : Mr W Lyons at Tel (012) 336 8339  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 44/131** : **SENIOR ADMINISTRATIVE OFFICER: COMMUNITY DEVELOPMENT**

**SALARY** : R 161 970 all inclusive package  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate three year National Diploma or Degree coupled with experience and Project Management experience, Sound knowledge of 2020 Vision for Water Environment and Education Programme Sound knowledge of Education Sector Policies, Good verbal and communication skill. Good interpersonal and organisational skills. Ability to work under pressure and outside office hours. Ability to operate in a team environment.

**DUTIES** : The incumbent's duties will be among other things to provide administrative support to the Assistant Director and the regional structure of Vision 2020: Provide support to and report to the Assistant Director: Community Development Record, information and document management Create and maintain effective databases of the 2020 Vision Schools Administration of the business planning process and ensuring timely development of plans and reports Logistics administration of all events and processes relation to the 2020 Vision Programme Minute taking and reporting on all forums of the 2020 Vision programme, like 2020 Vision management meetings, LOC and NOC meetings Financial administration of the programme Support and provide necessary information to all regional coordinators, service providers and other units of DWA that are involved in Education and schools based activities Take responsibility for the Finance, HR, Administration and Procurement processes and activities for the 2020 Vision Programme and ensure that these are in line with the standards of government Support management on all issues relating to project management – through adequate early warning systems and ensuring that all deadlines are met by the team

**ENQUIRIES** : Mr V Mtya (012) 336-7587  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 44/132** : **CONTROL WATER OFFICER (OPERATIONS) NATIONAL WATER RESOURCES INFRASTRUCTURE BRANCH**  
 Directorate: Southern Operations

**SALARY** : R161 970 per annum  
**CENTRE** : Waterdown Dam  
**REQUIREMENTS** : A Grade 12 Certificate with mathematics as a passed subject. Appropriate experience within the field of water distribution for a period of three years as Chief Water Control Officer is required. Valid code EB (code 08) driver's license. The following will serve as recommendations: Thorough knowledge of Dam Safety, computer literacy, dam basin control, procurement procedures, good verbal and written communication skills, to be able to manage conflict and work under pressure.

**DUTIES** : Control and manage the water distribution for all government water schemes under his/her control. Manage the routine maintenance on the government water schemes under his/her control on the dams, outlet structures, canals / safety inspections on dams, within his/her area of responsibility. Manage flood control. Manage the water distribution on the waterworks / irrigation schemes through and with personnel of the water division. Supervise and audit water use date / register for all water users. Control and manage water works / irrigation schemes. Investigate and make recommendations on all problems of water users concerning water distribution and rights. Supervise and control the completion of applications for the temporary transfer of water rights. Manage all administration and Human Resource aspects. Supervise and collate data on algae and alien invasive plants on dams. Ensure healthy and safe working environment for sub-ordinates and to ensure compliance to Emergency Preparedness Plans, Operating Manuals and ensure correct and accurate Log Book assessments of mechanical infrastructure on all dams within the area of responsibility.

**ENQUIRIES** : Mr. JM Viljoen (082 804 1790)



**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Director: Southern Operations (NWRI), Department of Water Affairs, P.O. Box 5501, Walmer, 6065

**FOR ATTENTION** : Ms. P Erasmus

**POST 44/133** : **SENIOR TRAINING OFFICER NWRI**  
Directorate: Southern Operations

**SALARY** : R161 970 per annum

**CENTRE** : Port Elizabeth

**REQUIREMENTS** : An appropriate recognized three year degree / diploma or equivalent qualification and appropriate experience in the field of Human Resource Development. Knowledge of SAQA, NQF, skills Development Act. Valid driver's license. Computer literacy

**DUTIES** : Monitor trends in Organizational Development and advise management on training policies. Develop training plans and conduct needs assessments. Research appropriate training technologies and training aids. Present training programs to management and supervisors. Implement Learner ships and Internships. Develop the workplace skill plan. Monitor and co-ordinate the ABET program. Manage and administer the PMDS system. Interact with key stakeholders such as SETA, institutions, etc.

**ENQUIRIES** : Ms P Erasmus (041)-508 9704

**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Director: Southern Operations, Department of Water Affairs, P.O Box 5501, PORT ELIZABETH, Walmer, 6065.

**FOR ATTENTION** : Ms. P Erasmus

**POST 44/134** : **ENVIRONMENTAL OFFICER (PRODUCTION) GRADE A-C DRINKING WATER & WASTE WATER MANAGEMENT**

**SALARY** : R130 455 – R228 132 per annum (Offer made based on proven years of experience)

**CENTRE** : Bloemfontein

**REQUIREMENTS** : A four year degree or equivalent qualification in Natural or Environmental Science. 6 years post qualification experience. A valid driver's licence

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

**ENQUIRIES** : Ms P Ramunenyiwa 051 405 9000

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

**FOR ATTENTION** : Ms P Mogolo

**POST 44/135** : **ENVIRONMENTAL OFFICER GRADE A- C**

**SALARY** : R130 455 – R228 132 per annum (Offer made based on proven years of experience)

**CENTRE** : Western Cape

**REQUIREMENTS** : A four year degree or equivalent qualification in Natural or Environmental Science. 6 years post qualification experience. A valid driver's licence.

**DUTIES** : Plan and Implement regional biological control programme Collection and release of biological control agents Conduct regular site visits to monitor sites Increase awareness of stakeholders and land users regarding biological control and water weeds. Liaise with partners to ensure integrated control methods

**ENQUIRIES** : Ms P Lubelwana 021 950 7107

**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 16, and Sanlamhof 7532.or hand deliver to Sigma House Buliding, 3 Blanckenberg Road, and Bellville.

**FOR ATTENTION** : Mr Bonisile Saki

**POST 44/136** : **STATET ACCOUNTANT (SAP PROJECT ADMINISTRATION)**

**SALARY** : R130 425 per annum.  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A recognised degree or national diploma in information technology, financial information systems. Project Administration qualification will be an added advantage. Office administrative. Project Administration. Planning and Organising skills (written & Verbal). Interpersonal Skills. Time Management. Tasks follow up. Attention to detail. Detailed knowledge of MS Office. Detailed knowledge of MS projects.

**DUTIES** : Organising meetings, workshops and functions. Sit in some meetings. Workshops record and compile minutes/workshop outputs. Coordinate all activities against minutes. Maintain the project plan and update as appropriate. Coordinating all activities specified by the project plan and follow up on tasks and deliverables. Managing the issue, risk & scope change control processes (i.e. allocating ID numbers, obtaining approval/sign-off, creating and distributing replacement documents and maintaining the register)Coordinating the resolution of issues and risks and task follow ups. Administration of all procurement within the office. Capturing and maintaining the financial data. Managing the project time control process for consultants (i.e. receiving timesheets and reconcile to invoices and budgeted hours and cost). Assist in compiling programme related status reports and presentations. Implement and manage the program office document repository. Managing documents through the full life cycle

**ENQUIRIES** : Mrs IL Moloto 012 336 7435  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 44/137** : **CHIEF WATER CONTROL OFFICER (LOWER FISH / SUNDAYS)**  
**NATIONAL WATER RESOURCES INFRASTRUCTURE BRANCH**  
 Directorate: Southern Operations

**SALARY** : R 130 425 per annum  
**CENTRE** : Uitkeer  
**REQUIREMENTS** : A Grade 12 certificate with mathematics as a passed subject or a Departmental Water measurement and distribution test course certificate. Appropriate experience is required. Valid code EB (code 08) driver's license. The following will serve as recommendations: Thorough knowledge of Dam Safety, computer literacy, dam basin control, procurement procedures, good verbal and written communication skills, be able to manage conflict and work under pressure

**DUTIES** : Exercise control to ensure that water distribution functions on Government Water Schemes in a sub-area are executed efficiently and cost effectively. Train and evaluate staff on an ongoing basis. Promote work satisfaction and the optimal development and utilization of staff. Ensure that dams and canals are operated according to operation rules and are well maintained. Liaise with Control Water Control Officer regarding the operations and maintenance programs. Keep accurate records of water usage, both domestic and agriculture. Investigate complaints and water distribution problems. Relief duties in the area of responsibility of the Area Offices. Ensure healthy and safe working environment for sub-ordinates and ensure compliance to Occupational and Safety Act. Ensure compliance to Emergency Preparedness Plans, Operating Manuals and ensure correct and accurate Log Book assessments of mechanical infrastructure.

**ENQUIRIES** : Mr. J.M. Viljoen 082 804 1790  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs Director: Southern Operations (NWRI), Department of Water Affairs, P.O. Box 5501, Walmer, 6065

**FOR ATTENTION** : Ms. P. Erasmus

**POST 44/138** : **SENIOR ADMINISTARTIVE CLERK**

**SALARY** : R105 645 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12. Communication /Interpersonal Skills. Computer Literacy. Telephone etiquette. Administrative / Secretarial Skills and Understanding of Public Service Regulations. 3-5 years minimum experience

**DUTIES** : Ensures accurate completion and signing off forms . Ensures correct procedures are adhered to for requesting and accepting quotations. Manages purchases of equipment, supplies and service delivery. Manages store items. Purchases and controls all stationery. Managing the disposal of old stock. Ensures neat and accurate filing system. Ensures that all purchases are made within the given period of time. Types and drafts letters and memoranda. Manages routine correspondence and enquiries . Arranges all travel and accommodation for the officials. Completes the attendance register, records all leave forms, and completes all resignation and package forms. Ensures that the leave register id up to date. Issues salary advice slips and supplementary cheques to the employees monthly. Ensures that goods are delivered in time. Ensures that the correct goods are delivered as ordered and performs spot checks before signing the invoice. Files all invoices for payments .

**ENQUIRIES** : Mr K Khorombi 012 336 8872  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 44/139** : **WFW TRAINING AND SOCIAL DEVELOPMENT OFFICER**  
5 Year Contract

**SALARY** : R105 645 per annum  
**CENTRE** : George  
**REQUIREMENTS** : A relevant Training or Social Development qualification with 1-2 years relevant work experience in a Training or Social Development context OR a Grade 12 certificate plus 3–4 years relevant experience in Training or Social Development.

**DUTIES** : Plan, Coordinate, Implement and Monitor training and social development plans and programs. Identify, coordinate, and monitor training and social development service providers. Maintain and update service provider databases and manuals. Provide monthly reports and three-monthly schedules. Monitor and assess monthly training and social development reports, EPWP reports and expenditure. Ensure compliance with the training and social development project standards. Liaise with contractors, beneficiaries and project stakeholders on a regular basis. Support the development of exit plans for beneficiaries. Establish links with stakeholders to ensure integrated community development. Ensuring record-keeping and capturing of training and social development interventions. Coordinate sustainable environmental education initiatives

**ENQUIRIES** : Ms Yvette Du Plessis 021 941 6020  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, The Chief Director: Western Cape Region, Private Bag X Sanlamhoof 16, Belville, 7532

**FOR ATTENTION** : Mr Bonisile Saki

**POST 44/140** : **REGISTRY CLERK NWRI**  
Directorate: Southern Operations

**SALARY** : R105 645 per annum  
**CENTRE** : Port Elizabeth  
**REQUIREMENTS** : Senior Certificate and relevant experience. Knowledge of the National Archives Act. Computer literacy. Good interpersonal relationships.

**DUTIES** : Receipt of post, parcels and remittance / transferable items; filing of post; circulation of and search for files; outgoing post; movement of files; closure and termination of files and records other than correspondence files; keeping of essential registers / schedules; preparation and opening of files.

**ENQUIRIES** : Ms P Erasmus (041)-508 9704  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Director: Southern Operations, Department of Water Affairs, P.O Box 5501, Port Elizabeth, Walmer, 6065

**FOR ATTENTION** : Ms. P Erasmus

**POST 44/141** : **SENIOR ADMINISTRATIVE CLERK**

**SALARY** : R105 645 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12. Communication /Interpersonal Skills. Computer Literacy. Telephone etiquette. Administrative / Secretarial Skills and Understanding of Public Service Regulations. 3-5 years minimum experience

**DUTIES** : Ensures accurate completion and signing off forms . Ensures correct procedures are adhered to for requesting and accepting quotations. Manages purchases of equipment, supplies and service delivery. Manages store items. Purchases and controls all stationery. Managing the disposal of old stock. Ensures neat and accurate filing system. Ensures that all purchases are made within the given period of time. Types and drafts letters and memoranda. Manages routine correspondence and enquiries . Arranges all travel and accommodation for the officials. Completes the attendance register, records all leave forms, and completes all resignation and package forms. Ensures that the leave register is up to date. Issues salary advice slips and supplementary cheques to the employees monthly. Ensures that goods are delivered in time. Ensures that the correct goods are delivered as ordered and performs spot checks before signing the invoice. Files all invoices for payments . Maintain a stakeholder data base, arrange meetings and workshops .

**ENQUIRIES** : Mr K Khorombi 012 336 8872  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

**FOR ATTENTION** : Ms T Bapela

**POST 44/142** : **SENIOR WATER CONTROL OFFICERS NATIONAL WATER RESOURCES INFRASTRUCTURE BRANCH**  
Directorate: Southern Operations

**SALARY** : R87 978 per annum  
**CENTRE** : Kat River, De Mistkraal  
**REQUIREMENTS** : Grade 10 Certificate, Code B or EB driver license. A Certificate in Water Measurement and distribution test course Relevant experience in the field of water distribution, and water measurement. A mathematical background is essential for this position. Good communication and interpersonal skills Problem Solving. Ability to solve practical problems

**DUTIES** : General Administration Management. Ensuring compliance with the OHS Act. Ensure proper collecting hydrological data including water meter reading. Keep accurate and proper records of water consumption Operate and test infrastructure as per O&M manual and EEP on a regular basis. Reporting on all unauthorized activities and abstractions by water users. Report all faulty infrastructure(s). Communicate flood warning to all relevant parties. Training, development and evaluation of personnel.

**ENQUIRIES** : Mr. J.M Viljoen 082 804 1790  
**APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Director: Southern Operations (NWR), Department of Water Affairs, P.O. Box 5501, Walmer, 6065

**FOR ATTENTION** : Ms. P Erasmus

**POST 44/143** : **GENERAL FOREMAN (MECHANICAL MAINTENANCE EQUIPMENT) NATIONAL WATER RESOURCES INFRASTRUCTURE BRANCH**  
Directorate: Southern Operations

**SALARY** : R 73 584 per annum  
**CENTRE** : Uitkeer  
**REQUIREMENTS** : Applicants must be in a possession of a Grade 8 certificate. Good communication, reading and writing skills. Experience in the field of

Mechanical maintenance of bulk water infrastructure and construction equipment. Experience in supervising labour intensive tasks. Good interpersonal skill. Willingness to work hard. Willing to work shifts, overtime and perform standby duties, including on weekends and public holidays. Must have the ability to perform under pressure. Work outside in adverse weather conditions, on high structures with steep steps and vertical ladders. Work in confined spaces assessable through manholes. Valid code C1 driver's license. Willingness to undergo training.

**DUTIES** : The successful candidate will be responsible for the following Supervision of subordinates, perform routine inspections: perform routine maintenance tasks on GWS.

**ENQUIRIES APPLICATIONS** : Mr. J.M. Viljoen 082 804 1790  
Please forward your application quoting the reference number to: The Department of Water Affairs Director: Southern Operations, Department of Water Affairs P.O. BOX 5501, Walmer, PORT ELIZABETH, 6065

**FOR ATTENTION** : Ms. P Erasmus

**POST 44/144** : **GENERAL WORKER NATIONAL WATER RESOURCES INFRASTRUCTURE BRANCH**  
Directorate: Southern Operations

**SALARY CENTRE REQUIREMENTS** : R51 936 per annum  
Elandsdrift Dam  
Applicants must be in a possession of a Grade 10 certificate. Good communication, reading and writing skills. Able to read various water meters and gauge plates. Willingness to work hard. Willing to work shifts, overtime and perform standby duties, including weekends and public holidays. Knowledge on how to operate various pieces of machinery and equipment. Experience in the field of water distribution and maintenance of Water Infrastructure. Ability to work in a team. Willingness to undergo training. Valid driver's license

**DUTIES** : The successful candidate will be responsible for the following: Water releases and distribution from dams and canals according to instructions. Record water releases. Perform routine inspections and submit reports to the relevant water control officer. Perform routine maintenance tasks on GWS

**ENQUIRIES APPLICATIONS** : Mr. JM Viljoen 082 804 1790  
Please forward your application quoting the reference number to: The Department of Water Affairs, Director: Southern Operations (NWR1), Department of Water Affairs, P.O. Box 5501, Walmer, 6065

**FOR ATTENTION** : Ms P Erasmus

**POST 44/145** : **FOOD SERVICES AID II SUB**  
Directorate: Facilities

**SALARY CENTRE REQUIREMENTS** : R 51 936 per annum  
Pretoria  
Grade 8 – 10 relevant experience will be an added advantage Customer relation, Ability to work under pressure, Interpersonal Relations, good planning and organising skills, Knowledge of health and safety measures

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

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

**FOR ATTENTION** : Ms T Bapela

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

- APPLICATIONS** : Gauteng Shared Service Centre, 75 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222
- CLOSING DATE** : 19 November 2010
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

**MANAGEMENT ECHELON**

- POST 44/146** : **CHIEF SPECIALIST AND PROFESSOR/ASSOCIATE PROFESSOR/HEAD: CLINICAL DEPARTMENT (MEDICAL) GRADE 1 REF NO: 70257092**  
Directorate: Adjunct professor of Radiation Oncology
- SALARY CENTRE** : R 1 115 565 per annum (all-inclusive remuneration Package)  
Charlotte Maxeke Johannesburg Academic Hospital, Wits University and Department of Health and Social Development
- REQUIREMENTS** : Qualification: Appropriate qualification that allows registration with HPCSA as a Medical Specialist in normal Speciality or recognized Sub-Speciality. Registration: Registration with HPCSA as a Medical Specialist in a normal Speciality or in a recognized Sub-Speciality. Experience: A minimum of 9 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a Normal Speciality or in a recognized Sub-Speciality.
- DUTIES** : The post is based at Charlotte Maxeke Johannesburg Academic Hospital, at the level of Chief Specialist and has the overall responsibility for the Radiation Oncology services at the Chalotte Maxeke Johannesburg Academic, Helen Joseph and Rahima Moosa Mother & Child Hospitals, with responsibility for the teaching of undergraduate and post graduate students in the Faculty of Health Sciences at the University. The award of the title Professor/Associate Professor/Adjunct Professor will depend on the successful candidate's qualifications, research and other academic criteria. Active involvement in clinical work is critical as well as development of outreach services to the Charlotte Maxeke Johannesburg Academic Hospital cluster.
- ENQUIRIES** : Dr. M.I. Mofokeng, Tel No: (011) 488 3365  
Dr.B.T. Selebano, Tel No:(011)488 3792/93
- POST 44/147** : **CHIEF SPECIALIST AND PROFESSOR/ASSOCIATE PROFESSOR/HEAD: CLINICAL DEPARTMENT (MEDICAL) GRADE 1 REF NO: 70257093**  
Directorate: Adjunct professor of Plastic Surgery
- SALARY CENTRE** : R 1 115 565 per annum (all-inclusive remuneration Package)  
Charlotte Maxeke Johannesburg Academic Hospital, Wits University and Department of Health and Social Development
- REQUIREMENTS** : Qualification: Appropriate qualification that allows registration with HPCSA as a Medical Specialist in normal Speciality or recognized Sub-Speciality. Registration: Registration with HPCSA as a Medical Specialist in a normal Speciality or in a recognized Sub-Speciality. Experience: A minimum of 9 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a Normal Speciality or in a recognized Sub-Speciality.
- DUTIES** : The post is based at Charlotte Maxeke Johannesburg Academic Hospital, at the level of Chief Specialist and will carry the overall responsibility for the Plastic Surgery services at the Hospital, with responsibility for the teaching of undergraduate and post graduate students in the Faculty of Health Sciences

at the University. The award of the title Professor/Associate Professor/Adjunct Professor will depend on the successful candidate's qualifications, research and other academic criteria.

**ENQUIRIES** :

Dr. M.I. Mofokeng, Tel No: (011) 488 3365  
Dr. B.T. Selebano, Tel No: (011)488 3792/93

**POST 44/148** :

**CHIEF SPECIALIST AND PROFESSOR/ASSOCIATE PROFESSOR/HEAD: CLINICAL DEPARTMENT (MEDICAL) GRADE 1 REF NO: 70257094**

Directorate: Adjunct professor of Anaesthesia

**SALARY CENTRE** :

R 1 115 565 per annum (all-inclusive remuneration Package)  
Charlotte Maxeke Johannesburg Academic Hospital, Wits  
University and Department of Health and Social Development

**REQUIREMENTS** :

Qualification: Appropriate qualification that allows registration with HPCSA as a Medical Specialist in normal Speciality or recognized Sub-Speciality. Registration: Registration with HPCSA as a Medical Specialist in a normal Speciality or in a recognized Sub-Speciality. Experience: A minimum of 9 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a Normal Speciality or in a recognized Sub-Speciality.

**DUTIES** :

The post is based at Charlotte Maxeke Johannesburg Academic Hospital, at the level of Chief Specialist and will carry the overall responsibility for Anaesthesia at the Hospital, with responsibility for the teaching of undergraduate and post graduate students in the Faculty of Health Sciences at the University. The award of the title Professor/Associate Professor/Adjunct Professor will depend on the successful candidate's qualifications, research and other academic criteria.

**ENQUIRIES** :

Dr. M.I. Mofokeng, Tel No: (011) 488 3365  
Dr. B.T..Selebano, Tel No: (011) 488 3792/93

**POST 44/149** :

**CHIEF SPECIALIST AND PROFESSOR/ASSOCIATE PROFESSOR/HEAD: CLINICAL DEPARTMENT (MEDICAL) GRADE 1 REF NO: 70257095**

Directorate: Adjunct professor of Dermatology

This is a re-advertisement of the posts. Applicants who previously submitted their applications for consideration need not resubmit as they will be taken into consideration.

**SALARY CENTRE** :

R 1 115 565 per annum (all-inclusive remuneration Package)  
Charlotte Maxeke Johannesburg Academic Hospital, Wits  
University and Department of Health and Social Development

**REQUIREMENTS** :

Qualification: Appropriate qualification that allows registration with HPCSA as a Medical Specialist in normal Speciality or recognized Sub-Speciality. Registration: Registration with HPCSA as a Medical Specialist in a normal Speciality or in a recognized Sub-Speciality. Experience: A minimum of 9 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a Normal Speciality or in a recognized Sub-Speciality.

**DUTIES** :

The post is based at Charlotte Maxeke Johannesburg Academic Hospital, at the level of Chief Specialist and will carry the overall responsibility for Dermatology at the Hospital, with responsibility for the teaching of undergraduate and post graduate students in the Faculty of Health Sciences at the University. The award of the title Professor/Associate Professor/Adjunct Professor will depend on the successful candidate's qualifications, research and other academic criteria.

**ENQUIRIES** :

Dr. M.I. Mofokeng, Tel No: (011) 488 3365  
Dr. B.T.Selebano, Tel No: (011) 488 3792/93

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL  
DEPARTMENT OF ARTS AND CULTURE**

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

- APPLICATIONS** : The Manager: Human Resources Management and Development:  
Department of Arts and Culture, Private Bag X9140, Pietermaritzburg, 3200  
or Physical address: 171 Boshoff Street, Pietermaritzburg, 3201
- FOR ATTENTION** : Mrs NIS Mbhele
- CLOSING DATE** : 12 November 2010
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates (not copies of certified copies), driver's licence (where it is required) and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants that do not comply with the instructions indicated above will be disqualified. Applications received after the closing date will be disqualified. Candidates are encouraged not to send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. Suitable candidates will be subjected to personal suitability checks (criminal records, citizenship, credit checks, qualifications and employment verification)

**OTHER POSTS**

- POST 44/150** : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: ACT/325**  
Directorate: Legal Services  
Chief Directorate: Corporate Governance
- SALARY** : R242 253 – R588 816 per annum (MR-6)
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : •An appropriate recognized legal qualification or LLB coupled, with a minimum of five (5) years post qualification legal experience, three (3) of which should be at a managerial level •Extensive experience in the management of litigation matters •Proven ability to analyze, conceptualize and apply policy •Good negotiation, problem solving and conflict resolution skills •Extensive experience in legal research and drafting of legal opinions •Understanding of legal prescripts applicable to the Public Service and to the Department •Good communication skills (verbal and written) •Good office administration, planning and organizational skills •Computer Literacy (MS Word, Excel, PowerPoint, etc) • A valid B/EB driver's licence.
- DUTIES** : •Administer the provision of legal advice• Draft, manage and monitor departmental contracts •Undertake legal research and draft legal opinions •Undertake legal review and draft legislation and sub-ordinate legislation •Design and Implement systems that promote Legal Compliance in the Department •Manage and attend to litigation matters affecting the Department •Supervise, develop and manage employees' in accordance with the Employees Performance Management and Development System.
- ENQUIRIES** : Mr. M.D. Zulu (033) 341 3600
- POST 44/151** : **PERSONAL ASSISTANT TO THE HEAD OF DEPARTMENT REF NO: ACT/326**  
Directorate: Head Of Department's Office
- SALARY** : R192 540 –R232 590 per annum, Level 09



<b><u>CENTRE REQUIREMENTS</u></b>	: Head office, Pietermaritzburg : •An appropriate three (3) year tertiary qualification, coupled with a minimum of three (3) years relevant experience •Good interpersonal skills •High level of reliability, confidentiality, maturity, honesty and trust •Knowledge of the relevant legislation/policies/prescripts and procedures •Ability to do research and analyze documents •Sound knowledge of PFMA , Regulations, Treasury Regulations, Practice note etc •Ability to work independently or with limited supervision •Ability to work under pressure •Good communication (verbal and written) •A high level of computer literacy (MS Word, Excel, PowerPoint, etc) •A valid B/EB driver's licence.
<b><u>DUTIES</u></b>	: •Manage the Head of Department's diary •Assist the Office Manger with regard to meetings attended by the Head of Department so as to enable her to sufficiently execute her duties and responsibilities •Handle all appointments for the Head of Department •Attend to calls for the Head of Department •Make travel, accommodation and other logistics arrangements on behalf of the Head of Department •Accompany Head of Department to major visits and meetings as well as assist with administrative and logistics arrangements as directed by the Office Manager •Set up and maintain systems that will contribute towards improving efficiency in the office •Undertake day to day tasks of running the office of the Head of Department. Mr JM Mtshali (033) 264 3400
<b><u>ENQUIRIES</u></b>	: Mr JM Mtshali (033) 264 3400
<b><u>POST 44/152</u></b>	: <b><u>ASSISTANT MANAGER: RESEARCH AND DEVELOPMENT REF NO: ACT/322</u></b> Chief Directorate: Cultural Affairs Directorate: Culture Development
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R192 540 – R232 590 per annum, Level 09 : Head Office, Pietermaritzburg : •An appropriate three (3) year tertiary qualification, coupled with a minimum of three (3) years relevant experience, two (2) of which should be at a Supervisory level •Good communication skills (Written and Verbal) •Intensive knowledge of research methods •Good presentation skills •Project management and organisational skills •Knowledge of legislation related to the Department and to the post •Computer Literacy (Ms Word, PowerPoint, Excel) •A valid B/EB driver's licence.
<b><u>DUTIES</u></b>	: •Conduct research on moral regeneration, social cohesion, indigenous knowledge systems, cultural practices and rituals •Identify and conduct research on the necessary policies and programmes for culture development • Supervise, develop and manage employees' performance in accordance with the Employees Performance Management and Development System.
<b><u>ENQUIRIES</u></b>	: Mr ZS Ndimande – (033) 341 3605
<b><u>POST 44/153</u></b>	: <b><u>ASSISTANT MANAGER: TRANSLATION, INTERPRETING AND EDITING REF NO: ACT/323</u></b> Directorate: Language Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R192 540 – R232 590 per annum, Level 09 : Head Office, Pietermaritzburg : •An appropriate three (3) year tertiary qualification, coupled with a minimum of three (3) years relevant experience, two (2) of which should be at a Supervisory level •Good Communication skills (Written and Verbal) •Intensive knowledge of research methods •Good presentation skills •Project management and organizational skills •Knowledge of legislation related to the Department and to the post •Computer Literacy (Ms Word, PowerPoint, Excel, etc) •A valid B/EB driver's licence.
<b><u>DUTIES</u></b>	: •Provide translation, interpreting and editing services in isiZulu/English language combination •Assist in the promotion of language development projects and the promotion of multilingualism in the Province •Assist in terminology development and documentation of multilingual terminology on the provincial database •Assist in the development and maintenance of language policy by devising strategies, mechanisms, practice and tools for its practical achievement •Engage in the language development projects and the promotion of multilingualism in the Province •Check and edit translation work done by subordinates •Assist in the compilation of monthly and quarterly progress reports for the Sub-Directorate •Supervise, develop and

manage employees' performance in accordance with the Employees Performance Management and Development System.  
**ENQUIRES** : Ms TL Cebekhulu (033) 8979000

**POST 44/154** : **ASSISTANT MANAGER: REPOSITORY MANAGEMENT REF NO: ACT/328**  
 Chief Directorate: Regional Office Management  
 Directorate: Archives

**SALARY CENTRE REQUIREMENTS** : R192 540 – R232 590 per annum, Level 09  
 Northern Region- Ulundi  
 •An appropriate three (3) year tertiary qualification, coupled with a minimum of three (3) years relevant experience, two (2) of which should be at a supervisory level •Good communication skills (written and verbal) •Intensive knowledge of research •Good presentation skills •Project management and organizational skills •Knowledge of legislation related to the Department and the post •Computer Literacy (Ms Word, Excel, PowerPoint, etc) •Valid B/EB driver's licence.

**DUTIES** : •Ensure appropriate acquisition and preservation of archivalia and accessibility, through the arrangement, description and functioning of the reading room services •Compile monthly reports on the functioning of the Repository on the progress in line with operational plans •Co-ordinate and manage public programming to ensure awareness and use of the holdings/archivalia •Manage all resources allocated within the Repository •Implement the departmental policies and procedures •Supervise, develop and manage employees' performance in accordance with the Employees Performance Management and Development System.

**ENQUIRES** : Mrs PP Mwandla (035) 879 8500

**POST 44/155** : **PRINCIPAL ARCHIVIST: RECORDS MANAGEMENT**  
 Directorate: Archives

**SALARY CENTRE** : R161 970 – R190 791 per annum, Level 08  
 Southern Archives Region, Pietermaritzburg (1 post) - (Ref Act/329)  
 Eastern Archives Region, Durban (1 post)- (Ref Act/330)  
 Northern Archives Region, Ulundi (1 post)- (Ref Act 331)

**REQUIREMENTS** : •An appropriate three (3) year tertiary qualification with majors in History, Political Science or Public Administration, Anthropology or Heritage Studies, coupled with a minimum of three (3) years relevant experience in the Archives or related field •Knowledge of the Archives Act and relevant Legislation •Good communication (verbal and written) skills •Good interpersonal relations skills •Computer literacy (MS Word, Excel, PowerPoint, etc) •A valid B/EB driver's licence

**DUTIES** : •Ensure and monitor the implementation of appropriate records classification systems in governmental bodies •Ensure and monitor the quality of inspection programmes and practices •Monitor the appraisal of record systems for the issuing of disposal authorities by the Provincial Archivist •Monitor and ensure the provision of training courses in records and registry management practices •Ensure the provision of quality professional advice to governmental bodies on their records management practices •Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Ms JN Hawley (033) 3413600  
 Ms RB Singh (031) 3095681  
 Mrs PP Mwandla (035) 879 8500

**POST 44/156** : **PRINCIPAL ARCHIVIST: REPOSITORY AND ORAL HISTORY REF NO: ACT/332**  
 Directorate: Archives

**SALARY CENTRE REQUIREMENTS** : R161 970 – R190 791 per annum (Level 08)  
 Southern Archives Region- Pietermaritzburg  
 •An appropriate three (3) year tertiary qualification, coupled with a minimum of three (3) years relevant experience in the Archives and/or Oral history environment coupled with a background and knowledge of archival and oral history, methodology, principle procedures and legislation •Good research, analytical and reporting skills •Knowledge of the Archives Act and relevant

<b><u>DUTIES</u></b>	:	Legislation •Excellent communication (verbal and written) skills •Computer literacy (MS Word, Excel, PowerPoint, etc) •A valid B/EB driver's licence.
	:	•Monitor the researching, conducting and processing of oral history interviews •Compile the finding aids for the repository's holdings •Acquire new archivalia •Facilitate Archives Awareness programmes •Provide access to information through the provision of professional assistance to researchers in the Reading room and deal with verbal and written enquiries •Supervise, develop and Manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS) •
	:	Ms JN Hawley (033) 3413600
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 44/157</u></b>	:	<b><u>PERSONAL ASSISTANT (PA) TO THE MANAGER REF NO: ACT/324</u></b> Directorate: Language Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R 130 425 – R153636 per annum, Level 07 Head Office, Pietermaritzburg
	:	•Standard 10/Grade 12 certificate plus three (3) year National Secretarial diploma, coupled with a minimum of two (2) years relevant experience •Good telephone etiquette •Sound organizational skills •Good interpersonal skills •High level of reliability, confidentiality, maturity, honesty and trust •Basic knowledge of PFMA •Knowledge of the relevant legislation/policies/prescripts and procedures •Ability to do research and analyze documents and situations •Good verbal and written communication skills •Computer literacy (MS Word, Excel, PowerPoint, etc) •A valid B/EB driver's licence.
<b><u>DUTIES</u></b>	:	•Provide secretarial/receptionist support services to the Manager •Provide support services to the Manager regarding meetings •Support the Manager with the administration of the budget, including the compilation of commitment registers •Organize the Manager's diary •Render general office management •Render registry services to the Manager •Acknowledge correspondence and type documents for the Manager •Study the relevant Public Services and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<b><u>ENQUIRIES</u></b>	:	Ms TL Cebekhulu (033) 897 9000
<b><u>POST 44/158</u></b>	:	<b><u>PERSONAL ASSISTANT (PA) TO THE MANAGER REF NO: ACT/327</u></b> Directorate: Legal Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R 130 425 – R153636 per annum, Level 07 Head Office, Pietermaritzburg
	:	•Standard 10/Grade 12 certificate plus three (3) year National Secretarial diploma, coupled with a minimum of two (2) years experience in an administrative environment •Good telephone etiquette •Sound organizational skills •Good interpersonal skills •High level of reliability, confidentiality, maturity, honesty and trust •Basic knowledge of PFMA •Knowledge of the relevant legislation/policies/prescripts and procedures •Ability to do research and analyze documents and situations •Good verbal and written communication skills •Computer literacy (MS Word, Excel, PowerPoint, etc) •A valid B/EB driver's licence.
<b><u>DUTIES</u></b>	:	•Provide secretarial/receptionist support services to the Manager •Provide support services to the Manager regarding meetings •Support the Manager with the administration of the budget, including the compilation of commitment registers •Organize the Manager's diary •Render general office management •Render registry services to the Manager •Acknowledge correspondence and type documents for the Manager •Study the relevant Public Services and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<b><u>ENQUIRIES</u></b>	:	Mr. M.D. Zulu (033) 341 3623
<b><u>POST 44/159</u></b>	:	<b><u>INFORMATION TECHNOLOGY OFFICERS 2 POSTS REF NO: ACT/318</u></b> Chief Directorate: Administration Services Directorate: Communication and Information Technology Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R130 425- R153 636 per annum, Level 7 Head Office, Pietermaritzburg
	:	•An appropriate three (3) year tertiary qualification, coupled with a minimum of three (3) years relevant experience in the IT service environment •Knowledge of Legislation (PFMA, Regulations, Treasury Regulations and

		Practice notes etc •Knowledge of specific computer software packages •Good communication (verbal and written) skills •Computer literacy (MS Word, Excel, PowerPoint, etc) •Applicants should be willing to travel •A valid B/EB driver's licence..
<b><u>DUTIES</u></b>	:	•Provide IT technical support to users •Maintain records and database containing information regarding licenses, warranties and service agreements for the Department's technology related inventory •Conduct research on latest developments on IT •Provide inputs on development and implementation of IT policies •Co-ordinate all IT procurement processes of purchasing and repairing IT equipment.
<b><u>ENQUIRIES</u></b>	:	Mr. BK Mqadi (033) 341 3600
<b><u>POST 44/160</u></b>	:	<b><u>PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE &amp; REMUNERATION REF NO: ACT/319</u></b> Directorate: Human Resources Management and Development
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R130 425 – R153 636 per annum, Level 07 Head Office, Pietermaritzburg
	:	•Standard 10/Grade 12 certificate or equivalent qualification, coupled with a minimum of three (3) years relevant experience in the service benefits •Knowledge of PERSAL •Sound knowledge of prescripts relevant to the Public Service benefits •Computer literacy (MS Word, PowerPoint, Excel, etc) •Good communication skills (verbal and written) •A valid B/EB driver's licence.
<b><u>DUTIES</u></b>	:	•Approve/disapprove leave matters on PERSAL •Check temporary incapacity and ill-health retirement applications and submit for recommendation •Check and process exits for approvals as well as process IOD claims •Oversee the administration of housing processes •Check and process retirement matters •Provide statistics on leave and long service awards, retirements, etc •Administer other service benefits •Supervise, develop and manage employees' performance in accordance with the Employee Performance Management Development System.
<b><u>ENQUIRIES</u></b>	:	Mr BS Mbatha (033) 341 3630
<b><u>POST 44/161</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: NORTHERN ARCHIVES REF NO: ACT/333</u></b> Directorate: Archives
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R130 425 – R153 636 per annum, Level 07 Northern Archives Region- Ulundi
	:	•Standard 10/Grade 12 Certificate or equivalent qualification, coupled with a minimum of three (3) years relevant experience •Computer literacy (Ms Word, Excel, PowerPoint, etc) •Good communication skills (written and verbal) •A valid B/EB driver's licence.
<b><u>DUTIES</u></b>	:	•Provide effective and efficient office management to the Directorate which includes a system of receiving and distributing correspondence •Render effective administration support for the directorate which includes HR, Finance, Transport etc. •Render an effective and efficient records management system within the Directorate •Provide support with regard to all logistical requirements within the Directorate
<b><u>ENQUIRIES</u></b>	:	Mrs PP Mwandla (035) 879 8500
<b><u>POST 44/162</u></b>	:	<b><u>PERSONNEL OFFICER: TRAINING AND CAPACITY DEVELOPMENT REF NO: ACT/320</u></b> Directorate: Human Resources Management and Development
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R73 584 - R86 679 per annum Level 04 Head Office, Pietermaritzburg
	:	•Standard 10/Grade 12 certificate or equivalent qualification coupled with a minimum of one (1) year relevant experience •Computer literacy (MS Word, Excel, PowerPoint, etc) •Good communication skills (verbal and written) •Knowledge of PERSAL will be an added advantage.
<b><u>DUTIES</u></b>	:	•Check bursary contracts •Check that the amount to be paid for the bursary is the same amount reflected on the signed contract •Circulate and collate information around bursaries and training •Ensure that documents have correct reference numbers when filled •Update filing, bursary and training database •Advise bursary holders to complete bursary renewal forms for each year •Type correspondences such as acknowledgement, regret,

bursary award and letters informing candidates about workshops. •Arrange venues for meetings •Take minutes •Arrange flight bookings, accommodation and refreshments •Co-ordinate training of tutors.  
Mr. N.Z. Hlongwa Tel: (033) 341 3629

**ENQUIRIES**

**POST 44/163**

**REGISTRY CLERK: OFFICE SERVICES REF NO: ACT/321**  
Directorate: Auxiliary Services

**SALARY CENTRE REQUIREMENTS**

R73 584 - R86 679 per annum, Level 03  
Head Office, Pietermaritzburg  
•Standard 10/Grade 12 certificate or equivalent qualification, coupled with a minimum of one (1) year relevant experience •Written and verbal communication skills •Knowledge of filing system •Previous registry experience in a government department and a registry management course certificate will be an added advantage •Basic Computer literacy (MS Word, Excel, PowerPoint, etc) •A valid B/EB driver's licence.

**DUTIES**

•Open, sort and distribute mail •Record registered mail and ensure timeous postage of mail •Maintain the confidentiality of information/records in the registry environment •Attend to filling of documents from time to time •Ensure the proper use of labour saving device e.g. fax and franking machine •File correspondence •Render office administration duties •Requisition goods and services •Render registry services.

**ENQUIRIES**

Mr EVN Xulu: Tel: (033) 341 3600

**POST 44/164**

**ADMINISTRATION CLERK**

**SALARY CENTRE REQUIREMENTS**

R73 584. R86 679 per annum, Level 04  
Eastern Region- Durban, Eastern Region: Ref ACT/334 1 post  
Northern Region- Ulundi, Ref No: ACT/335 1 post  
•Standard 10/Grade 12 Certificate or equivalent qualification •Computer literacy (Ms Word, Excel, PowerPoint, etc) •Good communication skills (written and verbal) •Knowledge of switchboard operator

**DUTIES**

•Type of records & other correspondence •Control correspondence by receiving and distributing documents •Administer bookkeeping and filing •Render telephone and fax services •Render office administrative duties •Process HR related matters •Render registry services.

**ENQUIRES**

Mr B Mtshali (031)3342319  
Ms NR Sibisi (035 8744540)

**POST 44/165**

**ADMINISTRATION CLERK: ACQUISITION AND DEMAND REF NO: ACT/338**  
Chief Directorate: Financial Management  
Directorate: Supply Chain Management

**SALARY CENTRE REQUIREMENTS**

R73 584 - R86 679 per annum, Level 04  
Head Office, Pietermaritzburg  
•Standard 10/Grade 12 Certificate or equivalent qualification •Computer literacy (Ms Word, Excel, PowerPoint, etc) •Good communication skills (written and verbal).

**DUTIES**

•Facilitate quotations for goods and services in accordance with supply chain management principles •Facilitate procurement of goods and services required by cost centers •Receive and check requisitions and specifications for correctness •Capture entity maintenance forms and/or commitments on BAS/ HardCat •Check all received invoices against commitments and supporting documentation to prevent discrepancies •Prepare documents for payments once invoices have been certified by cost center Managers •Identify potential service providers from the provincial database and process faxed quotation forms with specifications.

**ENQUIRES**

Mr B Mbanjwa (033) 264 3400

**POST 44/166**

**ACCOUNTING CLERK: LOSS AND VOUCHER CONTROL REF NO: ACT/339**  
Directorate: Budget and Accounting Services

**SALARY CENTRE**

R73 584 - R86 679 per annum, Level 04  
Head Office, Pietermaritzburg

- REQUIREMENTS** : •Standard 10/Grade 12 Certificate or equivalent qualification •Basic Accounting knowledge System (BAS) and data capturing experience will serve as an added advantage •Computer literacy (Ms Word, Excel, PowerPoint, etc) •Good communication skills (written and verbal)
- DUTIES** : •Compile and capture debt take-on forms •Update and safe keeping of debt files •Record of departmental losses •Keep financial vouchers and make vouchers available upon request •Collect and distribute payslips.
- ENQUIRES** : Mrs K Vermaak (033) 264 3400
- POST 44/167** : **DRIVER HEAVY DUTY/MESSENGER REF NO: ACT/336**  
Directorate: Western Library Depot
- SALARY CENTRE REQUIREMENTS** : R73 584 – R86 679 per annum, Level 04  
Dundee
- REQUIREMENTS** : •Standard 10/ Grade 12 Certificate or equivalent qualification •Knowledge of filling •Good communication skills (written and verbal) •Advanced driving skills (A valid C1/EC driver's licence).
- DUTIES** : •Provide safe and efficient transportation services to the stakeholders •Compile log books for motor vehicles •Ensure that the motor vehicle is kept clean, maintained and serviced at all times •Render messenger duties •Report any damage on the motor vehicle timeously and according to the prescribed policy and procedures •Collect and deliver all incoming and outgoing mail for Library Services.
- ENQUIRIES** : Mrs JC Paton (036) 6373738
- POST 44/168** : **GENERAL ASSISTANT (PROCESSOR): PREPARATION SECTION 7 POSTS REF NO: ACT/337**  
Chief Directorate: Library, Archives and Museum Services  
Directorate: Library Services
- SALARY CENTRE REQUIREMENTS** : R57 936 – R61 176 per annum, Level 02  
Head Office, Pietermaritzburg
- REQUIREMENTS** : •Standard 10/Grade 12 or equivalent certificate •Proven experience in the processing of library material.
- DUTIES** : •Process and prepare new library material for public library requirements •Monitor processing material stationery •Assist in the unpacking and dispatch of library material.
- ENQUIRIES** : Ms B Mjwara (033 3413000)

#### 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 relevant reference number to: Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).
- CLOSING DATE** : 19 November 2010
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) certified copies of ID documents, educational qualifications, certificates of service and professional registration certificates - not copies of certified copies and proof of current registration must be submitted together with your CV. People with disabilities should feel free to apply for the posts. 2. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful.

#### OTHER POSTS

- POST 44/169** : **PROFESSIONAL NURSE GEN. GR1-3 REF NO: EGUM 16/2010 2 POSTS – ARV ROLL-OUT**

- SALARY** : Professional Nurse Grade 1: Salary – R139 878 per annum Remuneration Package: Experience: No experience. Minimum Requirements: Nursing Degree/Diploma in general nursing and midwifery. Current registration with SANC as a General Nurse and midwife.  
Professional Nurse Grade 2: Salary – R172 035 per annum: Experience: A minimum of ten (10) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. Minimum Requirements: Nursing Degree/Diploma in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwife.  
Professional Nurse Grade 3: Salary – R201 630 per annum: Experience: A minimum of twenty (20) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Minimum Requirements: Diploma in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwife.
- CENTRE REQUIREMENTS** : Institution: E G & Usher Memorial Hospital  
: Knowledge/ skills training and competencies required: Knowledge of nursing care processes and procedures Basic knowledge of Public Service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross awareness. Problem solving skills.
- DUTIES** : Key performance areas: Give counseling, initiate treatment and monitor patients on ARV medication, and refer patients to medical officer when need arises. To provide Nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients via oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement standards, practices criteria for quality Nursing. Maintain a constructive working relationship with Nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medication and doing ongoing observation to patients. Supervision of patient reports and intervention, keeping a good valid record on all client intervention. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Risk assessment and Management. Perform duties at night, on weekends and on public holidays. Assist with EPMDS, evaluation of staff performance and implementation of EAP.
- ENQUIRIES** : Mrs. T.D. MIYA (Matron) Tel (039) 797-8100
- POST 44/170** : **DATA CAPTURER REF NO: EGUM 17/2010 – ARV ROLL-OUT**
- SALARY** : R 66 750 per annum Plus 13<sup>th</sup> Cheque Medical Aid (Optional), Housing Allowance, Employee must meet prescribed requirements
- CENTRE REQUIREMENTS** : Institution: E G & Usher Memorial Hospital  
: Grade 10 or Equivalent with 2 or more years experience in the maintenance field. Proof of trade test past as per required under the Manpower Training Act, 1981 Knowledge/ Skills Training And Competencies Required: Good interpersonal relationships. Computer literacy skills in MS Office, MS Excel, MS Word and PowerPoint. Good communication skills both written and verbal. Capturing and typing skills. Database management. Ability to operate equipment e.g. fax machine and photocopy machine.
- DUTIES** : Key performance areas: Receive information and statistics/data from various facilities on daily basis. Validate data entry. Follow-up on non-submission. Capture statistics/data on the Programmes/Software. Monthly submissions and statistics. Collate processed data and update it on the institutional database. Respond to information requests in consultation with the supervisor. Conduct basic static analysis. Check gaps in the collection tool before capturing it on the system.
- ENQUIRIES** : Mrs. T.D. MIYA (Matron) Tel (039) 797-8100

#### **DEPARTMENT OF PUBLIC WORKS**

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

- APPLICATIONS** : Forward your application and the name of the publication in which you saw the advertisement, indicating the reference number of the post being applied for to: The Head of Department: Public Works, Private Bag X9153,

Pietermaritzburg 3200. Applications may alternatively be hand-delivered to: Southern Regional Office, 10 Prince Alfred Street Extension, Pietermaritzburg.

**FOR ATTENTION**  
**CLOSING DATE**  
**NOTE**

: Mrs P Singh  
: 22 November 2010  
: Applications must be submitted individually on the prescribed Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive curriculum vitae together with certified copies of qualifications, skills or competencies to substantiate compliance/ adherence with the advertisement appointment requirements plus a certified copy of the ID and driver's licence. Copies of copies OR copies certified on the blank side of the copy shall not be accepted. Faxed or electronic copies shall not be considered. Candidates are also advised not to send their applications through registered mail as the Department will not take responsibility for non collection thereof. It is the applicant's responsibility to have foreign qualifications assessed for equivalence by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions shall be disqualified. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. Recommended employees shall be subjected to vetting prior to an offer of appointment being made. Candidates are expected to be available on the set date of the interviews or they may be disqualified. Should you not be advised by this office within three (03) months of the closing date of this advert, kindly consider that your application was not successful. The filling of posts will be guided by the Departmental Employment Equity targets.

**OTHER POSTS**

**POST 44/171**

: **WORKS INSPECTOR: STRUCTURAL REF NO: SR 24/2010**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R206 982 per annum, Level 9  
: Umgungundlovu (Pietermaritzburg) District Office  
: An accredited three year National Diploma / Degree in the Built environment plus appropriate, relevant experience. A valid driver's licence (minimum code B). Computer Literacy. Recommendations: Project management and sound communication skills.

**DUTIES**

: Conduct physical inspections of buildings and provide reports. Monitor construction and maintenance of projects. Provide advice and guidance to SMME's and Client Departments. Provide building management services. Implement policies. Carry out contract administration.

**ENQUIRIES**

: Ms C Buthelezi : 033 355 7100

**POST 44/172**

: **WORKS INSPECTOR : FACILITIES MANAGEMENT 2 POSTS**

**SALARY**  
**CENTRE**

: R206 982 per annum, Level 9  
: Umgungundlovu (Pietermaritzburg) District Office (1 Post)  
: Sisonke (Kokstad) District Office (1 Post)  
: Reference No: SR 25/2010 - Umgungundlovu (Pietermaritzburg) District Office  
: SR 26/2010 - Sisonke (Kokstad) District Office

**REQUIREMENTS**

: An accredited 3 year accredited National Diploma / Degree in the relevant built disciplines with proven relevant experience in building related projects. Computer Literacy in MS Word, Excel. A valid Driver's licence (Minimum Code B). Recommendations: Candidates should display good project management, communication (written and verbal), liaison and decision making skills.

**DUTIES**

: Undertake conditional surveys of buildings. Prepare an estimate of costs. Prepare cyclical maintenance plans as per property life cycle. Prepare user and custodian asset management plans in line with the Government Immovable Asset Management Act. Ensure that vacant sites are secured from vandalism and illegal occupation. Undertake life-cycle analysis of all fixed plant. Submit timeous reports to the Regional Office.

**ENQUIRIES**

: Ms C Buthelezi : 033 355 7100 at the uMgungundlovu District Office  
: Mr BC Ntselemane : 039 7275778 at the Sisonke District Office



**PROVINCIAL ADMINISTRATION: NORTH WEST  
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735
- CLOSING DATE** : 19 November 2010
- NOTE** : Applications must be accompanied by Z83, certified copy of ID, certificates and comprehensive CV with three (3) contactable referees. Failure to submit the requested documents will result in your applications not being considered. Qualification will be verified. The successful candidates for the above positions will be required to undergo security clearance. NB: It is responsibility of the the applicant to make sure that foreign qualifications are evaluated by the South African Qualification Authority.

**OTHER POST**

- POST 44/173** : **ASSISTANT DIRECTOR – POPULATION POLICY DEVELOPMENT**
- SALARY** : R192 540 per annum
- CENTRE** : Mafikeng
- REQUIERMENTS** : Degree in Demography or Population Studies and extensive working experience. Good organizational, coordination and above average communication skills and computer literacy are a must. Proven analytical, interpretative and evaluation skills, knowledge of mathematics or statistical software will be to the advantage of the candidates. Knowledge of Demography, Population Development, Research Methodology and Policy Analysis is required. A valid driver's license is essential.
- DUTIES** : To ensure that population development culture in the government is Entrenched. Develop means to assist governments to enhance their capacity and expertise in analyzing the linkage between demographic variables and their policies and programme (this may involve the commissioning of appropriate training and capacity building for institution in civil society). Ensure that research and population issues are integrated into the broader policy and planning agenda. Ability to contribute to the development and utilization of computer models to interpret and analyze the link between population and development dialectic. undertake the analysis and interpretations of data on the country's population population dynamics and on the reciprocal relationships between population and development to inform policy design and programme. Sustaining advocacy on population and development issues targeted at leadership at all levels. Monitor and evaluate population policy implementation. To maintain Population Research Centre. To update and maintain the directorate's website with Population Development related knowledge and resources. To perform any functions that may be assigned by the Director.

**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 44/174** : **MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY PHYSICIAN)**  
Chief Directorate: Metro District Health Services

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

**CENTRE** : Delft Community Health Centre  
**REQUIREMENTS** : Minimum educational qualification: M. Fam. Med or equivalent qualification. Experience: Grade 2: A minimum of 5 years appropriate experience after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Family Medicine. Grade 3: A minimum of 10 years appropriate experience after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Family Medicine. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine. Competencies (knowledge/skills): Good leadership, clinical and communication skills.

**DUTIES** : Key result areas/outputs: Ensure quality clinical service in the geographical area concerned. Medical/Clinical patient care. Clinical governance. Training and teaching of Medical students and other health professionals. Perform outreach and research activities.

**ENQUIRIES** : Dr LS Bitalo, tel.no. (021) 918-1679

**APPLICATIONS** : The Chief Director: Metro District Health Services, 8 Riebeeck Street, Southern Life Building, 2<sup>nd</sup> Floor, Cape Town, 8000.

**FOR ATTENTION** : Ms R Williams

**CLOSING DATE** : 26 November 2010

**OTHER POSTS**

**POST 44/175** : **DEPUTY DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT**  
Cape Winelands Health District

**SALARY** : Remuneration package: R 378 456 per annum ( a portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Cape Winelands Health District Office  
**REQUIREMENTS** : Minimum educational qualification: Senior (or equivalent) Certificate with Mathematics and/or Accountancy as a passes subject. Experience: Extensive appropriate experience in Financial and Supply Chain Management. Inherent requirement of the job: Valid driver's licence and willingness to travel. Competencies (knowledge/skills): Relevant knowledge, skills and experience of financial and procurement systems. Processes, procedures, prescripts and legislative framework. Good leadership and managerial skills. Ability to analyse and provide solutions to problems. Computer literacy (MS Word, Excel, PowerPoint). Ability to communicate effectively (verbal and written) in two of the three official languages of the Western Cape. Recommendations: Relevant Degree/Diploma (or equivalent qualification) in Financial Management. Extensive working experience and skills in LOGIS, BAS, and other SCM and Finance Systems. Note: Short-listed candidates will be subjected to a written test in numeracy/accounting literacy.

**DUTIES** : Key result areas/outputs: Develop and monitor budgets within the Cape Winelands Health District. Manage the achievement of the district's Financial and Supply Chain Management strategic objectives and operational goals.

Implement appropriate financial control procedures. Budget management and financial reporting. Implement expenditure control measures. In depth analysis of expenditure trends, variance analysis and the implementation of remedial steps. Manage revenue collection system. Interpretation and application of Supply Chain Management policies, regulations and instructions as practice in the public sector. Ensuring proper management of the tender processes and delegation of authorities, contract management, asset management and stock take within the district. Develop and implement comprehensive equipment plan. Manage the human resource within the sub-directorate. Support to Sub-districts.

**ENQUIRIES** : Dr LC Phillips, tel.no. (023) 348-8101  
**APPLICATIONS** : The District Director: Cape Winelands Health District, Private Bag X3079, Worcester, 6849.  
**FOR ATTENTION** : Mr M Mafata  
**CLOSING DATE** : 19 November 2010

**POST 44/176** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)**

**SALARY** : R227 148 (PN – A5) per annum  
**CENTRE** : Ceres Hospital, Ceres (Cape Winelands Health District)  
**REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council in General Nursing (SANC) as a Professional Nurse. Experience: A minimum of 7 years appropriate / recognisable experience in nursing after registration as a SANC in General Nursing. Registration with a Professional council: Proof of registration with the SANC as Professional Nurse. Inherent requirements of the job: Valid driver's license. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policies regarding current nursing practices of the public service. Computer Literacy (MS Word, Excel) Ability to work under pressure, meet deadlines and solve problems. Good communication skills in two of the three official languages of the Western Cape.

**DUTIES** : Key result areas/outputs: As Operational Manager of the nursing services the incumbent will support and assist the Head of nursing services in the execution of her/his duties namely: Co-ordination, implementation and monitoring of procedures to enhance the quality of service delivery. Co-ordination and implementing of Health and Safety and Infection control program. Co-ordinating and implementing of training programme. Interpretation and implementing of case management policies, protocols and procedures. Function as an integral part of the nursing service corps. Financial planning and indirect control of expenditure. Management of nursing services in the absence of the Head of Nursing.

**ENQUIRIES** : Ms R Neethling, tel no. (023) 316-9626  
**APPLICATIONS** : the District Director: Cape Winelands Health District, Private Bag X3079, Worcester, 6849

**FOR ATTENTION** : Mr M Mafata  
**CLOSING DATE** : 26 November 2010

**POST 44/177** : **SENIOR ADMINISTRATIVE OFFICER (FINANCE: REVENUE)**  
 Chief Directorate: General Specialist and Emergency Services

**SALARY** : R 161 970 per annum  
**CENTRE** : George Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior (or equivalent) Certificate with Mathematics or Accountancy as a passed subject or as passed subjects at post Matric level. Experience: Extensive experience in Hospital Fees, HIS/Clinicom and Delta 9 Systems and BAS. Experience in Supervision of staff. Competencies (knowledge/skills): Knowledge of Department's Hospital Fees policies and procedures, Uniform Patient Fee Schedule tariffs, Clinicom/HIS system /Delta 9 system, BAS, PFM Act and Treasury Regulations and Instructions. Knowledge of reconciliation between BAS and Accounts Receivable Systems. Computer literacy in MS Word, Excel, Access, GroupWise. Good accounting abilities. Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Key result areas/outputs: Control and supervise the Revenue Component. Manage the revenue budget (reconciliation between systems) and

administrative duties. Manage Human Resources in the component: Support, training and development, performance management, discipline, recruitment and selection process, etc. Provide support to Supervisor.

**ENQUIRIES** : Mr S Majozi, tel no. (044) 802-4332  
**APPLICATIONS** : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.  
**FOR ATTENTION** : Mr S Gqokoma  
**CLOSING DATE** : 19 November 2010

**POST 44/178** : **FOOD SERVICES AID**  
Directorate: Nursing

**SALARY** : R 51 936 per annum  
**CENTRE** : Western Cape College of Nursing, Surwell  
**REQUIREMENTS** : Basic reading and writing skills. The ability to communicate effectively. Basic numeracy skills. Note: The Provincial Administration of the Western Cape is presently finalising an agency agreement for the Western Cape College of Nursing to be managed in terms of its academic function on an agency basis by the Cape Peninsula University of Technology with the possible relocation in the future.

**DUTIES** : Key result areas/outputs: All tasks relating to the preparation and serving of food. Maintain of safety and hygiene standards. Keep kitchen and food storage areas tidy. Give aid in the receiving and safe storage of food and other products. The pre- preparation of vegetables and other food items. Washing of crockery, cutlery and cooking utensils. Work shifts on weekends and public holidays. The execution of all the cleaning tasks in the Food Service environment.

**ENQUIRIES** : Ms H Faro, tel. no. (021) 684-1208  
**APPLICATIONS** : The College Principle, Western Cape College of Nursing, Private Bag X3, Surwell, 7762.  
**FOR ATTENTION** : Ms S Telemachus  
**CLOSING DATE** : 26 November 2010