



DATE OF ISSUE: 05 FEBRUARY 2010

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

PUBLIC SERVICE VACANCY CIRCULAR NO 05 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 preference in 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, skills, competencies, knowledge and experience (on a separate sheet if necessary or a CV) should 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.
- 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 Special attempts must be made to ensure that excess employees 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 In respect of vacancies that 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. The advertisements of such vacancies should state that it is intended to promote representativeness through the filing of the vacancy and that the candidature of persons whose transfer/promotion/appointment will promote representativeness, will receive preference.
- 4.2 The selection of candidates should be done with due regard to the relevant measures contained in Chapter 1, Part VII. D of the Public Service Regulations, 2001.

CLOSING DATE : Except where otherwise stated, the closing date for all the posts advertised in this Circular is **08 MARCH 2010**

AMMENDMENTS : **PROVINCIAL ADMINISTRATION: WESTERN CAPE: DEPARTMENT OF HEALTH:** Please note that Post 04/124: Administrative Officer (Licensing) is within the Directorate: Professional Support Services, Head Office, Cape Town and not Directorate: Health Facility Licensing.

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DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

- APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056. Application Enquiries: Tel.: (012) 8-111-900/1
- FOR ATTENTION** : URS Response Handling
- CLOSING DATE** : 19 February 2010
- NOTE** : 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 must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) and ID-document [Driver's licence where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post.

OTHER POSTS

- POST 05/01** : **DEPUTY DIRECTOR: AGRICULTURAL DISASTER MANAGEMENT EARLY WARNING UNIT REF 16/2010**
Directorate: Agricultural Disaster Management
- SALARY** : All inclusive package of R 448 521 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a tertiary qualification in Agro-Meteorology (or related discipline) or in Agriculture with extensive experience in the agricultural disaster risk field. Proven managerial experience. Extensive experience of working with the farming community in a farming environment as well as knowledge of IDP and rural development. Knowledge of weather/climate forecasting skills as weather and climate information are core early warning variables. Seasoned Risk and Disaster Management skills coupled with involvement. Knowledge of the application of PFMA and Treasury Regulations. Understanding of the budgeting and procurement system. Good research and analytical skills as well as proven experience in project management and monitoring and evaluation techniques. MS Project 2000 knowledge and people skills. Excellent written, verbal and presentation skills. Ability to engage with National, Regional and International clients as well as make strategic interventions in issues of disaster risk reduction, preparedness and early warning. Computer literacy/competency. A valid driver's licence as well as the willingness to travel extensively and work irregular hours at times.
- DUTIES** : The incumbent will be responsible to ensure all tenets of early warning are met and incorporated into IDP's by Municipalities and PDA's. Supervise the co-ordination of the implementation of an early warning system in the Provinces. Initiate an effective planning and execution of sub-directorate research work such as early warning methods, etc. including climate change projects. Effectively and efficiently manage the budget and personnel of the sub-directorate and provide specialised guidance and training. Also, ensure compliance to PFMA and Treasury Regulations. Guide and lead the sub-directorate in making strategic inputs in policy and legislation relating to conservation of agricultural resources

such as CARA, 1983 (Act No. 83 of 1983), Disaster Management Act, 2002 (Act No. 57 of 2002), National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998) for Disaster Risk Reduction. Manage, monitor and evaluate outsourced projects in the directorate. Develop and review norms and standards as well as applicable guidelines for the implementation of legislation dealing with sustainable use of agricultural resources, conservation of agricultural resources and disaster risk reduction in the context of climate change. Ensure the quarterly National Agro-Meteorological Committee (NAC) meeting is organised and held. Together with the Director: Agricultural Disaster Management, chair the NAC meetings and facilitate the strategic decisions taken. Supervise the development and compilation of the monthly NAC Advisory, which is one of the major risk management tools of the department (technical) and make sure it is disseminated widely.

ENQUIRIES : Mr I. B. Kgakatsi, Tel. 012 319 7955/56

POST 05/02 : **AGRO-METEOROLOGIST REF 1/2010**
Directorate: Agricultural Disaster Management

SALARY : R 240 318 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of a National diploma or degree in Meteorology or Agro-Meteorology (you are required to furnish a credit certificate and/or statement of results). Extensive experience as a Meteorologist or experience in agro-meteorology. Innovative thinking and self-motivated. Risk and disaster management. Agro-meteorology weather/climate information application in Agriculture. PFMA. Team leadership skills. Candidates should have computer, report writing, communication, presentation, leadership or managerial, policy development, organisational, human relations, project management and negotiation skills. A valid driver's licence.

DUTIES : The incumbent's responsibility will be to ensure the implementation of an effective climate change programme in the Agricultural sector for disaster risk reduction. Oversee the implementation of a climate change Agricultural sector plan for sustainable development. Initiate and effectively plan and identify research on climate change (application, vulnerability, mitigation and adaptation). Identify disaster prone areas – vulnerability mapping and climate change scenarios. Co-ordinate a team which includes relevant directorates (Departmental Working Group on Climate Change) in participating actively in National, Regional and International Climate Change Forums and maintain liaison with relevant climate change role players. Identify opportunities and actions required by DAFF relating to Agriculture under the United Nations Framework Convention on Climate Change (UNFCCC) and related conventions. Make strategic inputs in policy and legislation relating to climate change and conservation of Agricultural resources such as CARA, 1983 (Act No. 83 of 1983), Disaster Management Act, 2002 (Act No. 57 of 2002), National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998) for Disaster Risk Reduction as well as the National Environmental Management Act, 1998 (Act No. 107 of 1998). Monitor the impacts that climate change can have on sustainable development in Agriculture. Develop and review norms and standards as well as applicable guidelines for the implementation of legislation dealing with sustainable use of Agricultural resources, conservation of Agricultural resources and disaster risk reduction in the context of climate change. Effectively and efficiently manage subordinates as well as the budget of the Unit in accordance with the PFMA and Treasury Regulations. Develop a sector policy on climate change in Agriculture in line with relevant Agricultural Disaster Risk Management policies. Hold sustainable awareness programmes on climate change in Agriculture.

ENQUIRIES : Mr I. B. Kgakatsi, Tel. 012 319 7955/56

POST 05/03 : **CONTROL AGRICULTURAL LEGISLATION INSPECTOR REF 17/2010**
Directorate: Food Safety and Quality Assurance

SALARY : R 192 540 per annum
CENTRE : Northern Cape

REQUIREMENTS : Applicants should be in possession of a B.Sc. degree majoring in one of the following subjects: Animal Health, Animal Nutrition, Animal Science, Plant

Production/Science or an equivalent qualification ((you are required to furnish a credit certificate and/or statement of results). Previous experience in inspection and supervision of gathering of evidence, drafting of affidavits and preparing cases for criminal prosecutions. Law enforcement and investigative experience. Valid driver's licence. Able to perform factory inspections. Sound knowledge of Good Manufacturing Practices (GMP). Good knowledge of the Criminal Procedure Act, 1977 (Act No. 51 of 1977) and Fertilizers, Farm Feeds, Stock Remedies and Agricultural Remedies Act, 1947 (Act No. 36 of 1947). Willing to travel and be away from home in the execution of duties. Able to participate in team projects and have a positive attitude towards the inspection and application of the legislation. Previous experience in a supervisory capacity. Report writing skills, negotiation skills, supervisory skills and financial management skills. Computer Literacy. Good written and verbal communication skills.

DUTIES : The incumbent will be responsible to plan, organise and control the Northern Cape Regional office of the Inspectorate in a prescribed geographical area. Control the administrative section of the Northern Cape Regional Office. React on the information/complaints received. Supervise and conduct inspections. Handle advance aspects such as special investigations, including preparation of court cases up to the level where it can be handed to the courts for hearing. Assure proper control over the prescribed duties of subordinates. Assist State Prosecutors and subordinates during court hearings in giving evidence and leading witnesses. Control investigation processes of subordinates by controlling dockets and advising them during investigations. Participate in policy formulation and provide inputs to the Registrar of Act No. 36 of 1947 for reviewing and updating the Act, regulations and Standard Operating Procedures (SOP's). Liaising with relevant role players, the public in general and the agrochemical industry.

ENQUIRIES : Mr N.G. Moncho, Tel. 012 319 7169

POST 05/04 : **ADMINISTRATION CLERK REF 14/2010**
Directorate: Education, Training and Extension Services

SALARY : R 87 978 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a National diploma in Office Management or Public Administration. Extensive experience in office administration. Computer literacy (MS Office). Understanding of the PFMA, Supply Chain Management and Human Resources Management. Good Communication skills (verbal and written).

DUTIES : The incumbent will be responsible to render support with respect to financial, provisioning and personnel administration. Undertake information management within the Directorate. Maintain a cash flow system. Work with the Director to compile a budget for the Directorate. Compile monthly expenditure reports.

ENQUIRIES : Ms L. Botsheleng, Tel. 012 319 6957

POST 05/05 : **TYPIST REF 15/2010**
Directorate: Legal Services

SALARY : R 73 584 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a Grade 12 Certificate with Typing as a passed subject (Typing passed after a Grade 12 Certificate will also be accepted if proof is submitted). Must have relevant/practical typing experience. Computer literate in MS Office (MS Excel, Word and PowerPoint). Typing skills (speed: 45 wpm). Excellent communication skills and good interpersonal skills. Be able to read, speak and type in English.

DUTIES : The incumbent will be responsible for typing official documents including letters, submissions, reports, memoranda and contracts. Maintain electronic records of all typed documents. Final verification of documents. Perform relief duty for Personal Assistant when required and general office administration duties, e.g. filing, when required.

ENQUIRIES : Ms K. Letswalo, Tel. 012 319 6917

NOTE : Short-listed candidates will be subjected to a typing test.

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 19 February 2010 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The staffing policy of the Department of Defence (i.e. C PERS/DODI 8/99) and content of letter HR SUP CEN/(PSAP)/R/102/1/4/ DD 01 Aug 02 must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83, Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

OTHER POSTS

- POST 05/06** : **ASSISTANT DIRECTOR (EDITING) USAGE 2059**
Defence Intelligence, Directorate Integration and Dissemination
- SALARY** : R192 540 per annum
CENTRE : Pretoria.
REQUIREMENTS : BA Hons Degree in English essential. (NQF Level 6/7) preferable. Other languages included B Degree, Degree in journalism and postgraduate training in languages will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): A high level of computer literacy and proven integration skills and experience. Excellent English language-, good verbal and written communication-, good discipline-, self-motivation-, analytical thinking-, excellent reasoning ability-, interpersonal- and problem solving skills. Must be able to obtain a top secret security clearance within a year.
- DUTIES** : Assist in providing cross-functionally integrated intelligence products in appropriate format to national and departmental clients. Assist with final editing of DI documents. Co-ordinate the preparation and presentation of audiovisual DI products. The integration of intelligence, CI and FR products into final DI products by editing inputs obtained from production directorates to ensure uniformity in layout and use of language. Ensure that different inputs correspond with the DI point of view. Assist with administrative and training responsibilities.
- ENQUIRIES** : Ms M.P. Hertzog, Tel: (012) 315 0175
APPLICATIONS : Department of Defence, Defence Intelligence, Private Bag X367, Pretoria, 0001 or can be hand delivered a Liberty Building, Vermeulen Street between Andries and van der Walt Streets .
- NOTE** : Preference will be given to the applications of candidates to enhance representivity in the Division.
- POST 05/07** : **SENIOR ADMINISTRATIVE OFFICER (CASE MANAGER) USAGE 7069**
The post is advertised in the DOD and broader Public Service.
- SALARY** : R161 970 per annum

CENTRE : 1 Military Hospital, Pretoria.

REQUIREMENTS : NQF L6 Preferable. Extensive Admin experience. Hospital experience including secretarial, reception and mainframe experience is a requirement. Extended knowledge of the medical system is essential. Applicants with prior learning, either by means of experience or alternative courses may also apply. Requirements/skills needed: Good interpersonal skills, problem solving and analytical skills, ability to work independently, good organisational skills, ability to work with the medical (Patient Admin) database, good telephone etiquettes and customer care. Must be able to obtain a confidential security clearance within a year.

DUTIES : Interpret policies and instructions. Formulate Standard Working Procedures (SWP). Specialise in administrative tasks and data processing. Manage the administration of medical accounts. Give advice on procedural matters to colleagues and clients. Manage Patient Admin. Train personnel.

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

ENQUIRIES : S Sgt B.F. Venter, (012) 314-0829.

CLOSING DATE : 8 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 05/08 : **CHIEF ADMIN CLERK (PATIENT ADMIN) 4 X POSTS USAGE 7077, 7081, 7083, 7091**
The post is advertised in the DOD and broader Public Service.

SALARY : R130 425 per annum

CENTRE : 1 Military Hospital, Pretoria

REQUIREMENTS : NQF Level 4 or equivalent. Hospital experience including secretarial, reception and mainframe experience is a requirement. Applicants with prior learning, either by means of experience or alternative courses may also apply. Requirements/skills needed: Good interpersonal skills, problem solving and analytical skills, ability to work independently, good organisational skills, ability to work with the medical (Patient Admin) database, good telephone etiquettes and customer care. Must be able to obtain a confidential security clearance within a year.

DUTIES : Record, organise, store and retrieve information related to work in the administrative environment and/or deal directly with clients by requesting and/or providing information. Give advice on Policies and Instructions on administration of patient records and accounts. Manage all HR functions regarding subordinates. Supervision of subordinates.

ENQUIRIES : S Sgt B.F. Venter, (012) 314-0829.

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

CLOSING DATE : 8 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 05/09 : **SENIOR SECRETARY GR IV USAGE 006**
The post is advertised in the DOD and broader Public Service.

SALARY : R130 425 per annum

CENTRE : Chief South African National Defence Force, Armscor Building, Erasmuskloof, Pretoria

REQUIREMENTS : NQF Level 2 - 4: Preferable. Secretarial experience will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements/skills needed: Computer literate and must have knowledge of the operation/utilisation of specific software packages. Competent in effective communication (written and verbal). Analytical-, problem solving-, good planning-, organise-, administrative- and good interpersonal relations skills. Able to work under pressure. Must be able to obtain a confidential security clearance within a year.

DUTIES : Type routine notes, memo's, letters and reports. Develop new ideas to change existing methods and procedures. Handle S&T claims. Handle petty cash payments. Arrange meetings with Senior Managers. Compile agendas and take notes during meetings. Compile minutes correctly. Arrange long journeys for Senior Management. Ordering and purchasing of stationary. Keep the

Manager's directory. Scan the newspapers and collect important clippings for Senior Manager. Amend codes, directives and circulars. Manage the entertainment fund. Organise social functions. Deal with classified files, reports and documents. Arrange for visitor's authorisation and parking. Maintain Senior Managers pers, log and fin book.

- ENQUIRIES** : Lt Col S.F. Xaba, (012) 355-6009.
- APPLICATIONS** : Department of Defence, Chief Directorate Human Resource Management, Directorate Career Management, Ms L. Hammond, Private Bag X137, Pretoria, 0001 or may be hand delivered to Poynton Building, 195 Bosman Street, Pretoria where it may be placed in wooden box 4 at the Reception.
- CLOSING DATE** : 8 March 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 05/10** : **SENIOR ADMIN CLERK GR III PATIENT ADMIN USAGE 7138**
The post is advertised in the DOD and broader Public Service
- SALARY** : R105 645 per annum
- CENTRE** : 1 Military Hospital, Pretoria
- REQUIREMENTS** : NQF Level 2 – 4: preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Requirements/skills needed: Good interpersonal skills, problem solving and analytical skills, ability to work independently, good organisational skills, ability to work with the medical (Patient Admin) database, good telephone etiquettes and customer care. Knowledge of policies and directives. Handle repetitive work. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Ensure an effective reception service. Record, organise, store and retrieve information related to work in the administrative environment and/or deal directly with clients by requesting and/or providing information. Routine administrative output, control statistics.
- ENQUIRIES** : S Sgt B.F. Venter, (012) 314-0829
- APPLICATIONS** : Department of Defence & Military Veterans, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143.
- CLOSING DATE** : 8 March 2010 (Applications received after the closing date and faxed copies will not be considered).

DEPARTMENT OF ENERGY

APPLICATIONS FOR ATTENTION CLOSING DATE NOTE :

The Director-General, Department of Energy, Private Bag X59, Pretoria, 0001
 Mr H Marakalala / Ms E Lethole
 19 February 2010
 Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. All applications must be sent to the address provided above, and Not to the specific region(s) NOTE: The successful candidates will be required to sign a performance agreement within three (3) months of appointment.

OTHER POST

POST 05/11 :

REGIONAL ENERGISATION OFFICER: INEP BPU X2
 This is re-advertisement; Applicants who applied previously for this post need not re-apply.

SALARY CENTRE REQUIREMENTS :

R192 540 per annum, Level: 9
 Limpopo and Mpumalanga Region
 A diploma in Electrical Engineering (National Diploma- Heavy current) or equivalent. The applicant should also have a driver's license PLUS the following key competencies: ☐ Knowledge of: Integrated National Electrification Programme Objectives, Stakeholder management, Electrification network planning, GIS. DoRA .PFMA ☐ Skills: organising meetings/workshops. Report Writing ☐ Communication Verbal and Written Communication ☐ Creativity: Good interpersonal relations. Technical analysis of electrification designs

DUTIES :

KRA's: Identify and compile regional backlog of electrification. • Make inputs to prioritise identified needs (Cost benefit analysis) • Monitor and evaluate the execution of projects • Represent the department on regional forums.

ENQUIRIES :

Freddy Mbedzi, ☎ 012 317 8731

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

NOTE : Applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identity Documents, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualification evaluated by the short-listed candidate only. If you have not been contacted within three month of the closing date of this advertisement, please accept that your application was unsuccessful. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. The department reserves the right not to make an appointment.

MANAGEMENT ECHELON

POST 05/12 : **DIRECTOR: ENVIRONMENTAL AFFAIRS MINISTRY SUPPORT AP 516/2010**

SALARY : An all-inclusive remuneration package of R 615 633 per annum Level 13. The inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules. The successful candidate must sign a performance agreement with the Department.

CENTRE REQUIREMENTS : Pretoria
: The position of Director: Environmental Affairs Ministry Support in the Department of Environmental Affairs is available for a person in possession of a graduate qualification with extensive organizational, management and leadership skills. Skills and Competencies: Strategic capabilities and management, Change Management, Service Delivery Innovation, Problem Solving & Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty & Integrity.

DUTIES : Key responsibilities: it will be expected from the successful candidate to provide leadership with regard to Environmental Affairs issues in the Office of the Minister of Water and Environmental Affairs regarding: Document management, Diary management, Coordination of meetings, Coordinating Cabinet, Parliament and committees related work, Apply and promote all principles of Batho Pele.

ENQUIRIES APPLICATIONS : Ms N Matyana Tel: (012) 310-3853
: The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001

FOR ATTENTION CLOSING DATE : Mr J Kutu
: 22 February 2010

NOTE : Short-listed candidates will be subject to screening and security vetting to determine the suitability of a person for employment. The persons appointed in this position will be subjected to reference checking and security clearance. Candidates will be subject to competency assessment test and the signing of a performance agreement and employment contract.

OTHER POSTS

POST 05/13 : **ASSISTANT DIRECTOR: LINE AND NET FISHERIES MANAGEMENT (MCM12/2010) X2**
ASSISTANT DIRECTOR: SMALL INVERTEBRATES AND SEAWEED MANAGEMENT MCM14/2010
ASSISTANT DIRECTOR: LARGE CRUSTACEAN FISHERIES MANAGEMENT MCM 16/2010

SALARY : R 240 318 p.a (Total package of R 323 686 per annum)

CENTRE : Cape Town

REQUIREMENTS : Minimun: An appropriate recognized three year qualification in Natural Sciences, Natural Resource Management, Public Management, Small Enterprise/Business Development, Natural Resource Economics or Economic Sciences. Relevant working experience. Experience in supervision of staff, policy drafting, implementation and evaluation, Knowledge of the Marine Living Resources Act, 1998 (Act no. 18 of 1998), the Regulations promulgated thereunder. Knowledge

of financial management and related legislation within public sector essential; Communication skills (both verbal and report writing) and problem solving essential; Project management skills and experience essential. Knowledge of financial management and related legislation within public sector essential. Computer literate. Good administration skills and the understanding of public service systems and procedures will be an advantage. Knowledge of the following will be an added advantage: Line And Net Fisheries Management: Traditional Linefish, Squid, Net fisheries and Recreational fisheries Small Invertebrates and Seaweed Management: Oysters, Seaweed, White Mussels, Bait Organisms and other small Invertebrates. Large Crustacean Fisheries Management: West-Coast Rock Lobster, South-Coast Rock Lobster, Kwa-Zulu Natal Prawn Trawl.

- DUTIES** : To assist in management, communication and co-ordination of the administrative and regulatory processes of fishing rights, permits and exemptions in the respective fisheries sectors by applying the Marine Living Resources Act, 1998 (Act no. 18 of 1998), Regulations promulgated thereunder and departmental policies. Manage the allocation of Total Allowable Effort in respective fisheries. Managing compilation and issuing of permits, licenses and exemptions. Co-ordinate and facilitate stakeholder interactions within the fishing sectors concerned. Provide support in managing the administrative activities within the sub-directorate including the supervision of staff.
- ENQUIRIES** : Mr. N Bacela Tel. +27(21) 402 3577 or
Mr. O Dubula Tel. +27(21) 402 3680
- APPLICATIONS** : To the Deputy Director-General: Marine and Coastal Management, Department of Environmental Affairs and Tourism, Private Bag x 2, Roggebaai, 8012.
- CLOSING DATE** : 15 February 2010
- NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
- POST 05/14** : **ASSISTANT DIRECTOR: MARINE AQUACULTURE – SHELLFISH MONITORING PROGRAMME MCM 08 /2010**
- SALARY** : R 240 318 p.a (Total package of R 323 686 per annum)
- CENTRE** : Cape Town
- REQUIREMENTS** : Minimum: An appropriate recognized three year qualification in Natural Sciences; Food Technology and/or BSc in Applied Biology and Biochemistry Knowledge of the marine aquaculture sector and relevant practical experience will serve as advantage · Knowledge of the marine and environmental legislation (MLRA, ICM Act, Health Act) and international food legislation pertaining to aquaculture products · Knowledge of the regulations promulgated there under and departmental policies with special reference to marine aquaculture · Knowledge of coastal management processes and principles · Knowledge of water quality monitoring and food safety general · Good communication skills (both verbal and report writing) Project management skills · Knowledge of financial management and related legislation within public sector · Understanding of the work of the Department and government will serve as an advantage. A valid driver's licence (Code B).
- DUTIES** : To develop monitoring protocols for finfish, shellfish and crustacean marine aquaculture products · Participate at local and international conferences, workshops and intergovernmental meeting regarding shellfish sanitation. Manage the implementation of the SA Molluscan Shellfish Monitoring and Control Programme · Assist with development and review of monitoring and contingency plans · Ensure compliance with and adherence to international food quality and safety standards · Provide advice to other governmental authorities and stakeholders with respect to shellfish product safety and monitoring requirements · Assist in the drafting of annual SA Marine Aquaculture Industry Reports · Assist in the management of administrative and related functions, which would include personnel, staff recruitment, training and development and the sub-directorate's budget.
- ENQUIRIES** : Mr. A Njobeni Tel (021) 402 3409
- APPLICATIONS** : To the Deputy Director-General: Marine and Coastal Management, Department of Environmental Affairs and Tourism, Private Bag x 2, Roggebaai, 8012.
- FOR ATTENTION** : HR Registry: Integrated Human Resources
- CLOSING DATE** : 15 February 2010

NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment

POST 05/15 : **PRINCIPAL ENVIRONMENTAL OFFICER: SHELLFISH MONITORING PROGRAMME MCM 10/2010**

SALARY : R 192 540 p.a (Total package of R 265 715 per annum)
CENTRE : Cape Town
REQUIREMENTS : Minimum: An appropriate recognized three year qualification in Natural Science. Knowledge and understanding of water quality monitoring, environmental monitoring, physical oceanography and database management Understanding of local and international food legislation pertaining to aquaculture products, in particular molluscan shellfish, and analytical methodologies applicable to food safety laboratories · Knowledge of the marine aquaculture sector and related practical experience · Knowledge of the marine and environmental legislation (MLRA, ICM Act & NEMA) · Knowledge of the regulations promulgated there under and departmental policies with special reference to marine aquaculture · Good communication skills (both verbal and report writing) with experience in stakeholder engagement · Experience in project management · Understanding of the work of the Department and government as well as possession of a Code 08 driver's license will serve as an added advantage.

DUTIES : To render technical advice towards the implementation of the South African Molluscan Shellfish Monitoring & Control Programme in order to provide the necessary guarantees of product quality and safety · To conduct farm site inspections, review programs, and participate in sanitary surveys of shellfish growing areas for compliance with shellfish safety laws and applicable regulations · Ensure compliance with permit conditions and growing area requirements for all shellfish farming areas · Ensure that shellfish harvesters and growers comply with production area management plan · Develop, implement and participate in water quality monitoring of shellfish production areas Provide consultation and education to shellfish industry, public and other governmental authorities · Perform all administrative and related functions which would include the compilation of reports and mentorship.

ENQUIRIES : Mr. A. Njobeni Tel (021) 402 3409
APPLICATIONS : To the Deputy Director-General: Marine and Coastal Management, Department of Environmental Affairs, Private Bag x 2, Roggebaai, 8012.

FOR ATTENTION : HR Registry: Integrated Human Resources

CLOSING DATE : 15 February 2010

NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

POST 05/16 : **MARINE RESEARCH TECHNICIAN I: CULTURE TECHNOLOGY MCM 501/2010**

SALARY : R161 970 per annum (All inclusive package of R 228 624 per annum)
CENTRE : Cape Town (Seapoint)
REQUIREMENTS : Minimum: A 3-year National Diploma in Oceanography or a relevant, 3-year qualification in the Marine Science or Aquaculture field: Experience with or knowledge of techniques and methods, laboratory codes and ethics relating to mariculture. Technically (practically) minded and computer literate. Sound organizational and planning skills. Good verbal and written communication skills. Ability to train and mentor staff. Ability to work at sea on small craft/ vessels (Medically fit as per Section 101 of the SAMSA Act.57 of 1951 - Successful candidate must pass a medical examination for seafarers). Willingness to work away from home for extended periods.

DUTIES : Provide technical support to the research and development of the culture of indigenous species, to the promotion of environmentally sustainable Mariculture practices and to the monitoring and research of harmful algal blooms. Co-ordinate the procurement of consumables and equipment. Supervise and co-ordinate junior staff. Contribute to the training and mentoring of staff, students and interns. Control and maintain research equipment in serviceable condition.

ENQUIRIES : A. du Randt (Tel) 021 430 7013
APPLICATIONS : To the Deputy Director-General: Marine and Coastal Management, Department of Environmental Affairs and Tourism, Private Bag X 2, Roggebaai, 8012.

FOR ATTENTION : HR Registry
CLOSING DATE : 15 February 2010
NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

POST 05/17 : **OFFICE ADMINISTRATOR II: CHIEF DIRECTORATE: ENVIRONMENTAL IMPACT MANAGEMENT AP518/2010**

SALARY : R 130 425 per annum- Total salary package of R 190 349
CENTRE : Pretoria
REQUIREMENTS : A grade 12 certificate plus experience and knowledge of office administration functions; A three tertiary qualification in public administration or an appropriate equivalent qualification will be an added advantage ; Experience in document management, project and financial management; Ability to work under pressure and work independently with limited supervision; Knowledge of government policies and processes will serve as an advantage; Good interpersonal skills , good communication skills (verbal and writing), presentation skills, planning and organizational skills, conflict management and resolution skills; Research skills and a high level of computer literacy. Willingness to work overtime, as and when required.

DUTIES : The successful applicant will be responsible for rendering an effective office administration support service in the Office of the Chief Director and perform the following key functions: Manage the office diary; Manage correspondence by receiving and distributing documents; Compiling presentations, submissions, reports and type documents; Compiling and submitting claims for approval; liaise with stakeholders with regards to queries and dissemination of information; Make logistical arrangements for meetings and workshops; Manage the office budget, procurement of goods and services for the office; Make traveling arrangements, taking minutes, performing any other office administration related functions, manage the filing system as well as assisting the Chief Director with personal tasks within an agreed framework .

ENQUIRIES : Ms N Sebola: Tel: 012 310-3604
APPLICATIONS : The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001

FOR ATTENTION : Mr K Futhane
CLOSING DATE : 22 February 2010
NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

POST 05/18 : **OFFICE ADMINISTRATOR I: PROGRAMME IMPLEMENTATION, CHIEF DIRECTORATE: SOCIAL RESPONSIBILITY POLICY AND PROJECTS AP517/2010**

SALARY : R 105 645 Total remuneration package of R160 283
CENTRE : Pretoria
REQUIREMENTS : A grade 12 certificate plus a post-matric/ three year qualification on Office or Public Administration; Relevant work experience in office administration; Good interpersonal, communication, decision-making and organizing skills; Computer literacy with knowledge of MS Excel; Ms Power-point, Ms Word, GroupWise and Internet. Must have good administration, diary management, mail and telephone screening skills, an understanding of the Public Service System and procedures will also serve as an advantage; Ability to work with limited supervision. Willingness to work after hours..

DUTIES : The successful applicant will be responsible for rendering an effective office administration support service in the Office of the Director and perform the following key functions: Manage the office diary; Manage correspondence by receiving and distributing documents; Compiling presentations, submissions, reports and type documents; Compiling and submitting claims for approval; liaise with stakeholders with regards to queries and dissemination of information; Make logistical arrangements for meetings and workshops; Manage the office budget, procurement of goods and services for the office; Make traveling arrangements, taking minutes, performing any other office administration related functions, manage the filing system as well as assisting the Director with personal tasks within an agreed framework .

ENQUIRIES : Mr TA Moloto Tel: 012 310 3332
APPLICATIONS : The Director-General, Department of Environmental Affairs, Private Bag X447,
Pretoria, 0001
FOR ATTENTION : Ms N Sebola
CLOSING DATE : 22 February 2010
NOTE : Short-listed candidates will be subjected to screening and security vetting to
determine the suitability of a person for employment.

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

- APPLICATIONS** : The CEO, Government Communication and Information System, Private Bag X745, Pretoria, 0001 or hand delivered to Midtown Building, 356 Vermeulen Street, Pretoria.
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 19 February 2010
- NOTE** : Applications must be accompanied by a Z83 and a comprehensive CV, as well as certified copies of qualifications and ID document. Correspondence will be limited to successful candidates only. If you not have been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Disabled applicants are welcome to apply.

OTHER POST

- POST 05/19** : **DEPUTY DIRECTOR: SECRETARIAT SUPPORT FOR THE COMMUNICATIONS ECONOMIC CLUSTER**
 Directorate: National Liaison
- SALARY** : All-inclusive salary package: R378 456 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualification: A three year tertiary qualification or relevant diploma/degree. Job Knowledge: Good understanding of government policies and priorities. Experience: Experience or knowledge of government communications. Competencies: Excellent written and verbal communications skills. Good interpersonal skills, including ability to interface with all levels within government, ability to work with minimum supervision and independent decision making with necessary consultation. Proactive and creative thinking abilities. Strong project management skills and the ability to work independently and under pressure. Computer literacy and a valid driver's license are advantages for the position.
- DUTIES** : Providing all-round, high level, effective, dedicated secretariat support to the economic cluster. Communication cluster coordination and stakeholder management. Content management and writing. Assisting with developing communication strategies for clusters, communication projects and departments. Providing support to other communications Fora – Government communicators Forum, Communications Planning meetings. Monitoring the implementation of the cluster communication strategies. Developing key messages on pertinent issues and participating in content development
- ENQUIRIES** : Mr Legadima Leso, tel. (012) 314 2129

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 Acting Director-General, Department of Health, Private Bag X828, Pretoria, 0001. Hand delivered applications may be submitted at Reception (Application Box), Hallmark Building, Proes Street between Andries and Paul Kruger Streets.
- CLOSING DATE** : 1 March 2010 (Applications received after the closing date will not be considered).
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. No faxed applications will be considered. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security clearance procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

- POST 05/20** : **CHIEF DIRECTOR: PHARMACEUTICAL POLICY AND PLANNING**
REFERENCE NUMBER NDOH 4/2010
Office of the Chief Director: Pharmaceutical Policy and Planning
- SALARY** : An all inclusive remuneration package of R746 181 per annum including choice of basic salary of 60% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the applicable guidelines of the Senior Management Services.
- CENTRE** : Pretoria
- REQUIREMENTS** : *An appropriate recognised qualification which is registered with a Health related Professions Council *A post-graduate qualification in a health related field will be an added advantage *At least five years experience in the public sector at a senior management level *Specialised knowledge of drug related programmes, pharmaceutical services, policy and planning of health services *Knowledge and experience in the application of all health legislation relevant to the pharmaceutical field as well as the PFMA *Extensive knowledge and experience regarding management, communication, leadership, international, national and regional liaison skills *Ability and preferably experience in the areas of leadership, planning, financial management and human resources management *Ability to work as part of a strategic management team and the flexibility to undertake new tasks at short notice *Knowledge and commitment to the transformation of the health system *Knowledge and appreciation of other health related programmes *Good interpersonal relations *Good communication skills (written and verbal) *Good supervisory skills *Good planning and organisational skills *Presentation and negotiation skills *Computer literacy *Ability to work under pressure *Willingness to travel extensively and work irregular hours *Valid code B driver's licence.
- DUTIES** : *Manage a cluster of three directorates, including taking overall responsibility for policy development, implementation and monitoring and for financial and human resource management within the cluster *Monitor and oversee the functions of the following three directorates: -Affordable Medicine, -Traditional Medicine, -Pharmaceutical Product Management *The co-ordination to be done in an environment that provides strategic leadership, guidance and support *Manage the cluster's finances *Administer and ensure compliance with relevant legislation

*Manage and oversee the Essential Drug List (EDL) policy and process and the improvement of pharmaceutical procurement *Manage and oversee the system to licence and inspect pharmacy premises *Ensure the availability of and access to cheaper medicines for the consumer *Establish and maintain a database and develop intelligence on Intellectual Property Rights and how it impacts on the availability of pharmaceuticals *Support activities that strengthen development of best practices and the development of policy on African Traditional Medicine *Ensure optimum contribution by the cluster to the departmental objectives especially: - Legislative reform, - Strengthening support services through strategic interventions, - Strengthening communication with and between national and provincial health departments and communities, - Strengthening co-operations with international partners.

ENQUIRIES

:

Dr K S Chetty at tel (012) 312-0945

DEPARTMENT OF HOME AFFAIRS

The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of positions. Candidates whose appointment/transfer/promotion will further the objective of representivity will receive preference.



- APPLICATIONS** : Forward your application, quoting the relevant reference number, to: The Director-General: Department of Home Affairs, Private Bag X114, Pretoria 0001. Alternatively, applications may be hand-delivered to Security at the front entrance of the Department of Home Affairs at 270 Maggs Street, Waltloo, Silverton,
- FOR ATTENTION** : Ms B. Mckue. In the event of a hand-delivery, applicants must sign an application register as proof of their submission. NB: •Please submit a separate application and documentation for each position
- CLOSING DATE** : 19 February 2010, Applications received after the closing date or those that do not comply with the requirements, will not be taken into consideration.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and should be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document (with an original certification stamp). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver's licence is a requirement, applicants must attach certified copies of such licences. No faxes or e-mailed applications will be considered. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Are you looking for an exciting and challenging career in a rapidly changing organisation? The Department of Home Affairs has embarked on an extensive turnaround programme, aimed at developing a culture of responsiveness and improved service delivery. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a world-class service. If you have what it takes to serve the needs of South Africa's citizens, residents and visitors - and your credentials meet the requirements of any of the following positions - then respond before the closing date. Join our leadership team in transforming our vision into a reality. Successful candidates will be required to undergo a competency assessment, enter into a performance agreement and be subjected to security clearance procedures. All of the positions require the following core management competencies: Strategic Capability and Leadership, Client Orientation and Customer Focus, Knowledge Management, Communications, Financial Management, People Management and Empowerment, Honesty and Integrity, Service Delivery Innovation, Program and Project Management, Problem Solving and Analysis, Change Management, Presentation, Numerical skills.

MANAGEMENT ECHELON

- POST 05/21** : **DIRECTOR: PERMANENT RESIDENCE REF NO: HRMC: J/10/1**
- SALARY** : An all inclusive salary package of R615 633 per annum, structured as follows: Basic salary -60% of package, State contribution to the Government Employee Pension Fund - 13% of basic salary. Remaining flexible portion may be structured in terms of the applicable remuneration rules
- CENTRE** : Head Office: Waltloo, Pretoria
- REQUIREMENTS** : A recognised three-year degree/diploma in Public Administration, International Relations with extensive experience in managing immigration, international relations or public service environment• Sound knowledge and an understanding of the Immigration Act, South African Citizenship Act, No 88 of 1995, Identification Act, No. 68 of 1997, South African Passports and Travel Documents Act, No. 4 of 1994, Public Service Act and Regulations, Public Finance Management Act, South African Constitution as well as departmental

- legislation, human resources legislation and prescripts. Computer literacy. Valid Driver's licence
- DUTIES** : The successful candidate will be responsible for the following: Directorate. Provide strategic advice and guidance in permanent residence aspects and matters. Ensure operational efficiency and service delivery improvement within the Directorate. Ensure the effective management and handling adjudication of applications, adjudication of appeals, waivers and withdrawals, provision of proof of permits and granting of and issue of exemptions. Monitor and evaluate compliance with the purpose for which permanent residence permits were granted to foreigners. Ensure effective and efficient management of resources within the unit. Management the implementation of people management strategies, policies and procedures within the directorate. Develop and implement governance processes, frameworks and procedures within the unit. Establish and nurture effective relationships with all stakeholders on matters relating to Permanent Residence
- ENQUIRIES** : Mr M Radebe, Tel: (012) 810 6357

OTHER POSTS

- POST 05/22** : **DEPUTY DIRECTOR: CENTRAL LAW ENFORCEMENT REF HRMC J/10/2**
- SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R448 521 per annum
 : Head Office: Waltloo, Pretoria, Directorate Central Law Enforcement
 : A B degree in Policing, Law, Public Administration or Management or equivalent qualification. Extensive relevant experience in a compliance or law enforcement environment coupled with 3 years in a management position at the level of an Assistant Director. Exposure to crime analysis and crime investigations is strongly recommended. Expert knowledge of the Criminal Procedure Act, Public Service Regulation Act and Regulations, Public Finance Management Act and the South African Constitution. Knowledge and understanding of the Departments prescripts as well as Human Resource legislation prescripts. Good written and verbal communication skills as well as sound interpersonal relations. Strategic capability and leadership. Ability to handle confidential matters. Preparedness to work extended hours when required. Problem solving and analysis. Data analysis. Report writing. Initiating action. Professionalism. Project management. Financial and resource management. Ability to deal with pressure. Presentation skills. Computer literacy. A valid driver's licence and willingness to travel are essential.
- DUTIES** : The successful candidate will be responsible for the following specific tasks: Maintain the operational capability and ensure service delivery improvement within the Directorate. Analyse policies and procedures and ensure compliance to established standards and processes for law enforcement purposes, as well as proposing policy interventions. Provide legislative and regulatory recommendations for improvement and promotion of administrative justice. Coordinate the crime analysis function ensuring that the tactical and strategic objectives are met. Deliver a high quality products that provides the Inspectorate with strategic and tactical direction. Manage the investigations on fraudulent activities and suspected transgression of the Department's legislation. Enforcement of Immigration laws in terms of all relevant legislation. Establish relationships with relevant stakeholders and liaise with deportation unit, Correctional Services, South African Police Service and National Intelligence Agency to ensure cooperation and partnership in the detention, processing, deportation of illegal foreigners and management of foreigners convicted of criminal activities. Ensure effective and efficient management of resources within the unit. Manage the implementation of people management strategies, policies and procedures within the Directorate. Ensure good governance and compliance within the Directorate. Coordinate, support and track the resolution of various stakeholder enquiries or complaints
- ENQUIRIES** : Adv. A Ledwaba, Tel: (012) 810 6229
- POST 05/23** : **DEPUTY DIRECTOR: EXTERNAL STAKEHOLDER MANAGEMENT REF NO HRMC J/10/3**
- SALARY** : All-inclusive remuneration package of R448 521 per annum

<u>CENTRE REQUIREMENTS</u>	: Head Office: Walthoo, Pretoria, Directorate: Integrated Governance : An appropriate three year degree or Diploma in Public Relations or equivalent qualification plus extensive experience in a management position with a proven track record of managing a team within governance environment is required. Understanding of the various Portfolio and Cabinet Committees. Knowledge of Foreign policies. Understanding of Intergovernmental Relations framework. Knowledge of NEPAD, SADC and sanctions and mechanism. knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the South African Constitution. Understanding of relevant departmental legislations and prescripts. Computer literacy. A valid driver's license and willingness to travel.
<u>DUTIES</u>	: The successful candidate will be responsible for the following specific tasks: Develop and implement stakeholder management policy. Draft and implement the stakeholder management strategy for the Department. Develop and maintain partnership between governments. Maintain sound relationships with all stakeholders. Initiate, develop, manage and maintain effective relationship with stakeholders of the Department. Provide advice on issues raised by stakeholders and make follow ups with relevant directorates. Maintain Departmental stakeholder's database. Conduct research and advise Department on protocol of stakeholders. Provide guidance and leadership to the Office in the achievement of operational goals. Ensure the effective and uniform implementation of Standard Operating Procedures. Ensure efficient and effective application and utilisation of resources within the functional unit. Ensure effective risk and compliance management. Ensure consistent and regular communication on stakeholder management with programme managers. Compile tactical plans aligned to business requirements to ensure effective strategy execution. Oversee successful system and process enhancements, updates and amendments within the unit. Participate in setting up performance contracts, determining general frameworks and monitoring compliance
<u>ENQUIRIES</u>	: Ms T Simamane Tel No (012) 810 7117
<u>POST 05/24</u>	: <u>DEPUTY DIRECTOR: CLUSTER MANAGEMENT REF NO HRMC J/10/4</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: All-inclusive remuneration package of R448 521 per annum Salary level 12 : Head Office: Walthoo, Pretoria, Directorate: Integrated Governance : An appropriate three year degree or Diploma in International Relations, Political Sciences, Public Management and Administration or equivalent qualification plus extensive experience in a management position with a proven track record of managing a team within governance environment is required. Understanding of the cluster coordination policies. Knowledge of Corporate Governance Chapter 3 of South African Constitution Act 13 of 2005. Understanding of Intergovernmental Relations framework. Knowledge of Minimum information Security Standard (MISS). Understanding of Medium Term Strategic Framework (MTSF). Knowledge of Government planning framework (Lekgotla and Makgotla). Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the South African Constitution. Understanding of relevant departmental legislations and prescripts. Computer literacy. A valid driver's license and willingness to travel.
<u>DUTIES</u>	: The successful candidate will be responsible for the following specific tasks: Provide the Department of Home Affairs with secretariat related to cluster participation. Prepare, coordinate and render procurement arrangement for cabinet Makgotla and FOSAD Workshops. Ensure effective and efficient implementation, monitoring and evaluation of cluster priorities. Ensure adherence on compliance in respect of cluster decisions and government program of action. Prepare comprehensive progress reports on implementation of government priorities. Provide guidance and leadership to the Office in the achievement of operational goals. Ensure the implementation of the Batho Pele Principles within the unit in all interactions with internal and external customers. Ensure effective service delivery to internal and external requirements and monitor the Office's performance against Service Level Agreements. Develop and implement quality assurance and data quality strategies and actions. Review quality management reports and take corrective action where required. Oversee the Office financial performance including accurate financial accounting, monitoring and reporting within the office. Ensure the effective and uniform implementation of Standard

Operating Procedures. Ensure efficient and effective application and utilisation of resources within the functional unit. Ensure effective risk and compliance management. Compile tactical plans aligned to business requirements to ensure effective strategy execution. Oversee successful system and process enhancements, updates and amendments within the unit. Participate in setting up performance contracts, determining general frameworks and monitoring compliance

ENQUIRIES : Ms T Simamane Tel No (012) 810 7117

POST 05/25 : **DEPUTY DIRECTOR: TENDERS AND CONTRACT REF NO HRMC J/10/5**

SALARY : All-inclusive remuneration package of R448 521 per annum salary Level 12
CENTRE : Head Office: Waltloo, Pretoria, Chief Directorate: Supply Chain Management
REQUIREMENTS : An appropriate three year Degree/Diploma in Contract Law, a, Purchasing Management or Public Administration equivalent qualification plus experience in supply chain management with specific reference to contract management. Extensive knowledge of the Public Finance Management Act (PFMA) (specifically sections 31 (1) (a) (iii), 76 (4)(c), 38(1)(b); 45 (b), 76(1) and Treasury regulations. Knowledge of the Preferential Procurement Policy Framework (PPPFA) and Broad-Based Black Economic Empowerment Act (BBBEE). Knowledge of the State Tender Board Act 86 of 1986 and Regulations. Knowledge of the Provisioning Administration Procedure Manual (PAPM,) Green paper on Public Sector Procurement Reform in South Africa, April 1997. Knowledge of the Public Service Regulatory Framework. Computer literacy. A valid driver's license and willingness to travel.

DUTIES : The successful candidate will be responsible for the following specific tasks: Provide guidance and leadership to the contracts and database management unit in the achievement of operational goals. Ensure effective service delivery to internal and external requirements and monitor the Unit's performance against Service Level Agreements and KPIs. Ensure effective monitoring and evaluation by developing, interpreting and managing management and statistical information on service level standards, bottlenecks, volumes, trends and non-delivery. Develop and implement quality assurance and data quality strategies and actions. Review quality or management reports and take corrective action where required. Ensure the effective and uniform implementation of Standard Operating Procedures. Ensure effective management of contracts through out the contract management lifecycle including facilitating and communicating to business regarding the pending termination, renewal or review of contracts. Ensure effective maintenance of contract and supplier database in conjunction with Strategic Supplier Managers and Commodity Managers. Ensure formalisation of Service Level Agreements and work authorisations. Ensure effective convening and operation of bid and adjudication committees in accordance with stipulated legislation. Manage the development of submissions and recommendations to the Bid and Adjudication Committees. Serve as a member of the Bid and adjudication committees as required. Monitor processing for irregularities and ensure the implementation of effective counter corruption measures. Liaise with Commodity Managers for tender process and supplier selection and contract management process to secure the best value. Liaise with Commercial Contracts unit in Legal Services for drafting and negotiation of contracts. Ensure efficient and effective application and utilisation of resources within the contracts and database management unit. Ensure effective risk and compliance management

ENQUIRIES : Ms F Masanabo, Tel No (012) 810 8004

POST 05/26 : **SENIOR LEGAL ADMINISTRATION OFFICER 2 POSITIONS REF HRMC J/10/6**

SALARY : All-inclusive remuneration package of R448 521 per annum (Salary notch will be determined in accordance with the experience as outlined in terms of Occupational Specific Dispensation for Legally Qualified Personnel)
CENTRE : Head Office: Waltloo, Pretoria, Chief Directorate: Legal Services Directorate: Litigation
REQUIREMENTS : LLB Degree or four years recognised legal qualifications. Practical experience in drafting of legal opinions and legislation is strongly recommended. Admission as

an Attorney or Advocate(recommended). Knowledge of the Constitution of the Republic of South Africa, Promotion of Access to Information Act and Public Finance Management Act, knowledge of the relevant departmental legislations will be an added advantage. Advanced Computer Literacy in Ms Word, Excel and PowerPoint. Valid driver's licence and willingness to travel are essential. The successful candidates must have conceptual and analytical thinking, Numeracy and Driving Skills, Written and Verbal communication skills, Interpretation and Policy Interpretation Skills, Legal Court and Presentation Skills, Problem solving and strong analytical skills, Financial and Project Management Skills, Planning and Organising, Research Methodology and Diplomacy. Time Management

- DUTIES** : The successful candidate will be responsible for the following specific tasks: Providing verbal and written legal opinions on a variety of matters pertaining to the Department. Ensuring a legal support services in litigation matters, which include issuing instructions to the State Attorney. Inform and advise the Department on court orders and monitor the implementation thereof, Advising the Department on trends that could lead to litigation against the Department, and Rendering professional legal representation in all litigation matters affecting the Department, Participate in supply chain Management proceedings and procedures involving the Department
- ENQUIRIES** : Adv D Erasmus ,Tel No (012) 810 8515
- POST 05/27** : **SENIOR LEGAL ADMINISTRATION OFFICER 3 POSITIONS REF HRMC J/107**
- SALARY** : All-inclusive remuneration package of R448 521 per annum (Salary notch will be determined in accordance with the experience as outlined in terms of Occupational Specific Dispensation for Legally Qualified Personnel)
- CENTRE** : Head Office: Waltloo, Pretoria, Chief Directorate: Legal services Directorate: Legislative Drafting
- REQUIREMENTS** : LLB Degree or four years recognised qualifications. Admission as an Attorney or Advocate(recommended) with appropriate relevant experience, extensive experience in drafting of legal opinions Knowledge of the Constitution of the Republic of South Africa, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Finance Management Act, knowledge of the relevant departmental legislations will be an added advantage. Computer Literacy in Ms Word, Excel and Powerpoint..Valid driver's licence and willingness to travel are essential. The successful candidates must have conceptual and analytical thinking, Numeracy and Driving Skills, Written and Verbal communication skills, Interpretation and Policy Interpretation Skills, Legal Court and Presentation Skills, Problem solving and strong analytical skills, Financial and Project Management Skills, Planning and Organising, Research Methodology and Diplomacy. Time Management
- DUTIES** : The successful candidate will be responsible for the following specific tasks: Providing verbal and written legal opinions on a variety of matters pertaining to the Department. Providing legal opinions on requests received in terms of the Promotion of Access Information held by the Department, The Drafting of new, and amending of existing , legislations administered by the Department Seeing Bills through the legislative drafting and parliamentary process, and, The drafting of legal documents on behalf of the Department (ie Bills , Regulations, Cabinet Memorandum, etc), Assisting in the drafting/scrutiny and finalisation of international Agreements and Memorandum of Understanding. Participate in supply chain Management proceedings and procedures involving the Department
- ENQUIRIES** : Adv D Erasmus ,Tel No (012) 810 8515
- POST 05/28** : **LEGAL ADMINISTRATION OFFICER REF HRMC J/10/8**
- SALARY** : All Basic salary of R240 318 per annum Level 10 (Salary notch will be determined in accordance with the experience as outlined in terms of Occupational Specific Dispensation for Legally Qualified Personnel)
- CENTRE** : Head Office: Waltloo, Pretoria, Chief Directorate: Legal services Directorate: Legislative Drafting
- REQUIREMENTS** : LLB Degree or four years recognised qualifications. Admission as an Attorney or Advocate(recommended) with appropriate relevant experience, Extensive experience in drafting of legal opinions, and knowledge of drafting of legislation,

Knowledge of the Constitution of the Republic of South Africa, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Finance Management Act, knowledge of the relevant departmental legislations will be an added advantage. Computer literacy in Ms Word, Excel and Powerpoint. Willingness to work extended hours. Valid driver's licence and willingness to travel are essential. The successful candidates must have conceptual and analytical thinking, Good Interpersonal and intellectual relations, Written and Verbal communication skills, Strategic Orientation, Presentation skills, Problem solving and strong analytical skills, Business report writing, Influencing and networking, Planning and Organising, Time Management, Research and Learning, Honesty and Integrity

DUTIES : The successful candidate will be responsible for the following specific tasks: Providing verbal and written legal opinions on a variety of matters pertaining to litigation involving the Department. Providing legal opinions on a variety of matters pertaining to the Department, providing legal opinions on requests received in terms of the Promotion of Access to Information Act to access information held by the Department, The drafting of new , and amending of existing, legislations administered by the Department, Seeing the Bills through the legislative drafting and parliamentary process, and, The drafting of legal documents on behalf of the Department (ie Bills , Regulations, Cabinet Memorandum, etc), Assisting in the drafting/ finalisation of international Agreements and Memorandum of Understanding

ENQUIRIES : Adv D Erasmus ,Tel No (012) 810 8515

POST 05/29 : **ASSISTANT DIRECTOR: EXTERNAL STAKEHOLDER MANAGEMENT REF HRMC J/10/9**

SALARY : All Basic salary of R240 318 per annum Level 10
CENTRE : Head Office: Waltloo, Pretoria, Directorate Integrated Governance:
REQUIREMENTS : An appropriate three year degree or Diploma in relevant field or tertiary qualification in Public Relations or equivalent qualification plus extensive experience in a supervisory position with a proven track record of managing a team within governance environment is required. Understanding of the various Portfolio and Cabinet Committees. Knowledge of Foreign policies. Understanding of Intergovernmental Relations framework. Knowledge of NEPAD, SADC and sanctions and mechanism. knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the South African Constitution. Understanding of relevant departmental legislations and prescripts. Computer literacy. A valid driver's license and willingness to travel

DUTIES : The successful candidate will be responsible for the following specific tasks: Ensure the maintenance of partnership between government. Update and maintain the departmental stakeholder's database. Assist in conducting research and providing advice to department on protocol of stakeholders. Ensure maintenance of sound relationships with all stakeholders. Assist in providing advice on issues raised by stakeholders and make follow ups with relevant directorates. Assist in the development and implementation of stakeholder management policy. Monitor delivery of service to internal and external requirements. Monitor service level standards, bottlenecks, trends and errors and take corrective action. Monitor delivery against Service Level Agreements and assist staff where service levels are not being met. Produce quality reports regarding turnaround times, documents processed and error rates. Implement quality assurance and data quality measures to ensure quality of service delivery. Facilitate and monitor management of records/documentation according to DHA requirements. Monitor quality and accuracy of output delivery by checking samples of outputs. Deal with non standard requests and issues from staff in the execution of their duties. Provide advice and assistance to staff members in the execution of their daily tasks. Allocate work to staff members and monitor their progress against daily targets or goals. Perform end of day duties to ensure effective reporting, identification of issues and capturing of performance statistics. Identify challenges in operation (capacity, training, bottlenecks) and make suggestions to Superiors or provide input into capacity planning or possible solutions. Assist in the development, facilitation, coordination and implantation of quality assurance and data quality strategies and actions. Ensure efficient and effective application and utilisation of resources within the functional. Ensure

effective risk and compliance management. Ensure consistent and regular communication on stakeholder management with programme managers. Oversee the performance of the staff members and identify and address minor performance problems (escalate major performance). incapacity or misconduct matters to management. Participate in any internal and external policy forums and develop and maintain relationships to achieve appropriate outcomes
Ms T Simamane Tel No (012) 810 7117

ENQUIRIES

POST 05/30

ASSISTANT DIRECTOR: CLUSTER MANAGEMENT REF HRMC J/10/10

SALARY

All Basic salary of R240 318 per annum Level 10

CENTRE

Head Office: Wailoo, Pretoria, Directorate Integrated Governance:

REQUIREMENTS

An appropriate three year degree/Diploma in International Relations, Political Sciences or equivalent qualification plus experience in Political Science or International Relations at supervisory position is required. Knowledge of structure and programmes of International Organizations (SADC, NEPAD, AU, UN). Knowledge of South Africa's foreign policy and ability to translate it to the environment of the Department of Home Affairs. Knowledge and understanding of the Departmental policies, practices and functions. Computer literacy. A valid driver's license and willingness to travel

DUTIES

The successful candidate will be responsible for the following specific tasks: Provide efficient secretariat support to the departmental cluster participation. Follow-up and coordinate inputs from various business units in relation to decision taken on program of action and government priorities. Assist on the consolidation of cluster reports to be submitted to the Chief Director. Attend to logistical and administrative support services on the preparation of cabinet Makgotla. Interact with international organisations and Foreign Governments in line with programmes. Represent the unit at interdepartmental planning meeting , task team meetings as well as participate in engagements with foreign Governments. Provide advanced secretariat services and report writing for engagements. Provide support service related to international relations with regard to substance, briefing documents and protocol services

ENQUIRIES

Ms T Simamane Tel No (012) 810 7117

POST 05/31

ASSISTANT DIRECTOR: REGIONAL IMMIGRATION HEAD REF HRMC J/10/11

SALARY

All Basic salary of R240 318 per annum Level 10

CENTRE

Regional Reception Centre: Marabastad

REQUIREMENTS

An appropriate three year Degree/Diploma in Law, Social Science, Policy Studies and/or Grade 12 Certificate with extensive relevant experience in immigration services. •Knowledge of the Refugees Act •Sound knowledge of the Immigration Act •Knowledge of the Public Service Act, Public Finance Management Act (PFMA) and Treasury Regulations, and the South African Constitution •An understanding of departmental legislation as well as human resource legislation and prescripts •Knowledge of the Criminal Procedure Act •A valid driver's licence •Preparedness to travel and work extended hours when required (including working weekends and on public holidays) •The candidate will be required to be on-call

DUTIES

The successful candidate will be responsible for the following specific tasks: Manage effective operations within the Region in Immigration Matters. •Ensure efficient and effective application and utilisation of resources within the Region •Ensure effective risk and compliance management •Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation •Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the regional functions. Service delivery innovation. Investigation skills. Client orientation and customer focus. Problem solving, People management and empowerment. Report writing, financial management. Influencing and networking. Honesty and integrity. Planning and organising. Project management, strong analytical skills, change management, computer literacy, communication, conflict management. Decision-making, negotiation skills, presentation skills and diplomacy.

ENQUIRIES

Adv. A Ledwaba, Tel: (012) 810 6229

- POST 05/32** : **ASSISTANT DIRECTOR: CONTRACTS REFNO HRMC J/10/12**
- SALARY CENTRE** : All Basic salary of R240 318 per annum Level 10
Head Office: Waltloo, Pretoria, Directorate: Chief Directorate: Supply Chain Management:
- REQUIREMENTS** : An appropriate three year Degree/Diploma in Purchasing Management or equivalent qualification. Knowledge of the Public Finance Management Act (PFMA). Knowledge of the Preferential Procurement Policy Framework (PPPFA) and Broad-Based Black Economic Empowerment Act (BBBEE). Knowledge of the State Tender Board Act 86 of 1986 and Regulations. Knowledge of the Provisioning Administration Procedure Manual (PAPM,) Green paper on Public Sector Procurement Reform in South Africa, April 1997. Knowledge of the Public Service Regulatory Framework. Computer literacy. A valid driver's license and willingness to travel.
- DUTIES** : The Sercuuesfukl candidate will be responsible for the following specific tasks: Assist business, commodity managers and strategic supplier managers in determining the business need effectively, Follow procedures to execute an efficient, compliant and fair tender adjudication process. Ensure effective management of contracts through out the contract management lifecycle including facilitating and communicating to business regarding the pending termination, renewal or review of contracts. Ensure effective maintenance of contracts in conjunction with Strategic Supplier Managers and Commodity Managers. Ensure formalisation of Service Level Agreements and work authorizations. Convene and organise the operation of bid adjudication committees in accordance with stipulated legislation. Develop and vet submissions and recommendations to the Bid Adjudication Committee(including Bid Evaluation Committees. Ensure the effective and uniform implementation of Standard Operating Procedures. Review quality or management reports and take corrective action where required. Ensure efficient and effective application and utilisation of resources within the contracts and database management unit. Ensure effective risk and compliance management.
- ENQUIRIES** : Ms F Masanabo, Tel: (012) 810 8004
- POST 05/33** : **ASSISTANT DIRECTOR: DATABASE MANAGEMENT REF NO: HRMC J/10/13**
- SALARY CENTRE** : All Basic salary of R240 318 per annum Level 10
Head Office: Waltloo, Pretoria, Directorate: Chief Directorate: Supply Chain Management:
- REQUIREMENTS** : An appropriate three year Degree/Diploma in Purchasing Management or equivalent qualification plus extensive experience in contract management or bidding process management is required. Knowledge of the Public Finance Management Act (PFMA). Knowledge of the Preferential Procurement Policy Framework (PPPFA) and Broad-Based Black Economic Empowerment Act (BBBEE). Knowledge of the State Tender Board Act 86 of 1986 and Regulations. Knowledge of the Provisioning Administration Procedure Manual (PAPM,) Green paper on Public Sector Procurement Reform in South Africa, April 1997. Knowledge of the Public Service Regulatory Framework. Computer literacy. A valid driver's license and willingness to travel
- DUTIES** : The successful candidate will be responsible for the following specific tasks: Ensure effective service delivery to internal, external and legislative requirements and monitor the Unit's performance against Service Level Agreements and Key Performance Indicators. Advises business to the termination/pending renewal of contracts or supplier. Ensure regular review and updating of supplier information. Monitor supplier adherence to procurement policies and prescripts e.g. BEE Status, Tax Clearance and inform business of non-compliance. Take responsibility for the contracts database and administration of contract documentation. Develop and implement quality assurance and data quality strategies and actions. Review quality or management reports and take corrective action where required. Ensure the effective and uniform implementation of Standard Operating Procedures. Liaise with Commodity Managers and Strategic Supplier Managers to up date supplier information. Ensure effective maintenance supplier database in conjunction with Strategic

Supplier Managers and Commodity Managers. Ensure accurate information for convening bid adjudication process in accordance with stipulated legislation. Ensure that all vendors are registered in DHA data base. Take on precautions measures to prevent unauthorised and wasteful fruitless expenditure. Ensure efficient and effective management of resources within the database management unit. Ensure effective risk and compliance management.

ENQUIRIES

:

Ms F Masanabo, Tel: (012) 810 8004

POST 05/34

:

ASSISTANT DIRECTOR: ANALYSTS 2 POSITIONS REF NO HRMC J/10/14

SALARY

:

All Basic salary of R240 318 per annum Level 10

CENTRE

:

Head Office: Waitloo, Pretoria, Directorate: Central Law Enforcement

REQUIREMENTS

:

An appropriate three year Degree/Diploma in Law, Project Management or equivalent qualification. Extensive relevant experience in an immigration environment. Experience in a law enforcement environment would be an added advantage. Experience in and knowledge of any analysis tool would be an advantage. Knowledge of the Refugees Act, Immigration Act, Public Service Regulatory Framework, the Public Finance Management Act and administrative support services. A valid driver's licence is essential. Prepared to travel and work extended hours. Honesty and integrity. Verbal and written communication skills. Decision-making skills. Liaison and interpersonal skills. Problem-solving skills. Planning and organizing. Policy analysis, formulation and implementation skills. Project management Investigation and Interviewing skills

DUTIES

:

The successful candidate will be responsible for the following specific tasks: Conduct investigations and monitor compliance with the Immigration Act, Act No.13 of 2002. Monitor compliance and ensure adherence to policy and legislation regarding immigration matters. Act as a key interface between Inspectorate Officers in Zones and the Integrity Management Unit (Investigations Unit) in order to refer/ filter special cases (including corruption and syndicate cases). Collect, collate, analyse and disseminate information on crime trends and patterns relating to contraventions of the Immigration Act. Identify and analyse trends and weaknesses with regard to the implementation of the Immigration Act and compile reports (including statistical reports) and recommend improvement measures where required. Monitor local and International practices in terms of crime intelligence and investigation and analysis methodologies, tools and techniques. Provide inputs into the development of law enforcement strategies and monitor implementation within the zones. Monitor quality and accuracy of outputs delivered by implementing periodic sampling and other tools. Maintain accurate statistics of activities in the zones (i.e inspections, status of open cases, arrests and deportations). Monitor and ensure the effective implementation of standard operating procedures.

ENQUIRIES

:

Adv. A Ledwaba, Tel: (012) 810 6229

POST 05/35

:

ASSISTANT DIRECTOR: ADMINISTRATION REF NO HRMC J/10/15

SALARY

:

All Basic salary of R240 318 per annum Level 10

CENTRE

:

Refugee Reception Centre: Durban

REQUIREMENTS

:

An appropriate three year Degree/Diploma or equivalent qualification plus extensive experience in administration environment. Human Resource administration and Management skills. Ability to interpret and apply procedures and directives. Negotiation and facilitation skills. Research ability. Written and verbal communication skills. Computer Literacy. Analytical thinking, problem solving abilities, numeracy skills. Ability to plan, organise and follow up multiple activities. People management skills, time management skills, supervisory skills. Knowledge of legislation administered by the Department including Refugees Act and regulations, Public Finance Management Act, Labour Relations Act as well as Basic Conditions of Employment Act

DUTIES

:

The successful candidates will be expected to perform the following: To provide administrative and financial support services to the Refugee Reception Office. Manage the effective rendering of human resources matters in the office. Manage financial matters in the office. Manage the provisioning administration services in the office. Coordinate fleet management system which involves government vehicles. Manage registry services in the office. Manage the overall maintenance of the office. Manage security services for the office. Manage the

preparation of all cases to be presented to the Refugee Appeal Board. Manage and quality assure all applications received for Refugee Identity document and United Nations Travel document. Manage performance of staff. Compile, update and maintain all statistical reports for the refugee centre. Compile reports and handle all enquiries received from internal and external stakeholders.

ENQUIRIES : Ms N Balgobind, Tel: (031) 362 1201

POST 05/36 : **SERVICE OFFICER: CONTRACTS REF NO HRMC J/10/16**

SALARY : All Basic salary of R240 318 per annum Level 10
CENTRE : Head Office: Pretoria; Chief Directorate: Service Management
REQUIREMENTS : An appropriate three year Degree/Diploma in Information Systems or equivalent qualification plus experience in the information systems environment. Understanding of the Technologies and principles in the service (incident, problem, change, request, configuration) and financial assert(contracts, procurement, portfolio, fixed assets reconciliations) management areas. Understanding of the general concepts and principles of service level agreements. Knowledge of the South African Constitution.

DUTIES : The successful candidates will be responsible for the following: Develop SLA reporting and administration framework and guidelines fo the entire branch. Take ownership of the administrative management of all contracts and SLA's within Information Services. Liaise with all vendors or internal staff regarding service level agreements terms and conditions. Keep records of all Service Level Agreements. Support, coordinate, collate and administer all information on service level for reporting. Monitor compliance on both internal and external vendors against terms of the SLA. Conduct research on contracts and vendors for service level agreements purposes and make recommendation to the Director. Provide advice and guidelines on SLA aspects and matters. Create and build a partnership with various vendors and internal stakeholders in order to enhance service delivery. Manage the Information Services responsibilities for Business Continuity within the SLA. Administer reporting and management of enterprise assets within the Information Services. Implement effective governance and compliance within the directorate..

ENQUIRIES : Mr S Mmakau, Tel: (012) 810 6212

POST 05/37 : **REFUGEE STATUS DETERMINATION OFFICER REF NOHRMC J/10/17**

SALARY : Basic salary of R 161 970 per annum Level 8
CENTRE : Refugee Reception Centre: Durban
REQUIREMENTS : An appropriate three year Degree/Diploma in Law/ Political Science/r International Relations or equivalent qualification with extensive experience in Refugee Law. Knowledge of the Immigration Act, Refugee Act and Regulations as well as the South African Constitution. Understanding of Departmental as well as Human Resource Legislation and prescripts. Understanding of conventions and protocols related to refugees. Good written and verbal communication skills. Planning and organising skills. Time, financial, change, knowledge, programme as well as project management skills. Ability to interpret and apply procedures and directives. Research and facilitation skills. Negotiation skills. Ability to interpret and apply procedures and directives. Research and facilitation skills. Negotiation skills. Performance oriented. Computer literacy. A valid driver's license and willingness to travel.

DUTIES : The successful candidates will be responsible for the following: Interviewing clients that have applied for asylum. Adjudicating applications for asylum and issuing quality written decisions for such applications. Issue and review refugee status. Prepare quality submissions to the Standing Committee for Refugee Affairs (SCRA) on cases where status was issued erroneously, fraudulently and were country conditions have improved and circumstances for initially granting status seized to exist. Preparation of files for presentation to (SCRA) for manifestly unfounded decisions. Liaison with the Chief Directorate: Refugee Affairs and the United Nation High Commissioner for Refugees regarding country information. Providing evidence as well as testifying on behalf of the State. Review cases prior to interviews and ensuring that all personal

ENQUIRIES : Mr Z Mchunu, Tel: (031) 362 1206

POST 05/38 : **CHIEF/ CONTROL IMMIGRATION OFFICER (INSPECTORATE) 28 POSITIONS**

SALARY CENTRE : Basic salary of R 161 970 per annum Level 8
: a) Refugee Reception Centre: Durban (1 Position) REF NO: HRMC J/10/18A
: b) Regional Office: Amajuba (2 Positions) REF NO: HRMC J/10/18B
: c) Regional Office: Ugo (1 Position) REF NO: HRMC J/10/18C
: d) Regional Office: Umgungundlovu (1 Position) HRMC J/10/18D
: e) Regional Office: Umlazi (1 Position) REF NO: HRMC J/10/18E
: f) Regional Office: Zululand (2 Positions) REF NO: HRMC J/10/18F
: g) District Office: Prospecton (1 Position) REF NO: HRMC J/10/18G
: h) District Office: Kwadukuza (1 Position) REF NO: HRMC J/10/18H
: i) District Office: Kokstad (1 Position) REF NO: HRMC J/10/18I
: j) District Office: Mtubatuba (1 Position) REF NO: HRMC J/10/18J
: k) District Office: Ladysmith (1 Position) REF NO: HRMC J/10/18K
: l) District Office: Umsinga (1 Position) REF NO: HRMC J/10/18L
: m) District Office: Eshowe (1 Position) REF NO: HRMC J/10/18M
: n) District Office: Umzimkulu (1 Position) REF NO: HRMC J/10/18N
: o) Regional Office: Kimberley (2 Positions) REF NO: HRMC J/10/18O
: p) Regional Office: Springbok (1 Position) REF NO: HRMC J/10/18P
: q) Regional Office: Upington (2 Positions) REF NO HRMC J/10/18Q
: r) District Office: De Arr (1 Position) REF NO HRMC J/10/18R
: s) District Office: Calvinia (1 position) REF NO HRMC J/10/18S
: t) District Office: Postmastburg (1 Position) REF NO HRMC J/10/18T
: u) District Office: Pampierstad (1 Position) REF NO: HRMC J/10/18U
: v) District Office: Prieska (1 Position) REF NO: HRMC J/10/18V
: w) District Office: Kuruman (1 Position) REF NO HRMC J/10/18W
: x) District Office: Malmesbury (1 Position) REF NO: HRMC J/10/18X

REQUIREMENTS : An appropriate three year Degree/Diploma in Law, Social Science or policy studies and/or Senior Certificate plus extensive relevant experience in immigration environment. Extensive experience in an immigration environment. 2 years experience in Public Service Sector. Knowledge and understanding of all Acts and Regulations administered by the Department. Knowledge and understanding of Criminal Procedure Act. Knowledge of International treaties. Knowledge of the Public Service Regulatory Framework. Knowledge of the South African Constitution. Liaison and interpersonal skills, problem solving skills. Customer orientation, planning and organizing skills. Strong analytical skills, computer literacy, good written and verbal communication skills, diplomacy, honesty and integrity. Supervisory experience. A valid driver's licence and willingness to travel.

DUTIES : Supervise the arrest and detention of illegal foreigners and ensure compliance with Departmental Acts. Oversee the tracing, arrest and detention of illegal foreigners within the Republic. Monitor the process of the deportation of illegal foreigners out of the country. Provide guidance and support to Immigration Officers on Immigration matters. Enable prosecution of transgressors of the legislation. Ensure adherence to and effective implementation of policy and legislation regarding Immigration matters. Report to Head Office on the training requirements for immigration officers, trends and statistics on the detention and deportation of illegal foreigners and prohibited persons. Liaise with stakeholders at various levels to ensure proper service delivery. Oversee maintenance of records and cases thereof. Ensure efficient and effective utilisation of resources and effectively supervise the work daily tasks. Coach the team (including new staff) to ensure the effective processing/administering of all functions. Encourage and recognise customer focus, counter corruption and service delivery. Act as a role model for all new processes, systems or practices and assist staff with technology and equipment. Ensure that all team members have the tools, templates and relevant equipment to deliver on service requirements. Direct staff, coordinate and administer staff leave, performance agreements, recruitment and distribution of payslips. Monitor team's performance and take corrective action where required or escalate in accordance with DHA guidelines. Produce monthly reports and statistics regarding the volume of documents processed. Manage records/documentation according to DHA policies and requirements

ENQUIRIES : Adv. A Ledwaba, Tel: (012) 810 6229

POST 05/39 : **CHIEF/ CONTROL IMMIGRATION OFFICER: PORTS OF ENTRY 3 POSITIONS REF NO: HRMC J/10/19**

SALARY : Basic salary of R 161 970 per annum Level 8
CENTRE : OR Tambo International Airport
REQUIREMENTS : An appropriate three year Degree/Diploma in Law, Social Science or policy studies and/or Senior Certificate plus extensive relevant experience in immigration environment. Extensive experience in an immigration environment. Knowledge and understanding of all Acts and Regulations administered by the Department. Experience in functions of Ports of Entry. Knowledge of International treaties. Knowledge of the Public Service Regulatory Framework. Knowledge of the South African Constitution. Liaison and interpersonal skills, problem solving skills. Customer orientation, planning and organizing skills. Strong analytical skills, computer literacy, good written and verbal communication skills, diplomacy, honesty and integrity. Supervisory experience. A valid driver's licence and willingness to travel. Willingness to work irregular hours

DUTIES : The successful candidates will be expected to perform investigations The successful candidate will be responsible for the following: rendering Immigration Services at the Ports of Entry. Performing a variety of tasks related to Immigration Services e.g clearing the arrival and departure of foreign nationals and South African citizens. Engaging with Law Enforcement Agencies in joint operations. Assisting in the Identification and deportation of illegal foreigners. Assisting in the implementation of Departmental policies and legislation on Immigration matters. Compiling memoranda and reports on immigration matters. Compiling statistics on a daily basis.

ENQUIRIES : Mr R Marhule, Tel: (011) 571 8799

POST 05/40 : **CHIEF/ CONTROL IMMIGRATION OFFICER: PORTS OF ENTRY 8 POSITIONS REF NO: HRMC J/10/20**

SALARY : Basic salary of R 161 970 per annum (Level 8)
CENTRE : Head Office: Pretoria; Directorate: Central Law Enforcement
REQUIREMENTS : An appropriate three year Degree/Diploma in Law, Social Science or policy studies and/or Senior Certificate plus extensive relevant experience in immigration investigation environment.. Experience in a law enforcement environment will be added advantage. Knowledge of the Refugee Act, Immigration Act, Public Service Regulatory Framework, Treasury Regulations. Computer Literacy. Liaison and interpersonal skills. Research and report writing skills. Good written and verbal communication skills. Sound knowledge of key legislation administered by the Department. Sound knowledge of the importance of immigration in public administration. Supervisory experience. A valid drivers licence and willingness to travel essential. Honesty and integrity. Verbal and written communication skills. Decision-making skills. Liaison and interpersonal skills. Problem-solving skills. Planning and organizing. Policy analysis, formulation and implementation skills. Project management . Investigation and Interviewing skills.

DUTIES : The successful candidates will be expected to perform investigations Nationally. Performing Immigration functions. Ensuring the adherence to policy and legislation regarding Immigration matters. Compiling memoranda, submissions and investigation reports. Liaison with other Government Departments and Non-Governmental Organisations at various levels pertaining to Immigration matters. Exercising and regulating control over activities of subordinates. Conduct investigations and monitor compliance with the Immigration Act, Act No.13 of 2002. Monitor compliance and ensure adherence to policy and legislation regarding immigration matters.

ENQUIRIES : Adv. A Ledwaba, Tel: (012) 810 6229

POST 05/41 : **SENIOR ADMINISTRATIVE OFFICER REF NO: HRMC J/10/21**

SALARY : Basic salary of R 161 970 per annum (Level 8)
CENTRE : Head Office: Pretoria; Directorate: Central Law Enforcement
REQUIREMENTS : An appropriate three year Degree/Diploma and/or a Senior Certificate or equivalent qualification. Extensive experience in an administrative environment and clerical functions. Experience in a Central law enforcement environment will

be an added advantage. Experience in document management and filing. Knowledge of the Public Service Act, Public Service Regulations, National Archives Act as well as Office, Business Administration and Provisioning Administration. Computer literacy. Planning, co-ordination and organising skills. Problem-solving skills. Financial Administration. Good written and verbal communication skills. Analytical thinking skills. People management. Time Management. Attention to detail. A valid driver's licence is essential

DUTIES : The successful candidates will be expected to perform the following functions: responsible for financial matters (i.e. budget and expenditure). Ensure effective rendering of human resources matters in the Directorate (i.e. recruitment, leave, monitor compliance on the work plan, performance assessment and training needs analysis of personnel). Exercise control over provisioning administration (i.e. purchasing of stock, asset management, payments to service providers). Exercise control over transport services (i.e. ensure effective maintenance and good condition of vehicles, control trip authorisations). Supervise/ manage registry services (i.e. control and monitor the flow of incoming and outgoing cases, monitor archive documents, ensure correct filing of documents). Provide supervision and support to personnel.

ENQUIRIES : Adv. A Ledwaba, Tel: (012) 810 6229

POST 05/42 : **SENIOR ADMINISTRATIVE OFFICER REF NO: HRMC J/10/22**

SALARY : Basic salary of R 161 970 per annum Level 8
CENTRE : Head Office: Pretoria; Directorate: Integrated Governance
REQUIREMENTS : An appropriate three year Degree/Diploma and/or a Senior Certificate plus extensive experience in an administrative environment. Knowledge of the Public Service Regulations Act. Extensive knowledge of various filing systems and the National Archives Act. Knowledge of Office and Business Administration. Understanding of Protocol Issues. Understanding of Intergovernmental Relations framework. valid driver's licence is essential

DUTIES : The successful candidates will be expected to perform the following functions: Prepare submissions and other internal documentations. Draft correspondence and interaction with internal and external stakeholders. Assist with monitoring of compliance of protocols of the Directorate. Provide technical support in the compiling of presentation/reports. Prepare agenda and take minutes for meetings. Schedule meetings and arrange discussions as required. Perform technical administrative work in support of the directorates core functions and operations. Update and maintain an up-graded manual and electronic filing system of documents to ensure proper administration and easy access of such information whenever required. Photocopying and faxing documents. Keep record of all incoming and outgoing documents of the unit. To provide financial management support within the unit. Ensures the administration Office is well organised and managed.

ENQUIRIES : Ms T Simamane Tel No (012) 810 7117

POST 05/43 : **SENIOR ADMINISTRATIVE OFFICER REF NO: HRMC J/10/23**

SALARY : Basic salary of R 161 970 per annum Level 8
CENTRE : Head Office: Pretoria; Chief Directorate: Supply Chain Management
REQUIREMENTS : An appropriate three year Degree/Diploma and/or a Senior Certificate plus xperience in an Supply Chain Management. Knowledge if PFMA, Knowledge of the Preferential Procurement Policy Framework (PPPFA, Treasury Regulations. Verbal and Written Communication Skills. Computer Literacy, Analytical thinking, Organising and supervisory Skills, Innumeracy and Co-ordination skills.. Exposure to LOGIS System as well as other Financial related systems. Ability to wok under pressure

DUTIES : The successful candidates will be expected to perform the following functions: Maintain, preservation, care safekeeping of stock. Issuing and record keeping of stock on LOGIS system. Compiling of a stock taking programme. Ensure that year ends procedures are followed and that stock take reports are submitted to management. Compiling and distribution of catalogues. Provide guidance and training to sub-ordinates and ensure that all staff enter into performance agreements and ensure regular assessment of them. Ensure that transit-in and

our is fully operational. Maintain Logis System with respect to E-Class Accountable items. Ensure training of staff on Logis.
Ms F Masanabo Tel No (012) 810 8004

ENQUIRIES

POST 05/44

IMMIGRATION OFFICER: INSPECTORATE 115 POSITIONS

SALARY CENTRE

Basic Salary of R 105 645 per annum Level 10
a) Regional Office: Amajuba (7 Positions) REF NO HRMC J/10/24A
b) Regional Office: Ethekwini (7 Positions) REF NO HRMC J/10/24B
c) Regional Office: Ugo (8 Positions) REF NO HRMC J/10/24C
d) Regional Office: Umgungundlovu (3 Positions) REF NO HRMC J/10/24D
e) Regional Office: Umlazi (8 Positions) REF NO HRMC J/10/24E
f) Regional Office: Zululand (6 Positions) REF NO HRMC J/10/24F
g) District Office: Prospecton (3 Positions) REF NO HRMC J/10/24G
h) District Office: Kwadukuza (3 Positions) REF NO HRMC J/10/24H
i) District Office: Kokstad (3 Positions) REF NO HRMC J/10/24I
j) District Office: Mtubatuba (3 Positions) REF NO HRMC J/10/24J
k) District Office: Ladysmith (3 Positions) REF NO HRMC J/10/24K
l) District Office: Umsinga (3 Positions) REF NO HRMC J/10/24L
m) District Office Eshowe (3 Positions) REF NO HRMC J/10/24M
n) District Office: Umzimkulu (3 Positions) REF NO HRMC J/10/24N
o) Regional Office: Kimberley (8 Positions) REF NO HRMC J/10/24O
p) Regional Office: Springbok (8 Positions) REF NO HRMC J/10/24P
q) Regional Office: Upington (8 Positions) REF NO HRMC J/10/24Q
r) District Office: De Arr (2 Positions) REF NO HRMC J/10/24R
s) District Office: Calvinia (2 positions) REF NO HRMC J/10/24S
t) District Office: Postmastburg (3 Positions) REF NO HRMC J/10/24T
u) District Office: Pampierstad (3 Positions) REF NO HRMC J/10/24U
v) District Office: Prieska (3 Positions)_REF NO HRMC J/10/24V
w) District Office: Kuruman (2 Positions)_REF NO HRMC J/10/24W
X) Regional Office: Uthungulu (8 Positions) REF NO HRMC J/10/24X
Y) District Office: Malmesbury (5 Positions) REF NO HRMC J/10/24Y

REQUIREMENTS

A Grade 12 Certificate or equivalent qualification is required. Computer literacy is essential. Good interpersonal relations, liaison and interpersonal skills, Problem Solving Skills, Customer orientation, Good Planning and Organising Skills. Good written and verbal communication skills must be diplomatic and have honesty and integrity. Knowledge and understanding of all Acts and Regulations administered by the Department. Knowledge and understanding of Criminal Procedure Act. Knowledge of International Treaties. Knowledge of the Public Service Regulatory Framework . Knowledge of the South African Constitution. Experience in an immigration environment and Public Service. Experience in an enforcement environment would be an added advantage. Willingness to work extended hours may be required. A valid driver's licence and willingness to travel.

DUTIES

The successful candidate will be responsible for the following: Trace, arrest and detain illegal foreigners within the Republic. Process the deportation of illegal foreigners. Execute inspections in loco without warrant if allowed by law. Execute in loco investigations on search warrants. Prosecution of transgressors of the legislation. Issue notices to appear in front of Director-General to transgressors. Issue the admission of guilt fines to transgressors. Conduct interviews and investigation of foreigners who are suspected to be illegal in the country. Issue orders to illegal foreigners to depart from the country. Process application for the extension of detention warrants. Monitor the records of all cases. Execute operations and internally and external stakeholders. expenses incurred from illegal foreigners in relation to their deportation, detention, maintenance and custody

ENQUIRIES

Adv A Ledwaba, Tel: (012) 810 6229

POST 05/45

IMMIGRATION OFFICER: PORTS OF ENTRY 20 POSITIONS REF NO: HRMC J/10/25

SALARY CENTRE

Basic salary of R105 645 per annum Level 6
OR Tambo International Airport

<u>REQUIREMENTS</u>	:	A Grade 12 Certificate or equivalent qualification is required. Willingness to perform in a team environment. Computer literacy is essential. Good interpersonal relation. Good written and verbal communication skills. Knowledge of the key legislation administered by the Department. Knowledge of the importance of Immigration in Public Administration. Experience in Ports of Entry functions will be an added advantage. Ability to work under pressure. Willingness to work irregular hours. A valid drivers licence and willingness to travel.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: rendering Immigration Services at the Ports of Entry. Assisting in the Identification and deportation of illegal foreigners. Engaging with Law Enforcement Agencies in joint operations. Assisting in the implementation of the Departmental policies and legislation on Immigration matters. Compiling memoranda and reports on Immigration matters. Performing a variety of tasks related to Immigration Services line functions e.g clearing the arrival and departure of foreign nationals and South African citizens. Compiling statistics on a daily basis
<u>ENQUIRIES</u>	:	Mr R Marhule, Tel: (011) 571 8799
<u>POST 05/46</u>	:	<u>SENIOR ADMINISTRATION CLERK REF NO: HRMC J/10/26</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Basic salary of R105 645 per annum (Level 6) Head Office: Pretoria ; Directorate: Central Law Enforcement
<u>DUTIES</u>	:	A Grade 12 Certificate or equivalent qualification with administration experience. Knowledge of procurement procedures in Government. Good interpersonal relations, time and office management, administrative, planning as well as organising skills. Computer literacy. Valid Driver's license The successful candidate will be responsible for the following: Drafting correspondence (letters, reports, submissions etc.). Handling enquiries from several stakeholders for the Directorate: Central Law Enforcement. Overseeing provisioning and procurement issues in the Directorate: Central Law Enforcement. Purchasing/ordering stationery for the Directorate. Assisting with logistics in the Directorate. Arrange meetings for the unit and serve as secretariat during these meetings. Performing any other duties as allocated by the Director or supervisor
<u>ENQUIRIES</u>	:	Adv. A Ledwaba, Tel: (012) 810 6229
<u>POST 05/47</u>	:	<u>SENIOR REGISTRY CLERK REF NO: HRMC J/10/27</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Basic salary of R105 645 per annum (Level 6) Refugee Reception Office: Durban
<u>DUTIES</u>	:	A Grade 12 Certificate or equivalent qualification with extensive relevant experience. Experience and knowledge in maintaining a Registry, specifically at the Refugee Reception Office will be an added advantage. Good interpersonal Relations. Computer Literacy. Planning, organizing and time management skills. Service orientated and ability to work under pressure The successful candidate will be responsible for the following: Managing records and documents according to national archives and records of the South African Archives Act. Retrieving files from Registry for services rendered at the Refugee Centre in terms of the Refugees Act. Filing records in Registry in terms of the prescribed procedure. Controlling access into the Registry. Creating files according to the prescribed procedures
<u>ENQUIRIES</u>	:	Mr C Z Mchunu , Tel: (031) 362 1206
<u>POST 05/48</u>	:	<u>REFUGEE RECEPTION OFFICER 2 POSITIONS REF NO: HRMC J/10/28</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Basic salary of R105 645 per annum Level 6 Refugee Reception Office: Durban
<u>DUTIES</u>	:	An appropriate three year Degree/Diploma in international Relations or Social Sciences and/or Grade 12 Certificate.. Knowledge of the Immigration Act, Refugee Act, South African Refugee Act and Regulations as well as the South African Constitution. Understanding of Departmental as well as Human Resource legislation, Acts and Regulations. Understanding of interventions protocols related to refugees. Good written and verbal communication skills. Planning and organising skills. Ability to work under pressure. Ability to communicate in French

or Swahili will be an added advantage. Ability to interpret and apply procedures and directives. Performance oriented. Computer Literacy

DUTIES

: The successful candidate will be responsible for the following: Opening files for asylum seekers and completing all bio-data requirements. Assisting the applications with filing BI 1590 forms. Issuing and extending Temporary Asylum Seeker Permits. Scheduling asylum seeker for status determination hearings. Ensuring that all necessary documentation or any evidence is submitted and verify the validity and authenticity of all original documents. Ensuring the information received from Asylum Seekers are captured correctly

ENQUIRIES

: Mr C Z Mchunu , Tel: (031) 362 1206

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 Resource policies of the Department will be taken into consideration. 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.

<u>CLOSING DATE</u>	:	22 February 2010
<u>NOTE</u>	:	Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za . Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office. This must be typed and accompany the Z83 and all other supporting documents required. Applications that do not comply with the above mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. Candidates are expected to avail themselves for interviews and assessments at a date and time determined by the Department. 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 these positions.

MANAGEMENT ECHELON

<u>POST 05/49</u>	:	<u>CHIEF DIRECTOR: STRATEGY MONITORING AND EVALUATION: 10/22/COO</u>
<u>SALARY</u>	:	R746 181 – R905 538 per annum (All inclusive). The successful candidate will be required to sign a Performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
<u>DUTIES</u>	:	Masters degree or equivalent qualification; Five years Senior Management experience; At least five years working experience in driving a strategy development process for a medium to large organization; Proven experience in Strategic development and deployment; Working knowledge of customer focus strategies and service delivery systems; Knowledge of setting outcome targets, developing performance measures, gathering performance data, including analyzing and interpreting performance data; Proven experience in producing annual and quarterly reports; Skills and Competencies: Above average thinking capabilities; Working knowledge of project management; Broad understanding of forecasting, planning, coordination and decision making processes; Above-average communication and advocacy skills;
<u>ENQUIRIES APPLICATIONS</u>	:	Assist the Director-General and Chief Operations Officer in the overall management of the strategy management process in the Department; Drive the Departments strategy development and deployment process; Develop and maintain appropriate governance to support the Department's strategy; Monitoring and evaluate the implementation of the Department's strategy; Evaluate and organizational performance, vision long-term direction and identify new opportunities; Co-ordinate the collection, analysis and interpretation of information concerned with strategy for the organization and present such information to enable information decision making; Facilitate the provision of continuous feedback to the Departmental management teams
	:	Mr I Tshabalala ☎ (012) 357 8186
	:	Quoting the relevant reference number, direct your application to: Postal address: The 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.

POST 05/50 : **PRINCIPAL STATE LAW ADVISER: 10/19/CS**

SALARY : R 663 303 – R1 006 389 per annum (All inclusive). (Salary to be determined in accordance with experience). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : LLB degree or four year recognized legal qualification; 10 years appropriate post qualification litigation/advisory experience; Admittance as an Attorney or Advocate; Practical experience in managing external service providers and Project Management; Knowledge of the Public Finance Management Act, Treasury Regulations and relevant prescripts; Experience and understanding of the Constitutional framework and the South African Judicial System; A valid driver's license. Skills and Competencies: Legal research, planning and decision making skills; Legislative drafting skills; Creative legal thinking and problem solving skills; Good Communication (verbal and written) skills; Presentation and facilitation skills; Programme and Project management skills; Performance management and administration; Strategic planning capability and leadership skills;

DUTIES : Legal research, policy development and analysis; Drafting of memoranda, reports and government notices; Scrutinize legislation related to Chief Directorates responsibilities; Draft legal opinions; Consultation and engagement with research institutions with Government and external bodies.

ENQUIRIES : Mr. I Tshabalala ☎(012) 357 8186

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Director-General: 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.

OTHER POSTS

POST 05/51 : **PERSONAL EXECUTIVE SECRETARY TO THE CHIEF JUSTICE: 10/04/GP**
Three Year Contract Position

SALARY : All inclusive salary package of R378 456 - R 439 214 per annum. The successful candidate will be required to sign a Performance Agreement and be subjected to a security clearance.

CENTRE : Constitutional Court: Braamfontein

REQUIREMENTS : A Bachelor's degree or equivalent qualification; Strong organizational abilities and analytical acumen; Knowledge and experience of office administration and public relations; Extensive secretarial knowledge and experience; Knowledge of the South African constitutional and judicial framework and understanding of the Superior and Lower Court system; Willingness to work irregular hours and under pressure. Skills and competencies: Computer literacy; Time and data management expertise; Exceptional interpersonal skills; excellent communication skills (oral and written); Integrity and discretion in dealing with secret and confidential matters High professional ethos; Display initiative; Meets strict deadlines and ability to work under pressure; A sense for attention to detail.

DUTIES : Provide general secretarial and administrative support to the Chief Justice and his/or her office; Handle high level correspondence and enquiries addressed to the Chief Justice or his/her office; Manage flow of documentation between the Chief Justice and the justices of the Constitutional Court, Heads of Courts and the office of the Executive Director for Judicial Administration; Effective records, correspondence and information management; Pursue all avenues of enquiry indicated by the Chief Justice and where necessary, direct attention to others; Be available to attend any meetings or hearings and to keep notes of the proceedings; and Perform any other functions as directed by the Chief Justice. Receive and provide hospitality to the official visitors to the Chief Justice and the Constitutional Court; Receive and forward enquiries from the Ministry/JSC/JSE and other components if the Department for follow up, research, comments and for answering either orally or in writing before submission to the Chief Justice.

APPLICATIONS : Private Bag X6, Johannesburg, 2000 • 15th Floor Carlton Centre, Commissioner Street, JOHANNESBURG Tel (011) 223 7600

<u>POST 05/52</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER: 10/20/CS</u>
<u>SALARY</u>	:	R242 253 – R588 816 per annum. (Salary to be determined in accordance with experience) The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office An LLB or four year recognized legal qualification At least 8 years appropriate post qualification legal experience; Practical experience in managing external services providers and Project Management; Knowledge of the Public Finance Management Act, Treasury Regulations and relevant prescripts; A valid code eight (8) drivers license; Experience and understanding of the Constitutional Framework and the South African Judicial System. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Legal research, planning and decision making skills; Analytical skills; Strategic capability and leadership skills; Project management; Presentation and facilitation skills; Ability to stay up to date with new development in South African Law.
<u>DUTIES</u>	:	Legal research, policy development and analysis; Drafting of memoranda, reports and government notices; Scrutinize legislation related to Chief Directorates responsibilities; Draft legal opinion; Consultation and engagement with research institutions with Government and external bodies.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. I Tshabalala ☎(012) 357 8186 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
<u>POST 05/53</u>	:	<u>OFFICE MANAGER: 10/23/SA</u>
<u>SALARY</u>	:	R240 318 – R283 081 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney, Johannesburg An appropriate three year degree or equivalent qualification; Three years appropriate experience of which at least one year should be at supervisory position; Knowledge of departmental strategic goals, performance reward, pay progression and backdated promotions prescripts as well as departmental policies; Knowledge of the Public service and the working of Government; Knowledge of Performance Management system in Public service; Understanding confidentiality in Government; A valid driver's license (Code 8). Skills and Competencies: Research and negotiation skills; Strategic thinking and leadership skills; Human resources skills; Communication (verbal and written) skills; Interpersonal skills; Computer literacy (Ms Office, Intranet and internet); Presentation skills; Problem solving and decision making; Customer service orientation; Ability to work independently, yet a part of a team when required and work under pressure and meet deadlines; Financial management.
<u>DUTIES</u>	:	Exercise all financial control and supervisory duties over Trust and Vote Accounts; Overall management of Agency Services, procurement of goods and services; Compile, manage and oversee the office budget and report to Budget Coach; Manage and oversee all personnel assessments and administer the leave system; Manage the library services and all state assets including machines and computers; Manage and oversee functions of transport officer and the filing of vacancies; Manage and control of Secretarial Services; Manage and control security, safety and accommodation matters; Manage and oversee the proper functioning of archives and Registry Services; Maintain and compile monthly and quarterly statistics and submit to Chief Litigation Office.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Radebe ☎ 012 357 - 8240 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.

- POST 05/54** : **COURT MANAGER 2 POSTS 15/10/EC**
- SALARY** : R240 318 – R283 080 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, Elliot dale (1); Magistrate, Flagstaff (1)
- REQUIREMENTS** : A 3-year qualification in Administration and/or a National Diploma in Services Management (NQF Level 5) + the module in Case Flow Management or equivalent qualification; 5-year's managerial or supervisory experience; A valid code EB driver's licence; The following will serve as strong recommendations; Knowledge of and experience in office and district administration; Knowledge of financial management; Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); 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 stake holders; Manage service level agreement.
- ENQUIRIES** : Ms U Nqatha ☎ 043 702 7181
- APPLICATIONS** : Please note: A separate application must be completed for every posts applied for. Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200
- POST 05/55** : **ASSITANT DIRECTOR 2 POSTS 16/09/EC**
Re-Advertisement
- SALARY** : R192 540 – R232 590 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, Queenstown (1); Magistrate, Mthatha (1)
- REQUIREMENTS** : A Relevant degree in Administration / Finance or an equivalent qualification or a National Diploma in Services Management (NQF Level 5) + the module in Case Flow Management Three year's relevant experience; A valid code EB driver's licence; The following will serve as strong recommendations: Knowledge of and experience in office and district administration; Knowledge of financial management; Skills and Competencies: Supervisory skills; Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer Literacy
- DUTIES** : Coordinate and manage the financial and human resources of the office; Advise and assist on matters, of strategic and business planning for the office; Manage the facility, physical resources, information and communication related to the post; Manage Supply Chain, asset verifications, updating asset registers etc; Budget planning for the office and internal stakeholders; Provide case tracking services to the judiciary and prosecuting authority; Develop and implement customer service improvements strategies for the office; Co-ordinate and manage staff training in liaising with the training committee and the Court Manager; Manage staff issues relating to the post; Coordinate stakeholder meetings monthly; and keep minutes for filling; Assist in any checking duties which may be require; Assist the Court Manager in the execution of his duties.
- ENQUIRIES** : Ms U Nqatha ☎ 043 702 7181
- APPLICATIONS** : Please note: A separate application must be completed for every posts applied for. Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
- POST 05/56** : **ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER: 17/10/EC**
- SALARY** : R192 540 – R232 590 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, Queenstown

<u>REQUIREMENTS</u>	:	A Bachelor's Degree in Financial or Commercial field or equivalent qualification; Three year's experience in Expenditure and Budget Management; Knowledge and experience of the financial systems of the Department; A valid drivers' license – will be expected to travel extensively; Skills and Competencies: Computer literacy (MS Office with focus on Excel); Good communication skills (written and verbal); General office and project management; Sound financial management; Exceptional report writing; Good interpersonal relations; Strong analytical skills and assertiveness; Ability to work under pressure and be self motivated; Accuracy and attention to detail.
<u>DUTIES</u>	:	Ensure financial administration, maintenance and compliance within (courts) the cluster; Identify financial problems and risks; Analyze procurement and asset management within the cluster; Provide financial capacity building within own designated area; Compile TPMU reports on office visits; Support the department in financial operations and strategic requirements; Review monthly performance with the Financial Regional Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms U Nqatha 📞 (043) 702 7000
<u>POST 05/57</u>	:	<u>ASSISTANT DIRECTOR: POLICY PLANNING: 10/18/CS</u>
<u>SALARY</u>	:	R192 540 – R223 527 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
<u>DUTIES</u>	:	Relevant Bachelor's Degree or equivalent qualification; Minimum of three years experience in strategy formulation, implementation, monitoring and evaluation; Experience in project Management; Valid code eight (8) driver's license. Skills and Competencies: Advanced computer proficiency; Excellent communication (written and verbal) skills; Report writing skills; Facilitation and Project Management skills; Innovative and creative thinking abilities; Research and analytical skills; Advanced problem solving skills; Ability to interact at high levels, work under pressure and meet deadlines; Work effectively and accurately to deadlines with minimum supervision.
<u>ENQUIRIES APPLICATIONS</u>	:	Process and manage the procurement of goods and services and effect timeous payment of service providers; Planning and co-ordination of the projects on Judicial reform of the Sheriff's profession and Policy; Provide administrative support to the projects; Monitor the projects resources and expenditure trends; Liaise with the stakeholders involved in the projects.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. I Tshabalala 📞(012) 357 8186
<u>POST 05/58</u>	:	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
<u>POST 05/58</u>	:	<u>PRINCIPAL COURT INTERPRETER: 14/10/EC</u>
<u>SALARY</u>	:	R161 970 – R190 791 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate, East London
<u>DUTIES</u>	:	Grade 12 with ten years experience in court interpreting; Language proficiency to be good in English, Xhosa and Afrikaans; The following will serve as an added advantage: Valid driver's license; A Tertiary qualification in Legal Interpreting and Translations; Skills and Competencies: Computer literacy; Good communication (verbal and written); Ability to work under pressure; Administration and organization skills; Good interpersonal relations; Problem solving; Attention to detail.
<u>ENQUIRIES</u>	:	Control and supervise Court Interpreters; Interpret in special cases when necessary; Train and develop Court Interpreters; Monitoring attendance register to ensure punctuality; Attend to personnel administrative aspects pertaining to Interpreters; Ensure that subordinates perform their duties in compliance with their performance agreements; Do allocation of Interpreters to courts; Execute duties assigned by Court Manager.
<u>ENQUIRIES</u>	:	Ms Nqatha 📞 (043) 702 7181

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head; Private Bag X9065; East London; 5200.

POST 05/59 : **PRINCIPAL COURT INTERPRETER: 14/10/EC**

SALARY : R161 970 – R190 791 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate, East London

REQUIREMENTS : Grade 12 with ten years experience in court interpreting; Language proficiency to be good in English, Xhosa and Afrikaans. The following will serve as an added advantage: Valid driver's license, A Tertiary qualification in Legal Interpreting and Translations Skills and Competencies: Computer literacy; Good communication (verbal and written); Ability to work under pressure; Administration and organization skills; Good interpersonal relations; Problem solving; Attention to detail.

DUTIES : Control and supervise Court Interpreters; Interpret in special cases when necessary; Train and develop Court Interpreters; Monitoring attendance register to ensure punctuality; Attend to personnel administrative aspects pertaining to Interpreters; Ensure that subordinates perform their duties in compliance with their performance agreements; Do allocation of Interpreters to courts; Execute duties assigned by Court Manager.

ENQUIRIES : Ms Nqatha ☎ (043) 702 7181

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head; Private Bag X9065; East London; 5200.

POST 05/60 : **REGISTRAR**

SALARY : R157 299 – R179 862 per annum (Salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement

CENTRE : Molopo Regional Court, Mmabatho: 10/VA03/NW

REQUIREMENTS : LLB Degree or an appropriate four year legal qualification; Minimum of five years relevant post qualification experience; Skills and Competencies: Case Flow management; Dispute Resolution; Legal drafting; Legal research; Numeracy skills Office management, planning and organization skills Conflict and resolution management; Computer literacy (MS Office); Good Communication (verbal and written); Leadership and management skills; Good interpersonal relations; Ability to interpret acts and regulations Negotiation, motivation, customer relations, self-management and stress management skills.

DUTIES : Co-ordinate Case Flow Management Support services to the Regional Court President and Regional Magistrates; Issue all processes that initiate court proceedings; Process and grant judgments by default as required by the Magistrates' Court Act 1944 at the court stationed; Issue, keep, check and analyse court statistics; Issue court orders; Manage the civil section, including divorce cases; Assist the public with court proceedings; Process reviews and appeals; Implement rules, procedures, practices and costs periodically in co-operation with the Regional Court President, Court Manager and the Judiciary; Manage court information relating to civil and divorce cases including the keeping of statistics and the submission of returns to the Court Manager and the Department; Exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act; Give attention to and execute requests from the judiciary in connection with cases and other related matters; Tax legal bills of costs and attend to the review which may follow from such taxation; Ensure annotation of relevant publications, codes, Acts and rules; Write and respond to correspondence; Provide practical training and assistance to the clerks of the court in the lower courts.

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

ENQUIRIES : Ms. Waliyya Jacobs at ☎ 018 397 7054

POST 05/61 : **STATE ACCOUNTANT: TRAINING AND VIDEO PRODUCTION UNIT 2 POSTS 10/24/CFO**

SALARY : R130 425 - R151 425 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : A three year Bachelor's Degree in Finance or equivalent qualifications; At least one year experience in the financial environment; Knowledge of the Public Finance Management Act and the National Treasury Regulations; Knowledge of Basic Accounting System (BAS); A valid driver's license Skills and Competencies: Computer literacy (MS Excel, PowerPoint and word); Good communication(written and verbal) skills; Good interpersonal relations; Facilitation/ training skills; and Drafting of procedure manuals and training material

DUTIES : Draft financial procedures and processes manuals; Draft training material in outcomes based standards; Facilitate/provide financial training; Logistic management and update training database; General administration functions.

ENQUIRIES : Ms M Kganyago 📞 (012) 315 1844

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 05/62 : **SECRETARY: POLICY DEVELOPMENT: 10/21/CS**

SALARY : R85 338 – R99 081 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : Grade 12 with typing as subject or Secretarial Certificate or any other training/qualification; Knowledge of Financial Provisioning and/or Human Resources administration procedures and processes; Knowledge of procedure and processes applied in Office Management; Understanding of confidentiality in Government. Skills and competencies: Planning and organizing; Financial and administrative skills; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs); Language skills and ability to communicate well with people at different levels and from different backgrounds; Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation; Proper usage of office equipments.

DUTIES : Make travel arrangements; Process travel and subsistence claims for the manager and members of the Unit; Coordinate Units activities and reporting; Records appointments and events in the diary of the manager; Operate office equipment like fax machines, photocopiers, etc. and ensures that it is in good working order; Source information which may be of importance to the manager (e.g. news paper, clippings, internet articles and circulars; Provides support to manager regarding meetings; Keep a complex document filing and retrieval system; Dealing with incoming and outgoing calls of manager

ENQUIRIES : Mr. I Tshabalala 📞(012) 357 8186

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 05/63 : **SECRETARY: VICTIM SUPPORT & SPECIALISED COURT SERVICES: 10/26/CS**

SALARY : R85 338 – R99 081 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : Grade 12 with typing as subject or Secretarial Certificate or any other training/qualification; Knowledge of Financial Provisioning and/or Human Resources administration procedures and processes; Knowledge of procedure

and processes applied in Office Management; distending of confidentiality in Government. Skills and competencies: Planning and organizing; Financial and administrative skills; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs); Language skills and ability to communicate well with people at different levels and from different backgrounds; Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation; Proper usage of office equipments.

DUTIES : Make travel arrangements; Process travel and subsistence claims for the manager and members of the Unit; Coordinate Units activities and reporting; Records appointments and events in the diary of the manager; Operate office equipment like fax machines, photocopies, etc. and ensures that it is in good working order; Source information which may be of importance to the manager (e.g. news paper, clippings, internet articles and circulars; Provides support to manager regarding meetings; Keep a complex document filing and retrieval system; Dealing with incoming and outgoing calls of manager

ENQUIRIES : Mr. I Tshabalala ☎(012) 357 8186

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, and 329 Pretorius Street, Pretoria.

POST 05/64 : **ADMINISTRATION CLERK: STANDARDISATION, TRAINING AND VIDEO PRODUCTION: 10/25/CFO**

SALARY : R72 138 – R83 745 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification; Financial/Administrative experience will be an added advantage. Skills and competencies: Good communication (verbal and written); Good interpersonal relations; Computer literacy (knowledge of MS Word for Windows, Excel and Power Point); Good organizational skills.

DUTIES : Filing; Preparation of payment documents; Copying labeling and distribution of training and audio-visual material; Asset management within the unit.

ENQUIRIES : Ms M Kganyago ☎(012) 315 1844

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.

DEPARTMENT OF MINERAL RESOURCES

- APPLICATIONS** : The Director-General, Department of Mineral Resources, Private Bag X59, Pretoria, 0001
- FOR ATTENTION** : Mr H Marakalala / Ms E Lethole
- CLOSING DATE** : 19 February 2010
- NOTE** : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. All applications must be sent to the address provided above, and Not to the specific region(s) Note: The successful candidates will be required to sign a performance agreement within three (3) months of appointment.

OTHER POSTS

- POST 05/65** : **INSPECTORS OF MINES: OCCUPATIONAL HYGIENE X4**
- SALARY** : R378 456 (inclusive package) Level: 11
- CENTRE** : (Limpopo Region (Polokwane) x 2
(Mpumalanga Region (Witbank) x 2
- REQUIREMENTS** : A Mine Environmental Control Certificate coupled with extensive relevant experience. Physical fitness in order to work underground in adverse environmental conditions PLUS the following key competencies:(Knowledge of:(Intimate knowledge of Occupational Hygiene Activities and Procedures(Basic research(Knowledge of office procedures(Intimate knowledge of Mine Health and Safety Act and Regulations(Risk Management and proficiency in use(knowledge of Human Resource and Labour Relations Act.(Skills:(Report writing and formulation(Communication skills(Ability to identify real problem on accident investigation Communication: Good communication (Written -reports and letters and Verbal) Creativity Ability to analyse workload and work – related problems, draft and implement a strategy to ensure an improvement.
- DUTIES** : KRA's: The appointee's primary responsibility will be monitoring of compliance with the provisions of the Mine Health and Safety Act (Act No.29 of 1996) . In addition, they will: (Conduct inspections and audits (surface and underground) conduct inquire and investigations into accidents and incidents or any occurrence practice or condition compromising health and safety at mines(Make inputs to develop strategies required to monitor mines in respect of legal compliance(Giver support and assistance in the promotion of health and safety in the mining industry(Play a role in the formulation of health and safety legislation, guidelines and various regulatory mechanisms(Participate in the tripartism structures and develop strategies towards the promotion of tripartism in the mining industry(Manage information systems, support and develop a transformation process within the Regional Office(Investigate and inquire on accidents and Occupational Hygiene problems and ensure remedial measures are instituted.
- NOTE** : Appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of a valid code 08 driver's licence
- ENQUIRIES** : Mpumalanga Region (Witbank), Mr LJA Bezuidenhout ☎013 656 1448
Limpopo Region (Polokwane Mr N Phakathi ☎015 287 4700
- POST 05/66** : **INSPECTORS OF MINES: MINE HEALTH AND SAFETY X 2 POSTS**
- SALARY** : R378 456 (inclusive package) Level: 11
- CENTRE** : Mpumalanga Region (Witbank),
Limpopo Region (Polokwane)
- REQUIREMENTS** : A Mine Manager's Certificate of Competency (Metalliferous and/or Coal), or be registered as a Professional Mining Engineer PLUS the following key competencies: ☐ Knowledge of: • Mine Health and Safety Act • Extensive knowledge and experience of both underground and surface mining

		<ul style="list-style-type: none"> • Understanding of the Department's policies aimed at optimal utilisation of mineral resources • Basic knowledge of labour relations and human resources management ☐ Skills : <ul style="list-style-type: none"> • High-level management • Risk assessment techniques • Conflict resolution • Negotiation • Planning and organising • Budget control • Computer literacy ☐ Communication: <ul style="list-style-type: none"> • Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhanced.
<u>DUTIES</u>	:	<p>KRA's: The appointees' primary responsibility will be to enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996)</p> <ul style="list-style-type: none"> • Conduct inspections and audits • Conduct inquiries and investigation into accidents and incidents • Give inputs on regional action plans to develop strategies required to monitor legal compliance by mines • Give support and assistance in the promotion of health and safety in the mining industry • Play a role in the formulation of health and safety legislation, guidelines and various regulatory mechanisms • Participate in tripartite structures and develop strategies towards the promotion of tripartism within the mining industry • Manage information systems • Support and develop a transformation process within the regional office.
<u>ENQUIRIES</u>	:	<p>Mpumalanga Region (Witbank), Mr LJA Bezuidenhout ☎013 656 1448 Limpopo Region (Polokwane Mr N Phakathi ☎015 287 4700</p>
<u>NOTE</u>	:	<p>Candidates without the required certificate of competency will be considered at a lower level as follows: National Higher Diploma / B Tech Degree Metalliferous or Coal Mining, salary level 10 (R 240 318 per annum). These appointments will be subject to a pre medical examination of fitness. Candidates must be in possession of a valid Code 08 driver's license)</p>
<u>POST 05/67</u>	:	<u>INSPECTORS OF MINES: MINE EQUIPMENT X 2 POSTS</u>
<u>SALARY CENTRE</u>	:	R378 456 (inclusive package) Level: 11
	:	Mpumalanga Region (Witbank)
	:	Limpopo Region (Polokwane)
<u>REQUIREMENTS</u>	:	<p>Applicants must be in possession of a Government Certificate of Competency in Electrical and/or Mechanical Engineering with appropriate experience in the Industry, or the person must be a Professional Engineer (Electrical or Mechanical) PLUS the following key competencies:(Knowledge of: Mine Health and Safety Act (Extensive Knowledge of Mine Equipment used on all types of mines, surface and underground(Knowledge of Winders, Boilers, Elevators and Chairlifts (Basic knowledge of Labour relations and human resources (Communication: Ability to communicate verbally and in writing at all levels, to mine officials and public on the Mine Health and Safety Act as well as matters regarding types of mines equipment used in the mining industry, exemptions, permissions and proposed legislation.(Creativity: Ability to analyse workload and work related problems and to draft and implement a strategy to ensure an improvement</p>
<u>DUTIES</u>	:	<p>KRA's: The appointees' primary responsibility will be to enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996)</p> <ul style="list-style-type: none"> • Conduct inspections and audits • Conduct inquiries and investigation into accidents and incidents • Give inputs on regional action plans to develop strategies required to monitor legal compliance by mines • Give support and assistance in the promotion of health and safety in the mining industry • Play a role in the formulation of health and safety legislation, guidelines and various regulatory mechanisms • Participate in tripartite structures and develop strategies towards the promotion of tripartism within the mining industry • Manage information systems • Support and develop a transformation process within the regional office.
<u>ENQUIRIES</u>	:	<p>Mpumalanga Region (Witbank), Mr LJA Bezuidenhout ☎013 656 1448 Limpopo Region (Polokwane Mr N Phakathi ☎015 287 4700</p>
<u>NOTE</u>	:	<p>Candidates without the required certificate of competency will be considered at a lower level as follows: National Higher Diploma / B Tech Degree in Electrical or Mechanical engineering, salary level 10 (R 240 318 per annum). These appointments will be subject to a pre medical examination of fitness. Candidates must be in possession of a valid Code 08 driver's license)</p>

<u>POST 05/68</u>	:	<u>ASSISTANT DIRECTOR: SOCIAL AND LABOUR PLAN</u>
<u>SALARY</u>	:	R 240 318 per annum, Level: 10
<u>CENTRE</u>	:	Free State Region (Welkom)
<u>REQUIREMENTS</u>	:	An appropriate degree in Social Sciences / Personnel / Human Resources or Industrial Relations. Development Economics and a valid Code 8 driver's licence, as the incumbent will conduct field inspections/ meetings PLUS the following key competencies: ☐ Knowledge of: • Of the Mineral and Petroleum Resources Development Act, 2002 and the Minerals Act, 50 of 1991 • The Mining Charter (BBSEE) • Social and Labour Plan Skills Development Act 1998 • Understanding of IDP & LED Processes • Human Resource Development and Labour Legislation ☐ Skills • Analytical skills • Research skills • Report writing and formulation skills • Project Management skills • Ability to mediate and resolve conflict situations • Computer literacy ☐ Communication: • Excellent verbal and written communication skills • Diplomacy and professional conduct ☐ Creativity: • Dynamic individual and team player • Creative thinking • Easily adaptable to change • Ability to solve problems in a creative and constructive manner • Assertive and confident approach • Innovative, self driven and independent person • Work under pressure • Participate in External and Internal Structures and Forums
<u>DUTIES</u>	:	KRA's: Adjudicate social and labour plans submitted for mining right applications • Monitor the implementation of the mining industry human resource development • Monitor the mining industry's social-economics development process • Monitor the downscaling and retrenchment
<u>ENQUIRIES</u>	:	Mr N A Tshivhandekano ☎ 057-391 1300
<u>POST 05/69</u>	:	<u>ASSISTANT DIRECTOR: ENVIRONMENT</u>
<u>SALARY</u>	:	R 192 540, Level: 9
<u>CENTRE</u>	:	Limpopo Region (Polokwane)
<u>REQUIREMENTS</u>	:	A recognised, appropriate Bachelor's degree OR National Diploma in Natural Science PLUS the following key competencies: ☐ Knowledge of Mineral and Petroleum Resources Development Act 2002 Minerals Act 1994. Compilation of Environmental Reports. Mining Procedures and Methodology. Environmental Impact Process. Public Finance Management Act . National Environmental Management Act. Planning and budgeting. Environmental management and the functioning of ecological process .Environmental practices, procedure and processes. The environmental policies and impacts caused by mining operations ☐ Skills: Negotiation and conflict resolution. Interpersonal and management leadership. Computer literacy. Sound written and verbal communication .Ability to work as part of a team as well as independently. Relevant experience in the mining industry and exposure to Environmental management practices will be advantageous ☐ Communication: Ability to interact with persons on various levels ☐ Creativity: A creative, assertive and confident approach. Ability to analyse problems. Recommend innovatively corrective actions to exert vision and foresight in dynamics of mining environmental management. Recommendation/ Note: A valid drivers licence and ability to work under pressure.
<u>DUTIES</u>	:	KRA's: Evaluate EMP's, EIA's scoping reports and closure plans and other technical and environmental documents and make recommendations thereon. Supervises and develop staff, consult with relevant State Departments and assist clients through promotion of administrative justice. Oversee the rehabilitation of liquidated and incapacitated mines. Monitor, inspect, audit and assess environmental related issues, queries and complaints between the Mining Industry and the Public. Regulate the closure of mines within the stipulated timeframes.
<u>ENQUIRIES</u>	:	Mr A Mulaudzi ☎ 015 287 4700
<u>POST 05/70</u>	:	<u>ASSISTANT DIRECTOR: MINERAL LAWS</u>
<u>SALARY</u>	:	R192 540 per annum, Level: 9
<u>CENTRE</u>	:	Mpumalanga (Witbank)

<u>REQUIREMENTS</u>	:	A three year Legal qualification (LLB or B Proc) and Mineral laws experience PLUS the following key competencies:☑ Knowledge of: • MPRDA • NMPS System • Government administration ☑ Skills • Ability to write submissions • Computer literate • Report and letter writing • Understanding of mining industry • Interpersonal relations ☑ Communication • Communications skills – verbal and written☑ Creativity: • Creative • Initiative – develop systems and control measurements
<u>DUTIES</u>	:	KRA's: To transform and regulate the mining industry. Manage the administrative process for each Right or permit application for compliance with the law. Notify and follow up on Royalty payments and prospecting fees to be paid to the state in accordance to the law. Conduct compliance inspections and take appropriate corrective action where required. Identify and carry out inspection on illegal Prospecting.
<u>ENQUIRIES</u>	:	Mr. AP Cronje ☎ 013-6561448
<u>POST 05/71</u>	:	<u>ASSISTANT DIRECTOR: NMPS</u>
<u>SALARY</u>	:	R192 540per annum, Level: 9
<u>CENTRE</u>	:	Mpumalanga (Witbank)
<u>REQUIREMENTS</u>	:	A three year qualification in Surveying, Draughting or Information Technology PLUS the following key competencies: ☑ Knowledge of • NMPS System Reading and interpretation of Maps • Government administration ☑ Skills: • Surveying and information technology • Computer literate • Report and letter writing Transport and Risk management policies • Understanding of HR and Supply chain policies • Interpersonal relations ☑ Communication: • Communications skills – verbal and written ☑ Creativity: • Creative • Initiative – develop systems and control measurements
<u>DUTIES</u>	:	KRA's: To maintain the mineral information database and monitor compliance with the condition of rights. Ensure that applications for prospecting and mining rights are geologically recorded at the region, Ensure that application received for prospecting and mining rights comply with the performance obligation of the rights, Compile statistical and resource information for various components in the Mineral Regulation Branch and Audit and verify data captured on the MINACT and ROYALTY systems
<u>ENQUIRIES</u>	:	Mr. AP Cronje ☎ 013-6561448
<u>POST 05/72</u>	:	<u>SENIOR REGISTRY CLERK</u>
<u>SALARY</u>	:	R73 584 per annum, Level: 4
<u>CENTRE</u>	:	Mpumalanga (Witbank)
<u>REQUIREMENTS</u>	:	An appropriate National Diploma or Degree in Public Management or Administration with experience in a Government Administration environment PLUS the following key competencies:☑ Knowledge of: • Treasury Regulations • Public Finance Management Act • Government administration ☑ Skills: • Administration background • Computer literate • Report and letter writing • Filing • Interpersonal relations ☑ Communication: • Communications skills – verbal and written ☑ Creativity: • Creative • Initiative – develop systems and control measurements
<u>DUTIES</u>	:	KRA's: Recording of incoming and out going mail, Maintaining a proper and effective filing system according to MPRDA, Processing of applications lodged in terms of MPRDA, Effective control communication services in the Registry (Postage services) Reliving the telekom operator when necessary.
<u>ENQUIRIES</u>	:	Ms. Cecile Tissot ☎ 013-6561448

NATIONAL TREASURY

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

OTHER POSTS

POST 05/73 : **TEAM ASSISTANT: SECTORAL OVERSIGHT UNIT REFERENCE NUMBER: S010/2010**

Division: Asset and Liability Management

SALARY : R 130 425 basic salary
CENTRE : Pretoria
REQUIREMENTS :
 • Matric Certificate • Relevant three year post-matric qualification (Secretarial Degree or Diploma) will be an advantage • Computer literate (Ms Office, etc) • Communication skills • Organisational skills
DUTIES: It would be expected from the candidate to provide:
 • Secretarial support service (Do all typing, faxing & photocopying, Arrange meetings (conference rooms, documentation, proof reading, parking, lunch/tea/coffee), Record all incoming & outgoing documents, Acknowledge receipt of correspondence, Manage electronic document tracing system, Manage Travel Arrangements (including overseas trips) etc. • Management Support (Provide a secretarial service to managers to fulfill a range of diverse tasks such as planning and organising workshops and provide an administrative service when workshops are held, Liaising with Departments, State Owned Enterprises, International and local financial institutions and academic institutions, Provide a secretarial support service in respect of processes, such as the annual budget process, Identify procurement needs of managers and their directorates, Managing of all documentation of one or more directorate, including maintaining relevant registers and filing systems.

NOTE : or e-mail to recruit.alm@treasury.gov.za. Applications can also be faxed to (012) 315 5999.

POST 05/74 : **SENIOR SECURITY OFFICER REFERENCE NUMBER: S007/2010**
 Division: Corporate Services

SALARY : R87 978 per annum
CENTRE : Pretoria
REQUIREMENTS :
 • Matric Certificate • A course for Security Officers in the public service or a PSIRA Grade • Appropriate experience and in-depth knowledge of physical security • Report writing and communication skills • Computer literacy • Organisational skills

DUTIES : It would be expected from the candidate to:
 • Perform duties as a Shift Leader • Compile, implement and manage duty roster • Supervise personnel of a private security company contracted to the National Treasury • Perform security surveillance and monitoring duties in the control room • Perform duties as a Shift Leader • Coordinate Escort for employees / visitors • Implement standard operating procedures and security manual • Report security breaches to the Security Administration Officer in charge of physical security • Investigate and identify health, safety and security deficiencies and report them to the Security Administration Officer in charge of Physical Security • Ensure that fire equipment are in good working condition • Enforce access and exit measures in all buildings occupied by the National Treasury • Draw up and implement patrol schedules • Act as a Chief Contingency Officer until the arrival of his / her supervisor(s) • Ensure security registers are kept neat and are correctly entered • Enforce key control procedures • Ensure during patrol that office, document and basic computer security measures are adhered to.

NOTE : GENERAL or e-mail to recruit.cs@treasury.gov.za. Applications can also be faxed to (012) 315 5999.

PUBLIC ADMINISTRATION LEADERSHIP AND MANAGEMENT ACADEMY

- APPLICATIONS FOR ATTENTION** : Director-General: Palama, Private Bag X759, Pretoria, 0001
 : Ms HD Janssen van Vuuren, HR Department, and Palama by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, and Pretoria; or by post to Palama, Private Bag X759, Pretoria, 0001. E-mailed and faxed applications will not be accepted. Please indicate in your application the position for which you are applying and its reference number
- CLOSING DATE** : 26 February 2010
- NOTE** : Applications must consist of: a fully completed and signed Z83 form (please fill in all the boxes on the Z83 – it may be downloaded from the DPSA website at www.dpsa.gov.za); a recent comprehensive CV; telephone, fax and e-mail contacts for three referees; certified copies of ID document and educational qualifications; and a letter of motivation indicating why you are interested in the position and consider yourself suitably qualified. The Z83 form requires an indication of race, gender. Please also indicate disability if applicable. Palama seeks to promote equity as defined in its Employment Equity Plan when filling vacant posts. Its commitment to equity includes providing an enabling environment for all employees. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. References will be taken for short-listed candidates, and they will be required to complete competence exercise. Successful candidates will be appointed on a probation period of 12 months. Appointments will be subject to the verification of criminal records, citizenship, financial/asset records, and educational qualifications (for which a consent form needs to be completed). Palama reserves the right not to make an appointment. 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 05/75** : **CHIEF FINANCIAL OFFICER (REF CFO01/2010)**
 Palama is a government department within the portfolio of the Minister for Public Service and Administration. Like other government departments, this Department operates within the Public Service Public Finance Management Act. In order to be successful the organisation has to cultivate and sustain a wide network of partners and relevant players. Palama is the primary vehicle through which government is addressing the capacity and skills challenges that the South African Public Service experiences at all employment levels. In terms of its capacity building role, Palama is also a key player in contributing to developmental agenda of government, transformation and service delivery in the public service. Suitably qualified and experienced candidates are invited to apply for the following vacant position of Chief Financial Officer.
- SALARY** : An inclusive remuneration package commencing at R790 953 per annum, comprising basic salary (60% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion. [The remuneration package is to be structured in terms of the regulations of the Senior Management Service (SMS) contained in the SMS handbook.]Candidates will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Pretoria
 : *A post graduate qualification in Financial Management and/or equivalent. *A SAICA CA qualification is strongly recommended. *The candidate should have extensive and demonstrable skills, knowledge and experience relevant to performing the functions of a Chief Financial Officer in the public sector.*Comprehensive knowledge and understanding of the PFMA including proven experience in its application. *In addition, relevant experience and skills in Supply Chain Management within a trading entity. *Any other GAAP environment would be a strong recommendation. *Proven managerial skills. *A track record in preparation and management of strategic plans, business plans

and budgeting. *Ability to implement internal systems and controls to ensure sound Financial Management, and other resources management practices.

DUTIES

: Provides strategic direction to modernizing and leveraging the modus operandi of financial services, to address the expanded needs of Palama for on-line financial solutions and insightful and relevant management information. Drive the implementation of an integrated financial processing and management system, linked to those of line functions. Engage vigorously with clients to understand their needs and to empower them. Support the DG and other Senior Managers in the execution of their functions in terms of the Public Service Act, 1994, and Public Finance Management Act, 1999 as Chief Financial Officer.

ENQUIRIES

: Mr RM Mmutlana, DDG: Office of the Director-General, 012 – 441 6177

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

The Department reserves the right not to appoint any applicant in this position. Persons with disabilities are encouraged to apply. The Suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the relevant component's Employment Equity Plan.

CLOSING DATE : 19 February 2010
NOTE : Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. The candidate would be expected to complete a competency based assessment. Applications will not be considered after the closing date. Correspondence will be entered into with short listed candidates only. Applicants are requested to use the template CV as published on the Departmental Internet <http://www.ruraldevelopment.gov.za>

OTHER POSTS

POST 05/76 : **SECRETARY REFERENCE: S8/3/2010/76**
 Directorate: Monitoring And Evaluation

SALARY : R105 645 per annum Level 6
CENTRE : Pretoria
REQUIREMENTS : * A National Senior Certificate. * Computer Literacy (MS Word, MS Excel, MS Power Point, MS Outlook, GroupWise and Internet). * Excellent verbal and written communication. * Strong interpersonal relations. * Knowledge in procurement. * Thorough knowledge in organising meetings and functions. * Sufficient secretarial experience.

DUTIES : * Organise meetings and workshops for the Directorate by procuring accessible venues, conference facilities and refreshments. * Provide secretarial and logistical support to Senior Manager: Monitoring and Evaluation. * Maintain and update database of all internal and external stakeholders for the Directorate. * Manage the Senior Manager's diary. * Make travel and accommodation arrangements for the Senior Manager. * Type letters, memoranda, presentation, reports, etc. * Take minutes during staff meeting and other meetings arranged by the Senior Manager. * Follow up issues and report to the Senior Manager. * Render any other administrative functions as per directive from the Senior Manager. * Keep register of tasks and update it regularly

APPLICATIONS : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001.

FOR ATTENTION : Human Resource Management

POST 05/77 : **SENIOR ACCOUNTING CLERK (BOOKKEEPING) (Reference: S8/3/2010/77)**
 Directorate: Financial Administration

SALARY : R105 645 per annum Level 6
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in a possession of a National Senior Certificate with appropriate experience in debtors. * Computer literacy. * Knowledge of Treasury regulations, PFMA, Basic Accounting System (BAS) and Persal. * Written and verbal communication skills. * Computer literacy (MS Word and Excel).

DUTIES : Clear the control and debt suspense account. * Report monthly on control and debt suspense account. * Manage debt collection. * Capture new debt take on. * Consistent follow up on debt cases. * Post and file monthly statement. * Identity debt cases for legal services referral. * Referral recommendation for debts writes off. * Work without constant supervision

ENQUIRIES APPLICATIONS : Mr. D Montshioane Tel: (012) 312 9650

FOR ATTENTION : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001. Human Resource Management

POST 05/78 : **ADMINISTRATION CLERK REFERENCE: S8/3/2010/73**

SALARY CENTRE REQUIREMENTS : R87 978 per annum Level 5
Provincial Land Reform Office: Limpopo
* A National Senior Certificate. * Appropriate experience in administration work. * Computer literacy. * Good verbal and written communications skills.

DUTIES : Perform general administrative task. * Operate office machines, eg Fax, photocopier, scanner, binder and shredder. * Sort and register documents for delivery to recipients. * Co-ordinate the usage and maintenance of machines. * Update all registers

ENQUIRIES APPLICATIONS : MS BP Mogadingoane Tel: (015) 297 3539
Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001.

FOR ATTENTION : Human Resource Management

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY**

- 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** : 26 February 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 05/79** : **CHIEF DIRECTOR: OFFICE OF THE HEAD OF DEPARTMENT REF NO: 70216401**
Directorate: Office of the HOD
- SALARY** : R790 953 per annum (All inclusive package which can be structured according to the individual's needs)
- CENTRE** : Johannesburg, Head Office
- REQUIREMENTS** : Degree/3 year Diploma in a relevant field plus 5-10 years relevant management experience. Skills: Good leadership skills, Excellent financial management skills, Strategy development excellent project management, Report writing skills, Good writing and verbal communication skills, Computer literacy, Good networking skills, Stakeholders relation, Public speaking, strategic goal and objectives.
- DUTIES** : Develop and implement appropriate administration systems and procedures for the proper execution and coordination of activities across the department and the office of the HOD and MEC. Coordinate the department's strategic planning development process. Monitoring the implementation of the department's strategic plan by all business units. Monitor and evaluate organisational performance in line with strategic objectives. Provide strategic support through research and benchmarking to ensure best practice and continuous improvement. To facilitate organisational learning and best practice identification through bench-marking. Identify performance gaps and comply benchmarking proposals on performance improvement through best practice. To ensure continuous improvement of internal business process and systems. Ensure provision of secretarial support to MEC and HOD's technical committees and internal meetings. Provision of free standing technical assistance on corporate governance to the department stakeholders. Strategic management of the Chief Directorate. Effective performance management and human resource development for the Chief Directorate. Shortlisted candidates will be subjected to a competency assessment.
- ENQUIRIES** : Mr Tshilidzi Netswinganani Tel No: (011) 689 3716

OTHER POSTS

- POST 05/80** : **MANAGER: POLICY AND LEGAL SERVICES REF NO: 70168403**
Directorate: Policy and Legal Services
- SALARY** : R378 456 – R520 035 per annum (All inclusive package which can be structured according to the Individual's needs. Salary will be determined in accordance to experience.)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Relevant recognised B Degree/ Diploma and appropriate legal experience. Three years managerial or supervisory experience Skills: Good organizing and problem solving skills. Ability to maintain discipline; Policy formulation and editing skills. Sound conflict management skills. Good Project Management skills. Good Computer literacy. Strong leadership and management capabilities; Strategic

capabilities and excellent communication skills (verbal and written); A valid code EB drivers' license.

DUTIES : Conduct research on legal problems, draft laws and regulations, advise clients on legal and related matters and plead cases. Professional handling of tasks with complex work content requiring frequent interpretation in the absence of an established framework. Assist management with strategic planning. Drafting/formulating policy/ objectives/laws/legislation. Conduct complex investigations on legal matters. Act as chairperson/presiding officer at meetings. Draft applications to the court; attend to prosecutions and court appearances on behalf of the Department. Handle more complex correspondence. Training of personnel on Legal matters.

ENQUIRIES : MrTshildzi Netswinganani. Tel No: (011) 689 3716

POST 05/81 : **DEPUTY MANAGER: MONITORING & EVALUATION 3 POSTS REF NO: 70168400**
Chief Directorate: Civilian Oversight

SALARY : R240 318 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant B degree or equivalent qualification (preferably in Information Technology or Management/Monitoring and Evaluation/Criminal Justice/Law/Public Management and Administration). Relevant experience: At least 5 years' experience in a monitoring and evaluation environment. Code 08 Driver's license. No criminal record.

DUTIES : Implementation of the Department's Monitoring and Evaluation Strategy/Programme. Monitoring and promotion of proper police conduct. Oversight of the effectiveness and efficiency of all components of the province's law enforcement agencies (i.e. the SAPS, Metropolitan Police Departments and Traffic Police Department). Collection and analysis of data on police performance from all police stations and clusters in the province. Assessment of the effectiveness of visible policing. Compilation and submission of well-written and analysed monitoring and evaluation reports. Supervision and mentoring of subordinates. Management and deployment of human and material resources. Interaction with other civilian oversight bodies in the country for identification of good practice.

ENQUIRIES : Mr Tshildzi Netswinganani Tel No:(011) 689 3716

POST 05/82 : **SENIOR SERVICE DELIVERY OFFICER: MONITORING & EVALUATION 2 POSTS REF NO: 70168402**
Chief Directorate: Civilian Oversight

SALARY : R192 540 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant B degree or equivalent qualification (preferably in Information Technology or Management/Monitoring and Evaluation/Criminal Justice/Law/Public Management and Administration). Relevant experience: 3-5 years' experience in a monitoring and evaluation environment. Code 08 Driver's license. No criminal record.

DUTIES : Implementation of the Department's Monitoring and Evaluation Strategy/Programme. Monitoring and promotion of proper police conduct. Oversight of the effectiveness and efficiency of all components of the province's law enforcement agencies (i.e. the SAPS, Metropolitan Police Departments and Traffic Police Department). Collection and analysis of data on police performance from all police stations and clusters in the province. Assessment of the effectiveness of visible policing. Compilation and submission of well-written and analysed monitoring and evaluation reports. Field supervision and mentoring of subordinates.

ENQUIRIES : Mr Tshildzi Netswinganani Tel No: (011) 689 3716

POST 05/83 : **ASSISTANT MANAGER: ETHICS REF NO: 70168404**
Chief Directorate: Corporate Support

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

REQUIREMENTS : 3 years Degree/Diploma. Three years experience in the relevant field Skills: Planning and organizing skills, financial management skills, Peoples management and empowerment, Programme and project management skills.

DUTIES : Participate in the development of fraud prevention plan. Implement fraud prevention plan. Ensure ongoing awareness of legislative framework regulating anti corruption and fraud prevention to management and staff through workshop and other medium of communication. Keep abreast of national and international developments in fraud prevention and anti corruption. Develop framework ethics Programmes. Manage electronic compliance register.

ENQUIRIES : Mr Netswinganani Tshilidzi. Tel No: (011) 689 3716

POST 05/84 : **SERVICE DELIVERY OFFICER: MONITORING & EVALUATION 3 POSTS REFNO: 70168401**
Chief Directorate: Civilian Oversight

SALARY : R161 970 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant B degree or equivalent qualification (preferably in Information Technology or Management/Monitoring and Evaluation/Criminal Justice/Law/Public Management and Administration). Relevant experience: 2 years' experience in a monitoring and evaluation environment. Code 08 Driver's license. No criminal record.

DUTIES : Implementation of the Department's Monitoring and Evaluation Strategy/Programme. Monitoring and promotion of proper police conduct. Oversight of the effectiveness and efficiency of all components of the province's law enforcement agencies (i.e. the SAPS, Metropolitan Police Departments and Traffic Police Department). Collection and analysis of data on police performance from all police stations and clusters in the province. Assessment of the effectiveness of visible policing. Compilation and submission of well-written and analysed monitoring and evaluation reports.

ENQUIRIES : Mr Tshilidzi Netswinganani Tel No: (011) 689 3716

POST 05/85 : **SENIOR ADMIN OFFICER (FACILITIES AND OHS) REF NO: 70168405**
Chief Directorate: Corporate Support
This is re-advertisement; Applicants who applied previously for this post must re-apply.

SALARY : R 161 970 per annum (plus benefits)
CENTRE : Johannesburg (Road Traffic Compliance Unit)
REQUIREMENTS : A 3 year diploma / Degree in Safety Management/ Occupational Health and Safety or related field. Valid driver's license. 3-5 years experience in the field of Occupational Health and Safety. Skills: Safety auditing skills. A thorough understanding of health and safety legislation, exceptional oral and written communication skills, strong coordination and facilitation skills. Good computer literacy and networking skills. Good interpersonal skills. The ability to identify control weaknesses and recommending new and innovative controls and processes in relation to improving health and safety in the organization.

DUTIES : Implement and maintain the OHS Policy. Facilitate health and safety awareness campaigns and induction programmes in the Department. Give procedural and technical advice to colleagues and clients in terms of the application of the Act on Occupational Health and Safety and Occupational diseases. Perform inspections at various buildings to ensure that they comply with Occupational Health and Safety standards. Report and record Occupational injuries and diseases Facilitate activities of Health and Safety Committees, including training, risk assessments, compiling of SOPs and the Occupational Hygiene Programme. Undertake health and safety inspections and recommend appropriate remedial actions. Investigate incidents/accidents and ensure prevention of reoccurrences.

ENQUIRIES : Mr Tshilidzi Netswinganani Tel: (011) 689 3716

POST 05/86 : **PERSONAL ASSISTANT 2 POSTS REF NO: 70168398**
Chief Directorate: Safety Promotion

SALARY : R130 425 per annum (plus benefits)
CENTRE : Johannesburg

- REQUIREMENTS** : Relevant degree or national diploma. Appropriate experience in rendering support services to senior managers, for example run and maintain a record management system, procure goods and services, record minutes and decisions at meetings. Advanced knowledge of Excel, Word and PowerPoint. Excellent interpersonal skills. Ability to draft documentation like submission letters, do basic research, analyze documents and situations, communicate effectively (written and verbally) Strong financial administration skills. Ability to work independently. Basic knowledge and understanding of relevant legislation/policies/ prescripts and procedures.
- DUTIES** : Key Responsibilities: Manage engagements. Render administrative support services inclusive of maintaining a record management system, obtaining, collating and compiling progress reports and monthly reports. Provide support during meetings inclusive of recording minutes and decisions, communication with relevant role players, follow up on progress made and prepare briefing notes, screen documents to determine actions/information/documents required Manage the leave register, facilities register, telephone register, attendance register and commitment register Manage (Support with regards to) the administration of the budget and other resources. Conduct basic research and compile documents Remains up to date with applicable legislation/policies/prescripts and procedures and inform the Manager accordingly.
- ENQUIRIES** : Mr Tshilidzi Netswinganani Tel No: (011) 689 3716
- POST 05/87** : **PERSONAL ASSISTANT TO HEAD OF DEPARTMENT REF NO: 70168399**
Directorate: Office of the HOD
- SALARY** : R130 425 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : 3 year Degree/diploma, plus 3 years working experience. Good understanding of administration systems. Good analytical skills and problem solving skills. Ability to work independently and under pressure. Good communication (written and verbal) and organizational skills. A valid driver's license. Excellent computer literacy (Power Point, Excel and Word).
- DUTIES** : Manage the private office of the HOD. Ensure adherence to prescribed policies, schedules and standards and advise the HOD accordingly. Gathering and collate information required to prepare HOD for meetings and to assist with decision making processes. Respond to public queries and do follow-ups on behalf of the HOD. Develop and manage an effective and efficient administrative system in the office of the HOD. Oversee preparation of logistical arrangements for meetings, workshops and travel arrangements.
- ENQUIRIES** : Mr Tshilidzi Netswinganani Tel No: (011) 689 3716
- POST 05/88** : **COMPLIANCE OFFICER REF NO: 70168406**
Chief Directorate: Corporate Support
- SALARY** : R130 425 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Senior Certificate. The following Diplomas are compulsory: Traffic Officers; Examiner of Motor Vehicles and Examiner of Drivers Licenses. Valid Driver's License. No criminal record. Skills: Strong forensic investigation skills. A thorough understanding of fraud and corruption. good oral and written communication skills. Excellent conflict management and interpersonal skills. Good computer literacy.
- DUTIES** : Implementation of corruption investigation procedure manual. Conduct investigations of allegations of fraud and corruption in relation to driver and vehicle fitness. Cooperate with law enforcement agencies in the investigation of corruption cases and ensure the successful conclusion of all investigations and court matters. Assist managers and staff in reporting fraud and corruption risk information.
- ENQUIRIES** : Mr. Netswinganani Tshilidzi. Tel No: (011) 6893716

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
The Department is an equal opportunity, affirmative action employer and is committed to empowering disabled persons

CLOSING DATE : 15th February 2010
NOTE : All applications must be submitted on Application of Employment form (Z83), obtainable from any Public Service Department and should be accompanied by a comprehensive CV together with certified copies of qualifications, driver's licence and ID, Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluation when submitting their applications. Failure to comply with any instruction will disqualify candidate. Faxed or late applications will not be considered. All short-listed applicants for Managers/General Manager posts will be subjected to competency assessments in line with the DPSA Regulations. Managers and other categories of staff will be required to obtain security clearance for appointment purposes. Note: Appointments are subject to a positive outcome obtained from the NIA to the following checks (qualification verification, criminal records, credit records and previous employment).

MANAGEMENT ECHELON

POST 05/89 : **MANAGER: SPATIAL PLANNING REF NO 1/2010 (SP)**

SALARY CENTRE : R615 633 per annum (all inclusive Senior Manager's Service Package)
 : Business Unit: Municipal Planning; Directorate: Spatial Planning, Pietermaritzburg

REQUIREMENTS : A 3 year Bachelor's degree in the field of Town and Regional Planning and be register as a professional planner with SACPLAN plus 3-5 years middle management experience. The successful candidate must have knowledge of spatial planning legislation and related policies, land use management, development facilitation, project management and a working knowledge of geographic information systems *Sound leadership and managerial skills *Good interpersonal relations and organizational skills *Ability to work under pressure *Excellent verbal and written communication skills *Excellent report writing and presentation skills *Be an analytical and strategic thinker and innovative *Ability to communicate in IsiZulu *Computer proficiency skill *Possession of a valid motor drivers licence.

DUTIES : The successful incumbent has the responsibility to manage the support provided for the development and maintenance of spatial development frameworks, with the focus on the following areas: *manage the preparation and maintenance of provincial spatial development framework *manage support provided for the preparation and maintenance of municipal spatial development frameworks *manage support provided for the development and maintenance of municipal land use management systems *manage the processing of statutory planning applications *manage the provision of a professional planning support service to statutory bodies *manage municipal spatial planning capacity building *manage the use of resources and procure and manage human, financial and other related resources.

ENQUIRIES APPLICATIONS : Mr FR Brooks Tel. 033-3556486
 : The Head of the Department of Co-operative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 OR Hand delivered to Natalia Building, 330 Langalibalele Street , Pietermaritzburg

FOR ATTENTION : Mrs CS Fenner

OTHER POSTS

POST 05/90 : **CHIEF TOWN AND REGIONAL PLANNER 2 POSTS REF NO 2/2010 (SP)**

SALARY CENTRE : R448 521 per annum (all inclusive Middle Manager's Service Package)
 : Business Unit: Municipal Planning; Directorate: Spatial Planning, Pietermaritzburg

- REQUIREMENTS** : A 3 year Bachelor's degree in the field of Urban/Town and Regional Planning and be registered as a professional planner with SACPLAN plus 6 years' post qualification experience. The successful candidate must have: *knowledge of spatial and related policies, land use management, development facilitation, project management and a working knowledge of geographic information systems *good interpersonal relations and organisational skills *ability to work under pressure *excellent (verbal and written) communication, report writing and presentation skills *be an analytical and strategic thinker and innovative *computer proficiency skills *a valid driver's licence.
- DUTIES** : The successful incumbent has the responsibility to support the development of spatial development frameworks, with the focus on the following areas: *facilitate and support the development and maintenance of municipal land use management systems *facilitate the development and maintenance of traditional community land use plans *assess and make recommendations on statutory planning applications *provide professional planning advice to statutory bodies *contribute towards strategic plan and facilitate implementation thereof *coordinate service delivery improvement initiatives *manage and coordinate use of resources efficiently and effectively.
- ENQUIRIES APPLICATIONS** : Mr TA Bhengu Tel. 031-2041711
The Head of the Department of Co-operative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 OR Hand delivered to Natalia Building, 330 Langalibalele Street, Pietermaritzburg
- FOR ATTENTION** : Mrs CS Fenner
- POST 05/91** : **DEPUTY MANAGER: BATHO PELE SERVICE DELIVERY REF NO 1/2010 (MS)**
- SALARY CENTRE REQUIREMENTS** : R448 521 per annum (all inclusive Middle Manager's Service Package)
Business Unit: Management Services, Pietermaritzburg
A Bachelor's degree or 3 year diploma in the field of Public Administration/service delivery plus 3 years' junior management experience. *The successful candidate must have: *knowledge and understanding of the Batho Pele principles, project management and policy analysis development *ability to communicate ideas and issues to a variety of audience in a tactful influential manner *effective organisational skills with strong leadership and management skills *good interpersonal relations with excellent negotiation, problem solving and facilitation skills *ability to work under pressure *excellent verbal written, report writing and presentation skills *be an analytical and strategic thinker *computer proficiency skills *a valid motor driver's licence.
- DUTIES** : The successful incumbent will manage the implementation of Batho Pele/Service Delivery initiatives in the Department, with the focus on the following areas: *facilitate, compile and coordinate the implementation of the Service Delivery Improvement Plan *promote awareness of the Batho Pele Belief Set and service standards *facilitate coordinate and monitor the implementation of the Service Delivery Charter *facilitate, monitor, co-ordinate and participate in Batho Pele Forums *manage the Departmental Service Excellence Awards process and facilitate nomination and assessment process for the Premiers Service Excellence Awards *compile and maintain departmental policy and guidelines *manage internal resources
- ENQUIRIES APPLICATIONS** : Mr HT Habermann Tel. 033-3952681
The Head of the Department of Co-operative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 OR Hand delivered to Natalia Building, 330 Langalibalele Street , Pietermaritzburg
- FOR ATTENTION** : Mrs CS Fenner

DEPARTMENT OF HEALTH

- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za certified copies of ID documents, educational qualifications, certificates of service and professional registration certificates - not copies of certified copies and proof of current registration must be submitted together with your CV. People with disabilities should feel free to apply for the posts. 2. The reference number must be indicated in the column provided on the

form Z83 ,eg ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful.

OTHER POSTS

- POST 05/92** : **MEDICAL SPECIALIST IALCH 2 POSTS REF NO: SPEC CRIT CARE/1/2010**
Department: Critical Care
- SALARY** : Grade1: Medical Specialist R491 892 per annum excl commuted overtime. Experience: Not applicable
Salary Grade 2: Medical Specialist R554 109 per annum excl commuted overtime. Experience: 5 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal speciality (Critical Care)
Salary Grade 3: Medical Specialist R624 198 per annum excl commuted overtime. Experience: 10 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal speciality (Critical Care)
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: Currently registered with the Health Professions Council of South Africa (HPCSA) as a Specialist – Specialist Surgeon or Specialist Anaesthetist. Registered as Critical Care Fellow or Critical Care Specialist with the HPCSA. Knowledge, Skills and Experience Required: Human resource management; programme planning, implementation and evaluation; Information management; quality assurance programmes; Medical ethics, epidemiology and statistics; Clinical management in Critical Care
- DUTIES** : Participate in the delivery of 24-hour critical care service which includes an intensive care facility and high care facility Responsibility for the administration and management of critical care areas. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Participate in the development and ongoing provision of under-, post-graduate and vocational training in critical care. Participate in the delivery, supervision and support of clinical services within all facilities in the hospitals catchment area
- ENQUIRIES APPLICATIONS** : Santosh Pershad Tel: 031-240 1000
: All applications must be addressed to the Human Resources Manager, and should be handed in at HR reception ,level 4 Management Building or posted to Private Bag X03 Mayville 4058.
- CLOSING DATE** : 19 February 2010
- POST 05/93** : **MEDICAL SPECIALIST IALCH 2 POSTS REF NO: SPECNEUROSURG/1/2010**
Department: Neurosurgery
- SALARY** : Grade1:Medical Specialist R491 892 per annum excl commuted overtime, Experience: Not applicable
Salary Grade 2: Medical Specialist R554 109 per annum excl commuted overtime. Experience: 5 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal speciality (Neurosurgery)
Salary Grade 3: Medical Specialist R624 198 per annum excl commuted overtime Experience: 10 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal speciality (Neurosurgery)
- REQUIREMENTS** : Applicants must be currently registered as a Specialist Neurosurgeon with the Health Professions Council of South Africa. Prior surgical experience. Skills, Knowledge, Training And Competence, The appointee will be required to perform Neurosurgical operations expected of a junior specialist, attend to administration matters, outpatient duty and “on call” duties when he/she will field urgent referrals and be required to take the appropriate action regarding these. He/she would also do ward rounds and teaching of undergraduate and postgraduate Medical Students.

DUTIES : Performing complex Neurosurgical procedures and simultaneously training more junior doctors in the field of Neurosurgery. Overseeing patient management in the Intensive Care Unit, Wards, Out-patient Clinics while conducting teaching simultaneously. Decision making with regard to patient management. Developing patient management, protocols, clinical governance. Participate in staff recruitment, attend management and other meetings of affiliated disciplines, liaise and conduct interactive meetings with allied and supportive disciplines. Conduct research within the Neurosurgical Department, supervise research with a view to improving quality care of the patient. Draw up academic program for the department. Participate in all academic meetings within the department with a view to training Neurosurgeons. Attend multi-disciplinary academic meetings with a view to improving overall patient care. Participate in outreach programs.

ENQUIRIES APPLICATIONS : Dr E.M. Kiratu (Acting Head) 031 – 240 1135.

CLOSING DATE : All applications must be addressed to the Human Resources Manager, and should be handed in at HR reception, level 4 Management Building or posted to Private Bag X03 Mayville 4058.

POST 05/94 : 19 February 2010

POST 05/94 : **MEDICAL OFFICER GRADE 2 REFERENCE NUMBER: SAP 01/2010**

SALARY : R423 846 per annum all Inclusive package, Other Benefits: Rural Allowance: R53404 per annum Commuted Overtime: 16 Hour rates

CENTRE REQUIREMENTS : St. Apollinaris hospital

REQUIREMENTS : An appropriate qualification in the Health Science PLUS registration with the HPCSA as a Medical Practitioner PLUS at least 5 years experience after registration with HPCSA as a Medical Practitioner. Skills: Service delivery orientated, sound medical ethic skills, knowledge of current Health and Public Service legislation, Good communication, team building and motivation skills, computer and communication skills, ability to develop policy, decision making skills, supervisory skills, planning and organizing, work background should include experience in basic medical disciplines as well as management.

DUTIES : Assist in clinical audits quality improvement programmes, ensure the provision of safe, ethical and high quality medical care, be part of the Institutional strategic planning process, manage and facilitate the formulation of medical service policies and procedures of the Institution and ensure that these are in line with the current statutory regulations and code of ethics, assist with the development, maintaining and updating of clinical protocols, handle medicine and surgical emergencies, administer anaesthetics, manage medical & gynecological/surgical emergencies, provide after hours medical services as per roster.

ENQUIRIES APPLICATIONS : Dr HAT Mjiyako: 039 833 8000 / 8002

FOR ATTENTION CLOSING DATE : Direct your application quoting the relevant reference number to: The Hospital Manager, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered application may be submitted at Security Office (Application Box).

FOR ATTENTION CLOSING DATE : Mr Thwala S.S.: Human Resources Department

POST 05/95 : 19 February 2010

POST 05/95 : **MEDICAL OFFICER, IALCH 2 POSTS REF NO: MOCARD/1/2010**
Department: Cardiology

SALARY : Grade1: Medical Officer R365 217 per annum excl commuted overtime. Experience: Not applicable
Salary Grade 2: Medical Officer R423 846 per annum excl commuted overtime. Experience: 5 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner
Salary Grade 3: Medical Officer R491 892 per annum excl commuted overtime. Experience: 10 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : MBCHB Degree plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Completion of Community Service. KNOWLEDGE, SKILLS, Training and Competencies Required: Knowledge and skills in clinical medicine, including acute emergency medicine. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication,

negotiation, planning, organizing, and interpersonal skills. Broad knowledge of working in a cardiology unit. Good communication skills.

DUTIES : Provision of cardiology services based at IALCH. Management of patients in the Ward, CCU and Clinics. Provision of after-hours (nights, weekends, public holidays) call for the department at IALCH. Manage designated areas of responsibility in the cardiology Department. Active involvement in the administration of cardiac clinics And wards to optimize patient care Assist in the implementation of guidelines, protocols and clinical audits Involvement in the teaching of paramedical staff in the department Participate in the academic programme, including research

ENQUIRIES : Prof DP NAIDOO (031) 240 2207

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be handed in at HR reception ,level 4 Management Building or posted to Private Bag X03 Mayville 4058.

CLOSING DATE : 19 February 2010

POST 05/96 : **MEDICAL OFFICERS IALCH 6 POSTS REF: MO NEUROSURGERY/ 1/ 2010**
Department: Neurosurgery

SALARY : Grade1: Medical Officer R365 217 per annum excl commuted overtime. Experience: Not applicable
Salary Grade 2: Medical Officer R423 846 per annum excl commuted overtime. Experience: 5 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner
Salary Grade 3: Medical Officer R491 892 per annum excl commuted overtime. Experience:10 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : MBCHB Degree plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Completion of Community Service. Previous surgical experience in a Neurosurgery environment will be an advantage. Skills Knowledge, Training and Competencies: Candidates must be able to do a detailed clinical assessment of trauma and neurological patients. Ability and knowledge of basic trauma resuscitation, including endotracheal intubation of patients is a requirement. Candidates with basic surgical experience and skills will be at an advantage

DUTIES : Active participation in ward rounds, patient management on the wards, assisting in theatre, and doing calls after hours are a basic part of the duties. Candidates are expected, when on call, to field many calls from referring doctors and after discussion with a senior to advise the referring doctors appropriately. Good communication skills and courtesy are essential. Attendance and participation in the academic programme of the department is a requirement.

ENQUIRIES : R E Kiratu (Acting Head) (031) 2401135/240 1133

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be handed in at HR reception ,level 4 Management Building or posted to Private Bag X03 Mayville 4058.

CLOSING DATE : 19 February 2010

POST 05/97 : **MEDICAL OFFICER, IALCH 3 POSTS REF NO: MOANAES/1/2010**
Department: Anaesthetics

SALARY : Grade1: Medical Officer R365 217 per annum excl commuted overtime, Experience: Not applicable
Salary Grade 2: Medical Officer R423 846 per annum excl commuted overtime. Experience: 5 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner
Salary Grade 3: Medical Officer R491 892 per annum excl commuted overtime. Experience: 10 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : MBCHB Degree plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Completion of Community Service. Recommendations DA (SA) or equivalent. Four (4) years or more of experience in Anaesthetics in a hospital approved by the Colleges of Medicine for specialist Anaesthetic training will be considered an advantage. Preference will be given to

candidates with qualifications equivalent to FCA (SA) or other international specialist registration. Knowledge, Skills and Competencies: Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Knowledge and skills in Clinical Anaesthesia, Emergency Medical / Surgical Care. Demonstrate ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team.

DUTIES : Assist with the provision of anaesthetic services as determined by the Head of Anaesthesia at IALCH. Provide peri-operative anaesthetic care of patients including the provision of patient preoperative assessments, anaesthesia, epidural analgesia and ICU care. Assist with evaluation and management of acute and chronic pain service patients at IALCH. Assist in co-ordination and implementation of training programmes pertaining to the speciality of Anaesthesia and allied disciplines. Ensure that the scientific principles of Anaesthesia are maintained . Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes as and when requested.

ENQUIRIES APPLICATIONS : Dr CH Daniel 031-2401802
: All applications must be addressed to the Human Resources Manager, and should be handed in at HR reception, level 4 Management Building or posted to Private Bag X03 Mayville 4058.

CLOSING DATE : 19 February 2010

POST 05/98 : **MEDICAL OFFICER, IALCH 2 POSTS REF NO: MOCRIT CARE/1/2010**
Department: Critical Care

SALARY Grade1: Medical Officer R365 217 per annum excl commuted overtime.
Experience: Not applicable
Salary Grade 2: Medical Officer R423 846 per annum excl commuted overtime.
Experience: 5 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner
Salary Grade 3: Medical Officer R491 892 per annum excl commuted overtime
Experience: 10 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
: MBCHB Degree plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Completion of Community Service.
Knowledge, Skills And Experience Required: Clinical management in critical care. Information management; quality assurance programmes. Medical ethics, epidemiology and statistics

DUTIES : Participate in the delivery of 24-hour critical care service which includes an intensive care facility and high care facility Assist specialists the administration and management of critical care areas. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Participate in the development and ongoing provision of undergraduate and vocational training in critical care and research. Participate in the delivery, support of clinical services within all facilities in the hospital's catchment area.

ENQUIRIES APPLICATIONS : Santosh Pershad TEL: 031-240 1000
: All applications must be addressed to the Human Resources Manager, and should be handed in at HR reception ,level 4 Management Building or posted to Private Bag X03 Mayville 4058.

CLOSING DATE : 19 February 2010

POST 05/99 : **MEDICAL OFFICER, IALCH 3 POSTS REF NO: MO O&G/1/2010**
Department: Obstetrics And Gynaecology

SALARY : Grade1: Medical Officer R365 217 per annum excl commuted overtime.
Experience: Not applicable
Salary Grade 2: Medical Officer R423 846 per annum excl commuted overtime.
Experience. :5 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner
Salary Grade 3: Medical Officer R491 892 per annum excl commuted overtime.
Experience: 10 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Qualifications: MBCHB. Full current registration with the Health Professions Council of South Africa as a General Medical Practitioner. Completion of Community Service Postgraduate diploma will be of added advantage. Knowledge, Skills, Training And Competencies Required: Sound Knowledge of women's health issues to allow for accurate diagnosis and appropriate management of clinical problems. Ability to deal with all maternity emergencies. Ability to perform minor gynaecological procedures (ectopics and evacuations) and c/ sections. Good decision making, problem solving, leadership and mentoring skills. Good communication skills.

DUTIES : Participation in the provision of service in the department of O&G in the Durban Functional Region. Perform after hours duties. Assist with the supervision and support of interns and students in the department. Participate in the departmental academic programme. Provide and ensure community orientated clinical services and support to Primary Health Care Services.

ENQUIRIES : Prof JS Bagratee Tel: 031 2604250

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be handed in at HR reception ,level 4 Management Building or posted to Private Bag X03 Mayville 4058.

CLOSING DATE : 19 February 2010

POST 05/100 : **PHARMACIST 1 POST REFERENCE: PHARM/1/2010**

SALARY : Grade 1: R302 319 per annum (all inclusive package). Experience: Not applicable
Salary Grade 2 : R349 263 per annum (all inclusive package). Experience: 5 years experience after registration with SAPC as a pharmacist
Salary Grade 3 :R381 900 per annum (all inclusive package), Experience : 13 years experience after registration with SAPC as a pharmacist

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Candidates must be registered with the S.A. Pharmacy Council as a Pharmacist and have current registration as a Pharmacist with the SAPC. Previous supervisory experience would be an advantage. Knowledge, Skills, Training and Competence Required: Sound knowledge of all aspects of public sector pharmacy, including aseptic procedures and cytotoxic reconstitution. A thorough understanding of the relevant acts, regulations, standard operating procedures & policies, Good Pharmacy Practice, the National Drug Policy & District Health System. Must be fully computer literate, and possess good communication, organizational and interpersonal skills.

DUTIES : Provide an accurate, efficient and cost effective Pharmaceutical service, including in- and out- patient dispensing, ward pharmacy, manufacturing, tablet prepackaging, aseptic procedures, cytotoxic reconstitution, therapeutic drug monitoring, TPN formulation , manipulation of Radiopharmaceuticals and on-call duties. You will promote effective security measures within the department, provide necessary training to staff and maintain the department's policies & procedures.

ENQUIRIES : Doug Joiner Tel: 031-2401055

APPLICATIONS : All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 Mayville 4058

CLOSING DATE : 19 February 2010

POST 05/101 : **CHIEF TECHNOLOGIST (VASCULAR LABORATORY) REFERENCE NO: CHIEFTECHVAST/1/2010**

SALARY : R161 970 pa plus other benefits: 13th cheque, Medical Aid: optional & Housing Allowance: employee to meet prescribed requirements

REQUIREMENTS : Tech Degree or Diploma in Clinical Technology (Critical Care- Vascular).* Current registration ,with the Health Professions Council of S.A ,as a critical care technologist (vascular),as well as a minimum of 3 years post registration clinical experience in the Vascular laboratory.

DUTIES : Supervise, and undertake all areas of Vascular laboratory investigations.*Supervise and train all junior staff within that division, and contribute towards the development of advanced laboratory procedures ,and

the implementation thereof.*Contribute towards quality initiatives ,patient driven services ,and be responsible for the monitoring of the mentainance of equipment, and accessories. Participation in departmental academic activities ,including research, and teaching of students. Maybe required to perform investigations at DFR hospitals.

- ENQUIRIES** : Mr B.Pillay – PH:031-2401000.
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be handed in at HR reception ,level 4 Management Building or posted to Private Bag X03 Mayville 4058.
- CLOSING DATE** : 19 February 2010
- POST 05/102** : **PRINCIPAL DIETITIAN 1 POST LEVEL 8 REFEREBCE NO: PRINCDIET/1/2010**
- SALARY** : R161 970 per annum plus scarce skills allowance Other benefits: 13th cheque, Medical Aid: optional & Housing Allowance: employee to meet the prescribed requirements
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : The post holder must be a: Qualified Dietitian (i.e. Degree with honours or postgraduate diploma / 4years). Registered with the Health Professional Council of South Africa (HPCSA), With a minimum of 4 years post registration experience as a dietitian, preferably within a clinical and tertiary setting. Knowledge, Skills, Training and Competencies Required Able to demonstrate an extensive clinical knowledge of Human Nutrition and associated therapeutic nutrition interventions. Have a good understanding of clinical governance & clinical audit and the ability to contribute towards the development of departmental strategic and operational plans.
- DUTIES** : A motivated individual to work in the Dietetics Department of the hospital, and ensure that the nutritional needs of patients are met in a cost effective and appropriate manner according to the departments' quality, workload, standards and financial targets You will be required to work as part of a team in a pressurised environment and take on certain managerial / supervisory functions, providing a supportive role to the Assistant Manager of the Dietetics Department to ensure that effective nutrition care is delivered to patients within the hospital. You will also be expected to contribute towards departmental research/ audit, assist in the ongoing evaluation of nutritional and therapeutic practices and participate in the training of dietetic students. You will be responsible for leading and setting up a clinical area. The candidate will also be expected to assist in the management of the department when required and work towards meeting the financial targets, working in a cost effective manner.
- ENQUIRIES** : Ms T Holzinger (031) 240 1641
- APPLICATIONS** : All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058
- CLOSING DATE** : 19 February 2010
- POST 05/103** : **SENIOR RADIOGRAPHER: NUCLEAR MEDICINE REF NO: SNRRADNUCMED/1/2010**
- SALARY** : R130 425 pa plus Scarce Skills Allowance. Other Benefits: 13th cheque, Medical Aid – optional Housing Allowance: Employee must meet prescribed requirements.
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Tertiary qualification in Radiography: Nuclear Medicine Registration with HPCSA as a Radiographer: Nuclear Medicine. Proof of current registration. One (1) year current post registration experience in Nuclear Medicine Radiography. Knowledge, Skills, Training and Competence Required: Sound knowledge of nuclear medicine procedures and equipment Protocol compilation skills. Good verbal and written communication skills. Sound knowledge of Radiation Safety / Protection Regulations. Knowledge of Quality Assurance. Computer literacy. Patient empathy. PET imaging will be an advantage
- DUTIES** : Co-ordinate and undertake nuclear medicine radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex nuclear medicine procedures including PET studies Supervise

in-service training of students and/ or radiographers Supervise subordinates and/ or other support personnel within the department. Provide professional advice on radiographic and radiation related matters Perform quality control procedures. Play an important role concerning discipline, counselling and guidance to junior staff. Promote team work in the department ensure the objectives of Batho Pele are met

ENQUIRIES APPLICATIONS : Dr Fozy Peer 031 240 1881

CLOSING DATE : All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058

POST 05/104 : **SENIOR RADIOGRAPHER (DIAGNOSTIC) LEVEL 7 2 POSTS REF NO : SNR RADS/1/2010**

SALARY : R130 425 p.a plus Scarce Skills Allowance. Other benefits: 13th cheque, Medical aid – Optional and Housing Allowance - Employee must meet the prescribed requirement

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital (IALCH)
: National Diploma or Degree in diagnostic radiography Current registration with the Health Professions Council of South Africa as a diagnostic radiographer. At least one (1) year post registration experience as a diagnostic radiographer. Recommendations: Recent experience in CT scanning. Recent experience in angiography. Experience in a fully digital imaging department. Knowledge, Skills, Training and Competencies Required: Knowledge of radiography equipment and procedures Knowledge of safety protocols in compliance with the radiation protection board. Must have a caring ethos in the execution of patient related tasks. Good verbal and written communication skills. Knowledge and experience of Public Service Policies, Acts and Regulations. Computer literacy and information management

DUTIES : Responsible for performing general and specialised radiography duties including working in wards and theatres. Produce good quality images and have the ability to assist with special procedures. Participate in quality improvement programs and adhere to Implementation of Batho Pele principles. Be prepared to work shifts including night shift, standby and on-call.

ENQUIRIES APPLICATIONS : Mr Malcolm Matthew (031) 240 1950

CLOSING DATE : All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058

POST 05/105 : **SENIOR CLINICAL TECHNOLOGIST –ECHOCARDIOGRAPHER LEVEL 7 REFERENCE NO: SENCLINTECHECHO/1/2010**
Paediatric Cardiology

SALARY : R130 425 per annum plus other benefits, 13th cheque, Medical Aid: optional & Housing Allowance: employee to meet prescribed requirements

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
: Diploma in Clinical Technology (Cardiology) Current registration with the Health Professions Council of South Africa as a Clinical Technologist (Cardiology). Two years post registration experience as a clinical technologist. Knowledge, Skills, Training and Competencies Required: Knowledge of both paediatric and adult diagnostic and interventional procedures. Cardio-pulmonary resuscitation. Interest in paediatric echocardiography is essential and experience beneficial. Good communication skills both written and verbal.

DUTIES : The candidate must have an interest in echocardiography and will receive instruction in paediatric echocardiography. This will be the main focus of the post. Perform all procedures in the cardiac catheterization laboratory but primarily paediatric involvement as well as exercise stress testing, ambulatory ECG (Holter), pacemaker follow-up clinic and emergency call-out as required by Paediatric Cardiology. Participate in all departmental activities as required by the Head of Paediatric Cardiology

ENQUIRIES : Dr EGM Hoosen– Department of Paediatric Cardiology. Tel: 031-2401000

APPLICATIONS : All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058

CLOSING DATE : 19 February 2010

POST 05/106 : **CLINICAL TECHNOLOGIST VASCULAR SURGERY REFERENCE NO: CLINTECHVASC/1/2010**

SALARY : R105 645 pa annum plus other benefits: 13th cheque, Medical Aid: optional & Housing Allowance: employee to meet prescribed requirements

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
B .Tech Degree or Diploma in Clinical Technology * Current registration with the Health Professions Council of South Africa as a Clinical Technologist .*Vascular laboratory experience will an advantage.

DUTIES : To report to the senior clinical technologist in charge of the laboratory, perform all facets of non-invasive vascular investigations and record results of such tests, attendance and involvement in clinical management meetings and ward rounds, undertake administrative duties as required for the running of the laboratory, liaise with referring physicians regarding the use of and results of specific investigations, assist in teaching junior staff learning the techniques of non – invasive investigations, responsible for accurate record keeping , prepare, inform and educate patients about impending procedures, ensuring equipment calibration ,and functionality, maybe required to service other hospitals in the DFR. Required to perform any other duties requested by the HOD.

ENQUIRIES APPLICATIONS : Mr B.Pillay-031 2401000

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and be handed in at the HR reception, level 4 Management Building or posted to Private Bag X03 Mayville,4058.

CLOSING DATE : 19 February 2010

DEPARTMENT OF SPORT AND RECREATION

Provincial Administration: Kwazulu-natal is an equal opportunity, affirmative action employer.

APPLICATIONS : Forward your application, stating the reference number and the name of the publication in which you saw this advertisement, Private Bag X24, Mayville, 4058 or place application clearly marked to Department of Sport and Recreation, Highway House, 2nd Floor,83-93 Jan Smuts, Highway House, Mayville, Durban in the application vacancies box provided.

FOR ATTENTION : Mrs AL Ally

CLOSING DATE : Friday, 12 February 2010

NOTE : Applications must be submitted on the form Z83 obtainable from any Public Service department or the website www.dpsa.gov.za/documents/forms/employ.pdf and should be accompanied by certified copies of qualifications, driver's license, and ID document together with comprehensive curriculum vitae. **NB:** i) Certification must not be older than 3 months. ii) Reference should preferably include your present supervisor. Faxed applications will not be considered. Candidates must not send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Applications that do not comply with the above instruction shall be disqualified. Due to the large number of applications, only short-listed candidates will be contacted. Should you not hear from us within three months of the closing date, please regard your application as unsuccessful.

MANAGEMENT ECHELON

POST 05/107 : **MANAGER: HUMAN RESOURCE MANAGEMENT REFERENCE NO: DSR049**

SALARY : Level 13, R615 633 – R736 065 p.a (Inclusive flexible remuneration package. The successful candidate will be required to sign a performance agreement and will be subjected to security clearance and suitability checks)

CENTRE REQUIREMENTS : Head Office - Durban
Senior Certificate, a Bachelor's Degree/National Diploma in HRM/Public Administration. *3-5 years public service experience in the field of Human Resources Management in a junior or middle management capacity *a valid

Code 08 driver's licence •working knowledge of all HR related legislation; Public Service Regulation and Act. Basic Conditions of Employment Act, Employment Equity Act, Labour Relations Act,etc Skills, attributes & competencies required: •PERSAL management financial management, HR management skills, computer literacy, communication (verbal and written), presentation, negotiation, motivational, influential, interpersonal relations, analytical, problem-solving •attributes required include include innovation, initiative, reliability, dependable, decisiveness and commitment •willingness to work under pressure and after hours.

DUTIES

: Key responsibilities: Render efficient human resource administration services •provide strategic HR direction to the Department •manage the recruitment and selection process •manage the human resource information and management system (Persal, post establishment etc) •manage human resource personnel records and registry. Manage administration of employee compensation and conditions of service •ensure the management of pensions, housing, leave •manage the exit process. Provide organizational design and development services •management of organizational design practices and review of the organizational structure •render business process re-engineering services •undertake workstudy investigations •facilitate proper implementation of change management processes. Ensure the provision of job evaluation •coordinate the development of job descriptions •evaluate all the post as per the regulation •manage the implementation of job evaluation and profiling processes. Manage effective utilization of resources of the component •organise, plan and control the activities of the Directorate and provide direction in this regard •provide supervision of staff •serve as a sub-responsibility manager of the allocated budget •asset management •control expenditure, S & T claims etc

ENQUIRIES

: Mrs A.L Ally, tel. (031) 242 1702

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

The Department intends to promote representivity with the filling of the post. Kindly indicate gender, race and disability status to facilitate the process. If a representative appointment cannot be made, the candidature of any applicants that comply will be considered.

- APPLICATIONS** : Ayanda Mbanga Response Management, PO Box 833, Green Point, 8051, or hand-delivered to, PGWC, Response Management Job Application Box, 4 Dorp Street, Foyer entrance, Ground Floor, Cape Town, Please note: Hand-delivered applications must be placed in a sealed envelope for the attention of Ayanda Mbanga Response Management. Please do not send registered mail to the hand-delivery address.
- FOR ATTENTION** : Ms Judy Johnstone (Tel) 021 413 7700
- CLOSING DATE** : 15 February 2010
- NOTE** : These posts will be filled in accordance with section 11 of the Public Service Act, 1994, as amended. Note: Strong consideration will be given to excess employees. Excess staff must kindly indicate as such on Z83. Applications, via the Head of your Department (if a public service employee), with reference number clearly indicated must be completed on form Z83 (available at any government department), accompanied by a comprehensive CV that addresses the requirements and recommendations of the post, as well as certified copies of documentation (ID, scholastic, driver's license, as well as highest educational qualification). The Department will only communicate with short-listed candidates who have been selected for interviews. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks. It will be expected of candidates to be available for selection interviews on a date and time as determined by the Department. No CV's will be returned. No faxed, e-mailed or late applications will be considered. Short listed candidates must please note that they will be required to furnish proof of original certificates of qualifications during the selection process. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Full particulars of at least three references must be supplied as reference checking will be done during the selection process. Any previous government service and reason for leaving must be declared. Candidates will be subjected to competency assessment as well as security clearance. It can be expected of candidates to perform a presentation and/or a practical during the interview.

OTHER POSTS

- POST 05/108** : **DEPUTY DIRECTOR: ARCHIVES REFERENCE NO: CLA/2010/01**
Western Cape Archives and Records Services
- CENTRE** : Cape Town
- SALARY** : Salary of R378 456 per annum (The all-inclusive remuneration package may in accordance with the applicable rules, be structured according to the individual's needs).
- REQUIREMENTS** : The formal qualification for this position is an appropriate recognized Bachelor's degree with History or Cultural History as majors (or an equivalent degree) as well as a postgraduate diploma in Archival Studies or a qualification in Knowledge Management, as well as a minimum of 10 years of management experience at, either, a national or a provincial archives or relevant field plus a valid driver's licence. The following will serve as recommended competencies/skills: Extensive appropriate experience in archives and records management services at senior level • Experience of strategic planning principles and project management • Expertise in the field of financial management and budget control • Knowledge of the relevant national and provincial archives and records management legislation and policies • Knowledge of automated storage and retrieval systems • Knowledge and understanding of the NAAIRS, document and records management systems (e-filing) and digitalization of archival records • Knowledge and experience in service delivery innovation • Knowledge and experience in the promotion, preservation and use of archival heritage •

- computer literacy • good communication skills in at least two of the three official languages of the Western Cape Province.
- DUTIES** : The successful candidate will head the Western Cape Archives and Records Service. Duties attached to the post include the overall management of the archives and records management service, strategic and financial management including management of capital projects, facilities and corporate services of the archives and records management components • managing of human resource and development • developing and implement service delivery standards for all units • overseeing and approve the implementation of records management practices by municipalities, government departments and organs of state in the province • overseeing the promotion, preservation and use of our archival heritage.
- ENQUIRIES** : Ms N Dingayo (021) 483-2273

DEPARTMENT OF COMMUNITY SAFETY

*This Department is an affirmative action/equal opportunity employer. **Disabled employees are especially invited to present their candidature.***

- APPLICATIONS** : The Director: Human Resource Management and Administration, The Department of Community Safety, PO Box 5346/ 2nd Floor, 35 Wale Street, CAPE TOWN, 8000
- FOR ATTENTION** : Ms C Barnardo
- CLOSING DATE** : 22 February 2010 at 16:00 (Applications received after the closing date and faxed applications will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostatted copies or faxed copies of application documents be accepted. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83. Applicants who do not receive confirmation or feedback within 3 (three) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

MANAGEMENT ECHELON

- POST 05/109** : **CHIEF DIRECTOR: TRAFFIC SAFETY PROMOTION**
Chief Directorate: Traffic Safety Promotion
- SALARY** : R 746 181 per annum
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriate, recognised three-year Degree/Diploma with appropriate senior management experience in the traffic law enforcement environment. Registration as an authorised Traffic Officer in terms of the National Road Safety Act 29/1989 and appointed as Peace Officer in terms of the Criminal Procedure Act 51/1977 will serve as a strong recommendation. Advanced knowledge of Traffic Management and legislation at National and Provincial level. Advanced knowledge of, public policy analysis and public policy development processes. Advanced knowledge of modern systems of governance and administration, monitoring, review and reporting requirements and mechanisms. Advanced knowledge of public communication, public education, public engagement and public discourse management processes. Advance knowledge of IGR processes

and the legal framework applicable. 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 Western Cape. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector. Knowledge of communication, media management, public relations, public participation and public education. Knowledge of human resource management processes. Knowledge of financial management processes. Strong conceptual and formulation skills. Proven leadership and managerial skills with specific reference to the ability to display thought leadership in complex applications. Team building and strong inter-personal skills. Excellent communication skills. Outstanding planning, organising and people management skills. Computer literacy skills. A highly developed interpretive and conceptualisation / formulation ability. 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.

DUTIES : Strategic management, guidance and advice in respect of the effective and efficient rendering of the Provincial Traffic Law Enforcement, Traffic Training and Development and Road Safety Management services, Planning of Traffic Law Enforcement operations, Manage the Chief Directorate's strategic and business planning processes, Strategically manage the Chief Directorate's human, financial, physical information and statutory resources, Integrate and co-ordinate the key result areas of the Chief Directorate and the Department, Strategically integrate the key result areas of the Chief Directorate with the Provincial Growth Strategy (PGS).

ENQUIRIES : Dr GA Lawrence, Tel (021) 483-3929

PROVINCIAL TREASURY

In line with the Employment Equity Plan of the Western Cape: Provincial Treasury it is the intention to achieve equity in the workplace by giving preference to applicants from designated groups.

APPLICATIONS : Applications must be submitted to: The Human Resource Practitioner: Recruitment and Selection, Private Bag X9165, Cape Town 8000 or hand delivered to: 4 Dorp Street, Tower Block, 2nd Floor, Room 2-11.

FOR ATTENTION : Mr B Damons

CLOSING DATE : 19 February 2010

NOTE : It will be expected from the selected candidates to be available for interviews on a date, time, and place as determined by the Provincial Treasury. Applicants may be subjected to competence assessment testing. Only applications submitted on a duly completed Z83 form (available from any Public Service Department or on Website address www.Capegateway.gov.za) with full particulars of training, qualifications, skills, competencies, knowledge, experience (on a separate sheet or curriculum vitae), certified copies of identity document and qualifications and the names of three referees, which will not be returned shall be considered and those without, shall be disqualified. Section B of the form is compulsory. Applications sent via fax or e-mail will not be accepted. The Provincial Treasury will only communicate with short listed candidates who have been selected for interviews and reserve the right not to make an appointment. As directed by the Department of public Service & Administration, applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment.

OTHER POSTS

POST 05/110 : **SYSTEM CONTROLLER: PERSONNEL AND SALARY ADMINISTRATION (PERSAL) - 3 POSTS REF NO.: WCPT 02/03/10**
Chief Directorate Asset and Liability Management
Directorate Supporting and Interlinked Financial Systems

SALARY : R 192 540 per annum +Level 9, Note: In addition to the salary mentioned, this post offers competitive benefits, which include an annual service bonus, conditional housing allowance, pension and medical subsidies.

<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Minimum qualification requirements and experience: • An appropriate tertiary qualification in Public Administration or Finance or Human Resource Management • 3 years experience and knowledge of a Personnel and Salary Administration System • Project management experience • Financial Management • Valid drivers licence. Required knowledge, skills and competencies: • Computer literary • Analytical skills • Communication and presentation skills • Planning, organisational and co-ordinating • Problem solving skills • Lecturing skills. Personal attributes: • Self-driven • Innovative • Ability to work under pressure.
<u>DUTIES</u>	:	Key duties: • Assess, maintain and roll out of a Personnel and Salary Administration System • Assess the performance of the system • Control the integrity of the system • Render a technical and user support service (help-desk and training) • Provide timely and appropriate provincial management information • Draft and issue policies pertaining the Personnel and Salary Administration System • Plan training interventions • Draft training programme • Develop evaluation methods and norms for training interventions • Identify training needs • Implement policy matters pertaining to the content of the job • Rendering of a system controller function relating to the maintenance of system structures and user account management of Provincial Departments
<u>ENQUIRIES</u>	:	Me R Esack ☎ (021) 483 6102
<u>POST 05/111</u>	:	<u>SYSTEM CONTROLLER: LOGISTICAL INFORMATION SYSTEM (LOGIS) - 4 POSTS REF NO: WCPT 02/04/10</u> Chief Directorate Asset and Liability Management Directorate Supporting and Interlinked Financial Systems
<u>SALARY</u>	:	R 192 540 per annum Level 9, Note: In addition to the salary mentioned, this post offers competitive benefits, which include an annual service bonus, conditional home owners allowance, pension and medical subsidies.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Minimum qualification requirements and experience: • An appropriate tertiary qualification in Public Administration or Finance. • 3 years experience and knowledge of procurement and provisioning systems • Appropriate management experience • Project management experience • Financial management • Valid drivers licence. Required knowledge, skills and competencies: • Computer literary • Analytical skills • Communication and presentation skills • Planning, organisational and co-ordinating • Problem solving skills • Lecturing skills. Personal attributes: • Self-driven • Innovative • Ability to work under pressure.
<u>DUTIES</u>	:	Key duties: • Assess, maintain and roll out of Procurement and Provisioning Systems • Assess Procurement and Provisioning Systems Performance • Control the integrity of Logistical Information System (LOGIS) • Render a technical and user support service (help-desk and training) • Draft and issue policies pertaining to Logistical Information System (LOGIS) • Identify training needs • Implement policy matters pertaining to the content of the job • Rendering of a system controller function relating to the maintenance of system Structures and user account management of Provincial Departments.
<u>ENQUIRIES</u>	:	Mr R Mienie ☎ (021) 483-4031