



**DATE OF ISSUE: 10 DECEMBER 2010**

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 49 OF 2010**

**1. Introduction**

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

**2. Directions to candidates**

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

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

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

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

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

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**DEPARTMENT OF AGRICULTURE, FORESTRY & FISHERIES**

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

- APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-1900/1 or 012-811 9909/10.
- FOR ATTENTION** : URS Response Handling
- CLOSING DATE** : 7 January 2011
- NOTE** : It Applications must be submitted on form Z83, obtainable from any Public Service department or on the internet at [www.gov.za/documents](http://www.gov.za/documents) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) and ID-document [Driver's licence where applicable]. Non-RSA Citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post.

**OTHER POSTS**

- POST 49/01** : **DEPUTY DIRECTOR REF NO: 279/2010**  
Directorate: Food Safety and Quality Assurance
- SALARY** : R 406 839 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Bachelor's degree in the field of Public Administration plus extensive experience in administration and supervision of staff. Comprehensive knowledge of the Department's operational policies, procedures and the legislative framework of the Fertilizer, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947). A high level of communication and interpersonal skills (liaison with clients, staff and service providers to establish and maintain internal and external networks and to represent the Department in a variety of forums). Leadership and effective teamwork skills including the ability to determine workflow priorities, assume responsibility for delivery and the development, coaching and guidance of staff. Extensive knowledge of Public Management and Administration, the Public Finance Management Act, 1999 (Act No. 1 of 1999), Treasury Regulations and related circulars. Information management skills including information storage, retrieval, analysis and interrogation. Well-developed administrative and organisational skills to ensure project or service delivery against objectives. Good computer literacy and a valid driver's licence.
- DUTIES** : The incumbent will be responsible to represent the department in a range of forums, committees and roles as well as liaise with internal and external Government and non-Government clients. Promote effective, efficient and accountable management of records. Certify, review and/or check the quality, accuracy and integrity of services rendered by the Sub-Directorate: Agricultural Production Inputs (API). Manage finances, monitor expenditure and advise on budget issues as well as monitor and report on financial resources and statistical information. Prepare written responses to clients and general public manuals, reports, submissions, guidelines and policies. Supervise and provide leadership

to staff in day-to-day work activities. Evaluate performance, develop staff and manage performance as well as coach, mentor and guide team members. Provide administrative support functions to a work team/programme or as directed by the supervisor and/or manager. Co-ordinate marketing and information dissemination activities of the API.

**ENQUIRIES** : Mr J.M. Mudzunga, tel. 012 319 7303.

**POST 49/02** : **DEPUTY DIRECTOR: BUDGETS REF NO: 320/2010**  
Directorate: Budget and Reporting

**SALARY** : R 406 839 per annum all inclusive

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants should be in possession of a relevant Bachelor's degree or National diploma and currently hold an appointment on salary level 9 (applicants must indicate this in their applications) with extensive experience in Public Finance and budgeting in the Public Sector. An in-depth knowledge and experience of budget processes in the Public Sector and thorough understanding of the Basic Accounting System (BAS), PERSAL, the Public Finance Management Act (PFMA), Division of Revenue Act, Treasury Regulations and Treasury Guidelines. Candidates must demonstrate good interpersonal relations as well as the ability to be innovative and creative. Good computer literacy (MS Word and Excel) and a valid driver's licence.

**DUTIES** : The incumbent will be responsible to manage and co-ordinate budgetary and financial planning of the department in respect of the Medium Term Expenditure, Adjustments, Estimates and Rollovers. Manage the maintenance and administration of the department's budget in terms of the Public Finance Management Act, Treasury Regulations and National Treasury Guidelines. Monitor, co-ordinate and report on expenditure in terms of the Public Finance Management Act. Administer payments and monthly reporting on conditional grants in terms of the Division of Revenue Act. Oversee the administration of the Departmental Control Committees. Administer the payment of transfer payments in terms of section 38 (1) (j) of the Public Finance Management Act. Co-ordinate the submission of budgets of Public Entities in accordance with the budget process and oversee the submission of expenditure reporting by Public Entities. Co-ordinate and align processes of all activities performed in the sub-directorate: Budgets.

**ENQUIRIES** : Mr J.B. Venter, tel. 012 319 7308.

**NOTE** : Short-listed candidates will be subjected to a skills/knowledge test.

**POST 49/03** : **DEPUTY DIRECTOR: REPORTING REF NO: 321/2010**  
Directorate: Budget and Reporting

**SALARY** : R 406 839 per annum all inclusive

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants should be in possession of a relevant Bachelor's degree or National Diploma and currently hold an appointment on salary level 9 (applicants must indicate this in their applications) with extensive relevant experience in Public Finance and budgeting in the Public Sector. An in-depth knowledge and experience of financial statements in the Public Sector and thorough understanding of the Basic Accounting System (BAS) and PERSAL, Safety Web, Public Finance Management Act (PFMA), Treasury Regulations and Treasury Guidelines. Candidates must demonstrate good interpersonal relations as well as the ability to be innovative and creative. Good computer literacy (MS Word and Excel).

**DUTIES** : The incumbent will be responsible to compile interim and annual financial statements as well as statutory and regulatory financial reports. Manage reviews and report on control accounts and suspense accounts. Monitor expenditure to ensure alignment with approved budget and cash flow projections. Ensure healthy cash flow position and conduct bank account reconciliations. Ensure effective management of revenue and trust funds accounts. Oversee the compilation of the Tariff Book. Ensure closure at month-end on specific dates as determined by the National Treasury. Manage the Auditor-General relationship and oversee the drafting of responses to audit queries. Manage, oversee and

report on the banking services of the Department. Manage and oversee the Account Management of the following systems: BAS, Biometrics, Debtor and Safety Web. Manage and oversee the registration and maintenance of the entities. Co-ordinate and align processes of all activities in the sub-directorate: Reporting.

**ENQUIRIES**

: Mr J.B. Venter, tel. 012 319 7308.

**NOTE**

: Short-listed candidates will be subjected to a skills/knowledge test.

**POST 49/04**

: **ASSISTANT DIRECTOR: REVENUE REF NO: 319/2010**

Directorate: Budget and Reporting

**SALARY**

: R 206 979 per annum

**CENTRE**

: Pretoria

**REQUIREMENTS**

: Applicants should be in possession of a relevant Bachelor's degree or National diploma and currently hold an appointment on salary level 8 (applicants must indicate this in their applications) with experience in Public Finance or currently hold an appointment on salary level 8 together with extensive relevant experience in financial accounting and revenue management in the Public Service. An in-depth knowledge and experience of financial accounting and revenue management in the Public Sector and thorough understanding of the Basic Accounting System (BAS), PERSAL, Safety Web, Public Finance Management Act 1999, (PFMA), Treasury Regulations and Treasury Guidelines. Candidates must demonstrate good interpersonal relations as well as the ability to be innovative and creative. Good computer literacy (MS Word and Excel).

**DUTIES**

: The incumbent will be responsible for the appointment and training of cashiers. Safeguarding, distributing and management of face value forms. Compile and maintain tariff structure of the department. Clearing and management of receipts and bank interfaces. Reconciling receipts in terms of items. Corrections of wrongly allocated revenue. Manage the disallowance of dishonoured cheques. Manage the payments of the NRF. Manage and compile the Revenue 42, early warning and revenue projection. Provide inputs and explanations for the AFS and IFS. Transfer of funds to the Petty Cash accounts

**ENQUIRIES**

: Ms A. Willms, tel. 012 319 6659.

**NOTE**

: Short-listed candidates will be subjected to a skills/knowledge test.

**POST 49/05**

: **CAMPUS MANAGER: INFRASTRUCTURE SUPPORT REF NO: 323/2010**

Directorate: Plant Health

**SALARY**

: R 206 982 per annum

**CENTRE**

: Stellenbosch

**REQUIREMENTS**

: Applicants should be in possession of a Bachelor's degree or National diploma in Administration and/or Management (you are required to furnish a credit certificate and/or statement of results). Must have experience in the management of infrastructure, administration and minor/major capital works. Experience in financial management including compilation of budgets, personnel management, information management and transport management. Experience in project management. Ability to manage conflict and apply creative thinking skills in a demanding environment. Good communication skills (verbal and written). Proven computer literacy in MS Office Software (Word, Excel, PowerPoint and Outlook). A Valid driver's licence.

**DUTIES**

: The incumbent will be responsible for the management of the unit: Infrastructure Services with regard to human resources, finances, administration processes and infrastructure support services. Administrative support to the Directorate: Plant Health including records management and messenger services as well as other general administration procedures. In terms of infrastructure services, the candidate will compile needs assessments for infrastructure development at the quarantine station as well as regular maintenance projects of infrastructure. Ensure that regular liaison with relevant Government departments in terms of infrastructure development and maintenance is maintained. Manage the local transport needs, telecommunications, cleaning services and information technology in line with departmental policies and prescripts. Sufficient support in terms of infrastructure will have to be provided at the Plant Quarantine Station.

As an assets controller, the incumbent will be responsible for certain assets of the directorate and the department.

**ENQUIRIES**  
**NOTE**

: Ms N. Africander, tel. 021 809 1625.

This is a re-advertisement; candidates who applied previously must re-apply if they are still interested in this position. In line with the Department's Employment Equity Plan, preference will be given to African females.

**POST 49/06**

: **ASSISTANT DIRECTOR REF NO: 318/2010**

Directorate: Water Use and Irrigation Development

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

: R 206 982 per annum

: Silverton

: Applicants should be in possession of a National diploma or Bachelor's degree with Horticulture, Botany, Plant Breeding, Biotechnology, Plant Genetics and/or Crop Production (Agronomy) as a major subject(s) as well as Mathematics or Accounting as a matriculation subject (you are required to furnish a credit certificate and/or statement of results). Extensive practical/relevant experience in Government financial and budgeting procedures. Good communication skills, language proficiency, interpersonal relations and conflict management skills. Computer literacy in MS Office (Word, Excel and Outlook) as well as PERSAL. Knowledge of policies, prescripts, resolutions, delegations and instructions relating to financial and HRM matters. Knowledge of the CORE, EPMS and JES. Knowledge of procurement directives and procedures. Knowledge of departmental and directorate organisational structures and functions. A valid driver's licence.

**DUTIES**

: The incumbent will render administrative advice to the Director with regard to administrative procedures and regulations. Manage the administrative support unit of the directorate (leadership, supervision, guidance, mentorship and training of subordinates as well as assessment of their work performance). Manage administrative functions in liaison with the Directorates: Financial Services, Supply Chain Management, Human Resources Management and Education, Training and Extension Services. Co-ordinate and ensure timely submission of tasks, documents and reports due from Human Resources Management, Education and Training, Transport as well as for Procurement and Inventory/Asset Units. Manage the physical resources (plant, machinery and moveable assets) of the directorate. Support the Director with the compiling and managing of the directorate's budget. Compile Monthly Financial Reports as well as the directorate's Quarterly and Annual Reports. Functional support to the director as delegated – strategic and operational planning, orientation, audit queries and comments and inputs about the application/development of administration prescripts, norms and standards pertaining to personnel, transport, registry, procurement and asset matters.

**ENQUIRIES**

: Ms M.J. Gabriel, tel. 012 846 8569.

**POST 49/07**

: **MONITORING AND EVALUATION OFFICER REF NO: 316/2010**

Directorate: Monitoring and Evaluation

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

: R 206 982 per annum

: Pretoria

: Applicants must be in possession of a relevant National diploma or degree. Practical experience in the field of monitoring and evaluation, project and programme management as well as information systems for monitoring and evaluation. Experience in working with electronic business information systems, including programming systems for generating automated reports. Ability to train and support users of IT systems on monitoring and evaluation tools and processes. Good communication, report writing, organisational and decision making skills. A valid driver's licence. Proven computer literacy in MS Office Software (Word, Excel, PowerPoint and Outlook).

**DUTIES**

: The incumbent will be responsible to plan the design and application of monitoring and evaluation data management systems. Support, guide, advise and assist PDAs and SOEs on application of electronic data management systems. Manage electronic inputs into the monitoring and evaluation reporting system. Support and plan collation and verification of projects' performance

information in the sector (agriculture, forestry and fisheries). Manage the development of models within data systems. Interact with system developers for generic problems and solutions. Advise and liaise with clients on monitoring and evaluation principles and activities.

**ENQUIRIES** : Dr S.F. Mkhize, tel. 012 319 8469.

**POST 49/08** : **PRINTING PRODUCTION CONTROLLER REF NO: 313/2010**  
Directorate: Agricultural Information Services

**SALARY** : R 174 117 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants should be in possession of a National diploma or degree majoring in Graphics Design and/or Printing Management. A 2-year diploma in Print Production and Design or Certification in Printing and Document Imaging aligned with the NQF and accredited by the Council for Higher Education will also be considered. Relevant post-qualification experience in printing production. Computer literacy with high-level proficiency in MS Office, Adobe, Photoshop and Acrobat Professional. DTP industry awareness and sound knowledge of current digital printing techniques and processes. Good communication skills (verbal and written). Analytical and technical thinking in order to meet client requirements and DTP industry standards. Ability to handle pressure effectively, meet deadlines, work independently and co-operate within a team.

**DUTIES** : The incumbent's responsibility will be to supervise the flow and execution of print production processes with the use of digital and offline press equipment, scanning, manipulation of images as well as cutting and binding of documentation in accordance with the production schedule. Supervise, evaluate performance and give guidance/informal training to Printing Operators. Monitor stock levels of pressroom consumables and maintain a good working order of equipment as per agreement with contracted service providers, e.g. colour calibration of digital press. PDF editing, scan to print from mailboxes and manipulation as well as quality assurance of images and printed material. Liaise with external reproduction houses and graphic designers in the outsourcing of publications. Advise the Ministry and clients on the application of DAFF corporate branding.

**ENQUIRIES** : Ms R. Hechter, tel. 012 319 6718.

**POST 49/09** : **CHIEF AGRICULTURAL LEGISLATION INSPECTOR REF NO: 275/2010**  
Directorate: Food Safety and Quality Assurance

**SALARY** : R 174 117 per annum

**CENTRE** : Eastern Cape

**REQUIREMENTS** : Applicants should be in possession of a B.Sc. degree in Agriculture with Animal Health, Animal Science and/or Plant Science as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Experience in inspections and be able to perform factory inspections. Knowledge of Good Manufacturing Practice (GMP), application of the Criminal Procedures Act, 1977 (Act No. 51 of 1977) and application of the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947). A valid driver's licence and the willingness to travel and be away from home in the execution of duties. Must be able to participate in team projects and have a positive attitude towards inspections and the application of legislation. Good communication (verbal and written) skills. Computer literacy in MS Office Software (Word, Excel and Outlook).

**DUTIES** : The incumbent will be responsible to conduct regular inspections and sampling exercises. Interpret and execute the requirements of the Fertilizer, Farm Feeds, Agricultural Remedies and Stock Remedies Act, regulations and other related prescripts. Gather evidence regarding alleged offences. Attend court cases, present evidence, update and maintain records as well as compile inspection reports. Perform other duties as assigned.

**ENQUIRIES** : Mr A. Notnagel, tel. 021 948 9278.

**POST 49/10** : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 306/2010**  
Directorate: Agricultural Product Inspection Services

**SALARY** : R 174 117 per annum  
**CENTRE** : Cape Town International Airport  
**REQUIREMENTS** : Applicants should be in possession of a National diploma or Bachelor's degree in Agriculture with Botany, Plant Pathology, Pest Control and/or Entomology as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Technical experience and knowledge of the Agricultural Pests Act, 1983 (Act No. 36 of 1983), the Animal Diseases Act, 1984 (Act No. 35 of 1984), the Meat Safety Act, 2000 (Act No. 40 of 2000), the Plant Improvement Act, 1976 (Act No. 53 of 1976), the Liquor Products Act, 1989 (Act No. 60 of 1989), the Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997), the Agricultural Product Standards Act, 1990 (Act No. 119 of 1990), the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947). Good communication skills with special emphasis on conflict management. Basic computer knowledge and experience. A valid driver's licence and the ability to drive. Incumbents must be capable and willing to conduct inspections, inter alia, in trucks, in containers, etc. He/She must be prepared and willing to travel and work away from home/office on short notice, work overtime during the week and weekends and work irregular hours (shifts) as well as be accommodated in temporary housing and offices. Computer literacy in MS Office Software (Word, Excel and Outlook).

**DUTIES** : The incumbent will conduct inspections, sampling and other necessary functions, including punitive measures and administration and play a leading role in the enforcing of import and export control over agricultural products (including meat products, seed, liquor, fertilizers, farm feeds, agricultural remedies and plant and plant products), regulated by the Agricultural Pests Act, 1983, Animal Diseases Act, 1984, Meat Safety Act, 2000, Plant Improvement Act, 1976, Liquor Products Act, 1989, Genetically Modified Organisms Act, 1997, Agricultural Product Standards Act, 1990, Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 and various relevant international guidelines and rules. Functions will, inter alia, also include training of and liaison with Customs and Excise, Domestic Affairs, SAPS, Importers/Exporters and their agents, etc. in order to prevent the introduction of pests and diseases or any other harmful plant organisms and other regulated goods into the RSA as well as the national and international distribution of pests and diseases or any other harmful plant organism and other regulated goods. For this post, special emphasis is placed on import control and the detection of unauthorised regulated goods imported by passengers and cargo. Supervision of personnel as well as the compiling of personnel, financial and other reports. Control of inventory. In addition to inspections, incumbents will also be responsible for detecting unauthorised regulated goods by means of X-ray machines or sniffer dogs at the ports of entry as well as take responsibility for the training, health and safekeeping of the sniffer dogs.

**ENQUIRIES** : Mr L. Mochena, tel. 011 390 7501.

**POST 49/11** : **CHIEF AGRICULTURAL LEGISLATION INSPECTOR 2 POSTS REF NO: 307/2010**  
Directorate: Food Safety and Quality Assurance

**SALARY** : R 174 117 per annum  
**CENTRE** : North West / Gauteng  
**REQUIREMENTS** : Applicants should be in possession of a B.Sc. degree in Agriculture with Animal Health, Animal Science and/or Plant Science as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Experience in inspections and be able to perform factory inspections. Knowledge of Good Manufacturing Practices (GMP), application of the Criminal Procedures Act, 1977 (Act No. 51 of 1977) and application of the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947). A valid driver's licence and the willingness to travel and be away from home in the execution of duties. Must be able to participate in team projects and have a



positive attitude towards inspections and the application of legislation. Good communication (verbal and written) skills. Computer literacy in MS Office Software (Word, Excel and Outlook).

**DUTIES** : The incumbent will be responsible to conduct regular inspections and sampling exercises. Interpret and execute the requirements of the Fertilizer, Farm Feeds, Agricultural Remedies and Stock Remedies Act, regulations and other related prescripts. Gather evidence regarding alleged offences. Attend court cases, present evidence, update and maintain records as well as compile inspection reports. Perform other duties as assigned.

**ENQUIRIES** : Mr M. Masenya, tel. 012 319 6867.

**POST 49/12** : **CHIEF AGRICULTURAL LEGISLATION INSPECTOR REF NO: 308/2010**  
Directorate: Food Safety and Quality Assurance

**SALARY** : R 174 117 per annum

**CENTRE** : Free State

**REQUIREMENTS** : Applicants should be in possession of a B.Sc. degree in Agriculture with Animal Health, Animal Science and/or Plant Science as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Experience in inspections and be able to perform factory inspections. Knowledge of Good Manufacturing Practices (GMP), application of the Criminal Procedures Act, 1977 (Act No. 51 of 1977) and application of the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947). A valid driver's licence and the willingness to travel and be away from home in the execution of duties. Must be able to participate in team projects and have a positive attitude towards inspections and the application of legislation. Good communication (verbal and written) skills. Computer literacy in MS Office Software (Word, Excel and Outlook).

**DUTIES** : The incumbent will be responsible to conduct regular inspections and sampling exercises. Interpret and execute the requirements of the Fertilizer, Farm Feeds, Agricultural Remedies and Stock Remedies Act, regulations and other related prescripts. Gather evidence regarding alleged offences. Attend court cases, present evidence, update and maintain records as well as compile inspection reports. Perform other duties as assigned.

**ENQUIRIES** : Ms M. Rispel, tel. 015 409 2628.

**POST 49/13** : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 310/2010**  
Directorate: Agricultural Product Inspection Services

**SALARY** : R 174 117 per annum

**CENTRE** : Durban

**REQUIREMENTS** : Applicants should be in possession of a National diploma or a B.Sc. degree in Agriculture with Horticulture, Botany, Plant Breeding, Biotechnology, Plant Genetics and/or Crop Production (Agronomy) as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Knowledge and experience of agricultural law enforcement, relevant industries, generic administrative procedures and supervision of staff. Knowledge of the CBD and ISTA international agreements and of the Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997) as well as the Plant Improvement Act, 1976 (Act No. 53 of 1976). Good problem solving, planning, organising, interpersonal relations, conflict handling, communication and basic computer skills in MS Office Software (Word and Excel). Must be in possession of a valid driver's licence and be able to drive. Incumbents must be capable and willing to conduct inspections, inter alia, in rail trucks, on trucks, on ships in containers, cold storages etc. He/She must be prepared to travel and work away from home/office at short notice, work irregular hours and work overtime.

**DUTIES** : The incumbent will be responsible to enforce the Genetically Modified Organisms Act, 1997 as well as the Plant Improvement Act, 1976. This includes the independent planning and conducting of inspections and the auditing of assignees. Inspections include sampling, testing, conducting surveys and enforcing requirements of control measures. Sometimes required to conduct inspections away from his/her station and overnight away from his/her station

when necessary as well as render service on short notice and after hours at or away from his/her station when necessary. Execute administrative tasks as well as supervise and train staff where applicable. Offer regulatory services pertaining to other legislation and international obligations.

**ENQUIRIES**

: Ms S.S. Maelane, tel. 013 337 2755/6/7.

**POST 49/14**

: **SENIOR LABORATORY TECHNICIAN REF NO: 272/2010**

Directorate: Food Safety and Quality Assurance

**SALARY**

: R 140 208 per annum

**CENTRE**

: Stellenbosch

**REQUIREMENTS**

: Applicants should be in possession of a National diploma or Bachelor's degree with at Chemistry and/or Analytical Chemistry as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Experience in chromatographic instrumental techniques (Gas and Liquid Chromatographs). Computer literacy and experience in MS Office software (Word, Excel, PowerPoint and Outlook). Familiarity with ISO 17025 and GLP (Good Laboratory Practice).

**DUTIES**

: The incumbent will be responsible for routine analysis of agrochemical/pesticides residues in agricultural products of plant origin as required by the Agricultural Products Standard Act, 1990 (Act No. 119 of 1990), using chromatographic analysis techniques, e.g. Gas Chromatography and High Performance Liquid Chromatography. Instrument maintenance and calibration, preparation of standards, evaluation and reporting of analytical test results, assisting with development, validation and maintenance of the Laboratory Quality System in compliance with the ISO 17025 standard. Procurement of goods and services, asset control and health and safety assessments.

**ENQUIRIES**

: Mr J. Goosen, tel. 021 809 1674.

**POST 49/15**

: **SENIOR LABORATORY TECHNICIAN REF NO: 273/2010**

Directorate: Food Safety and Quality Assurance

**SALARY**

: R 140 208 per annum

**CENTRE**

: Stellenbosch

**REQUIREMENTS**

: Applicants should be in possession of a National diploma or Bachelor's degree with Chemistry, Analytical Chemistry and/or Biochemistry as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Experience in wet chemistry analysis techniques of liquor products. Knowledge of the Liquor Products Act, 1989 (Act No. 60 of 1989). Experience with automated analysis techniques, evaluation of analytical results and maintenance of laboratory equipment is recommended. Computer literacy in MS Office Software (Word, Excel, PowerPoint and Outlook). Familiarity with the Laboratory Information Management System (LIMS), the Laboratory Quality System (ISO 17025) and the Good Laboratory Practice (GLP).

**DUTIES**

: The incumbent will be responsible for routine analysis of liquor products as required in terms of the Liquor Products Act, 1989, using automated analysis techniques, e.g. Auto Analyser, Auto Titrator, Flow Injection Analyser and wet chemistry. Instrument maintenance, calibration and troubleshooting. Preparation of standards. Evaluation and reporting of analytical test results assisting with development, validation and implementation of new methods of analysis. Implementation and maintenance of the Laboratory Quality System in compliance with the ISO 17025 standard. Procurement of goods and services and asset control as well as health and safety assessments.

**ENQUIRIES**

: Ms A. Reid, tel. 021 809 1692.

**POST 49/16**

: **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN 2 POSTS REF NO: 326/2010**

Directorate: Agricultural Product Inspection Services

**SALARY**

: R 140 208 per annum

**CENTRE**

: OR Tambo International Airport

**REQUIREMENTS**

: Applicants should be in possession of a National diploma or a B.Sc. degree in Agriculture or Animal Health with Botany, Plant Pathology, Entomology, Pest

Control and/or Animal Diseases as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Relevant experience in one of the above-mentioned study fields and good knowledge of the Agricultural Pests Act, 1983 (Act No. 36 of 1983), the Animal Diseases Act, 1984 (Act No. 35 of 1984), the Meat Safety Act, 2000 (Act No. 40 of 2000), the Plant Improvement Act, 1976 (Act No. 53 of 1976), the Liquor Products Act, 1989 (Act No. 60 of 1989), the Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997), the Agricultural Product Standards Act, 1990 (Act No. 119 of 1990) and the Fertilizers, Farm Feeds, Agricultural Remedies and the Stock Remedies Act, 1947 (Act No. 36 of 1947). A valid driver's licence. Good communication skills as well as basic computer knowledge and experience (MS Word and Excel). Incumbents must be capable and willing to conduct inspections, inter alia, on trucks, in containers, etc. He/She must also be prepared to perform shift work at the airport.

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

**ENQUIRIES** : Mr L. Mochena, tel. 011 390 7501.

**POST 49/17** : **SENIOR LABORATORY ASSISTANT REF NO: 270/2010**  
Directorate: Food Safety and Quality Assurance

**SALARY** : R 94 575 per annum

**CENTRE** : Stellenbosch

**REQUIREMENTS** : Applicants should be in possession of a Grade 12 Certificate with Mathematics and Science as passed subjects. Knowledge of the Liquor Products Act, 1989 (Act No. 60 of 1989). Laboratory experience in wet chemistry analysis. Computer literacy in MS Office Software (Word, Excel, PowerPoint and Outlook) as well as experience in automated analysis techniques and maintenance of laboratory equipment

**DUTIES** : The incumbent will be responsible for routine analysis of liquor products as required in terms of the Liquor Products Act, 1989. Routine maintenance of equipment and instrumentation. Sample preparation and storage. Capturing of results into the Laboratory Information Management System (LIMS). Maintaining housekeeping and waste management systems. Execute administrative tasks as prescribed.

**ENQUIRIES** : Ms A. Reid, tel. 021 809 1692.

## DEPARTMENT OF ARTS AND CULTURE

*The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications*

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Kingsley Centre, 2<sup>nd</sup> Floor, Cnr Church and Beatrix Streets, Arcadia, Pretoria
- CLOSING DATE** : 14 January 2011
- NOTE** : Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at [www.gov.za](http://www.gov.za). All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant's ID and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. 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. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s).

## OTHER POST

- POST 49/18** : **NETWORK CONTROLLER REF NO: 09/004**
- SALARY** : R174 117 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a post Matric qualification in Information Technology. A minimum of 3 years experience in the field of IT. The following are essential requirements: Knowledge of desktop support process and procedures. Knowledge of IT projects support. Knowledge of Windows, Linux and Mac operating system. Basic understanding of office productivity software (word processing, Spreadsheets, Presentations, E-mails and Calendar). Skill in office productivity tools. Communication and interpersonal skills.
- DUTIES** : The successful candidate will be responsible for: Desktop & LAN Support. Managing and Maintaining Backups. Network Administration. Maintain the IT Inventory and Asset register. Facilitate IT Procurement. Training, Research & Development.
- ENQUIRIES** : Mr M Shabangu Tel: 012 441-3742

**DEPARTMENT OF DEFENCE**

*This Department is an affirmative action employer which endeavors to apply representivity and gender equality where appropriate.*

**NOTE**

: Applicants who do not receive confirmation or feedback within 2 (two) months as from the closing date for applications must accept that their applications were unsuccessful. Kindly note that, due to the expected large volume of applications to be processed receipt of applications will not be acknowledged. Successful candidates will be expected to obtain a Department of Defence (DOD) security clearance. Short-listed applicants from outside the Pretoria area who are invited and who attend the final selection boards in Pretoria will be reimbursed by this Department for actual transport and accommodation costs incurred by the candidates on condition that original specified invoices, accounts and cash slips are submitted with the claims. Transport expenses will be limited to the price of a bus ticket between the two points concerned and accommodation (meals inclusive) will be limited to realistic, actual expenses. Successful applicants from outside this Department will be appointed on probation for an initial period of 12 months. Should the probation report at the end of the period be positive, the appointment would be made permanent. Applications must be submitted on the prescribed form Z 83 (obtainable from any Public Service Department office), which must be originally signed by the applicant and which must indicate the date when it was signed. The Z 83 must also contain the correct name of the post as well as the correct post serial/reference number as indicated in the advertisement. Where more than one post in different geographic areas are advertised under the same serial number, applicants must clearly indicate which of the post(s) they are applying for by indicating the name of the city/town where the post is situated. Application form (Z 83) must indicate whether or not the applicant has been convicted of a criminal offence or have been dismissed from previous employment (refer part B. of the Z 83 form). The Z 83 must be accompanied by a detailed CV and originally certified true copies of educational qualification certificates as well as an originally certified true copy of the applicant's ID document. An originally certified true copy of the applicant's vehicle driver's license must also be attached if requested in the advertisement. Where computer literacy is stipulated as a requirement in the advertisement, originally certified true copies of certificates/reports to proof that the applicant has received formal computer training must be attached to the application. Copies of qualification certificates, ID documents, computer training certificates and driver's licenses must be originally certified as true copies on the face of the document – copies certified on the reverse side (back of the page) will not be accepted. Copies of previously certified copies will not be accepted. Applicants applying for more than one post must submit a separate form Z 83 (as well as the documentation mentioned above) in respect of each post being applied for. Should an application be received where an applicant applies for more than one post on the same application 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. It is accepted that the signing and submitting of an application is an agreement by the applicant that this Department may have the candidate's CV, qualifications, vehicle driver's license and criminal record verified. Fraudulent submissions may result in immediate disqualification/dismissal. Candidates who are short-listed and who receive invitations to attend the final selection boards and who require more information as to the requirements of the posts and what would be expected from the appointee, may request a copy of the Management Directive (Duty Sheet) from the persons indicated for enquiries in the advertisements. Applications received after the closing date will not be considered. Failure to comply with the above instructions or to not submit all the required documents will result in applications being disqualified.

## OTHER POSTS

- POST 49/19** : **CHIEF WORK STUDY OFFICER**  
The post is advertised in the DOD, broader Public Service and Media
- SALARY** : R206 982 per annum  
**CENTRE** : SA Army HQ, Management and Renewal Services, Pretoria.  
**REQUIREMENTS** : National Diploma in Organisation and Work Study/Management Certificate (Work Study). NQF Level 5 Preferable. Proof of formal training in Job Evaluation (EQUATE System). Appropriate experience in the work-study field. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate-, analytical-, facilitation- and good verbal and written communication skills. Structure Management Policy related documents. Professional, innovative thinking and ability to function independently. Planning projects. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Conduct work-study investigations. Submit complete reports on proposed organisational structures. Conduct job evaluations management by objectives (bmo) the current approved EQUATE Job Evaluation system. Conduct work-study time and method studies.
- ENQUIRIES** : Col A.T. Mann, (012) 355 1478/Ms E.T. Nyakhulani, (012) 355 1602.  
**APPLICATIONS** : Department of Defence & Military Veterans, SA Army HQ, Force structure (Management and Renewal Services), Private Bag X981, Pretoria, 0001.
- CLOSING DATE** : 14 January 2011 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : The candidates will be expected to do a competency test as part of the selection process.
- POST 49/20** : **PRINCIPAL INDUSTRIAL PSYCHOLOGISTS 2 POSTS**  
The post is advertised in the DOD, broader Public Service and Media
- SALARY** : R174 117 per annum  
**CENTRE** : Assessment Centre, Military Psychological Institute, Pretoria.  
**REQUIREMENTS** : M-degree in Industrial Psychology. Current full registration with the Health Professions Council of South Africa as an Industrial Psychologist. Special requirements (skills needed): Problem solving-, negotiation- and communication skills, reasoning ability, initiative and language proficiency.
- DUTIES** : Provide Development and Learning Assessment services to the Assessment Centre. Provide Development and Learning Assessment services under control of the Staff Officer Development and Learning Assessment. Act as specialist advisor to the Supervisor regarding assessments. Provide the service according to instructions as issued by the Supervisor. Identify requirements in order to execute services at the institution where services are needed.
- ENQUIRIES** : Dr J.W. O'Neil, (012) 319-3312.  
**APPLICATIONS** : Department of Defence & Military Veterans, D HR Acquisition, Private Bag X994, Pretoria, 0001 or may be hand delivered to Ms A. Taljaard, Room 401, 4<sup>th</sup> Floor, 218 Visagie Street, General Piet Joubert Building, Pretoria, CBD.
- CLOSING DATE** : 14 January 2011 (Applications received after the closing date and faxed copies will not be considered).
- POST 49/21** : **SENIOR ACCOUNTING CLERK GR III**  
The post is advertised in the DOD and broader Public Service
- SALARY** : R113 568 per annum  
**CENTRE** : Financial Management Division, Chief Directorate Accounting, Sub-Directorate Personnel Payments, Final Payments Section, Pretoria.  
**REQUIREMENTS** : NQF Level 4 (Grade 12 certificate) with Finance related subjects. Previous salary administration experience and of the calculation and processing of salaries and allowances would serve as a strong recommendation. Applicants with prior learning, either by means of experience or alternative courses may apply. Special requirements (skills needed): Ability of interpreting, understanding and correctly applying Financial policy and prescripts.

Knowledge of the Financial Management System (FMS) and the PERSOL mainframe computer systems used in the Department of Defence (DOD), would serve as a strong recommendation. Literate in MS Word and MS Excel. Sound knowledge of the Public Finance Management Act (PFMA) and the Treasury Regulations (TR's). Knowledge of the financial and accounting processes, as used in the DOD and/or the Public Service would serve as a strong recommendation. Well developed verbal and written communication skills with good interpersonal relations. Well developed reasoning, mathematical, analytical and innovating thinking and problem solving ability. Ability to effectively liaise and communicate with clients. Orientated towards teamwork and receptive to work-related suggestions and ideas as well as decisive and persevering iro task finalisation. Positive, creative, conscientious, trustworthy and motivated towards producing effective, efficient and correct work. Ability to function effectively under pressure. Permanent SA citizen with no criminal record.

**DUTIES**

: Assisting the Chief Accounting Clerk in ensuring the effective execution of the prescribed processes related to the payment of salaries and financial benefits such as leave gratuity, service bonus and severance package benefits, to ex-employees of the DOD by correctly completing of the pension release documents (Z102) and documentation related to Departmental transfers. Constant collaboration and communication with the Chief Accounting Clerk concerning all functions coupled to the post. Ensuring that calculation and accounting of salaries and allowances for ex-employees of the DOD are correct and in accordance with prescripts. Ensuring that the calculation and accounting of overpaid amounts to be recovered from ex-employees are corret and in accordance with prescripts. Ensuring the efficient recording of all relevant data on the files and maintaining/safekeeping of such files and source documents for future enquiries and audit purposes. Collecting, delivering and filling of documentation and files from/to other Directorates/offices and executing of other related administration functions and tasks. Assisting in the training of junior clerks in the section.

**ENQUIRIES**

: Ms S. Bezuidenhout, (012) 392-2117.

**APPLICATIONS**

: Department of Defence & Military Veterans, Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton Building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

**CLOSING DATE**

: 7 January 2011 (Applications received after the closing date and faxed copies will not be considered).

**POST 49/22**

**SENIOR ACCOUNTING CLERK GR III**

The post is advertised in the DOD and broader Public Service

**SALARY**

: R113 568 per annum

**CENTRE**

: Financial Management Division, Chief Directorate Accounting, Sub-Directorate Personnel Payments, Foreign Subsistence & Transport (S & T) Section, Western Cape, Simon's Town.

**REQUIREMENTS**

: NQF Level 4 (Grade 12 certificate) with Finance/Accounting related subjects. Applicants with prior learning, either by means of experience or alternative courses may apply. Special requirements (skills needed): Computer literate iro MS Office, MS Word, MS Excel and MS PowerPoint. Prior knowledge of and ability to access the PERSOL/PERSAL as well as the Financial Management System (FMS) mainframe applications as used by the Department of Defence (DOD) or in the Public Service. Knowledge of working with different foreign currencies and using Exchange Rates to compile a financial reconciliation between expenditure in foreign currencies and South African Rand is a prerequisite. Good verbal and written communication ability in English. Ability to effectively compile correct financial reports, submit returns and gather statistics. Very conscientious and motivated towards producing effective, efficient and correct work whilst always aiming for a zero defects environment. Ability to function independently as well as in a team and to also function effectively under pressure. Trustworthy and reliable with well developed

**DUTIES**

interpersonal skills. Ability to liaise and communicate effectively with all clients. Well developed mathematical and accounting skills. Permanent SA citizen.

: Receive, register, check and control of S & T claims iro overseas visits/foreign and inland missions prior to approval. Assisting in providing written and verbal feedback to clients wrt foreign S & T policy and prescripts. Communicate and liaise with HR Support Satellite Managers iro Foreign S & T claims as and when necessary. Assist in compiling and preparing statistics for budget holders. Assisting in the finalisation of aspects concerning requests for foreign currency from units, bases, Joint Support Bases (JSB's) and HR Support Satellite offices. Complete all journal transactions, code forms and reconciliation of foreign S & T claims in accordance with policy and prescripts. Assist management iro general administrative functions in the section, analyse and interpret new policy, research and develop existing systems and procedures. Assist in the training of new clerks in the section.

**ENQUIRIES**

: Ms K. Moodley, (021) 787-4720.

**APPLICATIONS**

: Department of Defence & Military Veterans, Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton Building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

**CLOSING DATE**

: 7 January 2011 (Applications received after the closing date and faxed copies will not be considered).



## DEPARTMENT OF ECONOMIC DEVELOPMENT

*We are an affirmative action employer. Preference will be given to candidates whose appointment will enhance representivity.*

- APPLICATIONS** : Direct your application quoting the relevant reference number to either: responsehandling@basadzi.co.za, PO Box 394, Menlyn, 0063, Fax: 086671 0908, AGENCY,
- CLOSING DATE** : 24 December 2010, Applications received after this date will not be considered.
- NOTE** : Applications must be submitted on form Z83, obtainable from the dti website or any Government department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications. Please quote the relevant reference number It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) The above appointments are subject to the preferred candidate obtaining the necessary Security Clearance. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application had been unsuccessful. This position is subject to the signing of a performance agreement. A separate application must be submitted if applying for more than one post.

## OTHER POSTS

- POST 49/23** : **FACILITIES ADMINISTRATOR REF NO: OCFO/005**
- SALARY REQUIREMENTS** : R174 117 per annum, Level 8 (all-inclusive package of R 238 540 per annum)  
A Senior Certificate (Grade 12) and/or an appropriate recognised Bachelors degree or equivalent qualification PLUS sufficient experience in Facilities Management. Knowledge and understanding of facilities maintenance. Knowledge of Public Service Legislative Framework. Knowledge and understanding of Supply Chain Management policies and procedures. Competencies needed: Planning and organising skills. Negotiation skills. Policy analysis skills. Problem solving skills. People management skills. Communication (written and verbal) skills. Monitoring and evaluation skills. Attributes: Patience. trustworthiness. Assertiveness. Integrity. Creative and innovative. Compliant. Ability to work under pressure. Ability to work in a team and independently.
- DUTIES** : Key Responsibilities: Provision of office accommodation. Arrange and coordinate office movements. Ensure proper facility maintenance. Manage cleaning contractors and Food Service Aid. Provide support in acquisition of new facility for the Department. Manage Private Public Partnership facility lease with the DTI and PPP partners.
- ENQUIRIES** : Ms M Mageza (012-3941719)
- POST 49/24** : **SENIOR ADMINISTRATION OFFICER: MANAGEMENT SUPPORT SERVICES REF NO: SMO/001**
- SALARY REQUIREMENTS** : R174 117 per annum, Level 8 (all-inclusive package of R238 540 per annum)  
A relevant three year tertiary or equivalent qualification plus two to three years supervisory experience. Knowledge and Skills: \*Knowledge of labour legislation relevant to the post (Supply Change Management Policy, Public Finance Management Act, Treasury Regulations, BEE Framework, PPPFA) \*Ability to interpret and apply policies \*Computer literacy \*Knowledge of Logis, BAS and Database (Iqual) \*Procure Procedures \*Analytical \*Report writing \*Numeric \*Communication \*Interpersonal relations
- DUTIES** : Ensure proper stock control. Procure goods and services for staff within the Branch. Maintain updated assets register. Initiate / prepare procurement reports to management. Performance management.
- ENQUIRIES** : Ms M Mageza (012-3941719)

**POST 49/25** : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: OCFO/006**

**SALARY REQUIREMENTS** : R174 117 per annum, Level 8 (all-inclusive package of R 238 540 per annum),  
: An appropriate Bachelor's degree or National Diploma or equivalent qualification. 3-5 years relevant experience in financial accounting. Good communication skills. Knowledge of BAS, and Persal. Computer literacy and valid driver's licence.

**DUTIES** : The bookkeeping and accounting control functions (banking, miscellaneous payments and clearance control); •Salary function and assist with compilation of interim and annual financial statements. •Assist with maintaining measures for the safekeeping of state money and goods. •Assist with financial training of all relevant personnel. •Assist with all accounting actions, especially month- and year-end closing procedures, all interfacing sub-systems and related accounting procedures e.g. Bank and Persal Interface. •Assist with ensuring payments are made promptly; Assist with financial administration of personnel remuneration, compensation and deductions and attending to salary queries.

**ENQUIRIES** : Ms H Sooboo (012-394-3361)

**POST 49/26** : **SENIOR STATE ACCOUNTANT: COST AND MANAGEMENT ACCOUNTING REF/ OCFO/007**

**SALARY REQUIREMENTS** : R174 117 per annum, Level 8 (all-inclusive package of R238 540 per annum)  
: An appropriate bachelor's degree or equivalent qualification. 3-5 years relevant experience in costing and management accounting. Knowledge of BAS and Persal. Computer literacy and a valid driver's licence.

**DUTIES** : Assist with the co-ordination of inputs for the compilation of the Estimates of National Expenditure (ENE) and adjustments thereof (AENE); Take part in consolidating reports for various budget processes (eg. Medium Term Expenditure Framework [MTEF], Early Warning System [EWS], Adjustment Estimates, Monthly and Quarterly reports, etc.); Assist with budget allocations and expenditure management; Take part in preparing capacity building programmes on budget planning and control; Assist with the compilation and analysis of departmental cash flows based on the budget and any subsequent adjustments.

**ENQUIRIES** : Ms H Sooboo (012-394-3361)

**POST 49/27** : **PRINCIPAL PERSONNEL OFFICER: HR ADMINISTRATION REF NO: HRM/004**

**SALARY REQUIREMENTS** : R140 208 per annum, Level 7 (all-inclusive package of R 192 084.96)  
: Three year relevant tertiary qualification and at least three years' experience in the various disciplines related to human resources management OR a Senior Certificate and five years' experience in the various disciplines related to human resource management. Supplementary HR related courses a definite advantage. Proven applied knowledge of HR policy application in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations and relevant labour legislation). Relevant PERSAL training and experience essential. Knowledge and understanding of the Equate Job Evaluation system. Good communication, organisational and supervisory skills. Proven computer literacy, including MS Word and MS Excel and a valid driver's licence.

**DUTIES** : The successful candidate will be responsible for the following HR and related functions: Interpretation and application of HR policies and procedures, administration of the establishment on PERSAL, conditions of service, the performance management system, recruitment, selection, appointments, probation, transfers, secondments, promotions, remuneration, and resignations. Supervisory duties. HR records management.

**ENQUIRIES** : Ms P Gounder 012 394 1799

**POST 49/28** : **PRINCIPAL PERSONNEL OFFICER: HRD REF NO: HRD/003**

**SALARY** : R140 208 per annum, Level 7 (all-inclusive package of R 192 084)

- REQUIREMENTS** : Three year relevant tertiary qualification and at least three years' experience in the various disciplines related to human resources management. Supplementary HR related courses a definite advantage. Proven applied knowledge of HR policy application in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations, Skills development Act relevant labour legislation). Relevant PERSAL training and a working knowledge and understanding of PERSAL. Good verbal and written communication and organisational skills. Proven computer literacy, including MS Word and MS Excel and valid driver's licence.
- DUTIES** : The successful candidate will be responsible for the following HR and related functions: Development and maintenance of HR policies and procedures, monitor and evaluate HR strategies. Administration of skills development strategies and plans, training, development and bursaries, learnerships, internships and induction programs, employee health and wellness programs, change management and succession planning.
- ENQUIRIES** : Ms M Mageza 012 394 1719
- POST 49/29** : **ADMINISTRATIVE ASSISTANT REF NO: AA/001**
- SALARY REQUIREMENTS** : R113 568 per annum, Level 6 (all-inclusive package of R 155 588 per annum)  
Grade 12 certificate, a post matriculation qualification will be advantageous. Minimum of 2-3 years office administration work experience. Co-ordinating and planning skills. Previous work experience in office management, filing, administration, typing and diary management Computer literacy and valid driver's licence
- DUTIES** : Typing documents such as memorandums, letters, reports, presentations etc. Maintain confidentiality at all times. Assist with directorate related queries, organize staff and management meetings. Provide logistical support to the Chief Directorate. Document management
- ENQUIRIES** : Ms H Sooboo (012-394-3361)
- POST 49/30** : **SENIOR PERSONNEL OFFICER REF NO: HRM/005**
- SALARY REQUIREMENTS** : R113 568 per annum, Level 6 (all-inclusive package of R 155 588)  
Senior Certificate and two or more years' relevant experience in human resource administration. Supplementary HR related courses a definite advantage. Relevant persal experience is essential. Proven applied knowledge of HR policy application in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations and relevant labour legislation Implement Performance Bonus and Pay Progression for all officials; Respond to general enquiries for Promotions and Performance Rewards. Good communication and organisational skills. Proven computer literacy, including MS Word and MS Excel and a valid driver's licence.
- DUTIES** : The successful candidate will be responsible for the following HR and related functions: Application of HR policies and procedures, administration of establishment, recruitment, selection, appointments, probation, transfers, secondments, remuneration, resignations, conditions of service and employee benefits, personnel information systems and departmental reporting, declaration of interests and financial disclosures and HR records management.
- ENQUIRIES** : Ms P Gounder (012) 394-1799
- POST 49/31** : **PERSONNEL OFFICER REF NO: HRM006**
- SALARY REQUIREMENTS** : R94 575 per annum, Level 5 (all-inclusive package of R R129 567)  
Grade 12 or equivalent recognized qualification; Relevant HR experience; Experience in working on PERSAL system and/or attendance of a PERSAL course. Skills and competencies: Computer literacy (Ms Office); Communication skills (verbal and written); Good organizing skills; Good interpersonal Relations; Ability to work under pressure.
- DUTIES** : Arrange and co-ordinate panels for short-listing and interviews; Invites candidates for interviews and process subsistence and travelling claims; Respond to enquiries of clients both verbally and written; Administer Personnel administration functions; Perform transactional functions on the PERSAL

system; Implement Performance Bonus and Pay Progression for all officials;  
Respond to general enquiries for Promotions and Performance Rewards;  
Handling of all HRM administration functions. Compile daily statistics and update  
databases.

**ENQUIRIES**

: Ms P Gounder (012) 394-1799

## DEPARTMENT OF ENERGY

- APPLICATIONS** : The Director-General, Department of Energy, Private Bag X19 Pretoria, and 0001or hand delivered to Trevenna Building, Corner Mentjies and Schoeman Street. Sunnyside
- FOR ATTENTION** : Mr N Ncongwane
- CLOSING DATE** : 24 December 2010
- NOTE** : 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

- POST 49/32** : **ENERGY OFFICER: ENERGY DATA QUALITY AND INTEGRITY**
- SALARY** : R206 982 per annum, Level 09
- CENTRE** : Head Office
- REQUIREMENTS** : A three year or a NQF level 6 equivalent qualification in Statistics/ Mathematical Statistics/Information Management/Energy Studies or related fields. PLUS the following key competencies: Knowledge of • Data collection techniques (e.g. sampling and questionnaire development techniques) • Data cleaning and editing techniques • Data quality and integrity frameworks (e.g SASQAF)Database development and management • Statistical data analysis techniques Project management principles • Energy commodities and energy industry ☐ Skills: • Application softwareskills(e.g. MSoffice, SPSS, SA Setc)Document development (e.g. Terms of reference, Memos and Submissions) • Project Management • Report writing and presentation • Using databases ☐ Communication High level of communication skills • Ability to engage with other government entities on matters relating to energy data and information • Ability to professionally liaise with users and providers of energy data and information both verbally and in writing ☐ Creativity: • Highly innovative and out of the box thinker • Able to provide inputs for the improvement of existing data collection and management systems Recommendation/ Note: Exposure to and understanding of the energy sector, energy commodities and energy technologies
- DUTIES** : Manage and coordinates the sourcing, collection and collation of energy data and information; develop protocols, procedures and standards for the production of quality energy statistics; and establish formal collaborations with other state entities for the improvement of energy data quality. Develop tools to manage the collection, quality and integrity, storage, analysis and dissemination of energy data and information. Manage the implementation of developed tools in the collection, collation, validation, storage, analysis and dissemination of collected energy data and statistics. Ensure timely fulfilment of both local and international

reporting obligations and maintain good stakeholder relationships Draft/develop official documents, including but not limited to Submissions, Memoranda, Letters and Terms of Reference. Manage the energy database  
Mr Robert Kwinda ☎012 444 4257

**ENQUIRIES**

:

**POST 49/33**

:

**REGISTRY CLERK**

**SALARY**

:

R113 568 per annum Level 06

**CENTRE**

:

Cape Town

**REQUIREMENTS**

:

A Grade 12 Certificate coupled with extensive relevant experience in registry plus the following key competencies: ☑ Knowledge of: Understanding of the National Archives Act and Regulations • Understanding of the working of the Ministry • Protocols • Administration processes • Handling the fax and photocopy machines ☑ Skills: • Diplomacy skills (extremely patient and polite at all times) • Computer literacy • Computer skills • Organising and co-ordination • Managing the registry • Confidentiality ☑ Communication: • Good communication skills ( written and verbal) • ability to communicate clearly with stakeholder in the public and private sectors ☑ Creativity: • creative and innovative thinker • problem solving ability • Ability to work under pressure and extended hours.

**DUTIES**

:

Manage the registry (Develop and maintain proper filing system, disposal of documents , opening and closing of files. Proper filing of documents • Develop and maintain a database of clients / service providers • Receive , record, screen all incoming submissions with help of the Administrative Secretary before forwarding it to the Minister and for distribution • Supervise staff

**ENQUIRIES**

:

Ms B Radebe ☎ 012 444 4363

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS

**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.

## MANAGEMENT ECHELON

**POST 49/34** : **DIRECTOR: STAKEHOLDER ENGAGEMENT AND PUBLIC AWARENESS**  
**REF NO: AP6051/2010**

**SALARY** : R 652 572 (An all-inclusive remuneration package)\*  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A recognised three year degree/diploma in communications or journalism or an equivalent qualification, plus extensive experience in the field of communications, with a specific focus on stakeholder engagements and public awareness and outreach programmes. A good understanding and/or exposure to the government communications system; Experience in policy development and implementation; Good communication skills (verbal and written) and good interpersonal and stakeholder liaison skills. Proven strategic management and leadership skills; good experience in project management; good coordination skills; good report writing skills; financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations are essential; strong research capabilities. Knowledge of the environment sector will be an added advantage. Must be in possession of a valid drivers licence (Code 08). Must be able and willing to travel and work long hours including weekends. Work well under pressure and in a team.

**DUTIES** : The successful candidate will provide overall strategic management and leadership to the Directorate: Stakeholder Engagement and Public Awareness and perform the following key functions: Oversee the development and implementation of stakeholder engagement strategy informed by the department's priorities; Oversee the development and implementation of the department's public awareness and outreach strategy and programmes; Develop and manage the department's events calendar and stakeholder database in support of Chief Directorate programmes and projects; Provide leadership in the development of key environment days' concept documents to support the department's public awareness programmes; define events strategies and calendar of events to implement programmes of awareness , outreach and campaigns. Pro-active identification of stakeholder interventions in line with environmental landscape (issue management). Monitoring and evaluation of stakeholder and awareness strategies. Manage personnel and service providers. Budget projections and management.

**ENQUIRIES** : Mr JM Kutu – Tel (012) 310 3051  
**APPLICATIONS** : Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 1<sup>st</sup> Floor Room 106, Information Centre, North Tower.

**FOR ATTENTION** : Mr JM Kutu  
**CLOSING DATE** : 20 December 2010

**POST 49/35** : **DIRECTOR: COASTAL AND BIODIVERSITY CONSERVATION REF NO: OC**  
**15/2010**

**SALARY** : R 652 572 per annum (All inclusive flexible remuneration flexible package conditions apply. The flexible portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Waterfront – Cape Town

<b><u>REQUIREMENTS</u></b>	:	A recognized degree/diploma in Natural Sciences or Environmental Management · Extensive relevant experience in the oceans and coastal environment sectors · Proven experience and knowledge of protected area management, estuary management, and the conservation and management of protected species. Experience in policy development and implementation · Knowledge and experience in implementation of legislation · Proven strategic management and leadership skills · Good communication skills (both verbal and report writing) with experience in stakeholder engagement · Experience in programme and project management · Experience in financial management and related legislation within the public sector · Understanding of the work of the Department and government will serve as an advantage.
<b><u>DUTIES</u></b>	:	Provide leadership regarding the management of marine protected areas, protected marine species, and estuaries within the context of human impacts/activities on the coastal zone and marine biodiversity in South Africa · Regulation of the activities through implementation of current policies and legislation · Development and implementation of the new integrated legal framework in order to manage estuaries as required by the ICM Act. Further development and implementation of an integrated legal and policy framework in order to achieve a functioning and representative network of Marine Protected Areas (MPAs), including declaration of new MPAs and their effective management. · Manage protected species to ensure both their conservation and expansion of beneficial non-consumptive economic use. Contribute to the Department meeting national and international commitments in terms of marine and estuarine biodiversity protection, as well as associated livelihood objectives. Ensure cooperative governance, enhanced service delivery and stakeholder management through relevant forums, working groups and committees · Ensure effective communication and build relationships with key sector departments, private sector, research institutions and other key stakeholders (national and international) · Manage financial resources and ensure availability of adequate and skilled human capital for the directorate.
<b><u>ENQUIRIES</u></b>	:	Dr R Omar Tel (021) 819 2432
<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Environmental Affairs, Oceans & Coasts, P.O. Box 52126, V&A Waterfront, 8002 / 2 East Pier Shed, East Pier Road, Waterfront, 8002.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Management
<b><u>CLOSING DATE</u></b>	:	31 December 2010
<b><u>NOTE</u></b>	:	Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Senior Management candidates to be subjected to competency assessment, signing of an employment contract and performance agreement.
<b><u>POST 49/36</u></b>	:	<b><u>DIRECTOR: COASTAL AND MARINE POLLUTION REF NO: OC 14/2010</u></b>
<b><u>SALARY</u></b>	:	R 652 572 per annum (All inclusive flexible remuneration flexible package, conditions apply. The flexible portion of the package can be structured according to the individual's personal needs)
<b><u>CENTRE</u></b>	:	V&A Waterfront – Cape Town
<b><u>REQUIREMENTS</u></b>	:	A recognized degree/diploma in the Natural Sciences or Environmental Management Sciences · Extensive relevant experience in the oceans and coastal environment sectors · Proven experience and knowledge of coastal and marine pollution management · Experience in policy development and implementation · Knowledge and experience in implementation of legislation · Proven strategic management and leadership skills · Good communication skills (both verbal and written) with experience in stakeholder engagement · Experience in programme and project management · Experience in financial management and related legislation within the public sector · Understanding of the work of the Department and government will serve as an advantage.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for providing overall management and leadership to the Directorate: Coastal and Marine Pollution and perform the following functions: Regulate the discharge of effluent into coastal and estuarine waters and dumping at sea in terms of the Integrated Coastal Management Act 2008 · Develop and implement measures to reduce coastal and marine pollution from all major land-based sources, including initiatives to monitor and report on



coastal water quality • Lead the development of plans, policies, systems and institutional arrangements for combating marine oil spill incidents • Develop measures to minimize marine pollution from offshore human activities • Contribute to the upholding of relevant international obligations • Ensure cooperative governance, enhanced service delivery and stakeholder management through relevant forums, working groups and committees • Ensure effective communication and build relationships with key sector departments, private sector, research institutions and other key stakeholders (national and international) • Manage financial resources and ensure availability of adequate and skilled human capital for the directorate.

**ENQUIRIES** : Dr R Omar Tel (021) 819 2432  
**APPLICATIONS** : The Director-General, Department of Environmental Affairs, Oceans & Coasts, P.O. Box 52126, V&A Waterfront, 8002 / 2 East Pier Shed, East Pier Road, Waterfront, 8002.  
**FOR ATTENTION** : Human Resource Management  
**CLOSING DATE** : 31 December 2010  
**NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Senior Management candidates to be subjected to competency assessment, signing of an employment contract and performance agreement.

**OTHER POSTS**

**POST 49/37** : **ASSISTANT DIRECTOR: COMMUNICATIONS 2 POSTS REF NO: OC 17/2010**

**SALARY** : R 206 982 per annum (All inclusive package of R 291 578 per annum)  
**CENTRE** : Waterfront - Cape Town  
**REQUIREMENTS** : An appropriate three-year tertiary qualification in Journalism/ Communications or equivalent qualifications with relevant experience in the implementation of publications programme and internal communications strategies • An innovative and creative person with proven skills in writing, photography and editing as well as the co-ordination of internal communications programmes • An analytical thinker with project management experience and keen to be part of team that is deadline-driven • Willingness to work under pressure • An understanding of government communications would be an added recommendation.

**DUTIES** : Assist in the development and implementation of internal communications and publications programme in line with the Department's Communications Strategy • Write and assist in editing of news stories that promote the work of the Department to internal and external stakeholders • Take pictures at the various departmental and ministerial events that seek to profile the projects, programmes and the leadership of the Department and the Ministry in the environment sector • Assist Communications in developing and managing an effective and up-to-date photographic library for the Department • Perform other communications-related duties relevant to enhancing the performance of Communications and the Department. Assists with the development and implementation of departmental communication strategy, media monitoring, Designing and research content for the internal newsletter, assist with drafting of press releases, media statements and op-eds. Production of promotional material and general administration. Dealing with events logistics.

**ENQUIRIES** : Mr. Zolile Nqayi Tel (021) 819 2423  
**APPLICATIONS** : The Director-General, Department of Environmental Affairs, Oceans & Coasts, P.O. Box 52126, V&A Waterfront, 8002 / 2 East Pier Shed, East Pier Road, Waterfront, 8002.

**FOR ATTENTION** : Human Resources  
**CLOSING DATE** : 31 December 2010

**POST 49/38** : **COMMUNICATIONS OFFICER REF NO: OC 18/2010**

**SALARY** : R140 208 per annum (All inclusive package of R 210 229 per annum)  
**CENTRE** : Waterfront - Cape Town  
**REQUIREMENTS** : An appropriate tertiary qualification in Communication/Marketing/Public Relations or equivalent qualification •Ability to work under pressure, irregular

hours including weekends and public holidays when required to meet tight deadlines •Good understanding of the Departmental Mandate in terms of applicable Acts, prescripts and regulations •Multi-task, strong public relations, project management, time management and prioritising skills, with a proactive approach. The successful candidate must be able to display the following competencies: •Excellent written and verbal communication skills, and attention to detail •Knowledge and understanding of government corporate ethos and values •Computer literacy and valid driver's licence.

**DUTIES**

: Develop content for all promotional material •Ensure compliance to Departmental Corporate Identity Manual •Coordinate departmental outreach programmes and campaigns •Manage all departmental exhibitions •Manage stakeholder's database •Compile and submit reports •Provide general administrative support

**ENQUIRIES**

: Mr. Zolile Nqayi Tel (021) 819 2423

**APPLICATIONS**

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

**FOR ATTENTION**

: Human Resources

**CLOSING DATE**

: 31 December 2010

## DEPARTMENT OF HEALTH

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

- APPLICATIONS** : Direct your application quoting the above relevant reference number to: The Director-General, Department of Health, Private Bag X828, Pretoria, 0001. Hand delivered applications may be submitted at Reception (Application Box), Civitas Building, corner of Andries and Struben Streets. No faxed or e-mailed applications will be considered.
- 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 49/39** : **DEPUTY DIRECTOR: EMERGING AND RE-EMERGING INFECTIOUS DISEASES REF NO: NDOH 80/2010**
- SALARY** : An all inclusive remuneration package of R406 839 per annum including choice of basic salary between 75% and 70% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the Middle Management Service guidelines.
- CENTRE** : Chief Directorate: Communicable Diseases: Directorate: Communicable Disease Control, Pretoria.
- REQUIREMENTS** : A Honors degree in Medical/Natural Science/Public Health or equivalent. A clear understanding of epidemiology, health research, as well as monitoring and evaluation techniques are also a necessity. The candidate should have management (financial and human resources) and leadership skills. The ability to coordinate multi-disciplinary activities and liaise with multi-sectoral organizations nationally, regionally and internationally. At least three years experience in the prevention and control and management of emerging and re-emerging infectious diseases at all levels of the health care system. Good communication skills (written and verbal) and computer literate. A valid code B driver's licence.
- DUTIES** : \*General management of both the human and financial resources of the sub-directorate \*Develop, implement, monitor and evaluate policy guidelines for prevention and control of emerging and re-emerging infectious diseases \*Develop and distribute health promotion material to create public awareness on communicable diseases \*Co-ordinate the control of Disease Outbreaks in conjunction with Provincial Communicable Disease Co-ordinators \*Facilitate the implementation of the infection control practices and early warning systems \*Ensure training of Outbreak Response teams in the provinces and districts \*Facilitate new partnerships for prevention and control of communicable diseases \*Provide accurate information to Senior Managers for evidence-based decision making and programme planning and evaluation \*Respond to ministerial, parliamentary, medical and public enquiries and correspondence of non-medical nature \*Liaise with other government departments, national and international role players, the private sector and SADC countries and facilitate

the surveillance implication, monitoring and evaluation system for epidemic prone communicable diseases \*Writing policies, guidelines and communicating strategies for the public.

**ENQUIRIES** : Ms TE Furumele at tel. (012) 395 8096.  
**CLOSING DATE** : 24 January 2011 (Applications received after the closing date will not be considered).

**POST 49/40** : **DEPUTY DIRECTOR: EMERGING AND RE-EMERGING INFECTIOUS DISEASES REF.NDOH.80/2010**

**SALARY** : An all inclusive remuneration package of R406 839 per annum including choice of basic salary between 75% and 70% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the Middle Management Service guidelines.

**CENTRE** : Chief Directorate: Communicable Diseases: Directorate: Communicable Disease Control, Pretoria.

**REQUIREMENTS** : A Honors degree in Medical/Natural Science/Public Health or equivalent. A clear understanding of epidemiology, health research, as well as monitoring and evaluation techniques are also a necessity. The candidate should have management (financial and human resources) and leadership skills. The ability to coordinate multi-disciplinary activities and liaise with multi-sectoral organizations nationally, regionally and internationally. At least three years experience in the prevention and control and management of emerging and re-emerging infectious diseases at all levels of the health care system. Good communication skills (written and verbal) and computer literate. A valid code B driver's licence.

**DUTIES** : \*General management of both the human and financial resources of the sub-directorate \*Develop, implement, monitor and evaluate policy guidelines for prevention and control of emerging and re-emerging infectious diseases \*Develop and distribute health promotion material to create public awareness on communicable diseases \*Co-ordinate the control of Disease Outbreaks in conjunction with Provincial Communicable Disease Co-ordinators \*Facilitate the implementation of the infection control practices and early warning systems \*Ensure training of Outbreak Response teams in the provinces and districts \*Facilitate new partnerships for prevention and control of communicable diseases \*Provide accurate information to Senior Managers for evidence-based decision making and programme planning and evaluation \*Respond to ministerial, parliamentary, medical and public enquiries and correspondence of non-medical nature \*Liaise with other government departments, national and international role players, the private sector and SADC countries and facilitate the surveillance implication, monitoring and evaluation system for epidemic prone communicable diseases \*Writing policies, guidelines and communicating strategies for the public.

**ENQUIRIES** : Ms TE Furumele at tel. (012) 395 8096.  
**CLOSING DATE** : 10 January 2011 (Applications received after the closing date will not be considered).

**POST 49/41** : **ASSISTANT DIRECTOR: DATA AND INFORMATION MANAGEMENT REF NO: NDOH 74/2010**  
Chief Directorate: TB Control and Management: Directorate: Research, Information, Monitoring and Evaluation

**SALARY** : R206 982 per annum (plus competitive benefits)

**CENTRE** : 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** : 24 January 2011 (Applications received after the closing date will not be considered).

**POST 49/42** : **SECURITY INVESTIGATION OFFICER REF NO: NDOH 85/2010**  
 Chief Directorate: Chief Financial Officer and Corporate Services: Directorate: Security Services  
 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. This is a re-advertisement, candidates who previously applied for this post with reference no. NDOH.25/2010 & PSC.35/49 with closing date 20 September 2010 may re-apply if they are still interested)

**SALARY** : R140 208 per annum (plus competitive benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor's degree or equivalent qualification at NQF 6 level in Social Science or related areas. Successful completion of security officer's course. One-two years experience in conducting investigations. Knowledge of Public Service Act. Knowledge of security principles and regulations. The ability to work independently and under pressure. Computer literacy (MS Word, MS Excel, MS PowerPoint) and presentation skills both written and verbal. Goal oriented person, strong leadership and conflict management skills. A valid code B driver's licence.

**DUTIES** : \*Investigate theft, fraud and corruption perpetrated by officials/outside syndicate in the National Department of Health \*Responsible for investigating, verifying, analysing, and compiling case files/dockets and prepare it for presentation in a court of law \*Liaise with Employment Relations on criminal cases of the department \*Plan, evaluate and analyse investigation processes independently and make recommendations \*Liaise with SAPS, NIA and other security State Agencies on security related issues \*Conduct security investigation and compile reports on security breaches \*Monthly report to Security Management on progress with regard to investigation.

**ENQUIRIES** : Mr Z Gcwini at tel. (012) 395 8605.  
**CLOSING DATE** : 10 January 2011 (Applications received after the closing date will not be considered).

**POST 49/43** : **STATE ACCOUNTANT REF NO: NDOH 78/2010**  
 Chief Directorate: Financial Management. Directorate: Financial Management  
 This post is advertised in the Public Service only. Applicants who are not employed in the Public Service 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 three-year degree/National diploma or equivalent NQF 6 Certificate in financial/accounting/ administration with accountancy as a major subject \*At least two years experience in internal control, internal audit or financial

accounting in a government environment \*Knowledge and thorough understanding of the Public Finance Management Act (PFMA), Treasury Regulations and other relevant public service prescripts as well as internal prescripts \*Basic experience of government systems, including Basic Accounting System (BAS) and Persal \*Good interpersonal relations \*Good communication skills (written and verbal) \*Good supervisory skills \*Good analytical, problem solving and financial accounting skills \*Good planning and organisational skills \*Computer literate (MS Word, Excel, PowerPoint) \*A valid Code B driver's licence will be an added advantage.

**DUTIES**

: \*Maintain a record of thefts and losses, damages, unauthorised, irregular and fruitless and wasteful expenditure \*Investigate and report losses to the Loss Control Asset Disposal Committee \*Investigate cases relating to unauthorised, irregular and fruitless and wasteful expenditure \*Check financial processed documents for compliance with the Public Finance Management Act, Treasury Regulations and all other government prescripts \*Write submissions concerning losses, irregular and fruitless and wasteful expenditure in accordance with delegations \*Handle all written and telephonic queries \*Ensure that proper measures for safekeeping of documents are adhered to \*Receive and process audit queries \*Prepare inputs for the Annual Financial Statements of the Department on irregular, expenditure, fruitless and wasteful expenditure, unauthorised expenditure and financial transactions in Assets and Liabilities.

**ENQUIRIES**

: Ms G A Koen at tel (012) 395-8884.

**CLOSING DATE**

: 17 January 2011 (Applications received after the closing date will not be considered).

## DEPARTMENT OF HIGHER EDUCATION AND TRAINING

- APPLICATIONS** : Please forward your application, quoting the reference number to: the Director General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 or hand deliver to: 123 Schoeman street, Cnr Schubart & Schoeman Street, Pretoria.
- CLOSING DATE** : 5 January 2011, Applications received after the closing date or faxed applications will not be considered
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. Correspondence Will Only Be Entered Into With Short-Listed Applicants

## MANAGEMENT ECHELON

- POST 49/44** : **CHIEF EXECUTIVE OFFICER (DEPUTY DIRECTOR-GENERAL LEVEL) REF NO: K62718/3**  
Quality Council for Trades and Occupations (QCTO)  
Branch: Skills Development

- SALARY CENTRE REQUIREMENTS** : All inclusive remuneration package R 976 317 per annum  
: Pretoria  
: A recognized relevant post graduate degree or equivalent qualification; Extensive experience in Skills Development founded on a thorough understanding of the Labour Market and Occupational Learning System; Proven competence and ability to lead and take responsibility for the planning, execution and monitoring of new and existing functions and projects; Proven strategic acumen to lead and stimulate the public debate on Skills Development; Persuasive and influential communication skills and credibility to work with and influence key stakeholders; Extensive knowledge and experience of institutions in the skills development arena such as SETAs, Professional Bodies, Educational institutions and related entities, both at national and international level as well as employer bodies and organized labour; Desirably experience of 10-12 years at managerial level, at least 4 of which at a senior level, preferably in the education, training and skills development environment; In-depth and current knowledge of Government policies and strategies on Qualifications and Skills Development.

- DUTIES** : The CEO will manage and be accountable for the following: The QCTO strategic direction and mandate; The QCTO capacity, capability and resources management; The QCTO policies, procedures, regulations, processes and systems performance and compliance; The QCTO partner and stakeholder relationships and capacity building; QCTO financial, human resources, marketing and information technology management functions and practices; QCTO occupational qualifications assessment, Foundational Learning, certification and appeals management and practices; QCTO governance, management, strategy and secretariat services.

- ENQUIRIES NOTE** : Ms K Seforo 012 312 5027  
: The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his\her financial interests and be subject to security clearance.

- POST 49/45** : **CHIEF DIRECTOR: FINANCIAL PLANNING AND INFORMATION REF NO: K62718/1**  
Chief Directorate: Financial Planning and Information Systems  
Branch: University Education

- SALARY CENTRE** : All inclusive remuneration package R 790 953 per annum  
: Pretoria This Chief Directorate, within the University Education Branch, is responsible to co-ordinate and manage the development and maintenance of an appropriate funding framework and management information system for a diverse university system

- REQUIREMENTS** : The minimum requirements are a Master's degree in a relevant field as well as 3 years experience in a senior management position. This is a senior position that requires a dynamic individual with leadership and strategic management, project management, problem solving, report writing and communication skills. The successful candidate should have good knowledge and understanding of the university sector, related legislation and policies including the funding framework and earmarked grants. The incumbent should be able to perform in a team environment. He/she must also be able to innovatively identify and explore areas of synergy with other components of Higher Education organizations. Good knowledge and understanding of the Public Finance Management Act (PFMA), public sector, budgeting are additional requirements for the position. Knowledge of MS Word, Excel and some level of data analysis will be an added advantage.
- DUTIES** : The scope of the Chief Director's work will include but not limited to: Working closely with universities, other state departments, agencies and other sections within the Department of Higher Education and Training. Manage the Review of the Funding Framework, including earmarked funding and implementation thereof. Develop/ revise financial policies and financial instruments for earmarked grants for universities such as infrastructure, teaching and research development, foundation provision, clinical training grants etc. Analyse university investment trends in terms of equity, efficiency and policy compliance criteria. Oversee the analysis and publish information on the resourcing of the university system. Oversee the calculation of funding for universities and the publishing of the annual Ministerial Statement on Funding. Oversee the management of and support for the work of Ministerial Committees/ working groups. Support the work of the Health Sciences Review Committee regarding clinical training grants and the training of health professionals. Oversee the collection, analysis and dissemination of system-wide and institutional data, including the ongoing development, enhancement and maintenance of the higher education management information system (HEMIS). Strategic planning and management of resources allocated to the Chief Directorate in line with the Senior Management Service CMC framework.
- ENQUIRIES** : Ms K Seforo 012 312 5027
- NOTE** : The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his\her financial interests and be subject to security clearance.
- POST 49/46** : **CHIEF DIRECTOR: UNIVERSITY POLICY REF NO: K62718/2**  
Chief Directorate: University and Policy Development
- SALARY** : All inclusive remuneration package R 790 953 per annum
- CENTRE** : Pretoria The Higher Education branch of the Department of Education is responsible for developing and implementing appropriate legislation and policies to create and sustain a quality higher education system.
- REQUIREMENTS** : The minimum requirement for the position is a Master's degree in a relevant field, as well as at least three years experience in a senior management position. The position requires familiarity with curriculum and qualifications assessment environment. The incumbent should be able to perform in a team environment. He/she must also be able to innovatively identify and explore areas of synergy with other components of higher education and training system. Good knowledge and understanding of the Public Finance Management Act (PFMA), public sector budgeting are additional requirements for the position. The successful candidate will be innovative and flexible and have the ability to lead and co-ordinate a team of professionals in undertaking a range of tasks requiring analytical, interpretative and negotiating skills, as well as interacting with the leadership of the higher education system. Knowledge of MS Office Suite such as Word, Excel, Power-point etc.
- DUTIES** : The scope of the Chief Directorate's work will include but not be limited to: Providing the strategic leadership and operational management, within a team environment, of the functions of the Chief Directorate for Higher Education Policy and Development Support; Providing policy development and implementation in areas such as the regulation of private higher education institutions, articulation between the higher education and further education and training systems, qualification systems in higher education, curriculum



development, research support, support for the Higher Education response to HIV and AIDS, quality assurance, open and distance learning; including the dissemination of best practice and their participation in policy development; The management of relations between the Department and higher education constituencies and the facilitation of governance and leadership programmes for constituencies in higher education; Provide policy development and coordination for the internationalisation of the South African higher education system, facilitating international opportunities, such as scholarships and fellowships, promotion of linkages between South African and international higher education institutions and support for inter-governmental initiatives in higher education.

**ENQUIRIES**

: Ms K Seforo 012 312 5027

**NOTE**

: The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his\her financial interests and be subject to security clearance.

**POST 49/47**

: **CHIEF DIRECTOR: NATIONAL HUMAN RESOURCE DEVELOPMENT STRATEGY REF NO: K62718/4**

Chief Directorate: National Human Resource Development Strategy (HRDS-SA)  
The Human Resource Development Strategy (HRDS-SA) is a central pillar to the country's human development towards sustainable economic and social and wider development imperatives. Whilst the HRDS-SA is a matter of cross-departmental and inter-departmental cooperation, the Department of Higher Education and Training (DHET) is responsible for the provisioning of the required secretariat support and coordination services for the development and implementation of the HRDS-SA

**SALARY CENTRE**

: All inclusive remuneration package R 790 953 per annum  
: Pretoria

**REQUIREMENTS**

: A relevant 3 year degree or equivalent qualification with 5 years experience at management level, a post-graduate degree will be an added advantage. Good knowledge of the HRD systems and strategies in a developmental context. An excellent research, analytical and report writing background will be a requirement. Strategic planning, monitoring and evaluation of large scale programmes and analysis of policies and programmes. Good presentation and communication skills; The incumbent should be able to perform in a team environment. He/she must also be able to innovatively identify and explore areas of synergy with other components within the education, training and skills development environment. Good knowledge and understanding of the Public Finance Management Act (PFMA), public sector, budgeting are additional requirements for the position. Knowledge of MS Word, Excel and some level of data analysis will be an added advantage.

**DUTIES**

: Manage national Human Resource and Skills Development research, policy and strategy development and coordination; Develop and maintain national Human Resource Development policy frameworks and strategies; Design and maintain national Human Resource Development planning systems, monitoring and evaluation and business processes; Facilitate and conduct national Human Resource Development research and development programmes; Ensure the integration of national Human Resource Development plans with other strategies and programmes of government; Interact with stakeholders, national and international to build stakeholder relations and partnerships; Management of secretariat services to the HRD Council and Technical Work Group and interact with FOSAD clusters.

**ENQUIRIES**

: Ms K Seforo 012 312 5027

**NOTE**

: The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his\her financial interests and be subject to security clearance.

**POST 49/48**

: **CHIEF DIRECTOR: NATIONAL SKILLS FUNDS REF NO: K62718/5**

Chief Directorate: National Skills Funds Management

**SALARY CENTRE**

: All inclusive remuneration package R 790 953 per annum  
: Pretoria The Department of Higher Education and Training is responsible for managing and monitoring the National Skills Fund (NSF) which is geared

towards supporting the National Skills Development Strategy (NSDS) for the country.

**REQUIREMENTS**

: A relevant 3 year degree or equivalent qualification in a relevant field; This is a senior position that requires a dynamic individual with leadership and strategic management, grant management, project management, financial management, problem solving, report writing and communication skills. A good understanding of the Skills Development and Skills Levy Acts, relevant policies and legislation. Good knowledge and understanding of the Public Finance Management Act (PFMA), public sector, budgeting and planning are additional requirements for the position. Ability to pay attention to detail with sharp analytic skills. Knowledge of MS Word, Excel and some level of data analysis will be an added advantage.

**DUTIES**

: Facilitate the identification of strategic projects identified as national priorities in the NSDS III and HRDS-SA; Develop and manage the implementation of regulatory frameworks, norms and standards for resource planning, disbursements and support mechanisms; Develop a framework and systems for monitoring and evaluation of the National Skill Fund (NSF) grants; Manage and monitor resource planning, allocation and disbursement processes; Oversee the NSF distribution processes and the utilization thereof; Improve the capacity and systems of the NSF to disburse funding in an effective and efficient manner; Develop grant funding strategies appropriate to each priority area including areas that were previously excluded such as the FET College sector; Communicate with public service employers on NSF processes; Monitor and evaluate the impact made by the NSF disbursements; Plan and facilitate the implementation of catalytic grant funded programmes.

**ENQUIRIES**

: Ms K Seforo 012 312 5027

**NOTE**

: The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interests and be subject to security clearance.

**INDEPENDENT COMPLAINTS DIRECTORATE**

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

**NOTE** : Applications should be submitted on a Z83 form obtained from any Public Service Department, accompanied by a comprehensive CV, certified of qualifications, ID and driver's license. Faxed applications will not be considered. If you have not been contacted within 3 months of the closing date of this advert, please accept that your application was unsuccessful, as communication will be made with the short-listed candidates only. Applications should be accompanied by certified copies of certificates of educational qualifications. Preference will be given to employees who have been declared in excess. The successful candidate will undergo security vetting. His/her character should be beyond reproach.

**OTHER POSTS**

**POST 49/49** : **PRINCIPAL INVESTIGATOR**

**SALARY** : R206 982 per annum

**CENTRE** : Johannesburg

**REQUIREMENTS** : A minimum of Grade 12 and five (5) years proven experience in criminal investigations are required for consideration to this position. Previous supervisory experience is essential. A degree/diploma in law or policing will serve as an added advantage. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. The successful candidate must possess a valid Code 8 driver's license and be able to drive the motor vehicle in that class, be computer literate and be able to work under pressure. In addition, the candidates must be competent in interviewing, report writing as well as verbal and written communication skills. He/she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He/she must be willing to perform standby and overtime duties.

**DUTIES** : His/her duties will entail amongst other, supervision of Senior Investigator and/or Case Worker below his/her position by providing guidance on the investigation of complaints in line with the ICD's legislative imperative and Standard Operating Procedure; receipt, registration and allocation of complaints; attendance of crime scenes and post mortems; collection, safeguard and processing of exhibits at the crime scene; conducting interviews with suspects and witnesses and obtaining affidavits; conducting DVA audits at various police stations in line with ICD's monitoring responsibility of the Domestic Violence Act; advising the complainant or his/her next of kin and other relevant stakeholders regarding progress of the investigation; stakeholder management; conducting investigations of complaints of alleged criminality and misconduct against members of the police; conduct searches, seizures and collection of evidence etc; compiling investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.

**ENQUIRIES** : Mr C De Jager. TEL: (011) 220 1500

**APPLICATIONS** : Independent Complaints Directorate P/ Bag X 25 Johannesburg 2000 Or hand deliver at 208 – 212 Cnr Jeppe & Von Weillegh Street 20<sup>th</sup> Floor Marble Towers Building Johannesburg, 2000

**FOR ATTENTION** : Ms F Dlakana (011) 220 1500

**CLOSING DATE** : 24 December 2010

**POST 49/50** : **SENIOR INVESTIGATOR REF NO: Q9/2010/63**

**SALARY** : R174 117 per annum

**CENTRE REQUIREMENTS** : Johannesburg  
 : To be considered for this position, a candidate must be in possession of a minimum of Grade 12 or equivalent of NQF level 4 qualification, and should atleast have three (3) years proven experience in criminal investigations. A diploma/degree (NQF level 5/6), in law/policing will serve as an added advantage. Knowledge of criminal law, criminal procedure and law of evidence are essential for consideration. In addition, the candidates must be competent in report writing skills, as well as verbal and written communication skills. He/she must be computer literate and possess a valid unendorsed code 08 driver's license. He/she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He/She must be willing to perform standby duties and overtime.

**DUTIES** : His/her duties will entail amongst others, supervision of investigator and/or assistant investigator; receipt, registration and allocation of complaints; attendance of crime scenes and post mortems; collection, safeguard and processing of exhibits at the crime scene; conducting interviews with suspects and witnesses and obtaining affidavits; conducting DVA audits at the various police stations in line with the ICD's monitoring responsibility of the Domestic Violence Act; advising the complainant or his/her next of kin and other relevant stakeholders regarding progress of the investigation; conducting investigations of complaints of alleged criminality and misconduct against members of the police; conduct searches, seizures and collection of evidence etc; compiling investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.

**ENQUIRIES APPLICATIONS** : Mr C de Jager  
 : Independent Complaints Directorate P/ Bag X 25 Johannesburg 2000 Or hand deliver at 208 – 212 Cnr Jeppe & Von Weillegh Street 20<sup>th</sup> Floor Marble Towers Building Johannesburg, 2000

**FOR ATTENTION CLOSING DATE** : Ms F Dlakana (011) 220 1500  
 : 24 December 2010

**POST 49/51** : **STATE ACCOUNTANT: SALARIES REF NO: Q9/2010/62**

**SALARY CENTRE REQUIREMENTS** : R 140 208 per annum  
 : Pretoria  
 : Applicants should be in possession of a relevant three year Bachelor's degree/diploma in Finance or equivalent qualification and relevant, credible and proven accounting experience of a minimum of 3 years or matric with a minimum of 5 years experience; Good working knowledge of Accounting; Strong supervisory skills; proven knowledge of BAS and PERSAL; Proven knowledge of the Public Finance Management Act and National Treasury Regulations; Computer skills (MS Word, PowerPoint and Excel); Ability to work under pressure and prepared to work irregular hours; Good verbal communications skills; a valid driver's license is an added advantage; Previous working experience of Salaries will be an added advantage; Applicants from Pretoria and surrounding areas will receive preference.

**DUTIES** : Key competencies include: Supervision of staff; Monthly follow-up and clearance of BAS Assets and Liabilities Item Accounts; Authorise payments of allowances, stop order and mandates; Monthly Reconciliation of Tax paid over to SARS; Reconciliation and Issuing of IRP5's; Reconcile and compile Inter-departmental claims; Compilation of Debt form when officials resign, transfer or deceased; Authorise journals on BAS Assets and Liabilities Item Accounts and handling of all relevant telephone enquiries.

**ENQUIRIES APPLICATIONS** : Ms EK Maredi @ (012) 399 0172  
 : Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or hand deliver at ICD House, 114 City Forum Building, Vermeulen and Schurbar Street, Pretoria 0001

**FOR ATTENTION CLOSING DATE** : Ms T Marumo  
 : 24 December 2010

**POST 49/52** : **ADMINISTRATION OFFICER**

**SALARY** : R140 208 per annum  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : Matric / three year Admin Related qualifications as well as extensive appropriate experience in Human Resource Management, Finance, Administration, Provisioning and Transport Management. The ideal candidate should display competency in written and verbal communication, computer literacy, general skills, and basic knowledge of budget processes, internal control systems, Persal as well as the Basic Accounting System. Driver's license will be an added advantage.

**DUTIES** : Key competencies include: Manage all Human Resource functions including Personnel Performance Management, Recruitment, Selection and appointments. Manage all provisioning functions including official and subsidized vehicles, placing orders and ensuring the effectiveness in timeous payment to suppliers. Manage Auxiliary Services and maintenance of all assets and buildings. Manage all financial functions including preparations of the office budget, monitoring and production of monthly financial reports. Development and implementation of relevant internal control systems in the Provincial Office. Supervision of staff.

**ENQUIRIES** : Mr GT Mmusi  
**APPLICATIONS** : Independent Complaints Directorate, Private Bag X 20708 Bloemfontein9300  
**FOR ATTENTION** : Mr GT Mmusi  
**CLOSING DATE** : 31 December 2010

**POST 49/53** : **PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER REF NO: Q9/2010/64**

**SALARY** : R 113 568 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12/ Matric certificate. Secretarial or Office Administration diploma will serve as an advantage. He/she must be computer literate and with Ms Word, Excel and Ms Power Point and be able to compile various documents and budgets electronically. Sound minutes taking and communication skills as well as general office experience are essential. Sound organizing, planning and liaison skills, creativeness and tactfulness. The applicant must be prepared to work under pressure and overtime.

**DUTIES** : Arranging meetings, keeping of diary for the Chief Financial Officer, typing of letters, memorandums, reports, Power point, presentations, amending of codes/directives, making travelling and accommodation arrangements, dispatching of work, ordering office equipment and stationary. Handling of all incoming and outgoing correspondence, upkeep of budgets and monthly expenditure, maintenance of a filing system, tracing of files, preparing and submitting of S&T claims, drafting of less complex letters, create and maintain a database of all correspondence and instructions and make follow-ups, Sending faxes, serving tea and coffee, taking minutes at meetings, perform a variety of tasks as directed by the Chief Financial Officer, transmitting and follow up on requests and inactions before and after meetings. Reception of visitors, receiving and making telephone calls.

**ENQUIRIES** : Ms L Cwele @ (012) 399 0024  
**APPLICATIONS** : Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or hand deliver at ICD House, 114 City Forum Building, Vermeulen and Schurbar Street, Pretoria 0001  
**FOR ATTENTION** : Ms T Marumo  
**CLOSING DATE** : 24 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. The CV must accompany the Z 83 and all other supporting documents required. This must be typed and accompany the Z83 and all other supporting documents required. Applications that do not comply with the above mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position.

## MANAGEMENT ECHELON

**POST 49/54** : **PROJECT LEADER: PRESIDENTIAL PROJECT BUA SOUTH AFRICA (UNITY IN DIVERSITY), REF NO: 10/333/CS**  
Three Year Contract Appointment:  
Division: Court Services: Chief Directorate: Constitutional Development

**SALARY** : R790 953 – R959 871 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : Post Graduate qualification in Project Management or a Masters in Business Administration; Certified Diploma in Strategic Social Interventions; Any qualification in Social/Political Sciences will be an added advantage; 6 years of experience in Senior Management; At least 5 years experience in Project Management; Experience in convening multifaceted, multi-stakeholder Dialogues will be an added advantage; Intimate knowledge of strategies for Social Change; Knowledge and experience in the Human Rights field particularly in Diversity Management; Strong knowledge of Financial Management; Knowledge and experience of Human Resources Management; A valid driver's license. Skills And Competencies: Strong Financial Management skills; Communication skills (Verbal and written); Presentation skills; Report writing skills; Computer skills( MS Word, Excel, Outlook and Project); Performance management; Project management; Research and development expertise; Strategic and Leadership competencies; Interpersonal skills; Risk Management.

**DUTIES** : Management, coordination and implementation of the Presidential Project Bua South Africa; Management of the implementation of public awareness campaigns and community outreach programmes through community dialogues at provincial and local level that will promote an understanding of respective cultures, languages, religions and other practices of people in South Africa; Develop, manage and implement a Stakeholder management strategy; Development and management of database of all the stakeholders; Develop and manage the Monitoring and Evaluation Plan; Management of the coordination and provision of secretarial and logistical of the meetings of the Steering Committee, Governing Council, National Consultative Forum and Technical Working Groups; Provide regular and up to date briefs to the Steering Committee and all structures of the Project; Constant interaction with relevant national Departments and Local Government to ensure support at national, provincial and local level; Manage the overall budget of the Project; Identify, advise and assist the Steering Committee to secure donor funding for the Project; Overall management of the activities and programmes of the Project;

Establish the Project Office; Overall human resource management of the Project Office; Overall management of the activities and programmes of the Project Office.

**ENQUIRIES** : Ms C Patrick ☎ (012) 315 1150

**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 Building, Pretoria, 0001.

**CLOSING DATE** : 28 December 2010

**NOTE** : Preference will be given to women candidates and people with disability.

**POST 49/55** : **PROJECT MANAGER: PRESIDENTIAL PROJECT BUA SOUTH AFRICA (UNITY IN DIVERSITY), REF 10/332/CS**  
Three Year Contract Appointment  
Division: Court Services: Chief Directorate: Constitutional Development

**SALARY** : R652 572 – R780 228 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : Tertiary qualification in Project Management; Any qualification in Social/Political Sciences will be an added advantage; Any qualifications in Business Administration will be an added advantage; 3 years of experience in Middle Management; At least 5 years experience in Project Management; Experience in convening multifaceted, multi-stakeholder Dialogues will be an added advantage; Knowledge and experience in the Human Rights field particularly in Diversity Management; Knowledge of Financial Management; Knowledge and experience in Human Resources Management; A valid driver's license. Skills And Competencies: Communication skills (Verbal and written); Financial Management; Presentation skills; Project Management; Report writing skills; Computer skills( MS Word, Excel, Outlook and Project); Performance Management; Leadership competencies; Research and development expertise; Change Management; Interpersonal skills; Risk Management.

**DUTIES** : Coordinate the implementation of the Presidential Project; Coordinate the implementation of the Presidential Project; Implementation of public awareness campaigns and community outreach programmes through community dialogues at provincial and local level that will promote an understanding of respective cultures, languages, religions and other practices of people in South Africa; Compile and submit national and provincial dialogues reports for approval of the Project Leader; Compile and submit progress reports on all the activities and programmes of the Project; Implement the Stakeholder management strategy; Coordinate the database of all stakeholders of the Project; Manage the implementation of the Monitoring and Evaluation Plan; Coordinate and manage the provision of secretarial and logistical support the meetings of the Steering Committee, Governing Council, National Consultative Forum, and Technical Working Groups; to all the meetings of the Steering Committee and all the structures of the Project; Implement human and other resources for the Project Office; Compile and submit the overall budget of the Project for approval of the Project Leader.

**ENQUIRIES** : Ms C Patrick ☎ (012) 315 1150

**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 Building, Pretoria, 0001.

**CLOSING DATE** : 28 December 2010

**NOTE** : Preference will be given to women candidates and people with disability.

## OTHER POSTS

- POST 49/56** : **MAINTENANCE OFFICER REF NR: NC/11/10**  
This post is a re-advertisement; candidates who previously applied are encouraged to re-apply
- SALARY** : Salary will be determined in accordance with the experience as outlined in terms of the Occupational Specific Dispensation for legally qualified personnel) The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office Upington
- REQUIREMENTS** : An appropriate recognized legal qualification (B.luris, Proc or LLB); Extensive knowledge of the maintenance system; Proficiency in at least two official languages; A valid code EB driver's license. Skills and Competencies: Computer literacy (MS Office); Excellent Communication skills (written and verbal); Numeric skills; Ability to work with public in a professional and empathetic manner; develop a thorough understanding of all services and procedures in the area of maintenance and other areas of family law; explain legal terminology and processes in simple language; manage time effectively and develop good facilitation skills; think and write clearly; think innovatively and work in pressurized environment; facilitate communication between people with maintenance disputes.
- DUTIES** : Perform the powers, duties of a Maintenance Officer in terms of the Maintenance Act; Guide maintenance investigators in performance of their duties; Obtain financial information for the purposes of Maintenance equerries; Appear in Maintenance Court and conduct proceedings in Maintenance Court; Implement Bench Orders.
- ENQUIRIES** : Mr J Tope ☎ (053) 839 0060.
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7<sup>th</sup> Floor, c/o Knight & Stead Streets, Kimberley.
- CLOSING DATE** : 23 December 2010
- NOTE** : If applying for more than one post, please state the name of the office as well as order of preference. One application per post.
- POST 49/57** : **LEGAL ADMINISTRATION OFFICER MESSENGER REF: NC/84/10**  
Contract Post Ending 31 March 2011  
This post is a re-advertisement; candidates who previously applied are encouraged to re-apply
- SALARY** : Salary will be determined in accordance with the experience as outlined in terms of the Occupational Specific Dispensation for legally qualified personnel) The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office, Kimberley
- REQUIREMENTS** : An appropriate Legal degree (B. Iuris, B. Proc, LLB); Minimum two years post graduate practical experience in legal administration and or litigation; Sound knowledge of the South African legal system, legal practice and related spheres with specific reference to civil litigation; Working knowledge of criminal procedure and practice, court rules (Constitutional, Supreme Court of Appeal, High, Labour, Equality and Magistrate Courts); A valid code EB driver's license; Shortlisted candidates may be required to complete a questionnaire in order to ascertain their compliance with the above post requirements. Skills and Competencies: Computer literacy; Excellent Communication (verbal and written); Good interpersonal and intercultural relations; Problem solving and analytical; Accuracy and attention to detail.
- DUTIES** : Drafting legal documents and give legal advice to the Department and other organs of the State regarding problems of interpretation, execution of powers and legal matters; Give support services to the courts regarding quasi-judicial functions; Respond to petitions, representations and complaints from civil society and other government departments; Liaise with other departments, DPP, and communities on programmes around crime prevention; Prepare memoranda for the appointment of Commissioners of Oath and Appraisers; Recover loss and (of) damage to State property; Determination of Legal



Liability; Oversee the smooth functioning of specialized courts in the Province; Facilitate implementation of relevant legislation including the Victims Charter; Conduct community awareness campaigns on legislations administered by the Department.

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

**CLOSING DATE** : 23 December 2010  
**NOTE** : If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

**POST 49/58** : **DEPUTY DIRECTOR: SKILLS DEVELOPMENT PROGRAMMES REF NO: 10/369/HR**

**SALARY** : R406 839 – R479 238 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria  
**REQUIREMENTS** : B Degree/equivalent in Human Resource or related qualification; 6 years experience in Human Resources; 3 years working experience in Junior Management; 5 years Training and Development experience; Skills and Competencies: Planning and organizing; Creative thinking; Customer service orientation; Decision making; Organizational Communication effectiveness; Problem analysis; Team membership; Technical proficiency; Project Management; Financial Management;

**DUTIES** : Manage Departmental Skills Audits; Manage the compilation of WSP and Annual Training programme; Facilitate Departmental Training and Skills Programme; Develop and maintain organizational ETD policies; Monitor Departmental compliance; Manage SETA's relations; Develop and review Skills Development Programmes policies and strategies;

**ENQUIRIES APPLICATIONS** : Ms E Zeekoei ☎ (012) 315- 1436  
: Quoting the relevant reference number, direct your application to: Postal address: Human Resources: The Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 28 December 2010

**POST 49/59** : **DEPUTY DIRECTOR: LEARNERSHIP & INTERNSHIP REF NO: 10/370/HR**

**SALARY** : R406 839 – R479 238 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria  
**REQUIREMENTS** : B Degree/equivalent in Human Resource or related qualification; 6 years experience in Human Resources; 3 years working experience in Junior Management; 5 years Training and Development experience; Skills and Competencies: Planning and organizing; Creative thinking; Customer service orientation; Decision making; Organizational Communication effectiveness; Problem analysis; Team membership; Technical proficiency; Project Management; Financial Management;

**DUTIES** : Manage RPL assessment; Manage internship programmes; Manage Learnership programmes; Manage learners' support systems; Participate in SETA'S programmes; Develop and review Learnership and Internship Programmes Policies and strategies;

**ENQUIRIES APPLICATIONS** : Ms E Zeekoei ☎ (012) 315 -1436  
: Quoting the relevant reference number, direct your application to: Postal address: Human Resources: The Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 28 December 2010

**POST 49/60** : **DEPUTY DIRECTOR: FINANCIAL ADMINISTRATION REF NO: 227/10/WC**

**SALARY** : R406 839– R479 238 per annum (all inclusive).The successful candidate will be required to sign a performance agreement.

**CENTRE** : Regional Office, Western Cape

**REQUIREMENTS** : B-Degree or equivalent qualification with Accounting; Five (5) years management experience; advanced knowledge of all applicable financial Acts and regulations. Skills and competencies: Proven managerial skill; problem solving; attention to detail; Computer literacy; problem solving; Knowledge of the basic Accounting System (BAS) and PERSAL; Good planning; organizing and motivational skills; ability to analyze problem areas and to initiate corrective measures; Advanced accounting skills; Good communication skills (written and verbal); Leadership skills at all levels and the ability to function independently; Knowledge of Supply Chain Management; Knowledge of Third Party Funds; Knowledge of External and Internal Audit processes.

**DUTIES** : Oversee and manage Supply Chain, Third Party Funds and Audit facilitation in the Region; Coordinate Third Party Fund inputs relating to Interim Financial Statements and Final Financial Statements; Provide Work plans direction in terms of the sub – directorate’s operational plans; Manage the budget of the sub – directorate; Develop and ensure implementation of systems, procedures and processes of the sub – directorate; Create, execute and monitor operational plans against regional goals and capabilities and the alignment of financial resources to its accomplishment; Set operational strategies, schedule and oversee the implementation of the various projects to the sub – directorate; Provide guidance and advice on human, financial and other resources for the sub – directorate; Internal control and resource management; Liaise with relevant stakeholders in the financial environment regarding transversal financial matters; Responsible for training and development of staff in the sub – directorate.

**ENQUIRIES** : Mr L Loxton at Tel: (021) 469 4044

**APPLICATIONS** : Please forward your application to: The Regional Head, Department of Justice, Private Bag X 9171, Cape Town, 8000 OR Physical address: Mezzanine floor Plein Park Building, Plein Street, Cape Town

**FOR ATTENTION** : Mr N Luddy

**CLOSING DATE** : 28 December 2010

**POST 49/61** : **PROJECT COORDINATOR: PRESIDENTIAL PROJECT BUA SOUTH AFRICA (UNITY IN DIVERSITY), REF NO 10/334/CS**  
 Three Year Contract Appointment  
 Division: Court Services: Chief Directorate: Constitutional Development

**SALARY** : R 406 839 – R479 238 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : Tertiary qualification in Project Management; Any qualification in Social/Political Science will be an advantage; Three (3) years experience in Junior Management; Three years experience in Project Management; Experience in convening multifaceted, multi-stakeholder Dialogues will be an added advantage; Knowledge and experience in Human Rights field particularly in Diversity Management; Knowledge of Financial Management; Knowledge and experience in management of Human Resources; A valid driver’s license. Skills And Competencies: Communication (written and verbal) skills; Financial Management; Presentation Skills; Project Management; Report writing skills; Computer skills (Ms Word, Excel, Outlook and Project); Performance Management; Interpersonal skills; Research and development skills;

**DUTIES** : Implement the Presidential Project Bua South Africa; Implement the public awareness campaigns and community outreach programmes through community dialogues at provincial and local level that will promote an understanding of respective cultures, languages, religions and other practices of people in South Africa; Provide support with the compilation of the national and provincial dialogues reports including all the activities and programmes of the Project; Perform day to day activities of the Project Office and the Project; Coordinate and provide secretarial and logistical support to the meetings of the

Steering Committee, Governing Council, National Consultative Forum, and Technical Working Groups; Implement the Monitoring and Evaluation Plan; Render assistance in the coordination of the stakeholder relations, for the NID Project; Maintain the database of all stakeholders; Assist in the compilation of the overall budget of the Project; Provide support to the overall activities of the by developing training plans, attend meetings, submit monthly and quarterly reports, Governing Council, National Consultative Forum and Technical Working Groups.

**ENQUIRIES** : Ms C Patrick ☎ (012) 315 1150  
**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** : 28 December 2010

**POST 49/62** : **SOCIAL WORKER SUPERVISOR (GRADE 1-2) REF NO: 10/377/FA**

**SALARY** : R 211 179 – 392 865 per annum. (Salary will be in accordance with the OSD determination).The successful candidate will be required to sign a performance agreement.

**CENTRE** : Family Advocate: Kimberley  
**REQUIREMENTS** : Bachelors Degree in Social Work or equivalent qualification that allows professional registration with the SACSSP; A minimum of 7 years appropriate experience in Social Work after registration as Social Worker with the SACSSP; Knowledge and experience in Mediation; Court experience in Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce matters Act, Maintenance Act and Domestic Violence Act; A valid driver's license. SKILLS AND COMPETENCIES: Supervisory skills; Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.

**DUTIES** : Assist in the supervision of the work of Family Counsellors; Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related Family Law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in Family Law disputes;

**ENQUIRIES** : Adv. M. Mafojane: Tel ☎ (053) 833 1063  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 28 December 2010

**POST 49/63** : **PROJECT OFFICER: PRESIDENTIAL PROJECT BUA SOUTH ARICA (UNITY IN DIVERSITY), REF NO: 10/330/CS**

Three Year Contract Appointment:  
 Division: Court Services: Chief Directorate: Constitutional Development

**SALARY** : R206 982 (plus 37% in lieu of benefits) = R283 565 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Pretoria  
**REQUIREMENTS** : Tertiary qualification in Project Management; Any qualification in Social/Political Sciences will be an added advantage; At least 3 years of experience in the administration of projects; Strong knowledge of executive secretarial and logistics support; Knowledge in Financial Management. Skills And Competencies: Communication (written and verbal); Financial Management; Computer skills; Planning and Organizing; Programme & Project Management;

Secretarial and logistics; Interpersonal skills; Ability to work in a team; Client Orientation and Customer focus; Research skills.

**DUTIES** : Acting as a focal point for all logistical, secretarial, financial and administrative issues relating to the implementation of the Presidential Project Bua South Africa; Provide research capacity to the Project Office and Project; Assist in monitoring the milestones and output of the project; Provide support in the implementation of the Project Plan; Coordinate meetings, including travel arrangements and expenses reports; Design data collection of the information requirements; Arrange catering and transport for the community dialogues; Records and file all project documents (hard and soft copies); Compile reports on the activities relating to the community dialogues; Support overall activities and programmes of the Project.

**ENQUIRIES** : Ms C Patrick (012) 315 1150

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

**CLOSING DATE** : 28 December 2010

**POST 49/64** : **COURT MANAGER 2 POSTS REF NO: 226/10/WC**

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

**CENTRE** : Magistrate Offices: Clanwilliam (1) and Wynberg (1)

**REQUIREMENTS** : An appropriate 3 - year Bachelor's Degree or 3 year Diploma; Note: National Diploma in Service Management plus module in Case Flow Management shall be considered; At least 3 year's management or supervisory experience. The following will serve as strong recommendations: Knowledge of, and experience in, office and district administration; Knowledge of financial management and the PFMA; A valid driver's license. Skills And Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication skills (verbal and written); Computer literacy.

**DUTIES** : Coordinate and manage the financial and human resources of the office; Coordinate 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 court; Implement Departmental policies at the courts; Compile and analyse court statistics to show performance and 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 communication and relations with the internal and external stakeholders; Manage service level agreements.

**ENQUIRIES** : Mr J Manuel at Tel: (021) 469 4005

**APPLICATIONS** : Please forward your application to: The Regional Head, Department of Justice, Private Bag X 9171, Cape Town, 8000 OR Physical address: Mezzanine floor Plein Park Building, Plein Street, Cape Town

**FOR ATTENTION** : Mr N Luddy

**CLOSING DATE** : 28 December 2010

**POST 49/65** : **COURT MANAGER REF NO: 51/10/LMP**

**SALARY** : R206 982 – R250 035 per annum .The successful candidate will be required to sign a performance agreement.

**CENTRE** : Magistrate Office, Tzaneen

**REQUIREMENTS** : An appropriate three (3) year Bachelor's degree or 3 year National Diploma. Note: National Diploma in Service Management plus module in Case Flow Management shall be considered; Three years Managerial or Supervisory experience; A valid driver's licence; The following will serve as a strong recommendations: Knowledge and experience in Office and District Administration; Knowledge of Financial Management and PFMA. Skills And Competencies: Strong leadership skills and Management capabilities, Strategic capabilities; Good Communication skills (verbal and written); Computer Literacy.

- 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 and 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** : Mr. Maakamedi TP ☎ 015 287 2034  
Ms. Phalane MR ☎ 015 287 2035
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
- CLOSING DATE** : 28 December 2010
- POST 49/66** : **ADMINISTRATIVE OFFICER REF NO: 52/10/LMP**
- SALARY** : R174 117 – R205 101 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office, Mutale
- REQUIREMENTS** : Bachelor's degree or equivalent qualifications; Two years experience in Administration; A valid drivers' license. Skills And Competencies: Computer literacy (MS Office); Good interpersonal skills; Ability to work under pressure; Attention to detail; Experience in Court Administration will serve as an added advantage;
- DUTIES** : Supervisor of the Clerks in Court (clerk of court, finance, procurement, family court and administration); Checking the work done in the Civil and Criminal Courts; Checking the work done in finance section (MMT through JDAS and Vote Account); Reconcile Witness Fees, and MMT; Monitor and control the capturing of cases through E-Scheduler; Checking work done in Registry, Estates, Family court; and Provisioning; Manage the Performance Management System in the Office; Compile statistics to indicate performance and trends; Manage finances at offices complying with PFMA, DFI, and other instructions issued from time to time by CFO; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Supervise administrative staff on a daily basis; Co- ordinate and manage the financial and human resources of the Office.
- ENQUIRIES** : Mr. Maakamedi TP ☎ 015 287 2034  
Ms. Phalane MR ☎ 015 287 2035
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
- CLOSING DATE** : 28 December 2010
- POST 49/67** : **CHIEF DEBT COLLECTION CLERK REF NO: 10/341/SA**
- SALARY** : R140 208 – R165 159 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : State Attorney: Cape Town
- REQUIREMENTS** : 3 years Diploma in Paralegal Studies and or Senior Certificate plus ten years working experience; At least 2 years debt collection experience; Relevant administrative experience; Knowledge of debt recovery procedures in Magistrates and High Courts. Skills And Competencies: Supervising and training skills; Computer literacy (MS Office); Good communication (written and verbal) skills; Good interpersonal skills; Experience in debt collection; Numerical skills; Able to work under pressure and solve problems.
- DUTIES** : Provide effective people management; Prepare reports and statistics; Train sub-ordinates; Draft and type pleadings and processes such as Summons Warrant

of Execution, Judgment etc; Responsible for filling, photocopying and faxing of document; Negotiate payments with debtors, placing advertisements in the newspaper; Attend to telephone enquiries from client departments, debtors, etc; Consult with clients and debtors and negotiate payment with them; Provide appropriate advice to client departments; Calculation of payment and interest towards settlement of debt.

**ENQUIRIES APPLICATIONS** : Ms K Ngomani ☎ (012) 357-8661  
 : 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 Building, Pretoria, 0001.

**CLOSING DATE** : 28 December 2010

**POST 49/68** : **STATE ACCOUNTANT 2 POSTS REF NO: 10/380/CFO**  
 Division: Payroll

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

**CENTRE REQUIREMENTS** : National Office, Pretoria  
 : Bachelor's Degree in Finance or equivalent qualifications in Finance; At least one year experience in a salary environment (Accounts, Debts or PAYE reconciliation); Knowledge of PERSAL, Basic Accounting System (BAS), Public Financial Management Act (PFMA) and National Treasury Regulations; Skills And Competencies: Computer literacy (Advance MS Excel will serve as an additional advantage); Communication (written and verbal) skills; Planning and organizing skills; Leadership and management capabilities; Ability to work under pressure and be self-motivated.

**DUTIES** : Ensure effective people management; Ensure office discipline and providing on the job training to subordinates; Reconcile and clear Salary Suspense and Control accounts; Ensure that salaries, allowances and deductions are implemented timorously; Ensure that pay sheets are distributed timely and returned as per National Treasury Regulations; Manage control and recover staff debts; Manage payments of all S&T claims and advances; Perform monthly and annual Income Tax reconciliation; Ensure adherence to all applicable prescripts, policies and procedures.

**ENQUIRIES APPLICATIONS** : Ms. E Zeekoei ☎ (012) 315 1436  
 : 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** : 28 December 2010

**POST 49/69** : **STATE ACCOUNTANT REF NO: 53/10/LMP**  
 Salaries & Expenditure

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

**CENTRE REQUIREMENTS** : Regional Office: Limpopo (Polokwane)  
 : B Com Degree or equivalent qualification in finance with accounting as a subject; At least one year working experience in a financial environment especially debts, tax, salary related suspense accounts; Knowledge of Persal and BAS; Good understanding of the PFMA, Basic Accounting System (BAS), National Treasury Regulations and PERSAL experience. The following will serve as recommendations: Knowledge and experience in office and district administration; Knowledge of the financial Management Act (PFMA) and Treasury Regulations. Skills And Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Planning and organizing skills; Accuracy and attention to detail; Problem solving skills.

**DUTIES** : Manage and perform all Persal related payments, salary deductions and S&T claims payments; Supervise the Accounting Clerk and Senior Accounting Clerk by allocating work, ensuring orderliness in work performance, quality and

turnover, ensuring office discipline and providing on-the-job training; Evaluate work performance of sub-ordinates; Ensure adherence to all applicable prescripts and regulations; Control and monitor the Petty Cash; Ensure that all resignations and debt take-on are finalized.

- ENQUIRIES** : Mr. Maakamedi TP ☎ 015 287 2034 or  
Ms. Phalane MR ☎ 015 287 2035
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
- CLOSING DATE** : 28 December 2010
- POST 49/70** : **SENIOR COURT INTERPRETER REF NO: 54/10/LMP**
- SALARY** : R140 208 – R165 159 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office, Polokwane
- REQUIREMENTS** : Grade 12 or equivalent qualification plus five (5) years experience in court interpreting; Tertiary qualification will be an advantage; Applicants will be subjected to a language test; A valid drivers license will be an added advantage; Language requirements: English, Afrikaans, N.Sotho, Tsonga and Venda; Fluency in Zulu, Swazi and Shona will be an added advantage. **SKILLS AND COMPETENCIES:** Computer literacy (MS Office); Good communications (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Interpret in Criminal Court, Civil Court, Labour Court, quasi – judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep Court records up to date; Supervise Court Interpreters; Perform any other duty that he/she may be assigned to in terms of rationalization of functions by the office.
- ENQUIRIES** : Mr Nxumalo LT ☎ 015 287 2080 or  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
- CLOSING DATE** : 28 December 2010
- POST 49/71** : **COURT INTERPRETERS 5 POSTS REF NO: 55/10/LMP**
- SALARY** : R94 575 – R111 408 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Offices, Dzanani (1), Thohoyandou (1), Mankweng (1), Nebo (1) and Seshego (1).
- REQUIREMENTS** : Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a Language test; A valid driver's license will serve as an added advantage; Language requirements: English, Afrikaans, N.Sotho, Tsonga and Venda; Fluency in Zulu, Swazi and Shona would be an added advantage; **Skills And Competencies:** Computer literacy (MS Office); Good communications (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Interpret in Criminal Court, Civil Court, Labour Court, quasi – judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep Court records up to date; Perform any other duty that he/she may be assigned to in terms of rationalization of functions by the office.
- ENQUIRIES** : Mr Nxumalo LT ☎ 015 287 2080  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
- CLOSING DATE** : 28 December 2010

**POST 49/72** : **ACCOUNTING CLERK REF NO: 10/379/SA**

**SALARY** : R79 104 – R93 180 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : State Attorney: Mthatha

**REQUIREMENTS** : Grade 12 (senior certificate) or equivalent qualification; Relevant administrative experience; Skills And Competencies: Computer literacy; Numeracy skills; Communication skills (written and verbal); Good interpersonal skills; Ability to work independently and under pressure; Customer service orientated and ability to work with public in a professional manner;

**DUTIES** : Perform variety of routine accounting duties related to the core functions of the Department; Handling and processing of all administrative functions related to Transport Section, support services, provisioning and human resources at the State Attorney’s Office; Render support function to the Manager and to assist in daily operations of the unit.

**ENQUIRIES** : Ms A Filander ☎ Tel: 012 315-1094

**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.

**POST 49/73** : **ADMINISTRATION CLERK (DCRS) 2 POSTS**

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

**CENTRE** : Magistrate Office, Kuruman: Ref: NC/98/10  
Magistrate Office, Calvinia: Ref: NC/99/10

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

**DUTIES** : The maintaining of criminal record books and charge sheets; he writing and tracing of summonses; The writing of witness fees books; The completing and issuing of committal warrants and arrest warrants; The rendering of court requirements; The rendering of assistance in general case flow management; The recording of court proceedings; Filing of cases (charge sheets); Operating court recording equipment, ensure the maintenance and safekeeping thereof; Provide any administrative support as required by the relevant Court Manager.

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

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

**CLOSING DATE** : 23 December 2010

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

**POST 49/74** : **DATA CAPTURER, 10 POSTS REF NOE: 10/374/CFO DEMAND & ACQUISITION MANAGEMENT**  
3 Month Contract Appointment

**SALARY** : R66 750+ 37% in lieu of benefits = R91 447 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : Grade 12 or equivalent qualification; Relevant experience. Skills And Competencies: Computer Literate; Good computerized skills; the ability to work under pressure and be self-motivated.



- DUTIES** : Receive application forms; Check applications for compliance; Record applications in the register; Capture suppliers applications; Link suppliers to commodities; Sort and file applications; Provide support to the office as a whole.
- ENQUIRIES** : Ms E Zeekoei 📞 (012) 315 1436
- 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.
- POST 49/75** : **GRADUATE RESEARCH INTERNS REF NO: 10/378/DG**  
5 Temporary Positions
- SALARY** : Stipend: R3 000 per month.
- CENTRE** : The Department of Justice & Constitutional Development requires the services of Legal Interns for a period of 12 months within the following centre: Office Of The DG: Gender Unit.
- REQUIREMENTS** : An appropriate four year legal degree or LLB; A valid driver's license will be a recommendation; Graduates who recently obtained qualifications are encouraged to apply.
- DUTIES** : Conduct legal research as requested by the Gender Directorate; Compile and collate information on Equality Legislation; Assist with administration duties in the Gender Directorate; Update database of internal and external stakeholders; Maintain the Gender Directorate Information Resource centre.
- ENQUIRIES** : Mr A Canham 📞 (012) 315 1464
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

## DEPARTMENT OF LABOUR

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

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

## MANAGEMENT ECHELON

- POST 49/76** : **CHIEF DIRECTOR: PROVINCIAL OPERATIONS**  
Provincial Directorate: Eastern Cape, East London
- SALARY CENTRE REQUIREMENTS** : R790 953 all inclusive flexible package  
: East London  
: Individuals who are in possession of a relevant B Degree or equivalent qualification with a proven managerial track record can apply. The ideal candidate should be conversant with the public service transformation and management issues and have the ability to convert policy into action. Experience: Proven experience in labour market issues and the ability to liaise on a wide front will be an added advantage. Knowledge and Skills: Knowledge of legislation specific to the relevant post, strong administration and financial management, strong leadership and strategic decision making abilities, good communication, good interpersonal relations and the ability to build high performance teams, computer literacy, performance management, marketing and facilitation
- DUTIES** : •Manage of the following Business Units in the Provincial Office: •Beneficiary Services, •Employment and Skills Development Services, •Inspection and Enforcement, •Labour Market Information Statistics and Planning, •Management Support Services. •In addition, he / she will be responsible for a number of Regional Offices in their relevant areas, liaise with the relevant Provincial Government services on matters of mutual interest as well as role players in the field of Labour and represent the Department on Labour related bodies, statutory bodies and inter departmental structures of government in the Eastern Cape. •Responsible for the overall Performance Management of the Province (organisational and individual performance management) •Act as principal spokesperson for the Department at Provincial level. •Responsible for sound financial management in the Province.
- ENQUIRIES** : Ms PS Zondeki no (012) 309 4126
- CLOSING DATE** : 20 December 2010

## OTHER POST

<b><u>POST 49/77</u></b>	:	<b><u>OFFICE ADMINISTRATOR</u></b> Chief Directorate: Labour Relations, Directorate: Collective Bargaining, Head Office, Pretoria
<b><u>SALARY</u></b>	:	R 140 208 (Commencing) and R 196 999 (All inclusive) per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate with Typing as fully passed subject or a Secretarial Certificate / three year Diploma or equivalent qualification plus 2 - 3 years relevant experience. Knowledge and Skills: Knowledge of Labour Legislation relevant of the post, good command of the English language and at least one other official language, sound organizational and interpersonal relations, planning and organizing, tact and discretion, able to work under pressure and unsupervised, document tracking, storage and retrieval, computer literacy, confident, accuracy and efficiency, good communication, telephone etiquette, analytical.
<b><u>DUTIES</u></b>	:	•Manage the Director's diary and other logistical arrangements. •Arrange meetings for the Director. •Type letters, submissions, memos, reports and open mail. •Prepare presentations for meetings. •Render a general secretarial and office auxiliary services. •Follow up on decisions and / or resolutions taken during meetings. •Type and file all documents for the Director including electronic filing. •Travel and accommodation arrangements.
<b><u>ENQUIRIES</u></b>	:	Mr I Macun tel no (012) 309 4634
<b><u>CLOSING DATE</u></b>	:	28 December 2010

**THE PRESIDENCY**

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or hand deliver at 535 Proes, Arcadia, Pretoria.
- FOR ATTENTION** : Ms M Makgae
- CLOSING DATE** : 23 December 2010, 16h30
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered, It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

**OTHER POSTS**

- POST 49/78** : **ADMINISTRATIVE OFFICER: PROTOCOL AND CEREMONIAL SERVICES**
- SALARY** : R140 208 per annum
- REQUIREMENTS** : Senior Certificate and appropriate Diploma in Office Management or Secretarial. Good communication skills (both verbal and written) sound interpersonal skills and Computer Literacy. Good record management skills and be familiar with Information Documentation System (IDMS), sound organizational skills and good minute taking ability, Ability to work effectively and efficiently under pressure, and be a team player. Good understanding of government operations. Computer literacy. Valid Driver's license will be an added advantage.
- DUTIES** : Liaise with travel agents for travel arrangements, Support the Protocol and Ceremonial Services unit with administration, Update and maintain all guest lists (Database), Perform secretarial duties as and when required, Compile and send out Invitations or notices of meetings, workshops, arrange catering for meetings, taking of minutes during meetings, responsible for letters of acknowledgements for general correspondence for officials within the unit of Protocol and Ceremonial Services.
- ENQUIRIES** : Ms Lerato Phillips Tel (012) 3081923

## DEPARTMENT OF TOURISM

*The National Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of this post and candidates whose appointment /promotion/transfer will promote representivity will receive preference.*

**APPLICATIONS FOR ATTENTION** : The Director-General, Department of Tourism, Private Bag X424, Pretoria, 0001.  
**CLOSING DATE** : Ms T Mabitsi  
**APPLICATIONS** : 7 January 2011  
 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.

## MANAGEMENT ECHELON

**POST 49/79** : **DEPUTY DIRECTOR-GENERAL: TOURISM DEVELOPMENT REF NO: NDT181/2010**  
 Five-Year Contract

**SALARY** : Remuneration package of R 976 317 per annum (all-inclusive salary package). The remuneration package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.

**CENTRE REQUIREMENTS** : Pretoria  
 Bachelor's degree or an appropriate equivalent qualification and proven relevant senior executive and financial management experience. Strong strategic capacity and leadership skills. Experience and skills in public policy development and implementation and an understanding of the work of Government and the various stakeholders. Good analytical, innovative, problem solving and interpersonal skills. Change management skills and experience. People management skills. Ability to communicate effectively at all levels. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Willingness to travel nationally and internationally.

**DUTIES** : As a member of the Department's Strategic Management team, the incumbent will be reporting to the Director General and responsible for: The provision of strategic direction, control and management of the Tourism Development Branch. Management of product and enterprise development. Facilitation of the development of tourism infrastructure projects under the Expanded Public Works Program. Management of Sector Transformation. Development of policies and strategies related to the tourism sector. Management of the day-to-day strategic issues and lead diverse interdisciplinary teams of professional staff.

**ENQUIRIES** : Mr A Mafanele: 012 310 3765

**POST 49/80** : **CHIEF DIRECTOR: LEGAL SERVICES REF NO: NDT182/2010**  
 Five Year Contract

**SALARY** : Remuneration package of R790 953.00per annum (including basic salary 60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.

**CENTRE REQUIREMENTS** : Pretoria  
 A Bachelor's degree in Law, admission as an attorney or advocate with extensive practical experience as an attorney or advocate. Practical experience in the use of standard legal enforcement tools; practical experience in the management of projects; ability to negotiate, litigate, mediate, arbitrate and conciliate, especially in relation to matters related to the environment and tourism management. General legal knowledge and good commercial law

knowledge. The successful incumbent must have the ability to advise on international instruments, negotiations and protocol. An understanding and experience of policy development and law reform. A good understanding of government policies and legislation is required.

**DUTIES** : Overall management of the Chief Directorate: Legal Services. The Chief Director: Legal Services will undertake the following specific tasks: Coordinate and conduct quality assurance on all legal issues and legal documentation in the field of tourism. Manage the legal issues related to the Department's involvement in tourism. Manage the law reform programme of the Department, manage litigation by and against the Department and provide opinions and general legal advice. Co-ordinate and manage administrative appeals.

**ENQUIRIES** : Mr A Mafanele: 012 310 3765

**NOTE** : The person appointed to this position will be subjected to security clearance, the signing of a performance agreement and employment contract. Applicants will be subjected to a competency assessment test and qualifications will be verified.

#### **OTHER POST**

**POST 49/81** : **SENIOR HUMAN RESOURCE PRACTITIONER: PERFORMANCE MANAGEMENT REF NO: NDT183/2010**

**SALARY** : R174 117.00 per annum (Total package of R251 702.00 per annum) Conditions apply

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Bachelor's Degree and/or relevant experience in Human Resource Management Prospective candidates should have proven skills in the following areas, namely: Computer literacy with a sound knowledge of MS Word, MS Excel, MS Power-point, MS Access, Internet usage and GroupWise. An ability to work under pressure, have good communication, analytical and statistical skills. The candidates must be able to formulate, interpret and implement HR practice, procedures and policies. The candidate must have knowledge of Performance Management and Performance Auditing. The candidates must have good administrative, financial and project management experience.

**DUTIES** : The successful candidate will support the development and implement effective performance management system. Support effective management of individual performance. Provide effective management and implementation of probation period. Facilitate implementation of personnel development plans. Administer performance incentive scheme. Render a human resource advisory service to the management of the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other human resource related issues to promote an effective human resource environment.

**ENQUIRIES** : Ms N Songelwa, Tel. (012) 310 3480

**NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment.

## DEPARTMENT OF WATER AFFAIRS

**CLOSING DATE** : 24 December 2010  
**NOTE** : Applications must be submitted on form Z83, obtainable from any Government 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 49/82** : **ENGINEER (PRODUCTION) GRADE A – C**  
 Sub - Directorate Planning, Operation and Maintenance

**SALARY** : R371 838 – R570 051 p.a. (inclusive package) (Based on proven experience)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A recognised four-year Bachelor's degree in Mechanical/Civil Engineering or equivalent qualification as prescribed in the Engineering Professions of South Africa Act, 2000 (Act No. 46 of 2000). Registration/Eligibility for registration as an Engineer with the Engineering Council of South Africa (ECSA) will serve as an advantage. Three years appropriate experience in the operation and maintenance of water services infrastructure. Knowledge of project and contract management. Financial background. Excellent written and verbal communication skills. Sound knowledge of the Water Services Act, policies and strategic framework for water services. Computer literacy.

**DUTIES** : Ensure that the objectives of the strategic framework for water services are efficiently implemented and maintained by all relevant institutions for delivery of water services to end-users. Monitor, regulate and render assistance to municipalities on the operation and maintenance of water sanitation infrastructure. Assist the Deputy Director: Planning, Operation and Maintenance with support and regulation of management issues with regard to infrastructure utilisation by water services providers (WSPs) and water services authorities (WSAs). Liaise with and support the WSAs responsible for water services operation and maintenance and monitor programmes. Evaluate reports from WSPs and WSAs against operation and maintenance milestones and liaise with Technical Managers in WSPs and WSAs on non-compliance and proposed corrective actions. Manage refurbishment of transferred schemes.

**ENQUIRIES** : Mr L.R. Tloubatla, tel. 051 405 9000.  
**APPLICATIONS** : Please forward your application, quoting the post reference number, to: The Chief Director: Free State Department of Water Affairs, Private Bag X528 Bloemfontein, 9300 or hand-deliver to 2<sup>nd</sup> Floor, Bloem Plaza, corner East Burger and Maitland Streets, Bloemfontein.

**FOR ATTENTION** : Ms P. Mogolo.

**POST 49/83** : **ENGINEER (PRODUCTION) GRADE A – C**  
 Sub - Directorate Planning, Operation and Maintenance

**SALARY** : R371 838 – R570 051 p.a. (inclusive package) (Based on proven experience)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A recognised Engineering degree (B.Sc. or B.Eng.) in Water Care, Chemical, Civil, Survey and Quantity Surveying or equivalent qualification as prescribed in the Engineering Professions of South Africa Act, 2000 (Act No. 46 of 2000). Registration/Eligibility for registration as an Engineer with the Engineering Council of South Africa (ECSA) will serve as an advantage. Three years appropriate experience in the field of planning, operation and maintenance.

Certificate in Project Management. Three years experience in project planning and implementation. Knowledge of strategic frameworks for water services, National Water Act and Water Service Act. Knowledge of integrated water resource planning and management. Good written and verbal communication skills, computer literacy (preferably in MS Word, Excel and PowerPoint). A valid driver's licence.

**DUTIES** : Manage projects and water services programme. Assist and support WSAs in pre-planning, planning and implementation of services projects. Evaluate project designs and technical drawings as well as recommend for approval. Ensure the development of implementation readiness reports and feasibility studies by WSAs. Liaise with the WSAs and consultants regarding the development of technical reports. Evaluate technical reports and feasibility studies within Free State region. Compile the performance evaluation reports. Attend all water services sector meetings. Liaise with other sector departments on infrastructure development programmes. Act as the programme manager for the RBIG programme and drought relief projects for the region. Recommend on MIG projects, attend the IDP and PMU meetings with WSAs. Co-ordinate the WSDP and assist with the rolling-out of the WSDP framework to all the WSAs. Produce analytical technical reports on the water services sector. Supervise and train subordinates. Update the monthly, quarterly and annual progress reports as per the regional operation plan. Supervise and train Engineering Technicians and graduate Trainees.

**ENQUIRIES** : Mr L.R. Tloubatla, tel. 051 405 9000.  
**APPLICATIONS** : Please forward your application, quoting the post reference number, to: The Chief Director: Free State Department of Water Affairs, Private Bag X528 Bloemfontein, 9300 or hand-deliver to 2<sup>nd</sup> Floor, Bloem Plaza, corner East Burger and Maitland Streets, Bloemfontein.

**FOR ATTENTION** : Ms P. Mogolo.

**POST 49/84** : **GIS PROFESSIONAL (PRODUCTION) GRADE A – C**

**SALARY** : R320 406 – R491 190 p.a. (inclusive package) (Based on proven experience)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A four-year Bachelor's degree in GIS (NQF level 7). Three years post-qualification GIS professional experience including extensive experience in the use of ESRI software. Compulsory registration with PLATO. Computer literacy and the ability to work within a team. Valid driver's licence.

**DUTIES** : Spatial data capture, maintenance, management and quality assurance using ArcGIS software. Document and maintain GIS data capturing and processing procedures and standards. Manage data capturing and processing projects. Routine and adhoc project reporting. Technical GIS support to departmental GIS users. Interpret Geo-database requirements. Geo-database design, management and maintenance. Liaise with departmental GIS users. Supervise the GIS data capturing and processing team. General office administration.

**ENQUIRIES** : Mr W.H. Grobler, tel. 051 405 9000.  
**APPLICATIONS** : Please forward your application, quoting the post reference number, to: The Chief Director: Free State Department of Water Affairs, Private Bag X528 Bloemfontein, 9300 or hand-deliver to 2<sup>nd</sup> Floor, Bloem Plaza, corner East Burger and Maitland Streets, Bloemfontein.

**FOR ATTENTION** : Ms P. Mogolo

**POST 49/85** : **CONTROL ENVIRONMENTAL OFFICER GRADE A (2 POSTS)**

**SALARY** : R238 047 p.a. plus benefits  
**CENTRE** : Bellville and George  
**REQUIREMENTS** : A four-year degree or equivalent qualification in Natural or Environmental Sciences. Six years post-qualification experience in a water management and environmental field, industries, urban development, agriculture, waste management and mining. Understanding of the Department's role and function with respect to water quality and water resource management. Understanding of the National Water Act, 1998 (Act No. 36 of 1998) and related policies, strategies and guidelines as well as the principles of Integrated Water Resource Management. Working knowledge of the Water Services Act, the National



Environmental Management Act, the Environmental Conservation Act, the Minerals and Petroleum Resources Act and the Conservation of Agricultural Resources Act. Experience in minimising impacts from industries, agriculture, urban development and mining. Innovative thinking, negotiation, conflict management, problem-solving and networking skills. Proven managerial and communication (written and verbal) skills. Knowledge of HR and Financial Management policies. Computer literacy. Clear understanding of transformation and service delivery in the Public Service. A valid Code EB driver's licence (certified copy must be attached) as well as the willingness to travel and work abnormal hours when necessary.

**DUTIES**

: Implement and enforce the National Water Act, relevant policies, strategies and regulations. Integrated water resources management, process water use authorisation and registration applications, compliance monitoring, reporting and enforcement, procurement, financial management and implement policies and procedures pertaining to water quality. Promote water conservation and efficient water use through the authorisation process. Provide specialist input on applications made in terms of environmental, mining and agricultural legislation. Facilitate and co-ordinate the training, capacity building and career development of staff. Supervise and mentor Water Pollution Control Officers and other subordinates. Assist in establishing and regulating water management institutions.

**ENQUIRIES  
APPLICATIONS**

: Mr D. Daniels and Mr J. Roberts, tel. 021 950 7100.  
: Please forward your application, quoting the post reference number, to: The Chief Director: Western Cape Regional office, Department of Water Affairs, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

**FOR ATTENTION**

: Mr B. Saki.

**POST 49/86**

: **CONTROL ENVIRONMENTAL OFFICER GRADE A**

**SALARY  
CENTRE  
REQUIREMENTS**

: R238 047 p.a. plus benefits  
: Bellville  
: A four-year degree or equivalent qualification in Natural or Environmental Science. Six years post- qualification experience in the field of Resource Directed Measures (RDMs). Knowledge of the National Water Act and all water-related and relevant Environmental Management legislation and policies. Sound knowledge of all aspects and processes related to RDMs and Integrated Water Resource Management. Basic hydrological modelling background/experience. Knowledge of hydraulic and hydrological application in terms of Water Resource Protection. Knowledge and experience in River Health monitoring and indices. Knowledge and understanding of the tools developed for Reserve determination. Proven ability and experience to write and interpret technical and scientific reports and documents and assist with the management of projects. Proven management and negotiation skills. Ability to work productively in an environment consisting of multi-disciplinary internal and external DWA staff and stakeholders. Computer literacy with practical experience in using software packages such as MS Word, Excel, PowerPoint and Outlook. A valid drivers licence (certified copy must be attached). Good written and verbal communication, presentation and report writing skills. Ability to provide technical and scientific support to other DWA functions as well as the ability to capacitate and act as a mentor and supervisor to junior staff. Innovative, enthusiastic and creative. Ability to manage stress and large workloads. Good interpersonal skills. Willingness to travel extensively and be away from the office for extended periods. Appropriate testing of skills may be undertaken.

**DUTIES**

: Implement the National Water Act with the focus on RDMs including the implementation of the Reserve in the 4 WMAs as well as the River Health monitoring programme and Adopt-a-River initiative. Conduct low confidence reserves, including running the hydrological and other relevant models. Organise field trips and assist with the preparation of required supportive technical information as well as the writing of technical and other reports. Liaise with the National RDM office on (higher confidence) reserve determination and implementation. Liaise with internal and external stakeholders regarding RDM initiatives. Integrate reserve determinations with other DWA functions within the

Regional Office such as licence applications and provide general technical and scientific support. Develop TORs and manage PSPs. Participate in capacity building and mentorship programmes for junior staff.

**ENQUIRIES APPLICATIONS** : Ms W. Kloppers, tel. 021 950 7100.

: Please forward your application, quoting the post reference number, to: The Chief Director: Western Cape Regional office, Department of Water Affairs, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

**FOR ATTENTION** : Mr B. Saki.

**POST 49/87** : **CONTROL ENGINEERING TECHNICIAN (CIVIL) GRADE A**  
Sub - Directorate Water Use

**SALARY CENTRE REQUIREMENTS** : R234 528 p.a.  
 : Bloemfontein  
 : National diploma in Civil Engineering (T/N stream). Six years post-qualification technical experience. Compulsory registration with ECSA as a professional Engineering Technician. Appropriate working experience preferably in the Water Resource Management field. Knowledge of water related and other Government legislation, i.e. National Water Act. Computer literacy. Good written and verbal communication skills. Financial management and general management skills as well as a valid code B driver's licence and the willingness to travel.

**DUTIES** : Authorisation of water use as well as the management, control and verification of water use in the Upper Orange and Middle Vaal Water Management areas. The incumbent will also be responsible for the management of his/her section and training of subordinates. Assist with the compilation and management of the budget for the sub-directorate and provide supervision and assistance to the WARMS section.

**ENQUIRIES APPLICATIONS** : Mr V.G. Blair, tel. 051 405 9000.  
 : Please forward your application, quoting the post reference number, to: The Chief Director: Free State Department of Water Affairs, Private Bag X528 Bloemfontein, 9300 or hand-deliver to 2<sup>nd</sup> Floor, Bloem Plaza, corner East Burger and Maitland Streets, Bloemfontein.

**FOR ATTENTION** : Ms P. Mogolo.

**POST 49/88** : **CONTROL ENGINEERING TECHNICIAN (CIVIL) GRADE A**  
Sub - Directorate Water Use

**SALARY CENTRE REQUIREMENTS** : R234 528 p.a.  
 : Bloemfontein  
 : National diploma in Civil Engineering (T/N stream). Six years post-qualification technical experience. Compulsory registration with ECSA as a professional Engineering Technician. Appropriate working experience preferably in the Water Resource Management field. Knowledge of water related and other Government legislation, i.e. National Water Act. Computer literacy. Good written and verbal communication skills. Financial management and general management skills as well as a valid code B driver's licence and the willingness to travel.

**DUTIES** : Authorisation of water use as well as the management, control and verification of water use in the Upper Orange Water Management area. The incumbent will also be responsible for the management of his/her section and training of subordinates. Assist with the compilation and management of the budget for the sub-directorate.

**ENQUIRIES APPLICATIONS** : Mr V.G. Blair, tel. 051 405 9000.  
 : Please forward your application, quoting the post reference number, to: The Chief Director: Free State Department of Water Affairs, Private Bag X528 Bloemfontein, 9300 or hand-deliver to 2<sup>nd</sup> Floor, Bloem Plaza, corner East Burger and Maitland Streets, Bloemfontein.

**FOR ATTENTION** : Ms P. Mogolo.

**POST 49/89** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION) (4 POSTS)**

**SALARY CENTRE** : R208 197 p.a. plus benefits  
 : Bellville and George

<b><u>REQUIREMENTS</u></b>	:	Four-year degree in Environmental Science or related field. Four years relevant experience in the field of water quality management and integrated water resource management will serve as an advantage. A sound knowledge of the National Water Act and related policies, strategies and guidelines as well as knowledge of other relevant legislation. Knowledge of industrial, agricultural and mining processes and waste water treatment processes. Computer literacy as well as a valid driver's licence (copy must be attached). Willingness to travel extensively and work irregular hours. Proven management and negotiation skills. Good communication skills (both written and verbal). Report writing skills. Appropriate testing of skills may be undertaken.
<b><u>DUTIES</u></b>	:	Implement and enforce the National Water Act and relevant policies, strategies and regulations. Integrated water resources management, processing of water use authorisation and registration applications, compliance monitoring and reporting. Provide specialist input on applications made in terms of environmental, mining and agricultural legislation. Processing of water use licence applications. Support and manage catchment management forums. Liaise with stakeholders in the water sector and other Government departments. Conduct regular compliance monitoring at industries, wineries and local authorities, etc. Manage water quality monitoring and the investigation of pollution incidents. Supervise and mentor Bio-Diversity Officers (Production) and other subordinates.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr D. Daniels and Mr J. Roberts, tel. 021 950 7100.
<b><u>FOR ATTENTION</u></b>	:	Please forward your application, quoting the post reference number, to: The Chief Director: Western Cape Regional office, Department of Water Affairs, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville. Mr B. Saki.
<b><u>POST 49/90</u></b>	:	<b><u>ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION) (2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R208 917 p.a. plus benefits Pretoria
<b><u>DUTIES</u></b>	:	Four year degree or equivalent qualification in Natural or Environmental Science and six years post-qualification experience. A valid Code B driver's licence. Provide support in the development of policies and strategies to manage sector water use impacts in accordance with the National Water Act and other Departmental policies and strategies. Assist with the supervision of staff. Undertake both routine and special investigations. Prepare reports and interpret analytical results. Assist in the evaluation of licence applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management and make recommendations regarding the issuing of licences. Promote water conservation and efficient water utilisation through the authorisation process. Provide inputs in projects relevant to the management of water resources initiated by the Department.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr E. Matseba, tel. 012 392 8697.
<b><u>FOR ATTENTION</u></b>	:	Please forward your application, quoting the post reference number, to: Regional Head, Department of Water Affairs, Private Bag X995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Schoeman Street, Pretoria. Ms K. Mathole.
<b><u>POST 49/91</u></b>	:	<b><u>PRINCIPAL HYDROLOGIST</u></b> Sub - Directorate Planning, Operation and Maintenance
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R206 982 p.a. plus benefits Bloemfontein A National diploma or degree in Hydrology, Earth Science, Geohydrology or Environmental/Natural Science. Appropriate experience and understanding of the principles of Integrated Water Resources Management (IWRM). Liaison, presentation and negotiation skills pertaining to water use sector. Computer literacy. Good verbal and written communication skills. Ability to work under pressure. A valid driver's licence.

- DUTIES** : Ensure equitable allocation of water resources by reviewing and making recommendations on water use licence applications with regard to water and sanitation projects. Provide inputs to other directorates on water resource management issues. Make recommendations on EIAs for authorisation purposes. Evaluation of EIAs and technical reports for project registration. Conduct site inspections and reporting. Ensure effective and efficient use of water. Provide technical support to the establishment of water management institutions. Provide scientific support to water use registration and authorisations. Preparation of technical reports on the state of water resources and use. Support and promote department programmes. Supervise and train subordinates.
- ENQUIRIES APPLICATIONS** : Mr V.G. Blair, tel. 051 405 9000.  
: Please forward your application, quoting the post reference number, to: The Chief Director: Free State Department of Water Affairs, Private Bag X528 Bloemfontein, 9300 or hand-deliver to 2<sup>nd</sup> Floor, Bloem Plaza, corner East Burger and Maitland Streets, Bloemfontein.
- FOR ATTENTION** : Ms P. Mogolo.
- POST 49/92** : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A – C (CIVIL) 5 POSTS**
- SALARY CENTRE REQUIREMENTS** : R159 978 – R245 241 p.a. (Based on proven years of experience)  
: Bloemfontein  
: An appropriate National diploma (T/N-stream - Civil). Three years post-qualification technical experience. Valid driver's licence. Compulsory registration with ECSA as a professional Engineering Technician. Computer literacy. Willing to travel and work away from home. Good technical problem-solving abilities. Appropriate experience in project management, fieldwork, formulating and setting of standards as well as managerial and administrative fields. Knowledge of the implementation of the Occupational Health and Safety Act (OHS Act). Knowledge and understanding of Government policies and procurement systems as well as Environmental Conservation and the National Water Act (Act No. 36 of 1998). Good interpersonal relations (good human relations) presentation, organising and analytical skills.
- DUTIES** : Management of maintenance and construction works. Installation and up-keep of real time equipment. Collection and processing of electronic hydrological data. Surveying of gauging structures and cross sections. Calibrating of gauging structures. Current gauging at gauging structures. Flood and drought management.
- ENQUIRIES APPLICATIONS** : Mr C.G.F. Lloyd, tel. 051 405 9000.  
: Please forward your application, quoting the post reference number, to: The Chief Director: Free State Department of Water Affairs, Private Bag X528 Bloemfontein, 9300 or hand-deliver to 2<sup>nd</sup> Floor, Bloem Plaza, corner East Burger and Maitland Streets, Bloemfontein.
- FOR ATTENTION** : Ms P. Mogolo.
- POST 49/93** : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A – C (CIVIL) 2 POSTS**  
Directorate Water Regulation and Use  
Sub - Directorate Water Regulation
- SALARY CENTRE REQUIREMENTS** : R159 978 – R245 241 p.a. (Based on proven years of experience)  
: Bloemfontein  
: A recognised National diploma in Civil Engineering. Three years post-qualification technical experience. Compulsory registration with ECSA as a professional Engineering Technician. Appropriate working experience, preferably in Integrated Water Resource Management. Knowledge of water related Government legislation, i.e. National Water Act, 1998 (Act 36 of 1998) and Water Service Act. Valid driver's licence and willingness to travel. Computer literacy. Good written and verbal communication skills.
- DUTIES** : Investigate water uses for compliance or non-compliance. Take action in terms of the National Water Act, 1998 and Water Services Act. Report on progress, cases, etc. Perform general office and administrative duties.

**ENQUIRIES APPLICATIONS** : Mr W. Grobler, tel. 051 405 9000.  
 : Please forward your application, quoting the post reference number, to: The Chief Director: Free State Department of Water Affairs, Private Bag X528 Bloemfontein, 9300 or hand-deliver to 2<sup>nd</sup> Floor, Bloem Plaza, corner East Burger and Maitland Streets, Bloemfontein.

**FOR ATTENTION** : Ms P. Mogolo.

**POST 49/94** : **GIS TECHNICIAN (PRODUCTION) GRADE A – C**  
 Sub - Directorate Planning, Operation and Maintenance

**SALARY CENTRE REQUIREMENTS** : R159 978 – R245 241 p.a. (Based on proven years of experience)  
 : Bloemfontein  
 : A recognised Bachelor's degree or National diploma in Environmental Science or Civil Engineering as prescribed in the Engineering Professions of South Africa Act, 2000 (Act No. 46 of 2000). Registration/Eligibility for registration as an Engineer with ECSA. Appropriate experience. Knowledge of geographical information systems. Good written and verbal communication skills. Computer literacy. A valid driver's licence.

**DUTIES** : Ensure monthly water sector data quality is checked and captured. Ensure that drawings and maps are produced for planning purposes. Capture data on existing infrastructure using GIS. Assess existing plans and upgrade plans to suit each WSA. Process water use licence applications in terms of the National Water Act, 1998. Identify, with the aid of GIS, water users in the region. Evaluate drawings and plans for regional bulk water projects and MIG projects. Investigation of water resources development and environmental requirements of proposed schemes and water conservation. Investigate the lawfulness of water abstractions throughout the Free State region.

**ENQUIRIES APPLICATIONS** : Mr L.R. Tloubatla, tel. 051 405 9000.  
 : Please forward your application, quoting the post reference number, to: The Chief Director: Free State Department of Water Affairs, Private Bag X528 Bloemfontein, 9300 or hand-deliver to 2<sup>nd</sup> Floor, Bloem Plaza, corner East Burger and Maitland Streets, Bloemfontein.

**FOR ATTENTION** : Ms P. Mogolo.

**POST 49/95** : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A – C**  
 Sub – Directorate Planning, Operation and Maintenance

**SALARY CENTRE REQUIREMENTS** : R159 978 – R245 241 p.a. (Based on proven years of experience)  
 : Bloemfontein  
 : A recognised three-year Engineering degree or National diploma in Water Care, Chemical, Civil, Electrical, Mechanical, Water and Sanitation. Knowledge of monitoring and evaluation of the development sector. Appropriate experience in project planning and implementation. Knowledge of relevant legislation, eg. the National Water Act and Water Service Act. Good written and verbal communication skills. Computer literacy in drawing software. Experience in project design, project management and maintenance fields. Certificate in Project Management will serve as an advantage. A valid driver's licence.

**DUTIES** : Assist the Engineer: Project Management in the management of bulk water projects, bucket eradication projects, internal bulk projects, drought projects and schools water supply and sanitation projects by carrying out the following:  
 ●Contract documentation, tender documentation and approved drawings ●Legal compliance before project execution such as licensing, servitudes and EIA requirements ●Attend technical and site meetings ●Assess payment certificates ●Act as the program co-ordinator for the RBIG program and drought relief projects for the Free State region ●Provide inputs on MIG projects ●Attend IDP and PMU meetings with WSAs ●Co-ordinate and facilitate the WSDP framework to all the WSAs ●Produce analytical technical reports on the water services sector ●Compile monthly progress reports ●Project performance evaluation and reporting.

**ENQUIRIES APPLICATIONS** : Mr L.R. Tloubatla, tel. 051 405 9000.  
 : Please forward your application, quoting the post reference number, to: The Chief Director: Free State Department of Water Affairs, Private Bag X528

Bloemfontein, 9300 or hand-deliver to 2<sup>nd</sup> Floor, Bloem Plaza, corner East Burger and Maitland Streets, Bloemfontein.  
**FOR ATTENTION** : Ms P. Mogolo.

**POST 49/96** : **ENGINEER TECHNICIAN (PRODUCTION) GRADE A – C**  
Sub - Directorate Planning, Operation and Maintenance

**SALARY** : R159 978 – R245 241 p.a. (Based on proven years of experience)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : A recognised three-year Chemical, Civil, Electrical and/or Mechanical Engineering diploma (T-/S-stream) and three years post-qualification technical experience. Compulsory registration with ECSA as a Professional Engineering Technician. Knowledge of monitoring and evaluation of the development sector. Good written and verbal communication skills. Computer literacy. A valid driver's licence.

**DUTIES** : Analyse and integrate all regional water sector relevant information for reporting. Perform project site visits (spot checks). Assist in the provision of monitoring and performance evaluation of the outputs and outcomes of the water sector programme. Assist in ensuring that water services projects meet required standards (impact assessments). Assist the Engineer: Operation and Maintenance with support and regulation of operation and maintenance management issues with regard to water services infrastructure within WSAs and WSPs. Facilitate water service operation and maintenance by ensuring compliance with regulations, registration and licensing, availability of the correct staffing at the water and wastewater treatment plants and asset management. Evaluate reports from WSPs and WSAs against operation and maintenance milestones and liaise with the WSAs and WSPs on non-compliance and proposed corrective actions. Promote water conservation and water demand management measures. Assist with the preparation of monthly and quarterly reports as per the operation plan. Provide feedback to WSAs on the implementation of their water services projects and reporting systems. Implement training interventions to address any identified shortcomings. Facilitate the development of operation and maintenance plans for transferred schemes. Monitor progress and monthly expenditure reports on transferred funds.

**ENQUIRIES** : Mr L.R. Tloubatla, tel. 051 405 9000.  
**APPLICATIONS** : Please forward your application, quoting the post reference number, to: The Chief Director: Free State Department of Water Affairs, Private Bag X528 Bloemfontein, 9300 or hand-deliver to 2<sup>nd</sup> Floor, Bloem Plaza, corner East Burger and Maitland Streets, Bloemfontein.

**FOR ATTENTION** : Ms P. Mogolo.

**POST 49/97** : **CHIEF ACCOUNTING CLERK: REVENUE (CMA)**

**SALARY** : R140 208 per annum (Level 7)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in a possession of a matric / Grade 12 or equivalent qualification with relevant experience. Candidate should have strong accounting skills preferably in accounts receivable. Knowledge of SAP, PFMA and Treasury Regulations and relevant Public Service Financial Prescripts. The candidate should possess analytical and problem solving abilities, interpersonal and organizing skills and communication skills both verbal and written. Strong sense of responsibility and ability to work independently and in team. Computer Literacy.

**DUTIES** : Approval of journals on SAP. Managing Un-identified deposit. Resolving customer queries. Reports (Age analysis, Debt recovery). Refund. Printing invoices and statements. Assist with Reconciliation. Managing Telephone dunning. Monitoring RTS. Writing submission. Monitoring customer maintenance.

**ENQUIRIES** : Ms R Koshane (012) 392 1317  
**APPLICATIONS** : The Regional Head: Gauteng, Department of Water Affairs, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo East building, 285 Schoeman Str, 15<sup>th</sup> floor.

**FOR ATTENTION** : Ms B Mekwa

**POST 49/98** : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING**

**SALARY** : R140 208 per annum (level 7)  
**CENTRE** : Pretoria (Regional Office- Gauteng)  
**REQUIREMENTS** : Applicants must be in a possession of a National Diploma/Degree with strong Accounting skills preferably in accounts payable and salary administration).Working knowledge of the BAS, SAP and PERSAL Systems, knowledge of PFMA, Treasury Regulations, and relevant Public Service Financial Prescripts. Computer Literacy is essential on Ms Office (Ms Word, Excel). The candidate should possess analytical and problem solving abilities, interpersonal and organizing skills, and communication skills both verbal and written. Strong sense of responsibility and ability to work independently and in a team. A valid driver's license will be an added advantage.

**DUTIES** : Ensure reconciliation of the major suppliers accounts of the Gauteng Region. Effective payroll management within the Gauteng Region. Compile, Check, verify and certify as correct and compliant all sundry payments and salary related claims and allowances as well as deduction. Capture transactions i.e. sundry/order payments, allowances, deductions and debts (disallowances) on the BAS, SAP and PERSAL System. Clearing of ledger accounts and suspense accounts. Assist in attending to audit queries. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filling system.

**ENQUIRIES** : Ms BD Mantso. (012) 392-1364  
**APPLICATIONS** : The Regional Head: Gauteng, Department of Water Affairs, Private Bag X995,Pretoria, 0001. Physical address: Bothongo Plaza East, 285 Schoeman Street, Pretoria.

**FOR ATTENTION** : K. Mathole

**POST 49/99** : **ENVIRONMENTAL OFFICER (PRODUCTION) GRADE A - C (5 POSTS)**

**SALARY** : R139 917 – R245 241p.a. plus benefits (Based on proven years of experience)  
**CENTRE** : Bellville, Clanwilliam and George  
**REQUIREMENTS** : A National diploma in Environmental Management or Natural Sciences. Relevant experience in water resource management. Two years experience in water quality management would serve as an advantage. An understanding of the principles of IWRM and knowledge of catchment management. Knowledge of the National Water Act. Computer literacy as well as a driver's licence (certified copy must be attached). Knowledge of industrial, agricultural and mining processes as well as waste water treatment processes. Willingness to travel extensively and work irregular hours. Good communication (written and verbal), report writing and project management skills. Appropriate testing of skills may be undertaken.

**DUTIES** : Processing of water use licence applications. Provide comments on EIAs, environmental program reports and rezoning applications. Support catchment management forums. Liaise with stakeholders in the water sector and other Government departments. Conduct regular compliance monitoring at industries, wineries and local authorities, etc. Water quality monitoring and the investigation of pollution incidents.

**ENQUIRIES** : Mr D. Daniels, Mr M.J. Murovhi and Mr J. Roberts, tel. 021 950 7100.  
**APPLICATIONS** : Please forward your application, quoting the post reference number, to: The Chief Director: Western Cape Regional office, Department of Water Affairs, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

**FOR ATTENTION** : Mr B. Saki.

**POST 49/100** : **ENVIRONMENTAL OFFICER (PRODUCTION) GRADE A - C (4 POSTS)**  
**BERG WATER MANAGEMENT AREA, OLIFANTS- DOORN WATER MANAGEMENT AREA AND GOURITZ WATER MANAGEMENT AREA**

**SALARY** : R139 917 – R245 241plus benefits (Offer based on proven years of experience)  
**CENTRE** : Bellville and George

**REQUIREMENTS** : Relevant National Diploma in Environmental Management or Natural Sciences. An understanding of the principles of integrated water resource management and knowledge of catchment management. Knowledge of the National Water Act, Computer literacy as well as a driver's licence (certified copy must be attached) are essential requirements. Knowledge of industrial, agricultural and mining processes and waste water treatment processes. The successful candidate must be willing to travel extensively and work irregular hours. Good communication skills (both written and verbal), report writing skills and project management skills are essential. Candidates may be required to write a test as part of the interview process. Recommendations: at least 1 year relevant experience in water resource management. A minimum of 2 years experience in water quality management would be an added advantage.

**DUTIES** : Processing of Water use license applications; Provide comments on environmental impact assessments, environmental program reports and rezoning applications; support catchment management forums; liaising with stakeholders in the water sector and other government departments; conducting regular compliance monitoring at industries, wineries and local authorities etc.; water quality monitoring and the investigation of pollution incidents.

**ENQUIRIES** : Mr D Daniels and Mr J Roberts, Tel. 021-9507100

**APPLICATIONS** : The Chief Director: Western Cape, Department of Water Affairs, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville.

**FOR ATTENTION** : Mr B Saki (021) 941 6000

**POST 49/101** : **SENIOR ACCOUNTING CLERK (FINANCIAL ACCOUNTING)**

**SALARY** : R113 568 per annum (Level 6)

**CENTRE** : Pretoria (Regional Office- Gauteng)

**REQUIREMENTS** : Applicants must be in a possession of a National Senior Certificate (Grade 12) with accounting as a passed subject. Working experience in an accounting or finance environment (salary administration and accounts payable) would be added advantage. Knowledge of Treasury Regulations, PFMA, Basic Accounting System (BAS), PERSAL and SAP would be an added advantage. Computer literacy in MS Office (MS Word, Ms Excel), good interpersonal, communication skills (verbal and written) and attention to details.

**DUTIES** : Compile and capture sundry and order payments on BAS and SAP. Compile and capture journals on BAS and SAP. Clear Ledger and Suspense Accounts. Control the payroll of the Gauteng Region. Capturing of salary related claims, allowances and deductions on the PERSAL system. File all face value books and documents (Filing).

**ENQUIRIES** : Mr. VJ Mashaba (012) 392-1318

**APPLICATIONS** : The Regional Head: Gauteng, Department of Water Affairs, Private Bag X995, Pretoria, 0001. Physical address: Bothongo Plaza East, Schoeman Street, Pretoria

**FOR ATTENTION** : Ms. K. Mathole

**POST 49/102** : **SENIOR ADMINISTRATION CLERK**

**SALARY** : R113 568 per annum (Level 6)

**CENTRE** : Area Office Potchefstroom

**REQUIREMENTS** : Grade 12 Certificate plus appropriate experience. Essential Competencies: good communication, organizational and interpersonal skills. The ability to work under pressure and use own initiative. Computer skills with high level of proficiency in using MS Word, Excel and Outlook. Experience in SAP. Knowledge of Supply Chain Management, Registry procedures, Debtors and Creditors (Cashier), and Asset Management.

**DUTIES** : Rendering of an efficient administrative support service with regard to SCM (SAP) administration (Issuing of Purchase Orders, Goods Receipt and Issuing), Transport administration, Registry Management, Asset management and Finance Management (SAP)

**ENQUIRIES** : Mrs. E Ackerman, Tel (018) 294 9312

**APPLICATIONS** : The Area Manager, Department of Water Affairs, Private Bag X 936, Potchefstroom, 2520



**POST 49/103** : **SENIOR PROVISIONING ADMINISTRATION CLERK: ORDERING**

**SALARY** : R113 568 per annum (Level 6)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 Certificate with appropriate experience. Good knowledge of Supply Chain Management Policies and processes. Experience in ordering of goods and services, compiling and evaluating of bids. Knowledge of PFMA and Treasury Regulations. Knowledge of SAP system. Computer literacy. Must be able to work under pressure essential. Ability to communicate effectively with clients. Good communication skills. Ability to work in a team and independently. Accurate and trustworthy.

**DUTIES** : Ensure that correct procedures are followed before placing an order according to SCM prescripts. Source quotations from suppliers. Completing of relevant SAP forms. Control and manage the roster system. Rotate the suppliers on a database. Update database. Perform as a member of ECC. Maintenance of period contracts. Ensure that supplier is on a database before offering any job. Filing on a daily. Follow up on outstanding quotations. Arrange delivery dates with suppliers. Ensure that correct allocations are used. Manage and submit the Vendor Entity Forms to Head office. Serve as a secretary to Bid Committee. Compile and evaluate bids

**ENQUIRIES** : Ms. E Binang, Tel (012) 392 1335  
**APPLICATIONS** : The Regional Head, Department of Water Affairs, Private Bag X 995, Pretoria, 0001

**POST 49/104** : **SENIOR ADMINISTRATION CLERK**

**SALARY** : R113 568 per annum (Level 6)  
**CENTRE** : Area Office Potchefstroom  
**REQUIREMENTS** : Grade 12 Certificate with appropriate experience. Essential competencies: good communication, organizational and interpersonal skills. The ability to work under pressure and use own initiative. Computer skills with high level of proficiency in using MS Word, Excel and Outlook. Experience in SAP. Knowledge of Purchasing process. Transport Administration. Asset Management.

**DUTIES** : Checking of log sheets monthly. Issuing of trip authorisations, handling of duplicate keys, purchasing process on SAP (procure-to-pay) and controlling and bar-coding of assets. Responsible for up keep of suppliers data base

**ENQUIRIES** : Mrs. E Ackerman, Tel (018) 294 9312  
**APPLICATIONS** : The Area Manager, Department of Water Affairs, Private Bag X 936, Potchefstroom, 2520

**POST 49/105** : **GIS OPERATOR: WORKING FOR WATER**  
5 year fixed term contract

**SALARY** : R113 568 per annum plus 37% in lieu of benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 with appropriate relevant experience, or tertiary qualification in Geography/Natural Science and appropriate efficiency in Arc-view, Geographic Information System GIS) and MS Office. A valid driver's license. Good Written and verbal communication skills. Good interpersonal skills. Proven analytical, systematic and meticulous approach to work tasks. Ability to work with minimum supervision, use own initiative and perform multiple tasks. Willingness to develop a comprehensive understanding and knowledge of the field operations.

**DUTIES** : Key performance Areas: Offer support to the Area and Data Maintaining and doing quality assurance on the working for Water spatial and non-spatial database. Generate maps for Water Management areas and annual plans of operation (APO). Administer mapping and data for Water Management areas. Proactively identify discrepancies in contract maps. Control quality of data for monthly Key Performance Indicators in WMA's. Pre – and post inspection of areas cleared. Provide reports.

**APPLICATIONS** : The Chief Director, Gauteng Region Department of Water Affairs,Bothongo Plaza East, Private Bag X995, Pretoria, 0001

**ENQUIRIES** : Ms. L Mabuza Tel 012 392 1459

**FOR ATTENTION** : Ms. Kenosi Mathole

**POST 49/106** : **SENIOR ADMINISTRATION CLERK**

**SALARY** : R113 568 per annum (Level 6)  
**CENTRE** : Area Office Potchefstroom  
**REQUIREMENTS** : Grade 12 Certificate with appropriate experience. Essential competencies: good communication, organizational and interpersonal skills. The ability to work under pressure and use own initiative. Computer skills with high level of proficiency in using MS Word, Excel and Outlook. Experience in SAP. Knowledge of Purchasing process. Transport Administration. Asset Management.

**DUTIES** : Checking of log sheets monthly. Issuing of trip authorisations, handling of duplicate keys, purchasing process on SAP (procure-to-pay) and controlling and bar-coding of assets. Responsible for updating of suppliers data base

**ENQUIRIES** : Mrs. E Ackerman, Tel (018) 294 9312  
**APPLICATIONS** : The Area Manager, Department of Water Affairs, Private Bag X 936, Potchefstroom, 2520

**POST 49/107** : **ARTISAN CIVIL: PRODUCTION (GRADE A-C)**

**SALARY** : R103 806 – R178 467 (Offer will be based on proven experience)  
**CENTRE** : Area Office Potchefstroom  
**REQUIREMENTS** : Grade 12 or equivalent qualifications. Completed Apprenticeship and proof of passing a trade test in Carpentry,. A valid Code 10/08 driver's license. Appropriate experience. Applicants may be tested.

**DUTIES** : Valid knowledge of and erection of shuttering, concrete work, steel reinforcing (binding and placing), erection and maintenance of buildings, laying of pipes, maintenance, construction and repairs to canals as well as drainage canals. Training of, supervision over and advice to skilled and unskilled workers. Be able to interpret structure plans, work out quantities and build structures according to specifications,

**ENQUIRIES** : Mr. MJD Ackerman, Tel (018) 294 9322  
**APPLICATIONS** : The Area Manager, Department of Water Affairs, Private Bag X 936, Potchefstroom, 2520.

**NOTE** : Previous experience and knowledge of above mentioned duties will be a recommendation. Candidates must be prepared to work overtime in emergencies after official working hours and over weekends.

**POST 49/108** : **SENIOR ACCOUNTING CLERK 2 POSTS**  
Directorate: Revenue Management

**SALARY** : R94 575 per annum Level 5  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 with Accounting or Mathematic as passed subject, Knowledge of SAP, PFMA and Treasury Regulations. Computer Literacy, Good Communication Skills (Verbal and Written).

**DUTIES** : Capturing of journals on SAP. Clearing of Un-ideas. Handling customer queries. Customer maintenance. Printing invoices and statements. Filing. Assist with Reconciliation. Telephone dunning.

**ENQUIRIES** : Ms R Koshane (012) 392 1317  
**APPLICATIONS** : The Regional Head: Gauteng, Department of Water Affairs, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo East building, 285 Schoeman Street, 15 floor.

**FOR ATTENTION** : Ms B Mekwa

**POST 49/109** : **SENIOR ADMINISTRATION CLERK**

**SALARY** : R94 575 per annum Level 5  
**CENTRE** : Area Office Potchefstroom  
**REQUIREMENTS** : Grade 12 Certificate appropriate experience. Essential competencies: good communication, organizational and interpersonal skills. The ability to work under pressure and use own initiative. Computer skills in using MS Word, Excel and

Outlook. Experience in Registry and Archive procedures. Knowledge of SAP will be advantage

**DUTIES** : The successful candidate will be operating switchboard by answering incoming calls. Promptly notify staff of their visitors. Prepare monthly expenditure reports on Departmental telephone Spending. Regular distribution of telephone accounts to respective contacts. Responsible for faults reporting on the telephone system. Rendering of an efficient administrative support service with regard to Registry Management. Recording of incoming mail

**ENQUIRIES** : Mrs. E Ackerman, Tel (018) 294 9312

**APPLICATIONS** : The Area Manager, Department of Water Affairs, Private Bag X 936, Potchefstroom, 2520

**POST 49/110** : **ADMINISTRATION CLERK**  
 Directorate: Administration  
 Sub-Directorate: Facilities Management

**SALARY** : R94 575 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Senior certificate and relevant experience in Library. Knowledge of Excel, Microsoft Word, Outlook and PFMA, Communication skills, Good customer relations. Ability to work independently with minimal supervision, ability to work under pressure.

**DUTIES** : Prepare the VA2's payment advice and obtaining order Numbers, processing invoices and enquiring about order numbers, Control general photocopying service of information Monitor incoming post, Manage and control the inventory of the Library furniture, Library stock taking, binding of requested documents and liaise with suppliers with regards to invoices. Any other duties assigned in Library. Administration of payment advice and General journals.

**ENQUIRIES** : Ms M Seageng, Tel 012 336 8417

**FOR ATTENTION** : Ms T Bapela

**POST 49/111** : **SENIOR ADMINISTRATION CLERK 2 POSTS**

**SALARY** : R 94 575 per annum Level 5

**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 12 Certificate or equivalent qualification. Knowledge and experience In Data Capturing, Computer Literacy, MS Word, Microsoft Outlook, General Office Administration, good communication skills (verbal and Written). Recommendation: An understanding of the Department's role with respect to Information Management and Water Resource Management will be an advantage. Experience in the Water Management System will be an added advantage.

**DUTIES** : Key Performance Areas: Data Capturing: Capture, verify, update all data relating to the Water Management System (WMS), Input Analysis Results as well as observation results into WMS, prior to storing these results on the database. Provide Information Support: Assist and ensure that all Projects, Tasks, and requests are executed and completed according to WMS Standards, Support decision making, to provide all the Water Pollution Control Officers and Managers, with the information required to effectively manage water resources, sources and monitoring in their catchment areas. Conduct all administrative duties relating to WMS. Processing of all WMS Forms, Registration of Monitoring Programmes, Maintain Programme change, Programmes administration and Consolidation of Monitoring Programmes. Quality checking, Releasing of results. Sample and Result Registration and Administration. Capture and update Stakeholder Information, Laboratory Information. Extraction of data, Compilation of Graphs & Compliance Management Reports, and Maintenance of Multimedia.

**ENQUIRIES** : Ms J Ramnanan - (012) 392 1492

**FOR ATTENTION** : Ms K Mathole

**APPLICATIONS** : Chief Director, Department of Water Affairs & Forestry, Private Bag X995, Pretoria 0001

**POST 49/112** : **SENIOR ADMINISTRATION CLERK 2 POSTS**

**SALARY** : R 79 104 per annum (Level 4)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 certificate or equivalent qualification with good communication (written and verbal) and interpersonal skills. Typing skills are essential. Knowledge of computer skills, Microsoft package (word, excel, power point and outlook). Must be willing to travel and work irregular hours (driver's license will be an advantage). Basic knowledge of Waste Discharge Charge System (WDCS). Basic knowledge of Catchment Management Agency functions (CMA).

**DUTIES** : General office administration. Taking and distributing minutes of meetings and record keeping. Create and administer data base of stakeholders within the Upper Vaal Water Management Area. Render logistical support to the office (organize and arrange meetings, workshops, catering, flights and accommodation). Assist with enquiries relating to WDCS and the CMA. Assist with compilation of catchment technical reports (compliance reports on WMS

**ENQUIRIES** : Ms. Dumisani Tinghiti on Tel: 012 392-1346  
**APPLICATIONS** : Please forward your applications to: The Department of Water Affairs, Private Bag X995, PRETORIA 0001 or hand deliver at Bothongo Plaza Building, 285 Schoeman Street, 15th Floor

**FOR ATTENTION** : M. E. Matseba

**POST 49/113** : **GROUNDSMAN 2 POSTS POST DETAILS: 793420 / 36805 / 0001 & 0002**

**SALARY** : R55 830 per annum (Level 2)  
**CENTRE** : Mooi River GWS, Potchefstroom  
**REQUIREMENTS** : Appropriate experience in manual labour  
**DUTIES** : Perform landscaping services to enhance external environment cleanliness. Perform cleaning services at Area Office. Low maintenance of structures to ensure proper functioning eg. Opening of drains.

**ENQUIRIES** : Mr. MJD Ackerman, Tel (018) 297 3867  
**APPLICATIONS** : The Area Manager, Department of Water Affairs Private Bag X 936, Potchefstroom, 2520

**FOR ATTENTION** : Ms. E Ackerman

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF TREASURY**

*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** : Applications For The Department Of Provincial Treasury To Be Submitted To: The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300., Room 426B, Provincial Government Building, Tel No: (051) 405 5323 or deliver by hand to Ms Ramangoaela in Room 431, Provincial Government Building, Bloemfontein.
- FOR ATTENTION** : Ms. MS Ramangoaela
- CLOSING DATE** : 17 December 2010, These posts were already advertised in the media with the closing date of 10 December 2010. Please note that the closing date is extended to 17 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. The reference number of the advertised post should be stated on the Z.83. Candidates will also be subjected to a competency assessment as well as a practical test. 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.

**MANAGEMENT ECHELON**

- POST 49/114** : **SENIOR EXECUTIVE MANAGER: MUNICIPAL FINANCE MANAGEMENT (MFM CO-ORDINATOR) REF NO: FSPT 042/10**
- SALARY** : Salary Level 14. An all inclusive salary package of R 790 953 per annum (This all inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A three year Bachelors degree qualification with majors in Economics/ Business Management and Accounting or equivalent qualification with accreditation from the South African Qualifications Authority. Technical Requirements: Proven experience, knowledge and skills on all legislative and technical aspects that is pertinent to the Municipal Finance Management Act (MFMA) and its supporting reforms, the Local Government Municipal Systems Act, the Local Government Municipal Structure Act and all other relevant legislation that are applicable to the Local Government sphere of Government. Demonstrate sound technical knowledge with regard to performance management and IT related matters. Competency Requirements: The potential candidate will be required to possess and optimally demonstrate his/her experience, knowledge and skills with regard to the monitoring of Risk Management and Internal Audit Units within departments and entities, strategic leadership and management, budget planning and implementation , good governance, ethics and values , financial performance management reporting, risk and change management, project management , policy development & implementation and the development of

**DUTIES**

partnerships and management of stakeholder relations. Recommendation: Post graduate degree in Economics, Business Management or Accounting.

: Plan, implement and manage the monitoring and oversight function of all Free State municipalities in line with Key Performance Areas (KPA's) of the MFMA (Municipal Finance Management Act) to achieve the desired results and standards of performance in collaboration with Senior Management and staff within the MFMA Chief Directorate of the Provincial Treasury. Lead and direct co-ordinated working sessions with all municipalities on the MTREF budget process, including providing assistance, guidance and support on the revision of the integrated development plan and service delivery budget implementation plan, the closure of the municipal financial year, the compilation and submission of the annual financial statements, the annual report and maintaining constructive engagements with the Auditor-General during municipal audit processes. Undertake and manage monthly and quarterly analytical reviews and furnish reports on revenue and debt management, infrastructure spending and outcomes achieved to enhance service delivery. Prepare the quarterly Consolidated Section 71 reports for tabling by the MEC for Finance in the Provincial Legislature with recommendations for implementation. Implement and manage initiatives to significantly improve and enhance the knowledge and skills capacity of the staff in the MFMA Chief Directorate and the staff in the BTOs of Municipalities to undertake and manage the work output on the MFMA. Assist and support the National Treasury with the implementation and functionality of the MFMA in all municipalities. Compile and furnish quarterly reports to the MEC for Finance, the HOD and the Senior Management within the Provincial Treasury, the Provincial Legislature and the National Treasury on the financial position and sustainability of all municipalities with regard to the implementation and management of their executive obligations in terms of the Constitution. Provide assistance, support and guidance to the Oversight and Public Accounts Committees and other relevant Legislative Committees with specific reference to the functionality and performance of the municipalities on service delivery within the Province. Monitor and report on the functionality and performance of the Committees of the Municipal Council. Attend all meetings of the National Treasury with regard to municipal finance and the MFMA. In addition, by virtue of being solely responsible for the monitoring and oversight function, be accountable for the effective and efficient functionality, results and performance of municipalities in line with their delegated mandate as the "Delivery Arm" of Government.

**ENQUIRIES**

: Ms. NP Mkiva, Telephone number: (051) 405 4443

**POST 49/115**

: **SENIOR MANAGER: INTERNAL AUDIT AND RISK MANAGEMENT REF NO: FSPT 040/10**

**SALARY**

: Salary Level 13. An all inclusive salary package of R 652 572 per annum (This all inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

**CENTRE REQUIREMENTS**

: Bloemfontein

: A three year bachelor's degree with Internal Auditing and/ or Risk Management as major subjects or an equivalent qualification with accreditation from the South African Qualification Authority. Technical Requirements: Proven experience, knowledge and skills on all legislative and technical aspects that is pertinent to the Municipal Finance Management Act (MFMA) and its supporting reforms, the Local Government Municipal Systems Act, the Local Government Municipal Structure Act and all other relevant legislation that are applicable to the Local Government sphere of Government. Demonstrate sound technical knowledge with regard to performance management and IT related matters. Competency Requirements: The potential candidate will be required to possess and optimally demonstrate his/ her experience, knowledge and skills with regard to strategic leadership and management, monitoring, strategic planning, municipal budgets, finance and performance management reporting, governance, ethics and values, risk and change management, project management, policy development & implementation, the development of partnerships and management of stakeholder relations. Recommendation: CIA Internal Audit

- DUTIES** : Undertake and manage bi-annual reviews on the results and performance that is achieved by all municipalities with regard to the effective and efficient functioning of internal audit and risk management functions within the municipalities, including Audit and Risk Management committees. Review and report on the initiatives that have been implemented to significantly improve the effectiveness of internal audit and risk management and to control and limit the risk factors that stifle the functioning of municipalities on service delivery. Implement and manage initiatives to significantly improve the knowledge, skills and capacity of relevant staff as well as Audit and Risk Management committees. Implement a reporting mechanism to ensure that the National Treasury, the MEC for Finance, the Head of Department, the MFMA coordinator of the Free State Provincial Treasury and the Provincial Legislature are completely knowledgeable about the results and performance that is achieved by all municipalities with regard to compliance to the MFMA.
- ENQUIRIES** : Ms. A Fourie, Telephone number: (051) 405 5509
- POST 49/116** : **SENIOR MANAGER: MFMA COMPLIANCE AND SUPPLY CHAIN MANAGEMENT REF NO: FSPT 039/10**
- SALARY** : Salary Level 13. An all inclusive salary package of R 652 572 per annum (This all inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A Bachelor's degree with Economics/ Accounting and/ or Business Management as major subjects or an equivalent qualification with accreditation from the South African Qualification Authority. Technical Requirements: Proven experience, knowledge and skills on all legislative and technical aspects that is pertinent to the Municipal Finance Management Act (MFMA) and its supporting reforms, the Local Government Municipal Systems Act, the Local Government Municipal Structure Act and all other relevant legislation that are applicable to the Local Government sphere of Government. Demonstrate sound technical knowledge with regard to performance management and IT related matters. Competency Requirements: The potential candidate will be required to possess and optimally demonstrate his/ her experience, knowledge and skills with regard to strategic leadership and management, monitoring, strategic planning, municipal budgets, finance and performance management reporting, governance, ethics and values, risk and change management, project management, policy development & implementation, the development of partnerships and management of stakeholder relations.
- DUTIES** : Undertake and manage quarterly reviews on the standards that is achieved by all municipalities with regard to compliance to the MFMA and its Support Reforms, including all other Legislation that is relevant to Local Government. Implement and manage initiatives within all municipalities to ensure compliance to the implementation and management of Municipal supply chain management procedures and processes. This includes reviews and reports on the status of time frames on MSCM, spending, acquisition of infrastructure and goods and services by all municipalities. Enhance the knowledge and skills capacity of staff in municipalities and undertake certain initiatives to achieve significant improvements on the desired MFMA standards on work output. Enhance and monitor compliance with the monthly key controls to improve the financial management capacity maturity level in all functional areas in municipalities. Implement a reporting mechanism to ensure that the National Treasury, the MEC for Finance, the Head of Department, the MFMA coordinator of the Free State Provincial Treasury and the Provincial Legislature are completely knowledgeable on the results and performance that is achieved by all municipalities with regard to compliance to the MFMA. Provide guidance, assistance and support to the Administrative Head and all Divisions within the MFMA Directorate with regard to the monitoring function of the Provincial Treasury.
- ENQUIRIES** : Ms. A Fourie, Telephone number: (051) 405 5509

<b><u>POST 49/117</u></b>	:	<b><u>SENIOR MANAGER: MUNICIPAL ACCOUNTING REF NO: FSPT 041/10</u></b>
<b><u>SALARY</u></b>	:	Salary Level 13. An all inclusive salary package of R 652 572 per annum (This all inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein A three year bachelors degree with Accounting as major subject. Technical Requirements: Proven experience, knowledge and skills on all legislative and technical aspects that is pertinent to the Municipal Finance Management Act (MFMA) and its supporting reforms, the Local Government Municipal Systems Act, the Local Government Municipal Structure Act and all other relevant legislation that are applicable to the Local Government sphere of Government. Demonstrate sound technical knowledge with regard to performance management and IT related matters. Competency Requirements: The potential candidate will be required to possess and optimally demonstrate his/ her experience, knowledge and skills with regard to strategic leadership and management, monitoring, strategic planning, municipal budgets, finance and performance management reporting, governance, ethics and values, risk and change management, project management, policy development & implementation, the development of partnerships and management of stakeholder relations. Recommendation: Post graduate degree in Accounting
<b><u>DUTIES</u></b>	:	Coordinate and consolidate quality comments on all Exposure drafts issued by the Accounting Standards Board for submission to the Provincial Accountant General. Implement and manage initiatives to significantly improve the knowledge, skills and capacity of staff in municipalities to deliver the work output under the KPA of the MFMA, with specific reference to GRAP compliance. Monitor, support and guide municipalities with regard to GRAP compliance, long and short term liabilities as well as audit processes, communications and oversight reports. Monitor the financial position of municipalities to manage future liabilities. Implement and manage compliance to the norms, standards, technical and accounting requirements and prescribed time frames for the compilation and submission of Annual Financial Statements, Municipal Audits files, Annual Reports and external audit processes. Implement a reporting mechanism to ensure that the National Treasury, the MEC for Finance, the Head of Department, the MFMA coordinators and the Provincial Legislature are completely knowledgeable on the results and performance that is achieved by all municipalities on compliance to the aspects of the MFMA. Support and advise Oversight committees of the Legislature and Council with the execution of their oversight role and functions.
<b><u>ENQUIRIES</u></b>	:	Ms. A Fourie, Telephone number: (051) 405 5509
<b><u>POST 49/118</u></b>	:	<b><u>SENIOR MANAGER: MUNICIPAL BUDGETS REF NO: FSPT 043/10</u></b>
<b><u>SALARY</u></b>	:	Salary Level 13. An all inclusive salary package of R 652 572 per annum (This all inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein A three year Bachelors degree qualification with majors in Economics/ Accounting or Business Management or an equivalent qualification with accreditation from the South African Qualifications Authority. Technical Requirements: Proven experience, knowledge and skills on all legislative and technical aspects that is pertinent to the Municipal Finance Management Act (MFMA) and its supporting reforms, the Local Government Municipal Systems Act, the Local Government Municipal Structure Act and all other relevant legislation that are applicable to the Local Government sphere of Government. Demonstrate sound technical knowledge with regard to performance management and IT related matters. Competency Requirements: The potential candidate will be required to possess and optimally demonstrate his/ her experience, knowledge and skills with regard to strategic leadership and management, monitoring, strategic planning, municipal budgets, finance and performance management reporting, governance, ethics and values, risk and



change management, project management, policy development & implementation, the development of partnerships and management of stakeholder relations.

**DUTIES**

: Provide guidance and support and implement initiative that would significantly improve the knowledge and skills capacity in all municipalities with regard to Strategic Planning within the ambit of the Integrated Development Plan, the compilation of the MTREF budget and ensure that the functionality of the aforementioned is measured by the service delivery and budget implementation plans within all municipalities. Monitor the results and standards that is achieved with reference to the prescribed norms and standards, legislative requirements, timeframes and compliance to MFMA budget circulars, budget regulations and all other relevant requirements during the budget process. Lead and direct departmental employees as well as relevant municipal employees, on convening working sessions with all municipalities with regard to the implementation and management of the MTREF Budget Regulations and reforms, including implementing initiatives when required to enhance significant improvement in all municipalities. Undertake and manage economic and financial budget evaluations and furnish review reports that would provide comment on the status of the quality, integrity, credibility and reliability of municipal budgets and whether the municipal budgets are outputs/outcomes revenue driven. Implement a reporting mechanism to ensure that the National Treasury, the MEC for Finance, the Head of Department, the MFMA Coordinator of the FSPT and the Provincial Legislature are completely knowledgeable on the results and performance that is achieved by all municipalities on the compliance to this aspect of the MFMA.

**ENQUIRIES**

: Ms. AS Fourie, Telephone number: (051) 405 5508/9

**POST 49/119**

: **SENIOR MANAGER: MUNICIPAL REVENUE & DEBT MANAGEMENT REF NO: FSPT 044/10**

**SALARY**

: Salary Level 13. An all inclusive salary package of R 652 572 per annum (This all inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

**CENTRE**

: Bloemfontein

**REQUIREMENTS**

: A three year Bachelors degree qualification with majors in Economics and Business Management/ Accounting or equivalent qualification with accreditation from the South African Qualifications Authority. Technical Requirements: Proven experience, knowledge and skills on all legislative and technical aspects that is pertinent to the Municipal Finance Management Act (MFMA) and its supporting reforms, the Local Government Municipal Systems Act, the Local Government Municipal Structure Act and all other relevant legislation that are applicable to the Local Government sphere of Government. Demonstrate sound technical knowledge with regard to performance management and IT related matters. Competency Requirements: The potential candidate will be required to possess and optimally demonstrate his/ her experience, knowledge and skills with regard to strategic leadership and management, monitoring, strategic planning, municipal budgets, finance and performance management reporting, governance, ethics and values, risk and change management, project management, policy development & implementation, the development of partnerships and management of stakeholder relations.

**DUTIES**

: Undertake and manage monthly and quarterly reviews on both positive and negative trends in revenue management. The review and reporting must relate to the results and performance that is achieved on the initiatives that have been implemented and managed on municipal services debt management in all municipalities. Undertake assessments and provide guidance and assistance to all municipalities with regard to the implementation of effective and efficient policies on revenue management, credit control, debt and indigent management during a financial year. Compile and submit review reports to the National Treasury, the MEC for Finance, the Head of Department and the MFMA Co-ordinator and the Provincial Legislature on the status of revenue management of the Free Basic Services Plan within all municipalities in the province. Implement a reporting mechanism to ensure that relevant stakeholders are completely

knowledgeable on the results and performance that is achieved by all municipalities on compliance to the MFMA with regard to municipal revenue and debt management. Provide assistance and support to the Administrative Head and all Divisions within the MFMA Unit with regard to the monitoring function of the Provincial Treasury.

**ENQUIRIES**

: Ms. AS Fourie, Telephone number: (051) 405 5508/9

**PROVINCIAL ADMINISTRATION: GAUTENG  
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 49/120** : **CHIEF DIRECTOR: FISCAL POLICY & ECONOMIC ANALYSIS REF NO: 70257835**  
Directorate: Sustainable Resource Management  
This is a 5 year Performances Based Fixed Term Contract

**SALARY** : R790 953 per annum (all inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Postgraduate degree in Finance/Economics. 3 – 5 years experience in Public sector financial management or private sector, plus extensive experience in financial and economic modeling and socio-economic research. Knowledge of relevant legislation and Public Service Regulations, Recommendations: Strategic capability, strategic leadership, financial management, project management, decision-making, problem solving, stakeholder relationship, service delivery innovation and people management; business performance management.

**DUTIES** : The incumbent will be responsible for conducting feasibility studies to studies to ascertain the potential for new source revenue; engage departments on fiscal policy issues and maximize existing revenue initiatives; develop a borrowing framework; detailed research in socio-economic environment; demographics and fiscal arrangements to inform future year allocations; development of a revenue forecasting tool and comprehensive revenue strategy; analyze the potential for growth and constraints; application of the social accounting matrix; production of Provincial Economic Review and Outlook(PERO) and Socio-Economic Review and Outlook(SERO); development of working relationship within Treasury units and external stakeholders.

**ENQUIRIES** : Ms. Charlotte. Magogodi, Tel. No: (011) 689 8517  
**CLOSING DATE** : 20 December 2010

**POST 49/121** : **SENIOR MANAGER: RISK AND COMPLIANCE AUDIT REF NO: 70258008**  
Directorate: Gauteng Audit Services  
Person Profile: This role requires an innovative strategic thinker with good analytical and communication skills. The candidate should have good report writing skills, communication, coaching, training and interviewing skills. The incumbent should also have decision making skills, have sound business acumen and have good interpersonal skills.

**SALARY** : R652 572 – R780 228 per annum (all inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Relevant B Comm degree. A professional qualification, e.g. CIA/ CA would be an added advantage. At least six years internal audit experience, with three years management experience preferably in a large internal audit department. Detailed knowledge of the Public Finance Management Act (PFMA) and other relevant legislation. Knowledge of development and standards within the internal audit field.

**DUTIES** : Key Responsibilities: Assist the General Manager of internal audit to compile strategic plans for the Risk and Compliance audit department. Managing a

cluster of internal audit teams responsible for the internal audit of various Gauteng Provincial Government Departments. Preparing a strategic plan for the cluster, covering a five-year period, and updating the plan on an annual basis. Preparing an annual audit coverage plan for each Department in his/ her cluster as well as a three-year rolling audit plan for approval by the relevant audit committees. Monitoring cluster budgets. Ensuring that audits are completed in line with the annual audit coverage, findings, recommendations, etc. Assuming responsibility for quality assurance of all audit work performed in the cluster.

**ENQUIRIES** : Ms. Brenda. Moiloa, Tel. No: (011) 689 6294  
**CLOSING DATE** : 28 December 2010

**POST 49/122** : **SENIOR MANAGER: PUBLIC FINANCE REF NO: 70257969**  
 Directorate: Sustainable Resource Management  
 This is a 5 year Performances Based Fixed Term Contract

**SALARY** : R652 572 per annum (all inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A postgraduate degree in Finance/Economics. 3-5 years budget management/economics and middle management experience. This position requires knowledge of government financial systems and treasury functions, public financial management, government budget processes and organizational performance monitoring. Candidates should be able to display an applied knowledge of efficient resource utilization; assess cost implications of new policies and projects, monitor and ensure that spending is within allocations and in line with strategic priorities, develop decision making tools (economic valuations) application of the monitoring and evaluation tools, conduct select efficiency gains and value for money studies and provide constructive interface between national departments, planning agencies and implementing agencies regarding financial services and delivery issues. Candidates will also be expected to demonstrate strategic capability, strategic leadership, project management, financial management, decision making, problem solving, service delivery innovation and people management. Knowledge and understanding of the relevant legislations is essential.

**DUTIES** : The incumbent will be responsible for: guiding budgetary policy formulation and implementation, ensuring timeous and accurate budgetary submissions, collating and analysis of budgetary inputs from provincial departments, monitoring and evaluation of spending on infrastructure and conditional grants, economic valuations, and providing strategic leadership for the business unit.

**ENQUIRIES** : Ms. Charlotte. Magogodi, Tel. No: (011) 689 8517  
**CLOSING DATE** : 20 December 2010

**POST 49/123** : **INFRASTRUCTURE MANAGER REF NO: 70257836**  
 Directorate: Sustainable Resource Management  
 This is a 5 year Performances Based Fixed Term Contract

**SALARY** : R652 572 per annum (all inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A three year suitable qualifications in the built environment, with skills in infrastructure delivery and programme/project management. Plus a 3-5 years experience in similar Environment. Knowledge of planning and programming of infrastructure projects, especially those within the public sector. Proven track record in programme management, technical and financial aspects.

**DUTIES** : The incumbent will be responsible for: guiding budgetary policy formulation and implementation, ensuring timeous and accurate budgetary submissions, collating and analysis of budgetary inputs from provincial departments, monitoring and evaluation of spending on infrastructure and conditional grants, economic valuations, and providing strategic leadership for the business unit.

**ENQUIRIES** : Ms. Charlotte. Magogodi, Tel. No: (011) 689 8517  
**CLOSING DATE** : 20 December 2010

**POST 49/124** : **SENIOR MANAGER: BUDGET MANAGEMENT REF NO: 70257968**  
 Directorate: Sustainable Resource Management  
 This is a 5 year Performances Based Fixed Term Contract

**SALARY** : R652 572 per annum (all inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A bachelor's degree in Finance/ Economics. 3 - 5 years middle management experience in budget management/economics environment. Experience in/knowledge of government financial systems, government budget processes and treasury functions. Planning and organizing skills, strategic capability, strategic leadership, decision-making, problem solving, service delivery innovation, people management, human resource management and public policy development. Strong communication (written, verbal and presentation) skills are essential.

**DUTIES** : Determine and manage the provincial budget allocation process. Provide credible budget and expenditure information. Provide strategic budget analysis to key stakeholders. Manage the implementation of Public sector budget reforms in the province. Review the province's budget process to improve the resource allocative efficiency and effectiveness. Produce all relevant budget documentation for tabling at the Gauteng Provincial Legislature. Provide strategic leadership in the business unit.

**ENQUIRIES** : Ms. Charlotte. Magogodi, Tel. No: (011) 689 8517  
**CLOSING DATE** : 20 December 2010

**OTHER POSTS**

**POST 49/125** : **PUBLIC FINANCE SPECIALIST REF NO: 70257837**  
 Directorate: Sustainable Resource Management

**SALARY** : R406 839 per annum (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Financial or economic degree plus public sector financial and economic performance management or private sector plus extensive experience in budgetary planning and evaluation of financial and economic performance. Recommendations: Planning and organizing change management, problem solving, negotiation skills, decision making, analytical skills, strategic thinking, project management skills, verbal and written communication skills, interpersonal relations and computer literacy.

**DUTIES** : The incumbent will be responsible for: monitoring and evaluating the utilization of provincial resources and to ensure credible expenditure policy (budget implementation) for GPG, analyze sector budgets to ensure alignment to prevailing government priorities and to unlock maximum value for money for the GPG, to provide economic and other research to senior sector management team on strategic research areas as may be identified from time to time.

**ENQUIRIES** : Ms. Charlotte. Magogodi, Tel. No: (011) 689 8517  
**CLOSING DATE** : 20 December 2010

**POST 49/126** : **BUDGET SPECIALIST 4 POSTS REF NO: 70257967**  
 Directorate: Sustainable Resource Management

**SALARY** : R406 839 per annum (plus benefit)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A three year tertiary qualification in Economics or Finance. Post graduate qualification would be an added advantage. 2-3 years experience in budgeting environment. Recommendations: Knowledge and understanding of public sector budget process, understanding of relevant legislation such as the PFMA, Division of Revenue Act and Treasury Regulations. Knowledge of national Treasury policies, Gauteng Treasury Policies and procedures, experience in policy development and budgetary modeling.

**DUTIES** : The incumbent will be responsible for; preparing and administering the provincial allocation process and advising clients on budgetary and financial management matters; managing the provincial budget planning process; provide advice, guidance and training to departments on budget process, reforms and formats,

develop a credible adjustment budget, medium term expenditure framework for the province, compile and maintain legislative framework for adjustment and main budget, provincial analysis in terms of expenditure, revenue and conditional grants, assist management in development of long term expenditure and budgetary modeling and any other projects, provide a strategic leadership to business unit.

**ENQUIRIES** : Ms. Charlotte. Magogodi, Tel No: (011) 689 8517  
**CLOSING DATE** : 20 December 2010

**POST 49/127** : **SUPERVISOR: COMPUTER AUDIT REF NO: 70258006**

Directorate: Gauteng Audit Services

Person Profile: The role requires a strong customer focus, customer relationship management and people management skills. The candidate will have good problem-solving and negotiating skills, be analytical, and have good business acumen and decision-making skills. The incumbent should have sound knowledge of computer audit best practice.

Purpose Of Position: To assist the Senior Manager: Computer Audit in the planning, conduct and management of computer audit reviews.

**SALARY** : R 406 839 – R 479 238 per annum (plus benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Relevant commercial or information technology degree or diploma \*Studying towards a professional certification such as CISA would be an added advantage. Six years experience in computer auditing, which includes one year of supervisor/management experience.

**DUTIES** : Key Responsibilities: To provide assistance in the preparation and implementation of a strategic business plan and a three year rolling audit plan for the Computer Audit Unit \* Planning and execution of effective and efficient computer audits \* Ensure that audits are planned and conducted in accordance with relevant Computer Audit methodology and ISACA Standards. \* Supervision of skilled computer audit staff \* Review of audit fieldwork and audit reports for validity and accuracy \* Management of computer audit project expenditure. \* Manage, monitor and support computer audit staff \* Periodic assessment of computer audit staff performance \* Management of client relationships.

**ENQUIRIES** : Ms. Brenda. Moiloa, Tel. No: (011) 689 6294

**CLOSING DATE** : 28 December 2010

**POST 49/128** : **SUPERVISOR: PERFORMANCE AUDIT REF NO: 70258007**

Directorate: Gauteng Audit Services

Person Profile: This role requires people management and customer relationship management skills. The candidate will have good problem solving and negotiating skills, be analytical, and have sound business acumen and decision-making skills. The incumbent should have a sound knowledge of performance audit methodologies and guidelines as well as be a strategic thinker with high business acumen.

**SALARY** : R 406 839 – R 479 238 per annum (plus benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Relevant degree plus six years experience or honours and four years experience. At least 2 years supervisory experience. CIA/CA would be an added advantage.

**DUTIES** : Key Responsibilities: To assist the Senior Manager in the conducting of performance audit reviews. Review performance audit reports. Manage, monitor and support performance audit staff. Review performance assessment of the audit staff. Manage client relationships. Recommend management measures to improve the economical, effective and efficient utilization of resources within the Gauteng Provincial Government. Establish and sell the concept of performance auditing in GPG.

**ENQUIRIES** : Ms. Brenda. Moiloa, Tel. No: (011) 689 6294

**CLOSING DATE** : 28 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.

### OTHER POSTS

- POST 49/129** : **SPECIALIST GRADE I, II, III REF NO: 70258010**  
Directorate: Orthopaedics Department
- SALARY CENTRE** : Salary Grade: Grade I, R554 109 – R588 114 per annum (all inclusive package)  
Kalafong Hospital  
Salary Grade: Grade II, R643 065 – R682 527 per annum (all inclusive package)  
Salary Grade: Grade III, R746 301 – R840 699 per annum (all inclusive package)
- REQUIREMENTS** : Appropriate tertiary qualification. Registration as an Orthopaedics. Specialist with the Health Professions Council of South Africa. Recommendations: Appropriate experience.
- DUTIES** : Render a comprehensive clinical service to patients in the department. Responsible for all forms of Orthopaedics trauma, including multiple trauma. Actively involve in undergraduate and postgraduate training. Involvement in research programmes.
- ENQUIRIES CLOSING DATE** : Dr. N.S. Motsitsi, Tel. No: (012) 373 1017  
20 December 2010
- POST 49/130** : **DEPUTY MANAGER: NURSING (PN-A8) REF NO: 70257487**  
Directorate: Nursing Service
- SALARY CENTRE REQUIREMENTS** : R 468 069 per annum (All Inclusive Package)  
Carltonville Hospital  
Qualification and Competencies. Basic R7425 qualification i.e. diploma /degree in nursing or equivalent qualification that allows registration with the South African Nursing council (SANC) as a Professional Nurse. Registration With South African Nursing Council as Professional Nurse. A minimum of 6-9 Year's appropriate /recognizable experience in nursing after Registration as Professional Nurse with South African Nursing. At least 4 years of the period Referred to above must be Appropriate /recognizable experience at Management level. Knowledge and skill:
- DUTIES** : Understanding the application of the relevant statutes and policies Governing the Public Service and Nursing profession. Understanding Of the performance management system. Understanding of strategic Planning. Knowledge of PFMA and Treasury Regulations. Understanding the application of Batho Pele Principles. Patient's Right Charter and quality assurance system. Understanding of managing Workplace discipline. Understanding of hospital performance indicators. Key performance areas: provide nursing services in inpatient care, outpatient care, chronic Inpatient and outpatient services, acute Psychiatric occupational, Infection and quality Assurance Service. Implement Batho Pele Principles. Patients' Right Charter and quality assurance programme Manage the development, implementation and updating of policy Guidelines in the nursing section. Ensure effective management of Resources promote ethics and professionalism.
- ENQUIRIES CLOSING DATE** : Ms. T.R. Mohlabane Tel No: (011) 898-8314  
29 December 2010

**POST 49/131** : **DEPUTY DIRECTOR: NUTRITION REF NO: 70258026**  
 Directorate: Maternal Health and Nutrition

**SALARY** : R406 839 per annum (plus benefits)  
**CENTRE** : Central Office, Johannesburg  
**REQUIREMENTS** : BSc Dietetics or B Degree in Nutrition; registration with HPCSA as a Dietician or Nutritionist. Specialized knowledge and experience in nutrition is required. Experience of at least 3yrs as manager is important. Good communication skills (verbal and written), good interpersonal skills, computer literacy (Microsoft Office), ability to work in a team, under pressure and in a changing environment is essential. A valid driver's licence is required. Must be prepared to travel within and outside the Province. Recommendations: Knowledge of the PFMA, Batho Pele principles, Patient Right Charter and Project management would be advantageous.

**DUTIES** : Responsible for the implementation of the INP components: clinical nutrition; development and implementation of clinical nutrition protocols; nutrition in the context of PMTCT, HIV, AIDS, TB and other chronic diseases of lifestyle; support foodservice management; coordinate Dietetic student training and placement; participate in placement of community service Dieticians; participate in specification development for food and therapeutic supplements; health facility based management of severe malnutrition; build capacity of health professionals to provide nutritional care and support; collaborate with relevant programmes, departments and stakeholders for nutrition activities; monitor nutrition indicators; report writing.

**ENQUIRIES** : Dr R Mitchell, Tel No: (011) 355-3456  
**CLOSING DATE** : 29 December 2010

**POST 49/132** : **MEDICAL OFFICER GRADE I REF NO: 70258009**  
 Directorate: Orthopaedics Department

**SALARY** : R405 333 – R456 606 per annum (plus benefits)  
**CENTRE** : Kalafong Hospital  
**REQUIREMENTS** : Registration with Professional Council as Medical Practitioner. Recommendations: willingness and capacity to work hard under different circumstances.

**DUTIES** : Responsible for management of patients both hospital and in outpatient. After hours duties to be delivered according to rotation system. Regular attendance of academic activities and meeting necessary. Assistance in under graduated teaching.

**ENQUIRIES** : Dr. N.S. Motsitsi, Tel. No: (012) 373 1017  
**CLOSING DATE** : 20 December 2010

**POST 49/133** : **OPERATIONAL MANAGER (GENERAL NURSING) GR I NIGHT SUPERVISOR REF NO: 70257844**  
 Directorate: Nursing Services

**SALARY** : R244185 per annum (plus benefits)  
**CENTRE** : Tshwane District Hospital  
**REQUIREMENTS** : Basic R425 Qualification in nursing Degree/Diploma in nursing or equivalent. (General Nursing, Midwifery, Community Nursing, Psychiatry) Qualification in nursing administration/ Education. Appropriate and relevant experience minimum of 7 years post registration of which 2 recent yrs in supervisory position in a Hospital situation. Proof of paid up registration at SANC. Basic Computer literacy good communication skills. Strong leadership abilities problem solving skills. Ability to facilitate an cultural diverse work environment: Ability to perform under pressure. Knowledgeable in legal requirement in Public Health Care Sector. Code 8 drivers' license will be advantage. Strong organizational skills be able to work independently. Skilled to act according to the Labour Relation Guidelines.

**DUTIES** : Planning , implementation, evaluation of Nursing Program according to nursing standards, legal requirement, policies and regulations within culture diverse environment. Compile an ongoing orientation and induction program for all new staff. To develop a safe patient care therapeutic environment according to



Occupational Health and Safety requirement. Infection Control Prescriptions and Implemented Quality Assurance Protocols. Policies and Standards. Responsible for ongoing development and training of all categories of staff during night. Maintain management and control measurements in regard with Human Resource equipment all stock. Ongoing clinical nursing audits, compile monthly written reports, analyzing of results and implementation of remedial steps. Guide supervise all staff according to PMDS requirement and guidelines. Create a patient care environment that is conducive to student training.

**ENQUIRIES** : Ms. M. Mouton, Tel. No: (012) 354 5600  
**CLOSING DATE** : 20 December 2010

**POST 49/134** : **CLINICAL PROGRAM MANAGER GR I: INFECTION CONTROL REF NO: 70257843**  
Directorate: Nursing Services

**SALARY** : R244185 per annum (plus benefits)  
**CENTRE** : Tshwane District Hospital  
**REQUIREMENTS** : Basic R425 Qualification in nursing Degree / Diploma in nursing or equivalent. (General Nursing, Midwifery, Community Nursing, Psychiatry) Post Basic Qualification in infection Control. Appropriate and relevant experience minimum of 7 years of which 2 recent yrs in infection control field. Proof of paid up registration at SANC. Basic Computer Literacy Good communication skills. Strong leadership abilities problem solving skills. Work environment: ability to perform under pressure. Knowledgeable in legal requirement in Public Health Care Sector. Code 8drivers license. Strong Leadership skills be able to work independently. Skilled to develop ongoing training in infection control principles to all categories of staff.

**DUTIES** : Facilitate, coordinate and review national provincial and regional legislation regarding infection control policies and protocols and the monitoring thereof. Implement and maintain an effective hospital infection control surveillance system in alignment with the infection control policies monitor utilization of financial and human resources. Develop and monitor the implementation of continuous infection control education and training programmes. Utilization of financial and human resources. Develop and monitor the implementation of continuous education and training programmes.

**ENQUIRIES** : Ms. M. Mouton, Tel. No: (012) 354 5600  
**CLOSING DATE** : 20 December 2010

**POST 49/135** : **CLINICAL PROGRAM COORDINATOR GR I: OCCUPATIONAL HEALTH AND SAFETY REF NO: 70257845**  
Directorate: Nursing Services

**SALARY** : R244 185 per annum (plus benefits)  
**CENTRE** : Tshwane District Hospital  
**REQUIREMENTS** : Basic R425Qualification in nursing Degree/Diploma in Nursing or equivalent. (General Nursing, Midwifery, Community Nursing, Psychiatry)SANC Registered Post Basic Qualification in Occupational Health and Safety. Appropriate and relevant experience minimum of 7 yrs of which 2 recent yrs in OHS field. Proof of paid up registration at SANC Basic computer literacy in word, excel and PowerPoint, knowledgeable in infection control principles. Work environment: ability to perform under pressure. Knowledgeable in legal requirement in OH&S and relevant Legal requirements. Code 8 driver's license. Strong leadership skills. Be able to work independently. Skilled to develop ongoing training in OH&S Principles to all categories of staff. Good communication and report writing skills.

**DUTIES** : Facilitate, coordinate and review national, provincial and regional legislation regarding OHS policies and protocols and the monitoring thereof. Guidance and advice to management. Develop and monitor the implementation of education and training programmes in field active participation in employee workplace program. Waste management program. Injury on duty. Development and maintenance of OHS structures according to legal requirements. Working closely with infection Control Practitioner, willingly to work after hours when there is a need for.

**ENQUIRIES** : Ms. M. Mouton, Tel. No: (012) 354 5600  
**CLOSING DATE** : 20 December 2010

**POST 49/136** : **OPERATIONAL MANAGER GENERAL PN-A5 4 POSTS REF NO: 70257832, POST NANTAL WARD 1, 1 POST REF NO: 70257832/1 SURGICAL WARD 5 1 POST REF NO: 70257832/2, MEDICAL WARD 19 1 POST, REF NO: 70257832/3, GYNAE WARD 14 1 POST, REF NO: 70257832/4**  
 Directorate: Nursing Department

**SALARY** : R244 185 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 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.

**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 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

**DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT**

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

**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 49/137** : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: 70257978**  
 Chief Directorate: Financial Management

**SALARY** : R790 953 per annum (All inclusive package)  
**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : B. Com Hons. Degree in Accounting / Management Accounting - CA or RGA will be advantageous. Must have served articles. 5-10 years management experience. Public Sector experience, in depth knowledge of PFMA, DORA, Treasury Regulations and of the relevant prescript. Proven management skills. Track record in preparation and management of strategic plans, business plans and annual performance budgeting. Ability to implement internal systems and controls to ensure sound financial managements. Skills and knowledge in budget planning, monitoring and control of expenditure and revenue. Self driven, attention to detail and independent. Good strategic management and leadership skills. Good interpersonal skills. Result orientated and able to work under pressure. Ability to think analytically.

**DUTIES** : Managing financial accounting, budgeting and management accounting. Facilitate the implementation of national norms and standards. Compile, maintain and present monthly management, cost and variation reports. Manage revenue collection and expenditure within the department. Prepare quarterly, midyear and annual financial reports / statements. Assist the CFO with the following functions: Planning and budgeting, Revenue and expenditure

management, Asset and liability management. Facilitate of monthly budget reporting meetings with all Chief Directors. Ensure effective, efficient and transparent use of the financial resources of the department.

**ENQUIRIES** : Ms. Jacoba van Antwerpen, Tel No : (011) 355-5072  
**CLOSING DATE** : 21 December 2010  
**NOTE** : Short listed candidates will need to undergo a competency assessment.

**POST 49/138** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 70257979**  
Directorate: Supply Chain Management

**SALARY** : R652 572 per annum (All inclusive package)  
**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : B.Com, B Admin or National Diploma in Purchasing. Registered member of CIPS/IPSA will be advantageous. 3-5 years appropriate experience in procurement and supply chain management. Management position accustomed to managing business unit and or 5 years experience in tender administration and supervisory experience in administrative environment. In-dept knowledge of government procurement legislation, policies and procedures, GPG delegation of authority requirements, Supply Chain Management practice notes issued by National Treasury, Preferential Procurement Policy Framework Act (PPPFA Act) and Public Finance Management Act (PFMA) etc. Knowledge of the Broad Based Black Economic Empowerment Strategy and Act. Knowing and understanding the Construction Industry Development Board (CIDB) requirements during procurement processes. Understanding of South African market place. Knowledge of maintenance and construction industry would be an advantage.

**DUTIES** : Source goods and services within a fair, equitable, transparent, competitive and cost-effective system. Manage and coordinate the sourcing and purchasing decision of all goods and services in the Department. Plan and forecast demand of all business units. Maintain, monitor and manage relationships between acquisition management and suppliers. Perform resource planning; supply sourcing, negotiation, order placement, logistics and warehouse management and quality assurance. Coordinate supplier scheduling, delivery time frames, supply continuity. Preserve the highest standards of honesty, integrity, impartiality and objectivity. Provide for building capacity to deal with challenges experienced by BBBEE and SMME institutions. Develop and maintain manuals on SCM policies and procedures. Set performance standards with respect to service delivery to departmental clients and value for money per category of demand purchases.

**ENQUIRIES** : Ms. Jacoba van Antwerpen, Tel No : (011) 355-5072  
**CLOSING DATE** : 21 December 2010  
**NOTE** : Short listed candidates will need to undergo a competency assessment.

**POST 49/139** : **DIRECTOR: GENDER AND DISABILITY REF NO: 70258025**  
Directorate: HOD'S Office

**SALARY** : R652 572 per annum (All inclusive package)  
**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : Bachelor's degree or equivalent in Social/Human Science. Experience in Gender mainstreaming, financial and project management. Managerial, organizational and communication skills. Sound knowledge of relevant public service legislation, PFMA and HR practices. Experience in managing change.

**DUTIES** : Provide strategic leadership as well as coordinate efforts of GPG departments to mainstream the two sectors and monitor implementation thereof. Facilitate the implementation of national gender policy by GPG departments. Facilitate the integration of gender issues into GPG departmental strategies. Monitor and evaluate GPG departmental projects and programmes to assess whether they are consistent with national gender policy. Co-ordinate gender training and education of all staff within GPG departments. Review GPG departmental policies, projects and programmes for gender implications. Develop good governance processes through the implementation of sound monitoring and evaluation procedures to determine as well as analyze/interpret the impact/outputs of the Department's Gender and Disability mainstreaming

objectives against the Strategic plan and Operational plan. Ensure that all programs in the Strategic Plan in terms of Legislation, Regulations, Policies and Departmental objectives address the mainstreaming of gender and disability. Liaise with Departmental partnerships, civil society, and business likely to be affected by strategic initiatives, resource management and funding decisions taken by the Department in terms of the mainstreaming of gender and disability. Optimize the allocation and utilization of human resources, capital resources and finances in the Directorate by ensuring compliance to the relevant legislation and key strategic objectives and targets. Manage and evaluate staff performance reporting to the Director.

**ENQUIRIES** : Mr. Paul Maseko, Tel No : (011) 355-5092  
**CLOSING DATE** : 21 December 2010

#### OTHER POSTS

**POST 49/140** : **SKILLS DEVELOPMENT FACILITATOR REF NO: 70257961**  
 Directorate: Human Resource Practice and Development

**SALARY** : R 406 839 per annum (all inclusive package)  
**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : Relevant and recognized B. Degree / Diploma in Human Resource Management / Development. Accreditation as a SDF; and in-depth knowledge of adult learning techniques as well as learning and development techniques for professionals in the workplace. At least 5 years working experience in a Skills Development environment; plus 3 years relevant Supervisory/management experience. A valid driver's license. Knowledge: In-depth understanding of GPG and Public Service policies and procedures. In - depth knowledge of Human Resources Development legislative framework: Skills Development Act, Skills Development Levy Act, National Skills Development Strategy, DPSA Human Resource Development Strategic Framework (Vision 2015), National Qualifications Framework, South African Qualifications Authority Act, etc. Understanding of the Department's strategic objectives and how the scarce & critical skills impact on service delivery of the department's objectives. In-depth understanding of the department's working relationship with SETAs. SKILLS: Sound interpersonal relations as well as excellent verbal and written communication skills. Analytical and problem solving abilities. Excellent customer relations management. Conflict management and resolution. Strong financial and project management skills. Excellent presentation and facilitation skills. Willingness and ability to work under pressure. Strong people management skills and computer literacy. Ability to be innovative and adapt to a constantly evolving profession.

**DUTIES** : Translate the skills audit into the Workplace Skills Plan (WSP) on an annual basis. Plan, develop and implement relevant aspects of the annual Skills Plan and submit the quarterly & annual Training Reports. Serve as chairperson for the departmental Skills Development Committee. Ensure compliance of Quality Management System (QMS) with NQF & SAQA requirements. Ensure the implementation of the National Skills Development Strategy and Provincial Skills Development Strategy. Advise employees regarding the opportunities and resources available for personal and professional growth within their job specifications. Ensure compliance with the Skills Development Legislation. Maintain relationship with the PSETA and line SETAs and initiate relationships with other SETA's. Serve as a resource to the organisation with regard to the criteria required for accreditation of courses, skills programmes and learnership development. Facilitate the identification of accredited service providers. Advice on the status of SETA grants. Liaise with the relevant stakeholders and represent the department on different Provincial and National Skills Development forums. Coordinate the PIVOTAL occupationally directed Learning & Development Programmes to enhance the departmental skills development culture eg, Bursary Scheme, Artisan Development, Internship programme and Learnership programme, ABET and RPL. Monitor the employee Study Assistance, Emerging Leadership Programme (ELP), Middle Management Development Programme (MMDP) and Senior Management Development Programme (SMDP).

**ENQUIRIES** : Mr. Wesley Jacobs, Tel No: (011) 429 3816  
**CLOSING DATE** : 21 December 2010

**POST 49/141** : **MECHANICAL ENGINEER (PRODUCTION) REF NO: 70257962**  
Directorate: Capital Works

**SALARY** : R394 659 per annum (plus benefits)  
**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : Recognized BSc. Degree in Mechanical Engineer or equivalent and registration engineering council of South Africa. Minimum 3 years post registration experience.

**DUTIES** : Perform Mechanical Engineering services on Government projects, facilities plus building design, coordinate design effort and integration across description to ensure integration with current technology. Perform final review and approval or audits on the engineering design according to design principles, theory and standard, plan, design, operate and maintain engineering projects; evaluate existing technical manuals, standards, specifications and procedures to incorporate new technology. Prepare working drawings and tender documentation/specifications. Mentor, train and develop candidate engineers technology, technician to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice administer performance management and development. Ensure adherence to regulations, policies and legislations governing engineering sector and the work environment; liaise with relevant bodies/councils on engineering related matters.

**ENQUIRIES** : Mr. Mmakwena. Selepe, Tel. No: (011) 429 3622  
**CLOSING DATE** : 21 December 2010

**POST 49/142** : **ARCHITECT 2 POSTS REF NO: 70257963**  
Directorate: Capital Works

**SALARY** : R340 068 per annum (plus benefits)  
**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : Recognized degree in Architecture and registration as professional Architect with South African Council for Architectural profession. Minimum 3 years post registration experience. Extensive knowledge and skills of all Architectural profession.

**DUTIES** : Perform architectural services on government projects, state owned facilities structures and buildings. Coordinate professional teams on all aspects; regulating architecture and consolidation of other professional inputs; provide architectural advice and technical inputs in the evolution of solution. Develop architectural related policies. standards, methodologies and process. Design, review plans, drawings, specifications. Ensure compliance on legislations, regulations, directives, policies. Mentor and train candidate architects and related technical and administrative personnel to provide skills transfer and adherence to sound architectural principles. Administrative performance management and development. Mentor and control expenditures. Research and liaise with relevant bodies/councils on architectural related matters.

**ENQUIRIES** : Mr. Mmakwena. Selepe, Tel. No: (011) 429 3622  
**CLOSING DATE** : 21 December 2010

**POST 49/143** : **ASSISTANT DIRECTOR (OFFICE OF THE HOD) REF NO: 70257965**  
Directorate: Office of the HOD

**SALARY** : R 206 982 per annum (plus benefits)  
**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : Degree in Administration/Management. 3-5 years experience in rendering a support service to senior management. Sound organizational skills. High computer literacy in all MS Office programmes. 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. Self-management and motivation. Sound knowledge on the PFMA, Treasury Regulations and related legislation.

**DUTIES** : Provide support services to the Office of the HOD.

**ENQUIRIES** : Mr. Leon Coetzee, Tel. No: (011) 355 5080  
**CLOSING DATE** : 17 December 2010

**DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION**

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

**CLOSING DATE** : 30 December 2010

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

**MANAGEMENT ECHELON**

**POST 49/144** : **CHIEF DIRECTOR: CULTURAL AFFAIRS REF NO: 70257459**  
Directorate: Cultural Affairs

**SALARY** : R 790 953 per annum (All inclusive package)

**CENTRE** : Johannesburg

**REQUIREMENTS** : An appropriate recognized 3 year degree or equivalent qualification. Extensive experience in Cultural Affairs preferably in government. A minimum of 5 years in the public sector environment at senior management level. A good understanding of government mandates and priorities. Understanding of intergovernmental relations and corporate governance. **SKILLS:** Management and Leadership, Risk management, Project management, Financial management, Stakeholder management, Strategic thinking, Negotiation, Strong communication skills and Computer literacy.

**DUTIES** : Management and implementation of Arts and Culture, Libraries and Heritage strategic goals and strategic objectives and ensure that the sector contributes to both social and economic transformation. To coordinate and facilitate the strategic planning process of all the components within the Chief Directorate. Ensure that the operations of all components within the Chief Directorate are aligned and comply to approved strategic and business plans. To ensure effective partnership and stakeholder involvement and management of effective Arts and Culture, Libraries and Heritage programmes. To facilitate identification and development of talented young people, women and people with disabilities in the area of Arts, Culture and Heritage. To support creative industries, creative arts, and heritage organizations and institutions which have clear programmes that are geared to promote Gauteng as home of champions. To manage the budget of the Chief Directorate in accordance with the PFMA. To ensure effective allocation and utilization of resources. To ensure adherence to approved budget and timely alert the Head of the Department of any emerging factors that can lead to deviations on expenditure. To manage human resources of the Chief Directorate effectively to achieve the set goals. To represent the Department in high level structures. Act in higher position when necessary.

**ENQUIRIES** : Mr. Jeffrey Gawe, Tel No : ( 011 ) 355 2633

**POST 49/145** : **DIRECTOR: MONITORING AND EVALUATION REF NO: 70257461**  
5 Year Contract  
Directorate : Monitoring and Evaluation

**SALARY** : R 652 752 per annum (All inclusive package)

**CENTRE** : Johannesburg

**REQUIREMENTS** : An appropriate recognized 3 year degree or equivalent qualification. Extensive experience in monitoring and evaluation preferably in government. A minimum of 5 years in the public sector environment at management level. Knowledge: Public Service Legislations, Government planning budgeting and reporting processes, monitoring and evaluation framework, government mandates and priorities. **SKILLS:** strategic planning, strategic leadership, problem solving,

**DUTIES**

decision making, project management, communication, presentation, analytical, financial management, interpersonal relations, computer literacy.

: Track performance against set targets. Develop and implement departmental Monitoring and Evaluation Framework and Dora policies. Implement and maintain a monitoring and evaluation system for the department. Monitor, evaluate report on progress against strategic objectives as per the strategic plan of the department. Support departmental planning and review processes and ensure that it is aligned to National and Provincial objectives. Monitor and evaluate the implementation of the departmental policies in conjunction with various directorates. Provide an oversight of the directorates projects to ensure that they are aligned to the departmental business plans. To monitor timelines of projects deliverables. Monitor service level agreement and memorandum of understanding. Comply with all conditional grant reporting requirements. Ensure all business plans of the sub-programmes aligned to the DORA Grant are integrated, coordinated, monitored and evaluated.

**ENQUIRIES**

: Mr. Jeffrey Gawe, Tel No : 011 355 2633

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

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

**NOTE** : Application must be submitted on the prescribe Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Circular Minute Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her application, in due course. All employees in the Public Service that are presently on the same salary level but on a notch/package above as that of the advertised post are free to apply.

**OTHER POSTS**

**POST 49/146** : **MEDICAL OFFICER GR 1, 2 & 3 REF NO: HRM 15 /2010**

**SALARY** : GR 1 –R 455 634 per annum (all inclusive packages), Experience not applicable  
GR 2 –R 520971.00 per annum (all inclusive packages), A minimum of 5 years appropriate experience as Medical Officer After registration with HPCSA as a Medical Practitioner.  
GR 3 – R 604605.00 per annum, A minimum of 10 years appropriate experience as a Medical Practitioner.

**CENTRE REQUIREMENTS** : Untunjambili Hospital  
: MBCHB degree PLUS, Current registration with the HPCSA as a Medical Practitioner. Recommendation: Diploma in Anaesthetics and relevant experience will an added advantage, OR Willingness to train for Diploma in Anaesthesia. Knowledge, Skills, Training, and Competencies required: Sound knowledge and skills associated with the practice of anaesthetics. Ability to diagnose and manage common medical problem including emergencies, Demonstrate the ability to work as part of multidisciplinary team, Knowledge of current Health Legislation and policies at Public Institution.

**DUTIES** : Key Performance Areas: Provide holistic patient care, including of pre – operative assessment, intra – operative anaesthesia and post operative care in High care or ward. Perform after hours duties, Assist with supervision and support of students and intern in the department. Participate in the Department academic programme, Ensure sound Labour Relations in compliance with relevant legislation while maintaining the interest of patients.

**ENQUIRIES APPLICATIONS FOR ATTENTION CLOSING DATE** : Dr NL Phakathi Tel: 033 4440818 ext 8224  
: Untunjambili Hospital, Private Bag x 216, Kranskop, 3268  
: Human Resource office  
: 17 December 2010

**POST 49/147** : **MEDICAL OFFICER– GRADE 1 REF NO: CTK/15/2010**

**SALARY CENTRE REQUIREMENTS** : Remunerative Package: Package: R455 634 p.a. Plus, Rural Allowance: 18%  
: Christ the King Hospital  
: MBCHB Degree, Plus, Registration with the HPCSA as a medical officer and current proof of registration. Knowledge, Skills, Training, And Competencies Required: Sound knowledge of clinical skills associated with the practice of a District Level Hospital. Knowledge and skills in medicine, pediatrics, surgery, obstetrics & gynecology, orthopedics, psychiatrics, emergency Medicine and anesthetics. Good communication and interpersonal skills. Teaching and



supervision of junior doctors and students Knowledge of all applicable legislations

**DUTIES** : Key Performance Areas: Provides a holistic patient care, inclusive of preventative measures, treatment and rehabilitation Sedates and monitors patients undergoing frightening or uncomfortable investigations and arranging for further investigations of patients. Provides an ongoing medical management of patients with chronic conditions Give medical input into Team management Deals with disability grants assessments Provision of input on Medico - Legal problems.

**ENQUIRIES** : Medical Manager: 039- 834 2067

**APPLICATIONS** : All Applications be Forwarded To: - Attention: - Human Resource Manager The Hospital Manager Christ the King Hospital Private Bag X 542 Ixopo 3276

**CLOSING DATE** : 17 December 2010

**POST 49/148** : **DENTIST OFFICER GRADE 1 REF NO: CTK/17/2010**

**SALARY** : Package: R442 266 p.a. Plus, Rural Allowance: 18%

**CENTRE** : Christ the King Hospital

**REQUIREMENTS** : BCHB Degree in Dentistry, Plus Registration with the HPCSA as a medical officer and current proof of registration. Knowledge, Skills, Training, And Competencies Required: Sound knowledge of dental services Good communication and interpersonal skills. Teaching and supervision of junior doctors and students Knowledge of all applicable legislations Negotiation skills

**DUTIES** : Key Performance Areas: Execute duties and functions with proficiency within the prescripts of all applicable legislations and to support the aims and objectives of the institution. Develop mission statement and objectives for the dental unit that supports the overall objectives of the institution. Communicate with members of health care team and dental service to meet patient needs maintain accurate and relevant health records for all patients Be responsible for promotive and preventative health education on dental care.

**ENQUIRIES** : Medical Manager: 039- 834 2067

**APPLICATIONS** : All Applications be Forwarded To: - Attention: - Human Resource Manager The Hospital Manager Christ the King Hospital Private Bag X 542 Ixopo 3276

**CLOSING DATE** : 17 December 2010

**POST 49/149** : **PHARMACIST GRADE 1 REF NO: CTK/14/2010**

**SALARY** : Package: R381 093 p.a. Plus, Rural Allowance: 12%

**CENTRE** : Christ the King Hospital

**REQUIREMENTS** : Bachelor of Pharmacy degree recognized by SAPC, Plus Registration with the South African Pharmacy Council as a Pharmacist and current proof of registration. Knowledge, Skills, Training, And Competencies Required: Knowledge of Public sector pharmacy, as well as relevant Acts, Legislation, Regulations. Sound interpersonal, communication, planning and organizing skills. Computer literacy. Knowledge of the principles of drug list. Ability to work independently.

**DUTIES** : Key Performance Areas: Provide comprehensive pharmaceutical service to patients. Manage and be responsible for the allocated budget and implement financial management systems for the allocated stock. Provide appropriate counseling for patients regarding their drug treatment. Develop, implement and monitor standards, operating procedures and policies for all facets of the pharmaceutical services in accordance with the applicable legislation and good pharmacy practice. Supervise and provide training to Pharmacist – Community Service and Pharmacist Assistants. Supervise requisition and maintenance stock for patients, and special programme services. Provide professional expert direction and guidance to Medical, Nursing and Paramedical staff on the availability, selection, procurement, distribution and usage of medicine.

**ENQUIRIES** : Medical Manager: 039- 834 2067

**APPLICATIONS** : All Applications be Forwarded To: - Attention: - Human Resource Manager The Hospital Manager Christ the King Hospital Private Bag X 542 Ixopo 3276

**CLOSING DATE** : 17 December 2010

<b><u>POST 49/150</u></b>	:	<p><b><u>SUPPORT MANAGEMENT OFFICER: HUMAN RESOURCE AND GENERAL (LEVEL 8): REF NO.G128/2010</u></b>  Cluster: Human Resource Management Services: (KwaZulu-Natal College of Nursing)</p>
<b><u>SALARY</u></b>	:	R174 117 per annum Other Benefits: 13 <sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements
<b><u>CENTRE</u></b>	:	Head Office: Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelors Degree/National Diploma in Administration/Management/Human Resource Management; PLUS -A minimum of three (3) years experience within an administration environment; PLUS - Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training And Competence Required:- The incumbent of this post will report to the Assistant Manager: Human Resource Management Services: KZN College of Nursing, and will be responsible to render comprehensive and Human Resource Support Service to officials of the KwaZulu-Natal College of Nursing for all Nurse training matters, and as such the ideal candidate must: -Possess knowledge of the legislative and policy framework informing the area of operation. -Possess good communication and report writing skills. -Have the ability to uphold strict confidentiality in the workplace. -Have the ability to prioritise issues and work related matters. -Possess excellent inter-personal and communication skills (both written and verbal). -Have the ability to work under pressure and meet deadlines. -Possess good organising and planning skills. -Be computer literate with a proficiency in MS Office and Excel Software Applications.
<b><u>DUTIES</u></b>	:	Key Performance Areas:- -Monitor and maintain a comprehensive contract management system for all nurse training programmes. -Render guidance and support to Campuses/ Sub Campuses for work related matters. -Manage and update the Nursing programme. -Facilitate and monitor the submission of training documentation to the South African Nursing Council. -Prepare payments to South African Nursing Council. -Maintain and monitor excellent records management for all student matters and human resources services. -Manage the application of Nurse training applications. -Render excellent supervisory skills, support and guidance to the general support staff. -Assist and assess the performance of staff in terms of the Performance Management Development System. -Provide a human resources support service to the College. -Assist with the collation of statistics. -Provide secretarial duties as required.
<b><u>ENQUIRIES</u></b>	:	Mrs S Ramkilowan: 033- 2647809
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Room 101, 5 <sup>th</sup> Floor, South Tower
<b><u>FOR ATTENTION</u></b>	:	Mrs S D Shezi
<b><u>CLOSING DATE</u></b>	:	24 December 2010
<b><u>POST 49/151</u></b>	:	<p><b><u>(A) TRAINEE/BUDGET ANALYST: BUDGET PLANNING: LEVEL 7: (5 POSTS) REF NO: G129/2010</u></b>  (2 Year Contract, Renewable)  <b><u>(B) TRAINEE/BUDGET ANALYST: BUDGET CONTROL: LEVEL 7: (5 POSTS) REF NO: G130/2010</u></b>  (2 Year Contract, Renewable):  Cluster: <b>Finance: Budget Management</b></p>
<b><u>CENTRE</u></b>	:	Head Office: Pietermaritzburg
<b><u>SALARY</u></b>	:	R140 208.00 per annum Other Benefits: 13 <sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements
<b><u>REQUIREMENTS</u></b>	:	Minimum Requirements For The Above Posts:- An appropriate Bachelors Degree/ <b>B.Tech</b> Degree or National Diploma in Economic Sciences or Social Sciences or Mathematical Sciences or Financial Management/Accounting. Recommendations:-Unendorsed valid Code B driver's licence (Code 08) will serve as a recommendation. Knowledge, Skills, Training And Competence Required:-The incumbents of these posts will report to the Senior Accountant: Finance: <b>Budget Management</b> , and will be responsible to support key financial Management and governance functions pertaining to the Department of Health.

These functions include: support of the financing and budgeting for the sector priorities, monitoring of financial management, expenditure and service delivery in the sector, and support of policy development and implementation in the Health sector, and as such the ideal candidate must: **Possess demonstrable understanding and or knowledge of the State budget planning and budget management approaches, the following will be advantageous: a good understanding of the South African Fiscal Management System; in particular have a good understanding of the Medium Term Expenditure Framework; good understanding of national and provincial government strategic planning and resource allocation cycle; familiarity with government's priorities in relation to public health, the ten point plan and the National Health Insurance considerations/concepts.** Have good verbal and written communication skills. Have excellent computer skills in MS Office, Excel, Word and PowerPoint Software Applicants. Possess sound knowledge of the relevant Acts and Regulations **in particular the Public Finance Management Act and the Treasury Regulations.**

**DUTIES** : Key Performance Areas:-Render support to the departments' institutions and related entities on financial planning and management, including costing where required; Facilitate process for the allocation of the budgets to institutions and manage any virements and adjustments thereof. Monitor financial management, expenditure and services delivery, Conduct analysis on expenditure trends through the Institutional In Year Monitoring Tool to check if budgetary on allocations are in line with envisaged output performance priorities and targets, Policy analysis and support.

**ENQUIRIES** : **Mrs Liesl Curtis** 033- 395 2127  
**APPLICATIONS** : All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Room 101, 5<sup>th</sup> Floor, South Tower

**FOR ATTENTION** : Mrs S D Shezi  
**CLOSING DATE** : 24 December 2010

**POST 49/152** : **OCCUPATIONAL THERAPIST REF NO: CTK/18/2010**

**SALARY** : Package: R113 568 .pa. Plus, Housing allowace Medical aid allowance (optional)

**CENTRE** : Christ the King Hospital  
**REQUIREMENTS** : National Diploma / degree in Occupational therapy, Plus Registration with the HPCSA as an Occupational Therapist and current proof of registration. Knowledge, Skills, Training, And Competencies Required: Sound knowledge of therapeutic procedure and equipment Sound knowledge of radiation control and safety and other relevant Health acts Communication skills and team building Balanced personality, ethical, committed and dedicated and

**DUTIES** : Key Performance Areas: Provide high quality diagnostic and therapeutically occupational therapy services according to patient needs. Give factual information to patients and clients on occupational therapy Promote good health services on patient in need of therapy execute all clinical procedures competently to prevent complications Educate patient on their condition whilst ensuring that patients rights are upheld Inspect and utilize equipment professional to ensure that they comply with safety standards contribute to overall work processes in the component

**ENQUIRIES** : Medical Manager: 039- 834 2067  
**APPLICATIONS** : All Applications be Forwarded To: - Attention: - Human Resource Manager The Hospital Manager Christ the King Hospital Private Bag X 542 Ixopo 3276

**CLOSING DATE** : 17 December 2010

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM**

*It is our intention to promote representativity in respect of race, gender and disability through the filling of these positions. Women and people with disabilities are encouraged to apply*

- APPLICATIONS** : Forwarded to: The Head of Department, Department of Economic Development, Environment and Tourism, Riverside Government Complex, Building no 4, 1<sup>st</sup> floor, Private Bag X11215, Nelspruit, 1200
- CLOSING DATE** : 17 December 2010 @ 16h15 and please take note that no applications received after the closing date will be considered.
- NOTE** Fully completed and signed Z83 application form obtainable from any public Service department must be submitted and be accompanied by a comprehensive CV as well as originally certified copies of qualifications and ID. Certification must not be older than three months. If your application(s) does not meet the above-mentioned prerequisites, your application(s) will be automatically disqualified. By responding to this advertisement, you are consenting that your information will be verified. No facsimile or e-mailed applications will be accepted. A separate application form must be completed for each post. Please note that correspondences will be limited to short listed candidates only. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). ). It is also expected of the top three candidates in terms of the selection interview results for the Senior and Middle Management posts to undergo a compulsory competency assessment on a date that will be decided by the employer. The Department reserves the right not to fill the positions

**MANAGEMENT ECHELON**

- POST 49/153** : **DEPUTY DIRECTOR GENERAL: SECTOR SPECIALIST: 2 POSTS REF NO: PR3/01/2010/11**  
(Three (03) year Contract)  
This is a re-advertisement; candidates who applied are also encouraged to re-apply
- SALARY** : R976 317 per annum, all inclusive package
- CENTRE** : Head Office, Nelspruit
- REQUIREMENTS** Post graduate qualification in Economics/Business Management or equivalent qualification with extensive research experience at management level in private/public sector development and policy formulation and implementation. Good understanding and knowledge of government economic policy and priorities. Generic knowledge of the South African economic policies, priority sectors in Mpumalanga and regulated industries. Knowledge and understanding of the Public Service laws, government processes, regulations and procedures would be an added advantage. The successful candidate must be able to display the following competencies at advanced levels: Strategic Capability, 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 and Communication, Honesty and Integrity.
- DUTIES** : Provide strategic and technical support in the formulation and implementation of the Province's economic growth and development path. Provide strategic direction and leadership in sector reforms and coordinate the development of the priority sectors in Mpumalanga. Identify development, growth and beneficiation opportunities and advise on improving the competitiveness of the sectors in Mpumalanga. Initiate and facilitate capacity building programmes of the sectors through business processes, outsourcing, information, training and communication technology. Support and participate in all relevant provincial and national structures. Lead and facilitate dialogues in all priority sectors across departments. The incumbent will be expected to package bankable business projects for funding; and must also be committed to promoting projects in

historically marginalized areas. Sourcing funding from private sector investment, mobilizing capital in financial markets and other funding agencies.

**ENQUIRIES** : Vusumuzi Hlatshwayo Tel no: (013) 766 4164

**POST 49/154** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: PR1/03/2010/11**

**SALARY** : R652 572 per annum, all inclusive package

**CENTRE** : Head Office, Nelspruit

**REQUIREMENTS** : An appropriate three year tertiary qualification in Human Resource Management or equivalent qualification with at least five years work experience in the broad Human resource management areas covering administration, Human resource development, human resource policy and planning, employee relations, performance management and employee wellness. Knowledge of Public Service Regulations/Acts, Legislations and prescripts applicable to Human resource management in the Public Service. The successful candidate must be able to display the following competencies: Strategic Capability, 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 and Communication, Honesty and Integrity.

**DUTIES** Provide strategic direction to the Human resource directorate in all matters relating to Human resource management in the Department as well as effective and efficient Human Resource Management. Formulate policies related to Human resource management and human resource development, employee wellness, employee relations and performance management. Provide advice and assistance to other senior managers on Human resource matters • Represent the Department in the Bargaining Chamber and other negotiation forums. Promote a sound working relationship between management and employees. Develop, implement and report on the Employment Equity Plan. Facilitate the implementation of the Performance Management and Development System. Liaise with government institutions on employee matters

**ENQUIRIES** : Vusumuzi Hlatshwayo Tel no: (013) 766 4164

#### **DEPARTMENT OF EDUCATION**

***The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to the positions set out below:***

**APPLICATIONS** : The Head of Department, Department of Education, Private Bag x 11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex.

**FOR ATTENTION** : Mr. G Mathebula, HR Provisioning

**CLOSING DATE** : 15 December 2010

**NOTE** : Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV, originally certified copies of all qualifications and RSA ID document, as well as valid drivers license where required. Failure to attach the requested documents will result in your application not being considered. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment.

#### **OTHER POSTS**

**POST 49/155** : **CHIEF EDUCATION SPECIALIST: EXAMINATION POLICY COMPLIANCE AND DISTRICT CO-ORDINATION SERVICES REF NO: E2/019**

**SALARY** : An all-inclusive remuneration package of R 502 836 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

**CENTRE REQUIREMENTS** : Head Office, Nelspruit  
: An appropriate recognised Bachelor's degree or equivalent qualification backed by a professional qualification in Education, plus at least eight years relevant experience as well as credible management experience. Extensive knowledge and insight into policy and legislation pertaining to the FET, GET and NQF assessment practices in schools. Adaptability and ability to work independently. Sound knowledge of the PFMA, MTEF and appropriate employment Acts •Good organisational-, planning and management skills as well as good communication and interpersonal skills •Computer literacy •Valid driver's licence •Registration with SACE. Appointment will be subject to the completion of a vetting/screening process.

**DUTIES** : Render examination policy compliance and district co-ordination. Identify and resolve examination irregularities including the following: the investigation, prevention, and reporting on irregularities, the facilitation of the establishment of irregularity committees in the districts and the arrangement of disciplinary hearings. Ensure speedy resolution of irregularities as well as disciplinary action to avoid unnecessary delays on the part of learners. Manage ABET and GET examinations. Manage FET examinations as well as school based assessments. Manage and co-ordinate the rendering of general administrative services as well as risk and security management services. Facilitate the review, development and implementation of exam policies and guidelines. Perform examinations monitoring and evaluation function in ensuring compliance to policy in the management and administration of exams.

**ENQUIRIES** : Mr CS Manyabeane, Tel (013) 766 0006

**POST 49/156** : **CHIEF EDUCATION SPECIALIST: ITEM DEVELOPMENT & QUESTION PAPERS PRODUCTION REF NO: E2/020**

**SALARY** : An all-inclusive remuneration package of R 502 836 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

**CENTRE REQUIREMENTS** : Head Office, Nelspruit  
: An appropriate recognised Bachelor's degree or equivalent qualification backed by a professional qualification in Education, plus at least eight years relevant experience as well as credible management experience. Extensive knowledge and insight into policy and legislation pertaining to the FET, GET and NQF assessment practices in schools. Adaptability and ability to work independently. Sound knowledge of the PFMA, MTEF and appropriate employment Acts •Good organisational-, planning and management skills as well as good communication and interpersonal skills •Computer literacy •Valid driver's licence •Registration with SACE. Appointment will be subject to the completion of a vetting/screening process.

**DUTIES** : Manage and dispatch scripts and question papers which include the following: the quality assurance of printed work and assessment tools, the development of a printing and distribution plan, the provision of specifications for the printing and production of question papers, management of the sorting, labelling and packing of question papers, the management of the store-room and ensurance of proper safety of all assessment and examination material. Manage item development on various subjects and learning areas. Manage the printing and production of question papers

**ENQUIRIES** : Mr CS Manyabeane, Tel (013) 766 0006

**POST 49/157** : **CHIEF EDUCATION SPECIALIST: MARKING PROCESSES REF NO: E2/021**

**SALARY** : An all-inclusive remuneration package of R 502 836 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

- CENTRE REQUIREMENTS** : Head Office, Nelspruit  
 : An appropriate recognised Bachelor's degree or equivalent qualification backed by a professional qualification in Education, plus at least eight years relevant experience as well as credible management experience. Extensive knowledge and insight into policy and legislation pertaining to the FET, GET and NQF assessment practices in schools. Adaptability and ability to work independently. Sound knowledge of the PFMA, MTEF and appropriate employment Acts •Good organisational-, planning and management skills as well as good communication and interpersonal skills •Computer literacy •Valid driver's licence •Registration with SACE. Appointment will be subject to the completion of a vetting/screening process.
- DUTIES** : Oversee the marking of content subjects which include the following: Manage the arranging for the marking of the following subjects: mathematics, life sciences and mathematical literacy as well as managing the appointment and training of markers and moderators. Manage and control the keeping of a database of markers and moderators. Manage the securing of appropriate marking centres and compile marking reports. Oversee the marking of languages and technical subjects which include the following: management of the arranging for the marking of the following subjects, Afrikaans, English, Sepedi, Isixhosa, Setswana, Isindebele, Isizulu, design, mechanical and engineering, as well as practical subjects (Computer, Applied Technology, Hospitality, Dancing, Ballade, Visual/Performing Arts, Graphic Design etc.). Manage the implementation of mark adjustments on the systems. Assist in other exam units during peak periods.
- ENQUIRIES** : Mr CS Manyabeane, Tel (013) 766 0006
- POST 49/158** : **DEPUTY DIRECTOR: EXAM ADMINISTRATION SYSTEMS REF NO: E2/022**
- SALARY** : An all-inclusive remuneration package of R 406 839 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
- CENTRE REQUIREMENTS** : Head Office, Nelspruit  
 : An appropriate recognised three-year Bachelor's degree or equivalent relevant qualification in computer science or Information Technology (IT) with extensive knowledge on how to maintain Microsoft Access database. Ability to maintain total confidentiality and work under pressure. Valid driver's license. A strong background in the coordination of all types of examinations will be a recommendation. Competencies: Good writing- editing- and analytical skills. Ability to write good analytical reports. Developing and adhering to work schedules. Ability to work to tight schedules. Good inter-personal skills. Appointment will be subject to the completion of a vetting/screening process
- DUTIES** : Manage, co-ordinate and control the rendering of diverse exam administration support services. Co-ordinate all matters regarding a computerised examination system which include: system monitoring, supervision of consultants, training of subordinates and the administration of general examination system processes. Manage and co-ordinate the rendering of support services for all types of examinations including examination- transport and security. Manage and control the rendering of all examination administration services which include the administration of examination results for National Senior Certificate (NSC) and ABET level 4 and other related assessment responsibilities. Manage and co-ordinate all certification and related services.
- ENQUIRIES** : Mr CS Manyabeane, Tel (013) 766 0006
- POST 49/159** : **DEPUTY CHIEF EDUCATION SPECIALIST: ABET AND GET EXAMINATION REF NO: E2/023**
- SALARY** : R 280 431 per annum.  
**CENTRE** : Head Office, Nelspruit  
**REQUIREMENTS** : An appropriate recognised Bachelor's degree or equivalent qualification backed by a professional qualification in Education, plus at least seven years relevant experience as well as credible management experience •Extensive knowledge and insight into policy and legislation pertaining to the FET, NQF and assessment practices in schools and colleges •Adaptability, self-discipline, self-

confidence and ability to work independently •Good organisational-, planning and management skills •Good communication and interpersonal relationship skills •Computer literacy •Valid driver's licence •Registration with SACE. Appointment will be subject to the completion of a vetting/screening process.

**DUTIES** : Manage ABET and GET examinations. Monitor compliance in the registration of ABET and GET assessments. Co-ordinate the registration of GET/ABET learners and ensure compliance. Manage the handling of ABET and SBA results. Co-ordinate common assessments in the GET band. Determine time frames for opening and closure of registrations. Ensure compliance to norms in the marking centres.

**ENQUIRIES** : Mr CS Manyabeane, Tel (013) 766 0006

**POST 49/160** : **DEPUTY CHIEF EDUCATION SPECIALIST: CONTENT SUBJECTS REF NO: E2/024**

**SALARY** : R 280 431 per annum.  
**CENTRE** : Head Office, Nelspruit  
**REQUIREMENTS** : An appropriate recognised Bachelor's degree or equivalent qualification backed by a professional qualification in Education, plus at least seven years relevant experience as well as credible management experience •Extensive knowledge and insight into policy and legislation pertaining to the FET, NQF and assessment practices in schools and colleges •Adaptability, self-discipline, self-confidence and ability to work independently •Good organisational-, planning and management skills •Good communication and interpersonal relationship skills •Computer literacy •Valid driver's licence •Registration with SACE. Appointment will be subject to the completion of a vetting/screening process.

**DUTIES** : Arrange for the marking of the following subjects: mathematics, life sciences and mathematical literacy. Appoint and train markers and moderators. Develop marking training manuals and reporting formats. Control and co-ordinate the keeping of a data-base of markers and moderators. Secure appropriate marking centres and compile marking reports. Manage the implementation of mark adjustments on the systems. Assist in other exam units during peak periods.

**ENQUIRIES** : Mr CS Manyabeane, Tel (013) 766 0006

**POST 49/161** : **DEPUTY CHIEF EDUCATION SPECIALIST: FET AND SCHOOL BASED ASSESSMENTS REF NO: E2/025**

**SALARY** : R 280 431 per annum.  
**CENTRE** : Head Office, Nelspruit  
**REQUIREMENTS** : An appropriate recognised Bachelor's degree or equivalent qualification backed by a professional qualification in Education, plus at least seven years relevant experience as well as credible management experience •Extensive knowledge and insight into policy and legislation pertaining to the FET, NQF and assessment practices in schools and colleges •Adaptability, self-discipline, self-confidence and ability to work independently •Good organisational-, planning and management skills •Good communication and interpersonal relationship skills •Computer literacy •Valid driver's licence •Registration with SACE. Appointment will be subject to the completion of a vetting/screening process.

**DUTIES** : Manage FET examinations and school based assessments. Monitor compliance with relevant policies in the registration of marking and assessment centres. Determine suitability in the registration of marking and assessment centres. Ensure compliance in the selection of subjects. Scrutinize learner promotional schedules to verify compliance in the selection before enrolments. Handle SBA marks. Co-ordinate district examination's management plans to ensure adherence to provincial and national policies.

**ENQUIRIES** : Mr CS Manyabeane, Tel (013) 766 0006

**POST 49/162** : **DEPUTY CHIEF EDUCATION SPECIALIST: LANGUAGES AND TECHNICAL SUBJECTS REF NO: E2/026**

**SALARY** : R 280 431 per annum.  
**CENTRE** : Head Office, Nelspruit



<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised Bachelor's degree or equivalent qualification backed by a professional qualification in Education, plus at least seven years relevant experience as well as credible management experience •Extensive knowledge and insight into policy and legislation pertaining to the FET, NQF and assessment practices in schools and colleges •Adaptability, self-discipline, self-confidence and ability to work independently •Good organisational-, planning and management skills •Good communication and interpersonal relationship skills •Computer literacy •Valid driver's licence •Registration with SACE. Appointment will be subject to the completion of a vetting/screening process.
<b><u>DUTIES</u></b>	:	Arrange for the marking of the following subjects: Afrikaans, English, Sepedi, Isixhosa, Setswana, Isindebele, Isizulu, design, mechanical and engineering, including practical subjects (Computer, Applied Technology, Hospitality, Dancing, Ballade, Visual/Performing Arts, Graphic Design etc.). Appoint and train markers and moderators. Control and co-ordinate the keeping of a data-bases of markers and moderators. Secure appropriate marking centres and compile marking reports. Develop marking training manuals and reporting formats. Manage the implementation of mark adjustments on the systems. Assist in other exam units during peak periods.
<b><u>ENQUIRIES</u></b>	:	Mr CS Manyabeane, Tel (013) 766 0006
<b><u>POST 49/163</u></b>	:	<b><u>DEPUTY CHIEF EDUCATION SPECIALIST: QUESTION PAPERS AND PRODUCTION REF NO: E2/027</u></b>
<b><u>SALARY</u></b>	:	R 280 431 per annum.
<b><u>CENTRE</u></b>	:	Head Office, Nelspruit
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised Bachelor's degree or equivalent qualification backed by a professional qualification in Education, plus at least seven years relevant experience as well as credible management experience •Extensive knowledge and insight into policy and legislation pertaining to the FET, NQF and assessment practices in schools and colleges •Adaptability, self-discipline, self-confidence and ability to work independently •Good organisational-, planning and management skills •Good communication and interpersonal relationship skills •Computer literacy •Valid driver's licence •Registration with SACE. Appointment will be subject to the completion of a vetting/screening process.
<b><u>DUTIES</u></b>	:	Manage the printing and production of question papers. Quality assure printed work and assessment tools. Develop a printing and distribution plan. Provide specifications for the printing and production of question papers. Manage the sorting, labelling and packing of question papers. Manage the store-room and ensure proper safety of all assessment and examination material. Manage the administration of amendments on question papers and assessment tools as may be required. Manage item development on various subjects and learning areas. Manage the preparation of question papers for printing. Manage the typing of question papers and other related materials. Assist in other exam units during peak periods.
<b><u>ENQUIRIES</u></b>	:	Mr CS Manyabeane, Tel (013) 766 0006
<b><u>POST 49/164</u></b>	:	<b><u>PSYCHOLOGIST: REFORM SCHOOL/ SCHOOL OF INDUSTRY</u></b>
<b><u>SALARY</u></b>	:	R 208 311 per annum.
<b><u>CENTRE</u></b>	:	E2/028 - Ethokomala Reform School, Kinross E2/029 - Hoërskool Vaalrivier (Ind), Standerton E2/030 - Vikelwa School of Industries, Ogies
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized 4 year degree in Clinical/Guidance Psychology plus at least 5 years appropriate experience in working with children with behavior problems •Registration as Psychologist with the Health Professional Council of South Africa •Registration with SACE. Appointment will be subject to the completion of a vetting/screening process.
<b><u>DUTIES</u></b>	:	Work with youth with behavior problems. Develop and organise therapy/ rehabilitation programmes. Render hostel duty.
<b><u>ENQUIRIES</u></b>	:	Dr M van Zyl, Tel (013) 766 5256

**POST 49/165** : **ASSISTANT DIRECTOR: EXAM ADMINISTRATION REF NO: E2/031**

**SALARY** : R 206 982 per annum.  
**CENTRE** : Head Office, Nelspruit  
**REQUIREMENTS** : An appropriate, recognised three-year Bachelor's degree or equivalent qualification or Grade 12 with sufficient relevant experience. Good interpersonal skills in dealing with enquiries. Planning and organising skills. Ability to meet deadlines. Ability to maintain total confidentiality and work under pressure. Computer literacy. Valid driver's license. In depth knowledge of examination related matters will be a strong recommendation. Appointment will be subject to the completion of a vetting / screening process.

**DUTIES** : Execute management functions regarding all administrative aspects of examination services in order to achieve organisational objectives. Ensure safe-keeping of keys/ documents/ data/ exam material. Manage exam material, year planning, examination systems and processes, including the exam entries, certifications and enquiries. Manage utilization and maintenance of vehicles. Coordinate with general users, IT departments and the computer bureau. Manage staff performance.

**ENQUIRIES** : Mr CS Manyabeane, Tel (013) 766 0006

**POST 49/166** : **ASSISTANT DIRECTOR: EXAM CERTIFICATION AND LOGISTICS REF NO: E2/032**

**SALARY** : R 206 982 per annum.  
**CENTRE** : Head Office, Nelspruit  
**REQUIREMENTS** : An appropriate, recognised three-year Bachelor's degree or equivalent qualification or Grade 12 with sufficient relevant experience. Computer literacy. Ability to maintain total confidentiality and work under pressure. Valid driver's license. A strong background in logistical and certification services of the examination section will be a recommendation. Appointment will be subject to the completion of a vetting/screening process.

**DUTIES** : Manage and co-ordinate all certification services including the processing of applications for senior certificates, amendments for the combination of subjects, the issuing of national senior certificates - new, re-issue and replacements- and after every examination and the tracking of omissions of certificates. Effect requisite combinations of results for applicants of the national senior certificate. Manage the dispatch of certificates to regions and ensure that all issued certificates are accounted for. Manage and control the rendering of logistical services pertaining to exam issues such as duplicating/photocopying services, courier and transportation services. Process claims for marking, overtime and those of service providers. Assist in other exam units during peak periods. Manage staff performance.

**ENQUIRIES** : Mr CS Manyabeane, Tel (013) 766 0006

**POST 49/167** : **EXAM SECURITY AND RISK MANAGER: EXAM SECURITY AND RISK MANAGEMENT REF NO: E2/033**

**SALARY** : R 206 982 per annum.  
**CENTRE** : Head Office, Nelspruit  
**REQUIREMENTS** : An appropriate, recognised three-year Bachelor's degree or equivalent qualification or Grade 12 with sufficient relevant experience. Good interpersonal skills in dealing with enquiries. Planning and organising skills. Ability to meet deadlines. Ability to maintain total confidentiality and work under pressure. Computer literacy. Valid driver's license. In depth knowledge of examination related matters will be a strong recommendation. Appointment will be subject to the completion of a vetting / screening process.

**DUTIES** : Develop and implement an exams risk management plan. Determine security arrangements in the marking centres as well as in the transport of question papers and scripts. Liaise with departmental Security Manager, Department of Safety and Security, the Systems Controller / Administrator and the irregularities component to ensure safety of question papers to avoid crises situations. Assist in disciplinary hearings on exams irregularities and advise on safety measures to be implemented. Assist in the screening and vetting of employees before/during

employment. Ensure safety of documentation, files, equipment and materials. Assess and advise on the effectiveness of security systems, procedures and measures in place.

**ENQUIRIES** : Mr CS Manyabeane, Tel (013) 766 0006

**POST 49/168** : **EXAMINATIONS IT ADVISER: EXAM IT AND DATA MANAGEMENT REF NO: E2/034**

**SALARY** : R 206 982 per annum.

**CENTRE** : Head Office, Nelspruit

**REQUIREMENTS** : An appropriate recognised three-year Bachelor's degree or equivalent relevant qualification in computer science or Information Technology (IT) with knowledge of one of the following programming languages: Visual basic.net C#. Extensive knowledge of Microsoft Access. Good interpersonal skills in dealing with enquiries. Planning and organising skills. Ability to meet deadlines. Ability to maintain total confidentiality and work under pressure. Knowledge of the computerised examination system and advanced general IT skills. Knowledge of the relevant hardware and software pertaining to examinations. Valid driver's license. Programming competency test will be administered. Appointment will be subject to the completion of a vetting/screening process.

**DUTIES** : Render systems/network support and monitoring services. Attend to systems' identified problem areas. Manage data captured on systems. Register and change user ID's. Certify accounts from systems service provider and monitor jobs done by consultants. Train staff and end-users on the system. Register service requests. Analyze data and offer advice on data management. Deal with software and ICT innovation to resolve examinations problems. Compile, collate and analyze examination data. Design or develop computerized system using either Visual basic.net or C# to maintain examination database.

**ENQUIRIES** : Mr CS Manyabeane, Tel (013) 766 0006

**POST 49/169** : **SENIOR ADMIN OFFICER: EXAM CERTIFICATION REF NO: E2/035**

**SALARY** : R 174 117 per annum.

**CENTRE** : Head Office, Nelspruit

**REQUIREMENTS** : An appropriate 3-year qualification or Grade 12, plus appropriate experience (preferably at least 5 years) in public administration. Competencies: Good interpersonal, organisational, verbal and written communication skills. Strong administration skills. Ability to perform accurately and methodically under pressure. Ability to interpret directives. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride Computer literacy. Knowledge, management skills and proven ability i.r.o. the required functions. MS Office literacy. Valid driver's license. Appointment will be subject to the completion of a vetting / screening process.

**DUTIES** : Manage and co-ordinate the processing of applications for senior certificates as well as amendments for the combination of subjects. Facilitate the issuing of national senior certificates (new, re-issue and replacements). Co-ordinate and control the receipt of certificates and track omissions. Effect requisite combinations of results for applicants of the national senior certificate. Manage the process to control and dispatch certificates to districts and ensure that all issued certificates are accounted for. Effect requisite combination of results and corrections of personal particulars for applicants of the national senior certificate. Assist in other exam units during peak periods.

**ENQUIRIES** : Mr CS Manyabeane, Tel (013) 766 0006

**POST 49/170** : **SENIOR ADMIN OFFICER: EXAM LOGISTICS REF NO: E2/036**

**SALARY** : R 174 117 per annum.

**CENTRE** : Head Office, Nelspruit

**REQUIREMENTS** : An appropriate 3-year qualification or Grade 12, plus appropriate experience (preferably at least 5 years) in public administration. Competencies: Good interpersonal, organisational, verbal and written communication skills. Strong administration skills. Ability to perform accurately and methodically under pressure. Ability to interpret directives. Thoroughness, honesty, integrity and the

willingness to work hard, coupled with work pride Computer literacy. Knowledge, management skills and proven ability i.r.o. the required functions. MS Office literacy. Valid driver's license. Appointment will be subject to the completion of a vetting / screening process.

**DUTIES** : Manage an efficient filing system of all documents in exams. Receive, dispatch and distribute all types of correspondence. Manage the rendering of duplicating / photocopying services, courier and transportation services and messenger and driver services. Manage the switchboard. Manage the help-desk, receive and direct visitors and calls. Handle assets (movable & immovable) including fleet/transport. Control the receiving and allocation of stock and procurement. Manage the processing of claims for marking, overtime and those of service providers. Assist in other exam units during peak periods.

**ENQUIRIES** : Mr CS Manyabeane, Tel (013) 766 0006

**POST 49/171** : **SENIOR ADMIN OFFICER: QUESTION PAPERS AND PRODUCTION REF NO: E2/037**

**SALARY** : R 174 117 per annum.

**CENTRE** : Head Office, Nelspruit

**REQUIREMENTS** : An appropriate 3-year qualification or Grade 12, plus appropriate experience (preferably at least 5 years) in public administration. Competencies: Good interpersonal, organisational, verbal and written communication skills. Strong administration skills. Ability to perform accurately and methodically under pressure. Ability to interpret directives. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride Computer literacy. Knowledge, management skills and proven ability i.r.o. the required functions. MS Office literacy. Valid driver's license. Appointment will be subject to the completion of a vetting/screening process.

**DUTIES** : Quality assure printed work and assessment tools. Develop a printing and distribution plan. Provide specifications for the printing and production of question papers. Manage the sorting, labeling and packing of question papers. Manage/oversee the store-room and ensure proper safety of all assessment and examination material. Manage the effecting of amendments on question papers and assessment tools as may be required. Manage item development on various subjects and learning areas. Co-ordinate the preparations of question papers for printing. Manage the proof-reading of question paper corrections as well as the typing of question papers and other related materials. Assist in other exam units during peak periods.

**ENQUIRIES** : Mr CS Manyabeane, Tel (013) 766 0006

**POST 49/172** : **ADMIN OFFICER: EXAM ADMINISTRATION REF NO: E2/038**

**SALARY** : R 140 208 per annum.

**CENTRE** : Head Office, Nelspruit

**REQUIREMENTS** : An appropriate 3-year degree/qualification, or Gr.12 plus sufficient credible experience. Competencies: Ability to work in a team. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Ability to maintain total confidentiality and work under pressure. Computer literacy. Appointment will be subject to the completion of a vetting/screening process.

**DUTIES** : Co-ordinate the registering of candidates for grade 12 national senior certificate including supplementary exams and remarking applicants. Control the generation- and printing of mark sheets (Written, Pat, Oral, and SBA). Verify correlation of captured marks against complete computerized SBA mark sheets. Co-ordinate the capturing of final written marks of external exams. Generate statements of results. Print, control and dispatch statement of results. Co-ordinate the capturing of applications and appointments of markers. Render quality assurance services in the registration of candidates to ensure compliance. Assist in other exam units during peak periods.

**ENQUIRIES** : Mr CS Manyabeane, Tel (013) 766 0006

**POST 49/173** : **CHIEF ADMIN CLERK: DISTRICT CO-ORDINATION ADMINISTRATIVE SERVICES REF NO: E2/039**

**SALARY** : R 140 208 per annum.  
**CENTRE** : Head Office, Nelspruit

**REQUIREMENTS** : Grade 12 certificate and sufficient appropriate experience. Competencies: Working knowledge of the relevant policies and guidelines governing public examinations and proven ability i.r.o the administrative functions pertaining to examinations. Good interpersonal, organisational and communication skills. Computer literacy. Valid driver's license. Appointment will be subject to the completion of a vetting/screening process.

**DUTIES** : Serve as link between head office and districts. Follow up on outstanding documentation, files and forms as well as receipt thereof. Manage and control the rendering of administrative support services for the whole sub-directorate including the recording of cases on the irregularities register and the following up on outcomes. Assist in the marking centres and in certification units during peak periods. Verify promotion schedules for learners before registration to ensure adherence to policy. Manage the administration of applications for the changes in subject choices and profiles of repeating candidates. Implement and manage a record keeping system.

**ENQUIRIES** : Mr CS Manyabeane, Tel (013) 766 0006

**POST 49/174** : **EDUCATION THERAPIST (SOCIAL WORK): REFORM SCHOOL/ SCHOOL OF INDUSTRY**

**SALARY** : R 114 309 per annum.  
**CENTRE** : E2/040 - Ethokomala Reform School, Kinross  
E2/041 - Vikelwa School of Industries, Ogies

**REQUIREMENTS** : An appropriate recognized 3-year qualification (REQV 13) •Registration as Social Worker at the South Africa Council of Social Service Professions •Valid Code 08 driver's licence •Willingness to stay on the school premises if so required •Willingness to render hostel duties if so required •Appointment is subject to registration with SACE within 3 months of appointment •Three years of experience after obtaining professional qualification as well as any experience involving youth at risk will be a recommendation. Appointment will be subject to the completion of a vetting/screening process.

**DUTIES** : Function as integral member of the professional multi-disciplinary team dealing with learners with behavior problems. Develop and present rehabilitation programmes for learners. Co-ordinate group and individual therapy. Arrange holiday programs and leave for learners. Compile reports and render administrative functions in relation to duties as required.

**ENQUIRIES** : Dr M van Zyl, Tel (013) 766 5256

**POST 49/175** : **SENIOR SECRETARY: DIRECTOR'S OFFICE REF NO: E2/042 (SENIOR SECRETARY: DIRECTOR, PUBLIC EXAMINATIONS)**

**SALARY** : R 113 568 per annum.  
**CENTRE** : Head Office, Nelspruit

**REQUIREMENTS** : Grade 12 or equivalent certificate with Typing as a passed full subject plus appropriate secretarial experience. Competencies: Excellent computer skills. Good typing skills. Administrative and organisational skills. Sound interpersonal relations. Language proficiency (both verbal and written). Ability to work independently. Candidates may be expected to participate in a typing test as part of the selection process. Appointment will be subject to the completion of a vetting/screening process.

**DUTIES** : Ensure the smooth running of the Senior Manager's office. Keep the Senior Manager's diary and deal with phone calls. Provide administrative and logistical support to the Senior Manager in question. Provide support in the management of the budget and monthly cash flow statements. Provide general office support, including creating and managing a register of incoming and outgoing documents, creating and managing a filing and tracking system, convening and providing support at meetings and workshops, drafting letters, minutes and memos as required, ordering equipment and stationery, and arranging travel and

accommodation whenever required. Ensure office and documents security in terms of the Minimum Information Security Standards (MISS). Deal with queries on different aspects of the work of the Senior Manager's office. Understand applicable prescripts, policies and procedures of the work environment to ensure efficient and effective support to the Senior Manager.

**ENQUIRIES**

: Mr CS Manyabeane, Tel (013) 766 0006

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF EDUCATION (WCED)**



- APPLICATIONS** : Forwarding address for applications: Please forward your application(s) to: Western Cape Education Department, Recruitment And Selection Centre, Private Bag X 9183, Cape Town 8000, or hand deliver to the: WCED client services grand central towers Cape Town, 2<sup>nd</sup> floor and place in the post box maked: recruitment and selection centre
- CLOSING DATE** : Friday, 7 January 2011 at 16:00 Applications will not be accepted after the closing time and date. It is the sole responsibility of the applicant to ensure that their application(s) reach the WCED by the closing date and time.
- NOTE** : General instructions: nb: please read the instructions carefully before applying: Applicants must complete an application form (Z 83) that must be duly completed with all the required information as requested on the form. The application form Z 83 must be signed and dated by the applicant to ensure that the application is a legitimate application. The application form Z 83 is obtainable from the website of the WCED at <http://www.wced.gov.za> or from any Public Service Department. The post number and/or name of the post applied for must be indicated on your application form. Applicants must submit a detailed up to date CV with an exposition of their training, experience, competencies and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. Applicants must submit certified copies of their original qualifications (degrees, diplomas, certificates etc), valid drivers licence (if applicable) and their ID document to their application forms. Applicants must also submit certified copies of their service certificates which indicate the exact dates of previous employment if these exact dates are not mentioned in their CV's. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit to his/her application. Please note that a separate application must be submitted if you apply for more than one post. Kindly note that the aforementioned supporting documents will not be returned. Applications without a completed application form (Z 83) and/or the requested documents/information will not be considered. General Information: All these vacant posts are Senior Management positions. The appointments will be subject to security clearance and the signing of an annual performance agreement. Furthermore, appointments are subject to personnel suitability checks that include qualifications, previous employment, criminal records and credit verification as well as reference checking, as directed by the Department of Public Service and Administration. Candidates will be subjected to a competency assessment before final decisions are made in respect of the filling of posts. We offer an attractive all-inclusive remuneration package that consists of a basic salary and a flexible portion. COMMUNICATION: Communication will be limited to those applicants who have been short-listed. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their application(s) was/were unsuccessful. Selection Process: It is expected of short-listed candidates to be available for selection interviews on a date, time and place as determined by the WCED. Candidates will be required to complete a work assignment. The WCED reserves the right not to make an appointment to any of the advertised posts. Under no circumstances must applications be handed to employees of the WCED or any other person to hand in applications at the Recruitment and Selection Centre Office. Postal applications should also not be marked for the attention of the person who has been identified to deal with the enquiries of applicants. Late applications that are received as a result of ignoring this rule will not be considered. Important note: Unidentified, late, e-mail, and/or fax applications will not be considered. Experience has shown that some applicants wait till the very last moment to submit their applicants, with the expectation that the speed post and/or courier service will ensure that their applications are delivered on time to the WCED. This does not always happen.

Applicants are therefore urged to make allowance for possible postal delays to ensure that their application(s) reach the WCED on time. In this regard please ensure that the envelope(s) are correctly addressed. The WCED cannot be held responsible for postal delays.

**General Competencies.** The following inherent general competency requirements are attached to all these posts in respect of knowledge, skills and personal attributes:

**Knowledge of:** Advanced knowledge of public policy analysis and public policy development processes • advanced knowledge of strategy development, strategy management and strategy monitoring and review processes • advanced knowledge of modern systems of governance and administration • advanced knowledge of public finance, human capital • advanced knowledge of public communication, public education, public participation and public discourse management processes • knowledge of the latest advances in public management theory and practice • knowledge of the policies of the government of the day • knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape • Knowledge of Constitutional, legal and institutional arrangements governing the South African public sector • Knowledge of inter-governmental and international relations • Knowledge of communication, media management, public relations, public participation and public education.

**Skills:** Strong conceptual and formulation skills • a high level in-house advisor • strong leadership skills with specific reference to the ability to display thought leadership in complex applications • team building and strong interpersonal skills • excellent verbal and written communication skills • outstanding planning, organising and people management skills • Presentation skills at senior management level • computer literacy.

**Personal attributes:** A highly developed interpretative and conceptualisation/ formulation ability • the ability to render advice and guidance in an objective and dedicated manner • the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances • the ability to persuade and influence • the ability to lead and direct teams of professionals and service providers.

**General Key Performance Areas At Senior Management Level.** The following inherent general key performance areas are applicable to all these posts in respect of strategic - , human capital - and financial management:

**Strategic Management:** To define and review on a continual basis the purpose, objectives, priorities and activities of the respective Branch/Chief Directorate/Directorate • Participation in the Branch's/Chief Directorate's/Directorate's strategic planning process • Active involvement in the development and management of the strategic and business plans for the relevant Branch/Chief Directorate/Directorate • To evaluate the performance of the Chief Directorate/Directorate on a continuing basis against predetermined key measurable objectives and standards • To report to the relevant Branch Head/Chief Directorate on a regular basis on the activities of the Chief Directorate/Directorate and on matters of substantial importance to the Department • To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate/Directorate, and of the resources employed by it.

**Human Capital Management:** Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Chief Directorate's/Directorate's Business Plan • Motivate, train and guide staff within the Chief Directorate/Directorate, to achieve and maintain excellence in service delivery • Actively manage the performance, evaluation and rewarding of staff within the Chief Directorate/Directorate • Monitor information capacity building within the Chief Directorate/Directorate • Active involvement in the compilation of a human capital plan, a service delivery improvement programme and an information resources plan for the relevant Chief Directorate/Directorate • Promote sound labour relations within the Chief Directorate/Directorate • Actively manage and promote the maintenance of discipline within the Chief Directorate/Directorate.

**Financial Management:** Active participation in the budgeting process at Chief Directorate/ Directorate level • Preparing of the Annual and Adjustment Budgets for the Chief Directorate/ Directorate • Direct responsibility for the efficient, economic and effective control and management of the Chief Directorate's/Directorate's budget and expenditure • Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Chief Directorate/Directorate •



Reporting to the Superintendent-General/Chief Director on all aspects of the Chief Directorate's/ Directorate's finances • Performing diligently all duties assigned by the Branch Head/Chief Director • Overall responsibility for the management, maintenance and safekeeping of the Chief Directorate's/ Directorate's assets • Ensuring that full and proper records of the financial affairs of the Chief Directorate/ Directorate are kept in accordance with any prescribed norms and standards. NB: It is expected of incumbents of senior management posts to work under pressure, work longer hours, to travel frequently and to meet strict deadlines.

All applications must be submitted on Z83 form obtainable from any Public Service Department, and must be completed in full accompanied by certified copies of ID, driver's licence (where applicable) and qualifications together with recent Curriculum Vitae, stating the reference number and the post for which being applied and forwarded to the address at the bottom. No faxed, e-mailed or late applications will be considered. Applicants may be assessed. The Department reserves the right not to fill the post. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates should avail themselves for the interviews at the specified time and venue as determined by the Department otherwise they will forfeit the opportunity. The WCED promotes and applies the principles of Employment Equity and is committed to effective and efficient service delivery. Persons with disabilities are welcome to apply and an indication in this regard on the application for employment form (Z 83) will be appreciated. Applicants with disabilities, that are short-listed, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process. You are hereby invited to become a member of a dynamic management team where your competencies and personal qualities can empower our schools, communities and fellow employees.

#### **MANAGEMENT ECHELON**

**POST 49/176** : **DIRECTOR: INSTITUTIONAL RESOURCE SUPPORT (INCLUDING LIBRARY SERVICES)**

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

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

**REQUIREMENTS** : Appropriate B degree plus a minimum of 6 years experience in resource management, or logistical planning and management, or project management and/or transport management (candidates with experience in two or more of these categories will receive preference); valid drivers' licence.  
 Recommendation: Experience in education; large scale distribution and budget management; an appropriate M-degree will be an advantage. Specific Competencies: Knowledge: Advanced knowledge of: Modern systems of governance and administration; Programme and project management processes; Knowledge of the following: governmental policies and legislation, public relations, public participation and public education; experience of managing the procurement of LTSM to learning sites; planning and implementation of LTS; effective planning and delivery of equipment to learning sites; experience of supply chain management processes underpinned by the PFMA and Treasury Regulations; experience in drafting reports and submissions; lead and manage staff efficiently; analyse data and be able to make projections/forecasts; accurate communications and reporting skills; ability to engage with service providers.

**DUTIES** : Line Management: Manage the planning and delivery of LTSM to education learning sites; liaison with other directorates within the department regarding physical resource support to schools; the effective facilitation monitoring and evaluation of LTSM; the provision of an education library and information

service; the planning and provisioning of learner transport schemes in line with needs identified by Education Districts; Management and coordination of EDULIS; the planning, management and close monitoring of LTS provisioning; Facilitation of the delivery of equipment (including e-learning equipment) to learning sites; management of the alignment between physical resource provisioning with the implementation of the infrastructure plan; Implement best practices and a culture of continuous improvement of the delivery of physical resources to schools; monitor stock management and quality assurance.

**ENQUIRIES** : Mr H A Lewis at 021 – 467 2022

**POST 49/177** : **DIRECTOR: DISTRICT OFFICE**

**SALARY** : All-inclusive remuneration package of R 652 572 per annum (salary level 13)  
**CENTRE** : Metro Central Education District, Maitland

**REQUIREMENTS** : An appropriate B-degree with a minimum of 6 years proven relevant management experience in an education environment; Valid drivers' licence; Advanced knowledge of the South African Schools Act; Knowledge of all legislation related to the key performance areas as it affects districts; Proven excellence in management of district support and/or school management.

**DUTIES** : Line Management: Manage research, information systems, quality assurance, district business planning, strategy processes and render a district level corporate service; To ensure quality education and effective education institutions at circuit level; Facilitate IMG advice to District Management, Circuit Team Managers and IMG managers; Facilitate SLES advice to District Management, Circuit Team Managers and SLES advisors; Facilitate Curriculum advice to District Management, Circuit Team Managers and Curriculum advisors; Ensure the application of QA (IQMS and related M&E systems); Manage planning, strategy and budgeting processes. Provide corporate support services at district level; Manage operational interfaces with Head Office and external agencies; oversee all education provisioning (including infrastructure, learner transport and LTSM) for institutions and institution rationalisation programmes.

**ENQUIRIES** : Ms L Rose at (021) 467 – 2088/89