



DATE OF ISSUE: 19 NOVEMBER 2010

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

PUBLIC SERVICE VACANCY CIRCULAR NO 46 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 Defence:** Kindly note that all the posts for Department of Defence which were advertised in circular 44 the closing date is the 12th of November 2010.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENT	ANNEXURE	PAGES
DEFENCE	A	03 – 07
HEALTH	B	08 – 11
HUMAN SETTLEMENTS	C	12 – 14
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	D	15 – 19
MINERALS RESOURCES	E	20 – 21
NATIONAL TREASURY	F	22 – 23
PERFORMANCE, MONITORING AND EVALUATION	G	24 – 25
SOCIAL DEVELOPMENT	H	26
THE PRESIDENCY	I	27
TRADE AND INDUSTRY	J	28
TOURISM	K	29 – 30
WATER AFFAIRS	L	31 – 35

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	M	36 – 47
GAUTENG	N	48 – 53
KWAZULU-NATAL	O	54 – 56
NORTH WEST	P	57 – 58
WESTERN CAPE	Q	59 - 60

DEPARTMENT OF DEFENCE

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

MANAGEMENT ECHELON

POST 46/01 : **DIRECTOR: INTERNATIONAL LEGAL INSTRUMENTS REF NO DILI/10/10**

SALARY CENTRE : R652 572 per annum all-inclusive salary package
Defence International Affairs Division, Defence Headquarters, Armscor Building, Pretoria

REQUIREMENTS : Degree in Political Studies, Social Sciences, Economics or Law (NQF Level 6). Experience in Strategic Management Process and International Law will be a recommendation. Special requirements (skills needed): Computer literate. Planning-, programming-, HR/Financial Management-, conceptual thinking-, problem solving, strong written and verbal communication-, strong leadership-, honesty-, integrity and personal drive skills. Knowledge of Government Policies, Departmental Policy, Departmental Decisions and Activities as well as on the wider Intra-Departmental activities in Government. Knowledge of Public Finance Legislation, regulations and financial management, technology, information systems, continuous improvement and service delivery.

DUTIES : Analyse International Legal Instruments, include treaties, PACTS, MOU's, Protocols, SOFA's, SOMA's, TCC Agreements and Technical Arrangements. Scrutinise IDA agreement documentation to ensure adherence to international legal prescripts. Provide specialist advice on international legislation. Internal management of the directorate. Execute general management practices and principles within the directorate to ensure effective and efficient utilization of allocated resources. •Co-ordination of Defence bilateral meetings. •Analyse and develop Defence foreign policy. •Develop of Department of Defence's foreign relation plan. •The monitoring and implementation of foreign relations policy. •Research RSA foreign policy positions. •Research situation in countries. •Research and negotiation of agreements with states and international organisations.

ENQUIRIES APPLICATIONS : Mr B.B. Mtimkulu, (012) 355-6207/Mr E. Thusi, (012) 355-5550.
Department of Defence, Directorate HR Acquisition, Private Bag X994, Pretoria, 0001 or may be hand-delivered to the Directorate HR Acquisition, 218 Visagie Street, General Piet Joubert Building, 4th Floor, Room 401/403Pretoria.

CLOSING DATE : 26 November 2010

NOTE : This is a permanent post. Short-listed candidates may be subjected to a competency assessment as part of the selection process. The successful candidate will be required to enter into an employment contract and enter into a Performance Agreement, which must be signed and reviewed annually, and disclose his/her financial interests annually. Applications received after the closing date and faxed copies will not be considered. The successful applicants will be expected to obtain a Secret security clearance.

POST 46/02 : **DIRECTOR: DEFENCE MULTILATERAL AFFAIRS REF NO DDMA/10/10**

SALARY CENTRE : R652 572 per annum all-inclusive salary package
Defence International Affairs Division, Defence Headquarters, Armscor Building, Pretoria.

REQUIREMENTS : Degree in Political Studies, Social Science, Economics or Law. (NQF Level 6). Experience in Strategic Management Process and International Relations will be a recommendation. Special requirements (skills needed): Computer literate. Planning-, programming-, HR/Financial Management-, conceptual thinking-, problem solving, strong written and verbal communication-, strong leadership-, honesty-, integrity and personal drive skills. Knowledge of Government Policies, Departmental Policy, Departmental Decisions and Activities as well as on the Wider Intra-Departmental Activities in Government. Knowledge of Public Finance Legislation, Regulations and Financial Management, Technology, Information Systems, continuous Improvement and Service Delivery.

DUTIES : Establish multilateral defence commitments. Establish and maintain liaison channels with multilateral organisations e.g. SADC, AU and NATO. Facilitate process to obtain approval for multilateral initiatives and agreements. Compile and promulgate comprehensive instructions wrt the maintenance and enhancement of multilateral commitments. Execute general management practices and principles within the directorate to ensure effective and efficient utilization of allocated resources. •Co-ordination of Defence bilateral meetings. •Analyse and develop Defence foreign policy. •Develop of Department of Defence's foreign relation plan. •The monitoring and implementation of foreign relations policy. •Research RSA foreign policy positions. •Research situation in countries. •Research and negotiation of agreements with states and international organisations.

NOTE : This is a permanent post. Short-listed candidates may be subjected to a competency assessment as part of the selection process. The successful candidate will be required to enter into an employment contract and enter into a Performance Agreement, which must be signed and reviewed annually, and disclose his/her financial interests annually. Applications received after the closing date and faxed copies will not be considered. The successful applicants will be expected to obtain a Secret security clearance.

ENQUIRIES APPLICATIONS : Mr B.B. Mtimkulu, (012) 355-6207/Mr E. Thusi, (012) 355-5550.
Department of Defence, Directorate HR Acquisition, Private Bag X994, Pretoria, 0001 or may be hand-delivered to the Directorate HR Acquisition, 218 Visagie Street, General Piet Joubert Building, 4th Floor, Room 401/403Pretoria.

CLOSING DATE : 26 November 2010

OTHER POSTS

POST 46/03 : **ASSISTANT DIRECTOR: LIBRARY AND INFORMATION SERVICES**
The post is advertised in the DOD, broader Public Service and Media (flyers)

SALARY CENTRE : R192 540 per annum
Defence Intelligence (Directorate Intelligence Support), Pretoria.

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

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

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

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

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

POST 46/04 : **ASSISTANT DIRECTOR: EDITING**
The post is advertised in the DOD, broader Public Service and Media (flyers)

SALARY CENTRE REQUIREMENTS : R192 540 per annum
: Defence Intelligence (Directorate Integration and Dissemination), Pretoria.
: BA (Hons) Degree with English III (NQF Level 7). BA degree with other languages and/or postgraduate training in languages will be a recommendation. The completion of level A – C intelligence courses will be an advantage. Experience of editing will be an advantage. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements (skills needed): High level of computer and proven integration skills and experience. Excellent English language, good verbal and written communication skills. Good discipline, self motivation, analytical thinking, excellent reasoning ability, interpersonal and problem solving skills. Must be able to obtain a Top Secret security clearance within a year.

DUTIES : Assist in providing cross functionality integrated intelligence products in appropriate format to National and Departmental clients. Assist with final editing of Defence Intelligence documents. Co-ordinate the preparation and presentation of audiovisual Defence Intelligence products. Integrate Intelligence, Counter Intelligence and Foreign Relations products into final Defence Intelligence products by editing inputs obtained from production directorates to ensure uniformity in layout and use of language. Assist with administrative and training responsibilities.

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

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

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

POST 46/05 : **ASSISTANT DIRECTOR: HR GOVERNANCE USAGE 0066**

SALARY CENTRE REQUIREMENTS : R192 540 per annum
: Directorate HR Governance, Risk Management and Compliance, Armscor Building, Erasmuskloof, Pretoria.
: Degree/Diploma in Human Resource Management or Personnel Management (NQF Level 6). Preferable qualification Post Graduate degree in Human/Social Sciences. Special requirements (skills needed): Communication-, interpersonal skills (working with people), consultation skills, knowledge and experience (HR and Policy Development).

DUTIES : Develop and implement national site compliance programme, including on-going management of the processes and follow-up of corrective action plans. Guide extensive remediation and schedule corrective actions for compliance in HR policy development. Liaison with auditors, interfacing with management, to ensure compliance HR policies, processes and procedures. Act as HR partner/liaison, interacting with internal and external auditors to ensure DOD policy development is according to government intent. Provide administrative and project support the to Director and other HR team members for compliance initiatives. Perform HR policy related reviews, projects and tasks in the Monitoring and Evaluation (M & E) field as directed and needed (Policy analyst).

APPLICATIONS : Department of Defence & Military Veterans, D HR Acquisition, Attention: Ms A. Taljaard, Private Bag X994, Pretoria, 0001 or may be hand delivered to Ms A. Taljaard, Room 401, 4th floor, 218 Visagie Street, General Piet Joubert Building, Pretoria, CBD.

ENQUIRIES CLOSING DATE : Ms C.K. Ramulifho, (012) 355-5129.
: 20 December 2010

POST 46/06 : **ASSISTANT DIRECTOR: HR GOVERNANCE USAGE 0066**
The post is advertised in the DOD, broader Public Service and Media

SALARY CENTRE : R192 540 per annum
: Directorate HR Governance, Risk Management and Compliance, Armscor Building, Erasmuskloof, Pretoria.

- REQUIREMENTS** : Degree/Diploma in Human Resource Management or Personnel Management (NQF Level 6). Preferable qualification Post Graduate degree in Human/Social Sciences. Special requirements (skills needed): Communication-, interpersonal skills (working with people), consultation skills, knowledge and experience (HR and Policy Development).
- DUTIES** : Develop and implement national site compliance programme, including on-going management of the processes and follow-up of corrective action plans. Guide extensive remediation and schedule corrective actions for compliance in HR policy development. Liaison with auditors, interfacing with management, to ensure compliance HR policies, processes and procedures. Act as HR partner/liaison, interacting with internal and external auditors to ensure DOD policy development is according to government intent. Provide administrative and project support the to Director and other HR team members for compliance initiatives. Perform HR policy related reviews, projects and tasks in the Monitoring and Evaluation (M & E) field as directed and needed (Policy analyst).
- ENQUIRIES** : Ms C.K. Ramulifho, (012) 355-5129.
APPLICATIONS : Department of Defence & Military Veterans, D HR Acquisition, Attention: Ms A. Taljaard, Private Bag X994, Pretoria, 0001 or may be hand delivered to Ms A. Taljaard, Room 401, 4th floor, 218 Visagie Street, General Piet Joubert Building, Pretoria, CBD.
- CLOSING DATE** : 20 December 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 46/07** : **CHIEF ADMINISTRATION CLERK**
- SALARY** : R130 425 per annum
CENTRE : Directorate Labour and Service Relations, (Chief Director Transformation Management), Armscor Building, Erasmuskloof, Pretoria.
- REQUIREMENTS** : NQF Level 4: Preferable. Relevant administration courses. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, organizing skills-, interpersonal relationship skills-, problem solving skills-, communication skills (verbal and written)-, record keeping skills-, and report writing skills.
- DUTIES** : Scrutinize diverse documents of subordinates for completeness and correctness. Render auxiliary services to supervisory and professional personnel. Render assistance to and handle visitors. Type and compile documents, memos, basic presentations and spreadsheets. Take minutes during meetings. Compile agendas. Deliver and collect documents. Provide Record Management Service. Manage and administrate Subsistence and Travel (S & T). Manage Stationery/Miscellaneous store. Supervise subordinates.
- ENQUIRIES** : R Adm (JG) L. van Vuuren, Tel: (012) 355 5290.
APPLICATIONS : Department of Defence & Military Veterans, Directorate Transformation Management, Private Bag X161, Pretoria, 0001.
- CLOSING DATE** : 26 November 2010
- POST 46/08** : **SENIOR ADMINISTRATION CLERK GR III 5 POSTS**
- SALARY** : R105 645 per annum
CENTRE : SAMHS, 3 Mil Hospital, Tempe, Bloemfontein.
REQUIREMENTS : NQF Level 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Detailed knowledge of the operation/utilization of specific software packages (MS Word, MS Excel, MS PowerPoint, Lotus Notes). Communication (verbal & written)-, good interpersonal relationships-, organise-, analytical-, problem solving-, good planning-, organisational administrative- and typing skills. Good telephone etiquette.
- DUTIES** : Manage general office administration. Schedule appointments. Handle incoming and outgoing mail. Arrange and schedule seminars, appointments and meetings. Maintain statistics. Do filing. Maintain Registers. Assist with budgeting. Manage Patient administration. Operate photocopy and facsimile machine. Order and take care of office furniture. Order and manage stationary.
- ENQUIRIES** : Maj H.M. de Klerk Tel: (051) 402 1838
APPLICATIONS : Department of Defence & Military Veterans, 3 Military Hospital, Private Bag X40003, Brandhof, 9324.
- CLOSING DATE** : 20 December 2010
- POST 46/09** : **SENIOR ADMINISTRATION CLERK GR III 10 POSTS**
- SALARY** : R105 645 per annum

CENTRE : SAMHS at 1 Mil Hospital, Thaba Tshwane, Pretoria.

REQUIREMENTS : NQF Level 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Detailed knowledge of the operation/utilization of specific software packages (MS Word, MS Excel, MS PowerPoint, Lotus Notes). Communication (verbal & written)-, good interpersonal relationships-, organise-, analytical-, problem solving-, good planning-, organisational administrative- and typing skills. Good telephone etiquette.

DUTIES : Manage general office administration. Schedule appointments. Handle incoming and outgoing mail. Arrange and schedule seminars, appointments and meetings. Maintain statistics. Do filing. Maintain Registers. Assist with budgeting. Manage Patient administration. Operate photocopy and facsimile machine. Order and take care of office furniture. Order and manage stationary.

ENQUIRIES : SSgt B.F. Venter, Tel: (012) 314 0829

APPLICATIONS : Department of Defence & Military Veterans, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143.

CLOSING DATE : 20 December 2010

POST 46/10 : **SENIOR SECRETARY GR II USAGE 720**

SALARY : R87 978 per annum

CENTRE : Directorate Labour and Service Relations, (Chief Director Transformation Management), Armscor Building, Erasmuskloof, Pretoria.

REQUIREMENTS : NQF Level 4: Preferable. Secretarial experience will be an advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Good communication skills (written and verbal). Good office administration and interpersonal skills, good filing and organisational skills.

DUTIES : Record appointments, events and manage the Manager's diary. Receive telephone calls and refer to the appropriate person. Write/type documents, memorandums, letters and reports. Compile agenda's and take minutes during meetings. Arrange meetings and events for the Manager. Process the travel and subsistence claims for the Manager. Identify venues, invite role players, organize refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep a filing system. Operate office equipment. Administer matters like the leave registers, roll call books and telephone accounts. Handle the procurement of standard items like stationary and refreshments. Receive visitors for the Manager and provide refreshment as necessary.

ENQUIRIES : R Adm (JG) L. van Vuuren, Tel: (012) 355 5290.

APPLICATIONS : Department of Defence & Military Veterans, Directorate Transformation Management, Private Bag X161, Pretoria, 0001.

CLOSING DATE : 26 November 2010

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

OTHER POSTS

- POST 46/11** : **SENIOR ADMINISTRATIVE OFFICER REF NO: NDOH 67/2010**
Chief Directorate: Environmental Health, Health Promotion and Nutrition.
Directorate: Nutrition
This post is advertised in the Public Service only. Applicants who are not employed in the Public Service will not be considered for the post
- SALARY CENTRE REQUIREMENTS** : R174 117 per annum (plus competitive benefits)
: Pretoria
: An appropriate recognised three-year Bachelor's degree/National diploma or equivalent qualification in Public/Business Administration and Public Management or equivalent NQF 6 Certificate *At least three (3) years experience in office administration *Knowledge and experience in financial management and procurement procedures *Knowledge and experience in applying the provisions of the Public Finance Management Act (PFMA) and Treasury Regulations *Knowledge of transport arrangements and financial claims *Knowledge and experience in applying human resources legislative framework *Good knowledge of computer office packages (MS Word, Power Point and Excel) *Good interpersonal relations *Good communication skills (written and verbal) *Good planning and organisational skills *Supervisory skills *Ability to work in a team *Valid Code B driver's licence will be an added advantage.
- DUTIES** : *Administrative support to the Directorate: Nutrition *Administrative link between the Chief Directorate, sub-directorate and other directorates in the department *Co-ordinate the financial budget in the Directorate *Monitor all activities related to procurement and supply chain management *Co-ordinate matters related to human resource management in the Directorate *Draft memoranda, letters and submissions *Proof read all submissions to the Chief Director, Deputy Director-General, Director-General and the Minister *Monitor and control travel and subsistence expenditure *Secretarial functions for workshops and meetings when needed *Perform leadership functions such as guidance and advice on the interpretation and application of policies *Ensure the effective and efficient operational functioning of the Directorate *Any other administrative duties as instructed by the Director.
- ENQUIRIES** : Ms Lynn Moeng at tel (012) 395-8782
- POST 46/12** : **PERSONAL ASSISTANT II REF NO: NDOH 61/2010**
Chief Directorate: Compensation Commissioner for Occupational Diseases.
Directorate: Compensation Commissioner for Occupational Diseases
This post is advertised in the Public Service only. Applicants who are not employed in the Public Service will not be considered for the post)

SALARY : R140 208 per annum (plus competitive benefits)
CENTRE : Johannesburg.
REQUIREMENTS : *Senior Certificate (Grade 12) or equivalent NQF 4 Certificate *A secretarial diploma or equivalent qualification *Three years experience in rendering a support service (secretarial duties, office administration and management) *Knowledge of and experience in procurement procedures and financial management *Ability to work independently *Computer literacy *Good planning and organisational *Good telephone etiquette *Sound interpersonal relations *Good communication skills (written and verbal)

DUTIES : *Render secretarial and administrative support service in the office of the Commissioner *Manage the Commissioner's diary *Handle all telephone calls within the Commissioner's office *Ensure maintenance of the integrity of incoming and outgoing documents within the Chief Directorate *Confirm appointments and meetings *Manage the reception area and welcome visitors and stakeholders *Plan and organise meetings, workshops etc. including venues and catering where indicated *Take minutes at meetings *Draft standard submissions, memos, letters and render typing services to the Commissioner *Maintain a filing and record-keeping system *Make travel and logistical arrangements for the Commissioner, including processing of subsistence and transport documents and claims *Order and purchase stationary.

ENQUIRIES : Ms T Khaka at tel (011) 713-6900

POST 46/13 : **CHIEF ACCOUNTING CLERK REF NO: NDOH 62/2010**
 Chief Directorate: Financial Services and Deputy Chief Financial Officer.
 Directorate: Financial Management
 This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post

SALARY : R140 208 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : *Senior Certificate (Grade 12) or equivalent NQF 4 Certificate with Accountancy as a passed subject *At least three years experience in the Basic Accounting System (BAS) and at least two years in a budget office *Knowledge and thorough understanding of the Public Finance Management Act (PFMA), Treasury Regulations, guidelines and government policies *In-Depth working knowledge of BAS *Computer literacy (MS Word, Excel, PowerPoint) *Excellent financial and budgeting skills *Good interpersonal relations *Good communication skills (written and verbal) *Ability to perform under pressure *A valid Code B driver's licence.

DUTIES : *Consolidation of budget inputs received from Chief Directorates during the different stages in the budget cycle *Capture the budget on BAS and effect the shifting of funds after approval is obtained *Maintain the supplier verification database *Authorise journals on BAS *Identify incorrect expenditure postings and facilitate the correction thereof *Keep record of all budget inputs received and follow-up on all outstanding documentation/inputs during the various budget stages *Ensure that monthly BAS budget reports are timeously requested and distributed *Provide assistance to line function administrative personnel in the completion of journals and budget templates

ENQUIRIES : Ms L Dreyer at tel (012) 395-8863.

POST 46/14 : **SENIOR ACCOUNTING CLERK GRADE III REF NO: NDOH 64/2010**
 Chief Directorate: Financial Management. Directorate: Financial Management
 This post is advertised in the Public Service only. Applicants who are not employed in the Public Service will not be considered for the post

SALARY : R113 568 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : *Senior Certificate (Grade 12) or equivalent NQF 4 Certificate with accountancy as a passed subject *At least two (2) years working experience in a salary office of a government department which must include experience on the Persal and BAS systems *Computer literacy, especially on MS Word and Excel *Good interpersonal relations *Good communication skills (written and verbal) *A valid Code B driver's licence will be an added advantage.

DUTIES : *Verify the correctness of salary claims from other government departments. Compile claims within 5 working days for officials that get transferred to other departments. Compile claim letters and monthly follow-up letters. Compile BAS payments and journals in respect of departmental transfers to the department.

Ensure that files are forwarded for authorisation where applicable. Compile tax calculations and capture tax accumulations on the Persal system in respect of departmental transfers. Verify the correctness of last payment certificates issued in respect of officials transferred to other government departments. Ensure that claims recoverable accounts are followed up and cleared on a monthly basis *Confirm that original Garnishee order/Emoluments attachment orders are received. Ensure that beneficiaries are created within 2 working days from receiving the required documentation. Confirm that the deductions will be paid into the correct bank account number. Confirm that deductions on Garnishees are instated within 2 working days from receiving the Garnishee order/Emoluments attachment order from the Assistant Director: Salaries. Forward Persal deductions to the Chief Accounting Clerk for approval. Investigate any claims of amounts still owed after deductions on Garnishee order/Emolument attachment ceased. Create a beneficiary on Persal or amend details where applicable *Sign receipt of all memos/advises, etc with regard to salary deductions/bank particulars and forward a request for the withdrawal of the salary files concerned. Instate all the deductions within 2 working days from the date of receiving the advice. Forward deductions for approval on the Persal system and refer any transactions awaiting authorisation to the Assistant Director: Salaries. Compile memorandums to take-on debt when deductions have to be instated with debt and debtor numbers. Ensure that Salary Deduction Control accounts are followed up and cleared on a monthly basis; Housing, Claims recoverable, Insurance and Disallowance account. *Compile letter to HRA within 2 working days from receiving confirmation that housing payments were returned by Commercial Banks. Compile a sundry payment advice to effect payments for housing instalments returned in accordance with the instructions received from HRA. Investigate other returned payments and correct bank details where applicable. Draw a BAS report immediately after month closure to establish which journals and payment must be submitted for a specific month and must be forwarded to the LPPC unit. Determine within one (1) working day whether all the journals and payments are in accordance with the prescripts. Submit the journals and payments for a specific month to the LPPC unit within 5 working days after month closure *Do helpdesk services as indicated by the Chief Accounting Clerk. Return official calls within the same day. Written enquiries must be addressed in writing within 2 working days of receipt.

ENQUIRIES

: Mr E J Tshabangu at tel (012) 395-8873.

POST 46/15

: **SENIOR ACCOUNTING CLERK GRADE III REF NO: NDOH 65/2010**
 Chief Directorate: Financial Services and Deputy Chief Financial Officer.
 Directorate: Financial Management
 This post is advertised in the Public Service only. Applicants who are not employed in the Public Service will not be considered for the post

SALARY CENTRE REQUIREMENTS

: R113 568 per annum (plus competitive benefits)
 : Pretoria
 : *Senior Certificate (Grade 12) with accounting as a passed subject or equivalent NQF 4 Certificate *At least three (3) years practical experience in a government financial environment *Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and other relevant public service prescripts as well as internal prescripts *Knowledge of the Basic Accounting System (BAS) *Good understanding of financial accounting *Computer literacy *Sound interpersonal relations *Sound communication skills (written and verbal).

DUTIES

: *Obtain entities for payments from suppliers. Check for completeness and ensure that a copy of the ID or passport is attached. Make sure that the original bank stamp is on the entity form. Forward entities for Safety Web verification *Check the completeness of sundry payment advices, signatures and if it is authorised in compliance with the Financial Delegations. Check on BAS to confirm whether the payment was not processed before. Confirm that all the supporting documents are authentic and verifiable. Keep an updated payment register. Attach a payment stub to all the processed payments *Compile sundry payment advices for Telkom, Auditor-General and Justice accounts within the Required payment date. Reconcile monthly. Capture payment on BAS *Attend to enquiries in the Bookkeeping section within 1 working day *Check all BAS transactions (payments/journals) to ensure that they are in line with the prescripts and regulations. Submit batches to Internal Control within 7 days after month-end *Clearing the Telkom exception on line. Maintain the telephone register and ensure that all accounts are cleared before month-end closure.

ENQUIRIES

: Ms S van de Weide at Tel (012) 395-8872.

POST 46/16 : **SENIOR ACCOUNTING CLERK GRADE II REF NO: NDOH 63/2010**
Chief Directorate: Financial Services and Deputy Chief Financial Officer.
Directorate: Financial Management
This post is advertised in the Public Service Only, Applicants who are not employed in the Public Service will not be considered for the post

SALARY : R94 575 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate (Grade 12) or equivalent NQF 4 Certificate with Accountancy as a passed subject *At least two (2) years working experience in a debt office *Good understanding of financial accounting *Computer literacy *Sound interpersonal relations *Good communication skills (written and verbal)

DUTIES : Confirm correctness of debts to be taken on *Capture debt take-on forms within 24 working hours of it being approved *Forward debt statements as requested on BAS by the 7th of every month *Compile monthly letters to the Office of the State Attorney to obtain information on progress made with the recovery of debts if debts were handed over. Indicate debts on debt route forms received from Salaries. Review debts on a monthly basis especially those due for review as indicated on the BAS report. Request timeous approval from the Director: Financial Management for the recovery of debt in installments. Hand over debts on which reasonable recoveries cannot be made to the State Attorney to assist with recovery. Trace debtors via independent agency when necessary. Confirm the correctness of debts decrease/written off by requesting monthly BAS reports. Refund debtors with credit balances after a thorough investigation was done *Clear debt related reports, suspense a/c, receipt control a/c, lists of debt per type on a monthly basis *Evaluate all debts on a monthly basis to identify any irrecoverable debts. Compile monthly submissions for all irrecoverable debts to be written off in accordance with Financial Delegation 21. Clear all debts written off and post them to Theft and Losses by not later than four working days after approval. Original documentation to be submitted to the Internal Control Division *Submissions of all batches to the Division: Internal Control by not later than the 7th working day of the

ENQUIRIES : Ms M M Tau at Tel (012) 395-8858

POST 46/17 : **SENIOR ACCOUNTING CLERK GRADE II REF NO: NDOH 66/2010**
Chief Directorate: Financial Services and Deputy Chief Financial Officer.
Directorate: Financial Management
This post is advertised in the Public Service only. Applicants who are not employed in the Public Service will not be considered for the post

SALARY : R94 575 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : *Senior Certificate (Grade 12) or equivalent NQF 4 Certificate with accountancy as a passed subject *At least two (2) years practical experience in a financial environment *Good understanding of financial accounting *Computer literacy *Sound interpersonal relations *Sound communication skills (written and verbal)

DUTIES : *Obtain entities for payments from suppliers. Check for completeness and ensure that a copy of the ID or passport is attached. Make sure that the original bank stamp is on the entity form. Capture entities on the Safety Web application and forward it for verification *Check the completeness of sundry payment advices, signatures and if it is authorised in compliance with the Financial Delegations. Check on BAS to confirm whether the payment was not processed before. Confirm that all the supporting documents are authentic and verifiable. Keep an updated payment register. *Print payment stubs on a daily basis and make copies for the office's records. Distribute the payment stubs. Attach a copy of the payment stubs to all the processed sundry payments *Attend to enquiries in the Bookkeeping section within one working day *Check all BAS transactions (payments/journals) to ensure it is in line with the prescripts and regulations. Submit batches to Internal Control within seven days after month-end.

ENQUIRIES : Ms S van de Weide at Tel (012) 395-8872

DEPARTMENT OF HUMAN SETTLEMENTS

<u>APLLICATIONS</u>	:	The Director-General, Department of Human Settlements, Private Bag X 644 Pretoria, 0001, PHYSICAL: 240 Walker Street, Govan Mbeki House, Sunnyside, Pretoria 0001
<u>FOR ATTENTION</u>	:	Mr Abel Mositsa Tel no: 012 – 421 1469
<u>CLOSING DATE</u>	:	30 November 2010
<u>NOTE</u>	:	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. In addition to the above the applicant must be prepared to travel and work long hours. 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 of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

<u>POST 46/18</u>	:	<u>DEPUTY DIRECTOR: SANITATION BUDGET CO- ORDINATION</u> National Sanitation Programme
<u>SALARY</u>	:	R406 839 per annum, Level 11
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Three years tertiary qualification with financial and accounting background, or equivalent qualification (NQF level 6) PLUS proven experience in project administration and supervision of personnel Knowledge and understanding of project life cycle and a project methodologies <i>Competencies needed:</i> * Strong administration skills * Planning and organizing skills * Communication (verbal and written) skills * Problem-solving skills * Client orientation and customer focus skill * Computer literacy (MS-Excel, MS-Power-Point, Word). <i>Attributes:</i> * Good interpersonal relationship. * Confidence * Ability to work under pressure * Ability to work in a team and independently * Drive/energy * Attention to detail Knowledge of the Public Finance Management Act (PFMA) Valid Code B driver's license. Knowledge on Water and Sanitation services serve as major advantage
<u>DUTIES</u>	:	*Preparation of Chief Directorate budget and Monitoring of budget. Align the Chief Directorate operational's budget to the Departmental Priorities/strategic plan. Ensure the effective budgeting processes within the Chief Directorate and the Regional offices. Align the Regional systems and create a flow of processes with Regions. Maintenance of audit file and assist towards the Departmental preparations of Annual Financial Statement (AFS). Checking and provisional approval of payments on projects such as RHIP, bucket eradication, sustainability audit, WASH, Sanitation Week etc, and any other claims against the Chief Directorate. Liaise with National Treasury and other financial institutions. Ensure compliance with Departmental directives, Treasury Regulations, and maintain the practice of PFMA, Treasury Regulations, Handling all financial related queries. Be able to administer the EWS (Early Warning System) on monthly basis Exercise control over sub-ordinate activities. Provide logistical support such as procurement, approval of ordering of equipment and stationery and courier services. Make follow-ups for outstanding payments of PSP's. Approval of events financing requests for the Chief Directorate and Regions, training or short courses for payments, venues and material purchasing.
<u>ENQUIRIES</u>	:	Ms Gomo Nkokou, Tel: 012 – 336 7558
<u>POST 46/19</u>	:	<u>DEPUTY DIRECTOR: SANITATION PROGRAMME</u>
<u>SALARY</u>	:	R406 839 per annum, Level 11
<u>CENTRE</u>	:	North West - Mafikeng
<u>REQUIREMENTS</u>	:	An appropriate three-year Bachelor's degree or diploma in Social Sciences/Development Studies or equivalent plus at least three year's

managerial experience. Recommendations: Broad understanding of the socio-political dynamics of the region. Knowledge of the Water Services Act, National Water Act, Sanitation Policies, MIG policy and development issues relating to the water sector. Experience in Local Government support and understanding of the challenges experienced by municipalities in implementation of sanitation projects. Appropriate experience in Project Management, Financial Management, Contract Management, formulating and setting of standards. Good problem-solving abilities, Report Written, Presentation Skills and relevant field experience in sanitation projects. Good verbal and written communication skills. A valid driver's license and willingness to travel.

DUTIES : Ensure an enabling sanitation implementation environment by developing strategies and guide the implementation of sanitation in the region. Facilitate the implementation of sanitation programmes such as Free Basic Sanitation (FBSan) and Rural Household Sanitation Programme (RHIP) in the region. Facilitate the implementation of special programmes such as bucket eradication, school and clinic sanitation, Farm Dweller and Informal Settlements Sanitation. Provide inputs and interpretation of policies and strategies to ensure that sanitation aspects are sufficiently addressed. Ensure that a community-based development approach is being followed in the provision of sanitation services and implementation of MIG. Liaise closely with the municipalities, area forums, district councils and other institutions with regard to implementation support to municipalities. Attend Sector Collaboration meetings and give advice on Government policies and other related matters. Support the Sector in Institutional Sanitation Implementation, including School and Clinic Sanitation. Attend site visits and Support the PMUs Sanitation, in Sanitation Technical Reports appraisal and recommendations. Manage Sanitation Sub-Directorate, i.e. financial, human and material resources, plan, organize and provide leadership to the Unit.

ENQUIRIES : Ms M Mangqalaza, Tel 012 336 7015

POST 46/20 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: DOHS/138/2010**
National Sanitation Programme Unit

SALARY : R206 982 per annum, Level 9
CENTRE : Pretoria – Head Office

REQUIREMENTS : An appropriate three year diploma/degree in public administration, business management, social science or any other relevant degree / diploma. Extensive experience in administration. Knowledge and understanding of departmental policies and regulations. Knowledge of public services regulatory framework, Planning and organizing skills, people management. Service delivery innovation, client orientation and customer focus. Honesty and integrity, communication and decision making, financial background and problem solving skills. Computer literacy and ability to work under pressure. Willingness to work irregular hours, driver's license will be added advantage.

DUTIES : The successful candidate will be responsible for the following tasks, efficiently and effectively manage variety of administrative services to the Chief Directorate. Manage effective operations within the unit by providing administrative support to the Chief Director and other directorates. Oversee effective coordination and logistical arrangement for the chief directorate meetings and workshops. Draft reports and minutes where applicable, ensure the compliance with legislations administered by the Department. Manage variety of administrative duties relating to Human Resources, IT, Procurement of office supplies. Provide guidance and advice to subordinates on various matters. Management of communication system such as flow of documentation, registering of correspondence, tracking of documentation. Ensure effective and efficient management of resources within the unit. Implement the effective management of and implementation of performance management of all staff reporting to this post. Build and maintain an effective team to ensure the effective workflow and capacity planning, assign daily activities within the subordinates. Interpret and implement all organizational circulars, policy and other communication that impact on the operation of the chief directorate.

ENQUIRIES : Ms G Nkokou, Tel 012 336 7858

POST 46/21 : **ASSISTANT DIRECTOR: NATIONAL SANITATION PROGRAMME REF NO: DOHS/139/2010**

SALARY : R206 982 per annum, Level 9
CENTRE : Western Cape

REQUIREMENTS

: An appropriate three year diploma/degree in Social Science or Public administration. The post requires an individual who is computer literate with 3 years relevant experience. At least two years working experience in the water and sanitation field or municipal services sector. An understanding of the roles and responsibilities of all spheres of government in sanitation delivery. An understanding of key performance indicators that measure the quality of sanitation services provided to communities. An understanding of monitoring and evaluation processes. Excellent report writing, verbal and written communication skills, including presentation skills. Knowledge of Project Management as well as organisational, coordination and facilitation skills. Willingness to travel and work irregular hours. A driver's licence (EB) is an essential requirement.

DUTIES

: Manage the development of sanitation strategy through Water Services Development Plans and ensure compliance with the basic household sanitation policy and guidelines as stipulated. Oversee all sanitation Advocacy Programmes to promote sanitation prioritisations in the region. assist in institutional and sanitation business planning, appraisal and monitoring Assist in ensuring the regulation and support of Water Services Authorities in sanitation implementation and reporting; assist in the promotion of the Health and Hygiene awareness through the implementation of Water, Sanitation and Hygiene (WASH) programmes to minimise water born diseases; assist in the alignment with provincial growth and development plans; assist in the implementation of Basic Sanitation Household policy when implementing sanitation projects; assist to oversee the organisation and facilitation of workshops to create awareness on policies and guidelines. Provide feedback on all sanitation programmes.

ENQUIRIES

: Ms G Nkokou, Tel 012 336 7858

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. 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 46/22 : **FAMILY ADVOCATE: LP-7 REF NO: 10/349/CS**

SALARY : R423 462 – R456 183 per annum. Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Family Advocate: Worcester
: An LLB Degree or recognized four-year legal qualification; Admitted as an Advocate (Admitted as an attorney with the right of appearance in the High Court will be an added advantage); The right of appearance in the High Court of South Africa; At least five years appropriate post qualification, litigation experience. A valid driver's license. Skills and Competencies: Litigation; Advocacy; Legal research and drafting; Dispute resolution; Case flow management.

DUTIES : Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Report to the Senior Family Advocate / Principal Family Advocate; Endorse settlement agreements or commenting thereon; Institute enquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Liaise with Judges, Attorneys, Psychologist, Social Workers and the relevant professionals; Furnish the court with recommendations on any matter concerning the welfare of a minor child involved in a pending matter; Attend to Hague matters when delegated to do so; Promote access to the Family Advocate services and create public awareness; Attend to relevant circuit courts within the province.

ENQUIRIES APPLICATIONS : Ms C Patrick ☎(012) 315 1150
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 6 December 2010

POST 46/23 : **ASSISTANT DIRECTOR: GUARDIANS FUND REF NO: 10/344/MAS**

SALARY : R206 982 – R243 810 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Master Of The High Court: Grahamstown
: Three year Bachelor's degree/National Diploma or equivalent qualification in Finance; Three years' relevant experience; Knowledge of Public Finance Management Act (PFMA), Treasury regulations, Departmental Financial Instructions (DFI) and Public Service Act and other legislation prescripts; valid driver's license. Skills and Competencies: Managerial and Supervisory skills; Planning and organizing (including time management); Problem solving and decision making skills; Ability to interpret and apply policies; Computer literacy (MS Office); Communication skills(verbal and written)

- DUTIES** : Oversee verification of application received and ensure daily payments, cheque details and numbers; Administer and manage Guardians Fund and compile reconciliation statement; Ensure approve/disapproved payments; Prepare report on fraud cases and interest losses; Manage and supervise Guardians Funds staff; Represent Masters Office relations with the stakeholders; Check and verify Guardians Fund, banking, financial registers and report; Compile statistics by recording work done daily, weekly and monthly.
- ENQUIRIES APPLICATIONS** : Ms M Moreki ☎ (012) 315 1781
- CLOSING DATE** : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: The 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.
6 December 2010
- POST 46/24** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 10/351/FA**
- SALARY** : R206 982-250 035 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office Of The Family Advocate, Cape Town Western Cape
A Bachelor's Degree or equivalent qualification; Minimum of three (3) years supervisory and administration experience; Knowledge of Public Service and Departmental legislation and prescripts; Knowledge of the Public Finance Management Act, Treasury regulations and Departmental Financial Instructions; Valid driver's license. Skills and Competencies: Computer literacy (MS Office); Communication (written and verbal) skills; Strategic and Analytic Thinking; Financial Management; Leadership and interpersonal; Problem solving and decision making; Project Management; Ability to interpret and apply policy
- DUTIES** : Manage and supervise administrative staff in the office of the Chief Family Advocate/ in the offices of the Family Advocate within the specified region; Manage financial, assets, procurement and budget. Prepare all monthly statistical and financial reports. Ensure effective internal controls regarding financial and administrative risk. Oversee Employee Relations and Human Resource Development of Administrative staff. Direct and manage projects aimed at improving the administrative efficiency.
- ENQUIRIES APPLICATIONS** : Western Cape: Adv. S Ebrahim ☎ (021) 426 1216
National Office: Human Resource: 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.
6 December 2010
- CLOSING DATE** : 6 December 2010
- POST 46/25** : **ASSISTANT DIRECTOR: SECURITY & RISK MANAGEMENT REF NO: 2010/69/MP**
- SALARY** : R 206 982-250 035 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Mpumalanga
National Diploma or Degree in Security Management or Police Administration; More than ten years relevant experience; Grade "A" PSIRA registered; Fire Fighting & First Aid certificate – added advantage; Advance Investigation certificate; and A valid drivers' license; Skills and Competencies: Project Management; Presentation skills; Sound interpersonal relations; Computer literacy(MS Word and Excel);Ability to work under pressure; Administrative and Organizational skills; and Good communication (verbal and written).
- DUTIES** : Take overall responsibility of all security operations in the region; Ensure and monitor adherence to departmental security systems and policies; Manage security at sub-offices in the region including resources, security personnel, contract security and physical security infrastructure; Ensure implementation of security measures at courts in consultation with the court managers; Promote and facilitate security awareness and education programme; Conduct security threats and risk audits; Ensure compliance with MISS and the Departmental Security Policy; Roll out of Contingency Plan and OSHA Compliance at sub-offices in the region; Ensure the safety of all Staff/Public members in the Court environment; Coordinate report of all activities from the sub-ordinate (OHS, Physical Security, Document and Information Security) and give advice; Coordinate Vetting of all Personnel in the region including Contractors; and Conduct security risk/appraisals ensuring proper implementation of Recommended measures.
- ENQUIRIES** : Mr S E MASHELE ☎ 013 753 9300/08

<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application To:- The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: 24 Brown Street, Nedbank Centre, 4 th floor Nelspruit.
<u>CLOSING DATE</u>	:	6 December 2010
<u>NOTE</u>	:	All female are encouraged to apply
<u>POST 46/26</u>	:	<u>ASSISTANT STATE ATTORNEY, (LP3-LP4) 3 POSTS REF NO: 10/347/SA</u>
<u>SALARY</u>	:	R164 136 – R469 974. (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Bisho An LLB or four year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post legal/litigation experience; Right of appearance in the high Court of South Africa will be an added recommendation; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal) with ability to motivate and direct people; Project management; Creative and analytical.
<u>DUTIES</u>	:	Drafting of conveyancing documents; Represent the State Litigation in the High Court, Magistrate Court, Labour Court, Supreme Court of Appeal, Constitutional Court, CCMA and tribunals; Furnish legal advice and opinion; Give effect to the Department's strategic plans, policies and prescripts; Provide supervision and training to other professional staff; Maintain all records of work performed and provide statistics required.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K.Ngomani ☎ (012) 357 8661 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 Building, Pretoria, 0001.
<u>CLOSING DATE</u>	:	6 December 2010
<u>POST 46/27</u>	:	<u>STATE ACCOUNTANT: FINANCIAL TRANSACTION AND PROCESSING REF NO: 10/342 /CFO</u>
<u>SALARY</u>	:	R140 208 – R165 159 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria A three year Bachelor's Degree in Finance or equivalent qualifications; At least one year relevant financial experience, combined with experience in BAS; Knowledge of the Public Finance Management Act (PFMA), Basic Accounting System (BAS) and National Treasury Regulations; Knowledge Safety Net and supplier registration will be an advantage; Skills and Competencies: Computer literacy (MS Excel, PowerPoint and word) Good communication(written and verbal) skills; Good interpersonal relations; Facilitation/ training skills; and Drafting of procedure manuals and training material
<u>DUTIES</u>	:	Filing and safekeeping of financial documentation; Provide training to subordinates; Entity maintenance of Supplier on Safety Net, BAS and JYP; Clearing of EBIT rejection Account, recalls at SARB and suspense accounts; Provide input for Audit purposes; Compile memorandums and handle all related enquiries; Evaluate work performance of sub-ordinates; Ensure adherence to all applicable prescripts and regulations; Reconciliations and clearing of ledger, suspense and control accounts
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Zeekoei ☎ (012) 315 1346 Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>CLOSING DATE</u>	:	6 December 2010
<u>POST 46/28</u>	:	<u>SECRETARY REF NO: 10/343/CS</u> Division: Property Management
<u>SALARY</u>	:	R94 575 – R111 408 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Head Office: Pretoria

- REQUIREMENTS** : Grade 12 (with typing as subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactorily); Knowledge of Financial Provisioning and/or Human Resources Administration procedures and processes; Knowledge of procedure and processes applied in Office Management. Skills and competencies: Planning and organizing; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs); Language skill and ability to communicate well with people at different levels and from different backgrounds; Ability to correctly interpret relevant documentation; Computer literacy; Interpersonal relations and customer service orientation
- DUTIES** : Make travel arrangements, process travel and subsistence claims for the manager and members of the Unit; Coordinate Units activities and reporting; Record appointments and events in the diary of the Manager; Operate office equipment such as fax machines, photocopies, etc. and ensure that it is in good working order; Source information which may be of importance to the Manager (e.g. news papers, clippings, internet articles and circulars); Provides support to manager regarding meetings; Remains up to date with regards to prescripts/policies and producers applicable to the work terrain to ensure efficient and effective support to the manager; Draft routine correspondence submissions, reports and other correspondence and notes; Keep a complex document filing and retrieval system;
- ENQUIRIES** : Ms C.Patrick ☎(012) 315 1150
- 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 46/29** : **SENIOR ACCOUNTING CLERK 2 POSTS REF NO: 10/346/MAS**
- SALARY** : R 79 104– R93 180 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master of the Eastern Cape High Court: Grahamstown
- REQUIREMENTS** : Grade 12 or equivalent qualification with Mathematics or Accounting as a passed subject; Relevant experience. Skills and Competencies: Computer literacy (especially MS Word, Excel, Power Point and Outlook); Ability to work independently and in a highly pressurized environment; Communication skills with the ability to motivate and direct people; The ideal candidate should be honest and reliable, responsible, accountable and believe in transparency; Interpersonal relations.
- DUTIES** : Administer and maintain the Guardians Fund Books and Registers; Responsible for the office safe; Manage and administer deposits and prepare the receipting of all deposits; Draw bank statements, check all entries and obtain relevant details of beneficiaries; Draw and update the EFT register, cashbook and main ledger; Compile and update SARS Accounts and prepare IT3B certificates; Attend to suspense accounts; Manage and administer daily payments, compile payment sheets and covering letters; Write cheque, prepare a daily cheque list and update the cash book; Attend and respond to correspondence; Compile Statistics; Attend to client services and attend to public enquiries; Recover and ensure all State monies are banked; Reconciliation of Accounts and Agency payments; Handle internal internal and external enquires; Assist with General Office Duties.
- ENQUIRIES** : Ms. M Moreki (012) 315 1781
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- CLOSING DATE** : 6 December 2010
- POST 46/30** : **SENIOR TYPIST REF NO: 10/348/CS**
- SALARY** : R79 104 – R93 180 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Family Advocate: Cape Town
- REQUIREMENTS** : Grade 12 or equivalent qualification; Experience as a typist; Minimum typing speed of 35 wpm; An appropriate word processing course successfully completed; Short-listed candidates will be required to pass a typing test.

- DUTIES** : Typing of reports, reformat, memorandums; Relieve of administration staff where and when then need arises; Attend to correspondence, filing and open files; Dealing with public queries and make appointments; Various other administration duties.
- ENQUIRIES** : Mr. N Mabula ☎(012) 357 8747
- 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** : 6 December 2010

DEPARTMENT OF MINERAL RESOURCES

<u>APPLICATIONS</u>	:	The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007, 70 Mentjies and Schoeman Street, Trevenna Campus, Sunnyside, 0001
<u>CLOSING DATE</u>	:	03 December 2010
<u>FOR ATTENTION</u>	:	Mr S Matlakala / Ms E Makhale
<u>NOTE</u>	:	Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. All applications must be sent to the address provided above, and Not to the specific region(s) NOTE: The successful candidates will be required to sign a performance agreement within three (3) months of appointment.

OTHER POSTS

<u>POST 46/31</u>	:	<u>REMDEC SECRETARIAT</u>
<u>SALARY</u>	:	R206 982 per annum, Level 9
<u>CENTRE</u>	:	Klerksdorp, North West
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Administration with relevant experience coupled with relevant with a valid driver's licence. PLUS the following key competencies: <input type="checkbox"/> Knowledge of: • In depth knowledge of the Mineral and Petroleum Resources Development Act 28, 2002 and the Mining Charter • Legislation relating to statutory boards • Promotion of Administrative Justice Act • National Government Planning Framework • Government policies and legislations in relation to Financial management and Public administration. <input type="checkbox"/> Skills: • Strong administrative and managerial skills • Interpretation of the legislation • Interpersonal Skills • Computer Skills • Conflict resolution skills • Ability to read and interpret maps <input type="checkbox"/> Communication: • Well developed written and verbal communication <input type="checkbox"/> Creativity: • Analytical thinking • Creative thinking
<u>DUTIES</u>	:	Co-ordinate and facilitate requests for access to information in terms of PAIA • Co-ordinate and facilitate REMDEC meetings and prepare responses to objections • Conduct inspections to determine the validity of objections regarding the rights • Render secretariat functions to the committee • Compile and draft recommendations and submissions on decisions taken by the REMDEC committee
<u>ENQUIRIES</u>	:	Mr. Aaron Kharivhe ☎ (018) 487 9834
<u>NOTE</u>	:	Ability to work under pressure and beyond official hours
<u>POST 46/32</u>	:	<u>ASSISTANT DIRECTOR: MINERAL LAWS</u>
<u>SALARY</u>	:	R206 982 per annum, Level 9
<u>CENTRE</u>	:	Klerksdorp, North West
<u>REQUIREMENTS</u>	:	LLB Degree with relevant experience and a valid driver's licence. PLUS the following key competencies: <input type="checkbox"/> Knowledge of: • In depth knowledge of the Mineral and Petroleum Resources Development and the Mining Charter • Appropriate policies of the department in relation to Mineral development, mineral rights, Black Economic Empowerment • Knowledge regarding the impact of mining and Related activities • Government policies and legislations • Previous legislations related to mining. <input type="checkbox"/> Skills: • Strong administrative and managerial skills • Interpretation of the legislation • Interpersonal Skills • Computer Skills • Conflict resolution skills • Ability to read and interpret maps <input type="checkbox"/> Communication: • Well developed written and verbal communication <input type="checkbox"/> Creativity: • Analytical thinking • Creative thinking
<u>DUTIES</u>	:	Process application in terms of the MPRDA • Conduct inspections on issued rights and permits to ensure compliance with Statutory requirements • Draft submissions to the Director General and Minister in terms of MPRDA • Transform and regulate the mining industry • Manage the administrative process for rights or permits in terms of the MPRDA • Make a meaningful contribution towards the transformation and regulation of the Mining industry

ENQUIRIES
NOTE

: Mr. Dimakatso Ledwaba 📞 (018) 487 9834
: Ability to work under pressure and beyond official hours

NATIONAL TREASURY

APPLICATIONS : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.cs@treasury.gov.za
CLOSING DATE : 26 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 POSTS

POST 46/33 : **DEPUTY DIRECTOR: PHYSICAL SECURITY OPERATIONS REF NO: S152/2010**
 Division: Office of the Director-General

SALARY CENTRE REQUIREMENTS : R406 839 per annum (All inclusive)
 : Pretoria
 : NQF 6 and or relevant 3 year degree / diploma in Security Management as well as a valid driver's license • SAMTREC AND SSA Security management courses will be an added advantage • At least 3-6 years' experience in Physical Security, two of which in management or supervisory level • Knowledge in MISS and MPSS • Extensive experience in security administration communication, interpersonal and conflict management skills • Ability to work cooperatively and successfully in a team • Problem solving and leadership competencies.

DUTIES : It would be expected from the candidate to: • Conduct physical security threat and risk assessment • Compile, review and implementation of security plan • Draft and implement Service Level Agreements • Develop and review Occupational Health and Safety policy for NT • Develop physical security standard operating and electronic access control procedures • Conduct OHS risk assessments and safety awareness • Monitor the extend of adherence/compliance to the physical security policies and procedures • Develop and conduct workshops for outsourced guarding services contractors to ensure performance is in line with the SLA.

POST 46/34 : **DEPUTY DIRECTOR: VETTING INVESTIGATIONS REF NO: S153/2010**
 Division: Office of the Director-General

SALARY CENTRE REQUIREMENTS : R406 839 per annum (All inclusive)
 : Pretoria
 : B degree or equivalent qualification in Social Sciences or related areas as well as a valid driver's license • Short courses in Analysis, Conflict management, listening and interviewing skills will be an added advantage • At least 3-6 years' relevant experience coupled with practical vetting fieldwork, two of which in management or supervisory level • Extensive experience in and knowledge of National Strategic Intelligence Act and MISS. Candidate will be required to have a Top Secret clearance that will be issued by SSA before assumption of duty.

DUTIES : It would be expected from the candidate to: • Manage and co-ordinate the execution of security vetting practices in consultation with the State Security Agency(SSA) then NIA • Conduct threat and risk assessments on personnel security • Manage and provide a security vetting capacity in accordance with National Vetting Legislative Framework • Ensure compliance in terms of legislation, policies, prescripts and procedures of personnel security. • Develop, manage and implement policies and guidelines, norms and standards in vetting investigations for security clearance levels. • Develop and conduct security awareness programmes within the National Treasury • Conduct research on best practices with relevant international institutions and companies.

POST 46/35 : **ASSISTANT DIRECTOR: VETTING INVESTIGATIONS 2 POSTS REF NO: S154/2010**
 Division: Office of the Director-General

SALARY CENTRE REQUIREMENTS : R206 982 per annum (excluding benefits)
 : Pretoria
 : B degree in Social Sciences or NQF 6 or equivalent qualification or related areas as well as a valid driver's license • Short courses in Analysis, Conflict management, listening and interview skills will be an added advantage • At least

2-5 years' investigation experience, two of which in management or supervisory level • Knowledge in the MISS. Candidate will be required to have a Top Secret clearance that will be issued by SSA before assumption of duty.

DUTIES : It would be expected from the candidate to: • Conduct pre-employment security screening of prospective employees) • Conduct company screening and screening of consultants to be contracted to the NT • Conduct vetting investigations in respect of secret and top secret levels • Analyse, research and evaluate all vetting related information • Assist in the development, implementation and maintenance of investigation operating procedures • Provide advice and guidance on the interpretation and application of legislation, policies and procedures.

POST 46/36 : **JUNIOR VETTING INVESTIGATOR REF NO: S156/2010**
Division: Office of the Director-General

SALARY : R140 208 per annum (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : NQF 6 or B degree or equivalent qualification in Social Science or related areas as well as a valid driver's license • Short courses in Analysis, Conflict management, listening and interviewing skills • At least 2-4 years' investigation experience Candidate will be required to have a Top Secret clearance that will be issued by SSA before assumption of duty.

DUTIES : It would be expected from the candidate to: • Conduct pre-employment security screening of employment candidates and service providers according to policy • Conduct vetting investigations in respect of secret and top secret levels • Analyse, research and evaluate all vetting related information • Assist in the development, implementation and maintenance of investigation operating procedures • Liaise regularly with SSA, Defence, Home Affairs and others critical stakeholders for advice, assistance and to obtain additional information.

DEPARTMENT OF PERFORMANCE MONITORING AND EVALUATION

- APPLICATIONS** : Must be scanned and sent by e-mail to dpme@humancommunications.co.za as one document to the e-mail address indicated for each post. Maximum file size 1Mb.
- CLOSING DATE** : 3 December 2010 at 16:30
- NOTE** : Applicants must complete a Z83 form (<http://www.dpsa.gov.za/documents/forms/employ.pdf>), accompanied by a comprehensive CV (maximum 5 pages) and an ID copy. Only shortlisted candidates will be requested to submit certified copies of all qualifications. Confirmation of final appointment will be subject to a positive pre-employment vetting. Correspondence will be limited to short listed candidates only.

OTHER POSTS

- POST 46/37** : **ASSISTANT DIRECTOR: HUMAN RESOURCES**
- SALARY** : R206 982 per annum (Salary level 9)
- CENTRE** : Pretoria
- REQUIREMENTS** : Three year relevant tertiary qualification and at least five years experience in the various disciplines related to human resources management OR a Senior Certificate and least ten years' experience in the various disciplines related to human resource management. Supplementary HR related courses a definite advantage. Supervisory experience. Proven applied knowledge of HR policy development and maintenance in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations and DPSA Determinations). Relevant PERSAL training and experience essential. Knowledge and experience on Equate Job Evaluation system. Good communication, organisational and supervisory skills. Proven computer literacy, including MS Word and MS Excel.
- DUTIES** : The successful candidate will be responsible for the following HR and related functions: Maintenance, implementation and monitoring and evaluation of HR strategies, policies and procedures, promote sound employee relations, undertake the responsibility of PERSAL Controller. Administration of organisational structure, recruitment, selection, appointments, probation, transfers, secondments, remuneration, resignations, exit interviews, retention strategies, conditions of service and employee benefits. Maintain personnel information systems, declaration of interests and financial disclosures. HR records management and departmental reporting.
- ENQUIRIES** : Genevieve Mohammed (011) 807 3260, for confirmation of receipt of your application and Mr Pieter Pretorius at (dpme.apps2010@po.gov.za), for post related queries.
- POST 46/38** : **PERSONNEL PRACTITIONER**
- SALARY** : R140 208 per annum, Salary level 7
- CENTRE** : Pretoria
- REQUIREMENTS** : Three year relevant tertiary qualification and at least three years' experience in the various disciplines related to human resources management. Supplementary HR related courses a definite advantage. Proven applied knowledge of HR policy application in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations and relevant labour legislation). Relevant PERSAL training and a working knowledge. Good verbal and written communication and organisational skills. Proven computer literacy, including MS Word and MS Excel.
- DUTIES** : The successful candidate will be responsible for the following HR and related functions: Development and maintenance of HR policies and procedures, monitor and evaluate HR strategies. Administration of skills development strategies and plans, training, development and bursaries, learnerships, internships and induction programs, employee health and wellness programs, change management and succession planning.
- ENQUIRIES** : Genevieve Mohammed (011) 807 3260, for confirmation of receipt of your application and Mr Pieter Pretorius at (dpme.apps2010@po.gov.za), for post related queries.
- POST 46/39** : **PRINCIPAL PERSONNEL OFFICER**
- SALARY** : R140 208 per annum, Salary level 7
- CENTRE** : Pretoria

- REQUIREMENTS** : Three year relevant tertiary qualification and at least three years' experience in the various disciplines related to human resources management OR a Senior Certificate and five years' experience in the various disciplines related to human resource management. Supplementary HR related courses a definite advantage. Proven applied knowledge of HR policy application in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations and relevant labour legislation). Relevant PERSAL training and experience essential. Knowledge of the Equate Job Evaluation system. Good communication, organisational and supervisory skills. Proven computer literacy, including MS Word and MS Excel.
- DUTIES** : The successful candidate will be responsible for the following HR and related functions: Interpretation and application of HR policies and procedures, administration of the establishment on PERSAL, conditions of service, the performance management system, recruitment, selection, appointments, probation, transfers, secondments, promotions, remuneration, resignations. Supervisory duties. HR records management.
- ENQUIRIES** : Genevieve Mohammed (011) 807 3260, for confirmation of receipt of your application and Mr Pieter Pretorius at (dpme.apps2010@po.gov.za), for post related queries.
- POST 46/40** : **SENIOR PERSONNEL OFFICER**
- SALARY** : R94 575 per annum (Salary level 5)
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate and one or more years' relevant experience in human resource administration. Supplementary HR related courses a definite advantage. Proven applied knowledge of HR policy application in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations and relevant labour legislation). Good communication and organisational skills. Proven computer literacy, including MS Word and MS Excel.
- DUTIES** : The successful candidate will be responsible for the following HR and related functions: Application of HR policies and procedures, administration of establishment, recruitment, selection, appointments, probation, transfers, secondments, remuneration, resignations, conditions of service and employee benefits, personnel information systems and departmental reporting, declaration of interests and financial disclosures and HR records management.
- ENQUIRIES** : Genevieve Mohammed (011) 807 3260, for confirmation of receipt of your application and Mr Pieter Pretorius at (dpme.apps2010@po.gov.za), for post related queries.

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
- CLOSING DATE** : 26 November 2010
- 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 POST

- POST 46/41** : **SENIOR ACCOUNTING CLERK GRAD III**
Directorate: Internal Audit
- SALARY** : R113 568 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate (or equivalent qualification) PLUS credible experience in the field of Internal Control/ Internal Audit or Accounting. Knowledge of PERSAL, LOGIS, BAS, PFMA and Treasury Regulations. Knowledge of Financial accounting processes and procedures. Competencies needed: Numerical skills. Problem solving skills. Planning and organizing skills. Communication (verbal and written) skills. Computer literacy. Interpersonal Attributes: Ability to work in a team. Ability to work under pressure and to cope with a high workload. Positive. Accurate. Reliable. Friendly and Trustworthy.
- DUTIES** : Control batch movement and maintain a proper filing system for all payment batches, journal and other related documents. Review and verify all batches for accuracy and completeness. Perform other administrative duties within the sub-directorate.
- ENQUIRIES** : Mr JK Chauke Tel. (012) 312 7063

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference.

- APPLICATIONS** : The Presidency, Private Bag X 1000, Pretoria, 0001 or hand deliver at 535 Proes Street, Arcadia, Pretoria
- FOR ATTENTION** : Ms M Makgae
- CLOSING DATE** : 03 December 2010
- NOTE** : Candidates with disabilities are encouraged to apply. Candidates will be subject to a security clearance up to the level of "Top Secret". Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

OTHER POST

- POST 46/42** : **ASSISTANT DIRECTOR: PROTOCOL**
- SALARY** : R206 982 per annum (Level 9)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree or equivalent and extensive experience of Protocol and Ceremonial matters. Knowledge of International Relations will be an added advantage. Computer literacy. Proficiency in a second International language other than English would be an advantage. Competencies: Excellent planning, organizational, communication, interpersonal and negotiation skills, Leadership skills, Diplomacy, Project management, Ability to attend to detail. Team player capable of handling a wide range of tasks. Ability to work quickly, independent, under pressure and meet deadlines.
- DUTIES** : Ensure that all Protocol and Ceremonial matters are attended to with regard to the Political Principals, locally and abroad. Project a positive image of the Principal and advise the Political Principals and public on Protocol and Ceremonial matters. Support the Deputy Director in managing the Protocol function. Co-ordinate all public appearances of the Political Principals and accompany Principals on official visits both locally and abroad. Supervise staff
- ENQUIRIES** : Ms Priscilla Naidoo tel (012) 300 5415

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** : 03 December 2010

OTHER POST

- POST 46/43** : **SENIOR REGISTRY CLERK REF NO: GSSSD/RM 002**
- SALARY** : R113 568 per annum
- REQUIREMENTS** : Matric with 1-2 years experience in Records Management environment. Excellent Computer Skills. Sound verbal and written communication skills. Customer liaison skills and Administrative experience. Ability to work in a coordinated team. Ability to work under pressure in a fast paced working environment. Records Management Certificate from National Archive will be an advantage.
- DUTIES** : Record keeping of all documentation processed and received in the dti ensuring an efficient and effective flow of information. Open new file and filing of correspondence. Update registers kept in registry. Management of office equipment and respond to written and telephone enquiry Confidential records management. Data capturing of Documents. Management of office equipment. Respond to written and telephone enquiries. Control of access to files. Ad hoc tasks as directed

DEPARTMENT OF TOURISM

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

- APPLICATIONS** : 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),
- 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. 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 subjected to screening and security vetting to determine the suitability of a person for employment. Applicants will be subjected to a competency assessment. Appointment will be subject to the signing of the performance agreement and employment contract.

MANAGEMENT ECHELON

- POST 46/44** : **DEPUTY DIRECTOR-GENERAL: TOURISM GROWTH REF NO: NDT173/2010**
(Five-year contract-renewable based on performance)
- SALARY** : Remuneration package of R 976 317 per annum (all-inclusive salary package). The remuneration package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree or an appropriate equivalent qualification and proven relevant senior executive and financial management experience. Strong strategic capacity and leadership skills. Experience and skills in public policy development and implementation and an understanding of the work of Government and the various stakeholders. Good analytical, innovative, problem solving and interpersonal skills. Change management skills and experience. People management skills. Ability to communicate effectively at all levels. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Willingness to travel nationally and internationally.
- DUTIES** : As a member of the Department's Strategic Management team, the incumbent will be reporting to the Director General and responsible for: Providing strategic direction, control and management of the Tourism Growth Branch. Promoting capacity building in the tourism sector. Working with agencies to ensure successful implementation of the Country's tourism policies and strategies. Developing policies and strategies related to the tourism sector. Ensuring the development and implementation of the Tourism Service Excellence Strategy. Developing and ensuring implementation of a National Responsible Tourism Framework and Strategy. Manage the day-to-day strategic issues and lead diverse interdisciplinary teams of professional staff.
- ENQUIRIES** : Mr A Mafanele, Tel: (012) 310 3765
- FOR ATTENTION** : Mr G Ntshane
- CLOSING DATE** : 06 December 2010
- POST 46/45** : **CHIEF DIRECTOR: INTERNATIONAL CO-OPERATION AND RELATIONS**
(FIVE-YEAR CONTRACT RENEWABLE BASED ON PERFORMANCE) REF. NDT174/2010
This post is responsible for advocacy and promoting regional and international cooperation and management of tourism for sustainable economic and social development and poverty eradication through collaborations and tourism provision initiatives.
- SALARY** : Remuneration package of R790 953 per annum (all-inclusive salary package). The remuneration package includes a basic salary (60% of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary)

and a flexible portion, which can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS : Pretoria
 : A three-year qualification in a relevant discipline and extensive senior management experience. An independent, strategic thinker who can diplomatically deal with global tourism dynamics and challenges. The ability to engage and interface at all levels, while observing political dynamics and protocols at all times. A seasoned communicator and strategic thinker who can negotiate at global forums. An appreciation of national policies. Good knowledge of international relations and co-operation . The ability and diplomacy to interact at both strategic and operational levels .Analytical, flexible and persuasive. Leadership abilities. A valid driver's license. Willingness to travel extensively, both nationally and internationally.

DUTIES : Participate in various forums/structures outside the Department . Develop systems and interfaces that facilitate sub-regional, regional and international co-operation through the coordination of tourism policies and actions within African and international countries. Facilitate the Department's contribution to the creation of common positions on matters of global concern and the implementation of relevant conventions and international agreements. Manage and co-ordinate relations with other countries. Give advice on foreign policy and protocol. Co-ordinate bilateral and multilateral relations and agreements. Strengthen focused multilateral co-operation for the tourism sector. Facilitate regional and international co-operation on issues relating to tourism policies. Provide executive support in the provision of special regional initiatives and obligations of treaties (NEPAD/AMCOW Agenda). Monitor international developments and advise the Department on tourism related issues.

ENQUIRIES FOR ATTENTION CLOSING DATE : Mr A Mafanele, tel. (012) 310-3855.
 : Mr G Ntshane
 : 06 December 2010

OTHER POST

POST 45/46 : **OFFICE ADMINISTRATOR III: OFFICE OF THE DEPUTY DIRECTOR-GENERAL: POLICY, RESEARCH, MONITORING AND EVALUATION NDT175/2010**

SALARY CENTRE REQUIREMENTS : R174 117 per annum (Total package of 251 702 per annum/ Conditions apply)
 : Pretoria
 : A relevant qualification, experience in office administration and/or executive support. Good interpersonal, communication, decision-making and organising skills; computer literate with knowledge of MS Excel, MS Power-point, MS Word, GroupWise and Internet; the applicant must also possess good administrative, diary, correspondence management, telephone screening , typing skills and the ability to compile reports is also essential to this position; the incumbent should have an understanding of the Public Service System, procedures and have the ability to work independently; willingness to work after hours.

DUTIES : The successful candidate will be responsible for the following: Render secretarial services to the Deputy Director-General: Policy, Research, Monitoring and Evaluation which entail; diary and document management , e-mail management; travelling and accommodation arrangements, draft submission; typing and compiling and submitting claims for approval; developing and maintaining an accessible and user-friendly filing system; compiling presentation and reports; responsible for logistical arrangement for the Deputy Director-General: Policy, Research, Monitoring and Evaluation; organising workshops, seminars and meetings; dissemination of information; procurement of goods and services for the office; taking minutes at meetings; performing any other office administration related activities; assisting the Deputy Director-General: Policy, Research, Monitoring and Evaluation with personal tasks.

ENQUIRIES FOR ATTENTION CLOSING DATE : Mr G Ntshane Tel: (012) 310-3367
 : Ms N Sebola.
 : 13 December 2010

DEPARTMENT OF WATER AFFAIRS

CLOSING DATE : 26 November 2010
NOTE : Applications must be submitted on forms Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications. For all posts, please forward your application, quoting the relevant reference number, to the address mentioned at each post. No faxed applications will be accepted. Note: If you have not heard from us within 6 weeks of the closing date, please accept that your application was unsuccessful. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment.

MANAGEMENT ECHELON

POST 46/47 : **DIRECTOR: INTEGRATED ENVIRONMENTAL ENGINEERING**

SALARY : R652 572 per annum (all inclusive package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3 year Bachelors degree or equivalent qualification with relevant Six to Ten years management experience in the environmental fields. A Bsc with Honours in Natural Science will be a recommendation. Relevant experience. Knowledge and understanding of integrated water resources management, an understanding of the PFMA and Treasury Regulations is highly recommended. Project planning and project management experience, proven strategic management and leadership skills. Excellent administrative and organisational skills. Good verbal and written communication skills, Computer literacy (MS Word, Excel, Power point and Outlook). The ability to work independently for long hours under pressure. A valid drivers licence and willingness to travel where necessary.

DUTIES : Coordinate and provide integrated environmental, including scientific, services required for integrated development and sustainable utilisation of the infrastructure projects in the associated environment. Facilitate the provision of strategic direction and research including services for n the development of resource management plans. Direct the development of scientific models for integrated environmental management. Secure monitoring of environmental management Plans including Impacts and Mitigation Measures. Develop Public and Private Partnerships for Commercial Activities, Including Tourism, In Dam Basin Areas of Government Waterworks

ENQUIRIES : Ms H Anderson 012 336 8511
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

OTHER POSTS

POST 46/48 : **SCIENTIFIC MANAGER: B COORDINATION & LIAISON**

SALARY : R 469 737- 671 496 per annum (all inclusive package) offer based on proven years of experience
CENTRE : Pretoria
REQUIREMENTS : MSc degree or equivalent qualification; Ten years relevant scientific experience after BSc qualification; Compulsory registration with SACNASP as a professional; Drivers Licence. The candidate should have the following capabilities and experience: good understanding of current issues on integrated water resources management demonstrated leadership ability and a combination of strategic management and negotiation skills excellent written and verbal communication high level of computer literacy strong project and financial management skills strong interpersonal and client-orientation skills, and excellent human relations

DUTIES : The incumbent will head the sub-directorate Coordination and Liaison and science relation management for the Chief Directorate: Water Resources Information Management. Key job functions are: Management of UNESCO

International Hydrological Programme and other UN system water related activities in South Africa Scientific assessment of water resources information needs and priorities of WRM clients in DWA and Water Management Institutions at national, regional and local levels as basis for the development and implementation of integrated monitoring and information systems Ensuring the systematic provision of integrated water monitoring information to the DWA clientele nationally and beyond the borders of South Africa Managing the budget and monitoring expenditure for the sub-directorate Direction and coordination with regard to the appropriate servicing of all partnerships / agreement/ science relationships of the Chief Directorate: Water Resources Information Management Systematic management of client and stakeholder relationships and the assessment of information utilization by clients and the level of client / stakeholder empowerment and satisfaction; Development and implementation of integrated information dissemination tools, e.g. websites, newsletters, electronic notice boards Coordination of the production of special information reports Coordination of information into national and international information networks; Development of databases of stakeholders, agreement / relationships and of available experts Audits of information utilizations and client satisfaction Conduct research into and 1advice on appropriate technologies required to manage science relation Design of information dissemination tools for DWA and external clientele

ENQUIRIES : Mr M.J. Matlala 012 336 7860
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 46/49 : **SCIENTIST PRODUCTION A-C WATER RESOURCES INFORMATION PROGRAMMES**

SALARY : R 320 406-R 491 190 per annum (offer based on proven experience)
CENTRE : Pretoria
REQUIREMENTS : Science degree (Bsc) (Hon) or equivalent qualification, Compulsory registration with the SACNASP as a professional, Three Years post qualification experience. Drivers Licence. Excellent written and verbal communication Sound understanding of science-management issues and stakeholder relationships management Project and financial management skills

DUTIES : The incumbent will be part of the sub-directorate Coordination and Liaison, which is responsible for the client liaison and information user relationship management for the whole Chief Directorate: Water Resources Information Management (WRIM). Building up a professional secretariat for servicing the science relationships of the WRIM component nationally, regionally and internationally Linking up with external knowledge networks Ensuring delivery/dissemination of information products Establishing knowledge management systems Help build and maintain organizational capability for the Coordination and Liaison task (structures, processes, resources, people)

ENQUIRIES : Mr M Matlala 012 3367860
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 46/50 : **SCIENTIST (PRODUCTION) GRADE A -C DIRECTORATE: WATER SECTOR REGULATION & USE**

SALARY : R 320 406-R 491 190 per annum (offer based on proven experience)
CENTRE : Nelspruit
REQUIREMENTS : Science degree (Bsc) (Hon) or equivalent qualification, Compulsory registration with the SACNASP as a professional, Three Years post qualification experience. Drivers Licence Proven work experience in the bio-monitoring (River Health Programme) related to water resource management. Clear understanding of the Department's role and policy with respect to water resource management, Knowledge of the National Water Act, 36 of 1998, and related policies, strategies and guidelines, Knowledge of Human Resource policies, Clear understanding of transformation in the Public Service, Valid Code 08 driver's license, Advanced computer literacy

DUTIES : Championing the River Health Programme in both the Inkomati and Olifants, Support the determination of the Reserve in the Region, Profiling of the adopt-a river programme, Implement the National Water Act, 36 of 1998, and DWAF policies and regulations, Facilitate and co-ordinate the training and career development of staff, Supervise staff in the SEA section, Undertake field visits to collect fish, invertebrates, vegetation, etc on routine and/or special investigations Prepare reports and interpret SASS results

ENQUIRIES APPLICATIONS : Ms MJ Kadiaka Tel (013) 759 7313

FOR ATTENTION : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X11259, and Nelspruit 1200: Ms FM Hlatshwayo

POST 46/51 : **SCIENTIST (PRODUCTION) GRADE A -C SYSTEMS OPERATION**

SALARY CENTRE REQUIREMENTS : R 320 406-R 491 190 per annum (offer based on proven experience)
Pretoria
Science degree (Bsc) (Hon) or equivalent qualification, Compulsory registration with the SACNASP as a professional, Three Years post qualification experience. Drivers Licence

DUTIES : As a member of the systems operation planning team, the incumbent will be involved in the following: Development and reviewing of water resources systems, operating rules for government water schemes, flood control and draught management operations. Other performance functions involves: Guiding in line with the National Water Act 1998, data processing and management, stakeholders involvement, business administration support to the Sub-directorate of Systems Operation/Water Resource Planning Systems

ENQUIRIES APPLICATIONS : Mrs C Ntuli Tel 012 336 7618
Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 46/52 : **CONTROL ENGINEERING TECHNICIAN (GRADE A) CIVIL DIRECTORATE: HYDROLOGICAL ENGINEERING**

SALARY CENTRE REQUIREMENTS : R 234 528 per annum
Pretoria
National Diploma in Engineering. Six years post qualification technical experience. Valid driver's license. Compulsory registration with ECSA as a professional Engineering Technician . knowledge of /experience in the following : Project management. Technical design and analysis. Research and development. Computer aided engineering applications. Knowledge of legal compliance. Technical report writing. technical consulting. Problem solving and analysis. Decision making. Team work. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. People management. Practical experience related to records management activities, records registration, current records maintenance, development and management of databases. Applicant maybe subjected to a verbal and/or written test to prove their ability to work in a civil design \environment.

DUTIES : The incumbent's key result area's will include the following in the functional area specific to the post: Manage technical services, manage administrative and related functions and research and development

ENQUIRIES APPLICATIONS : Ms H Anderson 012 336 8511
Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 46/53 : **ASSISTANT DIRECTOR: EXPENDITURE**

SALARY CENTRE REQUIREMENTS : R 206 982 per annum
Pretoria
A recognised National Diploma or B Degree in Accounting, Cost & Management Accounting or Internal Auditing. Appropriate three years experience in financial environment with supervisory experience. Strong knowledge and application of the Standard Chart of Accounts (SCOA), PFMA, Treasury regulations, LOGIS,

BAS & PERSAL Systems. Good written and verbal communication skills. Computer literacy and ability to work under pressure. Valid Drivers Licence.

DUTIES : Ensure sound administration and processing of payments to suppliers and officials on BAS/ LOGIS. Authorisation of all payments, S&T as well as journals. Management and clearing of suspense accounts. Management of voucher control activities within the component. Management of subordinates & resources under your control. Compile monthly management reports

ENQUIRIES APPLICATIONS : Mr JL Grobler 012 336 7535
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 46/54 : **SENIOR SAFETY OFFICER**

SALARY CENTRE REQUIREMENTS : R 174 117 per annum
: Pretoria
: National Diploma in Occupational Health and Safety or Environmental Health plus experience in the field of OHS. Good communication skills (both verbally and written). Good presentation skills. Good interpersonal relation skills. Computer literate. The ability to work under pressure. Driver's licence.

DUTIES : To implement the requirement of the Occupational Health and Safety Act and relevant regulations. Provide inputs to OHS objectives and the development of the OHS Management system, business plan, policies, standards and safe working procedures. Ensure legal compliance to the department's internal health and safety policies, emergency plan, management system, standards and procedures. Conduct risk assessments, routine inspection and internal audits. Coordinate and execute incident investigation. Plan and Coordinate OHS training and awareness campaigns. Provide Support Structures for the Development of OHS committees in the department. Ensure that all legal appointments are in place. Develop, implement and maintain OHS administrative information system, such as paper and electronic form.

ENQUIRIES APPLICATIONS : Ms Nelisiwe Ngwenyama 012 336 6817
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 46/55 : **PROJECT MANAGER GOURITZ**
5 Year Contract

SALARY CENTRE REQUIREMENTS : R140 208 per annum Plus 37% or Basic salary plus benefits
: George
: Degree or Diploma in Natural Sciences, Forestry or Nature Conservation Two - Four years experience in Natural science Competency in Microsoft Office suite applications Competence in GPS and field verifications Competence in herbicide application and chain saw management Competence in Health and Safety standards in clearing operations Competent in Invasive Alien Plant control methods A valid Code 08 driver's license Report writing

DUTIES : Support area manager to monitor clearing projects progress Conduct regular site visits to areas cleared to ensure in field compliance and to health and safety standards Ensure quality control, productivity and cost analysis through regular site visits Increase awareness of stakeholders and land users regarding alien clearing, legislation and herbicide assistance Conduct Second Party Assessments to ensure compliance to project standards

ENQUIRIES APPLICATIONS : Mr Jacobus Vaas 044 802 2700
: Please forward your application quoting the reference number to: The Department of Water Affairs, Lower York Street, George

FOR ATTENTION : Ms Marda Smit

POST 46/56 : **SENIOR ADMINISTRATION CLERK**

SALARY CENTRE REQUIREMENTS : R 113 568 per annum
: Pretoria
: Grade 12. One to Two years experience in administration. Knowledge of administrative procedures. Understanding of Social and Economic Development

- issues. Basic Financial Management and knowledge of PFMA. Communication skills and organisation skills.
- DUTIES** : to provide an effective administrative support by : Implementing administrative procedures for the component, Implementing Procurement for the section , implement policies, engage suppliers regarding purchase materials and implement action plans for the section. To manage Personnel matters by: adhering to financial procedures in the section, compile monthly reports and present monthly reports to Managers. Assist with Financial management and provisioning matters by advising management on good administrative practises, providing feedback on identified administrative gaps, to facilitate the correct application of disciplinary procedures and supply statistics regarding labour issues.
- ENQUIRIES APPLICATIONS** : Ms Penny 012 336 8365
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
- FOR ATTENTION** : Ms T Bapela
- POST 46/57** : **SECRETARY GR IV**
- SALARY CENTRE REQUIREMENTS** : R 91 737 Per annum
: Pretoria
: Grade 12 with typing as a subject or any other training course/qualification. Must have good communication skills, Good telephone etiquette. Computer literacy. Sound organisation skills. Good people skills. High level of reliability. Basic written communication skills. The ability to act with tact and discretion. Good grooming and presentation.
- DUTIES** : The successful candidate will be responsible for the overall administration of the Director's office. Diary management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination of and preparation for meetings, workshops, typing of documents. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception of visitors to the Directorate. Making travel and accommodation arrangements as well as processing of all subsistence and travel claims. Handling of confidential documents. Operate standard office equipment (Fax, photocopy machine and telephone). Type correspondence such as reports, submissions and letters. Perform administrative tasks such as taking minutes and arranging/serving refreshments. Note * Shortlisted candidates for the post of Secretary may be expected to undergo a typing and/or a computer literacy test.
- ENQUIRIES APPLICATIONS** : Ms Revi Naiker 012 336 6511
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
- FOR ATTENTION** : Ms T Bapela

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF ARTS AND CULTURE**

Department of Sport, Recreation, Art and Culture is an equal opportunity, affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this posts. Persons whose transfer/promotion/appointment will promote representatively will therefore receive preference.

CLOSING DATE : 26 November 2010

NOTE : Subject: Internal Advertisement Of Posts: Hrm Circular No 7 OF 2010: This circular is issued in terms of recruitment measures contained in Part V11C of the Public Service Regulations, 2001 and in this regard it is important to note that the Public Service is equal opportunities, affirmative action employer. The contents of this minute must, without delay be brought to the attention of all eligible officers. Departments must try to notify all potential candidates who qualify for the posts in this circular even if they are absent from their normal places of work. Directions To Candidates: Applications must be on Z.83 obtainable from any Public Service Department and should be accompanied by certified copies of qualifications certificates, a comprehensive CV and certified copy of a valid driving licence. The successful candidate will be subjected to the verification of qualifications, reference checks, practical as well as criminal record. Applicants are respectfully informed that correspondence will only be limited to short listed candidates. If you have not been contacted within 4months after the closing date, please accept that your application was unsuccessful. NB: should you apply for more than one position, please submit separate application form for each post and forward your application quoting the relevant reference number and the name of this publication to the relevant address mentioned and to the applicable persons. Please note that No faxed, e-mailed or late applications will be considered.

OTHER POSTS

POST 46/58 : **MANAGER: FACILITIES REF NO: HO/MAN/SCM/HRM/2010**
Component: Supply Chain Management

SALARY : R406 839 per annum (Inclusive Package) Salary Level: 11
CENTRE : Head Office: King Williams Town
REQUIREMENTS : An appropriate degree/diploma in legal studies and/or facilities management or equivalent tertiary qualification and appropriate experience as well as knowledge and understanding of Supply Chain Management Framework and procurement systems in the Public Service. Five year proven managerial experience and a strong background in legal studies and facilities management. Computer literacy (Ms Word, Excel and Outlook) and knowledge of Government accounting systems: LOGIS and BAS are essential. Must have an in-depth knowledge of PFMA, Treasury Regulations and Supply Chain Management policies and procedures.

DUTIES : Draft and manage departmental leases, contracts, and/or Service Level Agreements. Establish and maintain a contracts register and/or repository. Serve as a member of the Specification Committee. Manage the outsourced government and subsidized vehicle fleet. Manage all immovable assets attached to the Department, in terms of the Government Immovable Assets Management Act (GIAMA); and Facilitate formal transfer of new facilities constructed by the Department to Municipalities.

ENQUIRIES : Ms S. Mavuya, Tel: 043 – 604 4558.
APPLICATIONS : The Director: Human Resource Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 or application can also be hand delivered to the Department of Sport, Recreation, Arts and Culture, No. 5 Eals Street, Office 12, King William's Town.

FOR ATTENTION : Ms S. Mavuya

POST 46/59 : **MANAGER: RESEARCH AND POLICY DEVELOPMENT REF NO: MAN/RPD/STRAT/HO/HRM/2010**
Component: Strategic Planning

SALARY : R 406 839 per annum (Inclusive Package) Salary Level: 11
CENTRE : Head Office- King Williams Town
REQUIREMENTS : An appropriate Bachelor's degree or equivalent qualification. 3 years experience in research, statistics, organisational development, performance measurement, monitoring and evaluation. Planning & organizing, diversity management, Group

dynamics Policy analysis and development skills. Knowledge of PFMA . Exposure in participatory extension methodologies. Computer literacy and a valid driver's licence Skills and competencies: Computer literacy. Language skills (oral and written). Ability to operate/interface information management technical systems. Interpersonal and motivating. Research and data analysis. General management and project management. Leadership. Ability to work under pressure

DUTIES : Develop Departmental research policies, strategies and systems which are commodity and Province specific. Manage partnerships with industry, research organisations and academic institutions on research matters. Develop and conduct research in support of the Department's performance improvement initiatives. Manage the publication, dissemination of research results and departmental risk management programmes. Identify and propose research opportunities in support of Dept. performance improvement initiatives. Design research data collection systems and instruments to meet identified research needs. Manage and administer the research data collection instruments and reports and develop performance improvement intervention strategies. Develop criteria for the distribution of resources to communities based on local requirements. Develop and maintain databases/datasets containing various types of Dept. research information. Ensure the participation of the department in the research forums Provincial and National. Establish and maintain functional relationships with district and local municipalities and other stakeholders.

ENQUIRIES : Ms S. Mavuya, Tel: 043 – 604 4558.

APPLICATIONS : The Director: Human Resource Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 or application can also be hand delivered to the Department of Sport, Recreation, Arts and Culture, No. 5 Eals Street, Office 12, King William's Town.

FOR ATTENTION : Ms S. Mavuya

POST 46/60 : **MANAGER: PERFORMING ARTS REF NO: HO/MAN/PRF/ARCUL/HRM/2010**
Component: Arts And Culture

SALARY : R406 839 per annum (Inclusive Package) Salary Level 11

CENTRE : Head Office: King Williams Town

REQUIREMENTS : Applicants must be in possession of a relevant (3) three years degree in Arts or related field of Performing Arts, and have at least three years experience working in the environment and administration of the following Cultural Industries, Music, Dance and Drama and Film Competences Required: Management skills will be required in the management of the Sub-Directorate: Performing Arts. Good knowledge and application skills in the development of Music, Film, and Dance and Drama. Responsibility for the implementation of the provisions of the Arts and Culture Acts. The ability to co-ordinate and compile the Strategic Plans of the Sub-Directorate. Good understanding of HRM issues. Knowledge of the PFMA and the budgeting processes. Good communication skills so as to be able to interact with the key partners in the sector. Good knowledge of the Public Service Regulations. Must have the ability to development and apply provincial policies in the area of Music, Film, Dance and Drama

DUTIES : Management of the Sub-Directorate: Performing Arts. Compilation of the Strategic Annual. Performance and Operational Plans of the Sub-Directorate. Submit the quarterly and annual reports of the Sub-Directorate. Development of drama and dance, development of film and video, development of music. Facilitate, support, monitor and evaluate the programmes of the Sub-Directorate. Develop an annual budget for the Sub-Directorate. Represent the Sub-Directorate on all matters pertaining to Performing Arts. Conceptualize and initiate programmes for the development and promotion of Performing Arts in the Province. Manage the assets of the Sub-Directorate. Attend to HR issues pertaining to the Sub-Directorate Monitor and evaluate service delivery and transformation in Performing Arts

ENQUIRIES : Ms S. Mavuya, Tel: 043 – 604 4558.

APPLICATIONS : The Director: Human Resource Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 or application can also be hand delivered to the Department of Sport, Recreation, Arts and Culture, No. 5 Eals Street, Office 12, King William's Town.

FOR ATTENTION : Ms S. Mavuya

POST 46/61 : **ASSISTANT MANAGER REF NO: AM/SPU/HO/HRM/2010**
Component: Special Programme Unit (Youth Desk)

SALARY : R 206 982 per annum Post Level 9

CENTRE REQUIREMENTS : Head Office-King Williams Town
: A three year Degree in Social Science/Public or equivalent qualification and 3 -5 years youth development experience. Code 08 Drivers Licence. An appropriate working experience in the field of Youth development and issues of mainstreaming. Knowledge and understanding of the policy and legislative framework governing mainstreaming of designated groups within government. Experience in policy development and project management. **SKILLS REQUIRED:** Good interpersonal relations, well developed communication skills, Presentation and excellent project management skills. The incumbent must be able to work independently and efficiently under pressure. Computer literacy

DUTIES : Support the development of departmental policies and strategies on youth development and mainstreaming. Represent the department in interdepartmental programmes and linkages with other institutions. Coordinate and facilitate advocacy programmes including institutionalized days on youth. Advise and monitor the department's implementation of relevant legislation.

ENQUIRIES APPLICATIONS : Ms S. Mavuya, Tel: 043 – 604 4558.
: The Director: Human Resource Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 or application can also be hand delivered to the Department of Sport, Recreation, Arts and Culture, No. 5 Eals Street, Office 12, King William's Town.

FOR ATTENTION : Ms S. Mavuya

POST 46/62 : **ASSISTANT MANAGER: VISUAL ARTS REF NO: AM/VISUAL/HO/AC/HRM/2010**
Component: Arts and Culture

SALARY CENTRE REQUIREMENTS : R 206 982 per annum Salary Level 9
: King William's Town - Head Office
: Applicants must be in possession of a degree in Fine Arts or equivalent, and have at least 5 years experience in the promotion of visual arts. He / she must possess a thorough understanding of the Cultural Industries Growth Strategy; excellent management and leadership skills, be able to analyse and implement policies, be computer literate in MS Word, Excel and Outlook; possess financial and budgeting skills and a valid drivers licence. He / she must be willing to travel. **Competencies Required:** Management skills will be required in assisting with the management of the sub directorate. Knowledge and experience in the visual arts sector, Public Service Regulations and relevant prescripts. Research skills are also required. The ability to communicate at various levels within government, external stakeholders and the public; to assist with strategic, budgeting and operational planning; conceptualize provincial programmes and projects; and monitor and evaluate the programmes and projects.

DUTIES : Assist in the overall management of the sub directorate, strategic planning, budgeting and operational planning; preparation of reports, facilitate, support, monitor and evaluate the work of the sub directorate; the promotion and co-ordination of visual arts in the province; represent the sub directorate on all visual arts matters at provincial and national levels; and the monitoring and control of project budgets. Conduct research.

ENQUIRIES APPLICATIONS : Ms S. Mavuya, Tel: 043 – 604 4558.
: The Director: Human Resource Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 or application can also be hand delivered to the Department of Sport, Recreation, Arts and Culture, No. 5 Eals Street, Office 12, King William's Town.

FOR ATTENTION : Ms S. Mavuya

POST 46/63 : **ASSISTANT MANAGER: CRAFT 1 POST REF NO: AM/CRAFT/HO/AC/HRM/2010**
Component: Arts and Culture

SALARY CENTRE REQUIREMENTS : R 206 982 per annum Salary Level 9
: King William's Town -Head Office
: Applicants must be in possession of a degree in Fine Arts or equivalent, and have at least 5 years experience in the promotion of craft. He / she must possess a thorough understanding of the Cultural Industries Growth Strategy; excellent management and leadership skills, be able to analyse and implement policies, be computer literate in MS Word, Excel and Outlook; possess financial and budgeting skills and a valid drivers licence. He / she must be willing to travel. **Competencies Required:** Management skills will be required in assisting with the management of the sub directorate. Knowledge and experience in the craft sector, Public Service Regulations and relevant prescripts. Research skills are

		also required. The ability to communicate at various levels within government, external stakeholders and the public; to assist with strategic, budgeting and operational planning; conceptualise provincial programmes and projects; and monitor and evaluate the programmes and projects.
<u>DUTIES</u>	:	Assist in the overall management of the sub directorate, strategic planning, budgeting and operational planning; preparation of reports, facilitate, support, monitor and evaluate the work of the sub directorate; the promotion and co-ordination of craft activities in the province; represent the sub directorate on all visual arts matters at provincial and national levels; and the monitoring and control of project budgets. Conduct research.
<u>ENQUIRIES</u>	:	Ms S. Mavuya, Tel: 043 – 604 4558.
<u>APPLICATIONS</u>	:	The Director: Human Resource Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 or application can also be hand delivered to the Department of Sport, Recreation, Arts and Culture, No. 5 Eals Street, Office 12, King William’s Town.
<u>FOR ATTENTION</u>	:	Ms S. Mavuya
<u>POST 46/64</u>	:	<u>ASSISTANT MANAGER: RISK MANAGEMENT 2 POSTS REF NO: AM/RISK/CS/HO/HRM/2010</u> Component: Corporate Services
<u>SALARY</u>	:	R 206 982 per annum Salary Level 9
<u>CENTRE</u>	:	King William’s Town (Head Office)
<u>REQUIREMENTS</u>	:	An appropriate bachelor’s degree or equivalent qualification in Risk Management, Internal Auditing, Forensic & Investigative Accounting and Law. Knowledge of Risk management activities, corporate governance, applicable legislation, and project management. Excellent computer skills and at least code 08 valid driver’s licence. Knowledge of PERSAL, BAS, LOGIS, Supply chain management and Human Resource Management will be an added advantage. N.B A security clearance will be conducted on successful incumbents up to the level of Top Secret and is a condition of employment.
<u>DUTIES</u>	:	Ensure that the requirements of the Public Finance Management Act; the Treasury Regulations and other relevant legislation. Review policies, internal controls, procedure manual, circulars and improve them. Analyse, research, design, test efficiency and effectiveness and improve the department’s business processes including financial management processes. Develop and enforce implementation of internal controls that will ensure proper and smooth functioning of the organisation, especially REAL management (Revenue Expenditure Assets Liabilities). Provide research and assist in the development of a risk management strategy. Market and communicate the departmental risk management strategy. Co-ordinate risk management activities. Track changes in the business context and risk environment. Measure performance of the implemented risk management strategies. Revise strategies as appropriate. Guide management in setting risk tolerance level and control plans. Determine the cycle revolution of risk models and analysis update. Manage the Loss control function.
<u>ENQUIRIES</u>	:	Ms S. Mavuya, Tel: 043 – 604 4558.
<u>APPLICATIONS</u>	:	The Director: Human Resource Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 or application can also be hand delivered to the Department of Sport, Recreation, Arts and Culture, No. 5 Eals Street, Office 12, King William’s Town.
<u>FOR ATTENTION</u>	:	Ms S. Mavuya
<u>POST 46/65</u>	:	<u>ASSISTANT MANAGER: LIBRARIES REF NO: AM/LIB/EQSH/HO/HRM/2010</u> Component: Library and Information Services
<u>SALARY</u>	:	R 206 982 per annum Salary Level 9
<u>CENTRE</u>	:	King William’s Town (Head Office)
<u>REQUIREMENTS</u>	:	Qualifications: Four year Degree in Library Services and Information or equivalent qualifications and 5 years experience in a similar environment. Ability to work with the public, Research skills, team building negotiation , Planning and organizing; Report writing; Managerial skills; Conflict management skills; Analytical skills; Interviewing skills, Project Management skills; Financial management ,Negotiation skills and; Policy interpretation; Good interpersonal relation skills; Ability to work under pressure and work irregular hours ; Innovative; Skills Good written and verbal communication; Team building skills and Presentation skills.
<u>DUTIES</u>	:	Co-ordinate and collate library and information services information. Co-ordinate the signing and monitoring of SLA’s with municipalities. Co-ordinate and provide support to Districts (LIS). Co-ordinate provincial activities including the opening of

new libraries. Assist in policy formulation and co-ordination. Establish relationship with libraries and other library related stakeholders. Co-ordinate the formation of library structures/ committee. Stakeholder relations management

ENQUIRIES : Ms S. Mavuya, Tel: 043 – 604 4558.

APPLICATIONS : The Director: Human Resource Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 or application can also be hand delivered to the Department of Sport, Recreation, Arts and Culture, No. 5 Eals Street, Office 12, King William’s Town.

FOR ATTENTION : Ms S. Mavuya

POST 46/66 : **ASSISTANT MANAGER: DEPARTMENTAL RECORDS REF NO: AM/DEPRE/LIB/ARCH/HRM/2010**
Component: Library and Information Services

SALARY : R 206 982 p.a Salary Level: 9
CENTRE : King William’s Town (Head Office)
REQUIREMENTS : Tertiary qualification in Archives and Records Management Studies. 5 years’ experience in records management work. Comprehensive knowledge of Archives and Records Service legislation and policies. Broad knowledge of Public Service Regulations and Labour Relations Act. IT skills. Good knowledge of electronic records management systems. Presentation skills. Research and report writing skills.

DUTIES : Responsible for managing all Government records in accordance with the Provincial Archives and Records Service Act. Liaise with all organs of State regarding proper management and use of records. Ensure proper maintenance of records in registries of client offices. Initiate and develop training programmes of records management staff in archives and departmental records managers. Monitor systematic disposal plans. Review file plans, policies and procedure manuals. Assist client offices in designing electronic records management environment together with GITOs’, and SITA. Review file plans, polices and procedure manuals

ENQUIRIES : Ms S. Mavuya, Tel: 043 – 604 4558.

APPLICATIONS : The Director: Human Resource Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 or application can also be hand delivered to the Department of Sport, Recreation, Arts and Culture, No. 5 Eals Street, Office 12, King William’s Town.

FOR ATTENTION : Ms S. Mavuya

POST 46/67 : **ASSISTANT MANAGER: PROVINCIAL REPOSITORY REF NO: AM/PROVRE/ARCH/HO/HRM/2010**
Component: Library and Information Services

SALARY : R 206 982 per annum Salary Level 9
CENTRE : King William’s Town (Head Office)
REQUIREMENTS : Tertiary qualification in Archives and Records Management studies; Extensive experience in the field of paper-based and electronic records management, Comprehensive knowledge of statutory prescripts including Provincial Archives and Records Service Act No. 7 of 2003; Computer literacy; Sound knowledge of registry management and administration; Good management and leadership abilities including managing projects and good communication and report writing skills.

DUTIES : Responsible for managing departmental records in accordance with the Provincial Archives and Records Service Act. Exercise control and co-ordinate the hardcopy and electronic records management. Ensure effective control over the retrieval and dissemination of official information. Formulate records management strategies and policies. Develop and maintain file plans, policies and procedure manuals. Control sub-registries within the department (including district offices) to ensure sound records management practices.

ENQUIRIES : Ms S. Mavuya, Tel: 043 – 604 4558.

APPLICATIONS : The Director: Human Resource Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 or application can also be hand delivered to the Department of Sport, Recreation, Arts and Culture, No. 5 Eals Street, Office 12, King William’s Town.

FOR ATTENTION : Ms S. Mavuya

POST 46/68 : **ASSISTANT MANAGER: MTHATHA REPOSITORY REF NO: AM/O.R/LIB/ARCH/HO/HRM/2010**
Component: Library and Information Services

SALARY CENTRE REQUIREMENTS : R 206 982 per annum Salary Level: 9
: O.R Tambo District
: Tertiary qualification in Archives and Records Management Studies. 5 years' experience in records management work. Comprehensive knowledge of Archives and Records Service legislation and policies. Broad knowledge of Public Service Regulations and Labour Relations Act. IT skills. Good knowledge of electronic records management systems. Presentation skills. Research and report writing skills.

DUTIES : Manage and supervise Mthatha Archives repository operations; co-ordinate description and containerization of archives records for safe preservation; facilitate archival collection development; manage reference services; promote awareness of Archives and Records Service through outreach and special programmes; co-ordinate the development and implementation of approved records classification systems of governmental bodies of the designated area; monitor compliance to proper records management practices in governmental bodies; facilitate training in records management practices and procedures.

ENQUIRIES APPLICATIONS : Ms S. Mavuya, Tel: 043 – 604 4558.
: The Director: Human Resource Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 or application can also be hand delivered to the Department of Sport, Recreation, Arts and Culture, No. 5 Eals Street, Office 12, King William's Town.

FOR ATTENTION : Ms S. Mavuya

POST 46/69 : **ASSISTANT MANAGER: MONITORING REF NO: AM/MON/STRAT/HO/HRM/2010**
Component: Strategic Management

SALARY CENTRE REQUIREMENTS : R206 982 per annum Salary Level 9
: Head Office- King William's Town
: Relevant B-Degree / Diploma in Business Administration/Strategic Management/Industrial Psychology. Comprehensive knowledge and experience of strategic management. Experience in performance management and quality assurance. Prolific experience in report writing, editing and analytical skills. Experience in monitoring and evaluation processes. Knowledge and experience of Government policies and procedures. Excellent communication and people management skills. Computer literacy with an emphasis on Microsoft Word, Excel and PowerPoint. An independent worker, meeting timeframes and working under pressure. Valid drivers license

DUTIES : Manage the development and implementation of integrated performance management models. Track implementation of Annual Performance/Operational Plans of the Department. Collate and print Annual/Oversight Reports & Quarterly Performance Reports of the Department. Facilitate monthly/quarterly performance reviews with findings and recommendations. Recommend strategic interventions in Departmental Performance to the Head of Department. Monitor the implementation of service standards. To develop and implement monitoring and evaluation tools in the Department. To monitor and evaluate departmentally funded projects. To monitor the implementation of the PGDP in the Department. To evaluate the impact of Departmental projects on the communities

ENQUIRIES APPLICATIONS : Ms S. Mavuya, Tel: 043 – 604 4558.
: The Director: Human Resource Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 or application can also be hand delivered to the Department of Sport, Recreation, Arts and Culture, No. 5 Eals Street, Office 12, King William's Town.

FOR ATTENTION : Ms S. Mavuya

POST 46/70 : **ASSISTANT MANAGER: STRATEGIC PLANNING REF NO: AD/PLAN/STRAT/HRM/2010**
Component: Strategic Management

SALARY CENTRE REQUIREMENTS : R 206 982 per annum Salary Level 9
: Head Office- King William's Town
: A Bachelor's degree or Diploma in Business administration (Post graduate will be an added advantage) coupled with appropriate 3 years traceable experience in coordinating the development of Strategic or business plans. Competencies: Project management. Good verbal and communication skills. Computer literate with special emphasis on Excel, Word and PowerPoint. Coordination and facilitation skills. Report & business writing skills. Planning and organizing skills. An independent worker, able to work under pressure, long and unconventional hours to meet deadlines. Be prepared to travel over long distances (valid driver's

		licence) Good understanding and knowledge of the following: Government policies, priorities and programmes. Strategic planning within the context of PFMA and other relevant regulatory framework in the public service. Budget and Strategic planning process
<u>DUTIES</u>	:	Reporting to the Manager, the Assistant Manager will be expected to, amongst others: Liaise with various Senior Managers in the Department regarding their obligations to the Department's Strategic Plan. Coordinate inputs and ensure effective participation of both internal and external stakeholders in the planning process in terms of attendance of meetings, report on the programme of action as well as provide feedback on policy discussions to the supervisor. Ensure implementation of government integrated planning models. Analyze policy developments and integrate with Department Strategic Plan. Align Department Plans with Budget Allocated. Undertake various tasks as directed by the supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S. Mavuya, Tel: 043 – 604 4558.
	:	The Director: Human Resource Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 or application can also be hand delivered to the Department of Sport, Recreation, Arts and Culture, No. 5 Eals Street, Office 12, King William's Town.
<u>FOR ATTENTION</u>	:	Ms S. Mavuya
<u>POST 46/71</u>	:	<u>ASSISTANT MANAGER: TAX REBATES REF NO: AM/FIN/SAL/TAX/HRM/2010</u> Component: Finance: Salary Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 206 982 per annum Salary Level 09 King William's Town (Head Office) A recognized 3-year Degree/Diploma with Accounting and/or Management Accounting as a major subject, with at least three years experience in Salary Administration. Knowledge in Salary Administration with specific regard to Tax Rebates, Allowances and Deductions, Debt management, PERSAL to BAS reconciliation, Payroll management and Salary related reconciliations. Knowledge of all relevant Acts, Regulations and Procedures in relation to Financial Administration. Effective Communication, Report writing and People Management skills. Computer literacy with the ability to use Excel and Power Point. Ability to work under pressure to meet deadlines.
<u>DUTIES</u>	:	Key Responsibilities: Supervise and manage staff. Co-ordinate and Manage Tax Rebates, Debts and Salary ACB. Provide advice regarding applications of Financial Administration policies. Co-ordinate and administer EPMDS.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S. Mavuya, Tel: 043 – 604 4558.
	:	The Director: Human Resource Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 or application can also be hand delivered to the Department of Sport, Recreation, Arts and Culture, No. 5 Eals Street, Office 12, King William's Town.
<u>FOR ATTENTION</u>	:	Ms S. Mavuya
<u>POST 46/72</u>	:	<u>ASSISTANT MANAGER REF NO: AM/HRIS/PERSAL/HO/HRM/2010</u> Component: PERSAL Management (HRIS)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R206 982 per annum Post Level 9 Head Office-King Williams Town A Bachelor's degree/ ND Computer Science / Information Technology / Financial Information System or any other relevant qualifications plus proof of any training / diploma or any other qualification in PERSAL management. At least three (3) years experience in human resource management of which two (2) years should have been specializing in human resource information systems .Knowledge of Human Resource Information Systems(HRIS),practices and procedures. Ability to review, analyse and evaluate HR business systems and user needs. Must be trained on PERSAL Management and Ms Office software packages. Ability to load the salary structure and the organogram of the Department on PERSAL. Ensure reconciliation between BAS and PERSAL for salary administration and other control measures. Monitor and ensure correct paypoints on PERSAL. Ability to liase with PERSAL nationally and other stakeholders. Deal with queries on PERSAL and provide adequate response and solutions to management.
<u>DUTIES</u>	:	Provide human resource information that enables the effective and efficient management of departmental human resources. Assist with the development and implementation of an Integrated Human Resource Information System for the Department. Ensure customer support by requirements gathering, analysis, design, development, testing and deployment of Human Resource Information

Systems (HRIS). Ensure an effective PERSAL management, infrastructure enabling: (a) Oversight of the implementation and maintenance of human resource management and salary administration audit and control measures.(b) The provision of guidance to PERSAL controllers (personnel & salaries) on information requirements.(c) The extraction of management information/data from PERSAL for monitoring and reporting purposes. (d)Support for human resource business processes.

ENQUIRIES APPLICATIONS : Ms S. Mavuya, Tel: 043 – 604 4558.
 : The Director: Human Resource Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 or application can also be hand delivered to the Department of Sport, Recreation, Arts and Culture, No. 5 Eals Street, Office 12, King William’s Town.

FOR ATTENTION : Ms S. Mavuya

POST 46/73 : **PRINCIPAL LANGUAGE PRACTITIONER REF NO: HO/PRINC/LANG/PRAC/HRM/2010**
 Component: Language Services

SALARY CENTRE REQUIREMENTS : R 174 117 per annum Post Level 8
 : King Williams Town
 : Applicants must be in possession of a bachelor degree in Language Studies with isiXhosa as a major with further qualifications in translation and editing. Competencies Required: Qualifications and a background in translation and editing. Good understanding of Language Policy and its implementation. Must be competent in the promotion of multilingualism. Responsibility for the development of the publishing industry. Good communication skills so as to be able to interact with the key partners in the sector. The ability to compile reports and draw up annual performance and operational plans. Good knowledge of the Public Service Regulations

DUTIES : Translation and editing of public documents from English into isiXhosa. Monitoring and co-ordinating the development and promotion of the Publishing Industry for the economic benefit of budding writers. Co-ordinate language structures and their activities. Facilitate the production of multilingual publications and books. Assist in the organisation and celebration of National Days of remembrance and Festivals. Co-ordinate the organisation of district and the Provincial WordFestival.

ENQUIRIES APPLICATIONS : Ms S. Mavuya, Tel: 043 – 604 4558.
 : The Director: Human Resource Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 or application can also be hand delivered to the Department of Sport, Recreation, Arts and Culture, No. 5 Eals Street, Office 12, King William’s Town.

FOR ATTENTION : Ms S. Mavuya

POST 46/74 : **PRINCIPAL MUSEUM HUMAN SCIENTIST REF NO: PMHS /MUHE/AMA/HRM/ 2010**
 Component: Museums & Heritage

SALARY CENTRE REQUIREMENTS : R174 117 per annum Post Level 08
 : Amathole District
 : Matric with 3 Year Diploma in Museum and Heritage Studies. Computer Literacy. Knowledge and understanding of government policies, procedures, processes and planning. Ability to work under pressure and irregular hours. Code 08 driver’s license

DUTIES : To ensure revitalization of museums and Heritage in the district. To co-ordinate and implement programme of the Sub Directorate. To extend Museums and Heritage Services to all communities with specific focus on woman, youth and disabled especially in disadvantage areas. Promote heritage as a unique tourism attraction. Research about community history. Develop and maintain database for identification of heritage sites. Ensure that projects and programme do link with PGDP,ASGISA,JIPSA. Ensure compliance with all Public Regulations and Skills Development Acts. To liaise with DSRAC structure:- PHRA,PGNC and LHR

ENQUIRIES FOR ATTENTION : Mr Trevor Jantjies, Tel: 043-7047806.
 : Mr Trevor Jantjies

POST 46/75 : **SENIOR STATE ACCOUNTANT REF NO: AMA/SNR/S A /FIN/ BP/HRM/2010**
 Component: Financial Planning and Budget

SALARY CENTRE : R174 117 per annum Post Level: 8
 : Amathole District

<u>REQUIREMENTS</u>	:	Degree/Diploma with 3 years experience in the financial field, or Senior Certificate with 8 years relevant experience. Understanding of public service directives such as, PFMA, Treasury Regulations, Persal and Bas
<u>DUTIES</u>	:	To ensure that budget is aligned with the strategic plan of the department. To monitor and report on monthly expenditure trends. To maintain appropriate cash flow to ensure the department meet its obligation. To collect operational plans from Line Function and collate the information. To manage all projects to be on line with budget. Supervision of staff. Responsible for EC 4.1 and EC 5.
<u>ENQUIRIES FOR ATTENTION</u>	:	Mr Trevor Jantjies, Tel: 043-7047806. Mr Trevor Jantjies
<u>POST 46/76</u>	:	<u>SENIOR ADMIN OFFICER REF NO: SAO/REG/HO/HRM/2010</u> Component: Human Resource Management: Registry
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 174 117 per annum Salary Level 08 Head Office – King Williams Town Degree/National Diploma or equivalent qualification. Senior Certificate/Grade 12 with 3 years experience in registry. Sound knowledge of the National Archives and Records Services of South Africa Act No. 43 of 1996 as amended and Government prescripts. Good written and verbal communication skills. Computer literacy in Ms Word, Excel and Outlook. Knowledge of NMIR will be an added advantage.
<u>DUTIES</u>	:	Ensure information contained in records is managed effectively throughout the Department. Conduct records and document management both manually and electronically. Ensure Departmental staff understand their responsibilities regarding records creation, use and control. Manage postal services. Manage and control movement of records internally and externally. Ensure safe custody of records. Control records registers for newly opened, closed, dispose files. Provide logistics functions regarding monitoring of lease machines. Supervision of registry clerks and registry machines. Monitor and support staff registry and messenger/driver(s).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S. Mavuya, Tel: 043 – 604 4558. The Director: Human Resource Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 or application can also be hand delivered to the Department of Sport, Recreation, Arts and Culture, No. 5 Eals Street, Office 12, King William’s Town.
<u>FOR ATTENTION</u>	:	Ms S. Mavuya
<u>POST 46/77</u>	:	<u>SENIOR PERSONNEL PRACTITIONER REF NO: SHRP/VC/HO/HRM/2010</u> Component: Human Resource Management: Value Chain
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 174 117 per annum Salary Level 8 Head Office – King Williams Town An appropriate 3 year or equivalent combined with 3 years working experience in Human Resource Practices and processes. Good communication skills. Ability to do research, HR procedures, and HR guidelines. Ability to prepare training material and present training. An innovative thinker with ability to identify corrective measures and give advice on best practices. The applicant must at least have basic knowledge in Labour Relations, Job evaluation, Performance Management Development System, HR planning and PERSAL.
<u>DUTIES</u>	:	Assist in monitoring of delegated HR function and policy Compliance. Assist in development of HR policies and procedures. Provide support during Audit period. Monitor compliance on all HR policies, processes and procedures. Tracking bottlenecks within HR operations, analyze service records and initiate corrections, provide support in policy formulating procedures, provide support in interpretation of legal frameworks. Compile statistics of all HR related cases and provide reports. Initiate investigation on all HR related claimed benefits and provide support in the implementation of HR delegations.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S. Mavuya, Tel: 043 – 604 4558. The Director: Human Resource Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 or application can also be hand delivered to the Department of Sport, Recreation, Arts and Culture, No. 5 Eals Street, Office 12, King William’s Town.
<u>FOR ATTENTION</u>	:	Ms S. Mavuya
<u>POST 46/78</u>	:	<u>PROVISIONING ADMIN OFFICER 1 POST REF NO: PAO/ACQ/SCM/AMA/HRM/2010</u> Component: Supply Chain Management: Acquisition

SALARY CENTRE REQUIREMENTS : R140 208 per annum Post Level 7
Amathole District

DUTIES : Grade 12, or equivalent with at least 3 years working experience. Good verbal and written communication skills. Computer Literacy. Ability to work under pressure Driver's License an added advantage.
Responsible for the procurement of district assets. Create and maintain updated database on service providers. Assist registration of service providers. Update service providers on the latest compliance regarding state services. Knowledge of cost to ensure cost effective quality service. Generate submissions for procurement of goods. Ensure quality on the use of service providers and value for money. Compile acquisition management plan. Perform contract and purchase administration. Implement and monitor acquisition management plan. Generate order for procured goods and services. Ensure delivery control and finalize contracts/orders.

ENQUIRIES FOR ATTENTION : Mr Trevor Jantjies, Tel: 043-7047806.
Mr Trevor Jantjies

POST 46/79 : **PROVISIONING ADMINISTRATION OFFICER REF NO: HO/PAO/SCM/HRM/2010**
Component: Supply Chain Management: Asset Management

SALARY CENTRE REQUIREMENTS : R 140 208 per annum Salary Level 7
Head Office – King Williams Town

DUTIES : Bachelors Degree in Accounting or NQF Level 6 equivalent qualification. A minimum of two years experience in asset management environment or finance. Sound knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations. Good written and verbal communication skills. Computer literacy in Ms Word, Excel and Outlook. Knowledge of BAS will be an added advantage.
Assist in implementing acquisition, maintenance and disposals of assets. Ensure that all assets are properly recorded and accounted for in the assets register. Conduct physical verification of assets and regular spot checks. Facilitate the movement of assets and update the asset register accordingly. Efficient and effective disposal of redundant, obsolete and unserviceable assets.

ENQUIRIES APPLICATIONS : Ms S. Mavuya, Tel: 043 – 604 4558.
The Director: Human Resource Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 or application can also be hand delivered to the Department of Sport, Recreation, Arts and Culture, No. 5 Eals Street, Office 12, King William's Town.

FOR ATTENTION : Ms S. Mavuya

POST 46/80 : **ARCHIVIST REF NO: ARCH/LIB/HO/HRM/2010**
Component: Library and Information Services

SALARY CENTRE REQUIREMENTS : R 140 208 per annum Salary Level 07
King William's Town (Head Office)

DUTIES : Tertiary qualification specializing in Archives & Records Management or equivalent qualification; 3 years experience in relevant field; knowledge of Archives and Records Service policies; knowledge of electronic records management systems and digitized archiving; IT skills; good verbal and written communication skill.
Receive transfers from government departments and municipalities; ensure that received records are fumigated; arrange and describe archives records; compile finding aids; render reading room/reference services-attend to visiting researchers; telephone/e-mail requests; data-code records for capturing to NAAIRS; restore records according to set guidelines-maintain and monitor temperatures in the strong-rooms; ensure that archivalia is contained in acid free boxes; participate in outreach programmes; write reports.

ENQUIRIES APPLICATIONS : Ms S. Mavuya, Tel: 043 – 604 4558.
The Director: Human Resource Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 or application can also be hand delivered to the Department of Sport, Recreation, Arts and Culture, No. 5 Eals Street, Office 12, King William's Town.

FOR ATTENTION : Ms S. Mavuya

POST 46/81 : **LIBRARIAN 2 POSTS REF NO: LIB/L&I/AMA/ HRM/2010**
Component: Library and Information Services

SALARY : R140 208 per annum Post Level 7

CENTRE REQUIREMENTS : Amathole District
 : BBIL or Equivalent qualification. Must be able to translate policies into implementation strategies. Good supervisory and communication skills. Able to catalogue and classify. Knowledge of provincial libraries and Information Act and other relevant legislations. Code 08 driver's license

DUTIES : Manage staff and assets within the Directorate: Library and Information Services. Facilitate and Implement operational plan and activities of the directorate. Facilitate the provision of library material to public libraries. Liase with Stakeholders/Municipalities. Ensure the smooth running of public libraries. Facilitate capacity building of all library workers.

ENQUIRIES FOR ATTENTION : Mr Trevor Jantjies, Tel: 043-7047806.
 : Mr Trevor Jantjies

POST 46/82 : **ADMIN CLERK 1 POST REF NO: ADMC/SCM/ACQ/AMA/HRM/2010**
 Component: Supply Chain Management: Acquisition

SALARY CENTRE REQUIREMENTS : R 79 104 p.a Post Level: 4
 : Amathole District
 : Grade 12, or equivalent qualification. Good verbal and written communication skills. Computer Literacy. Ability to work under pressure Driver's License an added advantage.

DUTIES : Invite quotations. Compile submissions for departmental projects. Ensure accurate compilation and capturing of data in system. Handling incoming and outgoing correspondence. Compile requisitions for order. Assist in opening of documents and filing.

ENQUIRIES FOR ATTENTION : Mr Trevor Jantjies, Tel: 043-7047806.
 : Mr Trevor Jantjies

POST 46/83 : **ADMIN CLERK 1 POST REF NO: ADMC/MPP/AMA/HRM/2010**
 Component: Mass Participation

SALARY CENTRE REQUIREMENTS : R79 104 per annum level 4
 : Amathole District
 : Grade 12, or equivalent with at least 3 years working experience. Financial Literacy, Computer Literacy. Driver's License an added advantage.

RESPONSIBILITIES : Assist in the coordination and performance of the hubs. Assist in the procurement and distribution of equipment. Assist in the consolidation of reports. Arrange meetings with stakeholders. Generate and type reports prepared by the Assistant Manager MPP. Coordinate MPP transport requests. Assist with other general administrative duties

ENQUIRIES FOR ATTENTION : Mr Trevor Jantjies, Tel: 043-7047806.
 : Mr Trevor Jantjies

DEPARTMENT OF TRANSPORT

The Eastern Cape Provincial Government is an equal opportunity, affirmative action employer. As the Department is obliged to improve on its gender representative levels, female applicants and people with disabilities are especially invited to present their candidature.

APPLICATIONS : Please forward your application, quoting the relevant reference number, as well as the name of the publication in which you saw this advertisement, to: The Head of Department: Department of Transport, Private Bag X0023, BHISHO 5605. No facsimile or e-mail applications will be accepted. Hand delivered applications can be submitted to 32 Cowan Close, Stellenbosch Park, Schornville, King Williamstown at office no A36

FOR ATTENTION CLOSING DATE : Ms Mbali
 : 26 November 2010 (Applications received after closing date will not be considered)

NOTE : Application forms must be submitted on Form Z83, obtainable from any Public Service department and should be accompanied by a comprehensive CV, certified copies of educational qualifications and identity document. Application forms that are not duly completed will not be considered. Successful candidates will be subjected to vetting/ screening and reference checking. Should you not receive any correspondence 60 days after the closing date please consider your application as being unsuccessful. NB: The department deserves the right not to appoint.

OTHER POSTS

POST 46/84 : **MANAGER: MONITORING AND EVALUATION**

Component: Management Services

- SALARY CENTRE REQUIREMENTS** : An inclusive remuneration package of R406 839 per annum Level: 11
: Head Office
: B Degree/Equivalent in public administration. Six to ten years relevant experience in monitoring and evaluation environment. Proven knowledge of policies related to the government i.e Public Finance Management Act, Act 1 of 1999(as amended), Public Service Administration, Performance management principles, Basic condition of employment Act, and reporting procedure. Project management will be an added advantage. Skills: Computer Literacy in Ms Word, Power Point, Excel and Project. Good verbal and written communication skills. Planning and Organisation, Decision making, problem solving, Budgeting, Facilitation, Analytical thinking and presentation skills.
- DUTIES** : Develop a departmental balance score card/monitor mechanism. Ensure that there is a proper monitoring of the implementation of departmental operational plan. Evaluate impact of policies and strategies towards service delivery improvement. Provide results of monitoring and evaluation to influence the strategic plan of the department. Conduct customer satisfaction surveys to evaluate departmental compliance with service standards. Monitor and Evaluate departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Manage the development of reports on the impact of departmental projects, strategies and policies. Manage human, financial and material resources of the sub directorate. Produce all statutory reports required from the sub-directorate.
- ENQUIRIES** : Mrs Mbewu: Tel: 043 6047525/ 079 528 5871.
- POST 46/85** : **ASSISTANT MANAGER: STRATEGIC PLANNING**
Component: Management Services
- SALARY CENTRE REQUIREMENTS** : R192 540 per annum Level: 09
: Head Office
: Grade 12 or equivalent qualification with more than 10 years experience B Degree / Equivalent in Business administration or Public Administration with 3-5 years experience in strategic planning environment. Skills: Computer literacy in Ms Word, PowerPoint, Excel and Project. Good verbal and written communication skills. Organising, Problem solving, conflict resolution, research and analytic thinking.
- DUTIES** : Provide professional and administrative support towards planning and execution of high level strategic sessions for the department. Assist with the design and configuration of the DOT strategic framework processes. Assist with the compilation and issuing of guidelines and instructions on the content and format of the DOT inputs to Treasury. Assist in alignment of the development, consultation, finalisation and approval of Transport Strategy. Assist in alignment of DOT long term planning with government medium term strategic framework (MTSF) and medium term expenditure framework (MTEF). Assist in guiding relevant forums like DOT planning task team. Manage human and material resources allocated to the post. Participate in the production of statutory reports required from the sub-directorate.
- ENQUIRIES** : Mrs Mbewu: Tel: 043 6047525/ 079 528 5871.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF FINANCE**

- 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** : 03 December 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 46/86** : **ENTERPRISE SYSTEMS MANAGER REF NO: 70257352**
 Directorate: Technology Support Services
 Person Profile: Project management skills, strategic and business analytical skills, problem solving skills, policy formulation, implementation, monitoring and evaluation skills, statistical and data analysis skills, ability to communicate (verbal and written) at different levels, external and internal networking skills, service delivery innovation, presentation skills, financial management skills, strategic planning and leadership skills, negotiation skills, client orientation and customer focus, innovation and creativity, people management and empowerment skills, computer literacy.
- SALARY CENTRE REQUIREMENTS** : R406 839 – R 479 238 per annum (Total package)
 : Johannesburg
 : Bcom (Information Technology), Bsc (Computer Science) or related Information Technology qualification. At least three years experience in a Management position ideally managing an enterprise services unit. Experience in managing and developing employees. Some experience in a volume driven processing centre environment will be an advantage.
- DUTIES** : Manage the network directory structure. Manage the messaging and collaboration. Manage the access to transversal systems. Manage the systems management infrastructure. Manage the database management systems. Manage the back-up, restore and system recovery. Manage the portals. Management of information. Provide technical support to the production environment. Provides a standard platform for hosting remote terminal sessions and applications. Provide network storage capacity, data protection and recovery. Provides a platform for information sharing. Provides users with a unique network ID. Provide the basic platform for enterprise wide messaging and collaboration. Provide basic e-mail and calendaring functionality. Support multiple systems and releases of varying levels of complexity. Manage Service Level Agreements
- ENQUIRIES** : Ms. L. Maceda, Tel. No: (011) 689 8842
- POST 46/87** : **SENIOR NETWORK ENGINEER REF NO: 70257353**
 Directorate: Technology Support Services
 Person Profile: Decisive, quality oriented, innovative, team player. Diversity awareness. Customer focused. Flexible/change oriented. Cost conscious. Quality oriented. Responsive, to people oriented. Innovative, credible. User friendly telephone voice. Problem solving ability. Translate technical features in terms of business impact. Manage own time to maximize effectiveness
- SALARY CENTRE REQUIREMENTS** : R406 839 – R 479 238 per annum (Total package)
 : Johannesburg
 : Senior Certificate, Cisco certification required, CCNA and CCNP, Cisco Certified Internet work Expert will be an added advantage. At least three years experience in LAN, WAN management. A+, N+ certified.
- DUTIES** : Provide in-depth problem analysis and resolution, and act as third line support, for incidents escalated through the Problem Management Function ,from Network Services Control and Service Desk staff. Analyze all information on network performance and in conjunction with the Capacity Management function. Communicate effectively technical and non technical staff. Ability to develop and implement plan of action and take responsibility for accomplishing team goals.

Networking schematics. Ensure that all network upgrades and changes are subject to Change Management procedures. Assist Configuration Management and ensure that the information contained within the Network Database and Configuration Database is consistent and correct for all network equipment at all network locations. Monitor network service levels. Communicate effectively technical and non technical staff. Ability to to develop and implement plan of action and take responsibility for accomplishing team goals.

ENQUIRIES : Ms. L. Maceda, Tel. No: (011) 689 - 8842

POST 46/88 : **MESSAGING SPECIALIST REF NO: 70257354**
 Directorate: Technology Support Services
 Person Profile: Team player, Creative and innovative thinker, Good communication/presentation skills, ability to work well under pressure, especially in maintaining a balanced and logical approach. May need to work overtime and standby if necessary.

SALARY : R406 839 – R 479 238 per annum (total package)
CENTRE : Johannesburg
REQUIREMENTS : MCSE 2008 Certification together with elective exam in Microsoft Exchange Server 2008 enterprise environments, and ITIL Foundations Certification; Certification in Exchange Server Administration; Senior Certificate and valid Driver's license. More than 3 years support of Large Exchange server operations environment. Experience in Exchange Server 2008 Cluster deployment will be an added advantage.

DUTIES : Apply Change Management principles for all Exchange Server related changes. Ensure capacity management, tuning and complete all required reports for Management Information. Contribute to motivation for all staff within the unit. Identify, communicate all service impact issues and take part in organizational innovation forums. Implement best practice for technologies in GPG. Manage all support calls assigned within set SLA. Manage own performance in contribution to the ICT Infrastructure and Operations Unit. Participate in projects relating to Exchange Server. Planning and expansions of service relating to Exchange Server. Take part in the GPG IT forum as technical expert. Troubleshooting performance related issues.

ENQUIRIES : Mrs. L. Maceda, Tel. No: (011) 689 8842

POST 46/89 : **FIREWALL ADMINISTRATOR REF NO: 70257355**
 Directorate: Technology Support Services
 Person Profile: Team player, creative and innovative thinker, good communication/presentation skills, ability to work well under pressure, especially in maintaining a balanced and logical approach. May need to work overtime and standby when required. Quality orientated, innovative, diversity awareness, customer focused, flexible/change orientated and cost conscious.

SALARY : R406 839 – R 479 238 per annum (total package)
CENTRE : Johannesburg
REQUIREMENTS : Knowledge of MS ISA server/TMG 2010 and Checkpoint FW-1 NGX MCSE (Security), MCITP (Security), Network +, Security+ and Windows Server 2003 / 2008

DUTIES : Responsible for planning, coordinating, implementing, monitoring, and adjusting security measures taken to prevent valuable data stored on computers and transmitted through networks and the Internet from being destroyed, modified, or improperly used. An Information Security Administrator must have a thorough knowledge of networking and the Internet as well as all aspects of security, including authentications, access control, intrusion detection, firewalls, encryption, data integrity, disaster prevention, and disaster recovery.

ENQUIRIES : Mrs. L. Maceda, Tel. No: (011) 689 8842

POST 46/90 : **SENIOR DEVELOPER 2 POSTS REF NO: 70257375**
 Directorate: Technology Support Services
 Person Profile: Innovative / continuous improvement, analytical, continual learning, integrity/honesty, participating as team member. Determine and specify customer requirements in accordance with defined processes and procedures. Serving customers, technically proficient in SQL Server, Oracle, C# and Java (J2ee) highly recommended. Coach and mentor developers and ensure that best practices are incorporated in the development of applications

SALARY : R 406 839 – R 479 238 per annum (total package)
CENTRE : Johannesburg

<u>REQUIREMENTS</u>	:	Relevant qualification in software development is required. Four to six years of experience in applications development. A tertiary qualification would be an advantage.
<u>DUTIES</u>	:	The primary purpose of this position is to develop and or modify applications for the GSSC and GPG. This includes the analysis, design, development, implementation, training, maintenance and supporting of various applications. This position also requires the incumbent to be involved with gathering and documenting customer requirements. The individual should liaise with customers and management to determine their requirements. Be able to create and document application functions, specifications, design and other documents required by SLDC. Research and assist the manager in proposing appropriate solutions for various business requirements. Develop apply; create complex modifications/enhancements to existing applications. Actively monitor various applications and procedure the reports. Ensure that user application training is conducted and is successful.
<u>ENQUIRIES</u>	:	Mrs. L. Maceda, Tel. No: (011) 689 8842
<u>POST 46/91</u>	:	<u>DATABASE DEVELOPER REF NO: 70257377</u> Directorate: Technology Support Services Person Profile: Team player, Creative and innovative thinker, Good communication/presentation skills, ability to work well under pressure, especially in maintaining a balanced and logical approach. May need to work overtime and standby if necessary.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 406 839 – R 479 238 per annum (total package) Johannesburg
<u>DUTIES</u>	:	MCSE 2000/2003 Certification with SQL2000 elective together with relevant experience in SQL 2000 enterprise environments, and ITIL Foundations Certification; Certification in Oracle Database Administration; Senior Certificate and valid Drivers' license. More than 3 years experience supporting an enterprise Oracle and SQL Database operations environment with clustering. Apply Change Management principles for all Database related changes. Complete all required reports for Management Information. Contribute to motivation of staff within the unit. Identify and communicate all service impact issues. Identify and take part in organizational innovation forums. Implement best practice for technologies in GPG. Manage all Manage own performance in contribution to the ICT Infrastructure and Operations Unit. Manage support calls to software and hardware providers. Participate in projects relating to database. Planning and expansions of service relating to Database. Take part in the GPG IT forum as technical expert. Troubleshooting performance related issues.
<u>ENQUIRIES</u>	:	Mrs. L. Maceda, Tel. No: (011) 689 8842
<u>POST 46/92</u>	:	<u>LEAD ARCHITECT REF NO: 70257378</u> Directorate: Technology Support Services Person Profile: Innovative / continuous improvement, analytical, continual learning, integrity/honesty, participating as team member. The Architecture should possess the following skills, consulting skills, verbal and communication skills, leadership and influencing. Organizational skills and be able to demonstrate the ability to adapt technical solutions and strategies.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 406 839 – R 479 238 per annum (total package) Johannesburg
<u>DUTIES</u>	:	Bachelors degree in Computer Science, Engineering, or related discipline (MCSE, etc) or equivalent, extensive and related project management experience. Masters degree would be an added advantage. Ten years experience in IT with a minimum of two years of technical leadership. Must have relevant experience in architecting and integrating systems in multi – user, multiplatform, multitasking operating systems environments (e.g. Unix, Windows NT). Four or more years experience in software development process in an RDMBS environment, DBA experience with Unix, MS Windows 2000/3, MS SQL, Oracle, WAN (Cisco), et al. is helpful. Extensive project management experience. The Lead Architect is responsible for overall information design, balancing optimization of data access with resource utilization factors. The individual in this position should be knowledgeable in all aspects of designing and constructing information architectures that enable informational and analytical management enquiry of well-integrated, subject-oriented historical data. The position involves constructing information models to meet business requirements and overseeing the integration of solutions, developing new business opportunities and building relationships with clients. Develop Architecture information including setting of

information standards. The Architecture should create and document design concept reference models. Manage cross functional IT team. Evaluate the technical, business and economic impact, viability and integration requirements of new and evolving technologies. The ability to analyze business operations processes and understands their relationships. Build internal and external networks to sustain collaborative interaction and partnership. The ability to create an environment that promotes the exchange of information between the business, IT and external source providers.

ENQUIRIES : Mrs. L. Maceda, Tel. No: (011) 689 8842

DEPARTMENT OF HEALTH & SOCIAL DEVELOPMENT

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

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

OTHER POSTS

POST 46/93 : **SPECIALIST GRADE I, II, III REF NO: 70257356**
Directorate: Surgery Department

SALARY : Grade I, R554 109 – R588 114 per annum (all inclusive package)
Grade II, R643 065 – R682 527 per annum (all inclusive package)
Grade III, R746 301 – R840 699 per annum (all inclusive package)

CENTRE : Kalafong Hospital
REQUIREMENTS : Registration with the Health Council as a Specialist
DUTIES : Clinical supervision: control a clinical care unit. Prepare and supervise implementation of clinical guidelines and protocols. Plans and directs regular clinical audits. Supervises and advises junior doctors on patient care. Participates in patient care according to the need and duty lists. Academic teaching: to undertake relevant training of medical personnel at undergraduate, postgraduate and sub-specialist level. To contribute to and participate in training of other health workers where requested do so. Participate in public education programmes concerning health. Direct patient care: to provide cost effect specialist medical inpatients and outpatients care to patients within the referral area. To supervise junior medical staff in the appropriate treatment of patients. To cooperate with nursing and other professionals in the optimal care of hospitalized patients. To refer patients or patients samples to relevant units and department for diagnostic, interventional, imaging, surgical, therapeutic and rehabilitative tests and procedures. To advise and counsel patients and families on their health problems. To consult and advise health professional including primary care workers and medical practitioner on diagnosis, investigation and management of referred patients. Research: to contribute to the development of knowledge and policy by appropriate research. To do appropriate clinical research that will improve patient care. Liaison with senior and provincial management. Reports to HOD. Communicates with Medical Superintendent and Nursing Service Manager. Communicates with Registrars/Medical Officers. Communicates with patients' families and care givers. Communicates with referring doctors and health professionals.

ENQUIRIES : Prof. T.R. Mokoena, Tel. No: (012) 373 1004/5
CLOSING DATE : 03 December 2010

POST 46/94 : **CHIEF FORENSIC OFFICER 4 POSTS**
Directorate: Forensic Pathology Service

SALARY : R161 970 per annum (plus benefits)
CENTRE : Ref No: 70257250 Johannesburg
Ref No: 70257251 Diepkloof
Ref No: 70257252 Carletonville
Ref No: 70257227 Roodepoort

REQUIREMENTS : Relevant Diploma/Degree in Forensic Pathology or Matric with extensive forensic (Medico Legal) Laboratory experience. Valid code 8 driver's license. Above average computer and software literacy. Willingness to work with corpses

- (mutilated, decomposed, infectious viruses). Willingness to work after hours. Supervision and planning skills. Commitment to the principle of batho Pele.
- DUTIES** : Rendering an efficient support service to the facility manager with regard to the management of the Forensic Pathology Service Laboratory. Ensure effective utilization of personnel. Supervision and performance management of staff, creation of duty rosters and allocation of personnel into teams. Training and supervision of forensic officers. Inventory management. Assistance with planning, provision, staffing and budgeting. Daily scheduling of post mortems, including post mortem report management. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the forensic pathologist in autopsies. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation maintenance of mortuary hygiene. Caring and kind interaction with bereaved families. Assist with management of mortuary. Provision of evidence in court. Other duties as may be assigned from time to time by the agreement with relevant manager. Please note that applicants invited for interviews will be tested in terms of computer and software literacy (MS Word and MS Excel) as well as vehicle driving skills.
- ENQUIRIES** : Johannesburg: Ms. C. Botes, Tel. No: (011) 403 7286
Diepkloof: Ms .L. Malatse, Tel .No: (011) 983 1910
Roodepoort: Mr. A. Stander, Tel. No: (011)279 7512
Carltonville: Mr.A.Van Der Merwe, Tel. No: (011) 9831911
- POST 46/95** : **SENIOR FORENSIC OFFICER 4 POSTS**
Directorate: Forensic Pathology Service
- SALARY CENTRE** : R130 425 per annum (plus benefits)
: Ref No: 70257253 Pretoria
: Ref No: 70257254 Heidelberg
: Ref No: 70257255 Carletonville
: Ref No: 70257256 Germiston
- REQUIREMENTS** : Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) Laboratory experience of which two years should be work experience as Forensic Officer; Valid Code 8 driver's license, above average computer and software literacy, Willingness to work with corpses(mutilated, decomposed, infectious viruses).Willingness to work shift duties, Supervision and planning skills, Commitment to the Principles of Batho Pele.
- DUTIES** : Rendering an efficient support service to the laboratory manager with regard of the management of Forensic Pathology Laboratory, Shift leader and supervision of subordinates, Effective and efficient recovery storage and processing of bodies, including the physical collection and process of bodies and safe keeping of corpses' documents evidence, information, exhibits and property from incidents scenes, Ensure effective utilization of personnel ,Manage Performance of personnel, Assist in the rendering and effective efficient Forensic autopsy process in accordance with set standard and guidelines by assisting Forensic Pathologist in autopsies. Control reports and specimens during and after the Forensic mortuary process, including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Caring and kind interaction with bereaved families, Assist with management of mortuary, Provision of evidence in court. Please note that applicants invited for interviews will be tested in terms of computer literacy (Ms Word & Excel) as well as driving skills.
- ENQUIRIES** : Pretoria: Mr. P .Dreyer, Tel. No: (012) 301 1705
Heidelberg: Ms. A .Nicholls, Tel. No: (016) 341 9960
Germiston: Mr. M. Ramatsa, Tel. No:(011) 255 4902
Carltonville: Mr. A. Van Der Merwe, Tel .No:(011)983 1911
- POST 46/96** : **FORENSIC OFFICER GRADE II 4 POSTS**
Directorate: Forensic Pathology Service
- SALARY CENTRE** : R105 645 per annum (plus benefits)
: Ref No: 70257265 Johannesburg
: Ref No: 70257266 Pretoria
: Ref No: 70257267 Germiston
: Ref No: 70257268 Carletonville

<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent qualification with appropriate Forensic (Medico-Legal) Laboratory experience of which two year should be work experience as a Forensic Officer. Valid code 8 driver's license. Above average computer and software literacy. Ability to lift corpses including mutilated or decomposed or potentially hazardous infectious material. Ability to work independently and willingness to be trained in forensic investigation & evisceration to work shifts & after hours.
<u>DUTIES</u>	:	Effective and efficient recovery, storage and processing of bodies, including the physical collection, processing of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist in autopsies and x-raying of corpses. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene at all times. Rendering efficient support to the laboratory manager regarding management of the Forensic Pathology laboratory that includes possible attendance at court and presentation of evidence in court. Caring & kind interaction with bereaved families. Please note that applicants invited for interviews will be tested in terms of computer literacy (Ms Word & Ms Excel) as well as driving skills.
<u>ENQUIRIES</u>	:	Johannesburg: Ms. C. Botes, Tel. No: (011) 403 7286 Pretoria: Mr. P. Dreyer, Tel. No: (012) 301 1705 Germiston: Mr. M .Ramatsa. Tel .No: (011) 255 4902 Carltonville: Mr A Van Der Merwe, Tel .No: (011)983 1911
<u>POST 46/97</u>	:	<u>FORENSIC OFFICER GRADE I 21 POSTS</u> Directorate: Forensic Pathology Service
<u>SALARY CENTRE</u>	:	R85 338 per annum (plus benefits) Ref No: 70257257 Germiston (2 Posts) Ref No: 70257258 Springs 2 Posts Ref No: 70257259 Heidelberg 1 Posts Ref No: 70257260 Diepkloof 4 Posts Ref No: 70257261 Sebokeng 4 Posts Ref No: 70257262 Pretoria 2 Posts Ref No: 70257263 Garankuwa 1 Posts Ref No: 70257264 Carletonville 5 Posts
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent qualification with appropriate Forensic (Medico-Legal) Laboratory experience. Valid code 8 driver's license. Above average computer and software literacy. Ability to lift corpses including mutilated or decomposed or potentially hazardous infectious material. Ability to work independently and willingness to be trained in forensic investigation & evisceration to work shifts & after hours.
<u>DUTIES</u>	:	Effective and efficient recovery, storage and processing of bodies, including the physical collection, processing of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist in autopsies and x-raying of corpses. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene at all times. Rendering efficient support to the laboratory manager regarding management of the Forensic Pathology laboratory that includes possible attendance at court and presentation of evidence in court. Caring & kind interaction with bereaved families .Please note that applicants invited for interviews will be tested in terms of computer literacy (Ms Word & Ms Excel) as well as driving skills.
<u>ENQUIRIES</u>	:	Germiston: Mr M. Ramatsa, Tel. No: (011) 255 4902 Springs :Mr. G. Mashego, Tel.No: (011) 811 9652 Heidelberg: Ms. A. Nicolls, Tel .No :(016) 341 9960 Diepkloof: Ms. L. Malatse, Tel. No: (011) 983 1910 Sebokeng: Mr. P .Denner, Tel. No: (016) 988 9720 Pretoria: Mr. P. Dreyer, Tel. No : (012) 301 1705 Ga-Rankuwa: Mr A. Sekhaolelo, Tel No (012)700 9247 Carletonville: Mr. A. Van Der Merwe, Tel No: (011) 983 1911

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
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)

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 46/98 : **CLINICAL MANAGER: MEDICAL SERVICES**

SALARY : Remuneration package consists of 70% and 30% flexible portion that may be structured in terms of the applicable rules) R651 327. Other Benefits: Rural allowance: 22%pa and Commuted Overtime.

REQUIREMENTS : Appropriate qualification, registration certificate Plus 6 years experience after registration with HPCSA as a medical Practitioner of which 2 years must be in supervisory/management capacity. Non-South African Citizen applicants- - a valid work permit in conformance with HR Circular 49/2008 obtainable from any government department. Knowledge: Adequate clinical knowledge and experience to diagnose and manage routine medical and surgical problems. Sound knowledge and experience in basic surgery, anaesthetics and obstetrics. Good planning and organizing skills. Good team building and leadership skills.

DUTIES : To ensure co-ordination of various clinical and support services so that functions are performed within a multidisciplinary approach to allow for total patient care. To provide expert advice of a professional /management nature. To monitor and maintain the standards set by the accreditation process. To supervise and monitor patient care to ensure the provision of uniform services. To formulate programmes and projects and ensure implementation thereof. Conduct detailed studies of disease patterns, occupational health issues, community health matters. Retrieve, interpret, evaluate and supply information regarding the nature and use of medicines, disease states and health and district level. To develop clinical management guidelines and protocols for management of patients and to ensure that these support an acceptable level of care within the available resources. To communicate, implement, monitor and revise these guidelines and protocols ensuring optimum care. Supervise and mentor all medical/paramedical team at district hospital. To consolidate a Health Policy towards determining a package of services at the Institutional Level in Kwa-Zulu Natal. Contribute to a constructive relationship between the departments and personnel to ensure a free flow of timely and relevant information on significant issues. Maintaining optimal utilization of human resources. Synergize resources in conjunction with senior medical office's to support a multidisciplinary approach. Promote work environment conducive to, development and training for consultants, registrars, medical officer's interns, and other staff. Providing support and guidance in an environment that supports co-operation. To allow for participatory management by involving employees within the institution so that everyone can strive collectively to achieve the objectives of the institution. Develop and provide for goal directed education and training to all personnel. Delegate functions and authorize duties to the team and supervises the application thereof. Ensuring that sound labour relations are in compliance with relevant legislation. Ensure the proper use and control of equipment and exercise care over government property. Evaluate the needs for medical equipment and provide advice and guidance on the selection. Provide an advisory service on the control and use of resources. Supporting the Hospital Manager with the transformation process. Ensuring equitable services that are responsive to the needs of people. Creating an ambient atmosphere that allows for patient comfort. Promoting an environment that lends to patient comfort by developing multi-cultural strategies

to patient care. Actively formulate, implement and monitor health strategies in the district hospital, particular in the communities being serviced by the hospital and its satellite clinics

ENQUIRIES : Dr BB Shinnars-039 6877311 Ext. 106
APPLICATIONS : The Hospital Manager Murchison Hospital P/Bag 70, 1Port Shepstone, 4240
CLOSING DATE : 26th November 2010

OTHER POSTS

POST 46/99 : **DIETICIAN REF NO: EGUM 18/2010 1 POST – ARV SECTION**

SALARY : R 113 568 per annum Plus 13th Cheque Medical Aid (Optional), Housing Allowance, Employee must meet prescribed requirements

CENTRE : Institution: E G & Usher Memorial Hospital
REQUIREMENTS : MINIMUM REQUIREMENTS: B Sc(Dietetics) 3 Year Degree & Post Grad Diploma in Dietetics 1 Year. OR B Sc (Dietetics) 4 Year Degree. Registration with HPCSA Knowledge/ Skills Training And Competencies Required: Sound knowledge of dietetic principles including nutritional assessments and analysis. Counseling skills. Knowledge of general nutritional management with emphasis on the management of HIV / AIDS. Good verbal and written communication skills. Interpersonal and team building skills. Ability to work under pressure and independently. Time management skills.

DUTIES : Key performance areas: To provide nutritional counseling and support to all patients requiring dietetics intervention including patients from HIV clinic. To monitor, evaluate and follow up all patients receiving nutritional intervention. To liaise with other staff members regarding the nutritional care of patients. To assist with training of staff in nutrition related issues, with regard to HIV / AIDS. To manage departmental functions. To contribute towards quality improvement with the dietetics department. Promote effective and efficient use of resources in the dietetics department.

ENQUIRIES : Dr. Onanuga (Medical Manager) Tel (039) 797-8100
APPLICATIONS : Direct your application quoting the relevant reference number to: Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

CLOSING DATE : 30 November 2010
NOTE : Please note due to large number o applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.

POST 46/100 : **CCMT REF NO: EGUM 19/2010 1 POST – ARV SECTION**

SALARY : R 140 208 per annum Plus 13th Cheque Medical Aid (Optional), Housing Allowance, Employee must meet prescribed requirements

CENTRE : Institution: E G & Usher Memorial Hospital
REQUIREMENTS : Minimum Requirements: Diploma (higher than Senior certificate/Grade 12 but lower than Degree/National Diploma) OR: Senior Certificate (Grade 12 Plus Current registration with the S.A.P.C as a Pharmacist Assistant (Post Basic). Drivers license (code B). Computer Literacy with proficiency in MS Office Software applications. Pharmacist Assistant Grade 2: Grade 12 Certificate, registration Certificate plus 5 years experience after registration with S.A.P.C. as a Pharmacy Assistant (Post Basic). Pharmacist Assistant Grade 3: Grade 12 Certificate, registration Certificate plus 13 years experience after registration with S.A.P.C. as a Pharmacy Assistant (Post Basic). Knowledge/ Skills Training And Competencies: REQUIRED: Sound knowledge of Departmental Policies and Protocols, and knowledge of departmental equipment. Possess high level of accuracy. Possess good communication and numeracy skills. Have ability to take and carry out instructions with minimal supervision. Possess good Computer Literacy skills. Possess good interpersonal skills, organizational and time management. Have ability to work under pressure without compromising quality of work.

DUTIES : Key performance areas: Order, receipt, store and distribute pharmaceuticals (especially ARVs) within the district. Monitor stock levels of medication and promote good Drug Supply Management Principles within the clinics. Review all the clinic orders for medication before being submitted to PPSD or the Mother Hospital. Collect and maintain departmental records, statistics and information. Provide basic primary health education to individuals and provide counseling to patients on the safe and effective use of medication. Participate in and attend

continuing education and development seminars / workshops. Maintain good housekeeping in the pharmaceutical environment (Hygiene and Cleanliness). Provide training on Drug Supply Management if necessary. Monitor collection of chronic medication by patients and identify defaulters. Monitor adherence of patients to chronic medication. Compile a list of defaulters and notify the PHC Manager and Pharmacy Manager. Monitor uncollected chronic medication and return to pharmacy. Liaise with the PHC Clinic Manager regarding challenges to drug supply management.

- ENQUIRIES** : Dr. Onanuga (Medical Manager) Tel (039) 797-8100
APPLICATIONS : Direct your application quoting the relevant reference number to: Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).
CLOSING DATE : 30 November 2010
NOTE : Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.

DEPARTMENT OF SPORT AND RECREATION

Provincial Administration: Kwazulu-Natal is an equal opportunity affirmative action employee

- APPLICATIONS** : Forward your application, stating the reference number and the name of the publication in which you saw this advertisement, , Private Bag X 24, Mayville 4058 or place application clearly marked to Department of Sport and Recreation, Highway House, 2nd Floor, 83-93 Jan Smuts Highway Mayville, Durban in the application vacancies box provided.
FOR ATTENTION : Mr R.T Hlathi
CLOSING DATE : Tuesday, 30 November 2010
NOTE : Applications must be submitted on the form Z83 obtainable for any Public Service department or the website [www.dpsa.gov.za/ documents/forms/employ](http://www.dpsa.gov.za/documents/forms/employ). PDF and should be accompanied by certified copies of qualifications, driver's license and ID document together with comprehensive curriculum vitae. NB: i) Certification must not be older than 3 months. ii) Reference should preferably include your present Supervisor. Faxed applications will not be considered. Candidates must not send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Applications that do not comply with the above instruction shall be disqualified. Due to the large number of applications, only short-listed candidates will be contacted. Should you not hear from us within three months of the closing date, please regard your application as unsuccessful.

OTHER POST

- POST 46/101** : **DISTRICT HEAD 2 POSTS**
SALARY CENTRE : R206 980 – R 232 590 per annum, Level 09
 Umkhanyakude District (Reference No: DSR 07)
 Uthukela District (Reference No: DSR 08)
REQUIREMENTS : *A Grade 12 certificate, *a relevant Degree/National Diploma * 3 – 5 years Sport and Recreation experience, which must include leadership human interaction, *record keeping and administrative aspects, *a valid Code 08 (EB) driver's license. Skills Required: Good communication (verbal and written) report writing, presentation, motivational, negotiation, interpersonal relations, conflict, *programme and financial management skills, *strategy management and policy formulation,*computer literacy (information extraction, *presentation and data capturing).
DUTIES : Key Responsibilities: Manage the promotion and development of sport and recreation programmes. Manage the effective implementation of departmental policies. (in all disciplines, viz. line function, human resource, financial resources and other resources such as a motor vehicles etc). Manage the development of operational plans to achieve services delivery targets. Ensure the implementation of sport and recreation programmes through the establishment of structures and strategic partnerships. Manage the efficient and effective utilization of resources.
ENQUIRIES : Mr BS Biyela. Tel, 033 – 897 9450

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

- APPLICATIONS** : The applications should be forwarded to the Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735
- CLOSING DATE** : 10 December 2010
- NOTE** : Applications must be accompanied by a Z83 form, Certified copies of Certificates, Identity Document. Failure to submit the requested documents will result in the application being disqualified. Qualifications will be verified. The successful candidates for the above position will be required to undergo security clearance. It is the responsibility of applicants to make sure that foreign qualifications are evaluated by the South African Qualifications Authority.

OTHER POSTS

- POST 46/102** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT**
- SALARY** : R406 839 per annum, level 11
- CENTRE** : Mafikeng
- REQUIREMENTS** : Relevant Bachelor's degree in the area of Supply Chain Management. Vast knowledge and experience in procurement legislation, Procedures and processes including the supply chain management framework and Asset Management guidelines; the PPPFA, the PFMA and Treasury Regulations. Strong leadership and management skills. Ability to develop a strong work team. Good interpersonal relations and ability to work with people at all levels. The ideal candidate should have the following qualities: Proven innovation and creative ability, Financial management skills, Change management, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Honesty and integrity.
- DUTIES** : Manage, lead, develop and monitor the performance of the Staff and ensure effective customers oriented service delivery. Develop and manage a training program for employees. Manage and control of the SCM elements including, Demand, Acquisition, Logistics, Risk and Performance Management. Maintain an effective, efficient, economical and transparent systems of supply chain management, and risk management and control. Ensure integrity of all SCM systems and processes and internal control measures. Maintain an appropriate procurement and supply system which is fair, equitable, transparent, competitive and cost effective. Manage database of service providers and ensure that the necessary systems are in place for the promotion of Black Economic Empowerment (BEE) and PPPFA requirements. Responsible for management, including safeguarding and maintenance of assets. Ensure that all officials and other role players in the supply chain management system comply with the highest ethical standards. Service the Departmental Bid Evaluation Committee with professional administrative support and provide advice. Initiate policy development with regard to Supply Chain Management.
- ENQUIRIES** : Mr. N. Oosthuizen, Tel, (018) 3883743
- POST 46/103** : **DEPUTY DIRECTOR: GOVERNANCE POLICY ANALYST**
- SALARY** : R406 839 per annum, Level 11
- CENTRE** : Mafikeng
- REQUIREMENTS** : A three-year relevant post-matric qualification (in Public Policy, Development Planning, Public Administration, Political Sciences) or related fields. Applicable experience in dealing with the subject matter at a middle management level of expertise. Computer and analytic skills in problem solving and solution design in team context. Proven leadership qualities with strong strategic and operational management thinking. A valid driver's license.
- DUTIES** : Consolidate the departmental, municipal and other relevant plans into the governance, administration and crime prevention delivery cluster program of action that is aligned with the national program of action. To analyze and assess the impact of Governance policies and plans on provincial growth and development. To coordinate and align national, provincial and local policy and strategy directives. To provide regular governance policy and strategy analytical perspectives in the form of policy discussion papers. To render specialist policy, planning and advisory support services to departments and municipalities.
- ENQUIRIES** : Ms. M. Lehoko, Tel, (018) 38829911/4012

<u>POST 46/104</u>	:	<u>DEPUTY DIRECTOR: CLUSTER SECRETARIAT</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R406 839 per annum, Level 11 Mafikeng A three year appropriate post post-matric qualification and extensive experience in providing secretariat work at higher level. Ability to communicate well in English, written and verbal. Good writing skills. Ability to conceptualise accurately summarises and captures discussions. General managerial and administrative skills. Ability and willingness to work under pressure and meet strict deadlines (which will require working long hours at a time). A general knowledge and understanding of the Executive council systems as well as the structure and operation of the Provincial Government. General knowledge of government policies. Ability to establish priorities with strong organisational skills. Computer literacy, especially in Ms Word, Excel, Power Point and the Internet. Integrity, sound judgement and discretion in dealing with secret and confidential matters. Good interpersonal skills and the ability to work successfully in a team.
<u>DUTIES</u>	:	Provide administrative and committee secretariat support to the committee structures of the North West Executive Council. Timeous operation and collation of agenda documentation in consultation with the committee chairpersons. Writing minutes and preparing reports emanating from meetings. Monitoring the implementation of decisions/directives by the departments. General correspondence and administrative duties pertaining to secretariat support to the Chairperson and Cluster Committee structures. Co-ordinate meeting schedule and related arrangements. General managerial/supervisor responsibilities within the Directorate
<u>ENQUIRIES</u>	:	Mr. O.J. Bogatsu: Tel (018) 3883033
<u>POST 46/105</u>	:	<u>GITOC SECRETARIAT</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R206 982 per annum, Level 9 Mafikeng An appropriate three year degree or equivalent in the Information Technology field; appropriate experience in IT in Government, such as IT procurement, policies, functioning of IT in government etc. Report writing, communication, interviewing and negotiation skills; Knowledge of IT related Acts, regulations, policies, processes and procedures and functioning of SITA. Events management skills; A valid driver's license.
<u>DUTIES</u>	:	Offer support to ensure the effective running of the GITO council meetings; Monitor the coordinating role of the council to ensure that Council delivers on its mandate and objectives. Assist in ensuring that Director General is constantly advised by Council on ICT matters in the province. Liaising with departments and institution including municipalities to ensure their active participation in GITO Council activities.
<u>ENQUIRIES</u>	:	Ms. L.J.M. Makhekhe-Mokhuane, Tel, (018) 3883135
<u>POST 46/106</u>	:	<u>INVESTIGATING OFFICERS 2 POSTS</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 206 982 per annum, Level 9 Mafikeng An appropriate three-year or four-year legal degree and or any other relevant qualification. Experience in the investigation of misconduct or criminal offence. A valid driver's license (EB). Computer literacy (Ms word, power point, excel and must have extensive knowledge of the Public Service Prescripts). An additional qualification in Labour Law or Forensic Investigations will be an added advantage. Further experience in auditing and investigations will also serve as an advantage. Time management skills. Ability to write structured and comprehensive reports. Research skills. Ability to work under pressure and to travel extensively. Good interpersonal, communication and presentation skills. Candidate must be eloquent, assertive and disciplined.
<u>DUTIES</u>	:	Investigate allegations of misconduct. Draft systematic and comprehensive reports and charge sheet. Conduct the case of the employer/ state as employer representative during disciplinary hearing. Handle Conciliations and Arbitrations and Conduct Advocacy Training
<u>ENQUIRIES</u>	:	Mr. T.O. Sifumba, Tel, (018) 3883032

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

The Department of Health is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regard will be appreciated.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. Short-listed candidates will be subjected to a practical test.

OTHER POSTS

POST 46/107 : **MEDICAL SPECIALIST GRADE 1**

SALARY : Remuneration package Grade 1: R 613 671 per annum. (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Forensic Medicine, Tygerberg (US): Forensic Pathology Services

REQUIREMENTS : Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Forensic Pathologist/ or proof of registration with the HPCSA as well as those registrable. Competencies (knowledge/skills): Ability to travel within the Region. Appropriate full-time experience in Forensic medicine. Demonstrated ability for teaching. Demonstrated ability in research. Previous administration experience at a level of junior or middle management. Good interpersonal skills. The ability to communicate in at least two of the three official languages of the Western Cape Province. Inherent Requirements: A valid code EB (manual transmission driver's licence).

DUTIES : Key result areas/outputs: The successful candidate will be responsible for the following: Performing forensic autopsies and assisting with autopsies to determine the cause of death in unnatural deaths and completing all necessary investigations and documentation on cases timeously and accurately. Attending crime scenes when indicated. Teaching and training of undergraduate and postgraduate students and forensic officers, guidance and instructions of junior staff. Assist with administrative functions. Participate in the learning activities of the Region.

ENQUIRIES : Prof SA Wadee, tel no. (021) 931-8043.

APPLICATIONS : Please submit your application for the attention of Ms C Versfeld to the Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Versfeld

CLOSING DATE : 03 December 2010

POST 46/108 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**

Chief Directorate: Metro District Health Services (Kilfontein/ Mitchell's Plain Sub-structure)

SALARY : R 309 327 (PN-B3) per annum.

CENTRE : Mitchell's Plain Community Health Centre

REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification in Curative Skills in PHC with a duration of at least 1 year accredited with the SANC. Experience: A minimum of 9 years appropriate /recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Registration with a professional council: Registration with the SANC as a Professional Nurse. Inherent requirements of the job: Valid drivers licence (Code B/EB). Attend to Community needs after hours. Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and Departmental Policies. Basic knowledge and experience in office administration, financial and procurement administration. Computer literacy.

DUTIES : Key result areas/outputs: Provide quality comprehensive community health care, primary curative health care and complex rehabilitation services. Plan and organise clinics, complete statistics. Ensure ordering and control of stationary, medical class II stock consumables and ensure safekeeping. Involvement in

community meetings and committees. Financial planning and indirect control of expenditure. Health education of patients and public staff. Professional development i.e. assessing in-service training needs, planning, implementing of training programmes. Ensure evaluation and follow up of patients during clinic visits. Effective crisis management in the CHC. Maintain professional secrecy and prevent medico –legal risks. Safekeeping and use of basic medical equipment. Assist with monthly standby on call.

- ENQUIRIES** : Mr LR August, tel.no. (021) 370-5008
APPLICATIONS : The Chief Director: Metro District Health Services, 8 Riebeeck Street, Deney's Reitz House (old Southern Life Building), 2nd Floor, Cape Town,8000.
- FOR ATTENTION** : Ms W Smith
CLOSING DATE : 10 December 2010
- POST 46/109** : **ADMINISTRATIVE OFFICER**
Chief Directorate: Metro District Health Services(Klipfontein/ Mitchell's Plain Sub-structure)
- SALARY** : R140 208 per annum.
CENTRE : Hanover Park Community Health Centre
REQUIREMENTS : Minimum educational qualification: Senior (or equivalent) Certificate. Experience: Appropriate experience in one or more of the following: Supervision, Supply Chain Management, Finance, Labour Relations or Human Resources. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Key result areas: Assist the Facility Manager as Head of Administration. Assist with support services, allocated budget, revenue, supply chain management, personnel management and labour relations.
- ENQUIRIES** : Ms NB Dziba, tel. no. (021) 692-4972
APPLICATIONS : The Director: Klipfontein/Mitchell's Plain Sub-structure Office, Highlands Drive, Ward 2, Lentegour Hospital, Mitchell's Plain, 7785.
- FOR ATTENTION** : Mr GM Barry.
CLOSING DATE : 10 December 2010