



DATE OF ISSUE: 12 NOVEMBER 2010

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

PUBLIC SERVICE VACANCY CIRCULAR NO 45 OF 2010

1. Introduction

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

2. Directions to candidates

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

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

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

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

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

AMENDMENTS

: **Department of Water Affairs:** Kindly note that the post of Deputy Director: Institutional Establishment (post 39/99), advertised in PSVC 39 of 2010 should be X2 posts not 1 post as advertised.

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DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

APPLICATIONS : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056. Application Enquiries: (012) 811 1900/1 OR (012) 811 9909/10

FOR ATTENTION : URS Response Handling

CLOSING DATE : 26 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. 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 licence where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Please note that applications via fax or email will NOT be accepted. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the advertised post(s).

OTHER POSTS

POST 45/01 : **ICT SPECIALIST REF NO: 290/2010**
Directorate: Information and Communication Technology

SALARY : All inclusive package of R 406 839 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of a National diploma or Bachelor's degree in Information Technology or Computer Science. A Cisco Certificate in Network Administration (CCNA) will be advantageous. Extensive experience in the Information and Communication Technology (ICT) environment. Applicable experience in Network configuration, installation of Local Area Networks (LAN) and/or Wide Area Networks (WAN) with user support. Applicants must have knowledge of Network management and monitoring and be in possession of a valid driver's licence.

DUTIES : The incumbent will be responsible for LAN/WAN capacity planning, installation, troubleshooting and maintenance. LAN/WAN software or hardware acquisition. Configuration management of ICT infrastructure. LAN/WAN monitoring and control-routers, switches, hubs, cabling (Department of Agriculture Forestry and Fisheries and Provincial Departments of Agriculture). Manage the remote access solution. Report to management. Undertake LAN/WAN research. Installation of radio links.

ENQUIRIES : Ms A. Vermaak, Tel. 012 319 6202

NOTE : Applicants must be prepared to undertake appropriate competency tests with regard to this post as well as be available for an interview. This position is subject to job rotation and enrichment. Candidates must be able to learn quickly and be trained continually. Applicants must be prepared to travel throughout South Africa to regional Offices.

POST 45/02 : **CHIEF AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 292/2010**
Directorate: Agricultural Product Inspection Services

SALARY : R 206 982 per annum
CENTRE : Golela/Kosi Bay
REQUIREMENTS : Applicants should be in possession of a National diploma or Bachelor's (B.Sc.) degree in Agriculture or Animal Health with Botany, Plant Pathology, Entomology and/or Pest Control as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Extensive knowledge of and experience in the Agricultural Pests Act, 1983 (Act No 36 of 1983), the Animal Diseases Act, 1984 (Act No. 35 of 1984), the Meat Safety Act, 2000 (Act No. 40 of 2000), the Agricultural Product Standards Act, 1990 (Act No. 119 of 1990), the Plant Improvement Act, 1976 (Act No. 53 of 1976), the Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997), the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947) as well as inspections in the import and export regulatory environment. Supervisory skills coupled with knowledge of law enforcement. Must be in possession of a valid driver's licence and be able to drive. Good problem solving, planning, organising, conflict handling, interpersonal relations and communication skills are essential. Incumbents must be capable and willing to conduct inspections inter alia on trucks, in containers, etc. He/She must be prepared to travel and work away from home/office at short notice, work irregular hours (shifts) and work overtime. Accommodation must be arranged at own cost. Computer skills in MS Office (Word and Excel) software are required.

DUTIES : The incumbent will perform office management duties, conduct inspections, sampling and other necessary functions, including punitive measures and administration to exercise import and export control over agricultural products regulated by the Agricultural Pests Act, 1983, the Animal Disease Act, 1984, Meat Safety Act, 2000, the Agricultural Product Standards Act, 1990, the Plant Improvement Act, 1976, the Genetically Modified Organisms Act, 1997, the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 and various relevant international guidelines and rules. Functions will inter alia also include training of and liaison with Customs and Excise, Home Affairs, SAPS, Importers/Exporters and their agents, etc. For this post, special emphasis is placed on office management, import and export control and the detection of unauthorised regulated goods imported by passengers and cargo. In addition to inspections, incumbents will also be responsible for detecting unauthorised regulated goods by means of X-ray machines. Management of personnel (including performance management) and the compiling of personnel, financial and office reports as well as asset management and inventory control. It will be expected from the incumbent to represent the Department on forums such as the BCOCC and in meetings

ENQUIRIES : Mr E. Maisha, Tel. 012 309 8735

POST 45/03 : **RESOURCE CONSERVATION INSPECTOR REF NO: 287/2010**
Directorate: Land Use and Soil Management

SALARY : R 174 117 per annum
CENTRE : Upington
REQUIREMENTS : Applicants should be in possession of a National diploma or degree in Agriculture, Conservation, Entomology or Environmental Science (you are required to furnish a credit certificate and/or statement of results). Excellent written and verbal skills to communicate with land users regarding compliance with the Agricultural Pests Act, 1983 (Act No. 36 of 1983). Good knowledge of environmental legislation that is relevant to migratory pest control. Competency in the use of computers and MS Office software. Applicants must be in possession of a valid driver's licence and must be willing to travel extensively and be away from home in the execution of duties.

DUTIES : The incumbent's responsibility will be to ensure efficient migratory pest control in accordance with the Agricultural Pests Act, 1983 through surveillance, control planning, control co-ordination and control management. Facilitate, utilise and liaise with consultative forums to assist with migratory pest control. Conduct

ecological risk assessments of migratory pests' roosts and determination of suitable control methods for specific roosting sites. Promote awareness and technology transfer with regard to migratory pests control as well as enhance capacity among interested/concerned parties. Assist in determining research as well as developing and managing research programmes for migratory pest control.

ENQUIRIES : Ms V. Mpumlwana Tel. 053 631 3622

POST 45/04 : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 293/2010 2 POSTS**

Directorate: Agricultural Product Inspection Services

**SALARY
CENTRE**

REQUIREMENTS

: R174 117 per annum
: Beitbridge and Vioolsdrif
: Applicants should be in possession of a National diploma or Bachelor's (B.Sc.) degree in Agriculture with Plant Production, Plant Protection (Plant Pathology or Entomology), Horticulture, Animal Health and/or Animal Production as a major subject (you are required to furnish a credit certificate and/or statement of results). Relevant experience in one of the abovementioned related fields as well as knowledge of the Agricultural Pests Act, 1983 (Act No. 36 of 1983), the Animal Diseases Act, 1984 (Act No. 35 of 1984), the Meat Safety Act, 2000 (Act No. 40 of 2000), the Plant Improvement Act, 1976 (Act No. 53 of 1976), the Liquor Products Act, 1989 (Act No. 60 of 1989), the Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997), the Agricultural Product Standards Act, 1990 (Act No. 119 of 1990) and the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947) are required. Must be in possession of a valid driver's licence and be able to drive. Good leadership skills with special emphasis on communication and conflict management. Basic computer knowledge and experience (MS Word and Excel) is essential. Incumbents must be capable and willing to conduct inspections inter alia on trucks, in containers, etc. He/She must also be prepared to travel and work away from home/office on short notice, work overtime during the week and weekends and work irregular hours (shifts).

DUTIES

: The incumbent will conduct inspections, sampling and other necessary functions, including punitive measures and administration to exercise import and export control over agricultural products regulated by the Agricultural Pests Act, 1983, the Animal Diseases Act, 1984, the Meat Safety Act, 2000, the Plant Improvement Act, 1976, the Liquor Products Act, 1989, the Genetically Modified Organisms Act, 1997, the Agricultural Product Standards Act, 1990, the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 and various relevant international guidelines and rules. Function will inter alia also include training and supervision of personnel and training of and liaison with Customs and Excise, Home Affairs, SAPS, Importers/Exporters and their agents, etc. For this post, special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by passengers and cargo. In addition to inspections, incumbents will also be responsible for detecting unauthorised regulated goods by means of X-ray machines and the safekeeping of detector dogs where applicable.

ENQUIRIES : Mr R.E. Maisha, Tel. 012 309 8735

POST 45/05 : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 294/2010**

Directorate: Agricultural Product Inspection Services

**SALARY
CENTRE**

REQUIREMENTS

: R174 117 per annum
: Oudtshoorn
: Applicants should be in possession of a National diploma or Bachelor's (B.Sc.) degree in Agriculture with Botany, Plant Protection (Plant Pathology or Entomology), Horticulture and/or Plant Production as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Knowledge and experience of the Agricultural Pests Act, 1983 (Act No. 36 of 1983), law enforcement, relevant industries, generic administrative procedures and supervision of staff. Must be in possession of a valid driver's licence and be able to drive. Good problem solving, planning, organising, conflict handling,

interpersonal relations and communication skills are essential. Knowledge of the following international agreements: the World Trade Organisation's Sanitary and Phytosanitary measures (WTO-SPS) and the International Plant Protection Convention (IPPC). Basic computer skills in MS Office (Word and Excel) software are required. Incumbents must be capable and willing to conduct inspections inter alia in rail trucks, on trucks, ships, in containers, cold storages, etc. He/She must be prepared to travel and work away from home/office at short notice, work irregular hours and work overtime.

DUTIES : The successful candidate will be responsible to enforce the Agricultural Pests Act, 1983 as well as the provisions of the IPPC relevant to inspections to ensure that regulated articles, plants and plant products comply with the set Phytosanitary requirements. This includes the independent planning and conducting of inspections and the auditing of assignees. Inspections include sampling, testing, conducting surveys and enforcing requirements of control measures. Sometimes required to conduct inspections away from his/her station as well as overnight away from his/her station when necessary. Render service on short notice and after hours at or away from his/her station when necessary. Execution of administrative tasks, supervise and train staff where applicable. Offer regulatory services pertaining to other legislation and international obligations.

ENQUIRIES : Mr F. Moller, Tel. 021 809 1662 or 0827779768

POST 45/06 : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 291/2010**
Directorate: Agricultural Product Inspection Services

SALARY : R140 208 per annum
CENTRE : O.R. Tambo International Airport
REQUIREMENTS : Applicants must be in possession of a National diploma or Bachelor's (B.Sc.) degree in Animal Health with Animal Diseases as a major subject (you are required to furnish a credit certificate and/or statement of results). A dog training or dog handling certificate will serve as an advantage. Knowledge of the Agricultural Pests Act, 1983 (Act No. 36 of 1983), the Animal Diseases Act, 1984 (Act No. 35 of 1984), the Meat Safety Act, 2000 (Act No. 40 of 2000), the Agricultural Products Standards Act, 1990 (Act No. 119 of 1990), the Plant Improvement Act, 1976 (Act No. 53 of 1976), the Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997) and the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947). Knowledge of canine motivation, dog psychology, behaviour patterns, olfactory perceptions and abilities. Ability to interpret regulatory information and standard operating procedures. Good communication and analytical skills and the ability to work under pressure. Computer literacy. Must be in possession of a valid driver's licence and be able to drive. He/She must also be prepared to travel and work away from home/office on short notice, work shifts at the ports as well as irregular hours.

DUTIES : The incumbent's responsibility will be to handle detector dogs for the examination of passengers, baggage, cargo and international mail for regulated articles in compliance to inter alia the Agricultural Pests Act, 1983, the Animal Diseases Act, 1984, the Meat Safety Act, 2000, the Agricultural Products Standards Act, 1990, the Plant Improvement Act, 1976, the Genetically Modified Organisms Act, 1997, the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 and various relevant international guidelines and obligations. Interview passengers, inspect suspect baggage, cargo trucks, busses and other vehicles and take appropriate risk management actions for non-compliant regulated products. Need to be able to work with other Government departments who are also responsible for international travellers. Assist Agricultural Food and Quarantine Technicians at secondary inspections when not conducting dog handling duties. Maintain and assist other dog handlers with canine health, well-being and training. Perform demonstrations or public relations activities when requested. Supervise dog handler assistant(s). Represent the department on forums and in meetings.

ENQUIRIES : Ms A. Steyn, Tel. 012 309 8740/011 395 2476

POST 45/07 : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN 5 POSTS REF NO: 288/2010**

Directorate: Agricultural Product Inspection Services

SALARY : R140 208 per annum
CENTRE : Nakop, Lebombo Jeppe's Reef, Skilpadshek and Oshoek
REQUIREMENTS : Applicants must be in possession of a National diploma or Bachelor's (B.Sc.) degree in Agriculture or Animal Health with Botany, Horticulture, Plant Pathology, Entomology, Environmental Health, Plant Protection and/or Animal Production (you are required to furnish a credit certificate and/or statement of results). Knowledge of the Agricultural Pests Act, 1983 (Act No. 36 of 1983), the Animal Diseases Act, 1984 (Act No. 35 of 1984), the Meat Safety Act, 2000 (Act No. 40 of 2000), the Plant Improvement Act, 1976 (Act No. 53 of 1976), the Liquor Products Act, 1989 (Act No. 60 of 1989), the Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997), the Agricultural Product Standards Act, 1990 (Act No. 119 of 1990) and the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947). Relevant experience in one of the abovementioned related fields is required. Good communication skills with special emphasis on conflict management. Basic computer knowledge and experience in MS Office (Word and Excel) software. Incumbents must be capable and willing to conduct inspections inter alia on trucks, in containers, etc. He/She must be in possession a valid driver's licence, be prepared to travel and work away from home/office on short notice, work overtime during the week and weekends and work irregular hours (shifts).

DUTIES : The incumbent will conduct inspections, sampling and other necessary functions, including punitive measures and administration to exercise import and export control over agricultural products regulated by the Agricultural Pests Act, 1983, the Animal Diseases Act, 1984, the Meat Safety Act, 2000, Plant Improvement Act, 1976, the Liquor Products Act, 1989, the Genetically Modified Organisms Act, 1997, the Agricultural Product Standards Act, 1990, the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 and various relevant international guidelines and rules. Functions will inter alia also include training of and liaison with Customs and Excise, Home Affairs, SAPS, Importers/Exporters and their agents, etc. For this post, special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by passengers and cargo. In addition to inspections, incumbents will also be responsible for detecting unauthorised regulated goods by means of X-ray machines and safekeeping of detector dogs where applicable.

ENQUIRIES : Mr E. Maisha, Tel. 012 309 8735

POST 45/08 : **DATA TECHNICIAN REF NO: 286/2010**
Directorate: Information and Communication Technology

SALARY : R113 568 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a Grade 12 Certificate and relevant professional Information and Communication Technology (ICT) certificate (A+, N+) or training in Windows Configuration. Relevant experience in rendering of Helpdesk services in an Information and Communication Technology environment. Applicants must be computer literate in MS Office software (Word, Excel PowerPoint and Outlook) and be in possession of a valid driver's licence.

DUTIES : The incumbent's responsibility will be the logging of calls on the helpdesk system for Head office and Regional Offices and making sure that the information provided is clear and understandable to the technician. Assign calls to the appropriate support technician. Follow up on successful closure of calls. Maintain helpdesk system and extract appropriate reports. Provide helpdesk support to users and provide first-line user support (assist users over the telephone to remedy simple problems). Change network passwords for users. Escalate outstanding incidents and tasks to the Manager.

NOTE : Applicants must be prepared to undertake appropriate competency tests with regard to this post as well as be available for an interview. This position is subject to job rotation and enrichment. Candidates must be able to learn quickly and be trained continually. Applicants must be prepared to travel.

ENQUIRIES : Mr Siyanda. Gwarube, Tel. 012 319 6514

POST 45/09 : **SENIOR ACCOUNTING CLERK REF NO: 281/2010**

Directorate: Budgets and Reporting

SALARY : R 94 575 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate with Accounting as a passed subject or Accounting passed towards obtaining of a diploma or degree. Computer literacy (MS Word and Excel). Knowledge and experience of the Basic Accounting System (BAS) and PERSAL. Good interpersonal and communication skills (verbal and written). Knowledge of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA) and Treasury Regulations. Problem solving skills as well as the ability to meet deadlines and to accept responsibility.

DUTIES : The incumbent will be responsible for the reconciliation of Standard Bank accounts with the Paymaster General Account. Communicate with commercial banks to obtain information with regard to unidentified transactions. Re-call of erroneous Electronic Banking Transfer (EBT) payments. Request authorisation number from National Treasury for cheque payments of R2000 and above. Distribution of PERSAL and BAS cheques. Follow-up and clearing of ACBEF70 transactions. Cancellation and re-issuing of cheques. Batch control.

ENQUIRIES : Ms B.L. van Greunen, Tel. 012 319 6727
NOTE : Candidates must be willing to be subjected to a skills/knowledge test, including knowledge of the PFMA, Treasury Regulations and BAS.

POST 45/10 : **SENIOR ACCOUNTING CLERK REF NO: 268/2010**
Directorate: Budgets and Reporting

SALARY : R94 575 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate with Accounting as a passed subject or Accounting passed towards obtaining of a diploma or degree. Knowledge and experience in a Government financial environment. Computer literacy (MS Word and Excel spreadsheets). Knowledge and experience of the Basic Accounting System (BAS). Good interpersonal and communication skills. Knowledge of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA) and Treasury Regulations. Ability to work under pressure.

DUTIES : The incumbent will be responsible for receiving, safekeeping and recording of all income (receipting) in accordance with Departmental financial prescripts, the PFMA and Treasury Regulations. Banking of deposits on a daily basis. Capturing and allocation of all receipts on the Basic Accounting System. Assist with resolving of customer queries. Issuing receipts and deposits on the Departmental debtors system.

ENQUIRIES : Ms H. Nkuna, Tel. 012 319 6701

POST 45/11 : **ADMINISTRATION CLERK GRADE II REF NO: 295/2010**
Directorate: Agricultural Product Inspection Services

SALARY : R 79 104 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. Applicable experience in general administrative duties. Good communication skills with regard to writing, typing and computer skills in MS Office. Conversant in English and at least one other official language. Good interpersonal skills. Ability to work in a professional and friendly way with personnel and clients.

DUTIES : The incumbent's responsibility will be to render support services with regard to Procurement and Asset management: Assist with the upkeep of an asset register for the office as well as other inventory controller functions and Procuring of goods and services/equipment for the office and ordering of stationery for the component. General administrative support services: Custodian for the safekeeping of safe keys and other office duplicates; Secretarial functions as preparation, compiling and typing of documents, letters and faxes; Capturing of data on computer, handling and distribution of incoming and outgoing mail/faxes; Filing of documents and rendering of relief duties when required. Technical line administrative support services: Ordering, safeguarding and distribution of face value and other forms; Safe and record keeping of relevant functional documents (Phytosanitary certificates, import permits, etc.) and Handling of queries.

ENQUIRIES

Transport administrative support services: Assist Local Transport Officer (co-ordinating and record keeping of log sheets, trip authorisations, etc.).
: Mr E. Maisha, Tel. 012 309 8735

DEPARTMENT OF BASIC EDUCATION

- APPLICATIONS** : Please forward your application, quoting the reference number to: the Director-General, Department of Basic Education, Private Bag X895, Pretoria, 0001 or hand deliver to: 222 Struben street, Pretoria.
- CLOSING DATE** : 07 December 2010, Applications received after the closing date or faxed or email applications will not be considered
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with short-listed applicants

OTHER POST

- POST 45/12** : **DEPUTY DIRECTOR: HIV AND AIDS LIFE SKILLS PROGRAMME REF NO: 10223/01**
 Branch: Social Mobilisation and Support Services
 Directorate: Health Promotion
 Applications are invited from appropriately qualified persons for this position in the Department of Basic Education based in Pretoria. The position requires a self-motivated, dynamic and proactive person with vision and project management skills to manage the HIV and AIDS Life Skills Education Programme aimed at strengthening the education sector response to HIV and AIDS.

- SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R406 839 per annum
 : Pretoria
 : We seek an individual with a three year post-matric qualification in Health Promotion, Public Health, Health Sciences, Psychology or Social Sciences with six years relevant experience. A Masters Degree will be an added advantage. This should be supported by an understanding of the policy mandate to provide sexuality education and extensive experience in the development, implementation and management of sexuality education programmes for children and adolescents. Strong financial management skills are a prerequisite for the position. Knowledge of the education sector and in managing conditional grants will be an added advantage. Very strong communication skills (both verbal and written) are essential as are conceptual, organisational and administrative skills, networking skills, the ability to liaise with officials at all levels of government as well as with key stakeholders in the field. The successful candidate will be a self-starter who works well independently as well as in a team with demonstrated ability to apply monitoring and evaluation principles to their work.

- DUTIES** : The successful candidate will co-ordinate the development of policies, strategies, guidelines and programmes to reduce new HIV infections amongst learners, and to mitigate the impact of HIV infection on the education sector. He/she will be responsible for conceptualizing and managing the projects, including the development of conditional grant frameworks, business plans, managing budgets and personnel, implementing and monitoring programmes and reporting. She/he will also co-ordinate and facilitate social mobilisation and advocacy campaigns; liaise and co-operate with departmental units, work closely with provincial education departments, national government departments, universities, research organisations as well as NGOs and civic organizations; represent the Directorate, both internally and externally as required; liaise with and report to project funders and manage internal and external partnerships. Applicants must have a valid driver's license and be willing to travel substantively.

- ENQUIRIES NOTE** : Ms N Sathege 012 357 3290
 : Short-listed candidates will be required to make a presentation to the interview panel and undergo a writing test. "Please note that the Department of Basic Education is in a process to review its organisational structure and some of the functions of the posts as advertised may change after the completion of the review."

DEPARTMENT OF ENERGY

<u>APPLICATIONS</u>	:	The Director-General, Department of Energy, Private Bag X19 Pretoria, and 0001or hand delivered to Trevenna Building, Corner Mentjies and Schoeman Street. Sunnyside
<u>FOR ATTENTION</u>	:	MR N Ncongwane
<u>CLOSING DATE</u>	:	26 November 2010
<u>NOTE</u>	:	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 POSTS

<u>POST 45/13</u>	:	<u>HELPPDESK ADMINISTRATOR 2 POSTS</u>
<u>SALARY</u>	:	R140 208 per annum, Level 7
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma in Information Technology or A+ Training with a pass for the A+ international exam with relevant Desktop & Helpdesk experience (driver's license will be an advantage) PLUS the following key competencies <input type="checkbox"/> Knowledge of: • Microsoft products such MS Office 2007, Windows 2000/3/XP/7, Basic Networking, • Access Call logging system; Remote Control of desktops; SMS (System Management Sever), Desktop Support and installation of Hardware Components including data and voice points installation and Troubleshooting; 3Com products, LAN and WAN basic knowledge <input type="checkbox"/> Skills: • An MCSE will be added as an advantage; Telephone Etiquette and Troubleshoot skills critical; Problem solving; Interpersonal skills; Team orientated • Productive <input type="checkbox"/> Communication • Proficient in English. Should be able to communicate clearly both written and verbally <input type="checkbox"/> Creativity: • Ability to work under pressure. Should be willing to work overtime when required and travel
<u>DUTIES</u>	:	Configure and troubleshoot computer desktops, laptops and printers • Travel to Regional offices to provide desktop support • Provide 2nd line support to all DoE users requiring desktop support • Answer of Helpdesk telephones and managing own calls on Call Logging system as per team (Operational Level Agreement) • Attend to 2nd line support calls assigned on Call Logging • Configure, Install, repair, and arrange replacement of computers • Liaise with external hardware suppliers on hardware replacement issues • Handle movement of IT Hardware between Head Office and Regional Offices • Provide remote desktop support to regional and Head Office users
<u>ENQUIRIES</u>	:	Mr Lucky Mothudi ☎ 012 444 4551
<u>POST 45/14</u>	:	<u>SECRETARY 2 POSTS</u>
<u>SALARY</u>	:	R94 575 per annum, Level 5

**CENTRE
REQUIREMENTS**

: Head Office, Pretoria
: A Grade 12 Certificate with typing as a passed subject couple with relevant experience. PLUS the following key competencies: ☑ Knowledge of: • Minutes taking; • Diary management; • Document tracking; ☑ Skills: • Computer skills; • Telephone etiquette; • Interpersonal skills; • Organisational skills ☑ Communication: • Good Communicator; • Interpersonal skills; • Being a team player ☑ Creativity: • Self starter; • Innovative and Creative • Problem Solving Recommendation: Diploma in Secretarial/Admin/Office management will serve as an added advantage.

DUTIES

: Receive telephone calls and refers the call to the correct role players if not if not meant for the relevant manager • Operate office equipment like fax machines and copiers • Liase with travel agencies to make travel arrangements, checks the arrangements When the relevant documents are received • Arranges meetings and events for the manager and the staff in the unit. • Process all invoices that emanate from the activities of the work of the manager/directorate. • Records basic minutes of the meetings of the manager where and when required • Filling of documents for the manager • Administer the leave register and telephone accounts • Receives and distribute and keep track of all incoming and outgoing documents • Handle the procurement of standard items like stationery, refreshments • Collect all relevant documents to enable the manager to prepare for meetings.

ENQUIRIES

: Mrs A Botha ☎(012) 444 4356 OR Mrs S Nengwekhulu ☎ (012) 444 4140

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

The National Department of Environmental Affairs 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 this post and candidates whose appointment /promotion/transfer will promote representivity will receive preference.

NOTE : Must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered, It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 45/15 : **LEGAL ADMINISTRATIVE OFFICER: LEGAL SERVICES (MR 5) REF NO: OC 10/2010**

SALARY : Minimum R190 902 – Maximum R438 674 per annum) (Salary notch/package to be determined according to relevant experience)

CENTRE : Waterfront – Cape Town

REQUIREMENTS : Minimum: An LLB degree and at least three years postgraduate experience in one or more of the following: drafting and vetting of contracts, researching and drafting legal opinions, particularly administrative law, constitutional law and interpretation of legislation, exposure to environmental law, experience in litigation, high court litigation is an added advantage. Possession of analytical thinking and research skills; excellent legal writing skills, and verbal communication skills.

DUTIES : The incumbent will be required to draft and vet contracts, draft legal opinions on interpretation and questions of law, assist with the management of litigation matters, vet court pleadings and liaise with the State Attorney and counsel; draft gazette notices and vet permit conditions. Provide legal support at meetings. The incumbent will report to a Senior Legal Advisor, and will be expected to be able to work independently with minimal supervision and produce high quality work within required time frames.

ENQUIRIES : Adv. Nicolette De Kock Tel – 021 819 2417

APPLICATIONS : The Director-General, Department of Environmental Affairs, Oceans & Coasts, P.O. Box 52126, V&A Waterfront, 8002 / 2 East Pier Shed, East Pier Road, Waterfront, 8002.

FOR ATTENTION : Human Resources Management

CLOSING DATE : 29 November 2010

NOTE : Shortlisted candidates will be subjected to screening and security vetting to determine suitability of employment.

POST 45/16 : **SENIOR VETTING INVESTIGATOR (ASSISTANT DIRECTOR LEVEL) AP205/2010**

SALARY : R192 540 per annum

CENTRE : Pretoria

REQUIREMENTS : A three year degree/diploma in Security Management or an appropriate equivalent qualification plus relevant work experience within a security management and investigation environment; Knowledge of Government's Minimum Information Security Standards (MISS) and other security related policies and guidelines; Good communication skills (verbal and report writing); Good interviewing and analytical skills; Computer literacy; A valid driver's license and willingness to travel.

DUTIES : The successful candidate will perform the following key functions: Conduct vetting fieldwork investigations; Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations; Ensure effective communication between the Department and the

National intelligence Agency (NIA) and other related agencies. Manage personnel and all administration regarding vetting projects; Develop, implement and maintain investigation operating procedures

ENQUIRIES

:

Ms M Booyesen Tel (012) 310-3119

APPLICATIONS

:

to The Director General: Department of Environmental Affairs. Private Bag X447, Pretoria, 0001.

FOR ATTENTION

:

Mr D Moyane

CLOSING DATE

:

22 November 2010

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

APPLICATIONS : The CEO, Government Communication and Information System, Private Bag X745, Pretoria, 0001.

FOR ATTENTION : Mr S Matshageng

CLOSING DATE : 26 November 2010

NOTE : Applications must be accompanied by a Z83 and a comprehensive CV, as well as certified copies of qualifications and ID document. Correspondence will be limited to successful candidates only. If you have not been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Disabled applicants are encouraged to apply.

OTHER POST

POST 45/17 : **DEPUTY DIRECTOR (MANAGER DESIGN UNIT)**
 Directorate: Product Development

SALARY CENTRE REQUIREMENTS : All-inclusive salary package: R406 839 per annum
 Pretoria
 Qualifications: An appropriate Bachelor's degree/ diploma and/or equivalent experience in graphic design. Experience: Sound management experience in the production environment including personnel management. Experience in handling graphic designs of a wide range of products. Job Knowledge: Sound knowledge of government communications with good organisational and communication skills. Must be proficient in the use of an Apple Macintosh computer. Sound knowledge of desktop publishing and graphic design. Must be proficient in Adobe Illustrator, Photoshop, and InDesign (Web and 3-D skills are a bonus). Competencies required: The ability to work under pressure and meet deadlines. Should be highly motivated and have an eye for detail. Must have the ability to develop creative and innovative design concepts.

DUTIES : Manage the Design Unit including its projects, personnel and resources and give creative direction to the staff. Network and liaise with stakeholders. Develop print products and exhibitions. Assist in the management of governments corporate identity. Manage the government designers forum

ENQUIRIES : Mr A Mohamed, Tel. 012 314 2325

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** : 20 December 2010
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security clearance procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS

- POST 45/18** : **DEPUTY DIRECTOR: FINANCE REF NO: NDOH 60/2010**
Chief Directorate: HIV and AIDS and STI
- SALARY** : An all inclusive remuneration package of R378 456 per annum including choice of basic salary between 75% and 70% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the Middle Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year Bachelor's degree in Accounting or Finance plus relevant experience *Good working knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, DORA, PPPFA, Financial Management System, Supply Chain Management, Public Service Act and Public Service Regulations *Extensive experience in financial accounting *Knowledge of conditional grants management *Excellent report writing skills *Good planning, execution, monitoring and organizational skills *Good interpersonal relations *Good communication skills (written and verbal) *Computer literacy (MS Word, MS Excel, MS PowerPoint, MS Project and GroupWise) *The ability to work under pressure and beyond normal office hours when required *A valid Code B driver's licence.
- DUTIES** : *Manage finances in the Chief Directorate: HIV and AIDS and STI's and costing all the activities in the Chief Directorate's operational plan *Prepare a budget break down of each unit within the Chief Directorate *Monitor the Chief Directorate's financial performance against the budget *Monitor and control income and expenditure of government funding to other institutions and organisations *Manage the Comprehensive HIV and AIDS conditional grant allocation to provinces *Co-ordinate preparation for submission of business plans by provinces *Facilitate the approval process of business plans and issuing of compliance certificate from all provinces *Monitor expenditure of the HIV and AIDS grant *Conduct financial assessment and verification visits per province to monitor compliance of activities with the business plans *Support the Chief Directorate's financial aspects of all programmes *Monitor and timely respond to audit queries from internal and external auditors *Attend Chief Directorate's meetings to present and update on expenditure of programmes.

ENQUIRIES

: Dr TD Mbengashe at tel. (012) 395-9157.

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS : National Department of Human Settlements, Private bag X644, Pretoria or Govan Mbeki House, 240 Walker Street, Sunnyside, C/o Walker and Troy Street.

FOR ATTENTION : Bulie Boqo

CLOSING DATE : 26 November 2010

NOTE : If you apply for more than one position in the Department, please submit Separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department, and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

POST 45/19 : **ASSISTANT DIRECTOR: ORGANISATIONAL PERFORMANCE MONITORING**
REF NO: DOHS/137/2010
This advert is not restricted to employees working in the Public Service

SALARY : R206 982 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in a possession of an appropriate recognised Bachelor's degree or equivalent qualification PLUS sufficient experience in the field of organisational performance monitoring and evaluation. Knowledge and understanding of the relevant Public Service legislative framework Skills and competencies needed: Performance monitoring and evaluation, project / management, problem solving, analytical, presentation, facilitation, coordination, interpersonal, liaison and good communication skills (verbal and written). Broad knowledge of Government development objectives, extensive computer literacy, ability to work independently, under pressure and meet deadlines.

DUTIES : Monitor the execution of business plans and submit Organisational performance reports for consideration by the Accounting Officer. Assist Monitor the implementation of performance monitoring policy and framework. Facilitate capacity building sessions on Organisational performance monitoring.

ENQUIRIES : Ms. Pauline Moselane (012) 421 1449

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

INDEPENDENT COMPLAINTS DIRECTORATE

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

- APPLICATIONS** : Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or hand deliver at ICD House 114 City Forum Building, Vermeulen and Schurbart Street, Pretoria 0001
- FOR ATTENTION** : Ms T Marumo
- CLOSING DATE** : 26 November 2010
- NOTE** : Applications should be submitted on a Z83 Form, obtained from any Public Service Department, accompanied by a comprehensive CV, certified copies of Qualifications and ID. Applications, quoting the relevant reference number must submit to the above address. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with the short - listed candidates only.

OTHER POSTS

- POST 45/20** : **ASSISTANT MANAGER: INVESTIGATIONS**
- SALARY** : R 258 342 per annum
- CENTRE** : Bellville Office
- REQUIREMENTS** : To be considered for this position, a candidate must be in possession of a Matric / Grade 12 certificate and should have a minimum of eight (8) years experience in criminal Investigations, 4 years of which must have been gained in a supervisory role. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration and any other relevant investigative experience. In addition, the candidate must be competent in report writing skills, as well as verbal and written communication skills. He/she must be computer literate and possess a valid unendorsed Code 08 driver's license. The candidate must also be competent and fit to handle a firearm or must be willing to undergo such a test. He/she must be willing to perform standby duties and overtime.
- DUTIES** : His/her duties will mainly entail the overall management of the investigation component including but not limited to personnel, assets and workload. The supervision of principal investigator(s); He/she must ensure that complaints lodged with the provincial office are registered, correctly classified and allocated to the investigators for further processing. He must ensure the attendance of crime scenes and post mortems; collection; safeguarding and processing of exhibits at the crime scene, including conducting of interviews with suspects and witnesses and obtaining affidavits in accordance with applicable legislation, policies and Standard Operating Procedures of the ICD. He/she must ensure that DVA audits and cell inspections at the various police stations are conducted in line with the ICD's strategic objectives, DVA and the ICD's monitoring responsibility; Ensure that the complainant or his/her next of kin and other relevant stakeholders are kept abreast regarding progress of the investigation; conduct or assist in conducting investigations of complaints of alleged criminality and misconduct especially those involving high profile and senior members of the SAPS/MPS; evaluate investigation reports and memoranda with recommendations before being submitted to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Ensure that the status of each case is updated electronically on the database as well as manually in the appropriate registers. Provide monthly returns/statistics on activities of the component and report on compliance with the strategic objectives.
- ENQUIRIES** : Mr GJ Trussell @ 021 941 4800
- APPLICATIONS** : Independent Complaints Directorate, Private Bag X43, Bellville, 7535 or Fintrust Building, 1st Floor, Corner of Petrusa and Mazzur Streets, Bellville, 7530
- FOR ATTENTION** : Ms T Kapa

NOTE : The person appointed to this position will be subjected to security clearance and the signing of an Agreement to Maintain Secrecy. His / her character should be beyond reproach.

POST 45/21 : **STATE ACCOUNTANT: BOOKKEEPING REF NO: Q9/2010/61**
Re Advert

SALARY : R140 208 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of a relevant three year Bachelor's degree/diploma in Finance or equivalent qualification and relevant, credible and proven accounting experience of a minimum of 3 years or matric with a minimum of 5 years experience. Good working knowledge of Accounting. Strong supervisory skills; proven knowledge of BAS, PERSAL, and SAFETY-NET; Knowledge of the LOGIS system will be an added advantage. Proven knowledge of the Public Finance Management Act and National Treasury Regulations; Computer skills (MS Word, PowerPoint and Excel); Ability to work under pressure and prepared to work irregular hours; Good verbal communications skills, a valid driver's license is compulsory as well as the ability to drive; Previous working experience of Bookkeeping is compulsory, including the re-issue of payments as well as Monthly and Year-end closures..

DUTIES : Key competencies include: Supervision of staff; Monthly follow-up and clearance of BAS Assets and Liabilities Item Accounts; Authorising of all transactions on BAS; Prepare and complete monthly Fund Request (via Safety-net); Re-issue of payments, Authorisation of Day End and Deposit Confirmation; Authorise Period Open/Close on BAS; Custodian of all accounting records and batches (including archiving and issuing thereof); Checker of the PMG Bank Reconciliation; Requisition of face value forms; and handling of all relevant telephone enquiries.

ENQUIRIES : Mr T Bissumbhur @ (012) 399 0162
APPLICATIONS : Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or hand deliver at ICD House 114 City Forum Building, Vermeulen and Schurbart Street, Pretoria 0001

FOR ATTENTION : Ms T Marumo
NOTE : Applicants who previously applied need not to re apply as their applications will be considered. Applications should be submitted on a Z83 obtained from any Public Service Department, accompanied by a comprehensive CV, certified copies of qualifications, ID document and drivers license.

POST 45/22 : **DATA BASE CLERK REF NO: Q9/2010/59**

SALARY : R 79 104 per annum
CENTRE : Johannesburg

REQUIREMENTS : Grade 12/ Matric with typing as passed subject. Diploma in office management/assistant will be an added advantage. Knowledge of government's board transformation objectives and initiatives. Sound interpersonal and strong communication skills and computer skills are essential. Be able to work under pressure. Candidates will be subjected to a typing test.

DUTIES : Updating case files/development on the database system; typing documents; memos and reports; follow-up case developments from investigators and monitor; updating of registers.

ENQUIRIES : Ms F Tshabalala @ (011) 220 1500
APPLICATIONS : Independent Complaints Directorate P/ Bag X 25 Johannesburg 2000 or hand deliver at 208 – 212 Cnr Jeppe & Von Weillegh Street 20th Floor Marble Towers Building Johannesburg

FOR ATTENTION : Ms F Dlakana
NOTE : The successful candidate will have to undergo security vetting. His/her character should be beyond reproach. People with disability are encouraged to apply.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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



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

OTHER POSTS

POST 45/23 : **OFFICE MANAGER REF NO: 10/340/SA**

SALARY : R206 982– R242 433 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : State Attorney, Mafikeng

REQUIREMENTS : An appropriate three year degree or equivalent qualification; Three years appropriate experience of which at least one year should be at supervisory position; Knowledge of the Public service and the working of Government; Understanding confidentiality in Government; Valid driver's license. Skills and Competencies: Communication skills (written and verbal); Computer literacy (Ms Office, Intranet and internet); Research and negotiation skills; Strategic thinking and leadership skills; Human resources Management skills; Presentation skills; Customer service orientation; Ability to work independently, yet a part of a team required and work under pressure and meet deadlines; Financial management.

DUTIES : Implement all financial control and supervisory duties over Trust and Vote Accounts; Overall management of Agency services, procurement of goods and services; Manage and oversee office budget; Manage and oversee implementation of Performance Management System; Effective implementation of HR policies, system and processes; Manage the library services and all estate assets including machines and computers; Manage and oversee functions of transport officer and the filing of vacancies; Manage and control of Secretarial Services; Manage and control security, safety and accommodation matters; Manage and oversee the proper functioning of archive and Registry Services; Maintain and compile monthly and quarterly statistics and submit to Chief Litigation Office.

ENQUIRIES : Ms K Ngomani: Tel (012) 357 8661

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

CLOSING DATE : 29 November 2010

POST 45/24 : **LEGAL RESEARCHER 3 POSTS REF NO: 10/339/CLO**
6 Months contract

- SALARY** : R206 982 + 37% = R 283 565 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An LLB Degree or equivalent four year recognized legal qualification; 3 years appropriate legal experience; Sound and knowledge of the South African legal system; Knowledge and experience in the field of Constitutional Law, Labour Law, Administrative Law, Law of Evidence, Criminal Law and International Law; Knowledge of Governmental and Departmental policies and strategy would be an advantage; Knowledge of the Public Finance Management Act and budgetary/financial management will also be an advantage; Knowledge of the Criminal Justice System and the implementation of legislation, would be an advantage; and A valid driver's license. Skills and Competencies: Computer literacy; Communication skills (written and verbal); Organizational and interpersonal skills; Legal Research, planning and decision making skills; Ability to interface with information management technical systems; Ability to deal with confidential information; Research and data analysis; General and Project Management skills; Ability to work accurately and timorously, for extended hours and under pressure; Ability to draft reports; Ability to utilize multiple resources e.g. Virtual Library (Jutastat and Butterworth's products).
- DUTIES** : Provide both verbal & written opinion to CLO after researching in statutes, journals & textbooks; Receive matters to be researched and conduct research on legal principles; Advice Ministers on comparative law, e.g. policies on Government's approach and/or response on conduct litigation; Evaluate legal theories around identified focal point and draft legal reports based on the theories and recommendations; Consider legal question and plan how to go about answering it before conducting actual research; Locate and analyse foreign statues and read material on the topic or legal question provided; Keep abreast with the law including changes in the law; Assist in the development of good office practice with regard to research; Present legal reports to the Chief Litigation Officer; Perform any other function as delegated by the CLO; Dealing with queries and problems from client departments, the legal profession, offices and from within the Department.
- ENQUIRIES** : Ms K Ngomani ☎(012) 357 8661
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria
- CLOSING DATE** : 29 November 2010
- POST 45/25** : **LEGAL RESEARCHER REF NO: 40/10/LMP**
- SALARY** : R206 982 – R250 035 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Thohoyandou High Court
- REQUIREMENTS** : An (LLB) or four year recognized legal qualification; Three years legal research experience; Knowledge and experience in the field of Constitutional Law, Labour Law, Administrative Law, and International Law. Skills and Competencies: Computer literacy (MS Office); xcellent communication skills (written and verbal); Organisational and interpersonal skills; Ability to draft reports; Deal with confidential information; Ability to work accurately and timeously; Willingness to work long hours; Able to use multiple resources – Butterworths and Juta products, library, foreign law, internet etc; Able to handle stress and work under pressure.
- DUTIES** : Carry out legal research and maintain appropriate records and systems to enable research to be accessed by others; Maintain legal and constitutional documents and ensure they are updated; Consider legal question and plan how to go about answering it before conducting actual research; Summaries in a report relevant research to help answer a legal question; Locate and analyse foreign jurisprudence; Keep abreast of the law including changes in the law; Assist in the development of good office practice with regard to research; Attend to own administrative work.
- ENQUIRIES** : Mr. Maakamedi TP ☎ 015 287 2034 or
Ms. Phalane MR ☎ 015 287 2035

CLOSING DATE : 29 November 2010

POST 45/26 : **CHIEF ADMINISTRATION CLERK REF NO: 43/10/LMP**

SALARY : R140 208 – R165 159 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Tshitale

REQUIREMENTS : A Bachelor's Degree or equivalent qualification or Grade 12 with ten years relevant experience in the Courts and the Departmental Financial Management System; Two years relevant experience; Knowledge of BAS, PFMA, DFI, JDAS, JYP and Transport Policies; Sound knowledge of Human Resources, Financial, Asset and Risk Management; A valid drivers' license. Skills and Competencies: Computer literacy (MS Office); Good interpersonal relations and problem solving skills; Ability to work under pressure; Attention to detail

DUTIES : Manage the Performance Management System in the Section; Manage finances at offices by complying with PFMA, DFI, and other instructions issued from time to time by CFO; Supervise staff dealing with finances in the office which includes fees in respect of bail, witness, admission of guilt and maintenance. Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check all tasks performed by administrative staff on a daily basis;

ENQUIRIES : Mr. Maakamedi TP ☎ 015 287 2034 or
Ms. Phalane MR ☎ 015 287 2035

CLOSING DATE : 29 November 2010

POST 45/27 : **SENIOR COURT INTERPRETERS 5 POSTS REF NO: 44/10/LMP**

SALARY : R140 208 – R165 159 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : High Court: Polokwane

REQUIREMENTS : Grade 12 or equivalent qualification plus five (5) years experience in court interpreting; Tertiary qualification will be an advantage; Applicants will be subjected to a language test: A valid drivers license will be an added advantage: Language requirements: English, Afrikaans, N. Sotho, Tsonga and Venda; Fluency in Zulu, Swazi and Shona will be an added advantage: Skills and Competencies: Computer literacy (MS Office); Good communications (written and verbal); Administration and organisational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.

DUTIES : Interpret in Criminal Court, Civil Court, Labour Court, quasi – judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep Court records up to date; Supervise Court Interpreters; Perform any other duty that he/she may be assigned to in terms of rationalization of functions by the office.

ENQUIRIES : Mr Nxumalo LT ☎ 015 287 2080 or
Mr. Baloyi T. ☎ 015 294 6025

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

CLOSING DATE : 29 November 2010

POST 45/28 : **STATE ACCOUNTANT: BUDGET REF NO: 45/10/LMP**

SALARY : R140 208 – R165 159 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office: Limpopo (Polokwane)

REQUIREMENTS : A three year Bachelor's Degree/National Diploma in Finance or equivalent qualification plus one (1) year relevant experience; Sound knowledge of BAS, PFMA, DFI and Treasury Regulations; Code 8 Valid Drivers Licence. Skills and competencies: Basic Accounting skills; Computer literacy (MS Office); Good communication skills (verbal and written); Ability to work under pressure; Good interpersonal relations; Attention to detail.

DUTIES : Prepare the budget for the Region; Coordinate budget estimates from sub-offices; Provide support and financial advice to line managers; Analyze and

compile expenditure reports; Request and analyze BAS reports; Control and budget expenditure; Check and authorize sundry payments on BAS; Check and ensure banking of State monies; Compile monthly and quarterly reports; Dealing with journals and bank exception

ENQUIRIES : Mr. Maakamedi TP ☎ 015 287 2034 or
Ms. Phalane MR ☎ 015 287 2035

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

CLOSING DATE : 29 November 2010

POST 45/29 : **CHIEF ACCOUNTING CLERK REF NO: 46/10/LMP**

SALARY : R140 208 – R165 159 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office: Limpopo (Polokwane)

REQUIREMENTS : A Bachelor's Degree in financial management or equivalent qualification or Grade 12 with ten years relevant experience; Two years experience in financial environment; Knowledge of DFI, PFMA and Treasury regulations will be an advantage; A valid drivers' license. Skills and Competencies: Computer literacy (MS Office); Excellent Communication Skills (verbal and written); Good interpersonal relations and problem solving skills; Ability to work under pressure and work independently.

DUTIES : Co-ordinate and monitor the submission of Justice Deposit Account System (JDAS), MMT and Bank Reconciliations in respect of monies in trust; Capture and consolidate MMT and Bank Reconciliation statements received from sub-offices; Entertain JDAS operational problems and interpret financial prescripts; Analyse all audit enquiries received as well as inspection reports in order to identify existing problems in the execution of financial duties in the region; Facilitate training needs and arrange training ;Maintain and monitor signing arrangements in sub-offices; Perform ad-hoc tasks from time to time.

ENQUIRIES : Mr. Maakamedi TP ☎ 015 287 2034 or
Ms. Phalane MR ☎ 015 287 2035

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

CLOSING DATE : 29 November 2010

POST 45/30 : **ADMINISTRATIVE OFFICER: GENERAL ADMINISTRATION REF NO: 47/10/LMP**

SALARY : R140 208 – R165 159 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office: Limpopo (Polokwane)

REQUIREMENTS : Bachelor's degree or equivalent qualifications; At least one years relevant experience; Knowledge in record/archive management, library accommodation, switchboard, performance management, Government transport and fleet management; A valid code B drivers' license will be an added advantage; Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Understanding of the PFMA, DFI and other related prescripts; Problem solving; Ability to work under pressure and deliver according to tight deadlines; Ability to work individually and within a team; Sound organizing and planning skills; Customer orientation; Proven managerial and leadership; Knowledge of a library;

DUTIES : Monitor internal control measures to ensure compliance to prescripts; Gather and prepare information, statistics and reports; Safekeeping of records and archives; Receive, sort, dispatch and file documents; Train, monitor and report on staff performance; Manage labour saving devices and departmental fleet; Monitoring of telephone accounts;

ENQUIRIES : Mr. Maakamedi TP ☎ 015 287 2034 or
Ms. Phalane MR ☎ 015 287 2035

CLOSING DATE : 29 November 2010

POST 45/31 : **COURT INTERMEDIARY (CONTRACT APPOINTMENT) 1 POST REF NO: 48/10/LMP**

SALARY : R 140 208 per annum (plus 37% in lieu of benefits).The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Phalaborwa (1)

REQUIREMENTS : Must be competent to be appointed as an Intermediary as prescribed in the Determination under section 170A (4)(a) of the Criminal Procedure Act, 1977,as amended by the Sexual Offences and Related Matters Act 32 of 2007; Which inter alia includes the following; (a) Medical practitioners: registered as such under Medical, Dental & Supplementary Health Services Professions Act 56 of 1974 AND registered: specialty pediatrics (b) Medical practitioners: registered as such under Medical, Dental & Supplementary Health Services Professions Act 56 of 1974 AND registered: specialty psychiatry (c) Family Councillors appointed under s 3 of the Mediation in Certain Divorce Matters Act 24 of 1987 AND who are or were registered as social workers under s 17 of the Social Service Professions Act 110 of 1978 OR who are or were educators as contemplated in (f), OR who are or were registered as clinical, educational or counseling psychologists under the Medical, Dental & Supplementary Health Services Professions Act 56 of 1974 (d) Child care workers who have successfully completed a 2year course in child & youth care approved by the National Association of Child Care Workers AND who have 2 years' experience in child care (e) (i) Social Workers who are registered under s 17 of the Social Service Professions Act 110 of 1978 AND who have 2 years' experience in social work and (ii)persons who obtained a masters degree in social work AND who have 2 years' experience in social work (f) (i) Persons who have 4 years' experience as educators who have NOT at any stage, as a result of misconduct, been dismissed from service as educators; (ii) 'educators' means persons who teach, educate or train other persons, or who provide professional education services, incl. professional therapy & educational psychological services at a public, independent or private school as contemplated in the SA Schools Act 84 of 1996, incl. former & retired educators (g) Psychologists who are registered as clinical, educational or counseling psychologists under the Medical, Dental & Supplementary Health Services Professions Act 56 of 1974 Must be proficient in languages as required by the office concerned; A person who is reliable, dedicated and hardworking. The following qualities will be added recommendations: The ability to work with children/ disabled persons in a highly stressful and under traumatic circumstances; An understanding of and respect for the rights and dignity of the witness requiring assistance; The ability to treat the witness and his/her family with respect and empathy; The ability to provide emotional support and assistance to the witness and his/her family; An understanding of the ethical implications of working with children and court processes.

DUTIES : Act as Intermediary by facilitating court proceedings wherein children are involved; Act as intermediary in all matters wherein, despite their biological age, witnesses have a mental age of under 18; Manage the efficient flow of all cases involving children and disabled persons; Facilitate the allocation of dates by utilizing the central diary to schedule matters; Maintain the Intermediary room and the resources therein; Ensure that the correct equipment is available to assist the child or disabled person in giving their evidence; Maintain a data base of all service providers that may provide assistance to the witness and his/her family and make all necessary information available to them.

ENQUIRIES : Mr. Mphahlele NN. ☎ 015 287 2036

POST 45/32 : **SENIOR COURT INTERPRETER REF NO: 10/VA86/NW**

SALARY : R140 208 - R165 159 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Molopo Regional Court - Mmabatho

REQUIREMENTS : Grade 12 or equivalent qualifications; Tertiary qualification will be an advantage; Applicants will be subjected to a language test; A valid drivers licence will be an added advantage. Language proficiency: Setswana, Afrikaans, English, isiZulu, isiXhosa, Sepedi, Sesotho and Tsonga. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Word and

		Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Interpret in criminal court, civil court, labour court and quasi proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecution.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. W Jacobs at ☎ (018) 397 7054.
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.
<u>CLOSING DATE</u>	:	22 November 2010
<u>POST 45/33</u>	:	<u>MAINTENANCE OFFICER REF NO: 41/10/LMP</u>
<u>SALARY</u>	:	R139 968 – R 160 041 per annum (in accordance with OSD MR3 – MR4). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Ritavi (1) And Magistrate Phalaborwa (1). An LLB or four year recognized legal qualification; At least 2 years appropriate post qualification legal experience; A valid drivers' license. Skills and Competencies: Computer literacy(MS Office); Numeric skills; Work in pressured environment; Must be able to: Argue cases in court and have experience and knowledge of legal proceedings; Conduct legal research that will provide information and case law relevant to the legal matter at hand and present motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome/result; Draft legal documents that provide clear motivation/justification for a particular position pertaining to the case; also decide on the approach to be followed to ensure success in this regard; Preside over an arbitration matter, consider legal arguments, and make an award that is legally justifiable; Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation; Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution suggesting terms of a settlement and advice on a likely settlement; Successfully conduct an interview in order to determine the client's goals and objectives; Advise the client of possible courses of action with reference to the clients' instruction and legal entitlements; Document the interview/advice given.
<u>DUTIES</u>	:	Perform functions of Maintenance Officer in terms of the Act; Guide maintenance investigators in performance of their duties; Gather financial information for the purposes of Maintenance enquiries; Conduct proceedings in Maintenance Court; Implement Bench Orders;
<u>ENQUIRIES</u>	:	Mr. Maakamedi TP ☎ 015 287 2034 or Ms. Phalane MR ☎ 015 287 2035
<u>CLOSING DATE</u>	:	29 November 2010
<u>POST 45/34</u>	:	<u>REGISTRAR, MR-3 – MR-5 REF NO: 10/VA87/NW</u>
<u>SALARY</u>	:	R139 968 – R506 292 per annum. (salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	North West High Court- Mafikeng LLB Degree or an appropriate four year legal qualification; At least two years appropriate post qualification legal experience; A valid drivers' licence; Skills and Competencies: Conflict resolution; Numeracy skills; Office management, planning and organization skills; Conflict and resolution management; Good communication (written and verbal); Computer literacy (MS Office); Ability to interpret acts and regulations; Negotiation, motivation, customer relation, self-management and stress management skills.
<u>DUTIES</u>	:	Co-ordinate Case Flow Management Support Service to the judiciary and prosecution at local level; Coordinate issues of all processes that initiate court proceedings; Coordinate interpretation services in conjunction with the interpreters within the court; Consideration of judgments by default and taxation of attorneys unopposed and opposed bills of cost; Issue, keep, check and analyse court statistics; Issue court orders, advise judges on cases that are distributed and allocated to the courts; Manage appeals, reviews, application for

access to information, court records and all relevant registers; Authenticate signatures of legal practitioners, notaries, sworn translators and conveyancers; Undertake any other official duties requested by the Senior or Chief Registrar.

ENQUIRIES : Mr. Benjamin Moseje ☎ (018) 397 7057

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, MMABATHO, 2735 OR Physical address: Reception area, North West Regional Office, Ayob Gardens, 22 Molopo Road, Mafikeng, 2745.

CLOSING DATE : 29 November 2010

POST 45/35 : **ACCOUNTING CLERK (SALARIES AND EXPENDITURE) REF NO: 49/10/LMP**

SALARY : R 79 104 – R 93 180 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office Limpopo (Polokwane)

REQUIREMENTS : Grade 12 with accounting / mathematics as passed subject or equivalent qualification; Relevant experience in financial management environment; Sound Knowledge of PERSAL AND BAS, Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Good interpersonal relations; Ability to interpret policies and directives; Analytical; Problem solving skills; Numeric skills; Able to work accurately under pressure and independently

DUTIES : Capture advices, stop orders, garnishee orders etc on PERSAL; Prepare payment of salaries; Distribution of salary advices; Filing and opening of new files; Prepare IRP 3 to SARS; Keeping of safe; Prepare last pay certificates; Capturing of S & T claims and Motor Allowance; Determine liabilities of officers at termination of service; Responsible for pay sheets of the Region.

ENQUIRIES : Mr. Maakamedi TP ☎ 015 287 2034 or Ms. Phalane MR ☎ 015 287 2035

CLOSING DATE : 29 November 2010

POST 45/36 : **DATA TYPIST REF NO: 50/10/LMP**

SALARY : R 79 104 – R 93 180 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office: Limpopo (Polokwane)

REQUIREMENTS : Grade 12 or equivalent qualification. Shortlisted candidates will be subjected to a typing test; Skills and competencies: Computer literacy (MS Office); Good communication (written and verbal); Good interpersonal relations; Ability to work under pressure; Attention to detail; Knowledge of PFMA, Treasury Regulations and DFI will be an added advantage.

DUTIES : Compile payment advices; Capturing payments on BAS; Request payment & document control reports; Request register of payment reports; Request expenditure report; Monitor outstanding BAS transaction; Compile Journal; Receive and or bank state money; Any other related duties.

ENQUIRIES : Mr. Maakamedi TP ☎ 015 287 2034 or Ms. Phalane MR ☎ 015 287 2035

CLOSING DATE : 29 November 2010

POST 45/37 : **TYPISTS (02) REF NO: 51/10/LMP**

SALARY : R 79 104 – R 93 180 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office: Limpopo (Polokwane) (1) And Office Of The Family Advocate (Polokwane) (1)

REQUIREMENTS : Grade 12 certificate or equivalent qualification with typing as a passed subject; Minimum typing speed of 35 wpm; An appropriate word processing course successfully completed; Short listed candidates will be required to pass a typing test. Skills and Competencies: Computer literacy (MS Word); Accuracy and attention to detail; Ability to work under pressure.

DUTIES : Type reports; General correspondence; Answer telephone and take messages; perform any other related administrative duties.

ENQUIRIES : Mr. Maakamedi TP ☎ 015 287 20340 or Ms. Phalane MR ☎ 015 287 2035

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional

Development, Private Bag x 9526, Polokwane 0700 OR Physical address:
Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
29 November 2010

CLOSING DATE

:

POST 45/38

:

ADMINISTRATION CLERK/COURT CLERK: DCRS REF NO: 10/VA87/NW

SALARY

:

R79 104 – R 93 180 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

:

North West High Court- Mafikeng

REQUIREMENTS

:

A Grade 12 or equivalent qualification; One year appropriate experience in general administration or court related functions with regard to court recording and/or case flow management; A willingness to travel to circuit courts as well as a driver's licence will be a strong recommendation. skills and competencies: Communication (Written and Verbal); Computer literacy (MS Office); Good interpersonal skills; Good public relations skills; Ability to work under pressure and to solve problems; Customer service; Document management and filling;

DUTIES

:

The maintaining of criminal record books and charge sheets; The writing and tracing of summonses; The writing of witness fees books; The completing and issuing of committal warrants and arrest warrants; Test and operate court recording equipment; Assist with the entering of case particulars in the criminal record books; The recording of court proceedings; The rendering of court requirements; The rendering of assistance in general case flow management; The recording of court proceedings; Filing of cases (charge sheets); Manage digital recording of court proceedings ensure integrity of records; Provide any administrative support as required by the relevant Court Manager or Supervisor; Operate and provide support to court systems, e.g. e-scheduler; Video Remands, document scanning, etc

ENQUIRIES

:

Mr. Benjamin Moseje at ☎ 018 397 7057

APPLICATIONS

:

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

CLOSING DATE

:

29 November 2010

DEPARTMENT OF MINERAL RESOURCES

- APPLICATIONS** : The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007, 70 Mentjies and Schoeman Street, Trevenna Campus, Sunnyside, 0001
- CLOSING DATE** : 26 November 2010
- FOR ATTENTION** : Mr S Matlakala / Ms E Makhale
- NOTE** : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. All applications must be sent to the address provided above, and Not to the specific region(s) NOTE: The successful candidates will be required to sign a performance agreement within three (3) months of appointment.

OTHER POST

- POST 45/39** : **SECRETARY TO DIRECTOR: INTERNAL AUDIT**
- SALARY** : R94 575 per annum, Level 5
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 (Senior Certificate), coupled with relevant experience and the following key competencies: ☐ Knowledge: • The functionality of the Internal Audit Unit • Minutes writing • Diary management • Document tracking • Administrative practices etc. ☐ Skills : • Computer literacy (with experience in Ms Word, Excel and PowerPoint) • Organisational skills • Good telephone etiquette • Good interpersonal skills • Ability to act with tact and discretion. ☐ Communication: • Communication skills (Written and Verbal) • Ability to communicate well with people at different levels and from different backgrounds. ☐ Creativity: • Problem solving • Innovative • Creative thinking ☐ Ability: • Work under pressure • Prioritise tasks • Analyse documents. ☐ Conduct: • integrity, confidentiality, and professionalism.
- DUTIES** : Provide secretarial support to the Director. Receive and refer telephone calls and messages to relevant officials in the unit. Manage the Director's diary, type documents for the Director and other Managers within the Unit. Photocopy and fax the Unit's documents. Render Administrative support to the Director. Make travelling arrangements; arrange meetings and events for the Unit. Process travelling and subsistence claims, process all invoices that emanates from the Unit's activities. Record minutes of the meetings. Administer leave registers, training plans, timesheets and telephone accounts. Receive records and distribute all incoming and outgoing documents respectively. Handle procurement of stationery, refreshments, and other standard items. Assist with both secretarial and administrative support to other Managers and the Unit as a when requested.
- ENQUIRIES** : Ms B Gumbu ☎(012) 444 3210

NATIONAL TREASURY

- APPLICATIONS** : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.omin@treasury.gov.za.
- CLOSING DATE** : 19 November 2010 at 12:00
- NOTE** : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

OTHER POST

- POST 45/40** : **OFFICE ASSISTANT REF NO: S159/2010**
Division: Office of the Minister
- SALARY** : R94.575 (excluding benefits) per annum
- CENTRE** : Cape Town
- REQUIREMENTS** : Office assistance experience Knowledge of use of photocopiers, fax machines, binding machines, mail distribution and stationery stocktaking, Planning & Organising, Quality organisation, Problem Solving & Analysis, Oral Communication, Interpersonal sensitivity, Flexibility, Resilience, Personal motivation.
- DUTIES** : It would be expected from the candidate to: Make and co-ordinate all requests for photocopies, Bind documents, Send and forward facsimiles on behalf of secretary, Collect and redistribute mail from workstations, Replace all cartridges and paper in the equipment areas, Oversee overall neatness of the equipment areas, Handle classified/sensitive information with utmost discretion, Be responsible for the overall neatness of the office, Do stationery stocktaking and distribution thereof.

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.



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, People with disabilities are encouraged to apply

MANAGEMENT ECHELON

POST 45/41 : **CHIEF DIRECTOR: REGIONAL HEAD, BLOEMFONTEIN REGIONAL OFFICE, REF NO: 2010/247**

SALARY : All-inclusive salary package of R790 953 p.a. (Total package to be structured in accordance with the rules of the Senior Management Service).

CENTRE REQUIREMENTS : Bloemfontein Regional Office
A tertiary qualification in Management, Behavioural Science or Law •The candidate must possess knowledge of the following areas: property management, financial management, client/customer relations, intergovernmental relations and people management •The candidate must have the following skills: negotiation, communication and management in general.

DUTIES : The incumbent will be responsible for the overall management of the Regional Office •Manage the implementation of the Department's strategic plan in the Regional Office •Manage the implementation of the Department's operational programmes which entail service delivery improvement, Expanded Public Works Programmes, client/customer and stakeholder relations, property management, people management and financial management.

ENQUIRIES APPLICATIONS : Mr. A. Adam, Tel: (012) 310-5935.
The Director General, Department of Public Works. Private Bag X 65 Pretoria, 0001, Cnr Bosman & Church Street, Ground Floor, Public Works House

FOR ATTENTION : Ms. M. Masubelele

POST 45/42 : **DIRECTOR: PROJECTS, REF NO: 2010/246**

SALARY : All inclusive salary package of R652 572 per annum. (Total package to be structured in accordance with the rules of the senior Management service)

CENTRE REQUIREMENTS : Pretoria Regional Office
Appropriate four year degree in built environment or equivalent qualifications and acquired knowledge at that level, extensive experience in the built environment especially in building construction project management. Professional registration in any of the built environment disciplines is compulsory. Knowledge or understanding of occupational health & safety act; knowledge or understanding of procurement system of government will be an advantage. Experience in managing project managers who are responsible for managing multiple projects

simultaneous, proven project budgeting ability; knowledge or understanding of estimating and scheduling techniques; analytical ability, strong communication skills, both written and verbal, and good interpersonal skills; computer literate.

DUTIES : To manage the key activities of projects of the Regional Office, ensuring the effective and efficient service delivery in the core business of the Department. Manage the compliance in promoting Black Economic Empowerment contractors. Monitor compliance to safety, heritage and other statutory requirements of installations. Manage and verify strategies to incorporated Expanded Public Works Programme/National Youth Service in all identified projects. Manage the finalization of final account and close out of projects.

ENQUIRIES APPLICATIONS : Ms. S. Mosegomi, Tel (012) 310 7150

FOR ATTENTION : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,
Ms. M. Masubelele

POST 45/43 : **DIRECTOR: EPWP LARGE PROJECTS EPWP INFRASTRUCTURE, REF NO: 2010/245**
Key Purpose: To effectively manage the implementation of Large Projects (Budget greater than R 30 Million) model which will enable public bodies to increase the size of their EPWP projects or effectively convert their large projects so that also contribute to the EPWP

SALARY : All inclusive salary package of R652 572 per annum. (Total package to be structured in accordance with the rules of the Senior Management Service)

CENTRE REQUIREMENTS : Head Office (Pretoria)
Tertiary qualification in Civil Engineering, or Construction Management or related field. Extensive relevant experience in Construction Industry. He/ she must have the Knowledge of Project Management, Construction Industry, Construction forms of contract especially New Engineering Contract (NEC) and , Labour-intensive methods of construction.. A candidate must have project management skills, report writing, policy formulation, research methodology, financial administration and programme and management skills. Willing to adapt work schedule in accordance with professional requirements, willing to travel and have drivers licence.

DUTIES : Effective management of Large Projects Programme by assisting public bodies with the structuring of EPWP large projects .Manage relationship with external stakeholders in terms of implementation of EPWP Large Projects. Engagement with public bodies and state owned enterprise (SOE) to ensure their involvement in EPWP through the structuring of large projects. Compile and submit updated reports on progress and management of large projects model. Monitoring and reporting on the implementation of the EPWP large projects by different public bodies. Effective management of the EPWP Large Projects Directorate including compilation of budgetary reports.

ENQUIRIES APPLICATIONS : Mr. I. Ariyo, Tel (012) 337 2716

FOR ATTENTION NOTE : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,
Ms. M. Masubelele
It will be expected of the candidate to sign a performance agreement and be subjected to security clearance.

OTHER POSTS

POST 45/44 : **SENIOR PROJECT MANAGER: PROJECTS REF NO: 2010/244**

SALARY : R545 148 per annum OSD package inclusive

CENTRE : Kimberley Regional Office

REQUIREMENTS : Relevant recognized degree or diploma in any of the built environment disciplines (Architecture, Quantity Surveying, Engineering or Project Management) Registered with SA Council for Projects and Construction Managers as a Professional Construction Project Manager (PRCPM). Related project management experience in the Built Environment as a Project Manager. Valid driver's license, Computer literacy. Knowledge and understanding of the

following acts: Public Finance Management, Occupational Health and Safety as well as Building regulations and the Environment Conservation Act. Knowledge and understanding of Government procurement system Good financial and budget skills Sound analytical skills with good written and verbal communication

DUTIES : Contribute to project initiation, scope definition and scope change control for envisaged projects. Manage and control the administration, advertising and adjudication of bids. Ensure compliance to professional legislation, procurement and departmental policies. Make recommendations on construction policies. Procure consultants and contractors for construction projects. Ensure the nine (9) knowledgeable areas (integration, scope, time, cost, quality, human resource, communication, and risk and procurement management) are applied through the project cycle, which includes initiation, planning, design construction/implementation and closure. Adhere to conditions of Occupational Health and Safety. Conduct research on new best practices of materials, techniques and methods. Ensure delivery of projects within parameters of time cost. Make recommendations on approval and extension of contract periods. Establish and promote effective relationship with clients. Provide expert advice to the Department. Manage communication and documents of projects for auditing purposes. Manage contractors and clients' complex conflicts. Monitor and control expenditure. Manage component and project budgets. Ensure correct value for money payments to consultants and contractors. Manage client's budget allocation. Compile management reports on budget and expenditure. Maintain data integrity on WCS, etc. Manage Project managers and administrative staff. Coach, mentor and train staff. Manage employment –related processes

ENQUIRIES : Mr. T Van den Berg, Tel (053) 838 5204
APPLICATIONS : The Regional Manager, Dept Public Works, Private Bag X5002, Kimberley 8301
FOR ATTENTION : Ms. L. Motihala

POST 45/45 : **DEPUTY DIRECTOR: KEY ACCOUNTS MANAGEMENT (DEFENCE), KEY ACCOUNTS MANAGEMENT, REF NO: 2010/252**

SALARY : R406 839 per annum, all inclusive salary package
CENTRE : Head Office
REQUIREMENTS : A recognised tertiary qualification in Financial Administration or Built Environment and appropriate experience within the field. Ability to follow a pro-active and creative problem solving approach. Good organizing, communication, interpersonal and advanced computer skills. Must have good numerical and accounting skills. The person must be innovative, creative, an analytical thinker and willing to work under pressure. Must have knowledge of Works Control System, Basic Accounting System, Public Finance Management Act, treasury regulations and State budgetary systems.

DUTIES : Manage the accommodation portfolios of Defence and BCIP and alignment with client Departments. Liaise with BCOCC and other strategic stakeholders and role players with regard to strategic issues on behalf of the Chief Director Key Accounts Management. Ensure that monthly PACE reports is generated for SARS funded and collectively funded Defence and BCIP projects respectively. Provide monthly feedback to client Departments on progress, cost and quality of all projects. Manage the budget and expenditure levels of defence and BCIP. Ensure that collective funds are deposited into the Defence and BCIP suspense accounts. Liaise with directorate, Financial Accounting with regard to the availability of funding. Manage the Key Accounts of the Repair and Maintenance Programme and upgrade programmes. Liaise with SARS for the funding of the Repair and Maintenance Programmes projects. Provide management support to the Border Control Operation Co-ordinating Committee (BCOCC) with regard to accommodation requirements of defence and the BCIP. Obtain approval from the chairperson of the BCOCC and sign off plans per client Department and submit monthly reconciliation of suspense accounts to BCOCC. Manage the office and human resources- manage general office functions according to work plan and manage, develop and train human resources.

ENQUIRIES : Mr. K. Nadasen, Tel: 012 337 2448
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,

FOR ATTENTION : Ms. M. Masubelele

POST 45/46 : **ARTISAN SUPERINTENDENT: PROPERTY MANAGEMENT REF NO: 2010/242**

SALARY : R212 421 per annum (OSD)
CENTRE : Kimberley Regional Office
REQUIREMENTS : A completed apprenticeship as a Building Electrical/Mechanical competent person and proof of passing a trade test in terms of the provisions of section 13(2) (h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of the repealed section 27 of the Act. Recommendations: National Diploma (T/N streams) with 2 years as a supervisor, NTC 6 with 3 years as a supervisor, NTC 5 with 4 years as a supervisor, NTC 4 with 5 years as a supervisor or NTC 3 with 6 years as a supervisor. *Knowledge of occupation health and safety. *Strong leadership and management ability. *Ability to communicate effectively at operational level. *Must be computer literate. *Valid driver's license. *Candidate must have extensive experience in the Building/Electrical/Mechanical and Related operations, including repairs, new installations and maintenance in general.

DUTIES : Supervise and evaluation of workshop personnel and Artisan trainee. *Supervise equipment, tools and machinery generally used in a technical and maintenance environment. *Compilation of reports, records and material lists. *Manage repairs and maintenance costs. *Liaise with clients and other government departments. *Supervise preventative maintenance services on infrastructure on government buildings.

ENQUIRIES : Mr. T. Van den Berg: 053-8385204
APPLICATIONS : The Regional Manager, Dept Public Works, Private Bag X5002, Kimberley 8301
FOR ATTENTION : Ms. L. Motlhala

POST 45/47 : **ASSISTANT DIRECTOR: HORTICULTURE, FACILITIES MANAGEMENT, REF NO: 2010/243**

SALARY : R206 982 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : Recognised National Diploma in Horticulture or related with a relevant experience in prestige environment. (Experience in all aspects of horticulture will be an added advantage). Valid driver's license. Excellent verbal and written communication skills. Good interpersonal skills. Sound budgeting and financial management skills. Good project management skills. Dynamism, professionalism and ability to plan/organize. Computer literacy. Knowledge and understanding of the Government Procurement System as well as the Public Finance Management Act. Ability to implement systems and exercise control to ensure sound management of equipment and materials. Able to manage a large workforce. Understanding of labour relations and other relevant legislation pertaining to Human Resources Management. Knowledge of OHSA and government Procurement System

DUTIES : Manage service contracts and contractors performance and quality of work for the duration of contracts. Compile specification and handle inspection in horticultural field of expertise. Site visit on regular basis, applicant must be willing to travel. Manage multi-disciplinary consultant teams. Assist with the formulation of policies and administration of procedures for horticulture maintenance. Manage related budgets and financial planning, performance-base contracts and events management.

ENQUIRIES : Ms. R. Baulackey, Tel (053) 838 5222
APPLICATIONS : The Regional Manager, Dept Public Works, Private Bag X5002, Kimberley 8301
FOR ATTENTION : Ms. L. Motlhala

POST 45/48 : **ASSISTANT DIRECTOR: HUMAN RESOURCES ADMINISTRATION, RECRUITMENT AND PLANNING, HUMAN RESOURCES MANAGEMENT, REF NO: 2010/249**

SALARY : R206 982 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A Degree/National Diploma in Human Resources Management or related field. Appropriate experience in General Human Resources Management. An in depth

knowledge of enabling legislation and prescripts (Public Service Act, Public Service Regulation, Employment equity Act, BCEA, Codes of Remuneration and PFMA). Knowledge of Recruitment and Selection process. Knowledge of PERSAL. The incumbent must possess the following skill: Communication skills, Presentation Skills, Report writing skills, organizational skills and interpersonal skills. Computer literacy

DUTIES : Compliance and effective implementation of all Human Resources Management policies, prescripts and relevant legislations. Implement processes and systems to improve work flow within the Human Resources Management. Attend to audit queries. Accountable for the effective management and utilization of the PERSAL system. Maintenance of appropriate organizational structure in the region. Implementation of Employment Equity plan and target of the Region. Facilitate transfers, retention, placements and movement of staff. Manage the recruitment processes in the Region. Administer service conditions and terminations. Render expert advice and guidance to line managers pertaining to interpretation and implementation of HR policies and directives. Co- ordination and implementation of recruitment and selection processes, administration of recruitment section and supervise staff.

ENQUIRIES : Mr. S. Mkhize, Tel: (012) 310 5914
APPLICATIONS : The Regional Manager, Department of Public Works Private BagX229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street, Pretoria
FOR ATTENTION : Ms. A. Mafa

POST 45/49 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2010/248**

SALARY : R206 982 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A tertiary qualification in Financial Management Administration or related with appropriate experience. Knowledge of Financial systems, Financial prescripts e.g PFMA, GAAP, GARP and delegations. Knowledge of the transversal systems like PERSAL and bas. Knowledge of treasury regulations, Compiling of reports and budget systems. Must have sound Administrative, managerial accounts and numeric skills. The person must be an analytical thinker and have good planning and organizing skills. The person must be able to work under pressure, be creative innovative and have the ability to communicate at all levels.

DUTIES : Monitor and control finances and financial systems. Exercise control, monitor and supervises sub-ordinates (cashier duties, batch control and payments). Monitor value forms and subsistence and travel allowance (S &T) claims. Authorise, approve or disapprove transactions on BAS system, SCOA, LOGIS and PERSAL system. Reconcile the various financial systems-reconciliation of BAS and PMIS systems for unplanned maintenance. Verify WCS payments in connection with consultants, contractor and supplier payments. Perform Budget Duties and expenditure control-assist in budget planning, adjustment and reporting. Checking and controlling age analysis of suspense accounts. Render support with the management of the unit in the absence of the manager. Manage performance evaluation of sub-ordinates to identify and provide training. Respond to all audit queries in the directorate and gather information to resolve audit queries.

ENQUIRIES : Mr. L Louw Tel: 012 310 5005
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001, Or can be hand delivered at AVN Building Cnr Andries and Skinner Street
FOR ATTENTION : Ms. A. Mafa

POST 45/50 : **CONTROL WORKS MANAGER: BUILDING, TECHNICAL MAINTENANCE 2 POSTS) REF NO: 2010/250**

SALARY : R206 982 per annum
CENTRE : Pretoria Regional Office, 2010/250A Mthatha Regional Office, 2010/250B
REQUIREMENTS : Relevant recognized qualification in any of the built environment disciplines (Quantity Surveying; Building) Engineering accompanied by proven extensive technical experience. Ability to plan, organize and manage resources. A valid driver's license. Computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Knowledge and understanding of the

Occupational Health and Safety Act as well as Building Regulations. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with professional body will serve as an advantage.

DUTIES : Facilitate, co-ordination and control the implementation of new works, repairs and renovation and maintenance. Allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the projects and expenditure on current maintenance and minor new works projects. Ensure that the relevant project documentation for new and existing structures is compiled. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors and consultants through providing advice and guidance to contractors and consultants in respect of compliance to legislations, regulations and procedures. Supervise the performance and conduct of subordinates. Identify skills development needs and provide training and development opportunities for subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures.

ENQUIRIES : Mr. S. Kutu, Tel: 012 310 5993, Pretoria Regional Office

APPLICATIONS : Ms. N.P.T. Ngcobo, Tel: (047) 502 7000, Mthatha Regional Office
The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001, Or can be hand delivered at AVN Building Cnr Andries and Skinner Street, CENTRE: Pretoria Regional Office, 2010/250A , For Attention: Ms. A. Mafa
The Regional Manager, Department of Public Works, Private Bag X 5007, Mthatha, 5099, CENTRE: Mthatha Regional Office, 2010/250B

FOR ATTENTION : Ms N. Tyusha

POST 45/51 : **CONTROL WORKS MANAGER: MECHANICAL REF NO: 2010/251**

SALARY : R206 982 per annum

CENTRE : Pretoria Regional Office

REQUIREMENTS : The formal qualification for this position is relevant Bachelor's degree/ B-Tech/ National Diploma with appropriate experience in Mechanical Engineering. Applicable knowledge and understanding of PFMA, OHSA, National Building Regulations and Building Standards, Project Management, Property and facilities management, Government procurement processes and systems. A valid driver's license and willingness to travel. sound computer literacy. Ability to manage, negotiate, plan, communicate and work under pressure. Professional registration will serve as an added advantage.

DUTIES : Ensure appropriate maintenance and repairs and mechanical installations and components in the state owned facilities to the required standards as guided by Laws and Regulations. Ensure registration and listing of all components and installations to the facilities register. Plan and execute the service contracts of mechanical and electrical installations and contribute extensively to the budgeting process for maintenance. Manage expenditure of day to day maintenance budget as per PFMA. Ensure compliance to OHSA, National Building Regulations Act. Manage and supervise Chief Works Managers and ensure compliance of all administrative related policies

ENQUIRIES : Mr. S. Kutu, Tel: (012) 310 5993

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001, Or can be hand delivered at AVN Building Cnr Andries and Skinner Street,

FOR ATTENTION : Ms. A. Mafa

POST 45/52 : **CHIEF WORKS MANAGER: MECHANICAL, TECHNICAL MAINTANANCE, REF NO: 2010/240**

SALARY : R174 117 per annum

CENTRE : Kimberley Regional Office

REQUIREMENTS : A National Diploma in Mechanical Engineering coupled with relevant technical experience. Or N3 plus trade test completed successfully plus 5 years technical experience in mechanical. A valid driver's license, computer literacy, knowledge and understanding of PFMA, OHSA, National Building Regulations,

Environmental sound analytical and good written and verbal communication skills.

DUTIES : Attend to planned and unplanned maintenance requested from client. Compile scope of works and prepare estimates and technical reports. Inspect and report on leased building. Inspect and report on optimum use of Mechanical equipment and installation. Ensure all automatic sprinkles systems comply with the automatic sprinkler Bureau Standards. Ensure mechanical work and drawings comply with the OHSA and SABS. Preparation of tender documents. Verify and certify invoices for contractors. Ensure effects and efficient management of Property Management functions related to Mechanical discipline. Prepare and compile monthly reports.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr. M. Abrahams Tel (053) 8385259
: The Regional Manager, Dept Public Works, Private Bag X5002, Kimberley 8301
: Ms. L. Motihala

POST 45/53 : **ARTISAN FOREMAN: PLUMBING, PROPERTY MANAGEMENT, REF NO: 2010/241**

SALARY CENTRE REQUIREMENTS : R165 666 per annum (OSD package)
: Kimberley Regional Office
: A proof of passing a Trade test in terms of the provisions of section 13(2)(ch) of the Manpower Training Act, 1981, as amended or certificate issued under the provision of the repealed section 27 of the Act and relevant years of working experience. Knowledge of OHS Act.

DUTIES : Maintenance including new work to building infrastructure works. Maintain tools. Compile material quantities per project. Update register of maintained and repaired faults. Spot check technical faults for repairs or maintenance required. Obtain quotations and purchase required equipment and materials. Supervise assistant(s)

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr. T. Van den Berg, Tel: (053) 838 5204
: The Regional Manager, Dept Public Works, Private Bag X5002, Kimberley 8301
: Ms. L. Motihala

POST 45/54 : **ADMINISTRATIVE OFFICERS: ASSET REGISTER 21 POSTS REF NO: 2010/253**
One Year Renewable Contract

SALARY CENTRE REQUIREMENTS : R140 208 per annum
: Opportunities are available in the following Regions:
Umtata X2 Positions, Cape Town X8 Positions, Mmabatho X4 Positions, Johannesburg X5 Positions, Durban X2 Positions.

REQUIREMENTS : Tertiary qualifications in Property Management, Real state, Town and Regional planner, Property Law or Law or Assets Management or equivalent qualifications with relevant experience, preferably in Property and Asset Management.. Knowledge and understanding of the PFMA, Property related Acts. Understanding of the build environment. Understanding of the regulations applicable to the development of property. Knowledge of financial administration processes and systems and contractual policies and procedure, Regulation and By-Laws, Supply Chain Management. Basic MS Office computer literacy. Strong communications Skills (Written & Verbal) and the ability to communicate at all levels. Ability to work independently .Good interpersonal, analytical, planning, organising and financial management skills. A valid Driver's License and be prepared to travel

DUTIES : To conduct research and undertake site Inspections to obtained information on the condition essential for updating of the asset register. Facilitate the measurement of properties. Provide information on the condition of asset as evaluated during the site inspections. Take stock of all properties without original title deeds and apply for certified original copies, including records of endorsement thereon. Prepare applications for vesting to PSLDC. Liaise with all spheres of Government in respect of vesting and other property related matters. Package relevant information to enable issuing of lodgement instructions by supervisor. Follow up with DRDLR and Office of the State Attorney (OSA) regarding outstanding information. Ensure that there is an updated Asset

Register that reflects relevant property related information. Produce statistics and reports on the work done on a periodic basis.

ENQUIRIES
APPLICATIONS

: Mr. M. Chauke, Tel: 012 337 2995.
: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered Corner Church and Bosman Street, Public Works House Building, Pretoria,

FOR ATTENTION
NOTE

: Ms. M. Masubelele
: Applications must be forwarded to Head Office. Please indicate your preferred region on the application form.

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

APPLICATIONS

Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or have it delivered to 184 Jacob Mare Street, corner of Jacob Mare and Paul Kruger streets, Pretoria

FOR ATTENTION

: Human Resource Management.

CLOSING DATE

: 26 November 2010, Applications will not be considered after the closing date

NOTE

: Appointment is subject to a positive security clearance. Important: The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the relevant component's Employment Equity Plan. The Department reserves the right not to appoint any applicant in this position and reserves the right to conduct pre-employment security screening. Persons with disabilities are encouraged to apply. Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. If you have not been contacted for an interview within three months of the closing date, please note that your application was not successful. Correspondents will be entered into with short-listed candidates only.

OTHER POSTS**POST 45/55**

: **OFFICE ASSISTANT (TO THE CHIEF OF STAFF) REF NO: S8/3/2010/729**

SALARY CENTRE

: R140 208 per annum Level 7
: Ministry (Successful candidate may be required to perform sessional duty in Pretoria and Cape Town)

REQUIREMENTS

: A National Senior Certificate and/or Secretarial Diploma or have at least four years appropriate experience in secretarial and administrative support environment. * Planning, organizing and problem solving skills. * Good telephone etiquette, inter-personal relations and organizational skills. * Good written and verbal communication skills. * Ability to perform under pressure and adhere to strict timeframes. * Ability to show initiative and work independently. * Ability to identify and handle confidential matters. * Must have a sense of responsibility and passion for work. * Ability to organize workshops, meetings and travel logistics. * Knowledge of Ms Word, Ms Excel, Ms PowerPoint, Grouwise and Internet coupled with sound typing skills. * Filing skills and ability to keep record of flow of documents. * The successful candidate must have the following attributes: Dedicated, hard working, solution and service oriented, confident, accurate, efficient and well disciplined. * The ability to work under pressure, take on challenging responsibilities, work irregular hours, maintain confidentiality and provide services and products of professional quality. * Be action orientated and have the ability to organise an office environment, have good interpersonal / human relations skills and possess the ability to communicate freely and easily with other employees, the general public and various other clients. * The candidates may be required to write a test.

DUTIES

: Manage the Chief of Staff's office and diary and coordinate other office activities. * Manage all incoming and outgoing correspondence. * Manage and maintain a well updated filing system for the Office. * Co-ordinate and prepare for meetings,

workshops including typing of necessary documents. * Receive the Chief of Staff's visitors, including receiving telephones as well as attending accurately and timeously to messages. * Make travel and accommodation arrangements and also prepare subsistence and travel claims for the Chief of Staff. * Handle confidential documents and information. * Operate standard office equipment (Fax, photocopy machine and telephone). * Type correspondence such as reports, submissions, memorandums and letters. * Perform all general secretarial and administrative tasks such as taking minutes and arranging/serving refreshments. * Render other administrative duties as may be required.

- POST 45/56** : **MINISTERIAL REGISTRY CLERK REF NO: S8/3/2010/728**
- SALARY** : R140 208 per annum Level 7
- CENTRE** : Ministry (Successful candidate will be based in Cape Town)
- REQUIREMENTS** : National Senior Certificate. *Extensive administrative and electronic records management experience. *Tertiary qualification will be an added advantage. *Knowledge of National Archives Act, Records management regulations and an understanding of information security. *Computer literacy. *Thorough knowledge of registry and procurement procedures. *Communication (verbal and written) skills. *Good interpersonal relations. *Good organizational skills. *Ability to work in a team. *Ability to work under pressure. *Ability to pay attention to detail. *Filing skills. *Valid driver's licence.
- DUTIES** : Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players, etc. * File all documents in accordance with the relevant prescripts such as the National Archives Act and the MIS prescripts. * Render a general support function in the office of the executive authority. * Control stocks and stationary as chief user clerk for the executive authority's office. * Receive and distribute post and documents. * Record documents in the required databases/registers.
- NOTE** : Appointment is subject to a positive security clearance.

DEPARTMENT OF SOCIAL DEVELOPMENT

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

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

OTHER POSTS

- POST 45/57** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT**
Directorate: Supply Chain Management
This is a re-advertisement, candidates who applied previously must re-apply.
- SALARY** : R206 982 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelors Degree in Logistics and/ Purchasing management or equivalent qualification PLUS sufficient experience in Supply Chain Management environment. Knowledge of the Supply Chain Management Policies. Knowledge of the Government tender procedures. Knowledge of the Public Finance Management Act. Knowledge of the Preferential Procurement Policy Framework Act. Knowledge of the Broad Based Black Economic Empowerment. Competencies needed: Communication (written, verbal and liaison) skills. Analytical skills. Planning and organising skills. Interpersonal relations skills. Problem-solving skills. Computer literacy. Negotiation skills. Financial Management skills. Attributes: Ability to work in a team. Ability to work under pressure. Assertiveness. Self-starter. Accurate and compliant.
- DUTIES** : Key Responsibilities: Develop procurement plans. Manage current and future needs of the Department. Perform industry and commodity analysis including market analysis. determine sourcing strategies. Co-ordinate the development of specification and or Terms of References. Manage supplier registration and performance and maintain the supplier database (currently using IQUAL). Administer IQUAL accessibility for supply chain users.
- ENQUIRIES** : Mr K Watson (012) 312-7566
CLOSING DATE : 26 November 2010
- POST 45/58** : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT**
Directorate: Supply Chain Management
This is a re-advertisement, candidates who applied previously must re-apply.
- SALARY** : 206 982 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelors Degree in Logistics and/ Purchasing management or equivalent qualification PLUS sufficient experience in Supply Chain Management environment. Knowledge of the Supply Chain Management Policies. Knowledge of the Government tender procedures. Knowledge of the Public Finance Management Act. Knowledge of the Preferential Procurement Policy Framework Act. Knowledge of the Broad Based Black Economic

Empowerment. Competencies needed: Communication (written, verbal and liaison) skills. Analytical skills. Planning and organising skills. Interpersonal relations skills. Problem-solving skills. Computer literacy. Negotiation skills. Financial Management skills. Attributes: Ability to work in a team. Ability to work under pressure. Assertiveness. Self-starter. Accurate and compliant.

DUTIES : Key Responsibilities: Provide adequate administration of bids. Ensure the evaluation of bids in line with PPPFA. Ensure the effective functioning of the bid evaluation and bid adjudication committees. provide administrative function to Bid Evaluation and Bid Adjudication Committee. Provide monthly reports on procurement from HDI's to senior management and the National Treasury. Communicate with service providers to obtain information on bids submitted. Inform service providers on the outcome of advertised bids.

ENQUIRIES : Mr K Watson (012) 312-7566
CLOSING DATE : 26 November 2010

POST 44/59 : **ASSISTANT DIRECTOR: RISK MANAGEMENT**
 Directorate: Internal Control

SALARY : R206 982 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised Degree in Finance/Audit or equivalent qualification PLUS sufficient experience in the field of finance. Knowledge of Public Finance Management Act. Knowledge of Treasury Regulations Knowledge of the Division of Revenue Act. Knowledge of BAS; LOGIS and PERSAL. Experience in Government Financial Management will be an added advantage. Competencies needed: Financial management skills. Project management skills. Communication (written, verbal and presentation) and liaison skills. Planning and organising skills. Strategic capability and leadership skills. Customer Care skills. Analytical skills. Monitoring and evaluation skills. Policy development and implementation skills. Presentation and facilitation skills. Negotiation skills. Computer Skills. Research Skills. Problem solving skills. Coordination Skills. Interpersonal skills. Attributes: Assertiveness. Ability to work independently and as part of a team. Compliance. Diplomacy. Ability to work under pressure. Decisiveness. Adaptability. Confident. Accuracy. Compliant. Self-starter. Trustworthiness. Integrity.

DUTIES : Key Responsibilities: Assist with in implementing and maintaining an effective, efficient and transparent system of managing financial risk. Identify, assess and evaluate financial risk. Coordinate a periodic risk assessment within the department Implement and monitor mitigating actions for identified risks. Provide support in facilitating the development and implementation of the anti-corruption and fraud prevention plan. Facilitate and monitor effective and appropriate steps to prevent unauthorized and irregular expenditure and recommend action against any official who makes or permits such expenditure. Maintain a system of reporting thefts, fraud and losses.

ENQUIRIES : Ms KB Phahlane Tel: (012) 312-7139
CLOSING DATE : 19 November 2010

POST 45/60 : **ASSISTANT DIRECTOR: CO-ORDINATION AND PROGRAMME**
 Directorate: Care and Support

SALARY : R206 982 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelors Degree in Social Sciences (or equivalent qualification) PLUS sufficient experience in the field of HIV/AIDS. Knowledge of HIV/AIDS within the Social Development Sector. Knowledge of and experience in monitoring. Competencies needed: Computer literacy. Problem-solving skills. Planning, Coordinating and organising skills. Presentation skills. Interpersonal and people management skills. Communication (verbal, written and liaison) skills. Well developed report writing skills. Time management. Training and monitoring skills. Project management skills. Attributes: Self starter. Team player. Ability to work under pressure. Innovative and creative. Ability to work independently.

DUTIES : Key Responsibilities: Support the Deputy Director in monitoring the implementation of the National Action Plan for orphans and other children made

vulnerable by HIV/AIDS. Facilitate and maintain coordination between the development agencies and donor activities within the care and support programme. Coordinate meetings and workshops of the coordinating structures at National, Provincial and District levels. Prepare and present reports on donor and development agencies activities within the care and support programme. Assist in the facilitation and the development of strategic partnership with Donors and development agencies to strengthen programmes and address gaps. Provide administrative and logistical support within the care and support programme. Participate and represent the care and support programme in stakeholder forums.

ENQUIRIES : Ms J de Beer Tel no: (012) 312 7309
CLOSING DATE : 19 November 2010

POST 45/61 : **FACILITIES ADMINISTRATOR**
 Directorate: Security Management

SALARY : R140 208 p.a.
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate (Grade 12) and/or an appropriate recognised Bachelors Degree or equivalent qualification PLUS sufficient experience in Facilities Management. Knowledge and understanding of facilities maintenance. Knowledge of Public Service Legislative Framework. Knowledge and understanding of Supply Chain Management policies and procedures. Competencies needed: Planning and organising skills. Negotiation skills. Policy analysis skills. Problem solving skills. People management skills. Communication (written and verbal) skills. Monitoring and evaluation skills. Attributes: Patience. Trustworthiness. Assertiveness. Integrity. Creative and innovative. Compliant. Ability to work under pressure. Ability to work in a team and independently.

DUTIES : Key Responsibilities: Provision of office accommodation. Arrange and coordinate office movements. Ensure proper facility maintenance. Manage cleaning contractors and Food Service Aid. Provide support in acquisition of new facility for the Department. Manage facility lease administration.

ENQUIRIES : Mr N Nel (012) 312-7848
CLOSING DATE : 26 November 2010

THE PRESIDENCY

APPLICATIONS : The Presidency, Private Bag X1000, Pretoria, 0001 or hand deliver at 535 Proes Street, Arcadia, Pretoria, 0082

FOR ATTENTION NOTE : Ms Makgae

: Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

OTHER POSTS

POST 45/62 : **RESEARCH AND POLICY ANALYST**
Ministry: National Planning Commission

SALARY : All inclusive remuneration package of R406 839 per annum which consists of basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules.

CENTRE REQUIREMENTS : Pretoria

: Postgraduate Degree in Development Planning, or Economics or equivalent qualification coupled with extensive work experience in project management, strategic planning, and public policy management. Extensive work experience in project management, strategic planning, and public policy management. Good understanding of government planning policies and processes. Knowledge and experience in the field and practice of scenario planning. Strong analytical abilities. Computer literate. Writing and communication skills are essential. Possession of valid driver's license will be an added advantage. Training in research will be added advantage.

DUTIES : Assist in the implementation of initiatives to bring about the greater alignment of the Provincial Growth and Development Strategies (PGDS) and Integrated Development Plans (IDP) with National Spatial Development Perspective (NSDP). Undertake various tasks in order to ensure the successful completion of the programme and project of the Chief Director including proactive needs-based research and analysis and policy advice. Ensure quality assurance of research and analytical reports. Organisation of documentation and research material for the Chief Director. Active involvement in research, particularly in relation to improving alignment of planning within government and the preparation of related policy documents. Give Support in the management of meetings. Liaise and communicate with stakeholders and service providers. Contribute to the development of the programmes of the Chief Directorate.

ENQUIRIES : Mr T Koena 012 300 5896

CLOSING DATE : 19 November 2010

POST 45/63 : **SECRETARIAT SUPPORT: COMMUNICATIONS AND PUBLIC PARTICIPATION**
Ministry: National Planning Commission

SALARY : R206 982 per annum, level 9

CENTRE : Pretoria

REQUIREMENTS : Recognized Bachelor Degree or equivalent qualification and appropriate experience. Good communication skills; People's management skills; Operational and organisational skills; Good decision-making skills; Project management skills; Excellent computer skills; Integrity and honesty; Applied strategic thinking; Tracking of pending correspondences; Good planning and organising skills.

DUTIES : Ensure all invitations are done timeously; Co-ordinate and record keeping of correspondence; Attend weekly meetings with the Deputy Director for reporting

on referral correspondences/ invitations; Solve and advice telephone inquiries regarding invitations that are requests; Prepare weekly and monthly reports regarding pending documents for the Deputy Director's finalizations; Delegate tasks; Apply Batho Pele Principle; Recommend and approve leave during the absence of the manager; Ensure that officials attend courses for their personal development; and Supervise the Senior Secretaries to ensure the actioning of correspondence and the distribution of correspondence within The Presidency is effectively. Handling both telephone and personal inquiries on a daily basis; Receiving documents/correspondence from the public/clients and ensuring that all documents are recorded; Action and proofread correspondence; Ensure that all correspondence are recorded on the system on daily basis and Impact on improved image of the unit.

ENQUIRIES : Mr T Koena 012 300 5896
CLOSING DATE : 19 November 2010

POST 45/64 : **ASSISTANT DIRECTOR: ADMINISTRATION**
 Private Office of the President

SALARY : R 206 982 per annum
CENTRE : Pretoria
REQUIREMENTS : Candidate must be in possession of a Senior Certificate and extensive experience. The candidate must be computer literate with good communication skills as well as interpersonal, organisational, planning and coordination skills.

DUTIES : The ideal candidate will assist the Administrative Secretary in processing correspondence. Provide executive support to the Chief Director: Private Office. Liaise with the Policy Unit and communicate with other units in support of the work of the branch. Manage the budget of the office and ensure compliance with prescripts. Manage the MTEF process and all expenditure of the branch. Liaise with Minister, Municipalities and Provinces with regards to correspondences referred to the Deputy Director-General and Chief Director. Liaise with other branches to ensure that correspondence is correctly processed and feedback is received. Attend the Protocol Logistics meeting for international incoming and outgoing visits and provide reports. Assist in managing the registry and ensure efficient archiving of documents. Assist with preparing documents for Dairy Committee meetings.

ENQUIRIES : Mr T Koena (012) 300 5896
CLOSING DATE : 26 November 2010

POST 45/65 : **SENIOR SECRETARY: CABINET SECRETARIAT**

SALARY : R 113 568 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12, a secretarial qualification with excellent typing skills (critical requirement) and a working knowledge of the Microsoft Office Suite (MS Word, PowerPoint, MS Outlook and Internet Explorer). Good organisational, interpersonal and communication skills, good command of the English language. The incumbent must be willing to work irregular hours, will have the ability to work with minimum supervision in a highly pressurised environment and must be willing to perform session duty in Cape Town if required.

DUTIES : Supporting and co-ordinating the day to day activities of the Chief Director: Cabinet Secretariat in exercising his responsibilities in relation to the Cabinet, including the delivery of secretarial services to the Chief Director; administering the electronic diary of the Chief Director; supporting the Chief Director in the preparation and typing of documents; evaluating all incoming faxes / documents and to prioritise them and ensure adherence to set deadlines; making travel arrangements including submitting claims for subsistence and travel; keeping the general filing system up to date; preparing information and supporting data for both internal and external meetings; operating standard office equipment including telephone, fax & photocopy machines; acknowledgement of correspondence; and assisting with the general logistical requirements of the Cabinet Office.

ENQUIRIES : Ms. Merle Brits (012) 300 5519
CLOSING DATE : 26 November 2010

NOTE : The successful candidate will be required to undergo a “Top Secret” security clearance.

POST 45/66 : **ADMINISTRATIVE ASSISTANT**
Ministry: National Planning Commission

SALARY : R113 568 per annum, level 6

CENTRE : Pretoria

REQUIREMENTS : Post-Matric qualification and relevant experience. High level of computer literacy and sound knowledge of Microsoft Office suite is essential. Valid Driver’s License. Relevant experience. High level of computer literacy and sound knowledge of Microsoft Office suite is essential. Valid Driver’s License will be an added advantage. Good organizational skills, good interpersonal skills at all levels, good communication skills (written and verbal). Ability to work under pressure, committed to high standard of quality control, ability to maintain high level of confidentiality, financial background and knowledge of Public Finance Management Act (PFMA), Treasury Regulations and general government supply chain environment essential. Willing to work irregular hours and perform duties away from Pretoria.

DUTIES : Render general logistical and project management related support. Manage the office, Direct visitors and arrange transport and accommodation. Manage meeting venues. Manage incoming and outgoing correspondences. Draft specific documents. Arrange meetings, keep minutes and render secretariat support. Manage workflow record system.

ENQUIRIES : Mr T Koena 012 300 5896

CLOSING DATE : 19 November 2010

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity

- APPLICATIONS** : Applications must be sent to the Department of Tourism, Private Bag X424, Pretoria 0001, or hand delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 1st Floor, North Tower, Room 106 (Information Center), for the attention of Mr P Madisha.
- CLOSING DATE** : 29 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 forwarded to the Director-General, (race, gender and disability) in the Department through the filling of these posts. 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. Note: short-listed candidates will be subject to screening and security vetting to determine the suitability of a person for employment

OTHER POST

- POST 45/67** : **SENIOR HUMAN RESOURCE PRACTITIONER: ORGANISATIONAL STRUCTURE NDT172/2010**
- SALARY** : R174 117 per annum (Total inclusive package of R251 702 /conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree/diploma in Human Resource Management or Grade 12 and Certificate in Management Services and extensive relevant experience in Human Capital Management. Knowledge and application of PERSAL and organizational structures; Ability to generate various types of PERSAL reports and implementation of structural changes on the organizational structure and PERSAL. Knowledge of relevant Human Capital prescripts and policies. Good verbal and written communications skills.
- DUTIES** : Support the maintenance of establishment and updating of organizational structure. Quality control/ matching of establishment record on PERSAL and organogram. Assist with the management of information system (EDMS, Vulindlela and PERSAL) iro the organizational structure and establishment. Providing of statistics of establishment / organogram related information. Administrative support towards the implementation of the grading of posts in line with the Public Service Resolutions and grading recommendations.
- ENQUIRIES** : Ms C Molefi, 012 310 3576

DEPARTMENT OF TRADE AND INDUSTRY

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

CLOSING DATE : 19 November 2010

OTHER POSTS

POST 45/68 : **ASSISTANT DIRECTOR: COMPLIANCE AUDIT REF: ODG/AUDIT 043**

SALARY : R 206 982 per annum

CENTRE : Pretoria

REQUIREMENTS : National Diploma Internal Auditing/ BCom Degree with at least auditing and accounting as major subjects.*At least 3 years internal auditing experience. *Knowledge of and training in TeamMate auditing tool. *Knowledge of Public Finance Management Act and Treasury Regulations. *Knowledge of Institute of Internal Auditors Standards and the Code of ethics. *Valid drivers licence.*Computer literate. *Analytical thinker. *Attention to details. *Conflict management.*Good leadership. *Certified Internal Auditor or studying towards the Certified Internal Auditor (CIA) qualification will serve as an added advantage.

DUTIES : The successful candidate will be responsible for the following: Evaluate the operational and strategic risk registers and identify high risk areas in order to determine where audits should take place. *Develop the audit scope and compile engagement letter. * Set-up meetings with management to discuss engagement letter. *Review work papers, audit findings and compile a draft report for the Deputy Director's review. *Conduct meetings with line managers to settle disagreements regarding audit findings. *Provide inputs and summary documents for the audit committee meetings, compile budget for each compliance audit and monitor progress against budget as project progresses. *Provide weekly feedback and updates on project status. *Skills transfer to staff on audit techniques, procedures and processes and prepare skills transfer template for each Internal Auditor.

POST 45/69 : **ASSISTANT STATE ACCOUNTANT REF GSSSD/ FIN ACC 024**

SALARY : R 105 645 per annum

CENTRE : Pretoria

REQUIREMENTS : Grade 12 with Accounting Knowledge and experience of financial systems (BAS and Safetynet), will be an added advantage but not a prerequisite. The following competencies will be strong recommendations: Computer skills (Microsoft Office and Excel) Creative and innovative thinker Knowledge of the PFMA, Treasury Regulations, as well as financial policies will be an added advantage. Sound ability to communicate well, both verbal and written Good administrative and organisational skills Ability to work independently A sense of urgency and an ability to work under stress Good interpersonal skills

DUTIES : The successful candidate will be responsible for the following: Capturing banking details on BAS Capturing of sundry and travel invoices. Capturing of journals, such as incorrect allocation and expenditure costs Monthly reconciliation of supplier's statement. Office administration, such as filing. Handling of enquiries in a quick and efficient manner. Ensure adherence and compliance with departmental policies.

POST 45/70 : **ASSISTANT STATE ACCOUNTANT REF GSSSD/ FIN ACC 025**

SALARY : R 105 645 per annum

CENTRE : Pretoria

REQUIREMENTS

: Grade 12 with Accounting Knowledge and experience of financial systems (BAS), will be an added advantage but not a prerequisite. The following competencies will be strong recommendations: Computer skills (Microsoft Office and Excel) Creative and innovative thinker Knowledge of the PFMA, Treasury Regulations, as well as financial policies will be an added advantage. Sound ability to communicate well, both verbal and written Good administrative and organisational skills Ability to work independently A sense of urgency and an ability to work under stress Good interpersonal skills

DUTIES

: The successful candidate will be responsible for the following: Capturing banking details on BAS. Capturing of sundry and travel invoices. Capturing of journals, such as incorrect allocation. Handling of enquiries and office administration in a quick and efficient manner. Ensure adherence and compliance with departmental policies.

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

APPLICATIONS : The HR Manager: St. Elizabeth Hospital, Private Bag X1007, Lusikisiki, 4820
CLOSING DATE : 19 November 2010
NOTE : All applications must be submitted on Z83 form obtainable from any Public Service Department and must be accompanied by certified copies of ID, driver's licence (where required) and qualification together with recent CV, stating the reference number of the post for which being applied for. NB: No faxed, emailed or late application will be considered. The Department reserves the right not to fill the post. Correspondence will be limited to shortlisted candidates only and shortlisted candidates should avail themselves for the interviews at the specified time and venue as determined by the Department

OTHER POSTS

POST 45/71 : **AREA MANAGER: SURGICAL WARDS REF NO: SHE/2010/09**

SALARY : R309 327 per annum
CENTRE : St. Elizabeth Hospital
REQUIREMENTS : Degree or Diploma qualification in Nursing. Current registration with SANC as Professional Nurse, at least minimum of 8 years recognizable experience in nursing after registration as Professional Nurse in SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at managerial level. Ability to manage male female surgical wards. Computer literacy and have excellence supervisory skills and perform routine tasks. Nursing Admin and drivers license will be an added advantage

DUTIES : To provide quality Patient Care Services and provision of quality Nursing Care. Supervision of optimal nursing services and ensuring implementation of Department policies. Ensure compliance with finance and procurement prescripts for the nursing division. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Ensure the implementation of the patient's rights charter as well as the Batho Pele Principles.

ENQUIRIES : Mr LC Nxele @ 039 253 1111

POST 45/72 : **SENIOR ADMIN CLERK (MORTUARY) REF NO: SHE/2010/08**

SALARY : R113 568 per annum
CENTRE : St. Elizabeth Hospital
REQUIREMENTS : Matric/Std 10/Grade 12 plus 3 years experience in administration preferably in mortuary services, Computer literacy and Recognized tertiary qualification in administration or management. Knowledge of administration prescripts and relevant processes, sound interpersonal and verbal and written communication skills.

DUTIES : Be responsible for the delivery of effective mortuary administration, ensure adherence to correct procedures in the release of bodies/corpse to the undertakers, state mortuary or next of kin. Open case file for all mortuary activities, observe administrative processes, service standards and guiding prescripts to decrease disaster and risks

ENQUIRIES : Mr LC Nxele @ 039 253 1111

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

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

MANAGEMENT ECHELON

- POST 45/73** : **MEDICAL SPECIALIST GRADE III (GENERAL SPECIALITY) REF NO: 70257318**
Directorate: Radiology Department
- SALARY** : R814 305 per annum (all inclusive package)
CENTRE : Kalafong Hospital
REQUIREMENTS : Registration with HPCSA. MBChB Degree. 10-years experience after registration as Specialist. Research capabilities with at least 2 publications in the past. Administrative and managerial skills. Candidates with computer literacy have an advantage.
- DUTIES** : Teaching undergraduates and postgraduates and Registrars. Proficient in general ultrasound and be prepared to learn. Specialized skill in Musculoskeletal, Vascular, Heart and small parts. Proficient in minor intervention in Radiology like CT and Ultrasound guided biopsies and drainage procedures. Rotation with Steve Biko Academic Hospital and Pretoria West Hospital.
- ENQUIRIES** : Dr. N. Khan, Tel. No: (012) 318 6664/ 6617
CLOSING DATE : 26 November 2010

OTHER POSTS

- POST 45/74** : **MEDICAL OFFICER GRADE I & II REF NO: 70257317**
Directorate: Dermatology Department
- SALARY** : Salary Grade: Grade I R455 634 per annum (plus benefits)
Salary Grade: Grade II, R520 971 per annum (plus benefits)
CENTRE : Kalafong Hospital
REQUIREMENTS : Registration with Professional Council as Medical Practitioner. Recommendations: Willingness and capacity to work hard under different circumstances.
- DUTIES** : Diagnosis and management of dermatological conditions on an in- and out-patient basis. Performance of appropriate diagnostic and surgical procedure. Participation in the under- and post-graduate training programmes of the department: Academic meetings, lectures, congresses and scientific publications. Assistance in clinic administration. Assistance in clinical record-keeping.
- ENQUIRIES** : Dr. L.F. Wentzel, Tel No: (012) 318 6799
CLOSING DATE : 26 November 2010
- POST 45/75** : **OPERATIONAL MANAGER GENERAL NURSING GRI (OPD) REF NO: 70257320**
Directorate: Nursing Services
- SALARY** : R227148 per annum (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Basic R425 Qualification in nursing Degree/Diploma in nursing or equivalent. (General Nursing, Midwifery, Community Nursing Psychiatry) Qualification in nursing administration will be advantage appropriate and relevant experience

minimum of 7years in hospital situation. Proof of paid up registration at SANC. Basic Computer literacy good communication skills. Strong leadership abilities, problem solving skills. Ability to perform under pressure. Knowledgeable in legal requirements in Public Health Care Sector. Code 8 drivers licence strong organizational skills. Familiar with the code of practice in the public sector. Be able to work independently. Skilled to act according to the Labour Relation Guidelines.

DUTIES : Planning implementation evaluation of nursing program according to nursing standards legal requirements, policies and regulations within culture diverse environment, policies and regulations within culture diverse environment. Compile an ongoing orientation and induction program for all new staff. To develop a safe patients care therapeutic environment according to occupational health and safety requirements infection control prescriptions and implemented quality assurance protocols, policies and standards. Responsible for ongoing development and training of all categories of night staff. Maintain management and control measurement in regard with Human Resource equipment all stock, ongoing clinical nursing audits, compile monthly written reports, analyzing of results and implantation of remedial steps. Guide supervise all staff according to PMDS requirements and guidelines .Create a patient care environment that is conducive to student training.

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

CLOSING DATE : 26 November 2010

POST 45/76 : **OPERATIONAL MANAGER GENERAL NURSING (MEDICAL WARD) GR I**
REF NO: 70257321

Directorate: Nursing Services

SALARY : R227 148 per annum (plus benefits)

CENTRE : Tshwane District Hospital

REQUIREMENTS : Basic R425 Qualification in nursing Degree/Diploma in nursing or equivalent (General Nursing, Midwifery, community nursing psychiatry) Qualification in nursing administration. Appropriate and relevant experience minimum of 7years in Hospital (in patient) situation of which last 2years experience in ward administration. Proof of paid up registration at SANC. Basic computer literacy good communication skills. Strong leadership abilities, problem solving skills. Ability to facilitate an cultural diverse work environment, ability to perform under pressure. Knowledgeable in legal requirement in public health care sector. Code 8drivers licence will be advantage. Strong organizational skills. Familiar with the code of practice in the public sector. Be able to work independently. Skilled to act according to the Labour Relation Guidelines.

DUTIES : Planning, implantation, evaluation of nursing program according to nursing standards, legal requirements, policies and regulations within culture diverse environment. Compile an ongoing orientation and induction program for all new staff, to develop a safe patient care therapeutic environment according to occupational health and safety requirement, infection control prescriptions and implemented quality assurance rotocols, policies and standards. Responsible for ongoing development and training of all categories of staff. Maintain management and control measurements in regard with human resource equipment all stock, ongoing clinical nursing audits, compile monthly written reports, analyzing of results and implementation of remedial steps. Guide supervise all staff according to PMDS requirements and guidelines. Create a patient care environment that is conducive to student training.Demonstrate a basic understanding of HR and Financial procedures and practices.

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

CLOSING DATE : 26 November 2010

POST 45/77 : **ASSISTANT NURSE GRADE I – III 10 POSTS REF NO: 70257096**

Directorate: Nursing Services

SALARY : R 67 122 – R 94 848 per annum (plus benefits)

CENTRE : Jubilee District Hospital

REQUIREMENTS : Registered with SANC as an Assistant Nurse. Communication skills. Writing Team Spirit and Interpersonal skills.

DUTIES : Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain Professional growth/ethical standards and self development.
ENQUIRIES : Ms. T. Ngwenya, Tel. No: (012) 717 9398
CLOSING DATE : 26 November 2010

DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT

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

OTHER POSTS

POST 45/78 : **CHIEF ARTISAN GRADE B- 9 POSTS**
 Directorate: Maintenance
 Ref No : 70257277 Springs (3),
 Ref No : 70257277/1 Tulisa Park (1),
 Ref No : 70257277/2 Pretoria (1),
 Ref No : 70257277/3 Westhoven (3),
 Ref No : 70257277/4 Soweto (1)

SALARY : R 239 796 per annum (plus benefits)
REQUIREMENTS : Trade Test Certificate. Valid driver's license. Computer literacy. Good communication skills both verbal and written. Must be able to work with people. Appropriate hands on experience gained in assembling, installations and maintenance of provincial facilities fixed assets.

DUTIES : Develop and implement maintenance works implementation policy. Determine resource requirements for works orders. Ensure compliance with standardized instructions, methods and specifications. Conduct weekly site inspections. Monitor contractor performance. Determine repair costs for buildings and equipment and make recommendations on maintenance works. Ensure that provincial facilities fixed assets meet the required safety standards as prescribed in the Occupational Health and Safety Act. Monitor and evaluate quality as well as progress on maintenance works. Provide technical advice regarding maintenance of provincial facilities fixed assets.

ENQUIRIES : Mr. Zuki Maraqana, Tel No. (012) 338-3338 / (012) 338-3322

POST 45/79 : **CHIEF ARTISAN GRADE A 39 POSTS**
 Directorate: Maintenance
 Ref No: 70257276 Ga-Rankuwa (0),
 Ref No: 70257276/1 Springs (6),
 Ref No: 70257276/2 Tulisa Park (12)
 Ref No: 70257276/3 Pretoria (10)
 Ref No: 70257276/4 Westhoven (9)
 Ref No: 70257276/5 Soweto (2)

SALARY : R 197 601 per annum (plus benefits)
REQUIREMENTS : Trade Test Certificate. Valid driver's license. Computer literacy. Good communication skills both verbal and written. Must be able to work with people. Appropriate hands on experience gained in assembling, installations and maintenance of provincial facilities fixed assets.

DUTIES : Determine resource requirements for works orders. Ensure compliance with standardized instructions, methods and specifications. Ensure that provincial facilities fixed assets meet the required safety standards as prescribed in the Occupational Health and Safety Act. Monitor and evaluate quality as well as progress on maintenance works. Provide technical advice regarding

maintenance of provincial facilities fixed assets. Effective and efficient management of resources within the Unit.

ENQUIRIES : Mr. Zuki MaraƧana, Tel No. (012) 338-3338 / (012) 338-3322
POST 45/80 : **CONTROL WORKS INSPECTORS BUILDING WORKS-6 POSTS**
Directorate: Maintenance
Ref No: 70257234 Ga-Rankuwa (1)
Ref No: 70257234/1 Springs (1)
Ref No: 70257234/2 Tulisa Park (2)
Ref No: 70257234/3 Pretoria (1)
Ref No: 70257234/4 Westhoven (1)

SALARY : R 192 540 per annum (plus benefits)
REQUIREMENTS : National Diploma (T/N/S) in Building. Experience in the building industry, staff supervision, project management and budgeting. Excellent verbal and written communication skills. Computer literacy. Valid driver's license. In-depth knowledge of maintenance and capital works norms and standards in the public sector with specialization in the health sector. Knowledge of the following prescripts: Occupational Health and Safety Act, Public Service Regulatory Framework, National Building Regulations and Standards.

DUTIES : Manage the building inspectorate unit's resources including performance of staff. Provide technical advice regarding works inspection services. Ensure that services done by contractors comply with the relevant prescripts. Monitor and evaluate quality and progress on maintenance and capital works. Ensure compliance with Occupational Health and Safety Act.

ENQUIRIES : Mr. Zuki MaraƧana , Tel No. (012) 338-3338 / (012) 338-3322

POST 45/81 : **CONTROL WORKS INSPECTORS- MECHANICAL 7 POSTS**
Directorate: Maintenance
Ref No: 70257235 Ga-Rankuwa (1)
Ref No: 70257235/1 Soweto (1),
Ref No: 70257235/2 Tulisa Park (2)
Ref No: 70257235/3 Pretoria (2),
Ref No: 70257235/4 Westhoven (1)

SALARY : R 192 540 per annum (plus benefits)
REQUIREMENTS : National Diploma (T/N/S) in Mechanical field. Experience in the mechanical industry, staff management, project management and budgeting. Valid driver's license. Computer literacy. Excellent communication skills both verbal and written. In-depth knowledge of maintenance and capital works norms and standards in the public sector with specialization in the health sector. Knowledge of the following prescripts: Occupational Health and Safety Act, Public Service Regulatory Framework.

DUTIES : Oversee the rendering of mechanical preventative maintenance inspections. Provide technical advice regarding mechanical works inspection services. Supervision of all mechanical maintenance done by contractors, and manage staff performance. Ensure effective and efficient management of resources within the unit. Monitor and evaluate quality as well as progress on mechanical maintenance services. Coordination of call centre services.

ENQUIRIES : Mr. Zuki MaraƧana, Tel No. (012) 338-3338 / (012) 338-3322

POST 45/82 : **CONTROL WORKS INSPECTORS- ELECTRICAL 6 POSTS**
Directorate: Maintenance
Ref No: 70257236 Ga-Rankuwa (1)
Ref No: 70257236/1 Soweto (1)
Ref No: 70257236/2 Tulisa Park (1)
Ref No: 70257236/3 Pretoria (2)
Ref No: 70257236/4 Westhoven (1)

SALARY : R 192 540 per annum (plus benefits)
REQUIREMENTS : National Diploma (T/N/S) in Electrical. Experience in the electrical industry, staff supervision, project management and budgeting. Excellent verbal and written communication skills. Computer literacy. Valid driver's license. In-depth knowledge of maintenance and capital works norms and standards in the public sector with specialization in the health sector. Knowledge of the following

		prescripts: Occupational Health and Safety Act, Public Service Regulatory Framework.
<u>DUTIES</u>	:	Oversee the rendering of electrical preventative maintenance inspections on provincial facilities fixed assets. Establish and maintain electrical maintenance norms and standards. Ensure that all tests of electrical installations have been carried out and a certificate of compliance has been obtained. Monitor and evaluate quality as well as progress on maintenance of provincial facilities fixed assets. Provide technical advice regarding electrical works inspection services. Effective and efficient management of resources within the Unit. Ensure compliance with Occupational Health and Safety Act.
<u>ENQUIRIES</u>	:	Mr. Zuki Maraqana, Tel No. (012) 338-3338 / (012) 338-3322
<u>POST 45/83</u>	:	<u>CHIEF WORKS INSPECTORS-BUILDING WORKS 19 POSTS</u> Directorate: Maintenance Ref No: 70257237 Ga-Rankuwa (5) Ref No: 70257237/1 Soweto (1) Ref No: 70257237/2 Springs (2) Ref No: 70257237/3 Tulusa Park (1) Ref No: 70257237/4 Pretoria (6) Ref No: 70257237/5 Westhoven (4)
<u>SALARY REQUIREMENTS</u>	:	R 161 970 per annum (plus benefits) National Diploma (T/N/S) in Building. Experience in the building industry, staff supervision, project management and budgeting. Good verbal and written communication skills. Computer literacy. Valid driver's license. In-depth knowledge of maintenance and capital works norms and standards in the public sector with specialization in the health sector. Knowledge of the following prescripts: Occupational Health and Safety Act, Public Service Regulatory Framework, National Building Regulations and Standards.
<u>DUTIES</u>	:	Supervise the building inspectorate unit's resources including performance of staff. Provide technical advice regarding works inspection services. Attend to urgent requests of works orders received and preparation of payment certificates. Ensure that services done by contractors comply with the relevant prescripts. Monitor and evaluate quality and progress on maintenance and capital works. Ensure compliance with Occupational Health and Safety Act.
<u>ENQUIRIES</u>	:	Mr. Zuki Maraqana, Tel No. (012) 338-3338 / (012) 338-3322
<u>POST 45/84</u>	:	<u>CHIEF WORKS INSPECTORS-ELECTRICAL 13 POSTS</u> Directorate : Maintenance Ref No: 70257238 Ga-Rankuwa (2) Ref No: 70257238/1 Soweto (2) Ref No: 70257238/2 Springs (1) Ref No: 70257238/3 Pretoria (5) Ref No: 70257238/4 Westhoven (3)
<u>SALARY REQUIREMENTS</u>	:	R 161 970 per annum (plus benefits) National Diploma (T/N/S) in Electrical. Valid driver's license. Computer literacy. Good communication skills both verbal and written. Must be able to work with people. Ensure compliance with Occupational Health and Safety Act.
<u>DUTIES</u>	:	Ensure the rendering of electrical preventative maintenance inspections on Provincial facilities fixed assets. Establish and maintain electrical maintenance norms and standards. Ensure that all tests of electrical installations have been carried out and certificate of compliance has been obtained. Monitor and evaluate quality as well as progress on maintenance of Provincial facilities fixed assets. Provide technical advice regarding electrical works inspections services. Effective and efficient management of resources within the unit.
<u>ENQUIRIES</u>	:	Mr. Zuki Maraqana, Tel No. (012) 338-3338 / (012) 338-3322
<u>POST 45/85</u>	:	<u>CHIEF WORKS INSPECTORS-MECHANICAL 8 POSTS</u> Directorate : Maintenance Ref No: 70257239 Ga-Rankuwa (2) Ref No: 70257239/1 Springs (1) Ref No: 70257239/2 Pretoria (3) Ref No: 70257239/3 Westhoven (1)

Ref No :70257239/4 Tulisa Park (1)

SALARY REQUIREMENTS : R 161 970 per annum (plus benefits)
: National Diploma (T/N/S) in Mechanical. Valid driver's license. Computer literacy. Good communication skills both verbal and written. Project management.

DUTIES : Ensure the rendering of mechanical preventative maintenance inspections on provincial facilities fixed assets. Establish and maintain mechanical maintenance norms and standards. Monitor and evaluate quality as well as progress on maintenance of provincial facilities fixed assets. Provide technical advice regarding mechanical works inspections services. Effective and efficient management of resources within the unit.

ENQUIRIES : Mr. Zuki Maraqaana, Tel No. (012) 338-3338 / (012) 338 - 3322

POST 45/86 : **WORKS INSPECTOR-ELECTRICAL 9 POSTS**
Directorate : Maintenance
Ref No: 70257240 Ga-Rankuwa (1)
Ref No: 70257240/1 Springs (1)
Ref No: 70257240/2 Tulisa Park (1)
Ref No: 70257240/3 Pretoria (2)
Ref No: 70257240/4 Westhoven (2)
Ref No: 70257240/5 Soweto (2)

SALARY REQUIREMENTS : R 105 645 per annum (plus benefits)
: Appropriate Diploma (T/N/S) or Trade Test in Electrical. Valid driver's license. Computer literacy. Good communication skills both verbal and written. Must be able to work with people

DUTIES : Conduct inspections on provincial facilities fixed assets in accordance with electrical norms and standards. Investigate client complaints. Provide technical advice regarding works inspection services.

ENQUIRIES : Mr. Zuki Maraqaana, Tel No. (012) 338-3338 / (012) 338-3322

POST 45/87 : **WORKS INSPECTOR-BUILDING WORKS 14 POSTS**
Directorate: Maintenance
Ref No: 70257241 Ga-Rankuwa (5)
Ref No: 70257241/1 Pretoria (6)
Ref No: 70257241/2 Westhoven (3)

SALARY REQUIREMENTS : R 105 645 per annum (plus benefits)
: Appropriate Diploma (T/N/S) or Trade Test in Building. Valid driver's license. Computer literacy. Good communication skills both verbal and written. Must be able to work with people

DUTIES : Conduct inspections on provincial facilities fixed assets in accordance with building norms and standards. Investigate client complaints. Provide technical advice regarding works inspection services.

ENQUIRIES : Mr. Zuki Maraqaana, Tel No. (012) 338-3338 / (012) 338-3322

POST 45/88 : **WORKS INSPECTOR-MECHANICAL 6 POSTS**
Directorate : Mechanicall
Ref No :70257242 Soweto (2)
Ref No :70257242/1 Pretoria (3)
Ref No :70257242/2 Westhoven (1)

SALARY REQUIREMENTS : R 105 645 per annum (plus benefits)
: Appropriate Diploma (T/N/S) or Trade Test in Mechanical. Driver's license. Computer literacy. Good communication skills both verbal and written. People management skills.

DUTIES : Conduct inspections on provincial facilities fixed assets in accordance with mechanical norms and standards. Investigate client complaints. Provide technical advice regarding works inspection services.

ENQUIRIES : Mr. Zuki Maraqaana, Tel No. (012) 338-3338 / (012) 338-3322

POST 45/89 : **ARTISAN GRADE A – C (REFRIGERATOR) 7 POSTS**
Directorate : Maintenance

Ref No: 70257246 Ga-Rankuwa (2)
Ref No: 70257246/1 Soweto (2)
Ref No: 70257246/2 Springs (2)
Ref No: 70257246/3 Tulisa Park (1)

SALARY REQUIREMENTS : R 96 564 – R 166 017 per annum (offer based on proven years of experience)
: Trade Test Certificate. Valid driver's license. Computer literacy. Good communication skills both verbal and written. Must be able to work with people. Appropriate hands on experience gained in assembling, installations and maintenance of provincial facilities fixed assets.

DUTIES : Identify and report potential and existing refrigerator faults. Repair, maintain and install refrigeration equipments on provincial facilities fixed assets. Ensure compliance with standardised instructions, methods and specifications. Provide technical advice regarding mechanical services.

ENQUIRIES : Mr. Zuki Maraqana, Tel No. (012) 338-3338 / (012) 338-3322

POST 45/90 : **ARTISAN GRADE A – C -PLUMBER 27 POSTS**
Directorate: Maintenance
Ref No: 70257247 Ga-Rankuwa (8),
Ref No: 70257247/1 Soweto (2),
REF NO: 70257247/2 Springs (3),
REF NO: 70257247/3 Tulisa Park (4),
REF NO: 70257247/4 Pretoria (6),
REF NO: 70257247/5 Westhoven (4)

SALARY REQUIREMENTS : R 96 564 – R 166 017 per annum (offer based on proven years of experience)
: Trade Test Certificate. Valid driver's license. Computer literacy. Good communication skills both verbal and written. Must be able to work with people. Appropriate hands on experience gained in assembling, installations and maintenance of provincial facilities fixed assets.

DUTIES : Maintenance of fixed assets in respect of plumbing works. Ensure compliance with standardised instructions, method and specifications. Provide in-service training and supervision of unskilled workers. Draft progress reports and make recommendations when necessary. Provide technical advice regarding plumbing of new and existing buildings.

ENQUIRIES : Mr. Zuki Maraqana, Tel No. (012) 338-3338 / (012) 338-3322

POST 45/91 : **ARTISAN GRADE A – C-ELECTRICIAN 40 POSTS**
Directorate : Maintenance
Ref No: 70257248 Ga-Rankuwa (5)
Ref No: 70257248/1 Soweto (3),
Ref No: 70257248/2 Springs (6),
Ref No: 70257248/3 Tulisa Park (5),
Ref No: 70257248/4 Pretoria (16),
Ref No: 70257248/5 Westhoven (5)

SALARY REQUIREMENTS : R 96 564 – R 166 017 per annum (offer based on proven years of experience)
: Trade Test Certificate. Valid driver's license. Computer literacy. Good communication skills both verbal and written. Must be able to work with people. Appropriate hands on experience gained in assembling, installations and maintenance of provincial facilities fixed assets.

DUTIES : Identify and report potential and existing electrical faults. Repair, maintain and install electrical equipments on provincial facilities fixed assets. Ensure compliance with standardised instructions, methods and specifications. Provide technical advice regarding electrical services.

ENQUIRIES : Mr. Zuki Maraqana, Tel No. (012) 338-3338 / (012) 338 - 3322

POST 45/92 : **ARTISAN GRADE A – C -FITTER) 42 POSTS**
Directorate : Maintenance
Ref No : 70257249 Ga-Rankuwa (2)
Ref No : 70257249/1 Soweto (4)
Ref No : 70257249 /2 Springs (7)
Ref No : 70257249/3 Tulisa Park (4)
Ref No : 70257249/4 Pretoria (13)

Ref No : 70257249 /5 Westhoven (12)

SALARY REQUIREMENTS : R 96 564 – R 166 017 per annum (offer based on proven years of experience)
: Trade Test Certificate. Valid driver's license. Computer literacy. Good communication skills both verbal and written. Must be able to work with people. Appropriate hands on experience gained in assembling, installations and maintenance of provincial facilities fixed assets.

DUTIES : Customise and install fittings for the purpose of maintenance and preventative maintenance. Repair, maintain and install equipments on provincial facilities fixed assets. Ensure compliance with standardised instructions, methods and specifications. Provide technical advice regarding fitting services.

ENQUIRIES : Mr. Zuki Maraqaana, Tel No. (012) 338-3338 / (012) 338-3322

POST 45/93 : **BOILER OPERATORS 77 POSTS**
Directorate: Maintenance
Ref No: 70257243 Soweto & Merafong (8)
Ref No: 70257243/1 Carletonville (4)
Ref No: 70257243/2 Springs (10)
Ref No: 70257243/3 Tulisa Park (10)
Ref No: 70257243/4 Pretoria (34)
Ref No: 70257243/5 Westhoven (11)

SALARY REQUIREMENTS : R72 138 per annum (plus benefits)
: A Certificate in boiler operating or equivalent qualification

DUTIES : Activate valves to maintain required amounts of water in boilers, to adjust supplies of combustion air and to control the flow of fuel into burners. Adjust controls and/or valves on equipment to provide power and to regulate and set operations of system and/or industrial processes. Ensure continuous and reliable operation of boilers. Monitor and inspect equipment, computer terminals, gauges, alarms, safety devices and meters to detect leaks or malfunctions. Observe and interpret readings on gauges, meters, and charts registering various aspects of boiler operation, in order to ensure that boilers are operating properly. Arrange for repairs, such as complete overhauls, replacement of defective valves, gaskets, etc. Supervise boiler assistants. Ensure adherence and compliance with OHS standards.

ENQUIRIES : Mr. Zuki Maraqaana, Tel No. (012) 338-3338 / (012) 338-3322

POST 45/94 : **BOILER ASSISTANT 89 POSTS**
Directorate : Maintenance
REF NO: 70257244 Soweto& Merafong (20)
REF NO: 70257244/1 Carletonville) (4)
REF NO: 70257244/2 Springs (10)
REF NO: 70257244/3 Tulisa Park(12)
REF NO: 70257244/4 Pretoria (20)
REF NO: 70257244/5 Westhoven (23)

SALARY REQUIREMENTS : R 62 013 per annum (plus benefits)
: Grade 8 or equivalent qualification which is ABET level 3.

DUTIES : Cleaning of boilers and boiler houses. Remove ash in trolley to the designated area. Fill water in the boiler with salt as per instruction of the boiler operator. Fill the bunker with coal in the event of the coal of the conveyor belt breaking down. Provide support to the operation of the boiler. Maintain and adhere to safe working environment in accordance with (OHS).

ENQUIRIES : Mr. Zuki Maraqaana, Tel No . (012) 338- 3338 / (012) 338-3322

POST 45/95 : **TRADEMAN AID 74 POSTS**
Directorate : Maintenance
Ref No : 70257278 Ga-Rankuwa (10)
Ref No : 70257278/1 Soweto (12)
Ref No : 70257278/2 Springs (6)
Ref No : 70257278/3 Tulisa Park (26)
Ref No : 70257278/4 Pretoria (6)
Ref No : 70257278/5 Westhoven (14)

- SALARY** : R 62 094 per annum (plus benefits)
- REQUIREMENTS** : Relevant learner ship qualification. Appropriate hands on experience gained in assembling, installations and maintenance of provincial facilities fixed assets.
- DUTIES** : Provide assistance to artisans in executing maintenance works related to any of the following artisan work areas: (Mechanical, Electrical, Building, Plumbing, Carpentry, Painting, Air-con and Refrigeration)
- ENQUIRIES** : Mr. Zuki Maraqana, Tel No. (012) 338-3338 / (012) 338-3322

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

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

MANAGEMENT ECHELON

POST 45/96 : **HEAD CLINICAL UNIT - ORTHOPAEDICS (LEVEL 13) REF NO. EDH 68/10**

SALARY : R959 208 per annum (all inclusive package) excluding commuted overtime – employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Edendale Hospital (Pietermaritzburg)
An appropriate qualification in the appropriate Health Science PLUS Registration Certificate plus 7 years experience with the HPCSA as a Medical Specialist in Orthopaedics. Experience in undergraduate, Post-graduate teaching and training. Experience in General Orthopaedics and Trauma at Regional Hospital level. Management and admin. Experience Possess sound knowledge of Human Resource Management budgeting, programme implementation, monitoring and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policy including medical ethics, epidemiology budget controls and statistics. Good communication, leadership, decision-making and clinical skills.

DUTIES : Clinical responsibility with after- hours participation, Co-ordination and equitable rationalization of Specialist Orthopaedic Services in the Pietermaritzburg Metro Complex. Development monitoring and support of Specialist Orthopaedic Services in Edendale Hospital. Liaison with Institutional Management in hospitals in PMB Metro, the Umgungundlovu District drainage area. Facilitation of Staff Training and Development in the Umgungundlovu District drainage area. Provision of clinical support and Outreach Programs to facilities referring to Pietermaritzburg hospitals. Participate / Facilitate Quality Improvement and Clinical Audits. Liason with the Chief Specialist and the Head of the Metropolitan Department of Orthopaedics in Pietermaritzburg Hospitals. Participate / Facilitate development of Clinical Research in the Department of Orthopaedics. Cost effective utilization of scarce resources

ENQUIRIES APPLICATIONS : Doctor M. E. Senoge @ 033 897 3299

FOR ATTENTION CLOSING DATE : All applications should be forwarded to: Recruitment and Selection Office
Edendale Hospital, Private Bag X509, Plessislaer, 3216
Mr W J Thomas
19th November 2010

OTHER POSTS

POST 45/97 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: MP/ISE/ 03/ 2010**

SALARY : R309 327 per annum. Plus 13th Cheque, Medical Aid (Optional) And housing Allowance (Employee must meet prescribed requirement) Rural Allowance 8%

CENTRE REQUIREMENTS : Mpise Clinic
Minimum appointment requirement for the post: Current registration with the SANC as General Nurse and Primary Health care Nurse. Degree / Diploma in General nursing Plus 1 year post basic qualification in PHC. A minimum of 9

years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC in general nursing of which at least 5 years must be Appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training And Competencies Required: SANC Rules, Regulations and Scope of Practice Supervisory and analytical thinking skills. Good communication and interpersonal skills and ability to function well within a team. Sound knowledge of nursing procedures , management and supervision Ability to formulate patient care related policies Sound knowledge of Labour Relation Act.

- DUTIES** : Responsibilities / Kra's: CO- ordinate and provide leadership to health care services in a defined geographical area. Manage and direct efficient and effective of human resources Obtain interpret and act on data and information to improve health and services management. To execute duties and function with proficiency, in support of the aim and strategic Objectives of the institution and to perform duties / functions within the prescripts of all applicable legislation. Management and support effective functioning of the unit. To provide nursing care that lends itself to improve service delivery. Perform standard procedures and solve problems by referring to the relevant policies and procedures. Perform specific / complex procedures requiring intermittent interpretation. Receive procedural and professional information on closely relation to wide ranging subject areas that may be familiar to the job holder, which requires some degree of interpretation. Maintain clinical competence by ensuring that scientific principles of nursing are implemented.
- ENQUIRIES** : Mrs. N.P Ngubane PHC Co –coordinator Untunjambili Hospital Tel. 033 444 1707/0818 ext 8224/ 8238
- APPLICATIONS** : All Applications To Be Forwarded To: Untunjambili Hospital Private Bag x 216 Kranskop 3268
- FOR ATTENTION** : Human Resource office
- CLOSING DATE** : 19 November 2010

POST 45/98 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: AMADL/ 01/ 2009**

SALARY : R260 403 per annum Plus 13th Cheque, Medical Aid (Optional) And housing Allowance (Employee must meet prescribed requirement) Rural Allowance 8%

CENTRE : Amandlalathi Clinic

REQUIREMENTS : Minimum Appointment Requirement For The Post: Current registration with the SANC as General Nurse and Primary Health care Nurse. Degree / Diploma in General nursing Plus 1 year post basic qualification in PHC. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC in general nursing of which at least 5 years must be Appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills, Training And Competencies Required: SANC Rules, Regulations and Scope of Practice Supervisory and analytical thinking skills. Good communication and interpersonal skills and ability to function well within a team. Sound knowledge of nursing procedures , management and supervision Ability to formulate patient care related policies Sound knowledge of Labour Relation Act.

DUTIES : Responsibilities / Kra's: CO- ordinate and provide leadership to health care services in a defined geographical area. Manage and direct efficient and effective of human resources Obtain interpret and act on data and information to improve health and services management. To execute duties and function with proficiency, in support of the aim and strategic Objectives of the institution and to perform duties / functions within the prescripts of all applicable legislation. Management and support effective functioning of the unit. To provide nursing care that lends itself to improve service delivery. Perform standard procedures and solve problems by referring to the relevant policies and procedures. Perform specific / complex procedures requiring intermittent interpretation. Receive procedural and professional information on closely relation to wide ranging subject areas that may be familiar to the job holder, which requires some degree of interpretation. Maintain clinical competence by ensuring that scientific principles of nursing are implemented.

ENQUIRIES : Mrs. N.P Ngubane PHC Co –coordinator Untunjambili Hospital, Tel. 033 444 1707/0818 ext 8224/ 3838

APPLICATIONS : All Applications To Be Forwarded To: Untunjambili Hospital Private Bag x 216
Kranskop 3268
FOR ATTENTION : Human Resource office
CLOSING DATE : 19 November 2010

POST 45/99 : **CLINICAL NURSE PRACTITIONER REF NO: MPISE / 03/ 2010**

SALARY : R210 630 per annum Plus 13th Cheque, Medical Aid (Optional) And housing Allowance (Employee must meet prescribed requirement) Rural Allowance 8%

CENTRE : Amandlalathi Clinic

REQUIREMENTS : Minimum Appointment Requirement For The Post: B Degree /National Diploma in Nursing Science plus 1 year Diploma in Clinical Nursing Science, Health Assessment, Diagnosis Treatment and Care (PHC) Current registration with the South African Nursing Council (SANC) as a General and Primary Health Nurse. A minimum of four years appropriate /recognizable experience as a General Nurse. Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing status and other relevant legal framework such as Nursing Acts, Mental Health Act, Batho Pele and Patient Right Charter, Labour Relation Act, Grievance Procedures etc. Leadership, Organizational skills, decision making and problem solving conflict management and counseling. Good insight procedures and policies pertaining to nursing care.

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

ENQUIRIES : Mrs. N.P Ngubane PHC Co –coordinator Untunjambili Hospital Tel. 033 444 1707/0818 ext 8224/ 8238

APPLICATIONS : All Applications To Be Forwarded To: Untunjambili Hospital Private Bag x 216
Kranskop 3268

FOR ATTENTION : Human Resource office

CLOSING DATE : 19 November 2010

POST 45/100 : **CLINICAL NURSE PRACTITIONER REF NO: MPISE / 02/ 2010**

SALARY : R210 630 per annum Plus 13th Cheque, Medical Aid (Optional) And housing Allowance (Employee must meet prescribed requirement) Rural Allowance 8%

CENTRE : Mpiase Clinic

REQUIREMENTS : Minimum Appointment Requirement For The Post: B Degree /National Diploma in Nursing Science plus 1 year Diploma in Clinical Nursing Science, Health Assessment, Diagnosis Treatment and Care (PHC) Current registration with the South African Nursing Council (SANC) as a General and Primary Health Nurse. A minimum of four years appropriate /recognizable experience as a General Nurse. Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing status and other relevant legal framework such as Nursing Acts, Mental Health Act, Batho Pele and Patient Right Charter, Labour Relation Act, Grievance Procedures etc. Leadership, Organizational skills, decision making and problem solving conflict management and counseling. Good insight procedures and policies pertaining to nursing care.

DUTIES : Responsibilities / Kra's: Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Always promoting scientific quality nursing care by functioning as a therapeutic team coordinating

between the hospital and community and preventing medico- legal hazards. Ensuring proper utilization and safekeeping of equipment. Encouraging research by assisting regional and departmental projects always making sure that the community needs are taken into account.

ENQUIRIES : Mrs. N.P Ngubane PHC Co –coordinator Untunjambili Hospital, Tel. 033 444 1707/0818 ext 8224/ 8238
APPLICATIONS : All Applications To Be Forwarded To: Untunjambili Hospital, Private Bag x 216 Kranskop 3268
FOR ATTENTION : Human Resource office
CLOSING DATE : 19 November 2010

DEPARTMENT OF PUBLIC WORKS

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

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X9963, Ladysmith, 3370
CLOSING DATE : 19 November 2010

OTHER POSTS

POST 45/101 : **DEPUTY MANAGER: ADMINISTRATIVE SUPPORT SERVICES REF NO: DM1/2010**

SALARY : R378 456 per annum
CENTRE : Midlands Regional Office
REQUIREMENTS : An appropriate degree/National Diploma plus 3 years management experience. Knowledge of Finance, H.R matters and training. Procurement directives and procedures as well as report procedures. Computer literate (Ms Word, Ms Excel) and a valid EB driver's licence. Recommendation: Candidate should display good analytical and research Skills as well as good planning and organizing skills. Candidates must be able to work under pressure and meet strict deadlines. Candidate should have good Communication skills (both Verbal & Written)

DUTIES : Manage and facilitate all admin matters pertaining to procurement, provisioning and auxiliary services throughout the Region. Manage and facilitate human resource management services in the Region. Provide inputs with policy development and implementation. Manage & co-ordinate inputs & responses on behalf of the Region, iro management reports and dept initiatives. Manage the resources of the component

ENQUIRIES : Mr. W. G. Hadebe tel. (036-638-2800)

POST 45/102 : **ASSISTANT MANAGER: HUMAN RESOURCE MANAGEMENT REF NO: HRM1/2010**

SALARY : R192 540 per annum
CENTRE : Midlands Regional Office
REQUIREMENTS : An appropriate degree/National Diploma plus 3 years appropriate experience. Knowledge H.R matters and training. Computer literate (Ms Word, Ms Excel) and a valid EB driver's licence. Recommendation: Knowledge of relevant H.R. Prescripts. Candidates must be able to work under pressure and meet strict deadlines. Candidate should have good Communication skills (both Verbal & Written)

DUTIES : Manage all Human Resources Provisioning and utilization activities. Manage Human Resource Development. Manage, advise and implement the discipline and grievance processes. Administer HR Accounting services, performance Management and development as well as statistics within the Region. Develop and implement the Regional Employment Equity Plan.

ENQUIRIES : Mr. W. G. Hadebe tel. (036-638-2800)

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE**

Department of Agriculture is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply.

- APPLICANTS** : The Head of Department, Department of Agriculture, Private Bag X9487 Polokwane 0700 or delivered personally at 69/67 Biccard Street, Temo Towers for those who will be applying for the post falling under Head Office – Polokwane.
- CLOSING DATE** : 30 November 2010 at 16h30
- NOTE** : Applications are hereby invited for the filling of the vacant posts, which exist in the Department of Agriculture as outlined on the attached annexure. The contents must be brought to the attention of all employees within your Departments. The successful candidates must be willing to sign an oath of secrecy with the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Applications should be submitted on the prescribed Form Z83 (Obtainable from any Public Service Department or on the Internet at www.gov.za), which must be completed in full, originally signed and dated by the applicant. Application should be accompanied by a recent updated comprehensive CV (previous experience must comprehensively detailed, i.e. positions held and dates) as well as certified copies of all qualifications, ID document and where it is a requirement, a certified copy of the driver's license must be attached. The employer reserves the right not to fill the post. Failure to submit the requested documents will result in your application not being considered.NB: You are kindly requested to complete A,B and C of the Z83 must be completed in full. Applications received after the closing date and faxed or e-mailed applications will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive. Certified copies of certified copies will be disqualified. All shortlisted candidates will be subjected to security clearance. Foreign nationals are requested to attach SAQA accreditation of their qualifications. If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.

OTHER POSTS

- POST 45/103** : **CHIEF ENGINEER: AGRICULTURAL STRUCTURES GRADE A**
- SALARY** : R507 114 – 579 834 per annum all inclusive package
- CENTRE** : Head Office
- REQUIREMENTS** : An appropriate and recognized four-year Bachelor Degree in Civil/Agricultural Engineering, Engineering Degree,(B Eng/ BSC (Eng).Six years post qualification experience required as a registered professional Engineer. Valid Driver's License (certified copy must be attached).Compulsory registration with the Engineering Council of South Africa as a Professional Engineer. Computer proficiency. Good written and verbal communication skills.
- DUTIES** : Perform final review and approvals or audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks.Set engineering standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management.
- ENQUIRES** : Ms Mashau VR and Ms Nong CJ at (015) 294 3000
- APPLICATIONS** : Private Bag X 9487 Polokwane 0700

POST 45/104 : **MANAGER: PROJECTS RE-ENGINEERING & DEVELOPMENT 1 POST**

SALARY : R 406 839 – 479 238 per annum, Level 11
CENTRE : Head Office
REQUIREMENTS : Relevant NQF level 6 in Agriculture / Agricultural Economics or equivalent. At least three years experience in land and agrarian reform is a prerequisite. Skilled in agricultural enterprise management coupled with business modeling. Human and financial management skills. Good verbal and written communication skills. Computer proficiency skills will be tested. A valid drivers' license.

DUTIES : Financial management through the Public Finance Management Act, Division of Revenue Act, Supply Chain Management framework and Municipality Financial Management Act during project delivery. Manage human resources in the unit. Facilitate, develop and coordinate the implementation of win-win strategies and mechanisms for the re-engineering of dormant and under performing SLAG, ARDC and privately-acquired projects. Develop business models to de-link the business enterprises from the land ownership structures. Coordinate and guide technical specialist teams for land suitability surveys, project feasibility studies, planning and implementation. Coordinate consultation with communities in case of projects that are on communal land (former ARDC and sisal projects). Coordinate, develop and facilitate adoption of partnership models that can be implemented province wide to avoid the prevalence of under and unutilized land. Develop guidelines for stakeholder involvement in project re-engineering in line with relevant legislative framework e.g. White Paper on South African Land Reform, 1997 and Strategic Partnership guidelines, 2006. Inform District deliveries and develop reporting lines with District in a manner that ensures integrated and well coordinated implementation.

ENQUIRES APPLICATIONS : Ms Mashau VR and Ms Nong CJ at (015) 294 3000
Private Bag X 9487 Polokwane 0700

POST 45/105 : **MANAGER ASSET AND INVENTORY MANAGEMENT 1 POST**

SALARY : R 406 839 – 479 238 per annum, Level 11
CENTRE : Head Office
REQUIREMENTS : Relevant NQF level 6.3 years Extensive management experience in Asset Management. Knowledge of PFMA, PPPFA, BBBEE and other Supply chain management regulations and guidelines. A qualification in financial accounting will be an added advantage.

DUTIES : Ensure all assets procured are bar-coded and recorded in the asset register. Verification of assets and updating the asset register. Monthly reconciliation of the general ledger and the asset register. Manage biological asset register. Manage the disposal of assets of the department. Reconcile the general ledger and the inventory register. Managing resources which includes human, financial & assets within the (add) the budget of the division.

ENQUIRES APPLICATIONS : Ms Mashau VR and Ms Nong CJ at (015) 294 3000
Private Bag X 9487 Polokwane 0700

POST 45/106 : **ENGINEER PRODUCTION GRADE A 3 POSTS**

SALARY : R 345 897 – 530 280 per annum
CENTRE : Vhembe District (1 post) and Sekhukhune District (2 post)
REQUIREMENTS : Engineering Degree (B Eng/BSC (Eng)). Three years post qualification engineering experience required. Valid driver's license. Compulsory registration with ECSA as a Professional Engineer. Technical knowledge of potable water and waste water infrastructure. Engineering design and analysis knowledge. Research and development skills. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Ability to create high-performance culture. Knowledge of and experience in Project and Programme Management (PMBOK). Knowledge of Public Finance Management Act as well as Municipal Finance Management Act. Understanding of Social and Economic development issues and understanding of water sector legislation. Valid driver's license. Recommendations: A demonstrated, proven ability to work independently, Developed leadership and management skills. Good written and verbal communication skills. Willingness to travel and work irregular hours

<u>DUTIES</u>	:	Provision of irrigation services. Provision of soil conservation services. Provision of Land surveying services. Development of TORs for appointment of Service Providers. Supervision of service providers. Supervision of engineering staff members within the district. Approve engineering works according to prescribed norms and standards. Promote safety in line with statutory and regulatory requirements. Ensure training and development of all engineering personnel. Manage resources and provide inputs for facilitation of resource utilization. Monitor control and manage expenditure. Prepare inputs for the facilitation of resource utilization. Adherence to regulations and procedures for SCM and human resource administration.
<u>ENQUIRIES APPLICATIONS</u>	:	Sekhukhune District-Ms Makhafola C and Ms Mphahlele RS at (015) 632 4145 Private Bag X01 CHUENESPOORT 0745, Vhembe District - Mr Netshiombo D.G at (015) 963 2005/7, Private Bag X2247 SIBASA 0970
<u>POST 45/107</u>	:	<u>ENGINEER (PRODUCTION) GRADE A 4 POSTS</u>
<u>SALARY CENTRE</u>	:	R345 897 - R530 280 per annum all inclusive package Head Office -Agricultural Engineering- (Soil and water Engineering 1 post) (Agricultural Structures 1 post) (Irrigation Services 2 posts)
<u>REQUIREMENTS</u>	:	Engineering Degree (B Eng/BSC (Eng).Three years post qualification engineering experience required. Valid drivers licence. Compulsory registration with ECSA as a Professional Engineer. Technical knowledge of potable water and waste water infrastructure. Engineering design and analysis knowledge. Research and development skills. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Ability to create high-performance culture. Knowledge of and experience in Project and Programme Management (PMBOK). Knowledge of Public Finance Management Act as well as Municipal Finance Management Act. Understanding of Social and Economic development issues and understanding of water sector legislation. Valid driver's license. Recommendations: A demonstrated, proven ability to work independently, Developed leadership and management skills. Good written and verbal communication skills. Willingness to travel and work irregular hours
<u>DUTIES</u>	:	Design new systems to solve practical engineering problems and improve efficiency and enhance safety. Planning, operating and maintenance of engineering projects. Development of cost effective solutions according to engineering standards. Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Approve engineering works according to prescribed norms and standards. Promote safety in line with statutory and regulatory requirements. Manage resources and provide inputs for facilitation of resource utilisation.
<u>ENQUIRES APPLICATIONS</u>	:	Ms Mashau VR and Ms Nong CJ at (015) 294 3000 Private Bag X 9487 Polokwane 0700
<u>POST 45/108</u>	:	<u>DEPUTY MANAGER: SERVICE CENTRE 3 POSTS</u>
<u>SALARY CENTRE</u>	:	R206 982 – 250 035 per annum, Level 9 Sekhukhune District – Makhuduthamaga Municipality Magalies (1 post), Mopani District - Maruleng Municipality (1 post) and Waterberg District – Bela-Bela Municipality (1 post)Rust De Venter
<u>REQUIREMENTS</u>	:	Relevant NQF level 6 or equivalent. 2-3 years proven relevant experience in agriculture. Management and leadership skills Knowledge. Extension and Advisory skills. Knowledge of financial management. Communication skills. Computer literacy. Valid Code B driver's license is essential.
<u>DUTIES</u>	:	Ensure a smooth administrative responsibility in the service centre. Ensure technical support to extension and advisory personnel to beneficiaries with the objective of moving them from subsistence to business. Facilitate the sustainability of poverty alleviation and food security projects in coordination with other components in the service centre. Promote participation of youth in Agriculture through interaction with schools and interest groups. Facilitate institutional arrangements of projects through (Participatory Extension Approach)

PEA and other Methodologies. Coordinate Departmental events e.g. female farmers, youth functions, farmers days, commodity based information days.

ENQUIRIES : Mopani District-Mr Zitha SS, at (015) 812 3210, Private ag X577 GIYANI 0826, Waterberg District-Ms Manala V and Mr Malesela KI at (014) 717 4949/2523

APPLICATIONS : P.O Box 1048, MODIMOLLE, 0510, Sekhukhune District-Ms Makhafola C and Ms Mphahlele RS at (015) 632 4145, Private Bag X01 CHUENESPOORT 0745

POST 45/109 : **CONTROL FARM MANAGER 1 POST**

SALARY : R206 982 – 250 035 per annum, Level 9
CENTRE : Tompi Seleka College
REQUIREMENTS : Relevant NQF level 6. Knowledge in Animal and Plant Production systems. Budget planning and management Skills. 2-3 years experience in farm management. Good communication and interpersonal skills. Computer literate.

DUTIES : Manage College farm (Horticulture and Animal Production). Offer practical training to farmers on Animal and Plant Production. Supervise Agricultural Technician in the College Farm. Identify and solve problems relating to animal and plant production. Provide maintenance services to College Infrastructure. Manage the College Farm Budget.

ENQUIRES : Ms Mashau VR and Ms Nong CJ at (015) 294 3000
APPLICATIONS : Private Bag X 9487 Polokwane 0700

POST 45/110 : **DEPUTY MANAGER: ANIMAL PRODUCTION 1 POST**

SALARY : R 206 982 – 250 035 per annum, Level 9
CENTRE : Capricorn District
REQUIREMENTS : Relevant NQF 6 or equivalent qualification. 2-3 years experience in Animal Production. Ability to work independently and under pressure. Good interpersonal communication, report writing and presentation skills. Possession of driver's license. Computer literacy.

DUTIES : Coordination of animal production activities in the district. Monitor the formation of study/commodity groups within the District. Facilitate the implementation of (CASP) programmes geared for Livestock improvement. Development of livestock improvement activities (e.g. breeding, farm plans, grazing plans, determining of caring capacity etc.). Understanding of PFMA, LRAD, IDPS, Land Care and Conflict resolution. Liaison with all relevant stakeholders in and outside the Department. Conduct training to farmers and staff within Animal Production in the whole District.

ENQUIRIES : Capricorn District-Mr Gololo PL, at (015) 632 9094,
APPLICATIONS : Private Bag X28 Chuenespoort 0745

POST 45/111 : **DEPUTY MANAGER BUDGET AND REVENUE 1 POST**

SALARY : R 206 982 – 250 035 per annum, Level 9
CENTRE : Waterberg District
REQUIREMENTS : Relevant NQF level 6. A qualification in accounting will be an added advantage. 2-3 years experience preferably at a supervisory level. Knowledge of PFMA, DORA and other applicable regulations. A qualification in accounting/auditing will be an added advantage. Valid drivers license and Computer proficiency will be tested.

DUTIES : Coordinate financial planning process of the district. Analyze and Monitor expenditure. Prepare and submit in year monitoring reports to Head Office. Facilitate Budget Steering Committee meetings. Collect revenue due to the department. Monthly reconciliation of revenue. Monthly revenue management reports to Head Office. Control the debtors control account of the district.

ENQUIRIES : Waterberg District-Ms Manala V and Mr Malesela KI at (014) 717 4949/2523
APPLICATIONS : P.O Box 1048, Modimolle, 0510

POST 45/112 : **DEPUTY MANAGER: EXTENSION SERVICES 1 POST**

SALARY : R206 982 – 250 035 per annum, Level 9
CENTRE : Mopani District: Greater Giyani
REQUIREMENTS : NQF level 6 or equivalent in Agriculture. 3 – 5 years proven relevant experience. Project Management Skills. Good written and verbal communication skills. An experience in community development and facilitation as well as Agricultural

Extension management will be added advantage. Presentation and report writing skill. Conflict resolution. Good interpersonal relations. Understanding of governmental service delivery environment, teamwork, PFMA and LRA, Community development, IDP, PGDS, CASP, Land-care. Leadership qualities and team player, ability to work under pressure, quality assurance advisor, motivator and rural community development activities.

DUTIES : Manage and provide leadership to Crop and Facilitation divisions within Agricultural Specialized Services. Participate on management of the sub-program based on sound policy and scientific/ technical principles and making recommendations on policy and Legislative options. Manage staff, finance, farmer and related information as well as interaction with difference stakeholders. Provision of extension advisory services. Manage conservation of resources within the municipalities. Manage the establishment of food security projects.

ENQUIRIES APPLICATIONS : Mopani District-Mr Zitha SS,at (015) 812 3210,
Private Bag X577 Giyani 0826

POST 45/113 : **CONTROL ENGINEERING TECHNICIAN 3 POSTS**

SALARY CENTRE REQUIREMENTS : R197 436 - R379 887 in accordance with the OSD
Head Office
National Diploma in Engineering. Six years post qualification technical experience. Valid driver's license. Compulsory registration with ECSA as a Professional Engineering Technician

DUTIES : Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases. Manage, supervise and control technical and related personnel and assets.

ENQUIRES APPLICATIONS : Ms Mashau VR and Ms Nong CJ at (015) 294 3000
Private Bag X 9487 Polokwane 0700

POST 45/114 : **STATE ACCOUNTANT 1 POST**

SALARY CENTRE REQUIREMENTS : R174 117 – 205 101 per annum, Level 8
Capricorn District Office
Relevant NQF level 6.1-2 years experience in Supply Chain Management. Knowledge of legislative framework (PFMA, PPPFMA and Treasury Regulations etc).Knowledge of Finest system. Knowledge of procurement matters will be an added advantage. Practical experience in the use of MS excel, word and outlook. Valid code B driver's license.

DUTIES : Control supplier data base. Receive and verify specifications. Prepare bid documentations. Convene bid committee meetings. Coordinate signing of contracts. Evaluation of contractor's performance. Contract management. Compile bid invitations and minutes during bid meetings.

ENQUIRIES APPLICATIONS : Capricorn District-Mr Gololo PL, at (015) 632 9094
Private Bag X28 Chuenespoort 0745

POST 45/115 : **ANIMAL HEALTH TECHNICIAN 1 POST**

SALARY CENTRE REQUIREMENTS : R174 117 – 205 101 per annum, Level 8
Mopani District - Greater Giyani
NQF 6 or equivalent. Must be registered with the South African Veterinary Council.1-2 years experience in Animal Health. Report writing skills, communication and interpersonal skills. A valid code B driver's license. Knowledge of Animal Disease Acts. Computer proficiency will be tested.

DUTIES : Implement disease control measures. Render a support service to the State Veterinarian with regard to animal disease control. Assist in the provision of extension services on animal health to animal owners. Reproduction and

production advancement, sample collection and law enforcement. Perform administrative and related functions.

ENQUIRIES : Mopani District-Mr Zitha SS,at (015) 812 3210
APPLICATIONS : Private Bag X577 GIYANI 0826

POST 45/116 : **AGRICULTURAL ADVISOR- ANIMAL PRODUCTION 8 POSTS**

SALARY : R174 117 – 205 101 per annum, Level 8
CENTRE : Waterberg District - Bela- Bela Municipality (1 post) & Lephalale Municipality (1 post), Sekhukhune District – Elias Motsoaledi Municipality (1 Post), Capricorn District – Molemole Municipality (3 posts) Polokwane Municipality (2 posts)

REQUIREMENTS : Relevant NQF level 6.2-3 years relevant experience. Management and administrative skills. Ability to interact with farmers. Knowledge of livestock related legislature. Communication and interpersonal skills. Computer literacy will be tested. Valid code8 7drivers license.

DUTIES : Promote livestock improvement and identification. Render agricultural support services to emerging and commercial farmers. Assist in the establishment and management of projects. Assist in the establishment and management of pig, fish and game Projects. To assist in the establishment and management of dairy, beef and small stock Projects. To provide research related information to Animal Production Technicians. To offer technical assistance in times of draught and disaster. To mentor internship and staff development. To render participatory extension approach.

ENQUIRIES : Capricorn District-Mr Gololo PL, at (015) 632 9094
APPLICATIONS : Private Bag X28 CHUENESPOORT 0745, Waterberg District-Ms Manala V and Mr Malesela KI, at (014) 717 4949/2523,P.O Box 1048, MODIMOLLE, 0510, Sekhukhune District-Ms Makhafola C and Ms Mphahlele RS at (015) 632 4145, Private Bag X01 CHUENESPOORT 0745

POST 45/117 : **AGRICULTURAL ADVISOR – CROP PRODUCTION 5 POSTS**

SALARY : R174 117 – 205 101 per annum, Level 8
CENTRE : Tompi Seleka College (1 post) and Waterberg District - Thabazimbi Municipality (1 Post) and Mopani District- Greater Letaba Municipality (1 post), Capricorn District – Polokwane Municipality (2posts)

REQUIREMENTS : Relevant NQF level 6.1-2 years relevant experience. Good interpersonal relations. Understanding of SAQA, Skills Development legislations. Understanding of Flagship Programs of the Department of Agriculture.

DUTIES : Provide technical and specialist advices to the farmers. Provide accredited training to the farmer trainees from Flagship programs. Management of Horticulture and Agronomy Sections of the farm. Promote plant production and protection in the municipality. Render agricultural support services to emerging and commercial farmers. Assist in the establishment and management of horticulture projects. Assist in the establishment and management citrus projects. Assist in the establishment and management of industrial and cash crops projects. Provide research related information to Crop Technicians. Mentor internship and staff development. Render participatory extension approach.

ENQUIRES : Ms Mashau VR and Ms Nong CJ at (015) 294 3000, Private Bag X9487 Polokwane, 0700 Capricorn District-Mr Gololo PL,at (015) 632 9094
APPLICATIONS : Private Bag X28 CHUENESPOORT 0745, Mopani District-Mr Zitha SS,at (015) 812 3210, Private ag X577 GIYANI 0826, Waterberg District-Ms Manala V and Mr Malesela KI at (014) 717 4949/2523, P.O Box 1048, MODIMOLLE, 0510

POST 45/118 : **LAND REFORM ADVISOR: REDISTRIBUTION 1 POST**

SALARY : R174 117 – 205 101 per annum, Level 8
CENTRE : Capricorn District
REQUIREMENTS : Relevant NQF 6.Specialization in one of the following majors will be an added advantage : Economics, Agricultural Economics, Business Economic. Agricultural enterprises management skills.1-2 years experience in agricultural field. Good verbal and communication skills. Excellent report writing and presentation skills knowledge of land reform policies and rural development and planning. Valid code B driver’s License. Practical experience in the use of MS

	:	Excel , MS Power Point , MS Word, Outlook and Internet. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	To coordinate and facilitate the implementation of systems and support mechanisms for the Land Reform projects within local municipalities. Conduct preliminary reconnaissance survey and feasibility studies for redistribution projects. Render technical and economic advice to redistribution beneficiaries. Coordinate the CASP and other redistribution support programmes within the local municipalities. Compile business plans in collaboration with other economists and specialist in order to implement the business plan. Identify possible Strategic Partners from the commercial sector where applicable, in order to implement the business plan. Facilitate the preparation and provision of animal and \or crop production and marketing management programme to redistribution beneficiaries .Ensure adherence to the developed integrated system of project delivery within district and local municipalities in line with the IDP's and ISRDP (Integrated Sustainable Rural Development Program).
<u>ENQUIRIES</u>	:	Capricorn District-Mr Gololo PL, at (015) 632 9094,Private Bag X28 CHUENESPOORT 0745
<u>POST 45/119</u>	:	<u>LAND REFORM ADVISOR: RESTITUTION 2 POST</u>
<u>SALARY</u>	:	R174 117 – 205 101 per annum, Level 8
<u>CENTRE</u>	:	Capricorn District
<u>REQUIREMENTS</u>	:	Relevant NQF level 6.Specialization in one of the following majors will be an added advantage : Economics Agricultural Economics , Business Economics. Agricultural enterprises management skills.1-2 years experience in agricultural field. Good verbal and communication skills. Excellent report writing and presentation skills knowledge of land reform policies and rural development and planning. Valid code B driver's License. Practical experience in the use of MS Excel , MS Power Point , MS Word, Outlook and Internet. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	To coordinate and facilitate the implementation of systems and support mechanisms for the Land Reform projects within local municipalities. Conduct preliminary reconnaissance survey and feasibility studies for restitution projects. Render technical and economic advice to restitution beneficiaries. Coordinate the CASP and other restitution support programmes within the local municipalities. Compile business plans in collaboration with other economists and specialist in order to implement the business plan.
<u>ENQUIRIES</u>	:	Capricorn District-Mr Gololo PL, at (015) 632 9094
<u>APPLICATIONS</u>	:	Private Bag X28 CHUENESPOORT 0745
<u>POST 45/120</u>	:	<u>AGRICULTURAL ECONOMIST 1 POST</u>
<u>SALARY</u>	:	R174 117 – 205 101 per annum, Level 8
<u>CENTRE</u>	:	Tompi Seleka College.
<u>REQUIREMENTS</u>	:	Relevant NQF level 6.Agribusiness knowledge and skills. 2-3 years appropriate experience in Agribusiness field. Project Management skills. Good interpersonal, report writing and presentation skills. Practical experience in the use of excel, word and outlook. Valid drivers license and Computer proficiency will be tested.
<u>DUTIES</u>	:	Conduct training in Agribusiness skills programs. Render aftercare services in Agribusiness. Participate in Centre Outreach Programs. Development of unit standard and facilitate accreditation. Assessments of projects performance against the set project objective. Compile monthly and quarterly report for the section. Coordinate the commodity value chain process. Development of business plans for the projects. Conduct farmer training.
<u>ENQUIRES</u>	:	Ms Mashau VR and Ms Nong CJ at (015) 294 3000
<u>APPLICATIONS</u>	:	Private Bag X 9487 Polokwane 0700
<u>POST 45/121</u>	:	<u>OHS PRACTITIONER 2 POSTS</u>
<u>SALARY</u>	:	R174 117 – 205 101 per annum, Level 8
<u>CENTRE</u>	:	Capricorn District (1 Post) and Waterberg District 1 post
<u>REQUIREMENTS</u>	:	Relevant NQF level 6.At least 1 -2 years experience in program and regulation. Good verbal and written communication skills. Good interpersonal relations and ability to communicate with stakeholders at all levels. Computer

		literacy (especially Word, Excel, Power point & Internet). Valid code B driver's license is essential.
<u>DUTIES</u>	:	Coordinate and implement Employee Health and Wellness programs in the district and Municipalities. Implement HIV/AIDS and other diseases management program. Implement Peer Educators program. Coordinate implementation and functioning of SHERQ [Safety Health Environment Risk and Quality] structures in terms of OHS Act. Advise and assist management regarding workplace monitoring to ensure OHS Act compliance. Coordinate EHW research, monitoring and evaluation.
<u>ENQUIRIES APPLICATIONS</u>	:	Capricorn District-Mr Gololo PL, at (015) 632 9094
	:	Private Bag X28 CHUENESPOORT 0745, Waterberg District-Ms Manala V and Mr Malesela KI at (014) 717 4949/2523, P.O Box 1048, MODIMOLLE, 0510
<u>POST 45/122</u>	:	<u>LAND REFORM ADMINISTRATOR 1 POST</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R174 117 – 205 101 per annum, Level 8
	:	Vhembe District
	:	Relevant NQF level 6 or equivalent. Knowledge of Land and Agrarian Reform. Good communication and negotiation skills. 1-2 years experience in Agricultural Field. Practical experience in the use of MS excel, word and outlook. Valid code B driver's license is essential.
<u>DUTIES</u>	:	Establishment of farmer profile and needs on state owned projects. Provide technical/ specialist advice to farmers settled on state and communal land and ensure compliance with land use legislations. Facilitate tenure systems conducive for sustainable agricultural Development and Land Management Systems. Inspect, facilitate maintenance and repair of state properties under the Power of Attorney. Assist in the administration of contracts and debt recovery on leased properties. Identify projects suitable for commercial partnerships to facilitate project investment. Facilitate the enhancement of sustainable operations and succession for the RESIS and ARDC projects at local municipality level. Identify training needs and coordinate extension services for farmers on state and communal land.
<u>ENQUIRIES APPLICATIONS</u>	:	Vhembe District - Mr Netshiombo D.G at (015) 963 2005/7
	:	Private Bag X2247 SIBASA 0970
<u>POST 45/123</u>	:	<u>LABORATORY TECHNICIAN: CHEMICAL ANALYSIS (PHYSICAL) 1 POST</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R174 117 – 205 101 per annum, Level 8
	:	Madzivhandila College of Agriculture
	:	Relevant NQF level 7. Extensive practical chemical analysis laboratory experience. Advanced knowledge of theory and practice of the following instruments: inductively coupled plasma optical emission spectrophotometers (ICP-EOC); flow analyzer (FLA) AAS-GAAF/FAAS; ion chromatography, and spectroscopy (UViS, amongst others). Full knowledge and application of ISO-IEC 17025 requirements. A drivers license minimum class (EB). Scientific thinker; self-driven; prepared to work under pressure; prepared to work in the field. Registration with professional bodies or societies will be an added advantage and not a requirement.
<u>DUTIES</u>	:	Preparation of samples for analysis using official standard procedures. Setting up and undertaking chemical analysis in accordance with SOP, H & S and GLP. Preparation of reagents and solutions used for analysis, analyzing samples from various sources to provide information on compounds or quantities of compounds present; using analytical techniques and instrumentation, such as inductively coupled plasma optical emissions spectrophotometers (ICP-OEC); flow analyzer (FLA) AAS-GAAF/FAAS; ion chromatography/meters, and spectroscopy (UViS, amongst others). Interpreting data and adhering to strict guidelines on documentation when recording data; reporting scientific results. Developing and validating new analytical techniques for the analysis of soil, water and plant samples and any other sample as may be requested by our clients. Liaising with customers, staff, suppliers and other stakeholders.
<u>ENQUIRES APPLICATIONS</u>	:	Ms Mashau VR and Ms Nong CJ at (015) 294 3000
	:	Private Bag X 9487 Polokwane 0700

<u>POST 45/124</u>	:	<u>LABORATORY ANALYST – FOOD AND WATER ANALYSIS 1 POST</u>
<u>SALARY</u>	:	R174 117 – 205 101 per annum, Level 8
<u>CENTRE</u>	:	Madzivhandila College of Agriculture
<u>REQUIREMENTS</u>	:	Relevant NQF level 7. At least 1-2 years practical food and water analysis laboratory. Knowledge of theory and practice of the following instruments: calorimeters; spectroscopy (UViS, amongst others) and assay preparations for water bacteriology analysis. Full knowledge and application of ISO/IEC 17025 requirements; a drivers license minimum class (EB); self-driven; prepared to work under pressure; prepared to work in the field; registration with professional body and knowledge of microbiology and/biochemistry will be an added advantage and not a requirement.
<u>DUTIES</u>	:	Preparation of samples for analysis using official standard procedures. Analyzing samples from various sources to provide information on bacteriology; compounds or quantities of compounds present; using analytical techniques and instrumentation, such as calorimeters and spectroscopy (UViS, amongst others). Interpreting data and adhering to strict guidelines on documentation when recording data; reporting scientific results. Developing and validating new analytical techniques for the analysis of food and water and samples and any other sample as may be requested by clients. Liaising with customers, staff, suppliers and other stakeholders.
<u>ENQUIRES APPLICATIONS</u>	:	Ms Mashau VR and Ms Nong CJ at (015) 294 3000 Private Bag X 9487 Polokwane 0700
<u>POST 45/125</u>	:	<u>PERSONNEL PRACTITIONER 2 POSTS</u>
<u>SALARY</u>	:	R174 117 – 205 101 per annum, Level 8
<u>CENTRE</u>	:	Head office
<u>REQUIREMENTS</u>	:	Relevant NQF level 6 and relevant 2 years experience or relevant 6 years experience to those without NQF level 6.2-3 years proven relevant experience in Human Resource Provisioning. Knowledge in Public Service Acts and regulations, Regulations. PERSAL literacy. Valid Code B driver's license. Report writing skill. Computer Proficiency skills will be tested.
<u>DUTIES</u>	:	Handle the advertisement of posts. Handle Appointments, transfers, translations, secondments of personnel. Handle probationary appointments. Coordinate recruitment of personnel. Restructure SMS and MMS packages. Implement the occupational Specific Dispensation (OSD).
<u>ENQUIRES APPLICATIONS</u>	:	Ms Mashau VR and Ms Nong CJ at (015) 294 3000 Private Bag X 9487 Polokwane 0700
<u>POST 45/126</u>	:	<u>ENGINEERING TECHNICIAN 4 POSTS OSD</u>
<u>SALARY</u>	:	R 159 978 – 172 341 per annum
<u>CENTRE</u>	:	Vhembe District (1 post) and Sekhukhune District 3 posts
<u>REQUIREMENTS</u>	:	National Diploma in Engineering. Three years post qualification technical experience. Valid driver's license. Compulsory registration with ECSA as a Professional Engineering Technician
<u>DUTIES</u>	:	Coordination of a farm structures, irrigation, land survey, soil conservation services in District. Development of TOR's for appointment of service providers. Coordination with HQ and Municipality engineering and land care staff members. Perform feasibility studies in cooperation with the relevant stakeholders. Planning and design of infrastructure, irrigation and mechanization (including farm plans, surveys irrigation schemes pump houses, dams, soil conservation works etc) in compliance with the relevant legislations. Render technical support in implementation of projects. Handle general enquiries and render technical support. Perform administrative and related functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Sekhukhune District- Ms Makhafola C and Ms Mphahlele RS at (015) 632 4145 Private Bag X01 CHUENESPOORT 0745, Vhembe District - Mr Netshiombo D.G at (015) 963 2005/7, Private Bag X2247 SIBASA 0970
<u>POST 45/127</u>	:	<u>AGRICULTURAL TECHNICIAN 18 POSTS</u>
<u>SALARY</u>	:	R 140 208 – 165 159 per annum, Level 7

<u>CENTRE</u>	:	Mopani District: Ba-Phalaborwa (1), Maruleng (1 Post), Greater Tzaneen (4) Greater Letaba (2 posts) Greater Giyani (2 posts) , Waterberg District:- Mookgophong Municipality (1 post) and Vhembe District – Makhado (5 posts) and Mutale Municipality (2 posts)
<u>REQUIREMENTS</u>	:	Relevant NQF 6 or equivalent.1 year experience in Extension Services. Knowledge of operational framework of PFMA , MFMA and DORA. Practical experience in the use of MS Excel and Word. Valid code B driver's license. Computer proficiency will be tested.
<u>DUTIES</u>	:	Facilitate the formation of study groups within the Municipalities. Analyze farmer's needs for infrastructure. Facilitate market search and access to training for farmers. Manage relationships among target groups and key stakeholders in the Municipalities.
<u>ENQUIRIES APPLICATIONS</u>	:	Mopani District-Mr Zitha SS,at (015) 812 3210 Private Bag X577 GIYANI 0826,Waterberg District-Ms Manala V and Mr Malesela KI at (014) 717 4949/2523, P.O Box 1048, MODIMOLLE, 0510 Vhembe District - Mr Netshiombo D.G at (015) 963 2005/7, Private Bag X2247 SIBASA 0970
<u>NOTE</u>	:	Preference shall be given to employees who participated /participate under internship programme
<u>POST 45/128</u>	:	<u>AGRICULTURAL TECHNICIAN 10 POSTS</u>
<u>SALARY CENTRE</u>	:	R 140 208 – 165 159 per annum, Level 7 Mopani District - Greater Letaba (1post), Maruleng (1 post) Greater Giyani (1 post), Waterberg District- Mookgophong (1 post),Bela-Bela (1 post), Sekhukhune District- Tubatse Municipality (1 post) Elias Motsoaledi (1 post) Marble Hall (1 post) Capricorn District – Polokwane Municipality (2 posts)
<u>REQUIREMENTS</u>	:	Relevant NQF 6 or equivalent.1-2 years experience in crop production. Knowledge of operational framework of PFMA , MFMA and DORA legislation Frameworks. Practical experience in the use of MS Excel , Word and outlook. Valid code B drivers license. Computer proficiency will be tested.
<u>DUTIES</u>	:	Promote participatory extension approach to farmers. Facilitate training and development to farmers. Knowledge of operational framework of PFMA, MFMA, DORA and supply Chain. Management legislative frameworks. Advising farmers on crop production. Identify and solve problems relating to crop production.
<u>ENQUIRIES APPLICATIONS</u>	:	Capricorn District-Mr Gololo PL, at (015) 632 9094 Private Bag X28 CHUENESPOORT 0745, Mopani District-Mr Zitha SS, at (015) 812 3210, Private Bag X577 GIYANI 0826, Waterberg District-Ms Manala V and Mr Malesela KI at (014) 717 4949/2523, P.O Box 1048, MODIMOLLE, 0510,Sekhukhune District-Ms Makhafola KC and Ms Mphahlele RS,at (015) 632 4145,Private Bag X01,CHUNESPOORT 0745.
<u>NOTE</u>	:	Preference shall be given to employees who participated /participate under internship programme
<u>POST 45/129</u>	:	<u>AGRICULTURAL TECHNICIAN 10 POSTS</u>
<u>SALARY CENTRE</u>	:	R 140 208 – 165 159 per annum, Level 7 Mopani District - Greater Letaba (1post), Maruleng (1 Post) Greater Giyani (1 post), Waterberg District- Mookgophong (1 post), Bela-Bela (1 post), Sekhukhune District- Tubatse (1 post) Elias Motsoaledi (1 post) Marble Hall (1 post) Capricorn District – Polokwane Municipality (2 posts)
<u>REQUIREMENTS</u>	:	Relevant NQF level 6 or equivalent qualification.1-2 years experience in Animal Production. Ability to interact with farmers. Report writing skills. Communication and interpersonal skills. Practical experience in the use of MS excel, word and outlook. Valid code B driver's license.
<u>DUTIES</u>	:	Advice farmers on management of dairy cattle, beef cattle, poultry and small stock. Train farmers on related animal practices. Coordinate, monitor and evaluate poverty alleviation programmes. Search for solutions of farmers identified problems in animal production. Render specialist advice on animal production matters to farmers. Responsible for livestock improvement. Financial management of the academic and training services.
<u>ENQUIRIES APPLICATIONS</u>	:	Capricorn District-Mr Gololo PL, at (015) 632 9094, Private Bag X28 CHUENESPOORT 0745, Mopani District-Mr Zitha SS, at (015) 812 3210, Private Bag X577 GIYANI 0826, Sekhukhune District-Ms Makhafola C

and Ms Mphahlele RS at (015) 632 4145, Private Bag X01 CHUENESPOORT 0745, Waterberg District-Ms Manala V and Mr Malesela KI at (014) 717 4949/2523, P.O Box 1048, MODIMOLLE, 0510

NOTE : Preference shall be given to employees who participated /participate under internship programme

POST 45/130 : **HELPPDESK ADMINISTRATOR 1 POST**

SALARY : R140 208 – 165 159 per annum, Level 7

CENTRE : Head Office

REQUIREMENTS : Relevant NQF level 6 plus experience will add advantage for this post. Good communication skills as the required candidate will be working with clients. Must have computer literacy troubleshooting basics. A technical knowledge will add an advantage for this post. Knowledge of CA Service Desk Tool or any related helpdesk tool.

DUTIES : Provide 1st line support to all users at the department. Must be able log calls to departmental helpdesk system assign them to Technicians. Log calls to external service providers, warranty checks for ICT equipments. Make sure monitor calls logged on the Helpdesk system. Troubleshoot call before being registered to the system. Maintain the helpdesk system and extract appropriate reports. Assist users over the telephone to remedy simple calls, e.g. Word, Excel, e mail, etc).

ENQUIRES : Ms Mashau VR and Ms Nong CJ at (015) 294 3000

APPLICATIONS : Private Bag X 9487 Polokwane 0700

POST 45/131 : **FARM MANAGER 1 POST**

SALARY : R 140 208 – 165 159 per annum, Level 7

CENTRE : Tompi Seleka College

REQUIREMENTS : Relevant NQF level 6. One (1) year appropriate experience in farm management. Computer literate. Good interpersonal skills.

DUTIES : Manage production activities of the farm. Offer practical training to the farmers. Manage farm workers.

ENQUIRES : Ms Mashau VR and Ms Nong CJ at (015) 294 3000

APPLICATIONS : Private Bag X 9487 Polokwane 0700

POST 45/132 : **AGRIC RESOURCE TECHNICIAN 3 POSTS**

SALARY : R 140 208 – 165 159 per annum, Level 7

CENTRE : Capricorn District: Molemole (1 post), Mopani District Greater Tzaneen (1post) and Ba- Phalaborwa (1 post)

REQUIREMENTS : Relevant NQF level 6.1 relevant experience. Practical experience in the use of MS excel, word and outlook. Good interpersonal relations. Valid code B driver's license is essential. Computer proficiency skills will be tested.

DUTIES : Coordination of engineering services within municipalities. Provision of soil conservation services within municipalities. Render natural resource management services to farmers. Implement land care program within the ward. Assist in arranging farmers information days.

ENQUIRIES : Capricorn District-Mr Gololo PL, at (015) 632 9094,

APPLICATIONS : Private Bag X28 CHUENESPOORT 0745, Mopani District-Mr Zitha SS, at (015) 812 3210, Private Bag X577 GIYANI 0826

POST 45/133 : **PERSONAL ASSISTANT 4 POSTS: GM STRATEGIC MANAGEMENT-HEAD OFFICE (1POST) SENIOR MANAGER: MOPANI DISTRICT (1 POST) SENIOR MANAGER: SEKHUKHUNE DISTRICT (1 POST) SENIOR MANAGER: CAPRICORN DISTRICT (1 POST)**

SALARY : R 140 208 – 165 159 per annum, Level 7

CENTRE : Head Office, Mopani and Sekhukhune District Office

REQUIREMENTS : Relevant NQF 6 or Equivalent. 1-2 years appropriate experience after qualification was obtained. Computer literate, with good knowledge of MS office applications Excel, Word, Access/Database management and PowerPoint. Computer skills will be tested. Valid drivers license. Work organization and prioritization skills. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to

		questions from groups of SMS/MMS and external clients, customers, and the general public. Ability to work under pressure and tight deadlines. Good communication and interpersonal skills. Good telephone etiquette.
<u>DUTIES</u>	:	Provide secretarial support to the General /Senior Manager. Arrange engagements and meetings. Manage the diary of the General/Senior Manager. Telephone screening. Make logistical arrangements for the General/Senior Manager. Develop and maintain an effective document tracking system for incoming and outgoing correspondence.
<u>ENQUIRES</u>	:	Ms Mashau VR and Ms Nong CJ at 015 294 3000, Mopani District-Mr Zitha SS, at (015) 812 3210
<u>APPLICATIONS</u>	:	Private Bag X577 GIYANI 0826, Sekhukhune District-Ms Makhafola C and Ms Mphahlele RS at (015) 632 4145, Private Bag X01 CHUENESPOORT 0745
<u>POST 45/134</u>	:	<u>ADMINISTRATIVE OFFICER 4 POSTS</u>
<u>SALARY</u>	:	R 140 208 – 165 159 per annum, Level 7
<u>CENTRE</u>	:	Mopani District – Ba- Phalaborwa Municipality (2 posts), Greater Tzaneen Municipality(1 post) and Sekhukhune District – Fetakgomo Municipality (1 post)
<u>REQUIREMENTS</u>	:	Relevant NQF level 6.2-3 years experience in administration logistic services. Knowledge of filling system. Understanding of legislative framework such as Treasury Regulations, PFMA, Transport Policy, Record Management. Practical experience in the use of MS Excel, Word and Outlook. Valid code EB driver's license. Computer proficiency will be tested.
<u>DUTIES</u>	:	Administer transport services. Administer communication services. Administer registry Services. Handle general records. Handle Human Resource records. Handle procurement matters. Handle budget matters. Handle performance management and development system.
<u>ENQUIRIES</u>	:	Mopani District-Mr Zitha SS,at (015) 812 3210
<u>APPLICATIONS</u>	:	Private ag X577 GIYANI 0826, Sekhukhune District-Ms Makhafola C and Ms Mphahlele RS, at (015) 632 4145, Private Bag X01 CHUENESPOORT 0745
<u>POST 45/135</u>	:	<u>ADMINISTRATIVE OFFICER: TRANSFORMATION 3 POSTS</u>
<u>SALARY</u>	:	R 140 208 – 165 159 per annum, Level 7
<u>CENTRE</u>	:	Mopani District (1 post) and Sekhukhune District (1 post) Waterberg District (1)
<u>REQUIREMENTS</u>	:	Relevant NQF level 6. 1-2 years experience in Human Resource Management. Knowledge of gender , youth , disability , HIV & AIDS, OHS & Service Delivery \ Batho Pele. Knowledge of legislative framework such as Public Service Act, Labour Relations Act, and PFMA , white papers on transformation of Public Service. Ability to work under pressure. Presentation Skills. Analytical and problem solving skills. Good verbal and written communication skills. Computer literacy (especially Word, Excel, Power point and internet. Valid code B driver's license.
<u>DUTIES</u>	:	Ensure mainstreaming of gender, youth, disability, HIV & AIDS, OHS & Service Delivery Batho Pele in the District. Coordination of focal points within the Department .Coordinate the transformation services in the District. Facilitate the observance of calendar events and Batho Pele events.
<u>ENQUIRIES</u>	:	Mopani District-Mr Zitha SS,at (015) 812 3210
<u>APPLICATIONS</u>	:	Private ag X577 GIYANI 0826, Waterberg District-Ms Manala V and Mr Malesela KI at (014) 717 4949/2523, P.O Box 1048, MODIMOLLE, 0510, Sekhukhune District-Ms Makhafola C and Ms Mphahlele RS at (015) 632 4145, Private Bag X01 CHUENESPOORT 0745
<u>POST 45/136</u>	:	<u>TRANSPORT OFFICER: GOVERNMENT OWN MOTOR VEHICLES 1 POST</u>
<u>SALARY</u>	:	R 140 208 – 165 159 per annum, Level 7
<u>CENTRE</u>	:	Waterberg District
<u>REQUIREMENTS</u>	:	Relevant NQF level 6. 1-2 years experience in transport management. Practical experience in the use of MS excel, word and outlook. Knowledge of Transport Policy and PFMA. Valid code 08/EB driver's license. Computer proficiency will be tested.
<u>DUTIES</u>	:	Prepare log sheet for payment of GRB vehicles. Inspection of government vehicles. Safe custodian of keys and petrol cards. Arrangement of services for

	:	state vehicles. Renewal of license. Managing of fleet asset register. Process accident reports for both subsidized and GG vehicles.
<u>ENQUIRIES APPLICATIONS</u>	:	Waterberg District-Ms Manala V and Mr Malesela KI at (014) 717 4949/2523, P.O Box 1048, MODIMOLLE, 0510
<u>POST 45/137</u>	:	<u>ACCOUNTING CLERK 1 POST</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 113 568 – 133 776 per annum, Level 6 Waterberg District Relevant NQF level 5 or equivalent qualifications.1-2 years experience in handling requisitions. Knowledge of transversal systems (BAS and FINEST).Computer literacy in MS Word, Excel and Power point. Understanding of public service finance prescripts. Computer proficiency skill will be tested.
<u>DUTIES</u>	:	Capturing of requisitions on Finest System. Capturing of entities on Finest System. Registering of orders in the prescribed register. Capturing entities on BAS. Capturing of orders on BAS. Filing of relevant documents for records purpose. Handling of internal and external enquiries.
<u>ENQUIRES APPLICATIONS</u>	:	Waterberg District-Ms Manala V and Mr Malesela KI at (014) 717 4949/2523, P.O Box 1048, MODIMOLLE, 0510
<u>POST 45/138</u>	:	<u>ACCOUNTING CLERK 1 POST</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 113 568 – 133 776 per annum, Level 6 Capricorn District Office Relevant NQF level 5.1-2 years experience in Supply Chain Management. Knowledge of legislative framework (PFMA, PPPFMA and Treasury Regulations etc). Knowledge of Finest system. Knowledge of procurement matters will be an added advantage. Practical experience in the use of MS excel, word and outlook. Valid code B driver's license.
<u>DUTIES</u>	:	Register supplier in the data base. Receive and capture specifications. Prepare bid Documentations. Evaluation of contractor's performance. Contract management. Arrange bid committee meetings. Invite quotations. Keep registers of requisitions and specifications. Compile monthly reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Capricorn District-Mr Gololo PL, at (015) 632 9094, Private Bag X28 CHUENESPOORT 0745,
<u>POST 45/139</u>	:	<u>ARTISAN GRADE A 1 POST</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 103 806 – 115 209 per annum, Level 6 Sekhukhune District - Elias Motsoaledi (1 post) Relevant N6 Qualification.1-2 years proven experience in workshop supervision. Valid driver's licenses. Computer proficiency skill will be tested.
<u>DUTIES</u>	:	Repair and maintain existing district assets. Supervise subordinates and control and monitoring of registers. Maintenance and laying of irrigation pipes. Knowledge in handling tools.
<u>ENQUIRIES APPLICATIONS</u>	:	Sekhukhune District-Ms Makhafola C and Ms Mphahlele RS at (015) 632 4145 Private Bag X01 CHUENESPOORT 0745
<u>POST 45/140</u>	:	<u>FARM FOREMAN 1 POST</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 94 575 – 111 408 per annum, Level 5 Towoomba Research Station A minimum of Grade 10.At least three years relevant experience as a farm foreman. Proven knowledge of farming and some exposure to research. Mechanical skills or experience in working with diesel engines and implements A general administrative background. A person with analytical skills capable of operating in a multi-cultural open-minded and pressurized environment. Experience in managerial skills. A quality advisor, organizer, with people skills. A valid drivers licence (code EB). Good communication and writing skills. Computer proficiency skills will be tested.
<u>DUTIES</u>	:	Assisting the farm manager with farming activities. Assisting the farm manager with the maintenance of farm machinery, implements, infrastructure and equipment. Keeping of relevant records. Personnel management of subordinates. Assist scientists/ researchers/ Technicians in trial establishment,

	:	maintenance and management. Aligning farm activities to the objective/s of the station. Perform other administrative and related functions.
<u>ENQUIRES APPLICATIONS</u>	:	Ms Mashau VR and Ms Nong CJ at (015) 294 3000 Private Bag X 9487 POLOKWANE 0700
<u>POST 45/141</u>	:	<u>TRANSPORT CLERK 3 POSTS</u>
<u>SALARY CENTRE</u>	:	R 94 575 – 111 408 per annum, Level 5 Mopani District Office (1 post), Waterberg District (1post) Capricorn District (1 Post)
<u>REQUIREMENTS</u>	:	Relevant NQF 5. 1-2 years experience in handling GG and Subsidized vehicles. Knowledge of transport Policies. Practical experience in the use of MS excel , Word and Outlook. Valid Code EB driver's license. Knowledge of PFMA & Treasury Regulations. Ability to handle complaints and queries. Computer Proficiency skills will be tested.
<u>DUTIES</u>	:	Implement and maintain transport policies. Control GG and subsidized fleet asset registers. Conduct regular inspections for GG and subsidized vehicles. Keep record of accidents. Process logsheets for GG and subsidized vehicles. Handle premature withdrawals of subsidized vehicles. Allocation of vehicles.
<u>ENQUIRES APPLICATIONS</u>	:	Waterberg District-Ms Manala V and Mr Malesela KI at (014) 717 4949/2523, P.O Box 1048, MODIMOLLE, 0510, Mopani District-Mr Zitha SS, at (015) 3210, Private Bag X577, Giyani, 0826, Capricorn District-Mr Gololo PI, at (015) 632 9094, Private Bag X28 CHUNESPOORT 0745
<u>POST 45/142</u>	:	<u>ADMIN CLERK 8 POSTS</u>
<u>SALARY CENTRE</u>	:	R 79 104 – 93 180 per annum, Level 4 Waterberg District - Modimolle Municipality (2 Posts), Mogalakwena Municipality (4 Posts), Thabazimbi Municipality (1post) and Mookgophong Municipality (1 post)
<u>REQUIREMENTS</u>	:	Grade 12 (Relevant Diploma will be an added advantage). Computer proficiency (Word, Excel, Power point).Code B drivers license.1 year relevant experience in administration.
<u>DUTIES</u>	:	Assist in overall administrative duties in the municipality including management of leaves, incoming and outgoing mail and records. Assist in day-to-day financial issues (Asset and inventory control, procurement of goods, management of government owned vehicles).Attend to Transformation Programmes (Batho Pele, O.H.S etc).Maintain financial records and files. General/ Other office support services
<u>ENQUIRES APPLICATIONS</u>	:	Waterberg District-Ms Manala V and Mr Malesela KI at (014) 717 4949/2523, P.O Box 1048, MODIMOLLE, 0510
<u>POST 45/143</u>	:	<u>CLEANER 4 POSTS</u>
<u>SALARY CENTRE</u>	:	R 66 750 – 78 630 per annum, Level 3 Head Office
<u>REQUIREMENTS</u>	:	Ability to read and write. Cleaning experience of at least 1-2 years.
<u>DUTIES</u>	:	Keep office clean and in orderly condition. Clean offices, toilets and washing windows. Taking out rubbish from offices.
<u>ENQUIRES APPLICATIONS</u>	:	Ms Mashau VR and Ms Nong CJ at (015) 294 3000 Private Bag X 9487 POLOKWANE 0700
<u>POST 45/144</u>	:	<u>VELD RANGERS 5 POSTS</u>
<u>SALARY CENTRE</u>	:	R66 750 – 78 630 per annum, Level 3 Mara Research Station
<u>REQUIREMENTS</u>	:	Grade 8 or equivalent. Be able to read and write. Preferably be between the ages of 25 and 35 years. Be able to ride a bicycle. Security qualifications/drivers license will be an added advantage.
<u>DUTIES</u>	:	Daily patrol of 11 500ha on bicycle. Prevention of vandalism, poaching/hunting, setting of snares, illegal chopping of green trees and collection of fire wood. Making of arrests and application of extension where possible and necessary. Searching and removal of the snares. Possess state fire arm for self protection on duty.

ENQUIRES APPLICATIONS : Ms Mashau VR and Ms Nong CJ at (015) 294 3000
Private Bag 9487, POLOKWANE 0700

POST 45/145 : **DRIVER/MESSENGER 4 POSTS**

SALARY : R 66 750 – 78 630 per annum, Level 3
CENTRE : Head Office Polokwane (2 posts), Tompi Seleka College (2 posts)
REQUIREMENTS : Grade 12.Valid drivers license.1 – 2 years driving experience.
DUTIES : Collect and deliver documentations and related items to and from the Department. Copy and fax documents. Assist in the registry office. Assist in the transportation of officials to workshops, seminars etc.

ENQUIRES APPLICATIONS : Ms Mashau VR and Ms Nong CJ at (015) 294 3000
Private Bag X 9487 POLOKWANE 0700

POST 45/146 : **TRACTOR DRIVER 1 POST**

SALARY : R66 750 – 78 630 per annum, Level 3
CENTRE : Towoomba Research Station
REQUIREMENTS : Grade 8 or equivalent. Be able to read and write. Valid tractor driving license. Extensive knowledge and trained in the use of Tractors with various farm implements. Experience in general farm work.
DUTIES : Driver/operator duties on the Research Station. Low-level maintenance of relevant machinery. General maintenance and farming activities on the farm. Assist-researchers/Technicians in trial establishment and maintenance. Aligning farm activities to the objective/s of the station

ENQUIRES APPLICATIONS : Ms Mashau VR and Ms Nong CJ at (015) 294 3000
Private Bag X 9487 POLOKWANE 0700

POST 45/147 : **GROUNDSMAN 1 POST**

SALARY : R 55 830 – 65 763 per annum, Level 2
CENTRE : Head Office
REQUIREMENTS : Ability to read and write. Ability to clean the surroundings. Ability to maintain garden and lawn.
DUTIES : Responsible for all ground work duties. Landscaping and garden activities. Keeping the surrounding clean. Trimming of the bushes.

ENQUIRES APPLICATIONS : Ms Mashau VR and Ms Nong CJ at (015) 294 3000
Private Bag X 9487 POLOKWANE 0700

POST 45/148 : **GENERAL WORKER 2 POSTS**

SALARY : R 55 830 – 65 763 per annum, Level 2
CENTRE : Waterberg District Office (1) Modimolle (1)
REQUIREMENTS : Ability to read and write. No experience.
DUTIES : Ensuring proper cleaning of offices on daily basis. Ensuring proper cleaning of office equipments on daily basis. Removing of refuse bins on daily basis.

ENQUIRES APPLICATIONS : Waterberg District-Ms Manala V and Mr Malesela KI at (014) 717 4949/2523,
P.O Box 1048, MODIMOLLE, 0510

POST 45/149 : **REDLINE GATE GUARD 13 POSTS**

SALARY : R 55 830 – 65 763 per annum, Level 2
CENTRE : Vhembe District Thulamela municipality (8 posts) and Mutale municipality (5 posts)
REQUIREMENTS : Grade 8 or equivalent qualification. Able to read and write. Knowledge of security services. Communication skills. Good interpersonal relations. Report writing.
DUTIES : Keep and maintain redline gate record book. Write or endorse all permits for animal and plant products passing through the redline gate. Inspection and registration of all vehicles passing through the redline gate. Report to the police and office damage on the redline fence. Tracing animals crossing the redline fence. Daily patrol of the redline fence. Repair all fence breaks. Clearing bushes alongside the redline fence. Experience in security services will be an added advantage.

ENQUIRES : Vhembe District - Mr Netshiombo D.G at (015) 963 2005/7,

APPLICATIONS : Private Bag X2247 SIBASA 0970

POST 45/150 : **FARM AID 13 POSTS**

SALARY : R 55 830 – 65 763 per annum, Level 2

CENTRE : Towoomba Research Station (9 posts) and Mara Research Station (4 posts)

REQUIREMENTS : Grade 8 or Equivalent qualifications. Able to read and write. Knowledge of using various types of cleaning machines.

DUTIES : Apply chemical crop protection. Soil cultivation and preparation. Irrigation of crops. Care for sick livestock. Dipping, vaccination and dosing. Count livestock Daily. Tending of crops/orchards/vineyards. Cleaning of facilities and disposal of farm waste materials. Fire fighting and prevention. Maintain windmills and water supply system.

ENQUIRES : Ms Mashau VR and Ms Nong CJ at (015) 294 3000

APPLICATIONS : Private Bag X 9487 POLOKWANE 0700

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

The WCED promotes and applies the principles of Employment Equity and is committed to effective and efficient service delivery. Persons with disabilities are welcome to apply and an indication in this regard on the application for employment form (Z 83) will be appreciated. Applicants with disabilities, that are short-listed, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process. You are hereby invited to become a member of a dynamic management team where your competencies and personal qualities can empower our schools, communities and fellow employees.



- APPLICATIONS** : Forwarding Address For Applications: Please forward your application(s) to: Western Cape Education Department, Recruitment and selection centre Private Bag X 9183 Cape Town 8000, Or hand deliver to the WECD Client Services, Grand Central Towers, Cape Town, 2nd floor and place in the post box marked: recruitment and selection centre
- CLOSING DATE** : Closing date for applications: Friday, 19 November 2010 by 16:00. Applications will not be accepted after the closing time and date. It is the sole responsibility of the applicant to ensure that their application(s) reach the WCED by the closing date and time.
- NOTE** : All applications must be submitted on Z83 form obtainable from any Public Service Department, and must be completed in full accompanied by certified copies of ID, driver's licence (where applicable) and qualifications together with recent Curriculum Vitae, stating the reference number and the post for which being applied and forwarded to the address at the bottom. No faxed, e-mailed or late applications will be considered. Applicants may be assessed. The Department reserves the right not to fill the post. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates should avail themselves for the interviews at the specified time and venue as determined by the Department otherwise they will forfeit the opportunity. Applicants must complete an application form (Z 83) that must be duly completed with all the required information as requested on the form. The application form Z 83 must be signed and dated by the applicant to ensure that the application is a legitimate application. The application form Z 83 is obtainable from the website of the WCED at <http://www.wced.gov.za> or from any Public Service Department. The post number and/or name of the post applied for must be indicated on your application form. Applicants must submit a detailed up to date CV with an exposition of their training, experience, competencies and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. Applicants must submit certified copies of their original qualifications (degrees, diplomas, certificates etc), valid drivers licence (if applicable) and their ID document to their application forms. Applicants must also submit certified copies of their service certificates which indicate the exact dates of previous employment if these exact dates are not mentioned in their CV's. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit to his/her application. Please note that a separate application must be submitted if you apply for more than one post. Kindly note that the aforementioned supporting documents will not be returned. Applications without a completed application form (Z 83) and/or the requested documents/information will not be considered.
- General Information: All these vacant posts are Senior Management positions: The appointments will be subject to security clearance and the signing of an annual performance agreement. Furthermore, appointments are subject to personnel suitability checks that include qualifications, previous employment, criminal records and credit verification as well as reference checking, as directed by the Department of Public Service and Administration. Candidates will be subjected to a competency assessment before final decisions are made in respect of the filling of posts. We offer an attractive all-inclusive remuneration package that consists of a basic salary and a flexible portion. Communication:

Communication will be limited to those applicants who have been short-listed. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their application(s) was/were unsuccessful. Selection Process: It is expected of short-listed candidates to be available for selection interviews on a date, time and place as determined by the WCED. Candidates will be required to complete a work assignment. The WCED reserves the right not to make an appointment to any of the advertised posts. Under no circumstances must applications be handed to employees of the WCED or any other person to hand in applications at the Recruitment and Selection Centre Office. Postal applications should also not be marked for the attention of the person who has been identified to deal with the enquiries of applicants. Late applications that are received as a result of ignoring this rule will not be considered. Important note: Unidentified, late, e-mail, and/or fax applications will not be considered. Enquiries: Enquiries must be directed to the persons as indicated in the advertisement. Experience has shown that some applicants wait till the very last moment to submit their applications, with the expectation that the speed post and/or courier service will ensure that their applications are delivered on time to the WCED. This does not always happen. Applicants are therefore urged to make allowance for possible postal delays to ensure that their application(s) reach the WCED on time. In this regard please ensure that the envelope(s) are correctly addressed. The WCED cannot be held responsible for postal delays. General Competencies: The following inherent general competency requirements are attached to all these posts in respect of knowledge, skills and personal attributes: Knowledge of: Advanced knowledge of public policy analysis and public policy development processes • advanced knowledge of strategy development, strategy management and strategy monitoring and review processes • advanced knowledge of modern systems of governance and administration • advanced knowledge of public finance, human capital • advanced knowledge of public communication, public education, public participation and public discourse management processes • knowledge of the latest advances in public management theory and practice • knowledge of the policies of the government of the day • knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape • Knowledge of Constitutional, legal and institutional arrangements governing the South African public sector • Knowledge of inter-governmental and international relations • Knowledge of communication, media management, public relations, public participation and public education. Skills: Strong conceptual and formulation skills • a high level in-house advisor • strong leadership skills with specific reference to the ability to display thought leadership in complex applications • team building and strong interpersonal skills • excellent verbal and written communication skills • outstanding planning, organising and people management skills • Presentation skills at senior management level • computer literacy. Personal attributes: A highly developed interpretative and conceptualisation/ formulation ability • the ability to render advice and guidance in an objective and dedicated manner • the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances • the ability to persuade and influence • the ability to lead and direct teams of professionals and service providers. General key performance areas at senior management level: The following inherent general key performance areas are applicable - , human capital - and financial management: Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the respective Branch/Chief Directorate/Directorate • Participation in the Branch's/Chief Directorate's/Directorate's strategic planning process • Active involvement in the development and management of the strategic and business plans for the relevant Branch/Chief Directorate/Directorate • To evaluate the performance of the Chief Directorate/Directorate on a continuing basis against predetermined key measurable objectives and standards • To report to the relevant Branch Head/Chief Directorate on a regular basis on the activities of the Chief Directorate/Directorate and on matters of substantial importance to the Department • To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate/Directorate, and of the resources employed by it. Human Capital Management: Participation in the recruitment of staff in the numbers and

grades appropriate to ensure the achievement of the Chief Directorate's/Directorate's Business Plan • Motivate, train and guide staff within the Chief Directorate/Directorate, to achieve and maintain excellence in service delivery • Actively manage the performance, evaluation and rewarding of staff within the Chief Directorate/Directorate • Monitor information capacity building within the Chief Directorate/Directorate • Active involvement in the compilation of a human capital plan, a service delivery improvement programme and an information resources plan for the relevant Chief Directorate/Directorate • Promote sound labour relations within the Chief Directorate/Directorate • Actively manage and promote the maintenance of discipline within the Chief Directorate/Directorate. Financial Management: Active participation in the budgeting process at Chief Directorate/ Directorate level • Preparing of the Annual and Adjustment Budgets for the Chief Directorate/ Directorate • Direct responsibility for the efficient, economic and effective control and management of the Chief Directorate's/Directorate's budget and expenditure • Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Chief Directorate/Directorate • Reporting to the Superintendent-General/Chief Director on all aspects of the Chief Directorate's/ Directorate's finances • Performing diligently all duties assigned by the Branch Head/Chief Director • Overall responsibility for the management, maintenance and safekeeping of the Chief Directorate's/ Directorate's assets • Ensuring that full and proper records of the financial affairs of the Chief Directorate/ Directorate are kept in accordance with any prescribed norms and standards. NB: It is expected of incumbents of senior management posts to work under pressure, work longer hours, to travel frequently and to meet strict deadlines.

MANAGEMENT ECHELON

- POST 45/151** : **PS 40: DIRECTOR: FINANCIAL ACCOUNTING**
- SALARY** : All-inclusive remuneration package of R 652 572 per annum (salary level 13).
CENTRE : Head Office, Cape Town
REQUIREMENTS : Relevant University B Com Honours degree with majors in Accounting • minimum 5 years' proven relevant management experience in a financial management environment with extensive experience in the field of finance • Valid drivers' licence. Recommendation: Persons with a CA (SA) qualification will receive preference, if they meet the post requirements. Specific Competencies: Proven knowledge and experience of payroll and accounting systems • Project management skills • Proven leadership skills • Analytical and innovative skills • Knowledge of accounting and tax related issues.
- DUTIES** : Key Performance Areas: Line Management: To ensure sound financial accounting practices. This includes the following broad areas of service delivery:
 • Ensure sound financial accounting practices • Ensure smooth and successful operation on the Basic Accounting System (BAS) • Promote sound financial accounting practices • Provide reasonable assurance regarding the achievement of objectives (internal control). Responsible for management of the Financial Accounting directorate • Administer loss control • Ensure implementation of internal control, financial policies and procedures • Management of debtors • Facilitate the implementation of audit recommendations • Cash flow management of the department • Payment of departmental staff salaries and related deductions to statutory bodies • Assist the district offices with training and related accounting matters • Develop policy and ensure implementation thereof.
- ENQUIRIES** : Mr LJ Ely at 021 467 2544.
- POST 45/152** : **PS 41: DIRECTOR: HUMAN RESOURCE MANAGEMENT**
- SALARY** : All-inclusive remuneration package of R 652 572 per annum (salary level 13).
CENTRE : Head Office, Cape Town
REQUIREMENTS : Bachelors degree or relevant tertiary qualification in Social Sciences and at least 6 years experience at a management level. Thorough knowledge of Public Service Legislative prescripts; PSA, PS Reg., BCEA, PFMA, Employment Equity Act, LRA, and others. Experience in development and implementation of HR Policies, Strategies, Systems and Information Management and an in-depth

practical knowledge of establishment control. Recommendations: Registration with the South African Board for Personnel Practitioners at a Chartered HR Practitioner level or higher. Specific Competencies: Proven knowledge and experience of implementation of HR Policies • Project management skills • Proven leadership skills • Analytical and innovative skills •

DUTIES : Key Performance Areas: Line Management: To manage all HR Policy and Information management matters; manage the recruitment and selection centre; render individual performance and development services; and manage the workplace skills plan and the provision of effective development. Develop and maintain HR policies, facilitate development and implementation of HR Plan, Manage employee health and wellness and HR Special programmes and coordinate OD functions, facilitate recruitment and selection of HR • Develop and maintain the organisational structure and the establishment, administer PMDS, implementation of PM system, develop and manage the WSP and facilitate HRD functions.

ENQUIRIES : Mr TS Matseliso at 021 467 2539/40.

POST 45/153 : **PS 42: DIRECTOR: SPECIALISED EDUCATION**

SALARY : All-inclusive remuneration package of R 652 572 per annum (salary level 13).
CENTRE : Head Office, Cape Town

REQUIREMENTS : An appropriate B-degree and a qualification in the Specialised Education field and 6 - 10 years' proven relevant management experience in a special needs education environment • Advanced knowledge of the South African Schools Act. Thorough knowledge of Education White Paper 6. Knowledge of legislation related to the Key Performance Areas. Recommendation: Post graduate qualification in Special Needs Education.

DUTIES : Key Performance Areas: Line Management: Develop policy in respect of special education and special education support services. • Plan the delivery of special education in line with inclusive education policy framework. Implement the WCED plan for Inclusive Education. • Manage the establishment and development of Education Resource Centres and full service schools. • Manage the deployment and development of resources allocated to ELSEN schools / Education Resource Centres. • Oversee the implementation of projects within the domain of the directorate e.g. National School Nutrition Programme, HIV/ AIDS. • Develop plans for engagements with district SLES components in order to ensure transfer of information and to facilitate co-ordination of the various services offered.

ENQUIRIES : Ms L Rose at (021) 467 - 2000

POST 45/154 : **PS 43: DIRECTOR: INFRASTRUCTURE PLANNING AND MANAGEMENT**

Job Purpose: To facilitate the effective planning and delivery of infrastructure capital projects and programmes in the department's User-Asset Management Plan within the specified timeframes, scope, budgets and quality requirements.

SALARY : All-inclusive remuneration package of R 652 572 per annum (salary level 13).
CENTRE : Branch: Planning - Chief Directorate: Physical Resources Directorate: Infrastructure Planning and Management, Head Office, Cape Town

REQUIREMENTS : Appropriate B degree or equivalent qualification (Architecture, Engineering or Quantity Surveying) plus a minimum of 6 to 10 years in management, infrastructure management, spatial planning and project management; and a valid drivers' licence. Recommendation: Experience in scenario planning and managing large budgets. Specific Competencies: Knowledge of: Modern systems of Governance and Administration and Programme and Project management processes; Knowledge of the following: Policies and legislation of Government; the built environment including relevant legislation and regulations.

DUTIES : Line Management: Manage the Sub Directorates: Infrastructure Planning, Infrastructure Capital Projects and Maintenance Programme, which entails the following: Accept responsibility for the overall planning, monitoring and control of the programme for the provision of new infrastructure and capital projects as stipulated in the WCED's User-Asset Management Plan (U-AMP); interact with Implementing Agents (IAs) to ensure the delivery of the department's U-AMP; Manage and coordinate the implementation of the programme according to the SDAs, Monitor the performance of the IAs and report on the programme as

required; Manage integrated change control according to WCED delegations of authority, including the approval of variations or changes to overall project lists, project scope, budget allocations, programme and project time schedules, and norms and standards; Institutionalise the use of best practices, tools and standards in the directorate; Provide technical support and assistance to the EDOs & Schools/SGBs; Facilitate land use processes and manage contracts and leases; Ensure beneficial engagement with DTPW with regard to current and future infrastructure planning; Effective utilization of all WCED accommodation.
 Mr H A Lewis at 021 – 467 2022

ENQUIRIES

POST 45/155

PS 44: DIRECTOR: INSTITUTIONAL RESOURCE SUPPORT (INCLUDING LIBRARY SERVICES)

Job Purpose: To effectively manage, plan and facilitate the delivery of Learning and Teaching Support Material (LTSM), Library Services, Learner Transport Schemes (LTS) and Equipment (e-Learning equipment) in respect of education learning sites.

SALARY CENTRE

All-inclusive remuneration package of R 652 572 per annum (salary level 13).
 Branch: Planning - Chief Directorate: Physical Resources Directorate: Institutional Resource Support (including Library Services) Head Office, Cape Town

REQUIREMENTS

Appropriate B degree and plus a minimum of 6 to 10 years in resource management; logistical planning and management; project management and a valid drivers' licence. Recommendation: Experience in education; large scale distribution and budget management. Specific Competencies: Knowledge: Advanced knowledge of: Modern systems of Governance and Administration and Programme and Project management processes; Knowledge of the following: Policies and legislation of the Government of the day; public relations, public participation and public education; including relevant legislation and regulations; managing and planning of LTSM to learning sites; planning and implementation of LTS; effective planning and delivery of equipment to learning sites.

DUTIES

Line Management: Manage the planning and delivery of LTSM to education learning sites, which entails the following: planning and coordination of LTSM needs in line with future infrastructure requirements; the effective facilitation, monitoring and evaluation of LTSM; Provision of an education library and information service, effected through the management, coordination and facilitation of special projects and administration of library services; Management and coordination of EDULIS development and support function; Management of LTS implementation which entails the following: planning and coordination of the learner transport scheme, delivery of learner transport services, and the continuous monitoring and evaluation of LTS; Facilitation of the delivery of equipment (including e-learning equipment) to learning sites – planning and coordination of equipment in line with future infrastructure needs; and continuous monitoring of the delivery of equipment to learning sites in line with identified infrastructure requirements.

ENQUIRIES

Mr H A Lewis at 021 – 467 2022

POST 45/156

PS 45: DIRECTOR: DISTRICT OFFICE

SALARY CENTRE

All-inclusive remuneration package of R 652 572 per annum salary level 13
 Metro Central Education District

REQUIREMENTS

An appropriate B-degree and 6 - 10 years' proven relevant management experience in an education environment • Valid drivers' licence. Advanced knowledge of the South African Schools Act. Knowledge of all legislation related to the Key Performance Areas as they affect districts. Proven excellence in management of district support and/or school management.

DUTIES

Key Performance Areas: Line Management: Manage research, information systems, quality assurance, district Business planning, strategy processes and render a district level corporate service. To ensure quality education and effective education institutions at circuit level. Facilitate IMG advice to District Management, Circuit Team Managers and IMG managers. Facilitate SLES advice to District Management, Circuit Team Managers and SLES advisors. Facilitate Curriculum advice to District Management, Circuit Team Managers and Curriculum advisors. Ensure the application of QA (IQMS and related M&E

systems). Manage planning, strategy and budgeting processes. Provide corporate support services at district level. Manage operational interfaces with Head Office and external agencies. Oversee all education provisioning (including infrastructure, learner transport and LTSM) for institutions, and institution rationalisation programmes.

ENQUIRIES : Ms L Rose at (021) 467 - 2000

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.

OTHER POSTS

POST45/157 : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT**
(Directorate: Human Resource Development)

SALARY : Remuneration package: R 406 839 (Negotiable) per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate 3 year Bachelors degree or equivalent qualification in Human Resources and/or Public Administration. Inherent requirement of the job: A valid code B/EB driver's licence. Experience: Appropriate experience in the research and strategic planning of human resource development programmes for occupational priorities and the coordination, monitoring and evaluation thereof. Appropriate experience in the planning, development, co-ordination and monitoring and evaluation of community based training programmes related to the Expanded Public Works Programme (EPWP). Competencies (knowledge/ skills): Sound knowledge and understanding of Public Sector legislation, policies and plans especially relating to the HRD and Healthcare environment. Knowledge and experience of financial and sub-programme management related to Human Resource Development. Analytical and research skills, strategic thinking and problem solving. Knowledge and understanding of the Public Finance Management Act. Good communication skills and sound interpersonal relations. Must be computer literate in various software-packages.

DUTIES : Key result areas/outputs: Provide strategic oversight in the development and execution of a Human Resource Development Plan and related HRD Policy Framework in line with the Department Strategic plan and related policy framework. Provide strategic oversight in the development of the Departmental Workplace Skills Plan (WSP) and execution, of education, training and development strategies including the planning, coordination, monitoring and evaluation of iMOCOMP emanating from the WSP in alignment with Department Strategic Plan. Provide support to the Director for reporting on the monitoring and evaluation of all skills development training to ensure alignment with the Annual Performance Plan. Assume responsibilities for financial delegations and budget administration with regard to budget sub programme. Provide strategic oversight for the planning, coordination, implementation monitoring and evaluation of social capital projects through the Expanded Public Works Programme (EPWP) in alignment with the Department Strategic Plan. Oversee the graduate bursar placement, Community service programme and student placements on the clinical platform. Manage the performance of the sub-directorate: Planning and Research Unit to ensure alignment to performance objectives of the directorate.

ENQUIRIES : Mr L Tloubatla, tel. no. (021) 483-4161.

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

FOR ATTENTION : Ms C Versfeld

CLOSING DATE : 3 December 2010

POST45/158 : **CLINICAL PROCUREMENT SPECIALIST**
(Directorate: Professional Support Services)

SALARY : R 206 982 per annum.
CENTRE : Head Office, Western Cape Medical Supplies Centre.
REQUIREMENTS : Minimum educational qualification: Health related Degree/Diploma. Experience: Extensive experience of clinical products and evaluation. Extensive knowledge of medical supplies and their application within a healthcare environment. Warehousing experience. Competencies (knowledge/skills): Sound management skills. Proven report writing skills. Knowledge of negotiating with suppliers. Knowledge of Procurement prescripts. Computer literacy (Ms Word, Excel and PowerPoint).

DUTIES : Key result areas/outputs: Co-ordination of evaluation of medical consumables for purchase. Liaise with users and suppliers of medical consumables. Conduct research and training with respect to medical consumables and supplies. Assess application of contract management. Advise bid committee and delegates at Head Office level. Ensure effective medical consumables supply management. Ensure compliance to Supply Chain Management prescripts. Management of inventory in the warehouse. Manage Human Resources for the unit.

ENQUIRIES : Mr WW Erasmus, tel. no. (021) 483-8408
APPLICATIONS : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Versfeld
CLOSING DATE : 3 December 2010

POST45/159 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: PROCUREMENT**
Directorate: Supply Chain Management

SALARY : R 174 117 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualifications: Senior (or equivalent) Certificate with Mathematics and Accounting as a passed subject. Experience: Appropriate experience in Bid and Contract Management. Inherent requirement of the job: A valid driver's licence. Competencies (knowledge/skills): Knowledge of health sector commodities (types of products and services within a health environment), knowledge of negotiating with suppliers, procurement prescripts, government bid procedures and financial markets and forward cover. Ability to perform calculations relating to foreign exchange, CPIX, etc. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and PowerPoint) Must be computer literate in various software-packages.

DUTIES : Key result areas/outputs: Handling all procurement and bid management processes. Acting as advisor to the Department Bid Committee and other decision-making authorities. Administering identified transversal contracts with regard to cession, cancellations, price reviews, etc. Ensuring compliance with all prescript pertaining to procurement Supervising staff.

ENQUIRIES : Ms PN Madikane, tel. no. (021) 483-6216.
APPLICATIONS : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Versfeld
CLOSING DATE : 3 December 2010

POST 45/160 : **ADMINISTRATIVE OFFICER (ADMISSIONS: RECEPTION)**
Chief Directorate: General Specialist and Emergency Services

SALARY : R140 208 per annum.
CENTRE : New Somerset Hospital, Green Point
REQUIREMENTS : Minimum educational qualification: Senior (or equivalent) Certificate. Experience: Experience in Patient Administration, reception/admissions duties. Competencies (knowledge/skills): Computer literacy (MS Office). Good communication skills in at least two of the three official languages of the Western Cape. Analytical and numerical skills. Knowledge of hospital fees procedure Manual: Chapter 18.

Knowledge of billing systems and UPFS. Knowledge with regard to PFMA, NTR, PTI and Finance Instructions.

DUTIES

: Key result areas/outputs: Supervision of Reception/Admission staff members. Ensure accurate classification is done in terms of services rendered to H2, H3 and externally funded patients. Management of all administration functions pertaining to attendances, admissions, discharges and handling of receipts on Clinicom. Provide training within the section. Authorise, monitor and analyse reports on Cinicom and other systems. Deal with audit queries. Ensure that patients' accounts are managed in compliance with UPFS, Treasury tariffs and financial prescripts. Interpretation and application of directives and policies.

ENQUIRIES

: Mr Z Menze, tel.no. (021) 402-6288

APPLICATIONS

: The Manager: Medical Services, New Somerset Hospital, Private Bag, Green Point, 8051.

FOR ATTENTION

: Ms N Wyngaard

CLOSING DATE

: 26 November 2010