



DATE OF ISSUE: 03 DECEMBER 2010

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

PUBLIC SERVICE VACANCY CIRCULAR NO 48 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

: **Provincial Administration Western Cape Department of Health:** Kindly note that the post of Administration Clerk (Patient Administration) Red Cross War Memorial Children's Hospital, the requirements should read as "Recommendation: Knowledge of Clinicom System and Hospital Fees Memorandum Chapter 18

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENT	ANNEXURE	PAGES
COMPANIES AND INTELLECTUAL PROPERTY REGISTRATION OFFICE (CIPRO)	A	03
DEFENCE	B	04 – 06
ENERGY	C	07 – 10
ENVIRONMENTAL AFFAIRS	D	11 – 12
HEALTH	E	13 – 16
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	F	17 – 21
MINERALS RESOURCES	G	22 – 23
NATIONAL TREASURY	H	24
OFFICE OF THE PUBLIC SERVICE COMMISSION	I	25
PUBLIC ENTERPRISES	J	26
PUBLIC WORKS	K	27 – 34
SOCIAL DEVELOPMENT	L	35 – 37
STATISTICS SOUTH AFRICA	M	38
THE PRESIDENCY	N	39 – 40
WATER AFFAIRS	O	41 – 65
WOMEN, CHILDREN AND PERSONS WITH DISABILITIES	P	66 – 69

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	Q	70 – 76
FREE STATE	R	77 – 79
GAUTENG	S	80 – 89
KWAZULU-NATAL	T	90 – 95
NORTHERN CAPE	U	96
NORTH WEST	V	97 – 100
WESTERN CAPE	W	101 – 104

COMPANIES AND INTELLECTUAL PROPERTY REGISTRATION OFFICE (CIPRO)

APPLICATIONS : www.cipro.drm-za.com
CLOSING DATE : 14 December 2010
NOTE : Applications must be submitted via the career portal (www.cipro.drm-za.com) of CIPRO and certified copies of original educational qualification certificates and ID document must be submitted upon invitation to be interviewed. Failure to comply with the above instructions will result in applications being disqualified. 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 CIPRO and the *dti* must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

OTHER POSTS

POST 48/01 : **CUSTOMER ASSISTANTS 2 POSTS REF NO S29/2010/11**
 Directorate: Customer Interface

SALARY : R113 568 per annum basic salary
CENTRE : CIPRO, Sunnyside, Pretoria
REQUIREMENTS : Senior National Certificate (Matric) and a proven two (2) year minimum admin experience within the relevant field.

DUTIES : Successful candidates will be required to, amongst others, help clients with relevant information relating to the registration of Close Corporations and Companies; receive and examine new applications from the clients; ensure that the required applicable documents like consent letter, from Accounting Officer and name approval copy are attached; ensure that the examination and data capturing of all applications are done in compliance with the necessary Act as well as Cipro policies and procedures; verify that new information on application is complete and correct; verify documents according to the checklist on the system.

ENQUIRIES : Mr T Phiri, (012) 394-5415
NOTE : This is a 12 months Fixed Term Public Service Contract 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, e-mailed or hand delivered copies will not be considered. The successful applicants might be expected to obtain a Secret security clearance.

POST 48/02 : **SENIOR ADMIN CLERK: SCANNING 1 POST REF NO S30/2010/11**
 Directorate: Patents And Designes

SALARY : R113 568 per annum basic salary
CENTRE : CIPRO, Sunnyside, Pretoria
REQUIREMENTS : Senior National Certificate (Matric) and a proven two (2) year minimum admin experience within the relevant field.

DUTIES : Successful candidates will be required to, amongst others, request files; indexing; scanning; quality control of scanned images done by service provider; filing; burning of discs; internal scanning and import into Ptolemy; scanning and indexing patents files into the document storage system for e-filing..

ENQUIRIES : Mr T Phiri, (012) 394-5415
NOTE : This is a 12 months Fixed Term Public Service Contract 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, e-mailed or hand delivered copies will not be considered. The successful applicants might be expected to obtain a Secret security clearance.

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 48/03 : **GOVERNMENT INFORMATION TECHNOLOGY OFFICER (GITO) REF NO GITO/11/10**

The post is advertised in the DOD, broader Public Service and Media

SALARY : R790 953 all-inclusive salary package per annum
CENTRE : Defence Enterprise Information Systems Management Division, Defence Secretariat, Pretoria.

REQUIREMENTS : Post Graduate degree in Information & Communications Technology/ Systems Management. A Masters degree in related disciplines is preferred. Special requirements (skills needed): Candidates should possess advanced strategic and business analysis skills that are enhanced by the ability to network and excellent communication skills. the ability to ensure a sustained skills base through coaching and development is required. As a quick and innovative thinker, experience in problem solving and organisational improvement/ transformation is important. A thorough knowledge of Enterprise Architecture Planning is essential.

DUTIES : Ensure that there is appropriate strategic direction for the DOD in its imperative to manage Defence Information as a strategic resource. The sustainment of ICT related policy for the DOD as aligned with national and defence related governance. Guiding the operationalisation and utilisation of ICT in the DOD in accordance with the strategic ICT direction and within the approved ICT policy framework with full cognizance of risk, performance and compliance requirements. Ensure that ICT planning and budgeting are aligned with approved resource allocation and related enabling capacity to manage the ICT function subject to appropriate expenditure control and reporting requirements. Serve as the representative for the Head of the Department on the national GITO Council. Inculcate the culture of good governance and information orientation principles. Ensure the efficient management of Business Agreement and Service Level Agreements with SITA and other ICT Service providers in the DOD. Ensure the internal management for performance of the Chief Directorate.

ENQUIRIES : Lt Gen Mgwebi, (012) 355-6047.
APPLICATIONS : Department of Defence & Military Veterans, D HR Acquisition, Private Bag X994, Pretoria, 0001 or may be hand delivered to D HR Acquisition, Room 401, 4th Floor, 218 Visagie Street, General Piet Joubert Building, Pretoria, CBD.

CLOSING DATE : 17 December 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. The successful candidate will be expected to obtain a secret security clearance.

OTHER POSTS

- POST 48/04** : **HANDYMAN 12 POSTS**
The post is advertised in the DOD, broader Public Service and Media (Flyers)
- SALARY** : R66 750 per annum
CENTRE : 93 Ammunition Depot, Jan Kempdorp
REQUIREMENTS : NQF Level 2: Preferable. Special requirements (skills needed): Verbal and written communication, reasoning-, problem solving ability and initiative.
- DUTIES** : Dispose of all unserviceable ammunition in the storage. Assist with repair and maintenance of unserviceable ammunition. Load and unload ammunition containers from pallets. Assist workshop foremen with given tasks. Ensure section vehicles are cleaned and in operational condition. Mark, seal and re-pack ammunition containers. Assist with prevention of fires.
- ENQUIRIES** : Ms G. Williams, (012) 671-0049.
APPLICATIONS : Department of Defence & Military Veterans, Logistic Support Formation, Private Bag X1023, Lyttelton, 0140.
- CLOSING DATE** : 7 January 2011
- POST 48/05** : **GENERAL STORES ASSISTANT 6 POSTS**
The post is advertised in the DOD, broader Public Service and Media (Flyers)
- SALARY** : R55 830 per annum
CENTRE : 93 Ammunition Depot, Jan Kempdorp
REQUIREMENTS : NQF Level 2: preferable. Special requirements (skills needed): Verbal and written communication, reasoning-, mathematical- and problem solving ability and initiative.
- DUTIES** : Pack and unpack ammunition in warehouses. Assist with stock taking. Transfer ammunition between stores. Clean inside the stores and the digging and hoeing of grass around the stores to prevent fires. Loading and offloading of ammunition boxes in trains and trucks. Unpacking of boxes for inspection. Check and report any defaults with regards to containers.
- ENQUIRIES** : Ms G. Williams, (012) 671-0049.
APPLICATIONS : Department of Defence & Military Veterans, Logistic Support Formation, Private Bag X1023, Lyttelton, 0140.
- CLOSING DATE** : 7 January 2011
- POST 48/06** : **CLEANER 6 POSTS**
The post is advertised in the DOD, broader Public Service and Media (Flyers)
- SALARY** : R55 830 per annum
CENTRE : 93 Ammunition Depot, Jan Kempdorp
REQUIREMENTS : NQF Level 1 (ABET Level 4). Special requirements (skills needed): Verbal and written communication, reasoning-, problem solving ability and initiative.
- DUTIES** : Clean offices and other buildings. Shine, wash, dust, scrub and polish floors, windows, walls, carpets, furniture and office equipment. Remove garbage and empty dustbins. Place towels, soap and similar items in cloakrooms. Check general conditions of cleaning machinery and report faults. Control keys and lock all equipment after use. Apply for daily supplies and keep supply register up to date. Sweep sidewalks to offices and around. Inspect ablution facilities on a daily basis.
- ENQUIRIES** : Ms G. Williams, (012) 671-0049.
APPLICATIONS : Department of Defence & Military Veterans, Logistic Support Formation, Private Bag X1023, Lyttelton, 0140.
- CLOSING DATE** : 7 January 2011
- POST 48/07** : **GROUNDSMAN 4 POSTS**
The post is advertised in the DOD, broader Public Service and Media (Flyers)
- SALARY** : R55 830 per annum
CENTRE : 93 Ammunition Depot, Jan Kempdorp
REQUIREMENTS : NQF Level 2: Preferable. Special requirements (skills needed): Verbal and written communication, reasoning-, problem solving ability and initiative.
- DUTIES** : Practice pest control. Remove refuse from terrain and load on truck/tractor for dumping. Clean around buildings and treat with chemicals. Maintain fences. Assist with preparations of grounds functions. Check the serviceability of machinery and equipment. Report any defaults on the terrain.

ENQUIRIES : Ms G. Williams, (012) 671-0049.
APPLICATIONS : Department of Defence & Military Veterans, Logistic Support Formation, Private Bag X1023, Lyttelton, 0140.
CLOSING DATE : 7 January 2011

POST 48/08 : **GENERAL STORES ASSISTANT 6 POSTS**
The post is advertised in the DOD, broader Public Service and Media (Flyers)

SALARY : R55 830 per annum
CENTRE : Ammunition Sub Depot Naboomspruit
REQUIREMENTS : NQF Level 1 (ABET Level 3). Special requirements (skills needed): Verbal and written communication, physical skills capability.
DUTIES : Assist with stocktaking. Clean warehouses and area around warehouses. Load and off-load ammunition containers. Check and report any defaults wrt containers.

ENQUIRIES : Ms G. Williams, (012) 671-0049.
APPLICATIONS : Department of Defence & Military Veterans, Logistic Support Formation, Private Bag X1023, Lyttelton, 0140.
CLOSING DATE : 7 January 2011

POST 48/09 : **GROUNDSMAN 8 POSTS**
The post is advertised in the DOD, broader Public Service and Media (Flyers)

SALARY : R55 830 per annum
CENTRE : Ammunition Sub Depot Naboomspruit
REQUIREMENTS : NQF Level 2: Preferable. Special requirements (skills needed): Verbal and written communication, reasoning-, problem solving ability and initiative.
DUTIES : Practice pest control. Remove refuse from terrain and load on truck/tractor for dumping. Clean around buildings and treat with chemicals. Maintain fences. Assist with preparations of grounds functions. Check the serviceability of machinery and equipment. Report any defaults on the terrain.

ENQUIRIES : Ms G. Williams, (012) 671-0049.
APPLICATIONS : Department of Defence & Military Veterans, Logistic Support Formation, Private Bag X1023, Lyttelton, 0140.
CLOSING DATE : 7 January 2011

POST 48/10 : **FOOD SERVICE AID**
The post is advertised in the DOD, broader Public Service and Media (Flyers)

SALARY : R55 830 per annum
CENTRE : Ammunition Sub Depot Naboomspruit
REQUIREMENTS : NQF Level 2: Preferable. Special requirements (skills needed): Verbal and written communication, reasoning-, problem solving ability and initiative.
DUTIES : Ration store and fridge's must be kept clean and tidy and locked at all times. Prepare and serve meals. Clean working surfaces. Proper use of rations.

ENQUIRIES : Ms G. Williams, (012) 671-0049.
APPLICATIONS : Department of Defence & Military Veterans, Logistic Support Formation, Private Bag X1023, Lyttelton, 0140.
CLOSING DATE : 7 January 2011

POST 48/11 : **CLEANER 8 POSTS**
The post is advertised in the DOD, broader Public Service and Media (Flyers)

SALARY : R55 830 per annum
CENTRE : Ammunition Sub Depot Naboomspruit
REQUIREMENTS : NQF Level 1 (ABET Level 4). Special requirements (skills needed): Verbal and written communication, reasoning-, problem solving ability and initiative.
DUTIES : Clean offices and other buildings. Shine, wash, dust, scrub and polish floors, windows, walls, carpets, furniture and office equipment. Remove garbage and empty dustbins. Place towels, soap and similar items in cloakrooms. Check general conditions of cleaning machinery and report faults. Control keys and lock all equipment after use. Apply for daily supplies and keep supply register up to date. Sweep sidewalks to offices and around. Inspect ablution facilities on a daily basis.

APPLICATIONS : Department of Defence & Military Veterans, Logistic Support Formation, Private Bag X1023, Lyttelton, 0140.
ENQUIRIES : Ms G. Williams, (012) 671-0049.
CLOSING DATE : 7 January 2011

DEPARTMENT OF ENERGY

<u>APPLICATIONS</u>	:	The Director-General, Department of Energy, Private Bag X19 Pretoria, and 0001or hand delivered to Trevenna Building, Corner Mentjies and Schoeman Street. Sunnyside
<u>FOR ATTENTION</u>	:	Mr N Ncongwane
<u>CLOSING DATE</u>	:	17 December 2010
<u>NOTE</u>	:	Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful.

OTHER POSTS

<u>POST 48/12</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDITING</u>
<u>SALARY</u>	:	R406 839 per annum, Level 11
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Bachelor Degree or National Diploma in Auditing/Internal Audit and Accounting or equivalent qualification couple with relevant and management experience in the auditing field PLUS the following key competencies: <input type="checkbox"/> Knowledge of: • The internal audit process • The IIA and GAA standards • Accounting standards • PFMA • Treasury regulations <input type="checkbox"/> Skills: • Leadership and investigating • Computer skills • Conflict resolution • Report writing <input type="checkbox"/> Communication: • Verbal and written • Ability to communicate well with at different levels and from different backgrounds <input type="checkbox"/> Creativity • Problem solving • Innovative and Creative thinker
<u>DUTIES</u>	:	Manage the activities of the sub directorate • Provide operational leadership Identify internal process improvement opportunities e.g updating the methodology • Provide advice and guidance on control of risks and governance systems • Manage the sub directorate.
<u>ENQUIRIES</u>	:	Mr V. Kweyama ☎ (012) 444 4332
<u>POST 48/13</u>	:	<u>DEPUTY DIRECTOR: IT AUDITING</u>
<u>SALARY</u>	:	R406 839 per annum, Level 11
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate Bachelor Degree or National Diploma in Auditing couple with relevant and managerial experience in the IT audit environment. PLUS the following key competencies <input type="checkbox"/> Knowledge of: • The internal audit process • The IIA, ISACA and GAA standards. The IT auditing standards • Accounting standards • PFMA • Audit. Laws and Policies • SDLC process • Various EDP or ERP systems <input type="checkbox"/> Skills: • Leadership • Interviewing and investigating • Computer literacy <input type="checkbox"/> Communication: • Verbal and written • Ability to communicate well with stakeholders at different levels and from different backgrounds <input type="checkbox"/> Creativity: • Problem solving • Innovative and Creative thinker Recommendation/Note: A Drivers licence and A Bachelor `s Degree/National Diploma in IT System auditing will serve as an added advantage
<u>DUTIES</u>	:	Manage the activities of the Sub directorate pertaining to Information management • Provide operational leadership • Identify internal process improvement opportunities e.g updating the methodology • Provide advice and

		guidance on control of risk and governance system • Manage the sub directorate.
<u>ENQUIRIES</u>	:	Mr V. Kweyama ☎ (012) 444 4332
<u>POST 48/14</u>	:	<u>DEPUTY DIRECTOR: RISK MANAGEMENT</u>
<u>SALARY</u>	:	R406 839 per annum, Level 11
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Bachelor Degree or National Diploma in Auditing and/ or Risk Management or equivalent qualification with relevant and Management experience in the audit/ risk management field Plus the following key competencies ☑ Knowledge of: Strategic Planning • Internal Controls • Control Self Assessments • Enterprise Wide Risk Management Framework (COSO) • DOE policies • projects etc • Policy Development and Financial Management • Project Management • Government policies, • PFMA • Treasury regulations • Corporate Governance King Reports ☑ Skills • Computer skills ,presentation • problem Solving, • Analytical and numerical skills • Negotiating skills Assertive but not aggressive ☑ Communication: Well Developed interpersonal skills and be able to communicate at all levels ☑ Creativity: Logical, innovative and creative thinker • Flexible and a team player
<u>DUTIES</u>	:	Conduct annual risk assessment and awareness workshops • Identify and develop priorities for the full range of risk exposures • Monitor the implementation of risk management plans and Compliance with risk management best practice • Provide advice and guidance with respect to risk management • Liaise with relevant role players • Act as secretariat for the Department's Risk Management Committee • Develop a basis for decision making for risk management that is accountable and transparent • Systematic assessment and management of risk management policies and procedures • Assist with monitoring the implementation of the Risk Management Plan • Monitor and evaluate the effectiveness of risk management practices within the Department Conduct research into trends and best practices in the risk management • Facilitate the evaluation of ethical compliance within the Department • Assist and provide direction as and when required in respect of the compilation of and updating risk registers.
<u>ENQUIRIES</u>	:	Velile Kweyama ☎ 012 444 4332
<u>POST 48/15</u>	:	<u>INTERNAL AUDITOR: PERFORMANCE AUDITING</u>
<u>SALARY</u>	:	R 174 117 per annum, Level 8
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or National Diploma in Auditing/Internal Auditing and Accounting couple with relevant experience in Performance Audit PLUS the following key competencies: ☑ Knowledge of • IIA Standards • PFMA • Treasury Regulations ☑ Skills • Computer skill • Analytical ☑ Communication: • Verbal and written • Ability to communicate well with different and diverse levels of management ☑ Creativity: • Problem solving • Innovative • Creative thinker Recommendation/Note: A Drivers licence will serve as an advantage
<u>DUTIES</u>	:	Plan allocated audit projects. • Execute planned audit procedures in line with the Approved Audit Program • Report on work performed in the form of audit findings • Identify internal process improvement opportunities e.g. updating the methodology • Perform administrative tasks in support of audit, e.g. capturing of project timesheets, writing minutes at project meetings, etc • Conduct forensic audit investigations to find evidence proving/ disproving fraud/ corruption.
<u>ENQUIRIES</u>	:	Mr V. Kweyama ☎ (012) 444 4332
<u>POST 48/16</u>	:	<u>INTERNAL AUDITOR IT</u>
<u>SALARY</u>	:	R174 117 per annum, Level 8
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or National Diploma in Auditing or equivalent qualification coupled with IT Audit experience PLUS the following key competencies: ☑ Knowledge of : IT auditing standards • IIA Standards • Accounting Standards • PFMA • Treasury Regulations • ISACA Standards ☑ Skills • Interviewing • Computer literacy • Analytical Skills • Communication skills ☑ Communication: • Verbal and written communication at all levels ☑ Creativity: • Problem solving • Creative and innovative thinker Recommendation/Note: A

		Drivers licence (code 8) and A Bachelor's Degree/ National Diploma in IT System Auditing will serve as an added advantage.
<u>DUTIES</u>	:	Plan allocated audit projects • Execute planned audit procedures in line with the Approved Audit Program • Report on work performed in the form of audit findings • Identify internal process improvement opportunities e.g. updating the methodology • Perform administrative tasks in support of audit, e.g. capturing of project timesheets, writing minutes at project meetings, etc • Conduct forensic audit investigations to find evidence proving/ disproving fraud/corruption.
<u>ENQUIRIES</u>	:	Mr V. Kweyama ☎(012) 444 4332
<u>POST 48/17</u>	:	<u>INTERNAL AUDITOR 2 POSTS</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R140 208 per annum, Level 7 Head Office A Bachelor Degree in Auditing/ Internal Auditing and Accounting or equivalent qualification coupled with relevant experience in Internal Audit PLUS the following key competencies: ☐ Knowledge of: • IIA Standards • Accounting Standards • PFMA • Treasury Regulations ☐ Skills: • Computer skills • Analytical Skills • Conflict management • Report writing skills ☐ Communication: Verbal and written • Ability to communicate with different levels and backgrounds of management ☐ Creativity : • Problem solving • Innovative • Creative thinking. Recommendation/Note: A Drivers licence will serve as an advantage
<u>DUTIES</u>	:	Plan allocated audit projects • Execute planned audit procedures in line with the Approved Audit Program • Report on work performed in the form of audit findings • Perform administrative tasks in support of audit, e.g. capturing of projects timesheets, writing minutes at project meetings, etc • Assist with the execution of forensic audit investigations (collect information to find evidence providing/ disapproving fraud/ corruption).
<u>ENQUIRIES</u>	:	Mr V. Kweyama ☎ (012) 444 4332
<u>POST 48/18</u>	:	<u>ADMINISTRATION CLERK</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R94 575 per annum, Level 5 Head Office: Pretoria Grade 12 or equivalent qualification couple with relevant experience in administration PLUS the following key competencies: ☐ Knowledge of: • Public Administration • Office administration and document management ☐ Skills: • Sound administration skills, computer skills ☐ Communication: • Good communication skills (written and verbal) ☐ Creativity • Problem solving • hard working and customer service orientated
<u>DUTIES</u>	:	To render a professional administrative support service to the Directorate by controlling correspondence received and dispatched, maintain databases of appeals, administering all payments received in respect of appeals lodged and access to information requests, providing secretarial support services, compiling monthly reports and other statistical reports on behalf of the Directorate, rendering registry and library services, maintain personnel administration records related to, amongst others, leave and performance management and development, managing requisitions for office equipment and supplies and rendering general office administrative duties
<u>ENQUIRIES</u>	:	Ms S Naidoo ☎ 012 444 4011
<u>POST 48/19</u>	:	<u>ADMINISTRATION CLERK (GOVERNMENT TRANSPORT ADMINISTRATION)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R94 575 per annum, Level 5 Head Office A grade 12 certificate with administrative experience and a valid driver's licence PLUS the following key competencies: ☐ Knowledge of Administration: • Public Finance Management Act • Transport Policies and Prescripts • Batho pele principles ☐ Skills • Numeracy • Computer Literacy • Keep records ☐ Communication : • Good verbal and written ☐ Creativity: • Innovative • Ability to work under pressure • Prioritising of task • Problem solving\
<u>DUTIES</u>	:	Assist with the reconciliation of invoices, statements, petrol slips, etc. • Record and register traffic fines and accident reports. • Assist with the investigation of and reporting on irregularities and discrepancies • Advice users on the administration of Government and Departmental vehicles.
<u>ENQUIRIES</u>	:	Mr Abdool Boyce ☎ 012 444 4389

POST 48/20 : **ADMINISTRATION CLERK (SUPPORT SERVICES)**

SALARY : R94 575 per annum, Level 5

CENTRE : Head Office

REQUIREMENTS : A grade 12 certificate with relevant administrative experience. PLUS the following key competencies: ☑ Knowledge of :Administration • Public Finance Management Act • Telephone etiquette • Batho pele principles ☑ Skills • Numeracy • Computer Literacy • Keep records ☑ Communication • Good verbal and written ☑ Creativity: • Innovative • Ability to work under pressure • Prioritising of task • Problem solving

DUTIES : Allocate and keep record of parking facilities at Head Office • Maintain register for maintenance, cleaning and Food Services Aids Services • Do spot checks, address complaints and report on cleaning services • Obtain quotations for maintenance, cleaning materials, fumigation

ENQUIRIES : Mr Ronny Masemola, ☎ 012 444 4392

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

- APPLICATIONS** : The Deputy Director-General: Oceans and Coasts, Department of Environmental Affairs, PO Box 52126, V&A Waterfront 8002 or 2 East Pier Building, East Pier Road, Victoria and Alfred Waterfront, Cape Town, 8001.
- FOR ATTENTION** : Human Resources
- CLOSING DATE** : 17 December 2010
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered, It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 48/21** : **SENIOR PROVISIONING ADMINISTRATION OFFICER: ASSET MANAGEMENT REF NO: OC 11 /2010**

- SALARY** : R174 117 per annum (Total package of R 210 559; conditions apply)
- CENTRE** : Waterfront – Cape Town
- REQUIREMENTS** : An appropriate three year qualification together with appropriate experience in Procurement / Supply Chain Management (SCM) with knowledge of Asset Management or Matric plus extensive appropriate experience in Procurement / Supply Chain Management (SCM) with knowledge of Asset Management. Experience in finance and procurement procedures; project management experience; good communication skills (both writing and verbal), compiling submissions and reports, organizational and interpersonal skills, good computer literacy; ability to work individually and in a team whilst focussed on achieving targets; ability to work under pressure, multi- tasking and self supervision, Ability to prioritise and organise work whilst functioning under pressure to handle high volumes and meet strict deadline. Proficient in figures with Mathematics offered as a subject on matric level; Computer literacy in MS Word and Excel; Knowledge of Government's procurement procedures and regulations; Knowledge of the PFMA and Treasury Regulations, PPPFA and BBBEE; Knowledge and experience of Asset Management; Knowledge BAS / Logis systems
- DUTIES** : The successful applicant will be responsible for the following key performance areas: Provide administration support to the Directorate: Project Implementation; provide logistical support to both regional and national offices; provide procurement management support to both regional and national offices; provide secretarial support to the directorate; provide administration support in the Project Implementation registry; assist with correspondence and document management and communicate with clients and stakeholders.

- ENQUIRIES** : Ms N Ntantiso (021) 405 9422

- POST 48/22** : **RECEPTIONIST REF NO: OC 12 /2010**

- SALARY** : R113 568 per annum (Total package of R 178 236; conditions apply)
- CENTRE** : Waterfront – Cape Town
- REQUIREMENTS** : A Grade 12 certificate with typing as a passed subject and relevant experience. Proven communication skills (both written and verbal). Good telephone etiquette and inter-personal relations. Ability to work with less or no supervision, organise, prioritise, indentify and handle confidential matters. Experience and knowledge on minute taking. Computer literacy and an extensive knowledge and experience in MS Office, (including Word, Excel and PowerPoint, GroupWise and Internet). Flexibility, innovative and creative thinking. The official must be able to work under pressure.
- DUTIES** : Provide admin/reception support service to the directorate, including receiving, screening and redirecting telephone calls, manage VSA RAMpage telephone system, receive and making parking arrangements for visitors. Provide clerical support services that include typing, drafting agenda, taking minutes and distribute them, record incoming documents in the system. Assist in providing refreshments for meetings in the absence of Auxiliary Services Clerk. Make provision for the directorate's conference rooms for the meetings and other activities. Operate standard office equipment (Fax, shredding and photocopying

machines). Order birthday/sympathy cards/flowers when need arises. Attend to other administrative duties as and when requested.

ENQUIRIES : Ms N Ntantiso Tel (021) 405 9422

POST 48/23 : **SENIOR PROVISIONING ADMINISTRATION CLERK: FINANCE REF NO: OC 13 /2010**

SALARY : R113 568 per annum; (Total package of R 178 236; conditions apply)
CENTRE : Waterfront – Cape Town
REQUIREMENTS : Grade 12 or equivalent with appropriate experience in Finance/ Supply Chain Management (SCM). Proficient in figures with Mathematics and Accounting offered as a subject on matric / tertiary level; Computer literacy in MS Word and Excel and have successfully completed LOGIS, BAS and SCM related courses; Knowledge of Government's procurement procedures and regulations; Knowledge of PFMA, PPPFA, BBBEE and Treasury Regulations ; Proven experience in writing and compiling submissions and reports. Knowledge and experience of Asset Management. Good verbal and written communication skill in at least two of the official languages of the Western Cape Province. Recommendations: Ability to work within a team as well as independently whilst focussed on achieving targets; Knowledge and understanding of SCM practise; Knowledge BAS /Logis systems; Ability to prioritise and organise work whilst functioning under pressure to handle high volumes and meet strict deadline; Disciplined, orderly and systematic; Communicate effectively and maintain good interpersonal relations.

DUTIES : The key performance areas include: Capturing payments on LOGIS intergration and BAS system. Handling of petty cash, Do reconciliation's between statements received and invoices paid. Compile BEE report, Compile monthly report of all invoices paid. Liasion and communicating with stakeholders/suppliers regarding payments

ENQUIRIES : Ms C Phamoli (021) 405 9423 / Ms N Ntantiso (021) 405 9422

DEPARTMENT OF HEALTH

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

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

NOTE : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates including ID and driver's licence if applicable. 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

OTHER POSTS

POST 48/24 : **ASSISTANT DIRECTOR: DATA AND INFORMATION MANAGEMENT REF NO: NDOH 74/2010**
Chief Directorate: TB Control and Management: Directorate: Research, Information, Monitoring and Evaluation

SALARY CENTRE : R206 982 per annum (plus competitive benefits).
: Pretoria

REQUIREMENTS : An appropriate three-year degree/National Diploma or an equivalent NQF level 6 in Public Health or Social Sciences. At least two years experience in training, research, information, monitoring, evaluation and surveillance. An understanding of South African Public Service, including applicable policies and legislation. Must have technical, professional, data management, training, administration, organizing, report writing and logistical skills. A valid Code B driver's licence.

DUTIES : Data Management: *Capture data collected at various levels of the health system, including the mining industry, correctional and military services into the system *Conduct analysis of data *Assist with exporting of data from ETR Net to the District Health Information System (DHIS) *Generate data reports. Monitoring, reporting and impact assessment: *Compile national and provincial reports *Disseminate reports to various internal (national and provincial management) and external (including WHO) key stakeholders. Training: *Provide logistical support for skills audits to identify areas of weakness and gaps among programme officials and for the organisation of training courses/workshops *Disseminate training programmes, materials and manuals *Capture data on a database of trainees and courses/training workshops offered. Supervision of and Support to Provinces: *Provide logistical support to on-site supervision visits to provinces with special focus to priority districts *Generate reports on performance of provinces with special focus on priority districts *Generate reports on performance of provinces based on supervision visits *Provide technical support (including trouble-shooting) on electronic registers *Disseminate specifications on hardware *Disseminate software updates.

ENQUIRIES : Mr SS Dlamini at tel. (012) 395 8813.

CLOSING DATE : 03 January 2011

POST 48/25 : **PRINCIPAL NETWORK CONTROLLER 2 POSTS REFE NO: NDOH 75/2010**
Chief Directorate: Financial Management. Directorate: Information Communication Technology
These posts are advertised in the Public Service only. Applicants who are not employed in the Public Service will not be considered for the posts

SALARY CENTRE : R140 208 per annum (plus competitive benefits).
: Pretoria

- REQUIREMENTS** : *An appropriate three-year Bachelor's degree/ National Diploma in Information Communication Technology or equivalent NQF 6 Certificate in A+, N+ and CAN in a related field *Two (2) to three (3) years experience in an Information Technology environment *Experience in Novell, Linux, Local Area Network (LAN) and Wide Area Network (WAN), Desktop support in Novell environment *Knowledge of GroupWise 5.5 and 5.6 *Good planning and organisational skills *Good interpersonal relations *Good communication skills (written and verbal) *Ability to work under pressure *A valid Code B driver's licence.
- DUTIES** : *Monitor and evaluate IT software and systems to check whether the necessary software are installed on users PCs (Anti virus, Patches, User's necessary applications and software *Monitor the LAN and WAN to ensure business continuity *Administer and support the Transversal systems to ensure minimal interruptions in the department *Provide users access to shared resources, files and technical daily operations *Replace the failing components and devices that have reached out-of-life *Install new equipment and provide support to keep it in connectivity *Attend logged calls timeously and efficiently.
- ENQUIRIES** : Kedibone Legoabe at tel (012) 395-8651
- CLOSING DATE** : 10 January 2011
- POST 48/26** : **PERSONAL ASSISTANT II REF NO: NDOH 72/2010**
Chief Directorate: Hospitals and Health Facilities 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** : A Senior Certificate (Grade 12) or equivalent qualification. A secretarial diploma or equivalent qualification. Two-three years experience in office administration and secretarial duties, particularly in a highly pressurised environment. High level of computer literacy in MS Word, Excel, PowerPoint and Internet. Excellent communication skills (both written and verbal), initiative and good at multi-tasking. Telephone etiquette, attention to detail, confidence and organisational skills.
- DUTIES** : The incumbent will amongst others carry out the following duties but not limited to: *Manage the administrative functions within the office of the Cluster Manager: Hospital and Health Facilities Management *Provide logistical support such as the travel and accommodation arrangements (both local and foreign) *Plan, organise, coordinate and manage the documentation flow in the Cluster Manager's office *Ensure that tasks delegated to the sub-units are tracked and followed up progress *Type letters and correspondences, such as submissions and reports *Manage the diary of the Cluster Manager and render day-to-day administrative support *Liaise with the Managers at Provincial health departments and other stakeholders *Arrange meetings, workshops and conference for the Cluster.
- ENQUIRIES** : Mr M Motubatse Tel (012) 395 8250.
- CLOSING DATE** : 20 December 2010
- POST 48/27** : **SENIOR NETWORK CONTROLLER 5 POSTS REF NO: NDOH 67/2010**
Chief Directorate: Financial Management. Directorate: Information Communication Technology
These posts are advertised in the Public Service only. Applicants who are not employed in the Public Service will not be considered for the posts
- SALARY** : R113 568 per annum (plus competitive benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : *An appropriate three-year Bachelor's degree/ National Diploma in Information Communication Technology or equivalent NQF 6 Certificate in Network+ or related field *One (1) year experience in an Information Technology environment *Experience in Novell, Linux, Local Area Network (LAN), Wide Area Network (WAN), GroupWise 5.5 and 5.6 *Good planning and organisational skills *Good interpersonal relations *Good communication skills (written and verbal) *Ability to work under pressure *A valid Code B driver's licence.
- DUTIES** : *Provide day-to-day user support in a mixed network environment which is running Novell and Microsoft *Attend to users logged in calls and remotely Assist users *Provide service packs maintenance for all software on all PCs to aid Antivirus process as well as negate possible viral software *Install, configure and troubleshoot local network, printers, scanners and faxes *Connect users to the network and local printers *Assist users with computer and network related enquiries and provide support to users on the use of IT equipment and

		application software *Provide support in the external network connection to SITA to be able to connect to the Transversal System.
<u>ENQUIRIES</u>	:	Kedibone Legoabe at tel (012) 395-8651 or Obed Sekati at tel no (012) 395-8648
<u>CLOSING DATE</u>	:	10 January 2011
<u>POST 48/28</u>	:	<u>SENIOR ACCOUNTING CLERK GRADE II 2 POSTS REF NO: NDOH 77/2010</u> Cluster: Financial Management. 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
<u>SALARY</u>	:	R94 575 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	*Senior Certificate (Grade 12) or equivalent NQF 4 Certificate with accountancy as a passed subject *At least two (2) years working experience in a government financial environment *Good understanding of financial accounting *Working knowledge of Public Finance Management Act (PFMA), Treasury Regulations, other relevant public service prescripts, BAS, PERSAL and Logis *Computer literacy *Sound interpersonal relations *Good communication skills (written and verbal) *Good planning and organisational skills
<u>DUTIES</u>	:	*Batch control over financially processed documents received from the Directorate: Supply Chain Management as well as the different divisions within the Directorate: Financial Management *Verify within one week whether source documentations (batches) that appear on the BAS reports and LOGIS daily reconciliation reports are indeed received *Write reminders with regard to outstanding source documents that appear on the BAS report as well as LOGIS reconciliation report *Follow-up source documents that have been received but did not appear on the BAS reports and LOGIS reconciliation report *Draw source documentation requested by officials within the National Department of Health, internal and external auditors for checking purpose *Verify financially processed documents (LOGIS and BAS) in order to ensure that payments effected are a proper charge against state money and has not already been paid, in accordance with a law, regulation, tariff or agreement or that it is fair and reasonable, covered by competent authority, correct with regard to the period covered by the claim, correct with regard to computations and supported by the necessary documents *Write queries to Directorate: Supply Chain Management and divisions within the Directorate: Financial Management as well as Directorates within the National Department of Health with regard to errors that have been detected for written reply *Follow-up all responses that have been received and ensure that corrections have been made and that proof was submitted e.g. general journals *Write reminders to different Chief Directorates/ Directorates as well as divisions within the Directorate: Financial Management if responses are not received *Distribute and co-ordinate informal audit queries received from the Office of the Auditor-General as well as the Internal Audit unit.
<u>ENQUIRIES</u>	:	Ms G A Koen at tel (012) 395-8884.
<u>CLOSING DATE</u>	:	17 January 2011
<u>POST 48/29</u>	:	<u>PERSONAL ASSISTANT I REF NO: NDOH 79/2010</u> 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
<u>SALARY</u>	:	R94 575 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Chief Directorate: Pharmaceutical and Related Product Regulation and Management. Directorate: Operations and Administration. Pretoria
<u>REQUIREMENTS</u>	:	*Senior Certificate (Grade 12) or equivalent NQF 4 Certificate *A Secretarial diploma will be an added advantage *At least one (1) year 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 *Excellent knowledge of computer programmes *Good planning and organisational skills *Good telephone etiquette *Good interpersonal relations *Good communication skills (written and verbal).
<u>DUTIES</u>	:	*Render secretarial and administrative support service in the office of the Director *Manage the Director's diary *Receive visitors and organise refreshments *Organise petty-cash *Handle all telephone calls *Manage monthly telephone account print-outs *Organise meetings and workshops *Make travel and logistical arrangements for the Director, including processing of subsistence and transport documents and claims *Order and purchase stationary *Maintain a filing and record-keeping system *Write submissions to the Director-General and the Minister *Compile submissions, letters, faxes and memos *Route faxes received

*Assist with maintenance of the leave register *Control distribution of documents
*Co-ordinate secure shredding.

ENQUIRIES : Mrs E Taute at tel (012) 395-8034
CLOSING DATE : 17January 2011

POST 48/30 : **SECURITY OFFICER GRADE II 9 POSTS REF NO: NDOH 73/2010**

SALARY : R66 760 per annum (plus competitive benefits)
CENTRE : Chief Directorate: Chief Financial Officer and Corporate Services: Directorate: Security Services, Pretoria.

REQUIREMENTS : A Senior Certificate (Grade 12) or NQF 4 certificate. Security Grade C or SAPS Training. Control of Access to Public Premises and Vehicle Act 53 of 1985. Knowledge of Criminal Procedure Act, 51 of 1977. Knowledge of Occupational health and Safety Act, 85 of 1993. Protection of Information Act, 84 of 1982 as amended. Public Service Act, 1994. Knowledge of Public Service Security Procedures. Knowledge of contingency plans with regards to emergencies. Participate in evacuation drills and fire prevention. Communication skills (written and verbal). Report writing, client relation and customer service skills. Telephone etiquette.

DUTIES : *Escorting personnel between buildings carrying laptops, data projectors, etc.
*Escort VIPs visiting the building to designated areas *Escort visitors, contractors and messengers into building to designated areas *Ensure positive identification of visitors and personnel through ID cards and visitor's cards *Ensuring that all visitors luggage, parcels and bags are screened and recorded in prescribed official registers *Recording all equipments entering or leaving the building to be in security register and confirmation done by means of removal permit *Ensure compliance to security regulations and procedures and adherence to Control of Access to Public Premises and Vehicle Act (53 of 1985) *Assist reception with personnel and visitors to the department *Responsible for regular patrols and inspection of the building *Physically check that all office doors are locked *Physically checking that all emergency doors are closed and cleared *Reporting all security breaches and record all irregularities on patrol sheet *Ensure compliance with Minimum Security Information Standards and related policies *Enforce adherence to Security Policy by all employees of the department *Conducts office security key audit quarterly (Updating key registers) *Ensure that firearms are kept in the firearm safe and locked, as prescribed by the Firearm Act *Searching of vehicles accessing the department through the parking access points as provided for by the Control of Access to Public Premises Act.

ENQUIRIES : Mr Z Gcwini/Ms N Peters at tel (012) 395 8605/9021.
CLOSING DATE : 20 December 2010

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. CV 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 48/31 : **ASSISTANT DIRECTOR (GRANT MANAGER): CRIMINAL ASSETS RECOVERY UNIT (CARU) REF NO: 10/364/CFO**

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

CENTRE : National Office, Pretoria

REQUIREMENTS : A three year Bachelor's Degree or National Diploma in commerce; At least three years relevant experience in project management; the financial environment; Knowledge of the Prevention of Organized Crime Act and the Public Financial Management Act (PFMA); A valid driver's license. Skills and Competencies: Computer literacy (MS Excel, Word, PowerPoint and Access); Good communication(written and verbal) skills; Good interpersonal relations; Good negotiation skills; Strong problem solving skills; Strong decision making and conflict management skill;

DUTIES : Monitor distributed monies and property to ensure the effective use of monies and property as well as for performance management purposes; Distribute the list of money and property available for distribution to potential beneficiaries (recipient agencies); Presentation of recommendations on the allocation of monies and property to the Criminal Assets Recovery Committee; Render effective and efficient management of recipient applications for CARA funds.

ENQUIRIES : Ms E Zeekoei ☎ (012) 315 1436

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 : 20 December 2010

POST 48/32 : **COURT MANAGER 1 POST REF NO: 2010/173/GP**
Re-Advertisement

SALARY : R206 982 – R 243 810 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office, Mamelodi (1 Post)

REQUIREMENTS : Three (3) year qualification in Administration and / or National Diploma Services Management (NQF level 5) plus the module on Case Flow Management or relevant equivalent qualification; Three year's managerial or supervisory experience; A valid EB driver's license; Computer literacy. The following will serve as strong recommendations: Knowledge of an experience in office and district administration; Knowledge of financial management and the PFMA. Skills and competencies: Strong leadership and management capabilities; Strategic capacities; Good communication (verbal and written)

DUTIES : Co-ordinate and manage the financial and human resources of the office Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Implement the departmental

policies at the courts; Compile and analyze court statistics to show performance trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage the communication and relations with the internal and external stakeholders; Manage service level agreements

ENQUIRIES APPLICATIONS : Ms. J Mokoena ☎ (011) 223 7600
 : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 OR Physical address: 15th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Cnr. Commissioner and Kruis Street; Johannesburg; 2000

CLOSING DATE NOTE : 20 December 2010
 : If applying for more than one position, please submit separate application forms for each post. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four months after the closing date of this advertisement, please accept that your application was unsuccessful. Failure to submit the required documents will result in your application not being considered.

POST 48/33 : **OFFICE MANAGER REF NO: 10/361/CLO**

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

CENTRE REQUIREMENTS : State Attorney: Bloemfontein
 : An appropriate three year degree or National Diploma; Three (3) years appropriate experience of which at least one year should be in supervisory position; Knowledge of the Public service and the working of Government; Knowledge of Performance Management system in Public service; A valid driver's license; Skills and Competencies: Research and negotiation skills; Strategic thinking and leadership skills; Human resources skills; Communication (verbal and written) skills; Interpersonal skills; Computer literacy (Ms Office, Intranet and internet); Presentation skills; Problem solving and decision making; Customer service orientation; Financial management.

DUTIES : Exercise all financial control and supervisory duties over Trust and Vote Accounts; Overall management of Agency Services, procurement of goods and services; Compile, manage and oversee office budget and report to Budget Coach; Manage and oversee all personnel assessments and administer leave system; Manage the library services and all state assets including machines and computers; Manage and oversee functions of transport officer and the filing of vacancies; Manage and control of Secretarial Services; Manage and control security, safety and accommodation matters; Manage and oversee the proper functioning of archives and Registry Services; Maintain and compile monthly and quarterly statistics and submit to Chief Litigation Office.

ENQUIRIES APPLICATIONS : Ms A Filander ☎ (012) 315–1094
 : 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 : 20 December 2010

POST 48/34 : **SENIOR HUMAN RESOURCE OFFICER REF NO: 10/372/HR**
 Division: Service Benefits

SALARY : R140 208 – R 165 159 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
 : A National Diploma in HRM or equivalent qualification; Minimum of one year experience in Human Resource Management within the Public Service; Knowledge of Human Resource Practices, Public Service Act, Public Service Regulations and Human Resource Policies; Working knowledge of PERSAL will be a strong recommendation. Skills and competencies: Above average organizational skills; Analytical and decision-making skills; Communication skills (verbal and written); Computer literacy (MS Office); Confidentiality, tact and discretion when dealing with people; Good intuition and understanding of people's qualities; Accuracy and attention to detail.

DUTIES : Research and study facets of HR administration with a view to solve problems and develop policies and/or make recommendations in this regard within the framework of set guidelines/measures; Render Human Resources advice, liaison

service and determine best practice with regard to Recruitment, Establishment matters, Service Benefits and Performance Management System; Ensure the correct application of regulations, resolutions, policies or any other legal source of directives related to the specific fields; Execute Human Resources and administrative functions; Process less prescriptive-intensive and more challenging HR matters; Prepare memoranda and letters with regard to HR matters; Keep statistics of HR functional matters and analyze these reports; Supervise subordinates and provide mentoring and training.

ENQUIRIES APPLICATIONS : Ms C. Mabunda ☎ (012) 315 1150
 : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
CLOSING DATE : 27 December 2010

POST 48/35 : **ESTATE CONTROLLER EC3 – EC4: 2 POSTS**

SALARY : R139 968 – R260 421 per annum. (Salary will be determined in accordance with experience as per the OSD determination)The successful candidate will be required to sign a performance agreement.

CENTRE : Masters of the High Court: Mafikeng: Reference: 10/365/ MAS
 Master of the High Court: Port Elizabeth: Reference: 10/366/Mas (Port Elizabeth)

REQUIREMENTS : An LLB or four year recognized legal qualification; At least 2 years appropriate post qualification legal experience; A valid code EB drivers' license. Skills and competencies: Estate duties; Trust; Administration of estates; Dispute resolution; Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Customer focus; Attention to details.

DUTIES : Administration of deceased- and insolvent estates, Curatorship's, Trusts and all aspects related to the administration thereof; Ensure that the service level agreements determined internally and externally are met and that consistent and professional standards of service are provided to all clients; Ensure that all opportunities and problems that may impact on service level agreements or effectiveness of operations are brought to the attention of the Assistant Master; Assist with training and development of new staff in order for the department to effectively administer estates and resolve any problems; Deal with members of the public and all other parties in a professional manner and ensure that their requests are dealt with expeditiously and effectively; Prepare court reports in a professional manner when required to; Prepare all monthly management reports in the prescribed formats together with any required interpretations and recommendations.

ENQUIRIES APPLICATIONS : Ms. M Moreki ☎ (012) 315 1351
 : 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 : 20 December 2010

NOTE : Separate applications must be made for each centre and the reference number.

POST 48/36 : **SECRETARY TO DIRECTOR: CRIMINAL ASSET RECOVERY UNIT: 10/373/CFO**

SALARY : R94 575 – R111 408.The successful candidate will be required to sign a performance

CENTRE : National Office

REQUIREMENTS : Grade 12 Certificate (with typing as a subject) or Secretarial Certificate; Knowledge of procedure and processes applied in Office Management; Understanding of confidentiality in Government. Skills and competencies: Planning and organizing; Computer literacy (Ms Word, Ms Excel); Communication skills (Written and Verbal); Telephone and Office etiquette;

DUTIES : Make travel and accommodation arrangements of the unit; Administer the diary of the Director; Manage telephone, organize meetings, workshops, conferences and any other official functions; Manage the incoming and outgoing mail of the office; Maintain proper filing system; Compile and record minutes of the office meetings;

ENQUIRIES APPLICATIONS : Ms E Zeekoei ☎ (012) 315- 1436
 : 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** : 20 December 2010
- POST 48/37** : **ACCOUNTING CLERK: 2 POSTS REF NO: 10/371/CFO**
Division: Payroll
- SALARY** : R79 104 – R93 180 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : Grade 12 or equivalent qualification with Accounting and/or Mathematics as a passed subject; Proven excel experience; Experience in (BAS and PERSAL) will be an advantage. Skills and Competencies: Computer literacy skills; Good interpersonal skills; Good communication skills (written and verbal); Ability to work under pressure and be self motivated.
- DUTIES** : Implement salary related allowances on PERSAL and payments on Basic Accounting System (BAS); Able to take-on and recovery of departmental depts; Reconcile salary ledger accounts; Pay over of salary deductions to relevant institutions; PAYE register reconciliation; Ensure payroll distribution and safe keeping; Clearing/reconciling of salary suspense related accounts.
- ENQUIRIES** : Ms M Patrick ☎ (012) 315 -1119
- 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** : 27 December 2010
- POST 48/38** : **HELP DESK OPERATOR REF NO: 10/367/MAS**
- SALARY** : R79 104 – R93 180 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master of the High Court: Kimberley
- REQUIREMENTS** : Grade 12 or equivalent qualification; Relevant experience. Skills and Competencies: Computer skills; Good communication (verbal and written); Good human relation skills; Good interpersonal skills; Numerical skills.
- DUTIES** : Assist external clients on daily basis over the telephone (call centre); Contact external clients on any query relating to applications; Compiling and updating statistics on monthly basis; Take messages from public and forward to relevant persons and give feedback to clients; Maintain customer services related to duties, suggestion box, complaints and complements register; Perform administrative support as instructed by the supervisor; Perform any other related office duties required for the efficient functioning of the section.
- ENQUIRIES** : Ms. M. Moreki ☎(012) 357 1531
- 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** : 20 December 2010
- POST 48/39** : **PROVISIONING ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT: DEMAND MANAGEMENT REF NO: 10/368/CFO**
- SALARY** : R79 104 – R93 180 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent qualification; Basic knowledge of supply chain processes; Basic knowledge of policies and regulations governing SCM. Skills and competencies: Communications skills (verbal & written); Computer Literacy (Ms Word and Excel); Financial skills; Interpersonal and organizational skills; Ability to work under pressure and in a team; Attention to detail.
- DUTIES** : Identify and analyze risks associated with regards to SCM; Assist with commodity analysis to ensure that required resources fulfill identified needs; Compilation of specifications and bid documents; Prepare submissions to Departmental Bid Committees for adjudication; Assist with implementation of demand management practices procedures, guidelines and policies; Render assistance and support to clients; Appointment of Bid Committees; Verify suppliers fro compliance with relevant authorities; Administer bidding process

until contract is awarded; Provide assistance and support to branches; Maintain all bid registers of awarded contracts; Sourcing and registration of suppliers; Linking and loading new items; Render secretarial services to Departmental Bid Committees; Perform document control, and Supervise all administrative activities including the supervision of staff; Travelling nationally and working extended hours.

ENQUIRIES : Ms E Zeekoei ☎ (012) 315 1436
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 20 December 2010

POST 48/40 : **MESENTER REF NO: 10/331/MAS**

SALARY : R66 750 – 78 630 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Master Of The High Court: Port Elizabeth
REQUIREMENTS : Adult Basic Education and Training (ABET) Level 5/Grade 10; At least 1 year experience in rendering messenger services; Valid driver's license. Skills and Competencies: Basic computer literacy; Communication at appropriate level; Sound interpersonal relations; Ability to liaise with staff and members of the Public.

DUTIES : Collect, deliver, serve and file documents as instructed; Distribute mail to various offices; Collect post bag from the Post Office; Transport officials to various department; Render other driver/messenger responsibilities as requested; Assist with office/admin duties as requested.

ENQUIRIES : Ms M Moreki: Tel: (012) 315 1781
APPLICATIONS : 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 : 20 December 2010

POST 48/41 : **MESENTER REF NO: 10/375/AIR**

SALARY : R66 750 – 78 630 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria
REQUIREMENTS : Adult Basic Education and Training (ABET) Level 5/Grade 10; At least 1 year experience in rendering messenger services; Valid driver's license. Skills and Competencies: Basic computer literacy; Communication at appropriate level; Sound interpersonal relations; Ability to liaise with staff and members of the Public.

DUTIES : Collect, deliver post and parcels at the Post Office; Sort documents prior to delivery or distribution; Collect, deliver/distribute documents to various offices (internal and external); Keep and update register for delivered correspondence; Collect and deliver stationery; Transport officials and stationery to various destinations; Assist with general registry functions and other duties in the office as a whole when required.

ENQUIRIES : Ms M Moreki: Tel: (012) 315 1781
APPLICATIONS : 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 : 20 December 2010

DEPARTMENT OF MINERAL RESOURCES

- APPLICATIONS** : The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007, or hand delivered to corner Mentjies and Schoeman Street, Trevenna Campus, Sunnyside
- CLOSING DATE** : 17 December 2010
- FOR ATTENTION** : Mr S Matlakala / Ms E Makhale
- NOTE** : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. All applications must be sent to the address provided above, and Not to the specific region(s) NOTE: The successful candidates will be required to sign a performance agreement within three (3) months of appointment.

OTHER POSTS

- POST 48/42** : **MINERAL LAW OFFICERS 2 POSTS**
- SALARY** : R140 208 per annum, Level 7
- CENTRE** : Northern Cape: (Springbok 1 and Kimberley 1)
- REQUIREMENTS** : A recognised law degree is a prerequisite with knowledge of the appropriate laws and policies relating to mining, minerals and the environment, the law of contracts, interpretation of statutes, administrative law coupled with appropriate experience. A valid code 8 driver's licence is a must as the incumbent will conduct field inspections/ attend meetings throughout the region. PLUS the following key competencies: Knowledge of: • Minerals and Petroleum Resources Development Act 2002 (Act 28 of 2002) and repealed Minerals Act, (Act 50 of 1991) • Public Finance Management Act (Act 1 of 1999) • Mineral and Petroleum Titles Registration (Act 24 of 1994) • Other previous and current statutes relevant to mining Skills: • Ability to interpret the mineral and mining agreements • Legislation and policies and render necessary advise • Ability to draft and compile submissions to the Minister/ DG/ DDG and other Departmental officials. • Ability to mediate in and resolve conflict situations. • Computer literacy. Communication: • Excellent verbal and written communication skills. • Diplomacy and professional conduct. Creativity: • Dynamic individual and team player
- DUTIES** : Provide helpdesk assistance, process and evaluate applications for prospecting and mining rights, mining permits and other rights in terms of the MPRDA. • Compile submissions for the Minister/ DG / DDG for the granting or refusal of rights. • Render advise and assistance to clients and provide information. • Conduct site inspections on illegal mining operations, • attend meetings and workshops to deliver presentations to stakeholders on mining and related matters. • Compile and prepare permits for granting by the Regional Manager and prepare and compile contracts for execution.
- ENQUIRIES** : Ms Faith Mazabane ☎053 807 1700
- NOTE** : Please indicate which office you are applying for.
- POST 48/43** : **STATE ACCOUNTANT (GENERAL EXPENDITURE)**
- SALARY** : R140 208per annum, Level 7
- CENTRE** : Pretoria
- REQUIREMENTS** : A Degree / National Diploma in Accounting / Auditing or Finance related field with relevant years of experience in General Expenditure. Must be computer literate and be able to work extended time and under pressure. PLUS the following key competencies: Knowledge of: • BAS • LOGIS • SAFETY WEB, SCOA, PFMA, Treasury Regulations and other relevant Legislation Skills: • Good interpersonal Skills, Analytical, Computer Skills in Excel Communication: • Good verbal and written communication. Creativity: • Problem solving skills, innovative and able to work under pressure.
- DUTIES** : Review allocations and pre-authorise transactions on BAS and LOGIS. • Review the process of invoice receiving, transfer request, expediting and follow up on outstanding items to ensure that there are no backlogs. • Identify irregular expenditure identified during the pre-authorisation process and follow up on the

process to be followed. Clear and maintain suspense accounts, prepare and submit monthly reports. • Co-ordinate the maintenance of invoice and disbursement registers and distribution of remittance advices (payment stubs). • Attend to auditors and clients (internal and external) queries. • Train and supervise staff

ENQUIRIES : Mr Lennon Nemakorani ☎ 012 444 3107

POST 48/44 : **ADMINISTRATION CLERK**

SALARY : R94 575 per annum, Level 05

CENTRE : Head Office Pretoria

REQUIREMENTS : A/An Grade 12 with relevant PLUS the following key competencies: ☐ Knowledge of: • Knowledge of DMR standard documentation format • Knowledge of State administration and government regulations i.e. finance; procurement; human resources management • Knowledge and Insight of DMR • Basic knowledge of administration and processing work plans and formatting in excel programme • Computer applications, e.g. spreadsheets databases, presentation word processing and internet software ☐ Skills: • Customer Service, Computer literacy, Interpersonal and Administrative skills. • Adhere to the DMR standard submission and documentation layout Presentation skills, organising skills, organising skills, telephone etiquette and minute taking ☐ Communication: • Sound verbal and written communication capabilities Recommendation: Drivers license is recommended

DUTIES : Provide inputs to the business planning process, including MTEF planning for the Chief Directorates. • Provide strategic and executive administrative support service during executive/management/ stakeholders meetings. • Compile quarterly/annual performance management for directorates • Coordinate and compile the budget of the directorates including procurement management. • Assist with administrative and financial support service to the directorates. • Assist with facilitate auxiliary support service to the directorates i.e. Event Management, Record / information management, Annual calendar, Audit support, Human Resources management, submissions, reproduction services and access to information.

ENQUIRIES : Mr S Dondolo ☎ 012 444 3850

NATIONAL TREASURY

- APPLICATIONS** : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.pf@treasury.gov.za.
- CLOSING DATE** : 10 December 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).

MANAGEMENT ECHELON

- POST 48/69** : **DIRECTOR: INTEGRATED JUSTICE CLUSTER REF NO: S114/2010**
Division: Justice and Protection Services
- SALARY CENTRE REQUIREMENTS** : R625 572 to R780 228 all inclusive package
Pretoria
- REQUIREMENTS** : A postgraduate qualification in Economics / Public Finance / Political Economy / Econometrics / Security Studies or a related discipline Proven experience in policy research and public policy development and analysis, preferably in the criminal justice system. • Must have examples of research reports, publications or financial analysis Experience in / knowledge of public sector finance processes • Project development and management skills, especially policy research projects • Sound knowledge of: the theories of crime; policy analysis and costing; performance monitoring; statistical analysis methodologies; statistical packages; research methodology • Public Sector finance processes and budgeting; broad fiscal and macroeconomic policy; financial legislation, budgeting and accounting practices • Computer literacy with knowledge of the full MS Office suite
- DUTIES** : Economic and financial management, including providing advice, evaluating Cabinet memoranda and other documentation, monitoring compliance to the Public Finance Management Act (PFMA) and Treasury Regulations and advising Regulations and advising on monthly expenditure reports • Evaluate policy proposals, initiate more cost-effective implementation of policy, lead projects and analyze output / outcome achievements • Manage projects and oversee and advise on policy development • Manage and mentor subordinates, including performance planning, identifying training needs and implementing the transformation programme • Maintain good internal and external relationships • Keep abreast of developments in the SA criminal justice system

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It sees itself as an employer that embraces and promotes representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representivity will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representivity profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Forward your application, stating the relevant reference number, to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001, Physical Address: Commission House, corner Hamilton & Ziervogel Streets, Arcadia.
- FOR ATTENTION** : Ms A West
- CLOSING DATE** : 20 December 2010
- NOTE** : Applications must be submitted, on form Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV and original *certified* copies of qualifications, Identity document and Matric (Grade 12) certificate. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will be subjected to security clearance procedures and reference checking. It is the applicant's responsibility to make sure that foreign qualifications are evaluated by the South African Qualifications Authority (SAQA). No faxed applications will be considered.

OTHER POST

- POST 48/45** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT AND ADMINISTRATION**
REF. DD: FM/10
- SALARY** : R406 839 per annum, Level 11
- CENTRE** : Pretoria
- REQUIREMENTS** : A B.Com degree with Accounting as a major subject or equivalent with Accounting/Government Accounting with extensive experience in public finance management. Extensive knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and any other relevant legislation/ regulatory frameworks. Good track record in preparation of interim and annual financial statements. Proven experience in application of the following functions: debtor and creditor control, expenditure and income control, cash flow management, asset management and financial system control functions. Ability to pay attention to detail as well as working under pressure in meeting strict deadlines. Ability to implement internal control systems to ensure sound financial management. Proven managerial skills. Good communication skills (verbal and non-verbal) and computer literacy (MS Excel, MS Word and MS PowerPoint).
- DUTIES** : Provide effective and efficient financial management services by co-ordinating and managing the budget and expenditure of the OPSC. Compile all necessary documentation in relation to budget processes (Medium Term Expenditure Framework; Adjusted Estimates and Estimates of National Expenditure) for submission to National Treasury (NT). Monitor spending, shift funds, effect virements and report to NT and the Minister on monthly basis. Manage expenditure and income in adherence to the PFMA, Treasury Regulations and Supply Chain Management procedures; Coordinate and control the preparation of the Interim and Annual Financial Statements for submission to the Auditor-General and National Treasury. Enforce compliance with regard to internal financial procedures and controls. Manage acquisition, allocation, disposal and physical movement of all departmental assets. Monitor and report on all loss and theft cases. Manage personnel and state resources.
- ENQUIRIES** : Ms NP Vutuza Tel (012) 352 1168

DEPARTMENT OF PUBLIC ENTERPRISES

- APPLICATIONS** : Submit applications, quoting the post number, to The Directorate: Human Resources, Private Bag X15, Hatfield, 0028 or deliver to 1090 Infotech Building, corner Arcadia and Hilda Streets, Hatfield, 0028
- CLOSING DATE** : 17 December 2010
- NOTE** : Applications should be submitted on form Z83 (available from any state department) and be accompanied by a concise CV and certified qualifications. The person appointed to this position will be subjected to security clearance. People with all types of disabilities are encouraged to apply.

OTHER POST

- POST 48/46** : **DEPUTY DIRECTOR: ACCOUNTING**
The Deputy Director will be responsible for controlling the accounting processes within the Department of Public Enterprises.
- SALARY CENTRE REQUIREMENTS** : Remuneration Package R 406 839 per annum
: Pretoria
: The minimum requirement is a tertiary qualification in Financial Management or related qualification with minimum 5 years experience in Financial Management. Further requirements are * Extensive experience in financial accounting * Good working knowledge of government and legislative processes and prescripts e.g PFMA, GAAP, GRAP Treasury Regulations and delegations * Knowledge of Financial Systems (BAS, PERSAL, LOGIS and Vulindlela) * Knowledge of Financial Statements *Advanced computer literacy (MS Word, MS Excel, MS PowerPoint, and MS Outlook) *Good communication skills (written and verbal)* Report writing * Good interpersonal relations and the ability to communicate on all levels as well as analytical skills.
- DUTIES** : Tax Reconciliation–PAYE *Transversal system authorization * Control over BAS/LOGIS and PERSAL documents * Processing and reporting of revenue * Creditor account reconciliation * Checking of Departmental cashier and petty cash * Verification of bank details * Monitoring and timely respond to audit queries from Internal and External Auditors* Monitoring and controlling age analysis of General Leger Accounts * General ledger reconciliation * Management of any Donor and Trust funding * Monitoring of Transversal system controllers * Expenditure control * Cashflow Management * Cellphone management * Support the Director in general financial accounting duties * Management of Sub ordinates
- ENQUIRIES** : Ms H Bedford (012) 431 1038

DEPARTMENT OF PUBLIC WORKS



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

NOTE : An indication by candidates in this regard will facilitate the processing of applications. If not suitable candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications should be submitted on signed Form Z83, obtainable from any Public Service Department and must be accompanied by a comprehensive CV, certified copies of qualifications and identification document. Applications not complying with the above will be disqualified. Should you not hear from us within the next two months, please regard your application as unsuccessful. Please forward your application, quoting the relevant reference number, to the address mentioned at each post. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that your appointment is subjected to verification of qualifications and a security clearance. NB: no faxed or e-mailed applications will be accepted.

OTHER POSTS

POST 48/47 : **CHIEF CONSTRUCTION PROJECT MANAGERS, PROJECTS, 8 POSITIONS PROJECT MANAGEMENT, REF NO: 2010/272**

SALARY CENTRE : R545 148 to R623 322 all inclusive package inclusive per annum (OSD Grade A)
: Polokwane Regional Office, (Head of Projects) X1 Position Ref No.: 2010/272A
: Johannesburg Regional Office X4 Positions Ref No.: 2010/272B
: Mthatha Regional Office X2 Positions Ref No.: 2010/272C
: Mmabatho Regional Office X1 Position Ref No.: 2010/272D

REQUIREMENTS : Relevant recognised 4-year degree, B-Tech or National Higher Diploma in any of the built environment disciplines (Architecture, Quantity Surveying, Engineering or Project Management). Registered with the SA Council for Projects and Construction Managers as a Professional Construction Project Manager (PrCPM). Appropriate related project management experience in the Built Environment as a Project Manager. Professional registration in one of the other built environment disciplines will be an added advantage. A valid driver's licence. Computer literacy. Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and the Environment Conservation Act. Knowledge and understanding of the government procurement system. Good financial & budget skills. Sound analytical skills with good communication, both written and verbal.

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

ENQUIRIES : Ms. N. Tukela, Tel: 047 502 7000 Mthatha
Mr. N.T. Dzivhani, Tel: (015) 293 8002 Polokwane
Mr. J.L. Liebenberg, Tel. (011) 713 6053 Johannesburg

<u>APPLICATIONS</u>	:	Mr. M. Phaladi, Tel: 018 381 0036 Mmabatho The Regional Manager, Department of Public Works Private Bag X54315, Durban, 4000. For Attention: Mr B.E. Mbatha The Regional Manager, Department of Public Works, Private BagX5007, Mthatha, 5099, FOR ATTENTION: Ms. N. Tyusha The Acting Regional Manager, Department of Public Works, Private Bag X9469, Polokwane, 0700, or 78 Hans van Rensburg Street, Old Mutual Building, 1 st Floor, Polokwane 0699 For Attention: Mr. N.J. Khotsa 810 Cnr Albert Luthuli Drive & Maisantwa Street, Unit 3, Mmabatho, 2735 or Private Bag X120, Mmabatho 2735, For Attention: Mr. T. Oagile The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at Corner Bosman & Church Street, Public Works House Building, Pretoria. For Attention: Ms. M. Masubelele
<u>CLOSING DATE</u>	:	10 December 2010
<u>POST 48/48</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE RELATIONS LABOUR RELATIONS REF NO: 2010/274</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive salary package of R406 839 per annum. Head Office (Pretoria) A degree or diploma in Labour Relations/Human Resource Management and/or related fields. An in-depth understanding of enabling legislation (BCEA, Employment Equity Act, LRA, PSA, Collective Agreement Act). Appropriate management experience and extensive experience in Human Resources general environment. Knowledge of Labour Relations. Excellent interpersonal skills. Excellent negotiation skills, Conflict resolution skills, Computer literacy and A valid driver's licence.
<u>DUTIES</u>	:	Manage research, policy design and administrative guidelines. Implement training and development of employees in labour relations processes. Provide labour relations advisory support to Regional Offices, line managers and external stakeholders. Effectively manage individual cases, e.g. grievances, misconduct, appeals, etc. Represent the Department at conciliation and arbitration cases. Manage and co-ordinate labour court cases. Make representations to the Director-General, Deputy Director Generals and Executive Authorities on labour relations matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. G.P. Makhubela, Tel. (012) 337-3108 The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at Corner Bosman & Church Street, Public Works House Building, Pretoria.
<u>FOR ATTENTION CLOSING DATE</u>	:	Ms. M. Masubelele 10 December 2010
<u>POST 48/49</u>	:	<u>DEPUTY DIRECTOR: EPWP ENVIRONMENT& CULTURE SECTOR, PROVINCIAL COODINATOR EPWP ENVIRONMENT& CULTURE SECTOR, REF NO: 2010/275</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive salary package of R406 839 per annum. Gauteng Province Tertiary qualification in Environmental Science or related field with relevant experience in the Environment & Culture (EPWP). He or she must have knowledge in the EPWP Strategic Goals, objectives, and special conditions of employment on EPWP, Sector related legislations and Employment Equity Act, Programme and Project Management, Financial Management. A valid driver's license, willing to travel extensively and work under pressure.
<u>DUTIES</u>	:	Assist stakeholders in developing work plans for the Waste Management Initiatives. Establish effective interventions to maximize implementation of EPWP projects in the Environment and Culture Sector in the provinces. Work closely with lead provincial department and member departments to improve activities of the Environment and Culture Sector. Facilitate identification and implementation of expansion areas and best practice in the provinces. Facilitate the development of the provincial sector plans and implementation plans. Facilitate successful implementation of the Waste Management Initiatives in the municipalities. Provide reports to managing bodies and relevant stakeholders
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M. Skosana, Tel (012) 337 2200 The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at Corner Bosman & Church Street, Public Works House Building, Pretoria.
<u>FOR ATTENTION CLOSING DATE NOTE</u>	:	Ms. M. Masubelele 10 December 2010 Applications to be forwarded to Head Office address

POST 48/50 : **DEPUTY DIRECTOR: KEY ACCOUNTS MANAGEMENT (DEFENCE PORTFOLIO) KEY ACCOUNTS MANAGEMENT, REF NO.: 2010/276**
Please note that this ad is a re-advert for the position advertised on the 7th of November 2010 with the reference number of 2010/152; applicants whom already submitted their applications are advised to reapply.

SALARY : An all-inclusive salary package of R406 839 per annum.
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A recognised tertiary qualification preferably in the Property, Management or Built Environment discipline. With appropriate experience in Client Relationship Management within the Public Service will serve as an advantage. Strong supervisory abilities with an emphasis on service level management, strategic planning and programme management skills. Sound budgeting and financial management skills. An understanding of various facets of the property and construction industry including life cycle asset management is essential. Good verbal and written communication skills. A valid driver's licence and willingness to travel are essential.

DUTIES : The incumbent will serve as a contact point and interface between Public Works and assigned client departments to ensure a one stop service centre in the provision of accommodation. The incumbent will programme manage the Defence property and project portfolio. Guide, advise, interact and source information from executing units and service providers and provide structured reports to Defence. Ensure correct registration, alignment and monitoring of capital, maintenance and leasing projects. Ensure prioritised and financial alignment of the capital works and leasing implementation programmes in liaison with the client. Analyse the implementation programmes and propose interventions to meet expenditure levels. Facilitate and co-ordinate regular forums with clients. Ensure data integrity on the various departmental systems. Render support on GIAMA implementation and assist with strategic initiatives to formulate asset management plans. Obtain the Defence strategic accommodation requirements (UAMP) and ensure alignment of the infrastructure requirements with the Medium Term Framework (MTEF) cycle in consultation with the client. Coordinate internal stakeholders across disciplines during various phases of the asset management life-cycle. Assist with the compilation, operation and execution of annual business plans for the directorate. Ensure efficient turnaround times on strategic initiatives, projects and assignments in line with customer care principles. Ensure efficient management of the directorate and its personnel. The post will also require official travelling and the successful candidate must be willing and able to travel as and when required.

ENQUIRIES : Ms. Krishnie Nadasen, Tel: (012) 337 2448
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at Corner Bosman & Church Street, Public Works House Building, Pretoria.

FOR ATTENTION : Ms. M. Masubelele
CLOSING DATE : 10 December 2010

POST 48/51 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION MONITORING AND EVALUATION, REF NO.: 2010/277**

SALARY : An all-inclusive salary package of R406 839 per annum.
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Recognized three year tertiary qualification, with extensive experience in the Monitoring and Evaluation related field. Proven analytical and report writing skills, including the interpretation of qualitative and quantitative financial and non financial data. Excellent communication, project management, team work orientation, good inter personal skills, problem solving skills. In-depth knowledge of microcomputer programmes e.g Windows, Excel, Power Point, etc, including data analysis methods and tools. Knowledge and understanding of the Government Wide Monitoring and Evaluation Framework and related legislative prescripts and broader knowledge of the Public Service.

DUTIES : Co-ordinating internal Monitoring and Evaluation related activities including the implementation of M&E prescripts. Monitor the implementation of departmental strategic and business plans. Collate and analyze quarterly programme performance reports from various business units, against predetermined targets and indicators (financial and non-financial data). Prepare quarterly and annual programme performance monitoring reports. Conduct project spot checks (project site visits) to validate the reported performance information. Contribute towards the continual review and improvement of monitoring systems. Facilitate training of departmental business units and key M&E implementers. Undertake

	:	evaluation process and advise management on the outcome to support decision making
<u>ENQUIRIES</u>	:	Ms. P. Makhetha, Tel: 082 697 0921
<u>APPLICATIONS</u>	:	The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at Corner Bosman & Church Street, Public Works House Building, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. M. Masubelele
<u>CLOSING DATE</u>	:	10 December 2010
<u>NOTE</u>	:	The incumbent should also have an insight of research methodology, policy and data interpretation, statistical analysis, multivariate analysis etc.
<u>POST 48/52</u>	:	<u>DEPUTY DIRECTOR: PROPERTY MANAGEMENT PROPERTY MANAGEMENT REF NO: 2010/278</u>
		Key Purpose Statement: The incumbent will be responsible to provide assistance in the strategic portfolio performance management of the State immovable assets and to maximize the returns on the property portfolio.
<u>SALARY</u>	:	An all-inclusive salary package of R406 839 per annum.
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	An appropriate degree/diploma or equivalent qualification and extensive experience in property management. Exposure to management and value maximization of property assets. Knowledge of leasing administration and property administration. Proven track record in service delivery and customer focus. High potential candidates with extensive drive, energy and enthusiasm as well as stress tolerance. Strategic planning experience linked to conceptual, analytical, visionary and leadership skills. Strong negotiation and innovation skills. Project management skills. Strong verbal and written communication skills.
<u>DUTIES</u>	:	The incumbent will be required to serve the interests of the State in the management of immovable assets by ensuring that: The property portfolio within the National Department of Public Works (NDPW) meets the delivery of government services. The best financial performance of the portfolio e.g. cost savings accruing to government, enhancement of the value of the portfolio, financial returns and revenue to the State as the owner of the portfolio. The social benefits are incorporated in the life cycle of the portfolio in the execution of acquisitions, maintenance and management, and disposals. Identify and review non-performing and under-performing assets and develop performance enhancement strategies. Compile Immovable Asset Management Plans for the State's portfolio. Develop and monitor the strategic asset management plan for the State's portfolio. Assist the Senior Manager in the evaluation and monitoring of leased and State owned property portfolio. Source property management reports from Regional Property Managers in a co-ordinated structured manner. Familiarize him\herself with regards to the client's strategic plans and liaise with the Key Account Management. Develop appropriate management systems and fulfills research and co-ordinate function as required. Ensure the updating and maintenance of accurate information on the database. Develop appropriate policies and property performance benchmarks. Co-ordinate asset management related functions when required by unit. The post will also require official traveling and the successful candidate must be willing and able to travel as and when required. Ability to work in multidisciplinary teams.
<u>ENQUIRIES</u>	:	Ms. N. Tukela, Tel (047) 502 7088
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X5007, Mthatha, 5099
<u>FOR ATTENTION</u>	:	Ms. N. Tyusha
<u>CLOSING DATE</u>	:	10 December 2010
<u>POST 48/53</u>	:	<u>PROJECT MANAGERS 19 POSTS PROJECTS REF NO: 2010/273</u>
<u>SALARY</u>	:	R320 406 to R483 936 all inclusive package per annum (OSD)
<u>CENTRE</u>	:	Polokwane Regional Office, X1 Position Ref No.: 2010/273A Johannesburg Regional Office X4 Positions Ref No.: 2010/273B Mthatha Regional Office X3 Positions Ref No.: 2010/273C Mmabatho Regional Office X11 Positions Ref No.: 2010/273D
<u>REQUIREMENTS</u>	:	*Relevant recognized 4-years degree (B\Tech/Higher National Diploma) in any of the build environment discipline (Architecture, Quantity Surveying, Engineering or Project management) and appropriate experience in the built environment OR National Diploma in any of the built environment disciplines as mentioned above with appropriate experience in the planning and managing of projects in the built environment. * Registration as a candidate with the SACPCMP. *A valid driver's license * Computer literacy * Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as

		Building Regulations, Environmental Conservation Act * Knowledge and understanding of the Government Procurement System * Good planning, financial and budget skills * Sound analytical and good written and verbal communication skills.
<u>DUTIES</u>	:	*Contribute to project initiation, scope definition and scope change control for envisaged projects * Full project management function, cost, quality, time control and socio-economic. * Manage project cost estimates and control changes in line with allocated budgets * Plan and attend project meetings during the project phases* Assist with the compilation of projects documentation to support project processes * Implement project administration processes according to Government requirements * Ensure implementation of procurement activities and adherence thereof to Government policies * Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules * Support the project environment and activities to ensure that project objectives are delivered timeously * Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities.
<u>ENQUIRIES</u>	:	Ms. N. Tukela, Tel: 047 502 7000 Mthatha Mr. N.T. Dzivhani, Tel: (015) 293 8002 Polokwane Mr. J.L. Liebenberg, Tel. (011) 713 6053 Johannesburg Mr. M. Phaladi, Tel: 018 381 0036 Mmabatho
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works Private Bag X54315, Durban, 4000. For Attention: Mr B.E. Mbatha The Regional Manager, Department of Public Works, Private BagX5007, Mthatha, 5099, For Attention: Ms. N. Tyusha The Acting Regional Manager, Department of Public Works, Private Bag X9469, Polokwane, 0700, or 78 Hans van Rensburg Street, Old Mutual Building, 1 st Floor, Polokwane 0699, For Attention: Mr. N.J. Khotsa 810 Cnr Albert Luthuli Drive & Maisantwa Street, Unit 3, Mmabatho, 2735 or Private Bag X120, Mmabatho 2735, For Attention: Mr. T. Oagile The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at Corner Bosman & Church Street, Public Works House Building, Pretoria. For Attention: Ms. M. Masubelele
<u>CLOSING DATE</u>	:	10 December 2010
<u>NOTE</u>	:	The incumbent will be responsible for the management of construction, renovation and refurbishment projects within constrains of set time, cost, quality and socio-economic objectives under the supervision of Senior Project Managers per Financial Year.
<u>POST 48/54</u>	:	<u>ASSISTANT DIRECTOR: LEARNERSHIPS AND ARTISAN TRAINING HUMAN CAPITAL INVESTMENT REF NO: 2010/279</u>
<u>SALARY</u>	:	R 206 982 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	3 Year B degree/ National diploma from recognized tertiary institutions in Human Resources/ Public Management/ Human Sciences and relevant experience in Human Resources preferably in talent development, be able to demonstrate proven experience in the acquisition of scarce skills and development of such, aligning to WSP. Knowledge of applicable Human Resources and Youth Development prescripts i.e. National Youth Policy 2009-2014, National Skills Development Strategy, Learnership guidelines, PSR, PSA, LRA, BCE Act, EEA, MISS Act, SDA. Proven experience in programme management, and implementation of Learnerships/ Artisan Training/ Human capacity development programmes and understanding of Government procurement processes. Applicants must, besides the afore-cited qualification and experience, be computer literate, have communication (both written and oral), interpersonal skills, presentation skills and be in possession of a valid unendorsed drivers licence. Be willing to travel extensively.
<u>DUTIES</u>	:	Manage talent development. Consult the SETAs Sector Skills Plans to determine skills development requirements in the sector and determine whether the qualifications that are envisaged are indeed required in the sector/industry. Manage and coordinate programme for Learners, Artisan Trainees and Mentors in scarce skills and support areas of the department. Implement an administrative system for Learners, Artisan Trainees, Training Providers and Mentors. Source Mentors for Learnership programme. Monitor performance of Learnership and Artisan Training Programmes. Maintain a working relationship with Stakeholders. Represent the department at stakeholder meetings and Career Exhibitions. Co-ordinate the Community Outreach and Job Shadow Programmes. Develop, Coach and Mentor trainees.
<u>ENQUIRIES</u>	:	Ms. T. Msibi, Tel (012) 337 2058

APPLICATIONS : Mr. D. Baikgaki, Tel (012) 337 2126
 : The Director-General, Department of Public Works, Private Bag X65, Pretoria,
 : 0001 or Hand delivered at Corner Bosman & Church Street, Public Works House
 : Building, Pretoria.

FOR ATTENTION : Ms. M. Masubelele
CLOSING DATE : 10 December 2010

POST 48/55 : **EXECUTIVE SECRETARY: TO DEPUTY DIRECTOR GENERAL EPWP REF**
2010/284

SALARY : R174 117 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A recognized tertiary qualification in Administration and appropriate experience in
 : Office administration. The ability to liaise at Senior Management level and ability
 : to work and cope under intense pressure are important prerequisites. Maintain
 : confidentiality and be able to work independently, with minimum supervision.
 : Advanced computer literacy in MS office packages (MS Word, MS Excel and MS
 : PowerPoint). Experience in customer relations and client liaison, In addition,
 : applicants must have the knowledge of budgeting processes and how to apply
 : them. Knowledge of Government Procurement processes will be an advantage.

DUTIES : Manage the traffic in the office of Deputy Director General, efficient and effective
 : Human Resources Management, Financial administrative support, efficient and
 : effective, including operating the LOGIS and BAS financial systems, Perform the
 : duties of Chief User Clerk in the office of the Deputy Director General,
 : Provisioning of stationery and supplies, Maintain an electronic post register for
 : incoming and outgoing post, Maintain a filing registry in the office of the Deputy
 : Director General, electronic management of the Deputy Director General's diary,
 : Schedule meetings and telephone management, Make official travel
 : arrangements for the Deputy Director General, Assist with the preparation and
 : development of Deputy Director General's presentations, reports and minutes of
 : meetings, Arrange official functions for the office of the Deputy Director General:
 : EPWP, Assist in the identification and development of training material for the
 : Deputy Director General: EPWP and organize training facilities, Responsible for
 : procurement processes within the office of the Deputy Director General: EPWP
 : and manage the petty cash, Assist in the development of the MTEF budget of
 : the DDG and develop and maintain a monthly commitment register, Ensure the
 : security profile and classification of documentation reports and information
 : related to the office.

ENQUIRIES : Mr. SC Zaba Tel: 012 337 2238
APPLICATIONS : The Director General, Department of Public Works. Private Bag X 65 Pretoria,
 : 0001, Cnr Bosman & Church Street, Ground Floor, Public Works House

FOR ATTENTION : Mr. SC Zaba
CLOSING DATE : 17 December 2010

POST 48/56 : **NETWORK CONTROLLER INFORMATION TECHNOLOGY, REF NO.:**
2010/280

SALARY : R174 117 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A National Diploma in Computer Science or an equivalent qualification, MCSE,
 : A+ and N+ with appropriate experience in a network environment. Strong
 : communication and report writing skills. Good understanding of MS Windows
 : 2003/XP as well as the MS Office suite. Understanding of Linux and Open Office
 : will serve as an added advantage. Be able to function autonomously. Self-driven.
 : A valid Code EB driver's licence.

DUTIES : The successful candidate will be responsible to: Perform back ups. Monitor wide
 : and local area networks. Detect and repair faults on LAN/WAN, PC's
 : Peripherals, network points and software. Assist with the planning, design and
 : implementation of LAN/WAN infrastructure. Provide and maintain printing from
 : Transversal systems (eg. LOGIS, PERSAL, BAS, WCS and PMIS) Provide
 : advanced desktop support. Manage and maintain a virus free network. Liaise
 : with users on requests / faults. Create / maintain inventory of all desktop and
 : network related equipment. Investigate new trends in IT. Investigate user training
 : needs regarding applications and systems. Liaise with suppliers. Install and
 : support software / applications.

ENQUIRIES : Mr. B.H. Khanyeza, TEL (031) 314 7038
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X54315,
 : Durban, 4000.

FOR ATTENTION : Mr B.E. Mbatha
CLOSING DATE : 10 December 2010

POST 48/57 : **CHIEF WORKS MANAGER: BUILDING 1 POST CHIEF WORKS MANAGERS: ELECTRICAL 2 POSTS WORKS MANAGEMENT REF NO: 2010/281**

SALARY : R174 117 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : An appropriate 3-year tertiary or equivalent qualification in the built environment disciplines, with three to appropriate experience in the technical field ie Electrical \ Building or N3 plus trade test and 5 to 10 years in the technical field ie Electrical \ Building. Extensive knowledge of the Building \ Electrical Regulations, Occupational Health and Safety Act, Public Finance Management Act, Driver's licence, Registration with a professional body in the built environment would be an advantage. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system.

DUTIES : Manage day-to-day electrical, mechanical and building maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing State accommodation. Manage projects cost estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, Ensure compliance with OHSA, Assist in the development of building programmes and conditional surveys and reporting regularly to management on the progress thereof. Budget management, Render a co-ordinated and professional service at all levels regarding the maintenance and management of DPW clients.

ENQUIRIES : Ms. G.P. Mathaba, Tel (031) 3147157
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X54315, Durban, 4000.

FOR ATTENTION : Mr B.E. Mbatha
CLOSING DATE : 10 December 2010

POST 48/58 : **ARTISAN FOREMAN: ELECTRICAL WORKSHOP, REF NO.: 2010/282**

SALARY : R165 666 per annum (OSD Grade 1)
CENTRE : Pretoria Regional Office
REQUIREMENTS : A proof of passing a Trade test in terms of the provisions of the section 13(2)(ch) of the Manpower Training Act , 1981 as amended or certificate issued or the provision of the repealed section 27 of the Act and three years working experience. Knowledge of OHS Act. A valid driver's license.

DUTIES : Spot check technical faults for repairs or maintenance required. Oversee and ensure that quotations are received and purchase required equipment and materials. Oversee and ensure the maintenance and repair of technical faults related to electrical facilities. Oversee and ensure that the maintenance and faults repair register is updated. Maintenance of buildings and sewage works. Managing the work group. Report writing. Maintenance of budget.

ENQUIRIES : Mr. J. Mabala, Tel: (012) 321 7104
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street Pretoria

FOR ATTENTION : Ms. K. Poe
CLOSING DATE : 10 December 2010

POST 48/59 : **ARTISAN FOREMAN: BOILERMAKER/PLATER WORKSHOP, REF NO.: 2010/283**

SALARY : R165 666 per annum (OSD Grade 1)
CENTRE : Pretoria Regional Office
REQUIREMENTS : A proof of passing a Trade test in terms of the provisions of the section 13(2)(ch) of the Manpower Training Act , 1981 as amended or certificate issued or the provision of the repealed section 27 of the Act and three years working experience. Knowledge of OHS Act. A valid driver's license.

DUTIES : Spot check technical faults for repairs or maintenance required. Oversee and ensure that quotations are received and purchase required equipment and materials. Oversee and ensure the maintenance and repair of technical faults related to mechanical, building and steel work. Oversee and ensure that the maintenance and faults repair register is updated. Managing the section. Report writing. Fabrication of steel pipes and steel structures. Development of steel pipes and steel structures. Maintenance of sewage pipes and other steel structures. Maintenance of budget.

ENQUIRIES : Mr. J. Mabala, Tel: 012) 321 7104

APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria,
0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street Pretoria
FOR ATTENTION : Ms. K. Poe
CLOSING DATE : 10 December 2010

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** : 20 December 2010
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Applicants must please note that they will be required to show proof of original qualifications during the selection process. Correspondence will be limited to successful candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

MANAGEMENT ECHELON

- POST 48/60** : **DEPUTY DIRECTOR-GENERAL: STRATEGY AND GOVERNANCE**
Branch: Strategy and Governance
- SALARY** : R976 317 per annum, This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Post Graduate Degree or equivalent qualification PLUS proven relevant senior management experience. Experience in international co-operation and interdepartmental relations. Knowledge of Social Development programmes and operations and the public sector in general. Thorough knowledge of Social Development Policies and Operations. Knowledge of financial management, human resource management, Public Finance Management Act, Public Service Act and management principles. Applicants must be prepared to perform sessional duty in Cape Town and work long and irregular hours. Competencies needed: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Knowledge management skills. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication (verbal, written and presentation) skills. Honesty and integrity. Monitoring and evaluation skills. Ability to negotiate at the highest level. Computer literacy. Attributes: Ability to work in a team. Self assertion under pressure. Political sensitivity. Ability to work in a stressful environment, to meet strict deadlines and to manage multiple tasks while maintaining priorities.
- DUTIES** : Key Responsibilities: Oversee the development and implementation of the Department's strategic plan and framework through alignment and integration of strategy, planning and requisite resources. Monitor and manage organizational performance in an integrated manner through the development of effective programme performance monitoring and evaluation mechanisms to enhance service delivery at national and sectoral level. Ensure the provision of business process management, sectoral risk and infrastructure strategic management and leadership. Manage the integration of special initiatives, especially the EPWP social sector plan into the strategic priorities of the Department. Facilitate the establishment, implementation, monitoring, evaluation and reviewing of customer relationship management mechanisms for the Department and the Sector. Ensure the development of policy and/or that policy development, legislation and regulations are influenced to realize the national policy objectives for gender as contained in the South Africa's National Policy framework for Women's Empowerment and Equality, as well as the monitoring and reporting on compliance with international obligations on gender within the jurisdiction of social development.

- ENQUIRIES** : Mr E Webster Tel: (012) 312-7810
- POST 48/61** : **CHIEF DIRECTOR: STRATEGY, PLANNING, DEVELOPMENT AND RISK MANAGEMENT**
Branch: Strategy and Governance
- SALARY** : R790 953 per annum, This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
- CENTRE REQUIREMENTS** : Pretoria
 A Bachelor's degree or equivalent qualification in the strategic management related field PLUS extensive experience in strategy development. A Masters Degree will be an added advantage. Knowledge and understanding of governance issues in the public sector. Knowledge and understanding of government reporting requirements. Knowledge and understanding of sector strategic management frameworks. Knowledge and experience in diversity and gender management. Knowledge and understanding of Social Development Programmes will be an added advantage. Competencies needed: Client orientation and customer focus skills. Presentation skills. Computer literate. Strategic management skills. Communication (written and verbal) skills. Project management skills. Planning and organising skills. Analytical skills. Problem solving skills. People management and empowerment skills. Facilitation skills. Financial management skills. Attributes: Good interpersonal relationship. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Gender expert.
- DUTIES** : Key Responsibilities: Oversee the development and implementation of the Department's strategic plan. Oversee the development and mainstreaming of gender policies. Develop and drive long-term strategies and initiatives together with stakeholders and partners throughout the Department. Oversee the development and maintenance of business improvement processes that would support the department's mission, vision, goals and objectives. Provide guidance to the Senior Management in the development of operational plans. Ensure efficient and optimal organizational performance and use of resources. Develop and maintain a risk management strategy. Establish, implement, monitor, evaluate and review customer relationship management mechanism for the Department. A small percentage of the duties attached to this post may be changed due to the Departmental re-alignment.
- ENQUIRIES** : Mr E Webster Tel: (012) 312-7810
- POST 48/62** : **CHIEF DIRECTOR: COMMUNICATION**
- SALARY** : R790 953 per annum This inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
- CENTRE REQUIREMENTS** : Pretoria
 A Bachelors Degree or equivalent qualification PLUS credible relevant experience. Broad knowledge of the Government communication strategy. Competencies needed: Leadership and management skills. Media liaison skills Project management skills. Policy development and analysis skills. Communication skills (writing and verbal). Strategic planning skills. Research skills. Client orientation and customer focus skills. Computer user knowledge and experience.
- DUTIES** : Key Responsibilities: Provide leadership (strategic and co-ordination) and manage the media liaison activities of the Department. Participate in all GCIS structures and contribute to communication programme of government. Develop and operationalize a fully fledge communication strategy and monitor and evaluate the implementation of this strategy. Manage the performance of all members of the communications team and ensure all projects contribute to the attainment of organisational objectives. Render communication support and advisory services to the Department.
- ENQUIRIES** : Mr E Webster Tel: (012) 312-7810

OTHER POSTS

- POST 48/63** : **SENIOR HUMAN RESOURCE PRACTITIONER: PMDS**
Directorate: Sector Education and Training

SALARY : R174 117 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelors Degree or equivalent qualification PLUS sufficient performance management experience and/ or a Senior Certificate (Grade 12) PLUS extensive experience in performance management. Knowledge of the Public Service Regulatory Framework. Competencies needed: Communication (written, verbal and liaison) skills. Presentation skills. Planning and organising skills. Ability to interpret directives. Interpersonal skills. Problem-solving skills. Computer literacy. Attributes: Ability to work in a team. Ability to work under pressure and to cope with a high workload. Self-starter. Accurate and compliant.

DUTIES : Key Responsibilities: Administer the departmental Performance Management and Development System (PMDS). Arrange moderating committee meetings and serve as the secretariat. Provide advice, guidance and information sessions to staff on the Department's PMDS. Implement the policy framework for performance management and participate in the reviewing thereof. Maintain the PMDS database. Implement the Awards and Recognition Policy and participate in the reviewing thereof. Update the costing model in order to monitor expenditure on performance bonuses.

ENQUIRIES : Ms E Rapoo Tel: (012) 312-7788

POST 48/64 : **SENIOR ACCOUNTING CLERK (SALARIES) 2 POSTS**
Directorate: Financial Administration

SALARY : R105 645 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate with Accounting PLUS sufficient experience in Public Sector Finance. Knowledge of the PFMA and Treasury Regulations. Knowledge and understanding of the PERSAL system. Competencies needed: Ability to analyse and interpret financial statements. Planning and organising skills. Communication (verbal and written) skills. Problem-solving skills. Presentation skills. Customer care skills. Computer literacy. Analytical skills. Financial management Skills. Attributes: Accurate. Compliant. Ability to work under pressure and. Adaptable. Disciplined. Diversity Commitment. Friendly and trustworthy. Diplomacy. Ability to work independently and as part of a team. Self-starter. Assertive. Persuasive.

DUTIES : Key Responsibilities: Claim amounts from other Departments after transfer of officials and closing of salary file after resignation. Clear all debt ledger accounts. Manage departmental debt. Attend to queries from officials and other stakeholders. File the documents. Draft correspondence to all debtors.

ENQUIRIES : Ms WC Baloyi Tel no: (012) 312 7896
NOTE : DSD supports people with disabilities.

STATISTICS SOUTH AFRICA

Stats SA endeavours to promote the careers of previously disadvantaged persons by applying the principles of appropriate legislation, e.g. Employment Equity Act, 1998

- APPLICATIONS** : Applications can be forwarded by • Posting to the Human Resource Officer, Stats SA, Private Bag X 44, Stats SA, Pretoria, 0001 • Hand delivery at Stats SA, Cnr Andries and Vermeulen Streets, Pretoria.
- FOR ATTENTION** : Mr. Obed Marubyane
- CLOSING DATE** : 17 December 2010
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, and must be completed in full. Certified copies of your identity document and qualifications as well as a CV must be attached. Applicants risk being disqualified for failing to submit all the required documents. If you do not hear from us within three months after the closing date, please regard your application as unsuccessful. Correspondence will be entered into with short listed candidates only. Stats SA reserves the right not to make an appointment. Appointment is subject to security clearance, the signing of a performance agreement, verification of the applicant's documents, and reference checking. Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for in your application.

OTHER POSTS

- POST 48/65** : **HR ADMINISTRATOR: HRM BENEFIT ADMINISTRATION REF. NO.: 70/11/10HO**
One permanent position exists in the Human Resource Management division, at Head Office, Pretoria
- SALARY** : R140 208 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : A three year tertiary qualification in Human Resource or related field • Experience in the human resources environment. Key performance areas: • Coordinate and facilitate logistics and procurement needs of the component • Maintain and update asset register of the component • Provide administrative support to professionals • Ensure good record keeping • Process payment of suppliers • Assist in the monitoring of budget responsibilities • Maintain electronic office administration information database • Control the influx of documents from Provincial Offices to Head Office. Person profile: • This position will suit a person with good communication and interpersonal skills • Ability to work under pressure and to work independently • Willingness to work long hours • Knowledge of MS Office Suite.
- POST 48/66** : **SCM OFFICER: CONTRACT MANAGEMENT REF. NO.: 54/11/10HO**
One permanent position exists in the Finance and Supply Chain Management division at Head Office, Pretoria
- SALARY** : R140 208 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : A three year tertiary qualification in SCM or related field • An additional certificate in LOGIS/SCM/Contract Management/Financial Management or Project Management • Proven working experience in Supply Chain Management, Contract Management or knowledge of Legal principles of contracts • Knowledge of MS Office Suite and IQUAL System.
- DUTIES** : Key performance areas: • Draft Service Level Agreements • Update contracts and the contract management register • Address non-compliance of service providers • Liaise with clients • Attend to all enquiries raised by signatories of contracts • Supervision of staff. Person profile: • This position will suit a person with good communication, negotiation, analytical and comprehensive reading skills • Demonstrate high level of professionalism, integrity, confidentiality and accuracy • Ability to pay attention to detail and work under pressure • Willingness to work long hours.
- ENQUIRIES** : Mr. Obed Marubyane at (012) 336 0151

THE PRESIDENCY

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or hand deliver at 535 Proes Street, Arcadia, Pretoria, 0082
- FOR ATTENTION** : Ms Makgae
- CLOSING DATE** : 10 December 2010 at 16:30
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

MANAGEMENT ECHELON

- POST 48/67** : **PERSONAL ASSISTANT: OFFICE OF THE DIRECTOR-GENERAL**
- SALARY** : All inclusive remuneration package of R652 572 per annum which consists of basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules.
- CENTRE REQUIREMENTS** : Pretoria
A post – matric qualification and/or extensive relevant experience in executive support. Minimum 5 years experience within a political environment and/or the Public Service will be an added advantage. Strong verbal and written communication skills, coupled with good interpersonal relations. Proficiency in MS Word, PowerPoint, Excel, etc. Strong administrative, organizational, and general office management skills, event/function management skills, as well as any other functions deemed necessary at the time of employment. Willingness to travel and work outside normal working hours. Excellent planning and organizing skills. Basic research skills. Ability to apply good judgment, discretion and decision making. Assertiveness and confidence to interact at all levels. Accuracy and attention to detail. Ability to deal with confidential information. Valid driver's license. Understanding of security and protocol. The incumbent is required to be available at all times as and when required.
- DUTIES** : Provide administrative / secretarial and logistical support to the Director – General. Set up and/or maintain systems to coordinate the flow of correspondence between offices in order to track and monitor tasks. Manage the Diary of the Director – General, ie. planning the diary and ensuring that meetings are confirmed and well coordinated. Accept and decline invitations. Handle transport arrangements, visa, accommodation, tickets and S & T, etc. Coordinate special activities such as interviews, workshops etc. Ensure that the preparation of documentation, speeches, and reports of meetings are done. Respond to telephonic and other enquiries and refer them to the relevant officials and follow up on actions taken. Assist the Director – General with personal matters so that he can focus on more pressing issues in the Presidency. Accompany the Director – general on official visits if required. Ensure the smooth functioning of the office and uphold a positive image of the Presidency.
- ENQUIRIES** : Mr T Koena 012 300 5896
- NOTE** : The person appointed to this position will be subjected to a Security Clearance, signing of a performance agreement, employment contract and a financial disclosure annually.

OTHER POST

- POST 48/68** : **ASSISTANT DIRECTOR: FINANCIAL ADMINISTRATION: FINANCE**
- SALARY** : R206 982 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Three year relevant tertiary qualification and at least five years experience in the various disciplines related to financial management OR a Senior Certificate and at least ten years experience in the various disciplines related to financial management. The candidate must be computer literate with good communication skills as well as interpersonal relations, organizational, planning and coordination skills.

DUTIES

: The ideal candidate will manage the Travel & Subsistence unit and Donor funding. Approve/authorize S&T Advances and claims (local and foreign). Provide training to staff. Ensure compliance to the financial legislation, policies, procedures, PFMA and Treasury Regulations. Report monthly on all the activities within S&T and Donor funding. Ensure Safekeeping of all resources, documents and instruments.

ENQUIRIES

: Mrs. Marié Smit 012 300 5908

DEPARTMENT OF WATER AFFAIRS

CLOSING DATE : 10 December 2010
NOTE : Applications must be submitted on forms Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications. For all posts, please forward your application, quoting the relevant reference number, to the address mentioned at each post. No faxed applications will be accepted. Note: If you have not heard from us within 6 weeks of the closing date, please accept that your application was unsuccessful. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment.

OTHER POSTS

POST 48/70 : **CHIEF ENGINEER GRADE A –B NWRI 2 POSTS**

SALARY : R 545 148 per annum (Inclusive package)
CENTRE : Standerton, Usutu Vaal
REQUIREMENTS : Engineering Degree (B Eng/BSC (Eng). Six years post qualification experience required as a registered professional Engineer. Valid driver's license. Compulsory registration with ECSA as a professional Engineer
DUTIES : Responsible for management of Area Office in the Central Operations Directorate; the implementation of water resources infrastructure operations; medium to long term plans to ensure continuation of service delivery; short term plan to schedule tasks for efficient operations and maintenance; Emergency Plan for any emergency situation that may jeopardise lives and equipment in the Area Office. Maintenance and betterment plans, including general maintenance of related facilities. Provide leadership and direction in the Cluster Office. Responsible for financial management and corporate support in the Cluster Office. Responsible for implementation of effective dam safety practices and emergency preparedness plans. Manage and control state owned land and facilities related to water resource infrastructure. Ensure monitoring, evaluation and reporting of Cluster Office activities. Manage administration and technical staff. Promote good relations with stakeholders. Ensure customer-focused service delivery.

ENQUIRIES : Ms N Ndumo, Tel (012) 392 1489
APPLICATIONS : The Director General, Department of Water Affairs, Private Bag X 313, Pretoria,0001.
FOR ATTENTION : Mr SG Mhlanga

POST 48/71 : **CHIEF PROFESSIONAL SURVEYOR GRADE A-B (SPATIAL AND LAND INFORMATION MANAGEMENT)**

SALARY : R469 737 per annum (al inclusive package)
CENTRE : Pretoria
REQUIREMENTS : A four year survey / Geomatics degree (BSc- Survey / Geomatics). Valid driver's license. Compulsory registration with PLATO as professional Surveyor on appointment. Compulsory registration with PLATO as a professional Land Surveyor to perform cadastral surveys. Six years post qualification survey experience required.
DUTIES : Support spatial and land-related data/information acquisition and management for water resources assessment. Gather data on the earth's physical and human-made features related to water resources management through surveys. Quality control and sign off on all survey-related projects as well as communicate identified skills gap to relevant stakeholders. Liaise with relevant internal and external partners and stakeholders to ensure co-ordination of The Departmental cadastral Survey/Activities In support of the relevant Manager .Keep up to date with new and emerging technology for use by the Directorate and the Department. Utilise data from a range of sources, such as aerial photography and satellite images/surveys.
ENQUIRIES : Ms C Rajah 012 336 8130
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 48/72 : **SCIENTIFIC MANAGER GRADE A – SYSTEMS ANALYSIS 3 POSTS**
Directorate: Water Resource Planning Systems

SALARY : R469 737 per annum
CENTRE : Pretoria
REQUIREMENTS : MSc degree or equivalent qualification. 10 year relevant experience after in Hydrological or Mathematical sciences, plus at least Ten years of post qualification experience in water resources systems analysis. Registered with the South African Council for Natural Scientific Professions as a professional scientist. Other advantageous requirements include: Postgraduate degree in water resources engineering, hydraulics, numerical hydrology or water quality analysis; knowledge of water resources management tools like hydraulic and hydrological models; Computer proficiency; Report writing skills; Interpersonal and communication skills; Project and time management skills; A high level of innovation on an individual basis and as part of a team

DUTIES : Support the development of tools for the planning/operation of water resource management. Coordinate user support and testing of water resources modeling decision support systems (DSS) • Establishment of databases and information management systems • Undertake modeling requirements identification; business process analysis; quality control; documentation reviews and archiving.

ENQUIRIES : Dr. B Mwaka Tel (012) 336 8188
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 48/73 : **DEPUTY DIRECTOR: RISK MANAGEMENT**

SALARY : R 406 839 per annum (All inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate/relevant 3-year qualification (an MBA degree will serve as an added advantage) Four years appropriate experience as a Risk Manager within an integrated Enterprise-Wide Risk Management environment Proven previous experience in implementing and managing Control Risk Self Assessment Previous experience with the implementation of an electronic risk management system Ability to demonstrate in-depth understanding of Integrated Enterprise-Wide Risk Management (ERM) Presentation and interpersonal skills Excellent verbal and written communication skills Ability to deal with management at a higher level Excellent understanding of the PFMA, National Treasury Regulations, Water Sector Management Legislation, KING iii on Corporate Governance, Australia/New Zealand Standards on Risk Management and other related legislation Knowledge of the ISO 31000 standard on risk management would be an added advantage Demonstrate ability to execute strategy, plans and provide leadership direction for the Sub-Directorate Ability to work long hours and meet tight deadlines Drivers license Willingness to travel.

DUTIES : Provide guidance and counsel to management and staff concerning the management of risks making use of leading practice ERM models, techniques, practices and systems Responsible for the implementation of the ERM system Administrator for the ERM system Ensure adherence to the ERM policy, strategy and framework Assist with identifying, assessing, analysing and monitoring the related critical business risks Review of treatment options, strategies, implementation plans and benefits derived Manage the Control Risk Self Assessment process and results (quarterly reporting) Assist senior management in communicating and reporting on the status of the risk management system and the effectiveness of the treatments and controls to mitigate all critical business risks Updating risk registers Ensure that an effective Branch wide ERM communication system is in place that adds value to the ERM process that risk management becomes a core competency within the Branch Work with business units and support units to establish, maintain and continuously improve risk management capabilities across the Branch Ensure that business units and support units risk priorities, risk appetite, tolerances and strategies are aligned with enterprise-wide policies and guidelines Prepare reports for the Executive Risk Committee meetings in compliance with the Branch reporting framework Secretariat at the Executive Risk Committee and Operational Risk Committee meetings Ensure an effective Document Management is developed for ERM Develop an effective reporting system to inform the Branch senior management, DWA, National treasury and the Auditor-General Provide inputs for strategic

		planning Develop the business plan and provide leadership to the Sub-Directorate Manage Human Resources and budget Promote transformation Promote culture of innovation and performance within the areas of responsibilities.
<u>ENQUIRIES</u>	:	Ms N Ndumo, Tel (012) 392 1489
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to The Director General, Department of Water Affairs, Private Bag X 313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>POST 48/74</u>	:	<u>DEPUTY DIRECTOR BILLING MANAGEMENT</u>
<u>SALARY</u>	:	R 406 839 inclusive package
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom degree with Accounting III, three to five years experience in the areas of Project Management, Strategic Planning, Financial Management and specifically Revenue Management. Completed/incomplete articles of clerkship will be an advantage. A valid drivers. The following knowledge and skills are preferred: Any ERP system preference to SAP system, working knowledge of International Financial Reporting Standards (IFRS), International Accounting Statements(IAS) applicable to revenue, SA GAAP, understanding of the revenue value chain. Treasury Regulations, Public Finance Management Act (PFMA), National Water Act (36 of 1998), Water Services Act (108 of 1999) and National Register of Water Use (NRWU).Computer literacy, Communication, interpersonal and analytical skills. Self starter. Managerial skills.
<u>DUTIES</u>	:	Reporting to the Director: Revenue Management, the prospective incumbent will be responsible for: Executing the detailed tasks required to ensure the adherence to sound accounting and Departmental practices, prescribed policies and regulations in all transactions. Accurately and timeously billing all billable water users. Performing necessary reconciliations and attending to exceptions. Managing the accounting system operations. Develop and review existing policies and procedures and ensure their uniform application in the clusters/regions. Building and maintaining sound relationships with internal and external stakeholders, Provide ongoing support to billing staff in clusters/regions. Ensure continued staff development. Reporting and preparing data for inclusion in the Annual/Interim financial Statements of the Water Trading Entity in accordance with IFRS, SA GAAP, IAS. Manage the printing, packaging and mailing contract to ensure that invoices and statements are sent to clients regularly and on time. Support all activities related to revenue management components. Manage personnel and the budget of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr MMN Mothebe (012) 336 8954
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>POST 48/75</u>	:	<u>SCIENTIST (PRODUCTION) GRADE A-C</u>
<u>SALARY</u>	:	R320 406 – R491 190 per annum (Offer based on proven years of experience)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	Science degree (Bsc) (Hon) or equivalent qualification, Compulsory registration with the SACNASP as a professional, 3 Years post qualification experience. Drivers Licence. Computer Literacy skills. Ability to use SPATSIM and ACRU is necessary The following will serve as recommendation: Advanced skills in respect of computer applications, project Management. Financial management must be done according to PFMA. Experience in River Health Program and application of indices used. Ability to write reports. Deeper understanding of Wetlands and Estuary functioning and their reserve determinations will be an added advantage.
<u>DUTIES</u>	:	Provide scientific and technical expertise in the field of resource directed measures. Must have knowledge on the determination of desktop, rapid and intermediate reserves. Assess and evaluate reserve determination license applications. Must be able to plan and execute RDM tasks independently and also as a team. Participate in the implementation of the regional RDM and information management. Supervise and mentor junior staff
<u>ENQUIRIES</u>	:	Ms Z Sishuba Tel 043 701 0376
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town.
<u>FOR ATTENTION</u>	:	Mr C Gqomfa

<u>POST 48/76</u>	:	<u>SCIENTIST (PRODUCTION) GRADE A – C: GEO-HYDROLOGY</u>
<u>SALARY</u>	:	R320 406 – R491 190 pa all inclusive package (Offer based on proven years of experience)
<u>CENTRE</u>	:	Kwa – Zulu Natal
<u>REQUIREMENTS</u>	:	Science degree (Bsc) (Hon) or equivalent qualification, Compulsory registration with the SACNASP as a professional, 3 Years post qualification experience. Drivers Licence Knowledge of the key Water and Environmental Acts and related policies. Knowledge of GIS applications and capabilities. Willingness to travel extensively. A valid driver's license. Proven experience in supervision and management of personnel, consultants and other service providers. Knowledge and experience of budgeting and budget control. Good leadership and management skills. Excellent written and verbal communication skills. Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Ensure applicable groundwater development, assessment, management and protection among other things. Development of applicable regulatory instruments including guidelines, regulations and management processes. Development of capacity building/awareness-making material as well as the setting up of research and development projects aimed at improved groundwater development and management techniques and applications. Provide advice and guidance on groundwater development and management projects in the province. Ensure data collection and capturing on relevant DWA databases. Ensure provision of effective technical training over the full spectrum of hydrological data processing and the use of HYDSTRA and NGA/NGDB. Audit groundwater development and management activities with the region and province. Liaise with implementing parties concerned internal directorates (Water Utilization, Water Quality, Water Services, Legal Services, etc) and external stakeholders (Water Boards, Municipalities, NGO's, Provincial Departments, Consultants, Public and private sector). Ensure and manage the main account budget for Geohydrology. Ensure capacity building and awareness around groundwater occurrence and use. Ensure an operational, updated GIS supported groundwater database. Ensure proper and applicable training opportunities to all applicable personnel. Ensure implementation of the NWA. Effectively manage staff and projects. Liaise with stakeholders and service providers and manage service providers.
<u>ENQUIRIES</u>	:	Ms A. Masefield (031 3362839)
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to: Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000
<u>FOR ATTENTION</u>	:	The Manager (Human Resources)
<u>POST 48/77</u>	:	<u>CONTROL BIO DIVERSITY OFFICER GRADE A</u>
<u>SALARY</u>	:	R260 286 per annum plus benefits
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	4 year degree or equivalent qualification In Natural or Environmental Sciences and 6 years post qualification A valid driver's license. Computer literacy. Recommendations: Extensive experience in the Environmental and Water Management field, Waste Management, Industries, Urban Development and especially Mining. A 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. Understanding the principles of Integrated Water Resource Management. Innovative thinking, negotiating and networking skills. Managerial skills. Good written and verbal communication skills. Willingness to travel extensively and work irregular hours. Knowledge of Human Resource Policies. A clear understanding of transformation in the Public Service
<u>DUTIES</u>	:	Key Performance Areas: Implement and enforce the National Water Act, 36 of 1998, as well as DWAF policies and regulations. Assist in the development of policies and regulations. Facilitate and co-ordination of the training and career development of staff. Supervision of Water Pollution Control Officers and other officers at lower ranks. Assist in the establishment and regulation of water management institutions. Manage Water Quality in the designated catchment areas. Project Management and supervision of line function consultants. Promote water conservation and efficient water utilization through the authorisation process.
<u>ENQUIRIES</u>	:	Mr R. Philip (031 3362741)

APPLICATIONS : Please forward your application quoting the reference number to Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000

FOR ATTENTION : The Manager (Human Resources)

POST 48/78 : **CONTROL ENGINEERING TECHNICIAN A-B: CIVIL**

SALARY CENTRE REQUIREMENTS : R234 528 per annum
: Pretoria

REQUIREMENTS : National Diploma in Engineering. Six years post qualification technical experience. Valid driver's license. Compulsory registration with ECSA as a professional Engineering Technician. Applicants must be willing to travel and work irregular hours. The following will serve as recommendation for appointment: be computer literate and able to compile Technical reports, thorough and proven knowledge of dam safety monitoring and Surveillance, current standards and practices of hydraulics structure, hydrology, Hydraulics, geology, foundations and building materials as well as computer Applications, basic electronics and instrumentation, knowledge of c construction techniques as well as environmental and legal aspects, and the ability to work independently

DUTIES : The incumbents of the posts will be responsible for designing and optimising remedial works to existing dams with due consideration to the environmental, dam safety monitoring and processing of data, performing behaviour analyses of dams, and water-related works, supervising rehabilitation of structure, including dams and water-related works, executing geodetic surveys and processing data, the administration of contracts, compiling and evaluating tender documents, drafting and updating of technical specifications, and liaison and consultation with related professions, contract and interact with consulting engineers.

ENQUIRIES APPLICATIONS : Ms N Ndumo, Tel (012) 392 1489

FOR ATTENTION : 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.
: Ms T Bapela

POST 48/79 : **CONTROL ENGINEERING TECHNICIAN A-B: CIVIL**

SALARY CENTRE REQUIREMENTS : R234 528 per annum
: Bloemfontein (Bloemhof and Krugersdrift Dam)

REQUIREMENTS : National Diploma in Engineering. Six years post qualification technical experience. Valid driver's license. Compulsory registration with ECSA as a professional Engineering Technician: Extensive appropriate experience in Operation and Maintenance of large storage dams; * Extensive and proven skill in management and financial control. * Knowledge of the application of the National Water Act, 1998 and the Occupational Health and Safety Act, 1993. * Dam Safety regulations and requirements. Experience in civil, mechanical and electrical maintenance on large storage dams. * Experience in flood management at dams with crest gates. Experience in rehabilitation and refurbishment of civil and mechanical and electrical infrastructure. * Experience of EEP and Transformation.

DUTIES : The successful candidate will have control over personnel who are performing the following functions: water supply; abstraction control; civil, mechanical and electrical maintenance on infrastructure; Routine dam safety monitoring. He/she will also be responsible for compilation of MTEF budget and control over expenditure at the above-mentioned schemes. He/she will supervise the maintenance of infrastructure, ensure compliance with the Occupational Health and Safety Act, Serve as departmental representative on committees and task teams, supervise and control contracts and control the execution of contracts and the handling of the prescribed payments procedures.

ENQUIRIES APPLICATIONS : Mr. A.G. Visser, 051-4059254, 082 - 8085583

FOR ATTENTION : Please forward your application quoting the reference number to: The Department of Water Affairs Chief Director: Free State, P/Bag 528, Bloemfontein, 9300. 2nd Bloem Plaza c/o East Burger and Maitland Street, Bloemfontein 9300
: Mr. T Makoala

POST 48/80 : **CONTROL ENGINEERING TECHNICIAN GRADE A - B (CIVIL) NWRI**
: Directorate: Southern Operations

SALARY CENTRE : R234 528 per annum
: Uitkeer

<u>REQUIREMENTS</u>	:	National Diploma in Engineering. Six years post qualification technical experience. Valid driver's license. Compulsory registration with ECSA as a professional Engineering Technician.. Willingness to travel extensively within the region. Computer literate. Good verbal and written communication skills. Must be able to work in confined spaces, and on high structures. Work outdoors in remote areas, under severe weather conditions. The following will be recommendation: Experience in achieving compliance to dam safety requirements. Experience in conveying, storage and distribution of bulk water and maintaining infrastructure. Civil construction and contract management experience. Working knowledge of the National Water Act (Act 85 of 1988) and Occupational Health and Safety Act (Act 85 of 1993).
<u>DUTIES</u>	:	Civil maintenance on Government Water Schemes to ensure continued effective bulk water supply. Provide administrative support and functional training to scheme personnel. Ensure effective liaison with Water Users Institutions. Do dam safety inspections and reporting, including the drawing up, updating and implementation of Operation and Maintenance Manuals and Emergency Preparedness Plans. Manage contracts for civil works, Land use and buildings. Advanced experience in Budgeting Expenditure Control. Revenue and Supply Chain Management. Advanced experience in People Management and General Administration. Manage Occupational Health and Safety in the workplace.
<u>ENQUIRIES</u>	:	Mr. JM Viljoen (082 804 1790)
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to Director: Southern Operations (NWRI), Department of Water Affairs, P.O. Box 5501, Walmer, 6065
<u>FOR ATTENTION</u>	:	Ms. P Erasmus
<u>POST 48/81</u>	:	<u>CONTROL ENGINEERING TECHNICIAN (SCHEME MANAGER) A - B</u>
<u>SALARY</u>	:	R 234 528 per annum
<u>CENTRE</u>	:	Bloemfontein (Vanderkloof Dam)
<u>REQUIREMENTS</u>	:	National Diploma in Engineering. Six years post qualification technical experience. Valid driver's license. Compulsory registration with ECSA as a professional Engineering Technician. The following will serve as recommendations. * Extensive appropriate experience in Operation and Maintenance of irrigation canal systems and schemes. * Extensive and proven management and financial control skills. * Knowledge of the application of the National Water Act. 1998 and the Occupational Health and Safety Act. 1993. * Dam Safety regulations and requirements. * Experience in civil, mechanical and electrical maintenance on large storage dams and irrigation canal systems. Experience in rehabilitation and refurbishment of civil and mechanical infrastructure. * Experience of EEP and Transformation
<u>DUTIES</u>	:	The successful candidate will have control over personnel who are performing the following functions: water supply; abstraction control; civil, mechanical and electrical maintenance on infrastructure; dam safety monitoring' and all water related matters in terms of the National Water Act and administrative functions for the proper functioning of the Schemes. He/she will also be responsible for compilation of MTEF budget and control over expenditure at the above-mentioned schemes. He/she will supervise the maintenance of infrastructure, ensure compliance with the Occupational Health and Safety Act, act as departmental representative on committees and task teams, supervise and control over contracts and control the execution of contracts and the handling of the prescribed payments procedures.
<u>ENQUIRIES</u>	:	Mr. A.G. Visser, 051-4059254, 082 - 8085583
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to Chief Director: Free State, P/Bag 528, Bloemfontein, 9300. or hand deliver 2 nd Bloem Plaza C/O East Burger And Maitland Street, Bloemfontein 9300
<u>FOR ATTENTION</u>	:	Mr. T Makoala
<u>POST 48/82</u>	:	<u>ENVIRONMENTAL OFFICER (SPECIALIST PRODUCTION)</u>
<u>SALARY</u>	:	R 208 197 per annum
<u>CENTRE</u>	:	Port Elizabeth
<u>REQUIREMENTS</u>	:	Relevant Honours degree in Environmental or related fields Computer literacy. Valid driver's license; copy must be attached to the application. Willingness to travel and work abnormal hours. Application of water management systems for managing water quality data, assessment as well as data dissemination. Sound understanding of current issues in Integrated Water Resources Management. Applied knowledge of the National Water Act, (36 of 1998) and related policies strategies and guidelines. Ability to draft and successfully manage water use licenses. Proven experience in staff supervision and management of personnel

		and service providers. Excellent verbal and written communication skills negotiation and facilitation skills. Knowledge of Human Resources Policies. Clear understanding of transformation in the Public Service.
<u>DUTIES</u>	:	The successful candidate will be in charge of Water Pollution Control Officers. Ensuring registration and authorisation of water uses in terms of the National Water Act (36 of 1998). Provide operational guidance and advice on water quality assessment, monitoring and management and ensure the systematic dissemination of knowledge. Manage personnel, service providers and budget for Water Management Area 15. Manage the regional water quality database with WMS support. Provide effective technical training over the full spectrum of water quality management. Draft and manage business plans for the unit.
<u>ENQUIRIES</u>	:	Ms B.Kama, Tel (043) 701 0221
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town.
<u>FOR ATTENTION</u>	:	Mr C Gqomfa
<u>POST 48/83</u>	:	<u>CHIEF DEVELOPMENT EXPERT: INSTITUTIONAL MODELS COORDINATOR</u> Sub Directorate: Institutional Models
<u>SALARY</u>	:	R206 982 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's degree or 3 year Diploma in Law, Human or Natural and Management Sciences. A related postgraduate qualification will however, be preferred. Appropriate working experience within the water sector Knowledge of the Water Services Act 108 of 1997, the National Water Act 36 of 1998 and other water related policies and practices nationally and internationally. An understanding of the institutional framework for water services. Knowledge and working experience of Local Government environment and its legislation Good understanding of Public-Private/Public-Public Partnerships options Knowledge of and experience in managing contracts and service level agreements Willingness to travel and work irregular hours The following attributes will be strong recommendations: Strong innovative, strategic and integrated thinking skills; ability to review and analyze various documents as well as coordination amongst stakeholders; negotiation and communication (verbal & written) including public speaking; skills; ability to work in a multidisciplinary team & adapt to a dynamic environment; facilitation skills and ability to interact with key stakeholders in the water sectors, national departments, provincial and local government; computer literacy, A valid divers' licence.
<u>DUTIES</u>	:	To provide technical assistance and guidance on the Water Services delivery with the aim of ensuring institutional viability and sustainability The incumbent will have to co-manage: The review of institutional arrangements for water services provision for the whole sector (i.e. both the regional and local provision of water services). Development of mechanism to ensure that lessons learnt from various studies and investigations are fed into the Institutional Reform Strategy. Ensure that the framework for stakeholder participation & promoting effective working relations with sector partners. Ensure that bulk infrastructure contracts are in place between Water Services Authorities and the Department of Water Affairs and Forestry. (Revise this one as Facilitate the development of Bulk Infrastructure contracts between the Water Services Authorities and relevant stakeholders. Ensure that capacity required for effective water services provision is provided (particularly in the rural areas). Provide guidance to the water services providers especially those that are facing under-investment difficulties. Provide guidelines to assist WSA in selecting appropriate institutional arrangements for the provision of water services. Design and driving of special programmes of strategic nature.
<u>ENQUIRIES</u>	:	Ms L Xaba / Mr T Matidza on (012) 336 6533 / 6636
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>POST 48/84</u>	:	<u>AREA MANAGER</u> Five Year Fixed Contract
<u>SALARY</u>	:	R206 982 annum (basic salary plus 37% in lieu of benefits)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Appropriate degree or Diploma in Natural Sciences Forestry or Environmental Management Proven experience of 5-10 years in natural science field of which

two –Three years must be at Supervisory level relevant appropriate People Management skills Knowledge of PFMA and appropriate Financial Management experience and budgetary inputs as well as APO's. Excellent project management experience. Knowledge of relevant legislative framework for invasive alien plants and clearing according to norms and standards. Knowledge of GPS. Knowledge of Health and Safety in the public sector. Appropriate Monitoring and Evaluation experience and Implementing Agent contracts with regard to policies, legislation and standards. Working experience of all MS packages i.e Word, Excel, PowerPoint and Outlook. Excellent verbal and written communication skills. Willingness to travel. Valid driver's licence

DUTIES : Management and implementation of projects regionally for the Working for Water Programme. Review catchment management strategic plans and coordinate the implementation of MUCP's and APO's. Ensure project compliance with WfW norms and standards supported by 10% field inspections. Ensure advocacy and liaison with relevant stakeholders, partnerships and land-owners. Monitor and evaluate project performance against planned targets and budgets. Supervise staff and manage area budget.

ENQUIRIES APPLICATIONS : Mr. N.C Singo, Tel 051 405 9000

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

FOR ATTENTION : Ms P Mogolo

POST 48/85 : **AREA MANAGER WMA 15**
5 Year Contract

SALARY CENTRE REQUIREMENTS : R 206 982 + 37% in lieu of benefits per annum
 : Port – Elizabeth
 : Appropriate recognized Degree / Diploma in Natural Science, Conservation / Forestry will be an added advantage. Appropriate experience in management of alien invasive plants projects or programme. Extensive knowledge of and experience in the Expanded Public Works Programme or other labour intensive programmes. Excellent communication skills (verbal and writing), report, presentations and people management skills. Planning skills in natural resources. Knowledge of Public Finance Management Act, Treasury Regulations and other relevant policies. Understanding of Geographic Information Systems (GIS). Knowledge of MS packages. A valid driver's license and willingness to travel.

DUTIES : Review catchments management strategic plans and coordinates the Implementation of management unit clearing plans and annual plans of operations. Monitor and evaluate the performance of the implementing agents. Ensure the development and review of tools to support the compliance of annual plans and monthly performance indicators. Ensure that all projects comply with the Working for Water standards and norms, quality standards, occupational health and safety standards. Ensure that there's clear procedure and process for Monitoring and Evaluation and that institutional arrangements are in place. Ensure the integration of social development and training on each project. Monitor operational and financial project performance against planned targets and budgets. Integrate and support biological control and waterweeds with project clearing plans. Manage staff and budget related to the Water Management Area. Monitor compliance with financial, labour and environmental legislation. Liaise with relevant stakeholders, public bodies and land users to increase their investment in poverty alleviation. Assist Regional management by representing the programme in various meetings within and outside WMA.

ENQUIRIES APPLICATIONS : Mr. M. Kawa Tel 043 701 0376

: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town.

FOR ATTENTION : Mr C Gqomfa

POST 48/86 : **DATA MANAGER**
5 year contract

SALARY CENTRE REQUIREMENTS : R 206 982 + 37% in lieu of benefits per annum
 : East – London
 : Appropriate degree or Diploma. At least 5 years relevant technical and management experience. Computer literate with Arcview and GIS competence essential. Driver's licence and a willingness to travel. Recommendation: Willingness to learn the operational field requirements.

DUTIES : Manage and monitor spatial and non spatial database information system. Quality assurance of reports, monthly key performance indicators, quarterly poverty relief reports. Oversee quality assurance of clearing contract generation, summary of contract clearing summaries. Oversee implementation of database and workflow system. Provide aerial mapping support.

ENQUIRIES APPLICATIONS : Mr. M. Kawa Tel 043 701 0376
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town.

FOR ATTENTION : Mr C Gqomfa

POST 48/87 : **TECHNICAL ADVISOR**
5 year contract

SALARY CENTRE REQUIREMENTS : R 206 982 + 37% in lieu of benefits per annum
: East - London
: A three year B-degree in Natural Science, Forestry, Project Management of equivalent qualification. Knowledge and understanding the Government legislation and procedures. Extensive experience in the scientific service or technical fields. Relevant management experience. Good interpersonal skills. Comprehensive computer literacy relating to GIS. A valid drivers licence, and willingness to travel. Ability to produce technical reports. Ability to mentor motivates and trains other people.

DUTIES : Providing technical support to the Region. Facilitate and produce Annual Plans of Operation for all projects developed from the Management Unit Clearing Plans. Ensure that first party assessments take place on all projects. Ensure that the Regional Programme Leader on all operations issues. Coordinate quality circle interventions within the Region. Support Regional Implementation team with projects monitoring and evaluation. Ensure that all operational policies and research outcomes get implemented. Liaise with National Monitoring and Development unit. Assist in the implementation and management of Health and Safety, Social Development and training in the Region. Assist with the completion of key performance indicators.

ENQUIRIES APPLICATIONS : Mr. M. Kawa Tel 043 701 0376
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town.

FOR ATTENTION : Mr C Gqomfa

POST 48/88 : **ASSISTANT DIRECTOR: WATER SECTOR PROGRAMME**

SALARY CENTRE REQUIREMENTS : R 206 982 Per Annum (all inclusive package)
: Bloemfontein
: An appropriate recognized B degree in one of the following fields of Study: Public Administration, Social Sciences or Development Studies. Experience of at least 3 years in some or either of following Water Sector Stakeholders: Local Government, Municipal Sphere of Governance, Agriculture, Environment, Rural Development Knowledge and understanding of the National Water Act, Water Services Act and related policies, strategies and guidelines. Knowledge and understanding of the following strategies related to the water sector; among them, Integrated Water Resource Management, Rural Development, Water Sector Stakeholder Management, Water for Growth and Development, National, Strategic Framework for Water Services. Good Understanding of all the financial legislation and policies in government. Ability to interact and liaise with counterparts and role-players in all the Water Sector partners. Excellent Presentation, analysis, research, communication and report writing skills. Excellent Computer literacy. Valid driver's license and Willingness to travel and work irregular hours

DUTIES : The incumbent will be expected to support, promote, facilitate and coordinate the implementation of the relevant sections of the National Water Act, Water Services Act and other water sector related Acts in the context of Water Sector Collaboration, Coordination and Communication. Facilitate knowledge sharing and learning so that the Water Sector is informed of the relevant Water Sector related Acts, policies, strategies and guidelines and public the lessons regionally and nationally. Support the capacity assessments and building of the Water Sector partners/ stakeholders including the Community structures. Facilitation and participation in the development and implementation of relevant strategies, tools or guidelines for the Water Sector. Management of Human resources, finances of sub directorate. Support the Government and DWA implementation of the imperatives/ strategies/ outcomes, among them: Public and CSO

participation, gender and disability mainstreaming, integrated water resource management in the Water Sector and any other relevant strategies. Facilitate and coordinate the DWA Water Sector engagement in the District Committees or Forums. Support the monitoring, evaluation and reporting on the Water Sector performance in terms of the IGR and any Water Sector related collaboration; LGTAS, Operation Hlasela, Izimbizos or Ministerial Indaba, etc. Assist in the Water Sector Collaboration sub directorate monthly, quarterly and any other required reporting. Can be delegated to represent the sub- directorate or department in various Water Sector Fora and relevant engagements

ENQUIRIES : Mr LB Mabaso Tel: 051 405 9000
APPLICATIONS : Please forward your application quoting the reference number to: The Regional Head, The Department of Water affairs, Private Bag 528, Bloemfontein,9300 Private Bag 528 Bloemfontein,9300 or hand deliver at the Sanlam Plaza Building, Cnr Maitland and East Burger Streets, Second floor
FOR ATTENTION : Ms P Mogolo

POST 48/89 : **ASSISTANT DIRECTOR: PLANNING (GIS MANAGER)**

SALARY : R 206 982 per annum
CENTRE : King William's Town
REQUIREMENTS : An appropriate recognized four-year Bachelor's degree in the Human, Natural Sciences or Engineering PLUS appropriate post-qualification experience. The following will be recommendations: good communication and integration skills, excellent computing aptitude with specific skills in GIS (preferably ESRI ArcGIS and relational databases).

DUTIES : Design and implement GIS projects to support regional planning and decision making at the Eastern Cape Department of Water Affairs Manage a GIS team in a highly technical environment to deliver excellent GIS services to the Eastern Cape water sector Manage the maintenance and development of databases to high quality standards, as well as data analysis and report compilation Ensure appropriate sharing and accessing of information and the provision of training and technical support to consultants, implementing agents and DWAF personnel on available decision support tools Liaise with other government departments, local authorities and NGOs operating in the rural development and water sectors

ENQUIRIES : Mr R Jack/ Mr Dyantyi Tel 043 604 5400
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town.

FOR ATTENTION : Mr C Gqomfa

POST 48/90 : **ASSISTANT DIRECTOR: GENERAL ADMINISTRATION**

SALARY : R 206 982 per annum
CENTRE : King William's Town
REQUIREMENTS : an appropriate 3 year tertiary qualification plus 3 to 5 years appropriate experience. Knowledge of records management; Corporate Travel and Facilities management; Be conversant with the Public Finance Management Act (PFMA), Treasury Regulations, Public Service Act and Public Service Regulations; Knowledge of HR policies. Good communication skills (written and verbal) and organisational skills; Good interpersonal skills; Computer literacy in Ms Word, Ms Excel and Microsoft Outlook. Courses in records management, Occupation Health and Safety and Contract Management will serve as a recommendation. Valid Drivers Licence

DUTIES : Manage transport function in the region which includes the fleet contract management, subsidised vehicle management, travel management, provision of advice regarding travel management policies and activities, assist with the development, implementation and monitoring of Transport Management Policy Manage facilities in the region by assisting with the development and implementation of the housing policy, ensure that Health & Safety plans are in place, Ensure that there is access control at regional offices, manage building lease agreements for the regional offices, contract management, management of accommodation request Provide record management for the region by ensuring that effective and efficient registry duties are provided, ensuring that ingoing and outgoing mail is dealt with efficiently, ensuring that a departmental filing system is maintained Provide office services for the region by ensuring that a reception and switchboard services is provided to the region, ensuring that a security service is provided to the region, ensuring that a cleaning service is provided to the region, ensuring that cell phone administration is done for the region Supervision of staff by supervision and overseeing the work of

	:	subordinates, disciplinary actions over subordinates, training and development of subordinates
<u>ENQUIRIES</u>	:	Mr M Zenzile tel 043 604 5400
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town.
<u>FOR ATTENTION</u>	:	Mr C Gqomfa
<u>POST 48/91</u>	:	<u>ASSISTANT DIRECTOR: TALENT MANAGEMENT</u>
<u>SALARY</u>	:	R 206 982 per annum
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	A National Diploma in Training or equivalent recognised 3 year qualification. A minimum of 5 to 8 years relevant experience. Knowledge of SAQA, NQF, Skills Development Act. Valid Drivers licence
<u>DUTIES</u>	:	Ensure the provision and management of training and development interventions for the region. Ensure that regional training programmes are developed, implemented and monitored. Ensure that regional directed training is facilitated as per business needs. Ensure the compilation and implementation of HRD and Workplace Skills plans for the region. Ensure the facilitation of career development within the constraints of existing HR protocol for the region. Ensure the alignment of HRD with existing skills development for the region. Effective administration of PMDS for the region. Provide guidance on all HRD related policies and procedures. Ensure the effective marketing of HRD products such as bursaries and training intervention. Management of the section and all activities
<u>ENQUIRIES</u>	:	Ms T Solwandle Tel 043 604 5476
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town.
<u>FOR ATTENTION</u>	:	Mr C Gqomfa
<u>POST 48/92</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT NWRI</u>
<u>SALARY</u>	:	R206 982 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Supply Chain Management NQF level 6 or relevant equivalent with extensive relevant experience in the area of Supply Chain Management. Managerial/Supervisory experience. Computer literacy, appropriate experience in a SAP environment will serve as an advantage. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Procurement policies and procedures, Supply Chain Management as well as Asset and Risk Management. Management skills. Excellent interpersonal skills. Strong, verbal and written communication skills. A valid driver's license.
<u>DUTIES</u>	:	Manage the Supply Chain Management unit by ensuring adherence to policies and procedures. Apply Broad-based Black Economic Empowerment Policy in line with Government's objectives in purchasing, tendering, contract management and reporting. Guide the Department on the implementation of the Supply Chain Management frameworks and procedures. Manage the process to ensure that the supplier database is correctly maintained. Address all Audit queries. Manage staff within the unit. Co-ordinate and advice schemes with all supply chain related matters in the Cluster/Directorate.
<u>ENQUIRIES</u>	:	Mr. M.I. Ndlovu Tel. No. (012) 392 1505
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to The Director General, Department of Water Affairs, Private Bag X 313, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Mr SG Mhlanga
<u>POST 48/93</u>	:	<u>CONTROL SECURITY OFFICER</u>
<u>SALARY</u>	:	R174 117 per annum
<u>CENTRE</u>	:	NWRI: Central Operations, Usutu Vaal GWS (Standerton)
<u>REQUIREMENTS</u>	:	The applicant must be in a position of a three-year National Diploma in Police/Security Management or equivalent qualification with more than Six to 10 year experience in Security supervision at a National Key Point. PSIRA Grade A, National Key Point Certificate. Fire-arms Competency Certificate. Knowledge of OHS Act. Knowledge of Statutory Law. Expertise in budgeting and financial control. NIA Security Management course. A valid driver's licence. Computer literacy (MS Word, Excel and Outlook). Good written and communication skills.

Supervisory and organising skills. Good interpersonal relations skills. Knowledge of PMDS. These requirements may be tested.

DUTIES : Manage the security division at Usutu Vaal GWS. Contingency planning. Implement National Key Point directives. Ensure implementation and compliance to Security Policies. Personnel Management. Budget control. Attend meetings with major stakeholders (SAPS, NIA etc). Provide on-job training. Liaison with Emergency Authorities. Attend essential meetings. Conduct security evaluations and appreciations, conduct crime related investigations. Conduct escort duties and promote security awareness.

ENQUIRIES : Mr. JA Van Niekerk, Tel (017) 712 9400

APPLICATIONS : Please forward your application quoting the reference number to The Area Manager: Department of Water Affairs, Private Bag X2021, Standerton, 2430 or hand delivered at Groot Draai Dam, Admin Offices, Standerton, Room number 1.

FOR ATTENTION : Ms PN Myeni

POST 48/94 : **PRINCIPAL COMMUNITY DEVELOPMENT OFFICERS 4 POSTS**

SALARY : R 174 117 per annum

CENTRE : 2 Port Elizabeth, 2 East London

REQUIREMENTS : An appropriate recognised 3-year tertiary qualification in Natural Sciences, Water Resource Management, Agriculture or Social Sciences coupled with relevant experience. The ability to liaise with key stakeholders in the major water use sectors is essential. Sound knowledge of the National Water Act is necessary. Understanding of the Department's role and policies with respect to integrated water resource management. Sound knowledge of Water Management Institutions and Water Allocation Reform Programme in South Africa is essential. The candidate must be able to work independently or in a team. Must have a proven experience in community or rural development, as well as interacting with other spheres of Government. Must have the ability to manage conflict through a transparent and participatory approach, solve complex project related problems. An understanding of hydrological concepts/ experience as a hydrologist will be an added advantage. A valid driver's licence, computer literacy and willingness to travel. Good written and verbal communication, negotiation and facilitation skills

DUTIES : Be responsible for the establishment of Water Management Institutions, in Eastern Cape. Provide a linkage between organs of state, government departments and other institutions. Promote and support the implementation of Resource Poor Farmers programme for financial assistance by Water Affairs. Play a role in the implementation of Water Allocation Reform programme. Liaise closely and provide support to stakeholders including commercial and emerging farmers, government spheres, industries and communities. Represent the Department in a variety of forums.

ENQUIRIES : Ms S. Blie (043-7010 353)

APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town.

FOR ATTENTION : Mr C Gqomfa

POST 48/95 : **SENIOR DEVELOPMENT EXPERT**

SALARY : R 174 117 per annum

CENTRE : King William's Town

REQUIREMENTS : An appropriate tertiary qualification in the Development or Social Sciences or Humanities. Knowledge and understanding of the applicable legislative frameworks and processes which govern and regulate the education sector is necessary. Leadership competency including skills in co-ordination and facilitation, report writing, written and verbal communication and networking. Knowledge of the National Water Act, Water Services Act, Strategic Framework for Water Services including Institutional and Social Development aspects of capacity building. Understanding of government systems, policies, processes and programmes. Experience in the public and / or private sector education and development programmes will be an added advantage. Computer literate. Valid Code 08 driver's license.

DUTIES : To ensure that all DWA school programmes are incorporated into the DoE curriculum. Ensure that Curriculum Chief Directors and Directors acknowledge and support all curriculum support programmes within DWA. To communicate with Curriculum Education Specialists (CES), Senior Education Specialists (SES) as well as Institutional Management Development Support and Governance (MDSG) and Education Development Officers (EDO) in ensuring that DWA education programmes are incorporated into the Curriculum * Provide support to

schools to be able to develop school environmental policies and incorporate the implementation of intervention projects into school year plans Develop four year-plan provincial strategies which will outline the collaboration projects, implementation plans, interventions, role of DWA, the provincial targets, criteria to select schools for participation and the communication strategy. Implementation of action plan for the provincial curriculum strategies To work with resource material developers in ensuring that Learning and Teaching Support Material (LTSM) developed are relevant to target groups and in line with existing curriculum policies * Capacitate teachers to be able to use the DWA Curriculum aligned resource materials in class and also ensure that the DWA team is capacitated to be able to support the teachers during the implementation phase of intervention projects. Order and distribute LTSM as per the DoE requirements Identify schools for LTSM training (all phases) Strengthening of partnerships by identifying representatives from all institutions involved in the education programmes in schools Develop provincial 2020 Vision calendar of events and an evaluation tool to assess the impact of the DWA education programmes in schools.

ENQUIRIES : Ms L.T. Radebe. Tel: 043-604 5560, Cell: 082 886 6037
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town.
FOR ATTENTION : Mr C Gqomfa

POST 48/96 : **SENIOR SAFETY OFFICER**

SALARY : R 174 117 per annum
CENTRE : Usutu River: Jericho Dam (Amsterdam)
REQUIREMENTS : 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 : Mr R.E. Van Heerden Tel (017) 846 6000
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Area Manager, Usutu River GWS, Private Bag X1004, Amsterdam,2375

FOR ATTENTION : Ms K.E. Thomo

POST 48/97 : **SENIOR ADMINISTRATIVE OFFICER**

SALARY : R 174 117 per annum (all inclusive package)
CENTRE : Usutu River: Jericho Dam (Amsterdam)
REQUIREMENTS : An appropriate three year National Diploma or Degree. Three to Five years experience in administration matter and Project Management experience, Sound knowledge of 2020 Vision for Water Environment and Education Programme Sound knowledge of Education Sector Policies, Good verbal and communication skill. Good interpersonal and organisational skills. Ability to work under pressure and outside office hours. Ability to operate in a team environment.

DUTIES : The incumbent's duties will be among other things to provide administrative support to the Assistant Director and the regional structure of Vision 2020: Provide support to and report to the Assistant Director: Community Development Record, information and document management Create and maintain effective databases of the 2020 Vision Schools Administration of the business planning process and ensuring timely development of plans and reports Logistics administration of all events and processes relation to the 2020 Vision Programme Minute taking and reporting on all forums of the 2020 Vision programme, like 2020 Vision management meetings, LOC and NOC meetings Financial administration of the programme Support and provide necessary information to all regional coordinators, service providers and other units of DWA that are involved in Education and schools based activities Take responsibility for the

Finance, HR, Administration and Procurement processes and activities for the 2020 Vision Programme and ensure that these are in line with the standards of government Support management on all issues relating to project management – through adequate early warning systems and ensuring that all deadlines are met by the team

ENQUIRIES APPLICATIONS : Mr R.E. Van Heerden Tel (017) 846 6000
: Please forward your application quoting the reference number to: The Department of Water Affairs, Area Manager, Usutu River GWS, Private Bag X1004, Amsterdam, 2375

FOR ATTENTION : Ms K.E. Thomo

POST 48/98 : **SENIOR STATE ACCOUNTANT**

SALARY : R 174 117 per annum
CENTRE : King William's Town
REQUIREMENTS : An appropriate 3 years degree/diploma in Financial Accounting/Cost and Management Accounting and 3 years experience in Financial Management and Administration of government financial systems (BAS/Logis/Persal). Knowledge of Budgeting, Donor Funds, Project Budgeting, Financial Reporting, PFMA, Treasury Regulations, DORA, Public Service Act. Computer Literacy is essential e.g. Microsoft Office and Excel, presentation, interpersonal and organising skills; verbal and written communications are essential, Supervisory skills. Ability to work long hours and be prepared to travel. Must be self motivated. Problem solving skills, meet deadlines. Strong sense of responsibility and ability to work independently and in a team. A valid driver's license will be an added advantage

DUTIES : Confirm the availability of funds against procurement procedures and payments. Co-ordinate budget inputs from line managers i.e. compile MTEF, Rollovers, Adjustments and Estimates of National Expenditure (ENE) etc. Advise Managers on their spending pattern in line with their Strategic Plans projections and their expenditure (IYM). Financial management of Voted, Earmarked and Donor funding. Ensure that correct SCOA codes are used every time procurement and payments suppliers are made. Be able to identify and correct misallocations (journalize) when necessary. Facilitate compliance and enforcement of PFMA; Treasury Regulations, DORA and internal policies and prescripts. Be able to attend to Audit queries.

ENQUIRIES APPLICATIONS : Mr C Samuels Tel 043 604 5405
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town.

FOR ATTENTION : Mr C Gqomfa

POST 48/99 : **COMMUNITY DEVELOPMENT OFFICERS WATER SECTOR COLLABORATION 2 POSTS**

SALARY : R 174 117 per annum
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate recognized three-year qualification (Degree/Diploma) in the Natural or Social Sciences, Public or Municipal Administration or Development Studies plus two years experience in the water sector. Computer literacy, preferably MS Word and PowerPoint. Knowledge of relevant legislation: National Water Act, Water Services Act and other Water Sector related legislation. A valid driver's license. Project and programme management skills. Good written and verbal communication skills a particular interest in the water sector. Good networking skills. Good reception skills and ability to interact with a diverse range of human personalities in the water sector

DUTIES : Assist in the identification and facilitation in the implementation of integrated community development interventions in partnership with the community and other relevant stake holders. Support communities and perform administrative support on community development and related activities Assist with the liaison, co-ordination and monitoring of projects and other community development ventures and report on the progress thereof. Assist with the planning of water programmes Assist with the implementation of water regulatory framework Assist with the monitoring and evaluation of water programmes

ENQUIRIES APPLICATIONS : Mr. Sediko Mpopetsi, Tel 051 405 9000
: Please forward your application quoting the reference number to: The Regional Head, Department of Water Affairs, Private Bag 528, Bloemfontein, 9300 or hand deliver at the Sanlam Plaza Building, Cnr Maitland and East Burger Streets, Second floor

FOR ATTENTION : Ms. P Mogolo

POST 48/100 : **SENIOR ADMINISTRATION OFFICER TELECOMMUNICATIONS**

SALARY : R 174 117 per annum
CENTRE : Pretoria
REQUIREMENTS : A three year Diploma or Degree 3 to 5 years experience in telecommunication. Client liaison experience, administrative experience, good communication skills, supervisory skills, ability to work under pressure, Knowledge of departmental procurement procedures, knowledge of PMDS. Knowledge of project management. Good interpersonal relations. Knowledge of video conferencing will be an added advantage.

DUTIES : competencies include: Manage the departmental switchboard Manage and issuing the departmental cell phone contract Manage video conferencing and departmental Photocopying unit Control over updating and distribution of the internal telephone directory Liaise with Telkom and other service providers Overseeing relevant account payments Preparation of quarterly reports on cell phone & land line spending

ENQUIRIES : Ms S Modipa Tel 012 336 8214
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 48/101 : **SENIOR ADMIN OFFICER: DAM SAFETY OFFICE**
Directorate: Water Abstraction & In-stream Use

SALARY : R174 117 per annum
CENTRE : Pretoria
REQUIREMENTS : A three year Diploma or Degree in Administration 3-5 year experience in administration matter. Computer literacy, Supervisory skills and ability to solve problems. Knowledge of administrative procedure and good communication skills.

DUTIES : The occupant will be responsible to provide administrative support to all personnel in the component Assist with the execution of financial management. Manage administrative systems that will reduce or streamline administrative tasks. Maintain registry of the Dam Safety Office Sub Directorate. Compile monthly reports. Manage personnel and oversee their daily work.

ENQUIRIES : Ms. S.M Modipane Tel: (012) 336-8015
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 48/102 : **SENIOR SAFETY OFFICER NWRI**
Directorate: Southern

SALARY : R174 117 per annum
CENTRE : Port Elizabeth
REQUIREMENTS : An appropriate recognized National Diploma in Mechanical or Electrical Engineering, Environmental Sciences or Security Studies. B Tech Degree will be an added advantage. A valid driver's license. Occupational Health and Safety Management certificate. Audit qualifications.

DUTIES : Implement OHS Act system which is ODHAS 18001/2. Audit OHS Act systems. Implement OHSAS 18001/2. Train employees on SHE management. Establish SHE committees according to OHS Act .Investigate all OHS Act incidence Develop financial budget for OHS Act. Manage and co-ordinate implementation of the OHS Act. Develop SHE management systems. Interpret and co-ordinate recommendations from external audit reports. Conduct internal audits. Conduct regular site inspection. Develop quarterly reports on fatalities, serious injuries and all related issues described on the incident reporting matrix. Manage COIDA. Help in the implementation of security policies and procedures.

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

FOR ATTENTION : Ms P Erasmus

<u>POST 48/103</u>	:	<u>CHIEF SURVEY OFFICER</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R174 117 per annum Pretoria Applicants must be in possession of Senior Certificate and three-year Survey Officer Certificate plus extensive, appropriate experience in cadastral and topographical information interpretation and capturing using Micro Station, design of waterworks boundaries, site inspections. MS Office applications literacy (database, spreadsheet), as well as good communication (verbal and written), interpersonal, planning and organizational skills are necessary. Knowledge of sector legislation and of DWA relevant policies is also required. Valid driver's license
<u>DUTIES</u>	:	Initiation, execution, completion and archiving of complete tasks/projects outsourcing, verification and capturing of spatial data requiring analysis and interpretation amalgamation of existing datasets (vector, detail mapping & raster images) depending on projects needs: manipulation of cadastral & topographical datasets and drawings. Deeds search, interpretation and application, design of areas to secure DWA land rights to execute projects, preparation of expropriation documentation, site inspections & recommendations, report writing, safekeeping and maintenance of digital project information, research and application of new technologies and tools
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs B. Przytula, Tel No: (012) 336 7833 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.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>POST 48/104</u>	:	<u>SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A – C: GEO-HYDROLOGY 2 POSTS</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 169 797 – R245 241 pa plus benefits (Offer based on proven experience) Kwa – Zulu Natal Applicants should be in possession of an appropriate three-year National Diploma in Science, or equivalent qualification in Geology, Geohydrology with a minimum of three years post qualification experience. Compulsory registration with SACNASP as a certified natural scientist. Valid Driver's Licence and be willing to travel extensively in the KwaZulu-Natal Region. Ability to work in a team. Computer literate. Sound understanding of Microsoft excel, word, access and outlook. An understanding of database systems. Good written and verbal communication skills. Knowledge of the National Water Act (Act 36 of 1998). Whilst this is an entry level position knowledge on the following will serve as recommendations: Experience in the acquisition, auditing and provision of groundwater related data; knowledge and/or experience in geological borehole descriptions and logging; geophysics; knowledge of monitoring network maintenance and extension; knowledge of GIS, HYDSTRA, NGA/NGDB and applications in groundwater assessment and monitoring; technical report writing skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following functions in a Water Management Area of the KwaZulu-Natal Region: Assist in the collection and processing of groundwater data from various sources. Ensure the quality of captured data and provide assistance for information management. Site maintenance at regional monitoring network boreholes. Assist in conducting a hydrocensus when required. Assist in Geophysical surveys and pumping tests. Schedule monthly monitoring and biannual sampling programs at regional monitoring boreholes. Disseminate groundwater data and information. Provide support to internal groundwater specialists. Assist with the processing of groundwater licence applications, permits and General Authorisations within his/her designated WMA.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A. Masefield (031 3362839) Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000
<u>FOR ATTENTION</u>	:	The Manager (Human Resources)
<u>POST 48/105</u>	:	<u>ENGINEERING TECHNICIAN (PRODUCTION) NWRI GRADE A –C MECHANICAL</u> Directorate: Southern Operations
<u>SALARY</u>	:	R159 978 –R208 197 per annum plus benefits Offer will be based on proven years of experience

<u>CENTRE REQUIREMENTS</u>	:	Uitkeer / Mthatha
	:	National Diploma in Electrical Engineering Three years post qualification technical experience. Valid drivers license Compulsory registration with ECSA as a Professional Engineering Technician Experience in the drawing up of tenders, contract management and tender administration. Knowledge of the Occupational Health and Safety Act. Computer literacy and experience in the use of function related software. Candidates must be in possession of a valid code 8/B driver's license and should be willing to undertake field trips that require travelling to remote areas in the Region for extended periods and, should not have any phobias regarding working on elevated and exposed areas and in confined spaces.. Applicants are to include in their. application written, point by point confirmation/proof of compliance with the advertised requirements NOTE: Applicants may be subjected to skills testing as part of the recruitment process to prove technical competence for the post
<u>DUTIES</u>	:	The successful candidate will be responsible for managing government bulk water schemes' electrical related duties including the compilation of maintenance and refurbishment plans, budget plans, to do inspection and progress reports, to provide general logistical support on all electrical equipment up to supplies of 11KV and pump stations up to 20 000 kVA, to ensure SHE compliance and, to mentor and train subordinates. Liaise with consultants, contractors and suppliers and, draw up and administer tenders. Provide administrative support and functional training to scheme personnel
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. JM Viljoen (082 804 1790)
	:	Please forward your application quoting the reference number to: Director: Southern Operations, Department of Water Affairs,P.O. Box 5501, PORT ELIZABETH, Walmer, 6065
<u>FOR ATTENTION</u>	:	Ms. P Erasmus
<u>POST 48/106</u>	:	<u>BIO DIVERSITY OFFICER GRADE A C 2 POSTS</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R142 017 – R245 241 per annum (Offer based on Proven years of experience)
	:	Dundee
	:	A relevant National Diploma in Environmental Management or Natural Sciences. Knowledge of water quality management as well as an understanding of prevailing principles of integrated water resource management and knowledge of catchment management are additional requirements. Knowledge of the National Water Act. Computer literacy as well as a driver's licence (EB) and sufficient driving experience are essential requirements. Willingness to travel extensively and work irregular hours. Good communication skills (both written and verbal); Report writing skills. The person may be required to write a test as part of the interview process.
<u>DUTIES</u>	:	Processing of Water use license applications in a specific Water Management Area of the KwaZulu-Natal region; Provide comment on environmental impact assessments(EIA's), environmental management plan (EMP) reports and rezoning applications in the the region; support catchment management forums; Liaising with stakeholders in the water sector and other government departments; conducting regular compliance monitoring at industries, local authorities etc.; water quality monitoring in a management area and the investigation of pollution incidents.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R. Philip (031 3362741)
	:	Please forward your application quoting the reference number to The Chief Director, Department of Water; Affairs and Forestry, PO Box 1018, Durban, 4000
<u>FOR ATTENTION</u>	:	The Manager (Human Resources)
<u>POST 48/107</u>	:	<u>COMMUNITY DEVELOPMENT OFFICER</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 140 208 per annum
	:	East London
	:	An appropriate recognised 3-year tertiary qualification in Natural Sciences, Water Resource Management, Agriculture or Social Sciences coupled with relevant experience. Experience in community liaison and community development will be an added advantage. The ability to liaise with key stakeholders in the major water use sectors is essential. Sound knowledge of the National Water Act is necessary. Understanding of the Department's role and policies with respect to water resources management. Sound knowledge of Water Management Institutions and Water Allocation Reform Programme in South Africa is essential. A valid driver's licence, computer literacy and be willing to travel. Good written and verbal communication, negotiation and facilitation skills.
<u>DUTIES</u>	:	Be responsible for the establishment of Water Management Institutions, in Eastern Cape. Provide a linkage between organs of state, government

		departments and other institutions. Promote and support the implementation of Resource Poor Farmers programme for financial assistance by Water Affairs. Play a role in the implementation of Water Allocation Reform programme. Represent the Department in a variety of forums.
<u>ENQUIRIES</u>	:	Ms S. Blie (043) 7010 353
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town.
<u>FOR ATTENTION</u>	:	Mr C Gqomfa
<u>POST 48/108</u>	:	<u>CHIEF ADMINISTRATION CLERK (IT)</u>
<u>SALARY</u>	:	R 140 208 per annum
<u>CENTRE</u>	:	King Williams Town
<u>REQUIREMENTS</u>	:	A senior certificate or equivalent qualification plus appropriate experience. Computer literacy; valid driver's license (Code 08); This will serve as a recommendation: knowledge of government procedures and legislations.
<u>DUTIES</u>	:	Quotes and enquiries on Sita contracts. Monthly expenditure reports. Hardware and software acquisition. First line support to users. Customer Relations management. Transport claims and accommodation verification for IT staff. Booking of venues for workshops and training. Entry level training to users. Asset management. Maintenance contracts for server room equipment. Contracts for off site backups. Entry level SLA management. Risk register. Change management. Communication with SMME's. General office administration
<u>ENQUIRIES</u>	:	Mr B Bharat (0836100990)
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town, 5600 or hand deliver at 2 Hargreaves Avenue, King William's Town.
<u>FOR ATTENTION</u>	:	Mr C Gqomfa
<u>POST 48/109</u>	:	<u>PROJECT MANAGER WMA 12</u> 5 year contract
<u>SALARY</u>	:	R 140 208 + 37% in lieu of benefits per annum
<u>CENTRE</u>	:	East - London
<u>REQUIREMENTS</u>	:	A forestry or Nature Conservation post matric qualification or Grade 12 certificate with 3-5 years relevant experience in alien clearing project management. A valid drivers licence and willingness to travel. Ability to communicate in at least two official languages. Project management experience. Good communication (verbal and written) and interpersonal skills. Computer literacy, practical knowledge of GPS and infield mapping, knowledge of herbicide, chainsaw, health and safety standards, and working experience of clearing methods and standards of invading plant clearing methods
<u>DUTIES</u>	:	Support the WMA 12 Area Manager with project monitoring and compliance with work methods and Health and Safety requirements standards. Ensure quality control through regular site inspections. Increase awareness of stake holders and land users regarding alien clearing and herbicide assistance. Monitor specialised operations such as rehabilitation, emerging weeds where appropriate.
<u>ENQUIRIES</u>	:	Mr. M. Kawa Tel 043 701 0376
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town, hand deliver at the 2 Hargreaves Avenue, King William's Town.
<u>FOR ATTENTION</u>	:	Mr C Gqomfa
<u>POST 48/110</u>	:	<u>PERSONAL ASSISTANT HEAD OFFICE OF THE DEPUTY MINISTER</u>
<u>SALARY</u>	:	140 208 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Secretarial Diploma or equivalent qualification. 3 - 5 years experience in rendering a support service to senior management. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good Grooming and presentation. Self- management and motivation. Knowledge on the relevant legislation/Policies/ Prescripts and procedures. Basic knowledge on financial administration.

DUTIES : Provide a secretarial /receptionist support service to the senior manager. To render administrative support services. Provide support to the manager regarding meetings. To support the manager with administration of the manager's budget.

ENQUIRIES APPLICATIONS : Ms T Kubuli Tel (012) 336 8504

FOR ATTENTION : 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 48/111 : **CHIEF PROVISIONING CLERK (LOGISTIC) NWRI**
Directorate: Southern Operations

SALARY CENTRE REQUIREMENTS : R 140 208 per annum
Port Elizabeth
Grade 12 with appropriate experience in SCM. Extensive knowledge in Buying/Purchasing/Supply Chain Management, Asset Management and Risk Management. Knowledge and experience of PFMA, PPPFA, SCM and procurement administration. Working knowledge of Microsoft Office and SAP. Good planning, organizing and problem solving skills. Experience in Provisioning will be an added advantage. A valid driver's license.

DUTIES : Administration of procurement of goods and services. Receiving and processing requisitions. Ensuring compliance to SCM policy. Maintain database and reports. Liaising with Suppliers and clients. Supervision of staff including performance assessment.

ENQUIRIES APPLICATIONS : Ms. P Erasmus Tel (041) 508 9704

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

FOR ATTENTION : Ms. P Erasmus

POST 48/112 : **CHIEF SECURITY OFFICER**

SALARY CENTRE REQUIREMENTS : R140 208 per annum
NWRI: Central Operations, Usutu Vaal GWS (Standerton)
The applicant must be in a position of a Grade 12 or equivalent qualification with more than 3 year experience in Security supervision at a National Key Point. PSIRA Grade A, National Key Point Certificate. Fire-arms Competency Certificate. Knowledge of OHS Act. Knowledge of Statutory Law. Expertise in budgeting and financial control. NIA Management course will be an added advantage. A valid driver's licence. Computer literacy (MS Word, Excel and Outlook). Good written and communication skills. Supervisory and organising skills. Good interpersonal relations skills. Knowledge of PMDS. These requirements may be tested.

DUTIES : Manage the security division at Usutu Vaal. Contingency planning. Ensure implementation and compliance to Security Policies. Personnel Management. Budget control. Attend meetings with major stakeholders (SAPS, NIA etc). Provide on-job training. Liaison with Emergency Authorities. Attend essential meetings. Conduct security evaluations and appreciations, conduct crime related investigations. Conduct escort duties and promote security awareness.

ENQUIRIES APPLICATIONS : Mr. JA Van Niekerk, Tel (017) 712 9400

FOR ATTENTION : Please forward your application quoting the reference number to The Area Manager: Department of Water Affairs, Private Bag X2021, Standerton, 2430 or hand delivered at Groot Draai Dam, Admin Offices, Standerton, Room number 1.

FOR ATTENTION : Ms PN Myeni

POST 48/113 : **SAFETY OFFICER**

SALARY CENTRE REQUIREMENTS : R 140 208 per annum
NWRI: Central Operations, Pretoria
An appropriate recognized National Diploma in Mechanical or Electrical Engineering Environmental Sciences or Security Studies. B-Tech Degree will be an added advantage. A valid driver's license. Occupational Health and Safety Management

DUTIES : Implement OHS Act system which is ODHAS 18001/2.Audit OHS Act systems. Implement OHSAS 18001/2.Train employees on SHE management. Establish SHE committees according to OHS Act. Investigate all OHS Act incidences. Develop financial budget for OHS Act. Manage and co-ordinate implementation of the OHS Act. Develop SHE management systems. Interpret and co-ordinate recommendation from external audit reports. Conduct internal audits. Conduct

regular site inspection. Develop quarterly reports on fatalities, serious injuries and all related issues described on the incident reporting matrix. Manage COIDA. Help in the implementation of security policies and procedures.

ENQUIRIES : Ms N Ndumo, Tel (012) 392 1489

APPLICATIONS : The Director General, Department of Water Affairs, Private Bag X 313, Pretoria,0001, or Hand-delivered to 1st Floor, Praetor Forum Building, 267 Van Der Walt Street, Pretoria.

FOR ATTENTION : Ms P Nyaniso

POST 48/114 : **SENIOR ACCOUNTING CLERK: SALARIES NWRI CENTRAL OPERATIONS**

SALARY : R 113 568 per annum

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate with Accounting as a passed subject, supplemented by appropriate experience in the financial field. Computer literacy. Experience in PERSAL and SAP. Knowledge of the PFMA, Treasury regulations and financial policies.

DUTIES : Responsible for checking and capturing transactions on PERSAL. e.g. S&T claims, overtime, deductions and payrolls. Abnormal salary payments on SAP. Responsible for Payroll administration. Distribute salary and supplementary pay slips to officials. Deal with enquiries relating to PERSAL transactions and functions. Perform cashier duties when necessary. File all face value books and documents.

ENQUIRIES : Mr. M. Ndlovu Tel No. (012) 392 1315

APPLICATIONS : The Director General, Department of Water Affairs, Private Bag X 313, Pretoria,0001, or Hand-delivered to 1st Floor, Praetor Forum Building, 267 Van Der Walt Street, Pretoria.

FOR ATTENTION : Ms P Nyaniso

POST 48/115 : **SENIOR ADMINISTRATION CLERK III**

Directorate: Institutional Establishment- Catchment Management Sub-Directorate: Catchment Management

SALARY : R 113 568 per annum

CENTRE : Durban

REQUIREMENTS : A grade 12 certificate plus extensive appropriate experience. The following will serve as a recommendation: Proven computer literacy skills with sound knowledge of the Microsoft suit packages (Ms Word, Ms Excel, Ms PowerPoint, Ms Access). Strong organizational skills. Sound knowledge of financial management and procurement procedures. Good written and verbal communication skills. The applicant must be willing to travel throughout the province and be in the possession of a valid driver's license. The successful candidate must have a general knowledge of Water Management Institutions.

DUTIES : Providing administrative support for the preparation of meetings, seminars and workshops. Coordinate catchment management fora and Water User Association establishment task team meetings. Recording, compiling and distribution of minutes. Prepare monthly progress reports. Control and filing of records. Photocopying, faxing and binding of documents for distribution to stakeholders. Make travel, catering and accommodation arrangements. General financial control and procurement of office equipment and stationery. Database management.

ENQUIRIES : Mr J.G. Reddy – Tel. (031) 336 2858

APPLICATIONS : Please forward your application quoting the reference number to Chief Director: KwaZulu-Natal, Department of Water Affairs and Forestry, P.O. Box 1018, Durban 4000

FOR ATTENTION : The Manager (Human Resources)

POST 48/116 : **GIS OPERATOR**

5 year contract

SALARY : R 113 568 + 37% in lieu of benefits per annum

CENTRE : Port - Elizabeth

REQUIREMENTS : The requirements for appointment to this position are matric or a Grade 12 certificate plus a diploma in ArcView or GIS with appropriate relevant experience. A valid code B/EB driver's licence. The following will serve as recommendation: excellent written and verbal skills. The competencies required are: Proven above average computer proficiency in MS Office software, ESRI Arc software and Geographic Information System (GIS) knowledge.

DUTIES : Please note that short listed candidates will be required to take a Competency test as part of the interview process, support to the Area Manager and Data

	:	Manager by maintaining and doing Quality assurance on the Working for Water Spatial and Non-Spatial database. Generate maps for the water management areas and annual plans of operations (APO). Capture, editing and importing of raw new alien vegetation spatial data into the WIMS (Working for Water Information management System). Generate and identify discrepancies in contract maps. Willingness to develop a comprehensive understanding and knowledge of the WFW field operations.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M. Kawa Tel 043 701 0376
	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town.
<u>FOR ATTENTION</u>	:	Mr C Gqomfa
<u>POST 48/117</u>	:	<u>SENIOR PERSONNEL OFFICER NWRI 3 POSTS</u> Directorate: Southern Operations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R113 568 per annum Port Elizabeth Grade 12 with appropriate experience in Human Resources Management. Recommendations: Knowledge of PERSAL system, database and spreadsheet applications. Good Communication skills (written and verbal). Ability to work under pressure.
<u>DUTIES</u>	:	The successful candidate will be responsible for rendering professional advice to line function on the effective and efficient interpretation and implementation of the departmental HRM Policies, system, regulations guidelines, resolutions and other prescripts. Capturing of Transactions on PERSAL. Recruitment and selection. Drafting of submissions. Handling of all HRM administration functions i.e. PMDS, conditions of services, termination of services and PILLIR.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. P Erasmus (082 805 6265)
	:	Please forward your application quoting the reference number to: Director: Southern Operations, Department of Water Affairs P.O Box 5501, PORT ELIZABETH, Walmer, 6065,
<u>FOR ATTENTION</u>	:	Ms. P. Erasmus
<u>POST 48/118</u>	:	<u>SENIOR ADMINISTRATIVE CLERK (REGISTRY) NWRI</u> Directorate: Southern Operations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 113 568 per annum Port Elizabeth Senior Certificate plus 1-2 years experience in administration .Extensive knowledge of the National Archives Act. Computer literacy.
<u>DUTIES</u>	:	The official will be responsible for the administration and supervision of all registry procedures; training of sub-ordinates; maintain code of confidentiality.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. P Erasmus (041 508 9704)
	:	Please forward your application quoting the reference number to: Director: Southern Operations, Department of Water Affairs, P.O Box 5501, PORT ELIZABETH, Walmer, 6065
<u>FOR ATTENTION</u>	:	Ms. P. Erasmus
<u>POST 48/119</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION CLERK LOGISTIC) NWRI</u> Directorate: Southern Operations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 113 568 per annum Port Elizabeth Grade 12 with accounting as a subject. Knowledge of System Application Product (SAP), general administration, PFMA, treasury regulations will be an added advantage. Computer literacy.
<u>DUTIES</u>	:	Render effective procurement of goods and services. Render effective ordering and issuing of store items. Ensure proper filing of requisition (VA2). Process payments of invoices for rendered services.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. P Erasmus (082 805 6265)
	:	Please forward your application quoting the reference number to: Director: Southern Operations, Department of Water Affairs, P.O Box 5501, PORT ELIZABETH, Walmer, 6065
<u>FOR ATTENTION</u>	:	Ms. P. Erasmus
<u>POST 48/120</u>	:	<u>SENIOR ADMINISTRATION CLERK</u> 5 year contract
<u>SALARY</u>	:	R94 575 + 37% in lieu of benefits per annum

<u>CENTRE REQUIREMENTS</u>	:	Port - Elizabeth
	:	To be considered for appointment, applicants must be in possession of at least a Grade 12 certificate. And appropriate working experience. Excellent communication and writing skills, organisational skills, interpersonal sensitivity, flexibility, personal motivation, computer skills [Microsoft packages: Word, Excel, PowerPoint and Outlook], willingness to work irregular hours
<u>DUTIES</u>	:	The successful candidate will be responsible for the general administrative support required by the Sub Directorate: Working for Water. Duties will include the following: Dealing with consumer queries, filling, managing S&T claims, organising meetings and workshops, taking minutes, making travel arrangements, typing correspondence, providing support services to the sub directorate and performing all other administrative duties as requested.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M. Kawa Tel 043 701 0376
	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 7485, King William's Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town.
<u>FOR ATTENTION</u>	:	Mr C Gqomfa
<u>POST 48/121</u>	:	<u>PRINCIPAL AUXILIARY SERVICE OFFICER</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R94 575 per annum
	:	Bloemfontein
	:	Grade 12 certificate with mathematics/physical science. Good verbal communication Skills. A valid code 08 driver's licence.
<u>DUTIES</u>	:	Assist the Technician/Surveyor and Surveyor Officers to perform surveyor field work. This include building and painting of beacons, placing pegs, reading rod and prism at specific positions, interpret and reading of all types of topographical maps, simple GPS work, driving and boat handling. Maintenance of boats and trailers and general equipment. Clean and inspect boats and trailers when returning from task/job. Check if lights are working properly and take the necessary steps to repair and replace faulty parts. Maintaining of Survey equipment and stores. Clean and inspect equipment when returning from a task. Report any unserviceable and lost equipment to technician. Service and Repair damaged equipment as needed. Loading and unloading of required equipment on boats and vehicles.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr I Radebe Tel 051 405 9000
	:	Please forward your application quoting the reference number to Free State: Central Operation NWRI, Department of Water Affairs, Private Bag 528 Bloemfontein 9300 or 2 nd Floor Bloem Plaza Bloemfontein 9300.
<u>FOR ATTENTION</u>	:	Mr Thabo Makaola
<u>POST 48/122</u>	:	<u>SENIOR SECURITY OFFICER I 7 POSTS</u>
	:	2X Grootfontein, 1X Naauwpoort, 1X Rietfontein and 3X Boschkop Pump Station
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 94 575 per annum
	:	NWRI: Central Operations, Usutu-Vaal GWS (Standerton)
	:	Grade 12 or equivalent qualifications with two years experience in Security. PSIRA Grade C, National Key Point Certificate will be an added advantage. Firearm SASSETA competency certificate. A valid driver's license code 8 will be an added advantage.
<u>DUTIES</u>	:	Guarding and patrolling of the National Key Point. Monitoring of Surveillance System and access control. Handling and use of fire-arms. Participations in emergency exercises. Use of Matrix-track patrol systems, investigation of crime related incidents. Use of matrix-track patrol system. Escort and administration duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. J Smit, Tel 017 712 9407
	:	Please forward your application quoting the reference number to: The Area Manager: Department of Water Affairs, Private Bag X2021, Standerton, 2430.
<u>FOR ATTENTION</u>	:	Ms PN Myeni
<u>POST 48/123</u>	:	<u>SECRETARY</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R94 575 per annum
	:	Pretoria
	:	Candidates must be in a possession of Grade 12 with typing as a subject or any other Course / qualification that will enable the person to perform the work satisfactorily Language skills and the ability to communicate well with people at different levels and from different backgrounds, Good telephone etiquette, Computer literacy, sound organisational skills, good interpersonal relations, high

<u>DUTIES</u>	:	level of reliability, basic written communication skills, ability to act with fact and discretion and good grooming and presentation.
	:	Provide secretarial/ receptionist support service to the manager Record appointments and events in the diary of the manager Type documents for the manager and other staff within the unit on word processor Operate office equipment like fax machines and photocopiers provide a clerical support service to the manager Liaise with travel agencies to make travel arrangements. Arrange meetings and events for the manager and the staff in the Unit. Organise refreshments and set up schedules for meetings and events Process the travel and subsistence claims for the unit Processes all invoices Record basic minutes of the meetings of the manager where required Drafts routine correspondence and reports Filing of documents for the manager and the unit where required. Handle procurement of standard items like stationery, refreshments, etc. Collect all relevant documents to enable the manager to prepare for meetings.
<u>ENQUIRIES</u>	:	Ms M Schoeman Tel (012)336 8665
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>POST 48/124</u>	:	<u>SECRETARY 2 POSTS</u>
<u>SALARY</u>	:	R94 575 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Candidates must be in a possession of Grade 12 with typing as a subject or any other Course / qualification that will enable the person to perform the work satisfactorily Language skills and the ability to communicate well with people at different levels and from different backgrounds, Good telephone etiquette, Computer literacy, sound organisational skills, good interpersonal relations, high level of reliability, basic written communication skills, ability to act with fact and discretion and good grooming and presentation.
<u>DUTIES</u>	:	Provide secretarial/ receptionist support service to the manager Record appointments and events in the diary of the manager Type documents for the manager and other staff within the unit on word processor Operate office equipment like fax machines and photocopiers provide a clerical support service to the manager Liaise with travel agencies to make travel arrangements. Arrange meetings and events for the manager and the staff in the Unit. Organise refreshments and set up schedules for meetings and events Process the travel and subsistence claims for the unit Processes all invoices Record basic minutes of the meetings of the manager where required Drafts routine correspondence and reports Filing of documents for the manager and the unit where required. Handle procurement of standard items like stationery, refreshments, etc. Collect all relevant documents to enable the manager to prepare for meetings.
<u>ENQUIRIES</u>	:	Ms N Zamxaka Tel 012 336 7585 and Ms N Duma Tel 012 336 7556
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>POST 48/125</u>	:	<u>SENIOR AUXILIARY SERVICE OFFICER</u>
<u>SALARY</u>	:	R 77 547 per annum
<u>CENTRE</u>	:	NWRI: Central Operations, Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Good communication skills. A valid driver's Licence.
<u>DUTIES</u>	:	Assist the Technician/Surveyor and Surveyor Officers to perform surveyor field work. This include building and painting of beacons, placing pegs, reading tape distance ,taking spot shots with ranging rod and prism at specific positions, driving and boat handling. Maintenance of boats and trailers and general equipment. Clean and inspect boats and trailers when returning from task/job. Check if lights are working properly and take the necessary steps to repairs and replace faulty parts. Maintaining of surveyor equipment and stores. Clean and inspect equipment when turning from a task. Report any unserviceable and lost equipment to technician. Service and repair damage equipment as needed. Loading and unloading of required equipment on boats and vehicle. The ability to swim will be an advantage.
<u>ENQUIRIES</u>	:	Mr I Radebe Tel 051 405 9000

APPLICATIONS : Please forward your application quoting the reference number to: Free State: Central Operation NWRI, Department of Water Affairs, Private Bag 528 Bloemfontein 9300 or 2nd Floor Bloem Plaza Bloemfontein 9300

FOR ATTENTION : Mr Thabo Makoala

POST 48/126 : **PROVISIONING ADMINISTRATION CLERK (LOGISTIC) NWRI**
Directorate: Southern Operations

SALARY : R 77 547 per annum
CENTRE : Port Elizabeth
REQUIREMENTS : Grade 12 with accounting as a subject. Knowledge of System Application Product (SAP), general administration, PFMA, treasury regulations will be an added advantage. Computer literacy.

DUTIES : Render effective procurement of goods and services. Render effective ordering and issuing of store items. Ensure proper filing of requisition (VA2), Process payments of invoices for rendered services. Process payments of invoices for rendered services.

ENQUIRIES : Ms. P Erasmus 041 508 9702
APPLICATIONS : Director: Southern Operations, Department of Water Affairs, P.O Box 5501, PORT ELIZABETH, Walmer, 6065

FOR ATTENTION : Ms. P. Erasmus

POST 48/127 : **PRINCIPAL MESSENGER NWRI**
Directorate: Southern Operations

SALARY : R 66 663 per annum
CENTRE : Port Elizabeth
REQUIREMENTS : Grade 10 or equivalent qualification. Code 10 Valid driver's license.
DUTIES : The successful candidate will be responsible for: Collect and deliver mail. Distribute mail to various officers/offices: Collecting the mail from the post office. Keeping of registered mail record. Operate Photostat, printing and shredding machines and binding of books. Checking that the security lights and all other lights are in good order and check on unauthorised persons on the terrain. Transport officials to various destinations when needed.

ENQUIRIES : Ms. P Erasmus (082 805 6265)
APPLICATIONS : Please forward your application quoting the reference number to: Director: Southern Operations, Department of Water Affairs, P.O Box 5501, PORT ELIZABETH, Walmer, 6065

FOR ATTENTION : Ms. P Erasmus

POST 48/128 : **DRIVER / MESSENGER NWRI**
Directorate: Southern Operations

SALARY : R 66 663 per annum
CENTRE : Uitkeer
REQUIREMENTS : Grade 10 or equivalent qualification. Code 10 Valid driver's license.
DUTIES : The successful candidate will be responsible for: Collect and deliver mail. Distribute mail to various officers/offices: Collecting the mail from the post office. Operate Photostat Machine, printing and shredding machines and binding of books. Checking that the security lights and all other lights are in good order and check on unauthorized persons on the terrain. Transport officials to various destinations when needed.

ENQUIRIES : Ms. NE Ngele Tel 041 508 9744
APPLICATIONS : Director: Southern Operations (NWRI), Department of Water Affairs, P.O. Box 5501, Walmer, 6065

FOR ATTENTION : Ms. P Erasmus

POST 48/129 : **WATER CONTROL AID II X 2 POST NWRI**
Directorate: Southern Operations

SALARY : R 66 663 per annum
CENTRE : Beervlei Dam Tsojana Dam
REQUIREMENTS : Applicants must be in a possession of a Grade 10 certificate. Good communication, reading and writing skills. Able to read various water meters and gauge plates. Willingness to work hard. Willing to work shifts, overtime and perform standby duties, including weekends and public holidays. Knowledge on how to operate various pieces of machinery and equipment. Experience in the field of water distribution and maintenance of Water Infrastructure. Ability to work in a team. Willingness to undergo training. Valid driver's license.

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

ENQUIRIES : Mr. JM Viljoen (082 804 1790)

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

FOR ATTENTION : Ms. P Erasmus

POST 48/130 : **GENERAL WORKER 9 POSTS**
1X Rietfontein and 8X Boschkop Pump Station

SALARY : R 66 663 per annum

CENTRE : NWRI: Central Operations, Usutu-Vaal GWS (Standerton)

REQUIREMENTS : ABET Level 1 or equivalent qualifications with 2 years of working experience as a General Worker. Knowledge of using a bush cutter, Submissible pumps, chain blocks and overhead cranes. Ability to work under supervision, independently and in a team. Ability to communicate.

DUTIES : Key Result Area: Digging trenches, hoe around valve chambers on pipelines, fencing, weed control, garden maintenance, painting, spraying with round-up (chemicals), cleaning canals screens, loading and off loading of equipments, unblock drains. Adhere to OHS Act and extinguish veld fires. Assist with other duties as and when requested.

ENQUIRIES : Mr. DA Sansom `du Plessis, Tel 017 712 9424

APPLICATIONS : Please forward your application quoting the reference number to: The Area Manager: Department of Water Affairs, Private Bag X2021, Standerton, 2430.

FOR ATTENTION : Ms PN Myeni

DEPARTMENT FOR WOMEN CHILDREN AND PERSONS WITH DISABILITIES

<u>APPLICATIONS</u>	:	The Presidency, Private Bag X1000, Pretoria, 0001 or hand deliver at 535 Proes Street, Arcadia, Pretoria, 0082
<u>FOR ATTENTION</u>	:	Ms Makgae
<u>CLOSING DATE</u>	:	10 December 2010 at 16:30
<u>NOTE</u>	:	Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered, It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Persons appointed on level 13-14 will be subjected to Security Clearance, the signing of a performance agreement, employment contract and be expected to complete a financial disclosure form annually. Applicants on these levels will also be subjected to Competency Assessment. NB: Please note that these positions are within the Office of the Director-General and they have never been advertised before.

MANAGEMENT ECHELON

<u>POST 48/131</u>	:	<u>CHIEF DIRECTOR: PLANNING & CLUSTER COORDINATION (STRATEGIC MANAGEMENT)</u>
<u>SALARY</u>	:	All inclusive remuneration package of R 790 953 per annum which consists of basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Relevant degree/National Diploma, coupled with 6-10 years' relevant experience, of which 6 years should have been in a management capacity Post-graduate degree will be an advantage Knowledge and understanding of Government prescripts Analytical and innovative thinking Knowledge of interpretation of application of prescripts Advisory skills Knowledge of Protocol Interpersonal relations Advanced communication and computer skills Attention to detail.
<u>DUTIES</u>	:	Provide executive support services to the Director-General Manage and direct cluster-related matters Manage the co-ordination and facilitation of the strategic and operational planning processes Co-ordinate donor funding Monitor, evaluate and advise on departmental strategy and performance Direct management responsibility to the Directors: Planning, Research as well as Monitoring and Evaluation Initiate and oversee special projects (ad hoc).
<u>POST 48/132</u>	:	<u>DIRECTOR: PLANNING & CLUSTER COORDINATION (STRATEGIC MANAGEMENT)</u>
<u>SALARY</u>	:	All inclusive remuneration package of R 652 572 per annum which consists of basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Relevant degree/National Diploma, coupled with 3-5 years' relevant experience, of which 3 years should have been in a supervisory capacity Knowledge and understanding of Government prescripts Analytical and innovative thinking Knowledge of interpretation of application of prescripts Advisory skills Knowledge of Protocol Interpersonal relations Expert communication and computer skills Attention to detail.
<u>DUTIES</u>	:	Work with the Chief Director in providing executive support services to the Director-General Oversee cluster-related matters Oversee the co-ordination and facilitate the strategic and operational planning process Co-ordinate donor funding Direct supervisory responsibility to the Deputy Director: Planning and indirect supervision to other staff members at lower levels Initiate and oversee special projects (ad hoc).
<u>ENQUIRIES</u>	:	Ms L Boshieo 012 300 5864

<u>POST 48/133</u>	:	<u>DIRECTOR: MONITORING & EVALUATION (STRATEGIC MANAGEMENT)</u>
<u>SALARY</u>	:	All inclusive remuneration package of R 652 572 per annum which consists of basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Relevant degree/National Diploma, coupled with 3-5 years' relevant experience, of which 3 years should have been in a supervisory capacity Knowledge and understanding of Government prescripts Analytical and innovative thinking Knowledge of interpretation of application of prescripts Advisory skills Knowledge of Protocol Interpersonal relations Expert communication and computer skills Attention to detail.
<u>DUTIES</u>	:	Monitor the implementation of the Departmental strategy Evaluate and advise on departmental strategy and performance Manage and direct the establishing of M&E integrated information systems Manage and direct the service delivery intervention programme Direct supervisory responsibility to the Deputy Director: M&E and indirect supervision to other staff members at lower levels Initiate and oversee special projects (ad hoc).
<u>ENQUIRIES</u>	:	Ms L Boshielo 012 300 5864
<u>POST 48/134</u>	:	<u>DIRECTOR: INTERNAL AUDIT</u>
<u>SALARY</u>	:	All inclusive remuneration package of R652 572 per annum which consists of basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Appropriate degree/National Diploma in Internal Auditing/Auditing or equivalent and extensive auditing and management experience Sound interpersonal skills, as well as knowledge of Internal Auditing and computer background Knowledge of: PFMA, Treasury Regulations, Departmental policies and strategies as well as internal auditing standards Skills: * Leadership * Analytical thinking * Strategic thinking * Excellent communication (verbal and written) * Supervision and management * Problem-solving/conflict management * Innovative and creative * Policy formulation * Negotiation, presentation and conceptualisation.
<u>DUTIES</u>	:	Manage the rendering of an internal audit service to the Department Develop and implement internal audit methodology, policy, procedures and guidelines for the Unit Represent the Department in the criminal or civil recovery processes Evaluate the risk management process and determine the specific audit focus Develop the 3-year rolling and operational/annual audit plans Endorse the plans with the Accounting Officer and obtain Audit Committee approval for the audit plans Manage and co-ordinate the activities of the Internal Audit component, including the work of the consultants Manage and co-ordinate the activities of the Audit Committee, as well as report all internal audit activities at the quarterly Audit Committee meetings Manage the budget of the Unit Liaise with the Auditor-General and other related parties.
<u>ENQUIRIES</u>	:	Ms L Boshielo 012 300 5864
<u>POST 48/135</u>	:	<u>PRIVATE SECRETARY: OFFICE OF THE DIRECTOR-GENERAL</u>
<u>SALARY</u>	:	All inclusive remuneration package of R652 572 per annum which consists of basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Appropriate Bachelor's degree (or equivalent qualification), coupled with extensive appropriate experience High-level managerial, communication, research and report-writing skills Advanced computer skills in Microsoft Office applications Experience in office administration as well as policy formulation, analysis and implementation Knowledge of Diplomatic Protocol and Government processes Willingness to travel and work long hours.
<u>DUTIES</u>	:	Assume responsibility for the overall office management and administration of the Personal Support Services Unit in the Director-General's office Manage the budget and MTEF process for the Unit Liaise with the relevant units within the Department and other organisations nationally and internationally Liaise with Foreign Embassies represented in South Africa (international affairs) Attend to submission and briefing on major policy and administrative issues referred to the Director-General Execute any other functions, as directed by the Director-General Accompany the Director-General on visits nationally and internationally.
<u>ENQUIRIES</u>	:	Ms L Boshielo 012 300 5864

OTHER POSTS

<u>POST 48/136</u>	:	<u>ASSISTANT PRIVATE SECRETARY: OFFICE OF THE DIRECTOR-GENERAL</u>
<u>SALARY</u>	:	All inclusive remuneration package of R406 839 per annum which consists of basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Appropriate Bachelor's degree (or equivalent qualification), coupled with proven appropriate experience High-level managerial, communication, research and report-writing skills Experience in office administration Advanced computer literacy in MS Office is essential Willingness to travel and work long hours.
<u>DUTIES</u>	:	Assume responsibility for the office management and administration of the Director-General's office Manage the diary effectively and multitask efficiently Monitor the budget and MTEF process for the Office Liaise with the relevant units within the Department and other organisations nationally and internationally Liaise with Foreign Embassies represented in South Africa (international affairs) Accompany the Director-General on visits nationally and internationally.
<u>ENQUIRIES</u>	:	Ms L Boshielo 012 300 5864
<u>POST 48/137</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT</u>
<u>SALARY</u>	:	All inclusive remuneration package of R406 839 per annum which consists of basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Appropriate degree/National Diploma in Internal Auditing/Auditing or equivalent and a minimum of 5 years' auditing experience Diploma/Certificate in Forensic Audit or Criminal Justice and Auditing or Investigations will be an added advantage Extensive hands-on experience in forensic auditing and investigations as well as a supervisory/management position Good communication (verbal and written) skills Project management Exceptional analytical and decision-making skills Good presentation skills. The successful candidate will be subjected to a security clearance.
<u>DUTIES</u>	:	Develop and implement forensic investigation processes and procedures Manage the Forensic Audit team Assist in the formulation of disciplinary charges Liaise with other State Law enforcement agencies on the cases Advise Management on areas where inadequate measures exist to mitigate risks Present quality reports to Management and the Audit Committee Develop and roll-out ongoing and corruption risk awareness programmes throughout the organisation Compile quarterly report on compliance with the fraud and corruption policies and procedures to Management and the Audit Committee Manage people and financial resources.
<u>ENQUIRIES</u>	:	Ms L Boshielo 012 300 5864
<u>POST 48/138</u>	:	<u>DEPUTY DIRECTOR: PLANNING & CLUSTER COORDINATION (STRATEGIC MANAGEMENT)</u>
<u>SALARY</u>	:	All inclusive remuneration package of R 406 839 per annum which consists of basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Relevant degree/National diploma, coupled with at least 5 years' relevant experience Knowledge and understanding of Government prescripts Analytical and innovative thinking Knowledge of interpretation of application of prescripts Advisory skills Knowledge of Protocol Interpersonal relations Expert communication and computer skills Attention to detail.
<u>DUTIES</u>	:	Provide administrative support to the Director Facilitate cluster-related matters as well as co-ordinate the operational planning process Co-ordinate donor funding Direct supervisory responsibility to the Assistant Director: Planning and indirect supervision to other staff members at lower levels Facilitate special projects (ad hoc).
<u>ENQUIRIES</u>	:	Ms L Boshielo 012 300 5864
<u>POST 48/139</u>	:	<u>ASSISTANT DIRECTOR: MONITORING & EVALUATION (STRATEGIC MANAGEMENT)</u>
<u>SALARY</u>	:	R 206 982 per annum
<u>CENTRE</u>	:	Pretoria

REQUIREMENTS : Relevant degree/National Diploma or equivalent relevant experience, coupled with 3 years' relevant experience | Administrative skills | Understanding of Government prescripts | Creative thinking | Knowledge of Protocol | Interpersonal relations | Data analysis and interpretation skills | Basic communication and computer skills | Attention to detail.

DUTIES : Provide administrative support | Co-ordinate cluster-related matters | Assist in co-ordinating donor funding | Assist with the operational planning process | Co-ordinate and collate inputs on M&E report | Assist with the preparation of monthly reports | Manage a correspondence database and document tracking | Manage filing in the office | Assist with arranging meetings..

ENQUIRIES : Ms L Boshielo 012 300 5864

POST 48/140 : **ADMINISTRATIVE OFFICER**

SALARY : R140 208 per annum
CENTRE : Pretoria
REQUIREMENTS : Post-Matric qualification with a minimum of 3 years' experience | Effective administrator with strong planning and organising skills | Understanding of the importance of events planning and the functioning of Government | Highly motivated and skilled | Outstanding writing skills | Excellent interpersonal relations, communication and organisational skills | Good office management skills | Computer literacy | Self-starter | Ability to function both independently and as part of a team.

DUTIES : Facilitate the administrative functioning of the Unit | Make travel, accommodation and logistical arrangements for meetings | Deal with document management in the Unit | Liaise and communicate within various levels of Government | Assist with budgeting, procurement and planning actions of the Unit.

ENQUIRIES : Ms L Boshielo 012 300 5864

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

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

OTHER POSTS

POST 48/141 : **FORENSIC PATHOLOGY SERVICES MEDICAL OFFICER GRADE 1, 2, 3: 4**
POSTS REF NO: MO/MTR/01/10
Directorate Of Specialised Services

SALARY : Grade 1 R 455 634 - R 490 851 Grade 2 R 520 971 – R 569 649 Grade 3 R 604 605 – R 733 716 p.a. (All inclusive package which a portion could be structured according to individuals needs) also eligible for commuted overtime and rural allowance.

CENTRE : Matatiele / Mt Fletcher Forensic Pathology Laboratories x1 post Mthatha Forensic Pathology Laboratories x1 post Lusikisiki / Bizana Forensic Pathology Laboratories x1 post Mt Frere Forensic Pathology Laboratories x1 post

REQUIREMENTS : MBCHB Degree and registration with HPCSA as Medical Practitioner; 3 years experience for Medical Officer grade 1; from 3-6 years experience for grade 2 and 6 years or more for grade 3 Medical Officer; valid driver's license; computer literacy: Ms Office Software. Preparedness to assist in other Forensic Pathology Laboratories within the Region of OR Tambo, Alfred Nzo and parts of Ukhahlamba Distirct when such assistance deemed to be required. Preparedness to work 8 hours a day, 40 hours a week from 08:00 – 16:30 Monday to Friday. Preparedness not to perform any outside Public Service work without prior approval from the Head of the Department. Preparedness to work overtime when deemed necessary.

DUTIES : To attend crime scene when required during working hours and after hours. To conduct medico legal examination on human bodies died out of unnatural causes, collection, packaging, labeling and preservation of physical evidence required for adjudication processes as well as any specimens thereof needed for the determination of apparent cause of death. Developing, compiling and signing of post mortem reports and any other documentation from the department or SAPS that concerns the post mortem done. Liaise with the SAPS Investigating Officers with regard to required field of investigation during autopsy. Liaise with the Forensic Pathology Specialist in rendering an effective and efficient autopsy process in accordance with the set standards and guidelines including the dissection, evisceration and subsequent suturing of the corpses. Liaise with the Forensic Pathology Officers during autopsy Compiling of Monthly, Quarterly and Annually Statistics of post mortems done per Medical Officer within the institution. Ensuring a caring and kind interaction with bereaved families. Giving evidence in Court when required Report and be under the supervision and management of the Laboratory manager. Render an efficient support to the Laboratory manager with regard to operational management of the Laboratory.

ENQUIRIES : The Regional Manager Mr. K.V Nyamela @ 047 531 0081 / 047 532 4984
APPLICATIONS : Applications must be forwarded to: Department of Health, Recruitment Centre, Bandy Park Schornville King William's Town PRIVATE BAG X 0038, BISHO, 5605 or hand delivered to the same address.

CLOSING DATE : 17 December 2010

NOTE : Please note: applications must be submitted on the prescribed application form Z83 which must be originally signed, dated and accompanied by detailed CV. Failure to do so may lead to applications being regarded as incomplete and will be disqualified. 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 closing date. Receipt of application will not be acknowledged and should you have not received an invitation to attend an interview within six weeks, please regard your application as unsuccessful. Under no circumstances will faxed applications be accepted. Any applications received after the closing date will not be considered.

POST 48/142 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ADHRM/SEH/ 11/2010**

SALARY : R206 982 per annum
CENTRE : St. Elizabeth hospital
REQUIREMENTS : Degree/National Diploma in Human Resources Management with 6 – 10 years experience in the field of Human Resources and 4 years of that experience must be at managerial level. Knowledge of HR prescripts, Public Service Act, Labour Relations Act, Basic Condition of Employment Act, understanding of Regulations and Resolutions. Depth Knowledge of Persal and computer literacy. Drivers license will be an added advantage.

DUTIES : Provide frontline human resources services. Manage personnel leave administration. Manage Employment Relations services. Provide human resources development services. Check completeness of transactions captured on PERSAL. Manage even distribution of transaction to be processed between practitioners. Do monthly, quarterly and annual report.

APPLICATIONS : The HR Manager: St. Elizabeth Hospital, Private Bag X1007, Lusikisiki, 4820
CLOSING DATE : 13 December 2010

POST 48/143 : **ASSISTANT DIRECTOR FACILITY MANAGER: 1 POST REF NO: FM/MT/02/10**
 Directorate Of Specialised Services
 Forensic Pathology Services

SALARY : R206 982 - R 250 035 p.a. and other service benefits. Salary Level 9
CENTRE : Mthatha Forensic Pathology Laboratory
REQUIREMENTS : Degree or Diploma in Management or Administration, with appropriate experience preferably in management position. Broad experience in Human Resource Management and Finance will be an added advantage. Experience in Medico legal field will be an added advantage. Valid driver's license; above average computer literacy; ability to work with corpses (dead Bodies) at various stages of post mortem preservation. Financial and Asset management skills coupled with knowledge of the relevant public service regulatory framework. *Planning skills and good communication, presentation, negotiation and report writing skills.

DUTIES : Render an efficient support to the Regional Manager with regard to the management of the Mthatha Forensic Laboratory Services (budget, asset and operational management). Sound knowledge of Labour relations, grievance and disciplinary procedures. Ensure the rendering of an effective, efficient and caring service within the forensic pathology laboratory. Effective management of all human resources, buildings, physical assets and finances of the forensic pathology laboratory. Effective management of occupational health and safety, Laundry and medical waste disposal. Compilation and communication amongst role players and staff regarding efficient and effective mass/mini disaster plans. Assist and delegate in facilitation and co-ordination of training programmes for personnel in the Forensic Pathology Laboratory Co-ordinate and delegate the registration of corpses admitted to the Forensic Laboratory as well as their subsequent identification and release to the relatives/private parlous, To attend the Crime scene when required during working hours and after hours. Compilation of Monthly, quarterly and annually reports for the institution. Ensuring a caring and kind interaction with bereaved families.

ENQUIRIES : the Regional Manager Mr. K.V Nyamela @ 047 531 0081 / 047 532 4984
APPLICATIONS : Applications must be forwarded to: Department of Health, Recruitment Centre, Bandy Park Schornville King William's Town PRIVATE BAG X 0038, BISHO, 5605 or hand delivered to the same address.

CLOSING DATE : 17 December 2010
NOTE : Please note: applications must be submitted on the prescribed application form Z83 which must be originally signed, dated and accompanied by detailed CV. Failure to do so may lead to applications being regarded as incomplete and will be disqualified. 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 closing date. Receipt of application will not be acknowledged and should you have not received an invitation to attend an interview within six weeks, please regard your application as unsuccessful. Under no circumstances will faxed applications be accepted. Any applications received after the closing date will not be considered.

<u>POST 48/144</u>	:	<u>CHIEF FORENSIC PATHOLOGY OFFICER: 1 POST REF NO: CFPO/MT/04/10</u> Directorate Of Specialised Services Forensic Pathology Services
<u>SALARY</u>	:	R 174 117 – R 202 149 per annum. and other service benefits. Salary Level 8
<u>CENTRE</u>	:	Matatiele / Mt Fletcher Forensic Pathology Laboratory
<u>REQUIREMENTS</u>	:	Senior certificate; valid driver's license; preparedness to work shifts and to drive extensive distances(day/night); commitment to the Principles of Batho Pele; Supervision and planning skills; Experience in Labour related matters and employee relations; fluency in English; above average computer literacy; ability to work with corpses (dead Bodies) at various stages of post mortem preservation; ability to interpret and apply policies with regard to Forensic Pathology Services and the entire Departmental Policies; Ability to achieve and maintain good interpersonal and working relations with the staff and stakeholders; preparedness to work stand-by duties and wear uniform; willingness to be trained in photography skills and to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed to be required by the Department of Health.
<u>DUTIES</u>	:	Render an efficient support to the Facility Manager with regard to operational management of the Forensic Pathology Laboratory Assist in effective utilization of personnel Supervision and performance of staff Inventory management Assistance with planning, supervision and staffing Daily scheduling of post mortems including post mortem management Effective and efficient recovery, storage and processing of bodies including physical collection process and safekeeping of corpses document evident 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 Pathology Medical Officers in evisceration and subsequent suturing of the corpse Assist in the registration of admitted to the Forensic Laboratory as well as subsequent identification of their loved ones as well as completion of relevant documentation 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 Laboratory Ensure proper waste and laundry management according to occupational Health and safety regulations Ensure cleanliness of the dissecting area Give evidence in courts as and when required.
<u>ENQUIRIES</u>	:	the Regional Manager Mr. K.V Nyamela @ 047 531 0081/047 532 4984
<u>APPLICATIONS</u>	:	Applications must be forwarded to: Department of Health, Recruitment Centre, Bandy Park Schornville King William's Town PRIVATE BAG X 0038, BISHO, 5605 or hand delivered to the same address.
<u>CLOSING DATE</u>	:	17 December 2010
<u>NOTE</u>	:	Please note: applications must be submitted on the prescribed application form Z83 which must be originally signed, dated and accompanied by detailed CV. Failure to do so may lead to applications being regarded as incomplete and will be disqualified. 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 closing date. Receipt of application will not be acknowledged and should you have not received an invitation to attend an interview within six weeks, please regard your application as unsuccessful. Under no circumstances will faxed applications be accepted. Any applications received after the closing date will not be considered.
<u>POST 48/145</u>	:	<u>SENIOR ADMINISTRATION OFFICER REF. NO: SOA/SEH/11/2010</u>
<u>SALARY</u>	:	R174 117 per annum
<u>CENTRE</u>	:	St. Elizabeth Hospital
<u>REQUIREMENTS</u>	:	A recognized relevant Degree or Diploma in Public Management /Public Administration coupled with 3 years administrative experience in public health institution. OR STD 10/Grade 12 with 6 years administrative supervisory experience in public health institution. Knowledge of PFMA, treasury regulations, PSA, BCEA and other relevant legislation & prescripts. Computer literacy. Drivers license will be an added advantage.
<u>DUTIES</u>	:	Provide comprehensive patient registration services for outpatients, admissions, casualty and emergency procedures. Providing efficient mortuary, switchboard, fleet management, registry & patient services. Meeting staff training requirements. Staff motivation and mentoring. Conducting of staff performance reviews. Reviewing transactions, documents records, reports method for accuracy and effectiveness compilation of monthly, quarterly and annual reports.
<u>APPLICATIONS</u>	:	The HR Manager: St. Elizabeth Hospital, Private Bag X1007, Lusikisiki, 4820

CLOSING DATE : 13 December 2010

POST 48/146 : **CHIEF FORENSIC PATHOLOGY OFFICER: 1 POST REF NO: CFPO/MT/03/10**
 Directorate Of Specialised Services
 Forensic Pathology Services
 Re-Advertisement

SALARY : R 174 117- R 202 149 p.a. and other service benefits. Salary Level 8
CENTRE : Mthatha Facility Forensic Pathology Laboratory
REQUIREMENTS : Senior certificate; valid driver's license; preparedness to work shifts and to drive extensive distances(day/night); commitment to the Principles of Batho Pele; Supervision and planning skills; Experience in Labour related matters and employee relations; fluency in English; above average computer literacy; ability to work with corpses (dead Bodies) at various stages of post mortem preservation; ability to interpret and apply policies with regard to Forensic Pathology Services and the entire Departmental Policies; Ability to achieve and maintain good interpersonal and working relations with the staff and stakeholders; preparedness to work stand-by duties and wear uniform; willingness to be trained in photography skills and to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed to be required by the Department of Health.

DUTIES : Render an efficient support to the Facility Manager with regard to operational management of the Forensic Pathology Laboratory Assist in effective utilization of personnel Supervision and performance of staff Inventory management Assistance with planning, supervision and staffing Daily scheduling of post mortems including post mortem management Effective and efficient recovery, storage and processing of bodies including physical collection process and safekeeping of corpses document evident 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 Pathology Medical Officers in evisceration and subsequent suturing of the corpse Assist in the registration of admitted to the Forensic Laboratory as well as subsequent identification of their loved ones as well as completion of relevant documentation 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 Laboratory Ensure proper waste and laundry management according to occupational Health and safety regulations Ensure cleanliness of the dissecting area Give evidence in courts as and when required.

ENQUIRIES : the Regional Manager Mr. K.V Nyamela @ 047 531 0081/047 532 4984
APPLICATIONS : Applications must be forwarded to: Department of Health, Recruitment Centre, Bandy Park Schornville King William's Town PRIVATE BAG X 0038, BISHO, 5605 or hand delivered to the same address.

CLOSING DATE : 17 December 2010
NOTE : Please note: applications must be submitted on the prescribed application form Z83 which must be originally signed, dated and accompanied by detailed CV. Failure to do so may lead to applications being regarded as incomplete and will be disqualified. 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 closing date. Receipt of application will not be acknowledged and should you have not received an invitation to attend an interview within six weeks, please regard your application as unsuccessful. Under no circumstances will faxed applications be accepted. Any applications received after the closing date will not be considered.

POST 48/147 : **SENIOR FORENSIC PATHOLOGY OFFICER: 1 POST REF: SFPO/MT/05/10**
 Directorate Of Specialised Services

SALARY : R140 208 – R 165 159 p.a. (Level 7) and other service benefits
CENTRE : Lusikisiki Forensic Pathology Laboratory
REQUIREMENTS : Senior certificate *Valid drivers licence, preparedness to work shifts and to drive extensive distances (day/night) *Fluency in English *Above average computer literacy *Ability to work with corpses (dead Bodies) at various stages of post-mortem preservation *Preparedness to work standby duties and wear a uniform * Willingness to be trained in photography skills and to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed to be required by the Department of Health.

DUTIES : Render an efficient support service to the Chief Forensic Pathology Officer with regard to the operational management of the Forensic Pathology Laboratory

*Assist in facilitation and co-ordination of training programmes for personnel in the Forensic Pathology Laboratory *Participate actively in the recovery, storage and processing of corpses, inter alia physically collecting, processing and safekeeping of corpses, information, exhibits and property from incident scenes. Co-ordinate the registration of corpses admitted to the Forensic Pathology Laboratory, as well as their subsequent identification and release to the relatives/private funeral parlours. Supervise the activities of junior personnel within the Forensic Pathology Laboratory and ensure that they carry their duty as required. Give evidence in court and when required.

ENQUIRIES : The Regional Manager Mr. K.V. Nyamela @ 047 531 0081/ 047 532 4984
APPLICATIONS : Applications must be forwarded to: Department of Health, Recruitment Centre, Bandy Park Schornville King William's Town PRIVATE BAG X 0038, BISHO, 5605 or hand delivered to the same address.

CLOSING DATE : 17 December 2010
NOTE : Please note: applications must be submitted on the prescribed application form Z83 which must be originally signed, dated and accompanied by detailed CV. Failure to do so may lead to applications being regarded as incomplete and will be disqualified. 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 closing date. Receipt of application will not be acknowledged and should you have not received an invitation to attend an interview within six weeks, please regard your application as unsuccessful. Under no circumstances will faxed applications be accepted. Any applications received after the closing date will not be considered.

POST 48/148 : **FORENSIC PATHOLOGY OFFICER GRADE II: 1 POST REF: FPOII/MT/06/10**
 Directorate Of Specialised Services

SALARY : R 113 568 – R133 776 p.a. (Level 6) and other service benefits
CENTRE : Matatiele / Mt Fletcher Forensic Pathology Laboratory
REQUIREMENTS : Senior certificate *Valid driver's license, preparedness to work shifts and to drive extensive distances (day/night) *Fluency in English *Above average computer literacy *Ability to work with corpses (dead Bodies) at various stages of post-mortem preservation *Preparedness to work standby duties and wear a uniform *Willingness to be trained in photography skills and to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed to be required by the Department of Health.

DUTIES : Render an efficient support service to the Senior Forensic Pathology Officer with regard to the operational management of the Forensic Pathology Laboratory *Participate actively in the recovery, storage and processing of corpses, inter alia physically collecting, processing and safekeeping of corpses, information, exhibits and property from incident scenes. Assist in registration of corpses admitted to the Forensic Pathology Laboratory, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved ones, as well as complete the relevant documentation. Ensure cleanliness of dissecting instruments and machinery, as well as ensure their safekeeping. Give evidence in court and when required.

ENQUIRIES : The Regional Manager Mr. K.V. Nyamela @ 047 531 0081/ 047 532 4984
APPLICATIONS : Applications must be forwarded to: Department of Health, Recruitment Centre, Bandy Park Schornville King William's Town PRIVATE BAG X 0038, BISHO, 5605 or hand delivered to the same address.

CLOSING DATE : 17 December 2010
NOTE : Please note: applications must be submitted on the prescribed application form Z83 which must be originally signed, dated and accompanied by detailed CV. Failure to do so may lead to applications being regarded as incomplete and will be disqualified. 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 closing date. Receipt of application will not be acknowledged and should you have not received an invitation to attend an interview within six weeks, please regard your application as unsuccessful. Under no circumstances will faxed applications be accepted. Any applications received after the closing date will not be considered.

POST 48/149 : **FORENSIC PATHOLOGY OFFICER GRADE I: 4 POSTS**
 Directorate Of Specialised Services

SALARY : R 94 575 – R 111 408 p.a. (Level 5) and other service benefits
CENTRE : Mthatha Forensic Pathology Laboratory, Ref: FPO/MT/07/10 x1
 Mount Frere Forensic Pathology Laboratory, Ref: FPO/MF/08/10 x1

<u>REQUIREMENTS</u>	:	Matatiele / Mt Fletcher Forensic Pathology Laboratory, Ref: FPO/MF/09/10x2 Senior certificate *Valid driver's license, preparedness to work shifts and to drive extensive distances (day/night) *Fluency in English *Above average computer literacy *Ability to work with corpses (dead Bodies) at various stages of post-mortem preservation *Preparedness to work standby duties and wear a uniform *Willingness to be trained in photography skills and to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed to be required by the Department of Health.
<u>DUTIES</u>	:	Render an efficient support service to the Senior Forensic Pathology Officer with regard to the operational management of the Forensic Pathology Laboratory *Ensure proper waste and laundry management according to Occupational Health and Safety regulations. *Ensure proper preservation and disposal of autopsy specimens and other evidence collected by the Forensic Pathologist/Medical Officer during and after dissection. Participate actively in the recovery, storage and processing of corpses, inter alia physically collecting, processing and safekeeping of corpses, information, exhibits and property from incident scenes. Assist in registration of corpses admitted to the Forensic Pathology Laboratory, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceases in the identification of their loved one, as well as complete the relevant documentation. Ensure cleanliness of dissecting instruments and machinery, as well as ensure their safekeeping. Give evidence in court as and when required.
<u>ENQUIRIES</u>	:	The Regional Manager Mr. K.V. Nyamela @ 047 531 0081/047 532 4984
<u>APPLICATIONS</u>	:	Applications must be forwarded to: Department of Health, Recruitment Centre, Bandy Park Schornville King William's Town PRIVATE BAG X 0038, BISHO, 5605 or hand delivered to the same address.
<u>CLOSING DATE</u>	:	17 December 2010
<u>NOTE</u>	:	Please note: applications must be submitted on the prescribed application form Z83 which must be originally signed, dated and accompanied by detailed CV. Failure to do so may lead to applications being regarded as incomplete and will be disqualified. 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 closing date. Receipt of application will not be acknowledged and should you have not received an invitation to attend an interview within six weeks, please regard your application as unsuccessful. Under no circumstances will faxed applications be accepted. Any applications received after the closing date will not be considered.
<u>POST 48/150</u>	:	<u>ADMINISTRATION CLERK: LEVEL 5 REF NO: AC/MT/10/10</u> Directorate Of Specialised Services
<u>SALARY</u>	:	R 94 575 – R 111 408 p.a. and other service benefits
<u>CENTRE</u>	:	Forensic Pathology Services Mthatha Region
<u>REQUIREMENTS</u>	:	Senior certificate or equivalent. Fluency in English. Computer literacy Knowledge of spreadsheet (Microsoft excel), word processing software and procurement process. Ability to use computer systems, and to recognize errors and correct accuracy. Ability to organize information systematically. Excellent communication skills (written and verbal). Ability to compile and analyze data. Willingness to assist in other Forensic Pathology Services facilities within the province when such assistance is deemed appropriate by the Department of Health.
<u>DUTIES</u>	:	Render secretarial support to the Facility Manager i.e. typing, coordination of daily activities, management of diary activities, proper preparation and recording of all meetings and appointments. Preparing information and supporting data for meeting and reports. Administering office correspondence documents, reports and ensuring efficient flow of information. Coordination of post mortem bookings and preparation of releasal documents for the deceased. Administering and processing of overtime claims. Drafting and typing correspondence/documents. Maintaining and managing the filing system for the office. Organizing meetings and taking minutes during meetings. Organizing office logistical matters. Liaising with internal and external stakeholders.
<u>ENQUIRIES</u>	:	Mr K.V. Nyamela @ 047 531 0081/047 532 4984
<u>APPLICATIONS</u>	:	Applications must be forwarded to: Department of Health, Recruitment Centre, Bandy Park Schornville King William's Town PRIVATE BAG X 0038, BISHO, 5605 or hand delivered to the same address.
<u>CLOSING DATE</u>	:	17 December 2010
<u>NOTE</u>	:	Please note: applications must be submitted on the prescribed application form Z83 which must be originally signed, dated and accompanied by detailed CV. Failure to do so may lead to applications being regarded as incomplete and will be disqualified. 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 closing date. Receipt of application will not be acknowledged and should you have not received an invitation to attend an interview within six weeks, please regard your application as unsuccessful. Under no circumstances will faxed applications be accepted. Any applications received after the closing date will not be considered.

- POST 48/151** : **DATA CAPTURER: LEVEL 4 REF: DC/MF/11/10**
Directorate Of Specialised Services
- SALARY** : R 79 104 – R 93 180 p.a. and other service benefits
CENTRE : Mt Frere Forensic Pathology Laboratory
REQUIREMENTS : Grade 12 or appropriate experience in medico legal field; Computer literacy, ability to communicate clearly and discreetly in person and in writing, ability to achieve and maintain good interpersonal and working relations with staff and stakeholders, ability to work within a forensic Laboratory environment.
- DUTIES** : Typing reports on medico legal matters. Keeping of records on Forensic Pathology Services. Assist in completing documents for management, Medical Officers and Forensic Pathology Officers. Assist in coordination of post mortem bookings and preparation of releasal documents for the deceased. Assist in administering and processing of overtime claims. Rendering support function to management on daily routine functions.
- ENQUIRIES** : The Regional Manager Mr. K.V. Nyamela @ 047 531 0081/047 532 4984
APPLICATIONS : Applications must be forwarded to: Department of Health, Recruitment Centre, Bandy Park Schornville King William's Town PRIVATE BAG X 0038, BISHO, 5605 or hand delivered to the same address.
- CLOSING DATE** : 17 December 2010
NOTE : Please note: applications must be submitted on the prescribed application form Z83 which must be originally signed, dated and accompanied by detailed CV. Failure to do so may lead to applications being regarded as incomplete and will be disqualified. 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 closing date. Receipt of application will not be acknowledged and should you have not received an invitation to attend an interview within six weeks, please regard your application as unsuccessful. Under no circumstances will faxed applications be accepted. Any applications received after the closing date will not be considered.

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION**

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATIONS** : Application for the Department of Sport, Arts, Culture and Recreation to be submitted to: Department of Sport, Arts Culture and Recreation, Human Resource Management (Recruitment Division), Private Bag X20606, Bloemfontein 9300 or place applications in an application box, 1st Floor, Warden Building, Henry Street , Bloemfontein
- FOR ATTENTION** : Ms M M Moffat
- CLOSING DATE** : 10 December 2010
- NOTE** : Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

OTHER POSTS

- POST 48/152** : **DEPUTY DIRECTOR: BUDGETING REF NO: BM.1.AD**
- SALARY** : Level 11 – An all-inclusive package of R 406 839 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance R 406 839.00 pa (all inclusive package)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An appropriate tertiary (or equivalent) qualification Sound knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Division of Revenue Act (DORA) and the Basic Accounting System (BAS) Proven management experience A valid drivers license Computer literate Willingness to work extended hours Recommendations: Good communication (verbal and written) and interpersonal skills • Knowledge of EXCEL
- DUTIES** : Preparation of the draft MTEF budget including revenue Compilation of the Adjustment budget Request for roll-over of funds from the previous financial year Provision of monthly financial analysis service to the department Compilation of the Department's Estimate of Provincial Expenditure Monitoring of the monthly expenditure and revenue budget and reporting Budget maintenance on BAS Resource Management (Human Resources, Financial and Assets)
- ENQUIRIES** : Ms J Maphisa , Telephone Number : 051 410 4717
- POST 48/153** : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT FACILITATION AND PERFORMANCE MANAGEMENT REF NO: SDF.2.AD**
- SALARY** : Salary level 9– A Basic salary of R 206 982 per annum
- CENTRE** : Bloemfontein
- REQUIREMENTS** : Three year tertiary qualification in Social Science (majoring in Industrial psychology) or Human Resource Development / ETD Practitioner. • Knowledge of training and development legislations and policies e.g. SAQA. Skills Development Act, SETA's NQF levels etc Computer literacy Knowledge on the National Skills Development Strategy II, Human Resources Development Strategy 2015 and skills development facilitation Recommendation: Proficiency in report writing, presentation/ facilitation and research methodology will serve as

		an advantage analytical ability. Ability to apply numeracy skills to perform essential financial calculation
<u>DUTIES</u>	:	Assist with the development of various Human Resource Development policies and strategies as well as monitoring tools to ensure the implementation thereof Development of diversity of training related report and plans eg workplace skills plan Conduct analyzes with regard to human development trends Facilitate various information and or training programmes and if needed present training session including the drafting of training manuals Administer the implementation of Performance Management System in the Department including the signing and implementation of Performance Agreement for SMS Members
<u>ENQUIRIES</u>	:	Mr TJ Mohlomi, Telephone number : Tel No 051 410 3603
<u>POST 48/154</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE ASSISTANT PROGRAMMES REF NO: EAP.3.AD</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Salary level 9 – A basic salary of R 206 982 per annum Bloemfontein
	:	An appropriate tertiary (or equivalent) qualification Sound knowledge of employee wellness, health and safety management and all relevant legislations The ability to work independently A valid drivers license Proven experience of analyzing options, making recommendations and preparing detailed reports Recommendations: Counselling skills, good communication (verbal and written) and interpersonal skills Knowledge of project management Well develop planning and organizing skills
<u>DUTIES</u>	:	Develop and facilitate the implementation of departmental policies eg. EAP, HIV/AIDS , OHS etc Create a productive environment by identifying trends and risk which impact on the optimal functioning of officials Monitoring and evaluate implementation of policies and legislations Design and implement EAP and OHS projects and programs Provide training and assistance on health, safety and disease management
<u>ENQUIRIES</u>	:	Ms P Loftie-Eaton , Telephone number :051 410 3607
<u>POST 48/155</u>	:	<u>SPECIAL PROGRAM OFFICER (YOUTH) REF NO: SPO.4.L8</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Salary level 8 – A basic salary of R 174 117 per annum Bloemfontein
	:	An appropriate tertiary (or equivalent) qualification Sound knowledge of youth and disability issues and all relevant legislations The ability to work independently • A valid drivers license Recommendations: Counseling skills, good communication (verbal and written) and interpersonal skills Proven experience of undertaking research, analyzing options, making recommendations and preparing detailed reports Knowledge of project management Well develop planning and organizing skills Awareness and understanding of cultural climate concerning youth related issues within the Public Service Knowledge of the Employment Equity Legislation
<u>DUTIES</u>	:	Develop and facilitate the implementation of a departmental policy and operational plan with regard to Youth in line with national and provincial policy Assist line-functionaries in the Department with the implementation of such policy/plans Co-ordinate matters related to Youth in the Department Initiate and facilitate special projects related to Youth the Department Contribute to the development of Employment Equity plans and advice on an affirmative action policy for the Department.
<u>ENQUIRIES</u>	:	Ms N Nkatozo, Telephone number : 051 4104737
<u>NOTE</u>	:	Candidates in possession of a Senior Certificate with extensive experience in the Special Programmes working environment will also be considered
<u>POST 48/156</u>	:	<u>ASSISTANT HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO : HRM.5. PRAC</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Salary level 6 – A basic salary of R113 568 per annum Bloemfontein
	:	Relevant three year qualification combined with basic working experience in Human Resources Development. Knowledge of legislative framework (Public Service Act and PFMA Skills development Act etc) Communication skills Interpersonal relation skills Report writing skills Computer proficiency skills with practical experience in the use of MS Word, Excel, and Outlook. Valid Drivers licence. Recommendation: Knowledge if the Provincial Performance Management System policy
<u>DUTIES</u>	:	Provide assistance towards in the execution of Human Resource Development Practices eg the development of the workplace skills plan, the coordination of

ABET and other Skills development related programmes Prepare reports on internal skills development activities Assist in the administration of performance management system including the co-ordination of probation reports
Mr TJ Mohlomi , Telephone Number :Tel No 051 410 3603

ENQUIRIES :

POST 48/157 : **STATE ACCOUNTING CLERK (SALARY ADMINISTRATION) REF NO : SAC.SA.6**

SALARY CENTRE REQUIREMENTS :

Salary level 5 – A basic salary of R 94 575 per annum
Bloemfontein
A Senior certificate (or equivalent qualification) • Computer Literacy
Recommendations: Successful completion of PERSAL or Salary Administration related courses

DUTIES :

Implement and administer Financial Accounting practices (PERSAL Transaction) concerning financial processes in the department to contribute to the rendering of a professional financial administration services concerning salary and tax administration which includes the – capturing of salary related allowances, payments, deductions tax payments to SARS, calculation of Tax etc Address financial administration enquiries to ensure the correct implementation of financial administration practices.

ENQUIRIES :

Mr N Herbert, Telephone number :Tel 051 410 4721

POST 48/158 : **STATE ACCOUNTING CLERK (BOOKKEEPING) REF NO SAC.BKK.7**

SALARY CENTRE REQUIREMENTS :

Salary level 5 – A basic salary of R 94 575 per annum
Bloemfontein
A senior certificate (or equivalent qualification •Computer Literacy
Recommendations: Successful completion of PERSAL, LOGIS or BAS Courses

DUTIES :

Implement and administer Financial Accounting practices (BAS Transaction) concerning financial processes in the department to contribute to the rendering of a professional financial Administration services in line with posts' key performance areas (ie Process S & T advances and control clearance thereof, capture sundry payments, handle claims payable and recoverable, telephone accounts) Address financial administration enquiries to ensure the correct implementation of financial administration practices

ENQUIRIES : Ms S Piek , Telephone number :Tel 051 410 4770

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

MANAGEMENT ECHELON

- POST 48/159** : **ECONOMIC ANALYSIS MANAGER REF NO: 70257842**
Directorate: Sustainable Resource Management
This is a 5 year Performances Based Fixed Term Contract
- SALARY CENTRE REQUIREMENTS** : R652 572 per annum (all inclusive of package)
Johannesburg
A postgraduate qualification in Economics/Econometrics plus 3 -5 years relevant experience, of which 2 years should be on middle-management level. Knowledge and understanding of the legislative and regulatory environment, research and analytical experience in the economic field.
- DUTIES** : The incumbent will be responsible for providing leadership in determining and analyzing key economic variables, their interrelation and relevance for the budget, support policy makers by producing periodic publications of regional economic outlook based on research, conduct analysis of social and economic investment issues through research, utilize econometric modeling for the analysis and forecasting of trends within the province and providing strategic leadership to the business.
- ENQUIRIES** : Ms. Charlotte. Magogodi, Tel. No: (011) 689 8517
- CLOSING DATE** : 13 December 2010

OTHER POSTS

- POST 48/160** : **DEPUTY DIRECTOR: PROCUREMENT REF NO: 70258000**
Directorate: Supply Chain Management
Person Profile: The role requires supervisory and / or leadership, people and customer relationship management, time management, multi-tasking skills. The candidate will have good communication, problem-solving and negotiating skills, be analytical, have good business acumen and decision-making skills. The incumbent should have sound knowledge of GPG Supply Chain Manual, PFMA, PPPFA, Procurement Policy and Procedures, SAP systems and Treasury regulations. Purpose Of Position: To assist the Senior Manager: Supply Chain Management - Procurement on planning & controlling of the business unit. Analysing procurement reports. Ensure compliance of GDF to procurement policies and procedures
- SALARY CENTRE REQUIREMENTS** : R 406 839 per annum (plus benefits)
Johannesburg
Relevant Bachelor Degree/ National or Diploma (or equivalent qualifications) or 5 years relevant experience in Finance / Procurement.
- DUTIES** : Key Responsibilities: Compliance and enforcement of PFMA, Treasury Regulations, PPPFA, BBBBEE and other applicable regulations and policies. Procurement of goods and/or services for the achievement of departmental strategic objectives. Development, implementation, communication and monitoring of departmental procurement policies and procedures. Provide accurate procurement reports. Head the administrative support to Tender Evaluation Committees (TEC) and the Departmental Acquisition Council (DAC). Management and development of staff. To enable the Supply Chain Management Business Unit to achieve a customer focus ethos. Ensure smooth Automation of all procurement requisitions and goods receipts through the procurement SAP system. Management reporting to Business Units on goods and Services expenditure. SLA and Operational reporting. Demand Management, Planning and Co-ordination. Ensure that Customer Relationships are fostered and maintained in the GDF. Monitor Record Management System

for RLS creation of Purchase Orders, etc. Expediting – Managing GDF’s Goods and Services Account.

ENQUIRIES : Ms. Bertha. Sepuba, Tel. No: (011) 689 8894
CLOSING DATE : 20 December 2010
NOTE : GDF is an equal opportunity Employer. All appointments will be made in accordance with the Employment Equity targets of the Department.

POST 48/161 : **ECONOMIC RESEARCH ANALYST REF NO: 70257975**
Directorate: Sustainable Resource Management

SALARY : R406 839 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A postgraduate in Economics/Econometrics plus 3 years relevant experience. A knowledge of the Computable General Equilibrium Model (CGE) will be an added advantage. Good understanding of PFMA, Treasury Regulations and System of National Accounts. Understanding of provincial economic and fiscal policies and growth strategies, proven economic analysis and policy development skills, sound knowledge of provincial treasury functions, fiscal policy issues and computer literacy. Recommendations: Strategic thinking, decision making, policy formulation and development, problem solving, negotiating, analytical, verbal and written communication, good planning and organizing skills. Ability to manage economic research projects essential.

DUTIES : Determine and analyze key economic variables, their interrelation and relevance for the budget. Support policy makers by leading a team to produce periodic publications of regional economic review and outlook based research. Assist in the development of impact studies using the provincial Social Accounting Matrix. Use the CGE model to assess the impacts of government economic and social projects in the provincial economy.

ENQUIRIES : Ms. Charlotte. Magogodi, Tel. No: (011) 689 8517
CLOSING DATE : 13 December 2010

POST 48/162 : **OHS NURSE REF: 70257351**
Directorate: Nursing Department

SALARY : R244 185 per annum (plus benefits)
CENTRE : Tshwane Rehabilitation Centre
REQUIREMENTS : Diploma in General Nursing and Midwifery. Registered with South African Nursing Council. 10 Years experience as a nurse. Certificate in Occupational Health and Safety (OHS). Registration with the South African Society of Occupational Health Nurse. Experience in Wellness Clinic, Medical surveillance and HIV testing will be a recommendation.

DUTIES : Establish a wellness centre. Implementation of OHS in line with (OHS Act, Coida and other relevant Legislation). HIV, AIDS and EAP programmes and services. Responsible for total OHS and Wellness in the centre (medical surveillance, physical fitness, case management, participate in OHS Committees), EAP- (cancelling, pre-employment, physical examination, VETO, trauma debriefing), HIV (HCT and other chronic disease testing) and referral, formulation of support groups and peer group education. Assist, educate and advise patients, relatives, Employees including member of the public on OHS matters. Ensure efficient and effective management of resource. Rotate through service points as required. Ensure proper staff allocation for shifts in the unit. Manage staff performance. Be a team leader. Be able to do inspection and be able to write a comprehensive report about OHS,EAP and HCT. Attend OHS, EAP and HIV meetings: give feedback to staff and management

ENQUIRIES : Ms. M. M. Rakwena, Tel. No: (012) 354 6135
CLOSING DATE : 10 December 2010

POST 48/163 : **ECONOMIST REF NO: 70257840**
Directorate: Sustainable Resource Management

SALARY : R206 982 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A relevant three year tertiary qualification with specialization in Economics/Economic theory. At least 1 year experience in budget management/economics experience in/knowledge of government financial systems and treasury functions, public financial management and government budget processes.

DUTIES : The incumbent will be responsible for: Monitoring and evaluating the utilization of provincial resources, ensuring credible expenditure policy, analyzing sector

budgets to ensure alignment with government priorities and providing economic and other research support.

ENQUIRIES : Ms. Charlotte. Magogodi, Tel. No: (011) 689 8517
CLOSING DATE : 13 December 2010

POST 48/164 : **BUDGET ANALYST 2 POSTS REF NO: 70257841**
Directorate: Sustainable Resource Management

SALARY : R206 982 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three year tertiary qualification in Economics/ Finance plus 1-2 years experience in a budgeting environment. Knowledge and understanding of public sector budget process, project cycle and relevant legislation such as PFMA, Division of Revenue Act and Treasury Regulations.

DUTIES : The incumbent will be responsible for assisting in the planning, development and monitoring and evaluation of the provincial budget by advising and guiding departments on provincial budget process; researching on budget-related topics; evaluating departments' budgets and budget-related submissions and communicating evaluation results to departments; technically assisting departments on budget-related matters; preparing provincial budget for printing; supporting the provincial budget committees; evaluating departments' reports and communicating evaluation results to departments.

ENQUIRIES : Ms. Charlotte. Magogodi, Tel. No: (011) 689 8517
CLOSING DATE : 13 December 2010

POST 48/165 : **ECONOMIC ASSISTANT RESEARCH ANALYST REF NO: 70257971**
Directorate: Sustainable Resource Management

SALARY : R206 982 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three year tertiary qualification in Economics, Econometric and a background in statistics. 1-2 years experience within economic research and analysis environment. Have the ability to analyze key economic variables and their relevance for the economy. Knowledge of the medium- term expenditure framework as well as legislation governing budgets within the public sector such as PFMA, MFMA and Treasury Regulations. Sound knowledge of provincial treasury functions.

DUTIES : The incumbent will be responsible to support policy makers by partaking in economic research that would culminate in the periodic publication of regional economic review and outlook research. Remain abreast with economic trends both locally and internationally and ensure that Economic Analysis Directorate is a knowledge base for economic research and econometric modeling. Determine the potential and constraints for growth and development and their interaction with governmental spending and revenue patterns.

ENQUIRIES : Ms. Charlotte. Magogodi, Tel. No: (011) 689 8517
CLOSING DATE : 13 December 2010

POST 48/166 : **FISCAL POLICY ASSISTANT RESEARCH ANALYST REF NO: 70257970**
Directorate: Sustainable Resource Management

SALARY : R206 982 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A relevant three year tertiary qualification in Public Management/Public Finance/ Public Administration/ Economics/ or related public finance field. 1-2 years relevant work experience. Knowledge of the medium- term expenditure framework as well as legislation governing budgets within the public sector such as PFMA, MFMA and Treasury Regulations. Sound knowledge of provincial treasury functions and an understanding of fiscal policy.

DUTIES : The incumbent will be responsible for conducting research (quantitative and qualitative), technical analysis necessary for policy development and to contribute to measures aimed at optimizing and expanding own revenue collection in the province, liaise with other institutions with regard to cross cutting fiscal issues, assist in managing the medium term revenue planning process, access and optimize horizontal and vertical revenue share and determine an overall financing envelope for MTEF. The incumbent will also be responsible to perform delegated tasks on behalf of the supervisor. Attend meetings on behalf of the supervisor as required when the latter is unable to and report back. Provide support function to supervisor in terms of the functions to be performed to achieve the objectives of the unit.

ENQUIRIES : Ms. Charlotte. Magogodi, Tel. No: (011) 355 8653

CLOSING DATE : 13 December 2010

POST 48/167 : **ASSISTANT MANAGER: MUNICIPAL COMPLIANCE & IGR 2 POSTS REF NO: 70257974**
Directorate: Financial Governance

SALARY : R206 982 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate will have a three year tertiary qualification in Accounting/Local Government Finance/Auditing/Economics plus 2 years relevant experience of which should be either in local government, provincial treasury or any other relevant organization. Experience/Knowledge of governmental financial systems, treasury functions, public financial management, public financial management, government budget processes and forensic investigation. A valid driver's license is essential.

DUTIES : The incumbent will be responsible for; ensuring compliance with the MFMA, monitoring and facilitating compliance with norms and standards, and fostering intergovernmental relations with all relevant stake holders.

ENQUIRIES : Ms. Charlotte. Magogodi, Tel. No: (011) 689 8517
CLOSING DATE : 13 December 2010

POST 48/168 : **ASSISTANT MANAGER: MUNICIPAL BUDGETS REF NO: 70257973**
Directorate: Financial Governance

SALARY : R206 982 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidates will have a three year tertiary qualification in Accounting /Local Government Finance / Auditing/ Economics plus 1 - 2 years relevant experience of which should be either in local government, provincial treasury or any other relevant organization. Experience/ Knowledge of governmental financial systems, treasury function, public financial management, municipal budget processes and in - depth knowledge of the MFMA and other legislative framework governing local government. A valid driver's license is essential.

DUTIES : The incumbent will be responsible for; supporting and monitoring the municipalities in ensuring compliance and implementation of the MFMA, assisting and advising municipalities on the preparation and implementation of their annual budgets, adjustment budget IDP and SDBIP, assessing the municipal budgets, monitoring and reporting on the state of expenditure and revenue of municipalities, monitoring and facilitating compliance with norms and standards and fostering intergovernmental relations with all relevant stakeholders.

ENQUIRIES : Ms. Charlotte. Magogodi, Tel. No: (011) 689 8517
CLOSING DATE : 13 December 2010

DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT

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

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

MANAGEMENT ECHELON

POST 48/169 : **MEDICAL HEAD OF DEPARTMENT: GENERAL SURGERY REF NO: 70257456**
Directorate: Clinical Services

SALARY : R1 199 232 per annum (all inclusive package)
CENTRE : Dr. George Mukhari Hospital
REQUIREMENTS : MBChB & MMed degree in General Surgery. Registration with the South Africa Health Professions Council as a Specialist in General Surgery. A minimum of 9 years experience as Specialist after registration in this discipline. Good verbal and written communication skills.

DUTIES : Conduct clinical services. Provide lectures to under and post-graduate students. Do research in line with the departmental aims. Monitor and evaluate junior staff's performance on a regular basis
ENQUIRIES : Dr. P Shembe, Tel No: (012) 529 3880
CLOSING DATE : 10 December 2010

POST 48/170 : **HEAD: CLINICAL UNIT (MEDICAL) (UROLOGY) REF NO: 70257185**
 Directorate: Clinical Services

SALARY : R959 208 per annum (all inclusive package)
CENTRE : Dr. George Mukhari Hospital
REQUIREMENTS : Registration with the HPCSA as Specialist in Urology. A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA.

DUTIES : Conduct clinical services. Provide lectures to under- and postgraduate students. Do research in line with departmental aims and objectives. Monitor, supervise and evaluate junior staff's performance on a continuous basis.

ENQUIRIES : Dr. P. Shembe, Tel No : (012) 529-3876
CLOSING DATE : 10 December 2010

POST 48/171 : **DIRECTOR: MEDICAL PHYSICS REF NO: 70257457**
 Directorate: Clinical Services

SALARY : R652 572 per annum (all inclusive package)
CENTRE : Dr. George Mukhari Hospital
REQUIREMENTS : B.Sc Hons(Med) in medical Physics. A M.Sc(Med) in Medical Physics will be an advantage. Registration with the South Africa Health Professions Council as a Medical Physicist.

DUTIES : Include but not limited to Medical Physics services in Nuclear Medicine, Radiology, Radiotherapy and Radiation Protection. Order, handle and dispose of radioisotopes and other administrative tasks. Assist in the training of Medical Physics Interns. Provide lectures to under and post graduate students. Carry out research in accordance with the departmental aims.

ENQUIRIES : Dr. P Shembe Tel. No: 012 529-3880
CLOSING DATE : 10 December 2010

OTHER POSTS

POST 48/172 : **OPERATIONAL MANAGER (SPECIALITY UNIT) 2 POSTS REF NO: 70257977**
 Cardio-thoracic High Care
 Paediatric Intensive Care
 Directorate: Intensive Care Areas

SALARY : R 309 327 (PN-B3) per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Certificate of Registration with the South African Nursing Council. For Cardio – Thoracic High Care: Certificate in critical Care from SANC For Paediatric Intensive Care (either of the following) Certificate in Critical Care /Neonatal Care/Child Nursing from SANC. Degree / Diploma in General Nursing and Midwifery or 4 year nursing course. Current SANC receipt. Proof of professional indemnity. Proof of experience as a shift runner. A minimum of 9 years appropriate / recognisable experience in nursing after registration as a nurse in general nursing with SANC. At least 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the 1 year post basic qualification applicable to the post advertised. Computer Literacy.

DUTIES : Deliver a service in the Intensive Care Area/High Care Area . Will be required to do hospital call and work shifts (day and night) as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professional and junior colleagues including more complex report writing when required. Work as part of the multi disciplinary team at supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection Control Policies. Ensure quality nursing care through the Batho Pele. See in – Service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate and understanding of financial policies and practices.

ENQUIRIES : Miss. A. Maritz, Tel. No: (011) 488- 3787

CLOSING DATE : 20 December 2010

POST 48/173 : **OPERATIONAL MANAGER SPECIALITY PN-B3 SPINAL UNIT 1 POST REF NO: 70257828**
Directorate: Nursing Department

SALARY : R309 327 per annum (plus benefits)
CENTRE : Kalafong Hospital
REQUIREMENTS : Basic R425 qualification, i.e. Diploma/Degree in nursing that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of 9-years appropriate/recognizable experience in nursing after registration as a Professional Nurse. At least 5-years of the period referred above must be appropriate/recognizable experience in the specific specialty after obtaining 1-year post basic qualification. A post basic qualification with a duration of at least 1-year accredited with SANC. A post basic qualification in nursing management.

DUTIES : Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by health facility. Promote quality of care as directed by the professional scope of practice. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practice. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that units adhere to the principles of Batho Pele.

ENQUIRIES : Ms. T.R.B. Seikaneng, Tel. No: (012) 318 6622
CLOSING DATE : 20 December 2010

POST 48/174 : **ASSISTANT MANAGER NURSING: AREA MANAGER MEDICAL WARDS-PN-A7 REF NO: 70257830**
Directorate: Nursing Department

SALARY : R309 327 per annum (plus benefits)
CENTRE : Kalafong Hospital
REQUIREMENTS : A basic R425 qualification i.e. Diploma/Degree in nursing that allows registration with the SANC as a professional nurse. A minimum of 8-years appropriate/recognizable experience as a professional nurse. At least 3-years of the period referred to above must be appropriate/recognizable experience at nursing management level. A post basic qualification in nursing management is necessary.

DUTIES : Promote the quality of nursing care as directed by the professional scope of practice and standards as determined by the facility. Demonstrate a basic understanding of legislative framework governing the public service including Human Resource and financial policies and practices. Demonstrate effective communication with supervisors, other health professionals and support services including report writing when required. Able to manage own work and that of units reporting to the post and ensure appropriate interventions to enhance nursing services.

ENQUIRIES : Ms. T.R.B. Seikaneng, Tel. No: (012) 318 6622
CLOSING DATE : 20 December 2010

POST 48/175 : **OPERATIONAL MANAGER: SPECIALITY PN-B3 OPERATING THEATRE 1 POST REF NO: 70257831**
Directorate: Nursing Department

SALARY : R309 327 per annum (plus benefits)
CENTRE : Kalafong Hospital
REQUIREMENTS : Basic R425 qualification, i.e. Diploma/Degree in nursing or equivalent that allows registration with the SANC as a Professional Nurse. A minimum of 9-years appropriate/recognizable experience in nursing after registration as a professional nurse. At least 5-years of the period referred above must be appropriate/recognizable experience in the specific specialty after obtaining 1-year post basic qualification. A post basic qualification with a duration of at least 1-year accredited with SANC. A post basic qualification in nursing management.

DUTIES : Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by health facility. Promote quality of care as directed by the professional scope of practice. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practice. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that units adhere to the principles of Batho Pele.

ENQUIRIES : Ms. T.R.B. Seikaneng, Tel No: (012) 318 6622
CLOSING DATE : 20 December 2010

POST 48/176 : **OPERATIONAL MANAGER NURSING (SPECIALITY UNIT) ORTHOPAEDIC NURSING SCIENCE 3 POSTS REF NO: 70257186**
Directorate: Nursing Services

SALARY : R309 327 per annum (plus benefits)
CENTRE : Dr. George Mukhari Hospital
REQUIREMENTS : Current registration with the South Africa Nursing Council in General Nursing, Midwifery & Orthopaedic Nursing Science. A qualification in nursing administration from a recognised Institution. 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 this period referred to above must be appropriate/recognisable experience in Orthopaedic nursing speciality. Must be prepared to work shifts and assist managers. Thorough knowledge of nursing care processes, procedures and nursing statutes. Ability to interact with multidisciplinary health team and other relevant stakeholders. Good verbal and written communication skills. Good planning and organisational skills

DUTIES : Ensure a clinical nursing practice in accordance with the Scope of Practice and Nursing Standards. Promote quality nursing care as directed by the professional scope of practice and standards. Implement policies and protocols developed for the specific areas. Observe all Principles related to Best Practice in nursing i.e. Batho Pele Principles. Assist the unit in maintaining accreditation standards and maintain cost containments.

ENQUIRIES : Ms. M.M. Molefe, Tel. No: (012) 529-3463/3575
CLOSING DATE : 10 December 2010

POST 48/177 : **ASSISTANT MANAGER: NURSING NIGHT SUPERVISION-PN-A7 3 POSTS REF NO: 70257834**
Directorate: Nursing Department

SALARY : R309 327 per annum (plus benefits)
CENTRE : Kalafong Hospital
REQUIREMENTS : A basic R425 qualification i.e. Diploma/Degree in nursing that allows registration with the SANC as a professional nurse. A minimum of 8-years appropriate/recognizable experience as a professional nurse. At least 3-years of the period referred to above must be appropriate/recognizable experience at nursing management level. A post basic qualification in nursing management is necessary.

DUTIES : Promote the quality of nursing care as directed by the professional scope of practice and standards as determined by the facility. Demonstrate a basic understanding of legislative framework governing the public service including Human Resource and financial policies and practices. Demonstrate effective communication with supervisors, other health professionals and support services including report writing when required. Able to manage own work and that of units reporting to the post and ensure appropriate interventions to enhance nursing services.

ENQUIRIES : Ms. T.R.B. Seikaneng, Tel. No: (012) 318 6622
CLOSING DATE : 20 December 2010

POST 48/178 : **LECTURER (STAFF DEVELOPMENT) PN-D2 REF NO: 70257826**
Directorate: Nursing Department

SALARY : R259 056 – R291 573 per annum (plus benefits)
CENTRE : Kalafong Hospital
REQUIREMENTS : Registered with the South African Nursing Council as a professional nurse. A post basic qualification in nursing education registered with SANC. A minimum of 14 years appropriate/recognizable nursing experience after registration. At least 10 years of the period referred to above must be appropriate/recognizable experience in nursing education.

DUTIES : Demonstrate an understanding of nursing legislation and ethical nursing practices. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards. Provision of quality nurse training through professional training programme and curricula as directed by professional scope of practice standards. Work effectively and cooperatively with students and trained professionals and other staff members.

ENQUIRIES : Ms. T.R.B. Seikaneng, Tel. No: (012) 318 6622
CLOSING DATE : 20 December 2010

<u>POST 48/179</u>	:	<u>OPERATIONAL MANAGER PNA5 4 POSTS REF NO: 70257187</u> Directorate: Nursing Services
<u>SALARY</u>	:	R244 185 per annum (plus benefits)
<u>CENTRE</u>	:	Dr. George Mukhari Hospital
<u>REQUIREMENTS</u>	:	Current registration with the South Africa Nursing Council in General Nursing & Midwifery. Qualification in Nursing Administration from a recognised Institution. A minimum of 7 years appropriate recognisable service experience in nursing after registration as a Professional Nurse. Thorough knowledge of nursing care processes, procedures and nursing statutes. Ability to interact with multidisciplinary health team and other relevant stakeholders. Knowledge of Human Resource Management and Batho Pele Principles. Good verbal and written communication skills.
<u>DUTIES</u>	:	Display a concern for patients. Promote advocate and facilitate proper treatment and care. Co-ordinate the implementation of nursing care standards. Participate in the formation of protocols and guidelines for patient care. Monitor proper utilisation of material and financial resources. Effectively communicate within the multidisciplinary team.
<u>ENQUIRIES</u>	:	Mrs. M.M. Methi, Tel. No : (012)529-3426/3575
<u>CLOSING DATE</u>	:	10 December 2010
<u>POST 48/180</u>	:	<u>OPERATIONAL MANAGER GENERAL PN-A5 4 POSTS POSTNANTAL WARD POST SURGICAL WARD 5 POSTS MEDICAL WARD 19 POSTS GYNAE WARD 14 POSTS REF NO: 70257832</u> Directorate: Nursing Department
<u>SALARY</u>	:	R244 185 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	A basic R425 qualification i.e. Diploma/Degree in nursing that allows registration with the SANC as a professional nurse. A minimum of 7-years appropriate/recognizable experience as a professional nurse. At least 3-years of the period referred to above must be appropriate/recognizable experience at nursing management level. A post basic qualification in nursing management.
<u>DUTIES</u>	:	Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by health facility. Promote quality of care as directed by the professional scope of practice. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Display concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that units adhere to the principles of Batho Pele.
<u>ENQUIRIES</u>	:	Ms. T.R.B. Seikaneng, Tel. No: (012) 318 6622
<u>CLOSING DATE</u>	:	20 December 2010
<u>POST 48/181</u>	:	<u>PROFESSIONAL NURSE (LABOUR WARD) PN-B1 2 POSTS REF NO: 70257829</u> Directorate: Nursing Department
<u>SALARY</u>	:	R210 630 – R237 069 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Hospital
<u>REQUIREMENTS</u>	:	A basic R425 qualification i.e. Diploma/Degree in nursing that allows registration with the SANC as a professional nurse. A post basic qualification in advanced midwifery with a duration of at least 1 year accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required.
<u>ENQUIRIES</u>	:	Ms. T.R.B. Seikaneng, Tel. No: (012) 318-6622
<u>CLOSING DATE</u>	:	20 December 2010
<u>POST 48/182</u>	:	<u>PROFESSIONAL NURSE (GENERAL) PN-A3 7 POSTS REF NO: 70257827</u> Directorate: Nursing Department
<u>SALARY</u>	:	R172 035 – R193 629 per annum (plus benefits)

CENTRE REQUIREMENTS : Kalafong Hospital
: A basic R425 qualification i.e. Diploma/Degree in nursing that allows registration with the SANC as a professional nurse. A minimum of 10-years appropriate/recognizable experience as a professional nurse with the South African Nursing Council in general nursing.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required.

ENQUIRIES : Ms. T.R.B. Seikaneng, Tel No: (012) 318-6622
CLOSING DATE : 20 December 2010

POST 48/183 : **PROFESSIONAL NURSE GRADE 1 PNA2 GENERAL 11 POSTS REF NO: 70257188**
Directorate: Nursing Services

SALARY : R139 878 per annum (plus benefits)
CENTRE : Dr. George Mukhari Hospital
REQUIREMENTS : Diploma/Degree in Nursing from a accredited University or Nursing College Current registration with the South Africa Nursing Council as a Professional Nurse. Must be prepared to rotate in all wards and work shifts and rotate in all wards. Competent to perform and supervise clinical practices in accordance with the scope of practice and requiring nursing standards. At least 2 years experience as a Professional Nurse

DUTIES : Provide holistic nursing care practices in a cost effective, efficient & equitable manner. Demonstrate effective communication with all stake holders. Plan, organise & supervise all nursing care activities according to set standards. Teach both nurses and patients in health care issues. Promote and advocate for patients needs and knowledge of Batho Pele Principles

ENQUIRIES : Mrs. M.H. Maluleka, Tel. No : (012) 529-3426/2575
CLOSING DATE : 10 December 2010

POST 48/184 : **NURSING ASSISTANT NA-3 6 POSTS REF NO: 70257833**
Directorate: Nursing Department

SALARY : R101 961 – R114 759 per annum (plus benefits)
CENTRE : Kalafong Hospital
REQUIREMENTS : Qualification that allows registration with the South African Nursing Council as a Nursing Assistant. A minimum of 20-years appropriate/recognizable experience in nursing after registration with SANC as Nursing Assistant.

DUTIES : Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate elementary communication with patients, supervisors and other clinicians. Display a concern for patients, promoting and advocating elementary care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele).

ENQUIRIES : Ms. T.R.B. Seikaneng, Tel. No: (012) 318 6622
CLOSING DATE : 20 December 2010

POST 48/185 : **ENROLLED NURSE GRADE 1 SN1 6 POSTS REF NO: 70257190**
Directorate: Nursing Services

SALARY : R93 315 per annum (plus benefits)
CENTRE : Dr. George Mukhari Hospital
REQUIREMENTS : Current registration with the South Africa Nursing Council as a Enrolled Nurse. Have required competencies as Enrolled Nurse. Must be sensitive to patient' needs. Good verbal and written communication skills. Maintain good interpersonal relations

DUTIES : Render Nursing care in general wards. Implement Policies and Protocols developed for the specific areas to ensure quality patient care. Observe all principles related to Best Practices of Nursing i.e. Patient Right Charter, Batho Pele Principles. Must be willing to rotate in other departments and must be prepared to work shifts and night duty.

ENQUIRIES : Mrs. M.M. Methi, Tel. No: (012) 529-3426/3575
CLOSING DATE : 10 December 2010

POST 48/186 : **TWO WAY RADIO INSTALLER 2 POSTS REF NO: 70257625**
Directorate: Emergency Medical Services

SALARY : R79 104 per annum (plus benefits)
CENTRE : Midrand
REQUIREMENTS : Basic ABET or Grade 12 qualification. Ability to read and write. Driver's license will be an advantage. Minimum of 2-5 years experience in installations and preventative maintenance of analogue radio installations. Experience in TETRA Radio System is recommended. Be able to work under pressure. Be able to work without direct supervision. Computer literate. Code EB driver's license.

DUTIES : Installation of two way radio equipment and preventative maintenance on two way radio installations. Decommissioning of two way radios, sirens and red lights. Complete job cards and liaise with officials from various institutions.

ENQUIRIES : Mr. J. Esterhuizen, Tel No: (011) 564 2000
CLOSING DATE : 17 December 2010

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

“This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.”

NOTE : Application for employment form (Z83), must be completed and forwarded. This is obtained from any Public Service Department or from website- www.kznhealth.gov.za Recently certified copies of Professional Registration certificates with Health Professional Council of South Africa, Certified copy of highest educational qualification, certified copy of I.D not copy of certified copy, Current paid up receipt with HPCSA, updated Curriculum Vitae. Persons with disabilities should feel free to apply for the post; Applications must be submitted on or before the closing date. N.B Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. Non- South African citizen applicants to have VALID WORK PERMIT as indicate in HR Circular 49 / 2008

MANAGEMENT ECHELON

POST 48/187 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 - REF NO: ILE 12/2010**
Please note that this is a re-advertisement people who have previously applied need not to re-apply.

SALARY CENTRE REQUIREMENTS : All inclusive packages OF- R 959 208 per annum
: Ilembe Health District Office

: MBCHB or equivalent qualification and current registration as a Specialist in Family medicine with HPCSA, Registrars who have completed their training may apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the HPCSA. Valid driver's licence

DUTIES : Develop, disseminate and implement guidelines and standards on clinical protocols in order to facilitate / ensure integrated district treatment protocols, referral arrangements based on the assigned level of care, cost effect clinical outcomes and the training and development of staff. Practice family medicine at PHC, Community Health Centers and Hospitals within the District in order to ensure that “grass root” health service delivery imperatives are adequately addressed by the District Health System. Interpret epidemiological research information and monitor health indicators to identifying disease profiles and trends with a view to inform planning processes, alignment of district referral arrangements and the timeous introduction of corrective clinical procedures and protocols. Establish and initiate research processes in order to assess causality, prevalence and incidents, priority of conditions / diseases or other health problems within the District. Monitor and evaluate clinical services rendered by PHC Clinics, CHC and Public Hospitals in the District with a view to identify implementation barriers, facilitate corrective action timeously and to ensure the provisioning of high quality and compassionate service in the best interests of the community

ENQUIRIES APPLICATIONS : Ms SD Dube (District manager) Contact no: 032-4373504
: Applications to be forwarded to, The District Manager Ilembe Health District Office, Private Bag x 10620, Kwa Dukuza

CLOSING DATE : 10 December 2010

OTHER POSTS

POST 48/188 : **SPECIALIST/LECTURER: SCHOOL OF MATERNAL AND CHILD AND WOMENS HEALTH DISCIPLINES: DEPARTMENT OF OBSTETRICS AND GYNAECOLOGY REFERENCE NUMBERS 8 POSTS**
JHE.24/2010 Mahatma Gandhi Memorail Hospital 1 Post
JHE.25/2010 Greys Hospital 1 Post
JHE.26.2010 R.K. Khan Hospital 1 Post
JHE.27/2010 King Edward Viii Hospital 4 Posts
JHE.28/2010 Stanger Hospital 1 Post

SALARY : The appointment to Grade I (R570 858 all inclusive salary package) requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Speciality. The appointment to

		Grade II (R652 710 all inclusive salary package) requires appropriate qualification, registration certificate plus 5 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Speciality. Grade III (R757 494 all inclusive salary package) requires appropriate experience qualification, registration certificate plus 10 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Speciality
<u>CENTRE</u>	:	Mahatma Gandhi Memorial Hospital (Durban), Greys Hospital (Pietermaritzburg), R. K. Khan Hospital (Durban), King Edward VIII Hospital (Durban) and Stanger Hospital (Stanger)
<u>REQUIREMENTS</u>	:	MBChB, FCOG or equivalent, the applicant must be registered as a specialist Obstetrician and Gynaecologist with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. A Valid Code EB Drivers License (Code 08) and Computer Literacy: Relevant computer software applications.
<u>DUTIES</u>	:	The incumbent of this post will report to the Head of Department of Obstetrics and Gynaecology (Nelson Mandela School of Medicine, University of KwaZulu-Natal) and will be responsible to provide consultant services at Mahatma Gandhi Memorial/Greys/R. K. Khan, King Edward VIII Hospital and Stanger Hospitals. The incumbent will be required to work on rotational basis at different hospitals in Area 1 and the incumbent based at Greys Hospital will be required to work on rotational basis at different hospitals in Area 2 and must be prepared to teach nurses and doctors so that the service and teaching commitments of the Department of Obstetrics and Gynaecology and Province are met at all times. Preference will be for appointment to grade 1 specialist posts of newly qualified specialists in order to add to the number of specialists on the service and teaching delivery platform. Punctuality, Stress tolerance, ability to work with and as a team and decisiveness is imperative. The applicant is to execute duties and functions with proficiency to support the aims and objectives of the Department and University of KwaZulu-Natal that are consistent with the issues of patient care. Provide teaching and training of midwives, advanced midwives and Registrars, Medical Officers and Medical Students. To supervise Registrars and Medical Officers in the day to day care of patients in the department of Obstetrics and Gynaecology. Impart surgical skills to Registrars, Medical Officers and Interns in the Department. Accept responsibility for continuous professional development to keep up to date with new developments in the field of Obstetrics and Gynaecology. The incumbent would be expected to engage actively in research and in the supervision of Registrar's research.
<u>ENQUIRIES</u>	:	Professor J. S. Bagratee @ (031) - 260 4390/4358
<u>APPLICATIONS</u>	:	All applications should be forwarded to: Human Resource Administration: King Edward VIII Hospital, Private Bag X02, Congella, 4013, Telephone number (031) 360 – 3111 for attention Ms. S. Cele. Or hand deliver it to King Edward VIII Hospital for the Attention Ms. S. Cele
<u>CLOSING DATE</u>	:	17 December 2010
<u>POST 48/189</u>	:	<u>SPECIALIST/LECTURER: SCHOOL OF SURGICAL DISCIPLINES: DEPARTMENT OF RADIOLOGY REF NO: JHE 29/2010</u>
<u>SALARY</u>	:	The appointment to Grade I (R570 858 all inclusive salary package) requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Specialist Radiologist. The appointment to Grade II (R652 710 all inclusive salary package) requires appropriate qualification, registration certificate plus 5 years experience after registration with the Health Professions Council of South Africa as a Specialist Radiologist. The appointment to Grade III (R757 494 all inclusive salary package) requires appropriate experience qualification, registration certificate plus 10 years experience after registration with the Health Professions Council of South Africa as a Specialist Radiologist.
<u>CENTRE</u>	:	R. K. Khan Hospital (Durban)
<u>REQUIREMENTS</u>	:	MBChB or equivalent, the applicant must be registered as a Specialist Radiologist with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa.
<u>DUTIES</u>	:	The incumbent of this post will report to the Head of Department of Radiology, and will be responsible to provide academic/expert knowledge in education, research and service delivery in a specific service area of the discipline of Radiology, within the framework of the Department of Health and University. Commuted overtime is required and is payable in accordance with applicable

policies. Community Service in its diverse forms (Outreach, Community Service, Community Learning and Community Development) is central to staff academic promotion and recognition. The University of KwaZulu-Natal's academic promotions process is applicable. There are small scale human resource management activities. The appointment of a lecturer and senior lecturer level require a master degree or specialist qualification. Appointments above these academic levels require a doctoral degree. Candidates without these qualifications may be appointed at another academic level. Valid Code EB Drivers License (Code 8). Computer literacy: MS Office Software Applications (Advantage). The applicant is to execute duties and functions with proficiency to support the aims and objectives of R. K. Khan Hospital that are consistent with the issues of patient care. Assist staff employed by the Department as well as provide services in the discipline of Radiology to patients at the healthcare facilities to which they are allocated. Supervise, teach and assess the undergraduate/postgraduate/vocational students to fulfil the Department of Health human resources requirements and education programme requirements. Participate in healthcare research. Serve in a consultative advisory capacity, whenever so required to the University and the Department.

- ENQUIRIES** : Dr. M. Govind @ (031) - 260 4301
- APPLICATIONS** : All applications should be forwarded to: Human Resource Administration: R. K. Khan Hospital, Private Bag X004, Chatsworth, 4030, Telephone number (031) 459 – 6266 or hand deliver it to R. K. Khan Hospital for the Attention Mrs. S.D. Kisten
- CLOSING DATE** : 17 December 2010
- POST 48/190** : **SPECIALIST/LECTURER: SCHOOL OF SURGICAL DISCIPLINES: DEPARTMENT OF ANAESTHESIOLOGY AND CRITICAL CARE REFERENCE NUMBERS 3 POSTS**
 JHE.30/2010 Addington Hospital 1 Post
 JHE.31/2010 King George V Hospital 1 Post
 JHE.32.2010 King Edward VIII Hospital 1 Post
- SALARY** : The appointment to Grade I (R570 858 all inclusive salary package) requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Specialist Anaesthesiologist. The appointment to Grade II (R652 710 all inclusive salary package) requires appropriate qualification, registration certificate plus 5 years experience after registration with the Health Professions Council of South Africa as a Specialist Anaesthesiologist. The appointment to Grade III (R757 494 all inclusive salary package) requires appropriate experience qualification, registration certificate plus 10 years experience after registration with the Health Professions Council of South Africa as a Specialist Anaesthesiologist
- CENTRE** : Addington Hospital (Durban), King George V Hospital (Durban) and King Edward VIII Hospital (Durban)
- REQUIREMENTS** : MBChB or equivalent, the applicant must meet the criteria to be able to register as a specialist Anaesthesiologist with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Advantages: Possession of ATLS, APLS and/or PALS, Research experience, Publication record and Strong teaching portfolio.
- DUTIES** : The incumbent of this post will report to the Head of Department of Anaesthesiology and Critical Care and will be responsible to provide academic/expert knowledge in education, research and service delivery in a specific area of discipline of Anaesthesia/Critical Care at the institution within the framework of the Department of Health. Commuted overtime is required and is payable in accordance with applicable policies. Community Service in its diverse forms (Outreach, Community Service, Community Learning and Community Development) is central to staff academic promotion and recognition. The University of KwaZulu-Natal's academic promotions process is applicable. There are small scale human resource management activities. The appointment of a lecturer and senior lecturer level require a master degree or specialist qualification. Appointments above these academic levels require a doctoral degree. Candidates without these qualifications may be appointed at another academic level. Valid Code EB Drivers License (Code 8). Computer literacy: MS Office Software Applications. The applicant is to execute duties and functions with proficiency to support the aims and objectives of Addington/King George V/King Edward VIII Hospital. Deliver appropriate perioperative and/or critical care, clinical services through the implementation of quality standards and practice and treatment protocols. Maintain satisfactory clinic, professional and

ethical standards related to these services. Supervise, train, teach and assess the undergraduate/postgraduate/vocational students and Allied Health Personnel and participate in formal teaching as required by the department of Health. Serve in a consultative advisory capacity, whenever so required to the University and the Department of Health. Promote community-orientated services and be actively involved in outreach. The appointed candidate will be expected to assist in clinical service and teaching at any institution designated for training under the auspices of the Department of Anaesthesiology and Critical care.

- ENQUIRIES** : Dr. P. D. Gopalan @ (031) - 260 4328/4326
- APPLICATIONS** : All applications should be forwarded to: Human Resource Administration: Addington Hospital, P. O. Box 977, Durban, 4000, Telephone Number (031) 327 2425 for the attention Mrs. M. Strachan. King George V Hospital, P.O. Box Dormeton, 4015, Telephone Number (031) 242 6048 for attention Mrs. D. Rajhune. King Edward VIII Hospital, Private Bag X02, Congella, 4013, Telephone number (031) 360 – 3111 for attention Ms. S. Cele or hand deliver it to the relevant Institution.
- CLOSING DATE** : 17 December 2010
- POST 48/191** : **SPECIALIST/LECTURER: DIVISION OF MEDICINE: DEPARTMENT OF INFECTIOUS DISEASES REF NO: JHE 33/2010**
- SALARY** : The appointment to Grade I (R570 858 all inclusive salary package) requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Speciality. The appointment to Grade II (R652 710 all inclusive salary package) requires appropriate qualification, registration certificate plus 5 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Speciality. The appointment to Grade III (R757 494 all inclusive salary package) requires appropriate experience qualification, registration certificate plus 10 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Speciality.
- CENTRE** : King Edward VIII Hospital (Durban)
- REQUIREMENTS** : MBChB or equivalent, FCP (SA) or equivalent, the applicant must be registered as a Specialist Physician with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa.
- DUTIES** : The incumbent of this post will report to the Head of Department of Infectious Diseases, and will be responsible to provide academic/expert knowledge in education research and service delivery in a specific area of the discipline of Department of Infectious Diseases, within the framework of the Department of Health and University. To efficiently execute duties which support the aims and objectives of Department of Infectious Diseases. Valid Code EB Drivers License (Code 8). Computer literacy: MS Office Software Applications (Advantage). To assist staff employed by the Department as well as providing services in the discipline of Infectious Diseases to patients at the healthcare facilities to which they are allocated. Supervise, teach and assess the undergraduate/postgraduate/ vocational students to fulfil the Department of Health human resources requirements and education programme requirements. Participate in healthcare research. Serve in a consultative advisory capacity, whenever so required to the University and the Department of Health. Provide medical care, support, advice and consultative to medical, paramedical and nursing staff. Teach and asses undergraduate/postgraduate/vocational students in the various facilities to develop their skill, using a patient-centred approach. Attend to continuing professional self development to ensure that relevant skills required are updated to keep registration current. Participate in health research. Performs administrative functions related to the running of the department.
- ENQUIRIES** : Professor M. Y. S. Moosa @ (031) – 260 4368
- APPLICATIONS** : All applications should be forwarded to: Human Resource Administration: King Edward VIII Hospital, Private Bag X02, Congella, 4013, Telephone number (031) 360 – 3111 or hand deliver it to King Edward VIII Hospital for the Attention Ms. S. Cele
- CLOSING DATE** : 17 December 2010
- POST 48/192** : **PHARMACIST GRADE 1, 2 & 3 2 POSTS**
- REQUIREMENTS** : Pharmacist Grade 1: R381 093 – R404 475 per annum (National Diploma/Degree in Pharmacy Plus current registration with South African Pharmacy Council as a Pharmacist Plus Valid code 8 driving licence.

Pharmacist Grade 2: R416 700.00 – R442 266.00 per annum (National Diploma/Degree in Pharmacy Plus current registration with South African Pharmacy Council as a Pharmacist Plus 5 years experience after registration with the SAPC as a Pharmacist Plus Valid code 08 driving licence.

Pharmacist Grade 3: R455 634.00 – R483 594.00 per annum (National Diploma/Degree in Pharmacy Plus current registration with South African Pharmacy Council as a Pharmacist Plus 13 years experience after registration with the SAPC as a Pharmacist Plus Valid code 08 driving licence.

Knowledge, Skills, Training and Competencies Required:- Professional concern for excellence. Sound knowledge of legislation, protocols and standard operating procedures applicable to Pharmacy practices. Appropriate theoretical and clinical knowledge. Organizational skills and good communication skills.

CENTRE : Ref No: Uthung 26/2010: Eshowe Hospital (01 Post)
Ref No: Uthung 27/2010: Ekhombe Hospital (01 Post)

DUTIES : Key Performance Areas: - Provide high quality pharmaceutical services to patients and health professionals with all applicable legislation. Maintain accurate and appropriate records in line with legal and accounting requirements. Engage in effective communication with all stakeholders to ensure that a high quality of service is rendered. Maintain optimal use and proper care of all resources. Provide pharmaceutical services as part of a multidisciplinary ART roving team. Provide out-reach services in the community.

ENQUIRIES : Ms PPT Dlwati: 035-787 0631/3/4/5

APPLICATIONS : All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag x20034, Empangeni, 3880

FOR ATTENTION : Ms C.B Dladla

CLOSING DATE : 17 December 2010

POST 48/193 : **CCMT DRUG CO-ORDINATOR 1, 2 & 3 10 POSTS**

REQUIREMENTS : Pharmacist Assistant (Post Basic) Grade 1: R113 460 – R127 809 per annum, Plus benefits 13th Cheque, Medical Aid (Optional) and Housing allowance (Employee must meet prescribed minimum requirements) Grade 12 qualification plus registration with SAPC as a Pharmacist Assistant (Post Basic). Valid code 08 driving licence will be an added advantage.

Pharmacist Assistant (Post Basic) Grade 2: R131 676 – R139 755 per annum, Plus benefits 13th Cheque, Medical Aid (Optional) and Housing allowance (Employee must meet prescribed minimum requirements) Grade 12 qualification, Registration qualification certificate plus 5 years experience after registration with SAPC as a Pharmacy Assistant (Post Basic). Valid code 08 driving licence will be an added advantage.

Pharmacist Assistant (Post Basic) Grade 3: R142 692 – R163 158 per annum, Plus benefits 13th Cheque, Medical Aid (Optional) and Housing allowance (Employee must meet prescribed minimum requirements) Grade 12 qualification, Registration certificate plus 13 years experience after registration with SAPC as a Pharmacy Assistant (Post Basic). Valid code 08 driving licence will be an added advantage.

Knowledge, Skills, Training and Competencies Required:- Computer Literacy. Knowledge of Human resource prescripts and policies. Ability to work in a team. Must able to maintain a high a high level of confidentiality. Good communication, interpersonal, written and verbal skills.

CENTRE : Ref No: Uthung 28/2010: Eshowe Hospital (02 Posts)
Ref No: Uthung 29/2010: Ekhombe Hospital (01 Post)
Ref No: Uthung 30/2010: Mbongolwane Hospital (02 Posts)
Ref No: Uthung 31/2010: St Mary's KwaMagwaza Hospital (02 Posts)
Ref No: Uthung 32/2010: Ngwelezana Hospital (03 Posts)

DUTIES : Key Performance Areas: To order, receive, store and the distribution of pharmaceuticals (especially ARV's) within the institution and the various clinics. To monitor stock levels of medication and promote Drug Supply Management principles to various clinics that are attached to our institution. To review all the clinic orders for medication before being submitted to PMSC. To collect and maintain departmental records, statistics and information. To provide basic primary health education to individuals and provide counselling to patients on the safe and effective use of medication. To participate in and attend continuing education and development seminars/ workshops. To maintain good housekeeping in the pharmaceutical environment (hygiene and cleanliness). To provide training on Drug Supply Management. To monitor adherence of patients to chronic medication and identify defaulters. To monitor uncollected chronic medication and return to Pharmacy.

ENQUIRIES : Ms PPT Dlwati: 035-787 0631/3/4/5

APPLICATIONS : All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag x20034, Empangeni, 3880
FOR ATTENTION : Ms C.B Dladla
CLOSING DATE : 17 December 2010

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

APPLICATIONS : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Commercial Road Pietermaritzburg 3200
FOR ATTENTION : Mrs L Mthimunye
CLOSING DATE : 24 December 2010
NOTE : 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 including Matric and your ID/Passport. *It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). *Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment.

MANAGEMENT ECHELON

POST 48/194 : **DEPUTY MANAGER: IT AND SYSTEMS 1 POST REF: KZNPT 10/22**

SALARY : A remuneration package of R 406 839 per annum.
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : * 3 year Degree or National Diploma in IT, IS or Computer Science, MCSE or CNE would be advantageous. * 3 - 5 years IT experience of which two years must be at supervisory level, IT Network Management experience, project management experience, database design and programming experience. Skills, Competencies and Knowledge: Knowledge of Treasury Regulations, Public Finance Management Act, ECT Act, SITA Act, COBIT, MIOS, MISS, ISO17799, project management methodologies, Information security, Regulations of interception of communications and provision of communication-related information act (information act), database architecture and design, MS SQL or Access. Project management, good interpersonal, relation skills, problem solving skills, risk management skills, change management skills, presentation skills, self-disciplined and able to work under pressure with minimum supervision, licensed driver, people management, ability to interpret written requirements and technical specification documents, ability to code software according to publicised standards and design guidelines, ability to work well within a team.
DUTIES : *Manage the provision of technical system straining and support to all KwaZulu-Natal Provincial Departments technicians and users on transversal Business Information Systems , * Manage IT Network Operations and Infrastructure, * Manage IT procurement and IT support, * Manage development and implementation of IT security products standards, policies, procedures and guidelines for Provincial Treasury Network and operational systems * Manage development, implementation and maintenance of computer based Software solutions.
ENQUIRIES : Mr. Thansen Singh, Tel No (033) 897 4550
NOTE : African Females, African Males and people with disabilities who meet the requirements.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ROADS AND PUBLIC WORKS**

The Provincial Administration of the Northern Cape is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Forward your application with reference number DRPW 44/10 to the Department of Roads and Public Works, P. O. Box 3132, Kimberley, 8300.
- FOR ATTENTION** : Ms M. Maphate
- CLOSING DATE** : 10 December 2010
- NOTE** : Shortlisted candidates will be expected to undergo a competency assessment and security clearance. Applications must be submitted on forms Z83 obtainable from any Public Service Department and should be accompanied by certified copies of qualifications. Candidates that applied previously for the position need not re-apply since their applications will be re-considered.

MANAGEMENT ECHELON

- POST 48/195** : **SENIOR MANAGER: EPWP (TECHNICAL SUPPORT)**
- SALARY** : R 652 572 per annum. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
- CENTRE** : Kimberley
- REQUIREMENTS** : B Tech / Degree or National Diploma in Civil Engineering or Construction / Built related fields. Three years experience with a Degree, four years experience with a B. Tech and five years experience with a National Diploma in the built industry and Expanded Public Works Programme (EPWP). Knowledge of the construction/ built industry, NQF 7 Labour-intensive construction methods and Knowledge of programme/ project management will be an added advantage. A valid code EB driver's license. Competencies: Strategic capability and Leadership, Programme and project management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus.
- DUTIES** : Provision of Technical Support to Municipalities, Provincial Departments and other government agents to implement EPWP projects in the infrastructure sector, by providing assistance in the following: Selection of suitable projects for EPWP; Design of projects to promote and maximize the use of labour intensive methods; Ensuring that contract documentation for identified projects are compliant with EPWP guidelines; Development of Provincial Infrastructure Plan (EPWP); Development of Provincial and Municipal EPWP guidelines, Policies and assist Municipalities draft Business Plans that are EPWP compliant; Monitor all EPWP projects in the Province and provide technical support where required; Liaison with different stakeholders such as SALGA, Provincial Departments, Municipalities and National Departments on EPWP issues; Assist Provincial Departments, Municipalities as well as other implementing agents in reporting all EPWP projects on MIS, Assist all implementing bodies participating in the EPWP incentive programme by reporting EPWP, Implementation of technical support interventions and assist with compilation of Technical support reports; Manage the Provincial EPWP and M&E Reporting Systems (WBS: Web Based and MIS: Management Information System):
- ENQUIRIES** : Ms. O.J. Gill Tel. No.: (053) 8392241

**PROVINIAL 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 positions 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.

MANAGEMENT ECHELON

- POST 48/196** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SUPPORT**
5 years performance based contract)
- SALARY** : R976 317 per annum (All inclusive salary package Level 15)
- CENTRE** : Mafikeng
- REQUIREMENTS** : An appropriate three-year degree or equivalent qualification plus a minimum of at least 6 - 8 years experience as a senior manager preferably in the Public Service. A relevant post-graduate qualification will be an added advantage. Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique and co-ordination of resources. • Knowledge of monitoring and evaluation methods, tools and techniques •An in-depth knowledge and track record in Public Service transformation and service delivery change management underpinned by thorough insight of relevant public policy and regulatory processes. •Strong analytical and innovative thinking abilities • Strong organizational and leadership abilities • Strong service orientation and conflict management abilities • High level computer literacy • Sound interpersonal skills and ability to work in teams. •Sound financial management skills and understanding of transversal systems for human resources management, legal services and communications.
- DUTIES** : Ensure compliance with all the relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of the Branch Service Delivery priorities and goals• Develop the Annual Branch Service Delivery Plan, containing specific priorities, goals and programmes in support of departmental strategic goals and objectives, and monitor compliance by the Chief directorates, legal services, communications and strategic human resource management •Lead and direct strategically the corporate support branch of the department to ensure efficiency and effectiveness • Plan, develop and implement the provincial human resource strategy, talent management and sustainable human capital development. • Provide sound advice to the HOD and the Premier in all corporate support disciplines including legal services; and communications •Ensure alignment of the provincial policies and strategies with the Public Service Regulatory Framework • Ensure the best practices in areas of corporate support in the province. • Determine and communicate financial requirements of the Branch, control and account for the budget allocate to the Branch in accordance with the PFMA and Treasury Regulations.
- ENQUIRIES** : Mr. A. Tlaetsi, Tel. 018 387 3040
- POST 48/197** : **CHIEF DIRECTOR: COMMUNICATIONS**
- SALARY** : R790 953 per annum (All inclusive salary package Level 14)
- CENTRE** : Mafikeng
- REQUIREMENTS** : A degree in Communications or equivalent qualification and extensive appropriate work experience at senior management level. Good interpersonal relations. Public relations and communication skills. Planning and organising skills. Computer literacy. In depth knowledge and understanding of government policies and programmes. Excellent written and verbal communication skills and the ability to interact well with people at all levels. Proven leadership, strategic planning and financial management skills. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources. Knowledge of monitoring and evaluation methods, tools and techniques. Knowledge of principles and processes for providing customer and personal services. This includes customer needs

		assessment, meeting quality standards for services, and evaluation of customer satisfaction.
<u>DUTIES</u>	:	Manage the performance of Directors and assigned personnel to achieve (agreed) key result areas (KRAs) that derive from the Chief Directorates Operational Plan. • Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of Chief Directorate Operational Plan priorities and goals. • Develop the Annual Chief Directorate Operational Plan, in support of Branch Service Delivery Plan; obtain approval and delegate to Directorates as projects and monitor implementation. • Determine and communicate financial requirements, control and account for the budget allocated to the Chief Directorate to ensure that resources are available and spend to meet intended Chief Directorate service delivery objectives. •Development and implementation of the provincial communication strategy. •The promotion of a corporate identity of the North-West provincial government. •The communication of government's effort to implement its programmes. •The provision of strategic support and co-ordination of government communication in the province. •Serve as spokesperson of the Executive Council. •Oversee the functions of the Chief Directorate Communications
<u>ENQUIRIES</u>	:	Mr. A. Tlaletsi, Tel, (018) 3883040
<u>POST 48/198</u>	:	<u>CHIEF DIRECTOR: POLICY MANAGEMENT</u>
<u>SALARY</u>	:	R 790 953 per annum (All inclusive salary package Level 14)
<u>CENTRE</u>	:	Mafikeng
<u>REQUIREMENTS</u>	:	An appropriate degree or equivalent qualification, plus extensive applicable work experience in dealing with the subject matter, at senior management level. knowledge of the applicable legislative and regulatory, tools and techniques in the Public Service • Knowledge of business and management principles involved in strategic planning and co-ordination of human and other resources • Knowledge of monitoring and evaluation, tools and techniques • Knowledge of project management Computer literacy. Analytic problem-solving and solution design skills. Facilitation and verbal /written presentation and communication skills at meetings and in a team context. Proven leadership qualities with strong strategic and operational management expertise.
<u>DUTIES</u>	:	Manage the performance of Directors and assigned personnel to achieve (agreed) key result areas (KRAs) that derive from the Chief Directorates Operational Plan. • Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of Chief Directorate Operational Plan priorities and goals. • Develop the Annual Chief Directorate Operational Plan, in support of Branch Service Delivery Plan; obtain approval and delegate to Directorates as projects and monitor implementation. • Determine and communicate financial requirements, control and account for the budget allocated to the Chief Directorate to ensure that resources are available and spend to meet intended Chief Directorate service delivery objectives. •Coordination between the 3 spheres of Government. • Integrate Provincial Planning, Policy and Strategy. • Institutionalise Research and Population processes in the Province. • Institutionalise provincial support platforms for the capacitating and giving mentorship to programme and project managers. Monitoring and evaluating Provincial performances and delivery. Provide Information and Knowledge Management to support provincial planning, monitoring and evaluation and give effect to the constitutional right of access to any information held by the State
<u>ENQUIRIES</u>	:	Mr. A. Tlaletsi, Telephone Numbers: 018-388 3040
<u>POST 48/199</u>	:	<u>DIRECTOR: FORENSIC INVESTIGATIONS</u>
<u>SALARY</u>	:	R652 572 per annum (All inclusive salary package level 13)
<u>CENTRE</u>	:	Mafikeng
<u>REQUIREMENTS</u>	:	An appropriate 3 year or more legal degree/diploma or equivalent qualification, plus three (3) years management experience, especially in the investigation of commercial crime. Knowledge of the Legislative framework that governs the operations of Public Service environment. Knowledge of PFMA, Treasury Regulations, Court Procedures, Anti Corruption Prescripts and Strategies.
<u>DUTIES</u>	:	Investigation of fraud, theft, corruption and any irregularity or mismanagement of funds within Provincial Government and state funded entities including National Anti Corruption Hotline Cases. Collect/ Gather and analyse evidentiary documentations from clients and identify incidents of Commercial crime and Fraud. Prepare and present reports/ statements on cases investigated and to liaise and assist SAPS, DPP, Misconduct Unit, Office of the Auditor General, Asset Forfeiture Unit and other stakeholders with related scope. Manage and

Coordinate internal and outsourced multi disciplinary forensic investigations. Establish and maintain the development of Anti-Corruption Strategies and/ or Fraud Prevention Plan. Coordinate the Provincial Anti-Corruption Forum, Provincial Forensic Management Committee, and Provincial Anti-Corruption Technical Committee. Ensure compilation of reports and recommendations of appropriate action when required by client departments/ stakeholders. Create, maintain and manage reports and data base on fraud /corruption cases investigated by the Unit. Ensure that Ethics Champions are trained and placed in departments

ENQUIRIES : Mr. A. Tlaletsi, Tel, (018) 883040

POST 48/200 : **DIRECTOR: RESEARCH AND POPULATION**

SALARY : R652 572 per annum (All inclusive salary package Level 13)
CENTRE : Mafikeng

REQUIREMENTS : A Masters degree with strong research knowledge, and extensive working experience in managing research projects and processes. Demonstrated ability to manage human resources and stakeholders relationships on professional level. Good organizational, co-ordination and communication skills. Proven analytic, interpretative and evaluation skills. Sound knowledge of research methods (both qualitative and quantitative) will be an added advantage. Knowledge of demography, Population Development and Population Policy. High level of reliability. Ability to make presentations. Act with tact and discretion. Work under pressure and extended hours. Knowledge of Government policies and procedures will be an added advantage. Proven record of research project management at international or national, provincial or institutional level.

DUTIES : Develop and manage provincial research agenda in line with the North West Provincial Government cluster system. Establish a system and structure for research funding in the Province. Provide professional secretariat services to the North West Provincial Research, Science and Technology Committee. Create and maintain a research and population development data warehouse. Link National, Provincial and International research and population development findings in support of Provincial policy processes. Undertake and commission research on population issues in support of Provincial decision making. Coordinate and build research capacity in the North West departments and municipalities. Commission innovation research and development strategy that advances PGDS goals of the North West Province. Integrate population policy issues into planning processes of provincial and local governments. Facilitate the implementation of the Millennium Development Goals (MDG). Facilitate sustainable local population development programmes and activities in the province. Provide technical services to the provincial and Municipalities' imbizo programme through quality community profiles

ENQUIRIES : Mr. D. Schoeman, Tel. 018 388 2696

OTHER POSTS

POST 48/201 : **STATE LAW ADVISOR**

SALARY : R498 813 per annum (All inclusive salary package LP-8)
CENTRE : Mafikeng

REQUIREMENTS : A four year legal degree (LLB) or equivalent qualification. Extensive post graduation experience in legal advisory environment or relevant field. Admission as Attorney or Advocate is preferred; and any post-graduate qualification in law would enhance applicant's candidature. Extensive knowledge of the Public Service prescripts and legislative environment. Research and presentation skills. Verbal and written communication skills at the strategic level. Computer literacy (Ms word, power point and excel). Time management skills. Ability to work independently and as a team member, under pressure. Knowledge of applicable legislative and regulatory requirements, policies and standards.

DUTIES : Provide all round legal advisory services, including opinions and contracts work. Legislative drafting and review. Litigation management. Presiding and initiating disciplinary inquiries on an ad-hoc basis. Assist other State legal advisors in the execution of their functions to enhance team work.

ENQUIRIES : Mr M Z Makoti (018) 388 4003

POST 48/202 : **DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS**

SALARY : R406 839 per annum (Level11)
CENTRE : Mmabatho

REQUIREMENTS

: An appropriate 3 year or more legal degree/diploma or equivalent qualification, plus three (3) years management experience, especially in the investigation of commercial crime. Knowledge of Anti-Corruption Acts, Protected Disclosure Act, FICA, PFMA and Treasury Regulations. Knowledge of Legislative framework that governs the operations of Public Service environment. Knowledge of Court Procedures, Sound knowledge of rules of evidence and Criminal Procedure Act.

DUTIES

: Conduct forensic and computer related investigations by collecting documentation from clients for analysis. Develop and maintain forensic management regulatory framework. Liaise with law enforcement agencies relating to criminal investigations. Provide guidance to Senior and line management on the identification, management and reporting of all instances of fraud, theft, corruption and maladministration. Provide secretariat services to the Provincial Forensic Management Committee (PFMC) and Provincial Anti-Corruption Forum. Prepare and present Reports/ Statements and evidence on cases investigated and represent the Department in Court and Disciplinary Hearings. Manage National Anti- Corruption Hotline cases and the data base for the Province. Formulate and monitor Provincial Anti-Corruption strategies and/ or Fraud Prevention Plan.

ENQUIRIES

: Mr. A. Tlaetsi, Tel 018 388 3040

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

The WCED promotes and applies the principles of Employment Equity and is committed to effective and efficient service delivery. Persons with disabilities are welcome to apply and an indication in this regard on the application for employment form (Z 83) will be appreciated. Applicants with disabilities, that are short-listed, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process.



- APPLICATIONS** : Please forward your application(s) to: Western Cape Education Department, Recruitment and Selection Centre, Private Bag X 9183, Cape Town, 8000 or hand deliver to the WCED Client Services, Grand Central Towers, Cape Town, 2nd floor and place in the post box marked: Recruitment and Selection Centre.
- CLOSING DATE** : Please submit your application as indicated by 16: 00 on Monday, 20 December 2010. Applications will not be accepted after the closing time and date. It is the sole responsibility of the applicant to ensure that their application(s) reach the WCED by the closing date and time. Experience has shown that some applicants wait till the very last moment to submit their applications, with the expectation that the speed post and/or courier service will ensure that their applications are delivered on time to the WCED. This does not always happen. Applicants are therefore urged to make allowance for possible postal delays to ensure that their application(s) reach the WCED on time. In this regard please ensure that the envelope(s) are correctly addressed. The WCED cannot be held responsible for postal delays.
- NOTE** : Applicants must complete an application form (Z 83) that must be duly completed with all the required information as requested on the form. The application form Z 83 must be signed and dated by the applicant to ensure that the application is a legitimate application. The application form Z 83 is obtainable from the website of the WCED at <http://www.wced.gov.za> or from any Public Service Department. The post number and/or name of the post applied for must be indicated on your application form. Applicants must submit a detailed up to date CV with an exposition of their training, experience, competencies and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. Applicants must submit certified copies of their original qualifications (degrees, diplomas, certificates etc), valid drivers licence (if applicable) and their ID document to their application forms. Applicants must also submit certified copies of their service certificates which indicate the exact dates of previous employment if these exact dates are not mentioned in their CV's. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit to his/her application. Please note that a separate application must be submitted if you apply for more than one post. Kindly note that the aforementioned supporting documents will not be returned. Applications without a completed application form (Z 83) and/or the requested documents/information will not be considered. General Information: The appointments will be subject to a security clearance. Furthermore, appointments are subject to personnel suitability checks that include qualifications/study verification, citizenship verification, financial/asset record verification, previous employment verification (reference checking) and criminal record checks. Short-listed candidates may be subjected to a competency assessment before final decisions are made in respect of the filling of posts. Communication will be limited to those applicants who have been short-listed. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their application(s) was/were unsuccessful. It is expected of short-listed candidates to be available for selection interviews on a date, time and place as determined by the WCED. Candidates will be required to complete a work assignment. The WCED reserves the right not to make an appointment to any of the advertised posts. Under no circumstances must applications be handed to employees of the WCED or any other person to hand in applications at the Recruitment and Selection Centre Office. Postal applications should also not be marked for the attention of the person who has been identified to deal with the enquiries of applicants. Late applications that are received as a result of ignoring this rule will not be considered. Important note: Unidentified, late, e-mail, and/or fax applications will not be considered.

OTHER POSTS

- POST 48/203** : **DEPUTY CHIEF EXECUTIVE OFFICER: ADMINISTRATION WCED POST NUMBER: PS 47**
Personal attributes: Responsible, Team-player, Facilitator; organisational and planning skills; Assertiveness; Innovative; Trustworthy; self-motivated; must have strong leadership qualities coupled with good interpersonal skills and must be goal-orientated.
- SALARY** : All-inclusive flexible remuneration package of R406 839 – R479 238 per annum Salary level 11
- CENTRE REQUIREMENTS** : West Coast College for Further Education and Training, Malmesbury
B-Commerce degree majoring in Finance or Accounting supported by a minimum of 5 years relevant experience, with specific reference to Financial Management supported by Human Resources experience at a management level as an added advantage. Competencies: Knowledge: The person appointed to this position should have: a thorough understanding of the South African Human Resources Development Strategy with specific reference to the Further Education and Training Colleges Act 16 of 2006; a sound understanding of the FET Colleges policies; South African skills development strategies; human resource management; human resource development and appraisal systems; financial management; strategic planning; management information systems; quality assurance systems; Information Technology. Skills: Must be competent in MS programmes (Word, Excel, PowerPoint); project management; decision making; research skills; Interpersonal skills; excellent communication skills (verbal and written); Analytical thinking and Conflict resolution.
- DUTIES** : The Deputy CEO: Administration is responsible for the full administrative leadership and management of the FET College and is accountable to the Chief Executive Officer of the College. A new organisational culture of academic flexibility and demand driven responsiveness will require from the successful candidates strong leadership and competencies in the following key performance areas and to develop new ideas that impact on existing methods, policies and understanding: Financial Management: Assist the Chief Accounting Officer (CEO) and be the accounting officer of the college on all financial matters; must have experience in managing multi-million rand budgets; ensure that the fixed property and equipment (movable property) of the institution are managed and utilised efficiently and effectively. Administration: The person appointed to this position will be required to co-ordinate, manage and develop supportive administrative systems ranging from human resources to FET management information systems; public management and administration; multiple-campus administration; management information systems; student administration management; Ensure that general administrative systems (e.g. filing system / record systems / database on students and staff are developed, implemented and maintained. Human Resource Management: Management, supervision, guidance and discipline of staff; Recruitment and selection; Handle grievances and misconduct cases of staff (disciplinary steps); Performance management. General: Management and development for a large organisation and Information Technology Management.
- ENQUIRIES NOTE** : Mr Zozo Siyengo at (021) 467 2614.
: The Deputy CEO: Administration is responsible for the full administrative leadership and management of the FET College and is accountable to the Chief Executive Officer of the College. This post was previously erroneously advertised. Candidates, who applied, must re-apply as their previous applications will not be considered.
- POST 48/204** : **DEPUTY DIRECTOR: SALARIES WCED POST NUMBER: PS 48**
Personal attributes: Service orientated; the ability to provide guidance, to multi-task, deal with ambiguity and manage under a rapidly changing and pressurized environment; ability to lead and direct; self confident and innovative.
- SALARY** : All-inclusive flexible remuneration package of R406 839 – R479 238 per annum Salary level 11
- CENTRE REQUIREMENTS** : Head Office, Cape Town
: Relevant degree/Diploma (B-Com degree/National Diploma in Commerce) with a minimum of 6 years relevant management experience in a financial management environment. Competencies: Knowledge of Financial Accounting; Information systems (PERSAL and BAS); Budgets; Financial Management; HR Management; Reporting procedures; Supply Chain Management; Applicable legislation such as the PFMA environment. Skills: Planning and Organisational

- skills; Computer literacy; ability to interpret regulations; Interpersonal relations; Formulation and evaluation; Conflict management; Project management; Research; Problem-solving; Analytical thinking and presentation skills.
- DUTIES** : Manage the administration of salaries of CS Educators and Public Service staff; Manage the non-programmatic remuneration of employees, including the overpayment thereof; Manage the administration of salary deductions; Ensure compliance with the Income Tax Act No 66 of 1962 in respect of the employer's obligations. Manage the operational systems of control as well as the Registry: Manage the salary control function (PERSAL) within the Directorate as well as pay sheet control; Manage the effective running of the Back Office; Manage the effective clearance of ledger and salary deduction accounts; Manage the effective functioning of the Registry. Human Resource Management: Supervision, guidance and discipline of staff; Recruitment and selection; Handle grievances and misconduct cases of staff (disciplinary steps); Performance management.
- ENQUIRIES** : Mr E Meyer at 021 467 2663.
- NOTE** : This post was previously advertised. Candidates, who applied, must re-apply as their previous applications will not be considered.

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.

MANAGEMENT ECHELON

- POST 48/205** : **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** : Southern Cape Karoo Region: 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. Inherent requirement of the job: A valid code EB (manual transmission) driver's licence. Competencies (knowledge/skills): Ability to travel within the Eden and Central Karoo District. 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.
- DUTIES** : The successful candidate will be responsible for the following: Performing forensic autopsies and assisting with autopsies in the Eden and Central Karoo District 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. Participate in Provincial FPS activities.
- ENQUIRIES** : Prof L Martine, tel no. (012) 406-6412 or Dr M Hurst (044) 873-4370.
- 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
- CLOSING DATE** : 17 December 2010

OTHER POSTS

- POST 48/206** : **COMMUNITY LIASON OFFICERS (PEER EDUCATION PROGRAMME)**
GOBAL FUND 3 POSTS
Contract Posts
- SALARY** : R 140 208 per annum plus 37% in lieu of service benefits.
- CENTRE** : Post A: Eden District, George (1 Post), Post B: Cape Winelands Health District, Worcester (1 Post), Post C: Chief Directorate: Metro District Health Services (1 Post)

REQUIREMENTS : Minimum educational qualifications: Senior (or equivalent) Certificate. Experience: Experience with community development or NPO sector. Inherent requirements of the job: Valid code B/EB driver's licence. Competencies (knowledge/skills): Computer literacy (Ms Word, Excel, PowerPoint). Background knowledge of HIV & Youth with appropriate financial skills.

DUTIES : Key result areas/outputs: These are 3 year performance based contract posts until 30 June 2013 and will involve the following responsibilities: Coordinate district peer education programme ensuring that the programmes objectives are met efficiently and effectively. Plan, manage, facilitate and sustain the implementation of the Peer Education Programme of the Global Fund in the district and assist with the implementation of peer education programme in secondary schools. Arrange training for funded NPO's on organisational development, needs assessment, project management, monitoring and evaluation. Provide effective and efficient monitoring and evaluation of the Peer education programme. Assist the District Community Based Service and Peer Education Provincial Coordinators in co-ordinating the effective, efficient and sustainable financial planning and control of Peer Education Programme funding. Consolidate and prepare all programme reports on a quarterly and annual basis. Work jointly with the District Community Based Service coordinator and facilitate prevention campaigns of the district. Liaise with WCED district management team

ENQUIRIES : Post A: Ms Ina Reynierse, tel. no. (044) 803-2749.
Post B: Dr Luise Lunnon, tel. no. (023) 348-8118.
Post C: Ms Patti Olckers, tel. no. (02) 370-5000.

APPLICATIONS : The applications must be directed as follows: Post A: The District Manager: Eden District, Private Bag X6592, George, 6530 (for attention: Ms S Pienaar).
Post B: The District Director: Cape Winelands Health District, Private Bag X3079, Worcester, 6849 (for attention: Mr M Mafata).
Post C: The Chief Director: Metro District Health Services, 8 Riebeeck Street, 2nd Floor, Deneys Reitz House (Old Southern Life Building), Cape Town 8000 (for attention: Ms R Williams).

CLOSING DATE : 17 December 2010

POST 48/207 : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION)**

SALARY : R 94 575 per annum.
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Senior (or equivalent) Certificate. Competencies (knowledge/skills): Knowledge of Clinicom and Groupwise. Computer literacy. Proficiency in at least two of the three official languages of the Western Cape. Note: It could be required that the successful candidate be relocated within the component/service if necessary.

DUTIES : Key result areas/outputs: Admit in-patient and register out-patients. Schedule appointments. Open and update patient folders. Patient assessment and accurate data capturing. Accurate collection and safekeeping of state money. Record patient statistics. Perform shift duties.

ENQUIRIES : Mr MK Rossier, tel.no. (021) 658-5013
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700

FOR ATTENTION : Ms Z Richards
CLOSING DATE : 31 December 2010