



DATE OF ISSUE: 26 FEBRUARY 2010

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

PUBLIC SERVICE VACANCY CIRCULAR NO 08 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 **26 MARCH 2010**

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COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The vision of the Department of Cooperative Governance and Traditional Affairs is one of having a well co-ordinated system of government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to contact@pinpointone.co.za or fax to 086 694 9476 or post to PO Box 687, Saxonwold, 2132, Enquiries can be made by telephoning (011) 325 5101
- CLOSING DATE** : 12 March 2010
- NOTE** : Applications must be submitted on form Z83 (application form) obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified copies of qualifications. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application has been unsuccessful and we thank you for the interest shown in our Department. All shortlisted candidates will be subjected to preliminary security vetting and the successful candidate will be subjected to a full security clearance of "Top Secret". The successful candidate will also be expected to sign an annual performance agreement and declare his/her financial interest within one month of appointment and thereafter on annual basis.

MANAGEMENT ECHELON

- POST 08/01** : **HEAD: NATIONAL DISASTER MANAGEMENT CENTRE (DEPUTY DIRECTOR-GENERAL LEVEL): REF 01**
- SALARY** : An all-inclusive remuneration package of R 976 317 per annum. The package includes a basic salary (60% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE REQUIREMENTS** : Pretoria
A recognised postgraduate degree or equivalent qualification in Management, Development Studies, Environmental or Social Sciences. Extensive experience in a senior management position in disaster management or a risk-related field. In-depth knowledge of policy and legislation relevant to the disaster risk management function in South Africa. In-depth knowledge of the concept of disaster risk management. In-depth knowledge of the core philosophy of disaster risk reduction and mainstreaming risk reduction into development. Knowledge of project management methodologies. In-depth knowledge of Information Management and GIS. Leadership, management (people and financial) and communication skills. Knowledge of the functioning of Provincial and Local Government. Strong leadership and managerial skills. Advanced strategic planning, good financial and relationship management skills. Critical decision-making and high level of innovation and analytical skills.
- DUTIES** : The successful incumbent will be responsible for the overall efficient and professional management and administration of the implementation of disaster management in South Africa. She/he will be required to: Facilitate the development and implementation of disaster management as set out in the Disaster Management Act, No 57 of 2002 and the National Disaster Management Framework (including international liaison and co-operation, focusing on reducing the risk of disasters, mitigating the severity of disaster consequences, promoting emergency preparedness in respect of disasters and stimulating disaster management education, training and capacity building and research programmes), Establish prevention and mitigation (disaster risk reduction) as the core principles for disaster management, Facilitate South Africa's co-operation in international and regional disaster management, Facilitate the development and implementation of disaster management within national, provincial and municipal organs of State, Facilitate disaster management capacity building, training and education, Promote disaster management research. Facilitate the development

of a comprehensive information management and emergency communication system for disaster management. Facilitate the development and implementation of a comprehensive workable funding system for disaster management, and Manage and oversee the development and implementation of a policy on fire and rescue throughout South Africa.

ENQUIRIES

: Mr EI Africa on Tel no. 012 334 0830

DEPARTMENT OF DEFENCE

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

NOTE

: Applicants who do not receive confirmation or feedback within 3 (three) months as from the closing date for applications must accept that their applications were unsuccessful. Kindly note that, due to the expected large volume of applications to be processed receipt of applications will not be acknowledged. Successful candidates will be expected to obtain a Department of Defence (DOD) security clearance. Short-listed applicants from outside the Pretoria area who are invited and who attend the final selection boards in Pretoria will be reimbursed by this Department for actual transport and accommodation costs incurred by the candidates on condition that original specified invoices, accounts and cash slips are submitted with the claims. Transport expenses will be limited to the price of a bus ticket between the two points concerned and accommodation (meals inclusive) will be limited to realistic, actual expenses. Successful applicants from outside this Department will be appointed on probation for an initial period of 12 months. Should the probation report at the end of the period be positive, the appointment would be made permanent. Applications must be submitted on the prescribed form Z 83 (obtainable from any Public Service Department office), which must be originally signed by the applicant and which must indicate the date when it was signed. The Z 83 must also contain the correct name of the post as well as the correct post serial/reference number as indicated in the advertisement. Where more than one post in different geographic areas are advertised under the same serial number, applicants must clearly indicate which of the post(s) they are applying for by indicating the name of the city/town where the post is situated. Application form (Z 83) must indicate whether or not the applicant has been convicted of a criminal offence or have been dismissed from previous employment (refer part B. of the Z 83 form). The Z 83 must be accompanied by a detailed CV and originally certified true copies of educational qualification certificates as well as an originally certified true copy of the applicant's ID document. An originally certified true copy of the applicant's vehicle driver's license must also be attached if requested in the advertisement. Where computer literacy is stipulated as a requirement in the advertisement, originally certified true copies of certificates/reports to proof that the applicant has received formal computer training must be attached to the application. Copies of qualification certificates, ID documents, computer training certificates and driver's licenses must be originally certified as true copies on the face of the document – copies certified on the reverse side (back of the page) will not be accepted. Copies of previously certified copies will not be accepted. Applicants applying for more than one post must submit a separate form Z 83 (as well as the documentation mentioned above) in respect of each post being applied for. Should an application be received where an applicant applies for more than one post on the same application form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. It is accepted that the signing and submitting of an application is an agreement by the applicant that this Department may have the candidate's CV, qualifications, vehicle driver's license and criminal record verified. Fraudulent submissions may result in immediate disqualification/dismissal. Candidates who are short-listed and who receive invitations to attend the final selection boards and who require more information as to the requirements of the posts and what would be expected from the appointee, may request a copy of the Management Directive (Duty Sheet) from the persons indicated for enquiries in the advertisements. Applications received after the closing date will not be considered. Failure to comply with the above instructions or to not submit all the required documents will result in applications being disqualified.

MANAGEMENT ECHELON**POST 08/02**

: **DIRECTOR: CLUSTER MANAGEMENT USAGE: 305**
Policy, Strategy and Planning Division, Chief Directorate Defence Policy,
Directorate Defence Policy Formulation

SALARY : R615 633 total package
CENTRE : Armscor Building, Erasmuskloof.
REQUIREMENTS : Bachelors Degree but preferably Masters in Political Science Social, Strategic Studies, Defence, Economics or Journalism (NQF Level 6/7). Extensive experience will be an advantage. special requirements (skills needed): Knowledge of the DOD Culture. Strong administrative skills. Research-, analytical- & problem solving skills. Policy writing ability. Strategic capability & leadership. Financial management, people management and empowerment.

DUTIES : Provide strategic direction to the Directorate. Provide an internal support service to the Directorate. Provide an administrative support service wrt DOD cluster activities to the Secretary for Defence and C SANDF. Establish and maintain a cluster management system. Provide policy advice. Aligning defence policy with Government policy and statutory provisions. Monitor and review the implementation of defence policy.

ENQUIRIES : Mr N.C. Sendall, Tel: (012) 355-5553
APPLICATIONS : Applications may either be submitted through the post to: Department of Defence, D HR Acquisition, Private Bag X994, Pretoria, 0001 or may be hand-delivered to: Ms Anelé Taljaard, Room 401, 4th Floor, 218 Visagie Street, General Piet Joubert Building, Pretoria CBD.

CLOSING DATE : 22 March 2010 (Applications received after the closing date and faxed copies will not be considered).

NOTE : This is a permanent post and the incumbent must be prepared to sign a performance agreement as required for all SMS members; must be able to obtain a Secret clearance within a year after being appointed and must be in possession of a valid drivers license. Applicants should be willing to undertake a competency test.

OTHER POSTS

POST 08/03 : **ASSISTANT DIRECTOR: PERSONAL STAFF OFFICER USAGE 48**
The post is advertised in the DOD and broader Public Service.
Chief Director HR Strategic Direction & Policy

SALARY : R240 318 per annum
CENTRE : Armscor Building, Erasmuskloof, Pretoria
REQUIREMENTS : An appropriate, recognized 3-year degree/diploma or equivalent qualification plus relevant experience (NQF Level 6) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge and understanding of all public service laws and policies. Experience in the Human Resource environment will serve as an advantage. Special requirements/skills needed: Excellent communication, organizational, planning, writing skills and computer literacy. Must be able to obtain a confidential security clearance within a year.

DUTIES : Responsible for all documents coming in and out in the Chief Directorate. Responsible for dissemination and co-ordination of information to and from all directors in the Chief Directorate. Responsible for the consolidation of inputs e.g. Quarterly and Annual reports, Parliamentary and media enquiries from directors and development of documents before submission to higher bodies. Assist the Chief Director in managing performance agreements and financial disclosures of directors in the Chief Directorate. Ensure timeous submissions of business plans and performance against plans. Compile and control the Chief Directorate's budget, short, medium and long terms plans. Compilation of agenda, minutes and decisions of meetings chaired by the Chief Director. Co-ordinate and monitor personnel administration in the Chief Directorate. Monitor the Chief Director's budget and consolidate functional tasks.

ENQUIRIES : Dr M.L. Ledwaba, (012) 355-5275.
APPLICATIONS : Department of Defence & Military Veterans, D HR Acquisitions, Private Bag X994, Pretoria, 0001. Or may be hand delivered to Mrs Anelé Taljaard Room 401, 4th floor, 218 Visagie Street, General Piet Joubert Building, Pretoria, CBD.

CLOSING DATE : 26 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/04 : **ASSISTANT DIRECTOR: BUDGET MANAGEMENT (COSTING) USAGE 007**
The post is advertised in the DOD and broader Public Service.

Financial Management Division, Chief Directorate Budget Management,
Directorate Budget Control

- SALARY** : R240 318 per annum
CENTRE : Pretoria
REQUIREMENTS : Appropriate NQF Level 6 with financial, costing and IT subjects preferable. Extensive experience in resource management in Government of which experience as a senior state accountant or equivalent rank (costing, estimating, budgeting, expenditure control, personnel and logistics) will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Advanced computer skills in both MS Office and Database management. Reasoning-, mathematical-, analytical thinking- and problem solving ability essential. Proven ability to write effective reports. Able to work accurately under pressure and to travel. Proven ability to design, develop, implement and maintain a costing system in support of budgeting process. Ability to work effectively and very accurately with figures. Proven ability to do costing in terms of PFMA sec 38(1) (a). Analytical, innovative thinking ability, orientated towards teamwork, receptive to work related suggestions and ideas, decisive and persevering iro task finalisation. In possession of a valid DOD secret security clearance or able to obtain such a clearance within a year.
- DUTIES** : Assist the Deputy Director Armament Acquisition Budget in: establishing and managing of a comprehensive costing capability for the DOD. Managing, updating and maintaining the DOD Cost Database and Budgeting Guideline System. Managing and maintaining the Defence's Costing Policy, training DOD personnel in the utilisation of the DOD Cost Database and Budgeting Guideline System, developing costing techniques and guidelines for the DOD, costing of operations and of the Force Structure and submissions to National Treasury, designing, developing, implementing and maintaining a costing system in support of the budgeting process, attending and/or leading meetings, managing the Risk Register for the directorate, compiling and submitting a domestic budget for the section.
- ENQUIRIES** : Mr Arno Jordaan, tel: (012) 355-5848.
APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- CLOSING DATE** : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Short listed candidates will be subject to an interview and competency test.
- POST 08/05** : **ASSISTANT DIRECTOR: BUDGET MANAGEMENT USAGE 366**
The post is advertised in the DOD and broader Public Service.
- SALARY** : R240 318 per annum
CENTRE : Financial Management Division, Chief Directorate Budget Management, Budget Management Office Defence Secretariat (D Materiel Division FMO), Pretoria.
REQUIREMENTS : Appropriate B Degree or National Diploma with Finance related subjects (NQF Level 6) preferable. Proven project management experience will be a distinct advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Sound knowledge of estimating, budgeting and budget control as practised preferably in the Department of Defence (DOD) or in the Public Service plus appropriate experience. Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Well-developed reasoning-, mathematical-, analytical-, innovative thinking- and problem solving ability. Proven managerial skills and capabilities with good negotiating ability. Understanding and interpretation of financial prescripts and budgetary process of the State. Knowledge of the DOD's computerized Financial Management System (FMS) would serve as a very strong recommendation. Ability to interpret financial data and provide useful financial management information to clients. In possession of or able to obtain a DOD secret security clearance. Willing and able to travel outside the Pretoria area at short notice when required. Proven ability in conducting effective presentations and briefings to senior management. Proven

ability to lead and manage small teams. Ability to work effectively and very accurately with figures. Well developed verbal and written communication ability, good interpersonal relationships, adaptability and resourcefulness. Orientated towards teamwork but also able to operate individually. Decisive and persevering iro task finalization and able to work accurately under pressure. Must be able to obtain a confidential security clearance within a year.

DUTIES : Executing all budgeting and budget control duties and responsibilities as specified in the Public Finance Management Act (PFMA), the Treasury Regulations and the Budget Circulars and Practice Notes addressing both the domestic and corporate budget of the D Materiel Division FMO. Preparing budget management documentation as required by the Chief Financial Officer (CFO) and the submission of required financial reports. Formulation and managing of policy regarding the expenditure of the Budget Holder concerned. Managing of a valid, accurate and reliable Costing Database. Managing the re-allocation of budget allocations and income. Identification of exceptions for re-planning purposes. Requisitioning of roll-over funds. Rendering effective budgeting and financial advice to the client. Compiling and issuing of management directives to subordinate management staff. Compiling and executing an objective work programme. Effectively managing all personnel, assets and materiel resorting under his/her control. Implementing budget management policy and assisting in formulating guidance for all budgeting responsibilities concerned. Providing inputs for the maintenance of the policies on financial management and specifically the policies on budgeting and budget control in the DOD. Shortlisted candidates will be subject to an interview and competency testing.

ENQUIRIES : Mr P.B. Motaung tel: (012) 355-5656.
APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/06 : **ASSISTANT DIRECTOR USAGE 790**
The post is advertised in the DOD and broader Public Service.
Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments, Subsistence & Transport (S & T) Section

SALARY : R240 318 per annum
CENTRE : Pretoria.
REQUIREMENTS : Appropriate B Degree or National Diploma (NQF Level 6) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Thorough knowledge of the Public Finance Management Act (PFMA), Government Regulations, Treasury Instructions and other policies and prescripts applicable to the management and accounting of Subsistence and Transport (S&T) processes and claims. Thorough knowledge of mainframe computer systems such as the Financial Management System (FMS) and PERSOL/PERSAL as well as the Spreadsheets, Excel and PowerPoint microcomputer programs. Thorough knowledge, understanding, interpretation and the application of Financial policies and processes in the Public Service. Basic knowledge of the core processes including Debtor Management. Proven managerial skills and capabilities. Decisive and persevering iro task finalization and willing/able to work after hours when required. Must be able to obtain a confidential security clearance within a year.

DUTIES : Managing, overseeing and administering of Subsistence and Transport (S & T) claims and documentation iro all personnel in the Department of Defence (DOD). Drafting and submitting monthly reports to the Deputy Director Personnel Payments (DDPP) wrt the following tasks and responsibilities: declaration of outstanding amounts on main ledgers; finalisation of all S&T events; collection of outstanding amounts from salaries; successful execution of monthly and annual closures; correct administration of claims; reporting; investigating and following-up of all finance related irregularities; evaluating and maintaining the security measures on the system; training of all subordinates; general managing of subordinates, assets and materiel by the relevant managers; timely

finalisation of all audit queries. Reviewing/updating internal procedures, processes and policy concerning S&T within the DOD. Managing the maintaining and updating of the database of all related accounting and S&T related transactions, information and substantiating documentation on the mainframe as well as on internal computer systems and on file.

ENQUIRIES : Mr N.M. Pretorius tel: (012) 392-2352.
APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/07 : **ASSISTANT DIRECTOR: BUDGET MANAGEMENT USAGE 041**
The post is advertised in the DOD and broader Public Service.
Financial Management Division, Chief Directorate Budget Management, Budget Management Office ADA Fmn AM

SALARY : R240 318 per annum
CENTRE : Pretoria.
REQUIREMENTS : Appropriate B Degree or National Diploma with Finance related subjects (NQF Level 6) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Sound knowledge of estimating, budgeting and budget control as practised in the Department of Defence (DOD) or in the Public Service plus appropriate experience. Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Well-developed reasoning, mathematical, analytical and innovative thinking and problem solving ability. Proven managerial skills and capabilities with good negotiating ability. Understanding and interpretation of financial prescripts and budgetary process of the State. Knowledge of the computerized Financial Management System (FMS) would serve as a very strong recommendation. Ability to draft effective reports. In possession of or able to obtain a DOD secret security clearance. Willing and able to travel outside the Pretoria area at short notice when required. Proven ability in conducting effective presentations and briefings to senior management. Proven ability to lead and manage small to medium size teams. Ability to work effectively and very accurately with figures. Well developed verbal and written communication ability, good interpersonal relationships, adaptability and resourcefulness. Orientated towards teamwork but also able to operate individually. Decisive and persevering iro task finalization and able to work accurately under pressure. Must be able to obtain a confidential security clearance within a year.

DUTIES : Executing all budgeting and budget control duties and responsibilities as specified in the Public Finance Management Act (PFMA), the Treasury Regulations and the Budget Circulars and Practice Notes addressing both the domestic and corporate budget of the SA Army Training Formation (Army Trg Fmn). Preparing budget management documentation as required by the Chief Financial Officer (CFO) and the submission of required financial reports. Formulation and managing of policy regarding the expenditure of the Budget Holder concerned. Managing of a valid, accurate and reliable Costing Database. Managing the re-allocation of budget allocations and income. Identification of exceptions for re-planning purposes. Requisitioning of roll-over funds. Rendering effective budgeting and financial advice to the client. Compiling and issuing of management directives to subordinate management staff. Compiling and executing an objective work programme. Effectively managing all personnel, assets and materiel resorting under his/her control. Implementing budget management policy and assisting in formulating guidance for all budgeting responsibilities concerned. Providing inputs for the maintenance of the policies on financial management and specifically the policies on budgeting and budget control in the DOD.

ENQUIRIES : Mr Wimpie du Preez tel: (012) 355-1654.
APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be

- hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- CLOSING DATE** : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 08/08** : **ASSISTANT DIRECTOR: FINANCE SUPPORT (FMO SANDF) USAGE 014**
The post is advertised in the DOD and broader Public Service.
Financial Management Division, Chief Directorate Budget Management, Financial Management Office, SANDF
- SALARY** : R240 318 per annum
CENTRE : Pretoria, Erasmuskloof.
REQUIREMENTS : Appropriate B Degree or equivalent qualification with Finance related main subjects (NQF Level 6) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of Public Finance Management Act, National Treasury Regulations, Related DOD Policies and Instructions. Skills regarding Management, Business System Thinking, Policy Implementation, Finance management, Payments and Accounting, Information Management, Forecasting, Conceptual Thinking, Problem Solving, report writing and presentations. Strong written and verbal communication skills. Payments administration knowledge. Computer literate in Ms Office Packages. Proven written and verbal communication skills. HR Management skills. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Compile of the FMO Strategic Business Plan. Monitor execution of SBP. Maintenance of the organizational structure of the FMO SANDF. Managing of the staffing process in the SANDF. Facilitation of Fin ETD in the SANDF. Administration of personnel process for Finance officials in the SANDF. Managing of disciplinary process for Finance officials in the SANDF. Coordinating of the separation of Finance officials in the SANDF. Administration of contracts into goods, services and studies in the SANDF. Controlling of face value documents. Provision of HR maintenance services to Finance officials in the SANDF. Administration of the budget requirements for the FMO SANDF. Administration of purchases for the FMO SANDF. Controlling of internal telephone accounts for the FMO SANDF.
- ENQUIRIES** : Mr Ivan van der Walt, tel: (012) 355-5261.
APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- CLOSING DATE** : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 08/09** : **ASSISTANT DIRECTOR USAGE 011**
The post is advertised in the DOD and broader Public Service.
Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services and Related Payments, Regional Accounting Manager (RAM)
- SALARY** : R192 540 per annum
CENTRE : Northern Cape and Free State, Bloemfontein.
REQUIREMENTS : Appropriate B-degree or National Diploma (NQF Level 6) preferable. Successful completion of the Regional Accounting Manager's course, practical experience in the management of a DOD Finance Accounting Service Centre or a non-DOD Finance Office/Section will be a recommendation. Understanding/ interpretation/ application of Financial policies (e.g. State Tender Board regulations and contracts), and Accounting State Tender Board regulations and contracts), and Accounting processes. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate in MS Office software packages, DOD Financial Management System and DOD Persol System. Valid vehicle driver's license and willingness to travel extensively/regularly. Team-player, receptive to suggestions and focused on zero defect. Decisive and persevering iro task finalization. Must be able to obtain a confidential security clearance within a year.

- DUTIES** : Manage/supervise the functioning of all subordinates at FASCs and FASOs. Submit reports to the DSSRP wrt all functions executed at all subordinate FASCs and FASOs and the management of personnel, assets and materiel. Report, investigate and follow-up of all finance-related irregularities. Evaluate and maintain security measures. Train subordinates. Finalise audit queries timeously.
- ENQUIRIES APPLICATIONS** : Mr I. Dangor, tel: (012) 392-2890 or 392-2893.
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- CLOSING DATE** : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 08/10** : **SENIOR STATE ACCOUNTANT 3 POSTS USAGE 354, 355, 338**
The posts are advertised in the DOD and broader Public Service.
- SALARY CENTRE** : R161 970 per annum
: Financial Management Division, Chief Directorate Budget Management, Central Staff Financial Management Office, Pretoria. 2x posts at Budget Management Office HR Division. 1x post at Budget Management Office DFR FMO.
- REQUIREMENTS** : Appropriate B Degree or National Diploma with finance related subjects (NQF Level 6) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Knowledge of estimating, budgeting, expenditure control processes and the related programs on the Financial Management System (FMS). Being qualified to operate the FMS Information Centre (IC) application and to draft complex reports in this regard would be a strong recommendation. Thorough knowledge of expenditure control processes and related transactions on the FMS will be a distinct advantage. Ability to correctly interpret and apply policy. Skills: Well-developed verbal and written communication skills. Sound mathematical and problem solving ability. Ability to draft and present reports. In possession of or able to obtain a DOD confidential security clearance. Valid vehicle driver's license and willing and able to travel on short notice when required. Team-worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions/ideas and decisive/persevering iro task finalization. Effective HR and management skills. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Assisting with formulation and monitoring of compliance to internal controls and operational procedures. Assisting with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation. Assisting with the Financial Authorisation (FA) process. Preparing of monthly Early Warning Reports (EWR's). Assist in the re-allocation of funds. Participating in Expenditure Control Committee (ECC) meetings. Preparing of budget management reports for the client through the development of IC reports and graphic presentations. Assist in executing of budgeting processes as and when required. Conducting Preliminary Investigations (PI's) iro potential irregularities and compiling of reports for submitting to the client and the Chief Financial Officer (CFO). Managing and supervising all subordinates who resort under control of this post. Assist in the budgeting processes as and when required.
- ENQUIRIES APPLICATIONS** : Mr Vusi Thusi, tel: (012) 355-5805 or 355-5643.
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- CLOSING DATE** : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 08/11** : **SENIOR STATE ACCOUNTANT USAGE 033**
The post is advertised in the DOD and broader Public Service.

Financial Management Division, Chief Directorate Budget Management, Budget Management Office Defence Secretariat, Budget Management Office Defence Policy, Strategy & Planning Division

SALARY : R161 970 per annum
CENTRE : Pretoria
REQUIREMENTS : Appropriate B Degree or National Diploma with finance related subjects (NQF Level 6) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Knowledge of estimating, budgeting, expenditure control processes and the related programs on the Financial Management System (FMS). Being qualified to operate the FMS Information Centre (IC) application and to draft reports in this regard would be a strong recommendation. Thorough knowledge of expenditure control processes and related transactions on the FMS is recommended. Ability to correctly interpret and apply policy. Skills: Well-developed verbal and written communication skills. Sound mathematical and problem solving ability. Ability to draft and present effective reports. In possession of or able to obtain a DOD confidential security clearance. Valid vehicle driver's license and willing and able to travel on short notice when required. Team-worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions/ideas and decisive/persevering iro task finalization. Effective HR and management skills. Must be able to obtain a confidential security clearance within in a year.

DUTIES : Assisting with formulation and monitoring of compliance to internal controls and operational procedures. Assisting with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation. Assisting with the Financial Authorisation (FA) process. Preparing of monthly Early Warning Reports (EWR's). Assist in the re-allocation of funds. Participating in Expenditure Control Committee (ECC) meetings. Preparing of budget management reports for the client through the development of IC reports and graphic presentations. Assist in executing of budgeting processes as and when required. Conducting Preliminary Investigations (PI's) iro potential irregularities and compiling of reports for submitting to the client and the Chief Financial Officer (CFO). Managing and supervising all subordinates, materiel and assets resorting under control of this post. Assist in the budgeting processes as and when required.

ENQUIRIES : Mr Paxton Motaung, tel: (012) 355-5805.

APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/12 : **SENIOR STATE ACCOUNTANT USAGE 884**
The post is advertised in the DOD and broader Public Service.
Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments (DSSRP), Sub-Directorate Related (Supplier) Payments

SALARY : R161 970 per annum
CENTRE : Pretoria.
REQUIREMENTS : Appropriate B Degree or National Diploma (NQF Level 6) preferable. Successful completion of DSSRP-related Accounting Courses, practical experience in the management of a DOD Finance Accounting Service Centre or a non-DOD Finance Office/Section will be a recommendation. Understanding/interpretation/application of Financial policies (e.g. State Tender Board regulations and contracts), and related payment processes (e.g. processing of journals and clearing of suspense accounts). Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate in MS Office software packages, DOD Financial Management System and DOD Persol System. Valid vehicle driver's license and willingness to travel extensively/regularly. Team-

- player, receptive to suggestions and focused on zero defect. Decisive and persevering iro task finalization. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Ensuring timely payment of all invoices. Ensure that all payment documentation is 100% correct prior to payment. Report, investigate and follow-up of all finance related irregularities and statistics. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Evaluate and maintain security measures. Train, guide and develop subordinate personnel. Assist in investigating and answering audit queries. Manage personnel, assets and materiel.
- ENQUIRIES APPLICATIONS** : Mr Nollie Oosthuizen, tel: (012) 392-2417.
- CLOSING DATE** : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- CLOSING DATE** : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 08/13** : **SENIOR STATE ACCOUNTANT 2 POSTS USAGE 088, 089**
The posts are advertised in the DOD and broader Public Service.
- SALARY CENTRE** : R161 970 per annum
Financial Management Division, Chief Directorate Accounting, Directorate Central Accounts, Sub-Directorate Accounts Control, Pretoria.
- REQUIREMENTS** : Appropriate B degree or National Diploma (NQF Level 6) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate iro MS Office, MS Word and Excel. Prior knowledge of and ability to access the PERSOL/PERSAL as well as the Financial Management System (FMS) mainframe applications as used Department of Defence (DOD) or in the Public Service would serve as a very strong recommendation. Knowledge of and exposure to the prescribed processes and procedures wrt the compiling of Government financial statements would serve as a strong recommendation. Sound reasoning, mathematical and problem solving ability. Well developed verbal and written communication skills. Ability to effectively function as part of a team. Receptive to work related suggestions/ideas. Ability to effectively function under pressure. Positive, conscientious, trustworthy, loyal, decisive, persevering, motivated towards producing effective, efficient and correct work and aiming for zero defects. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Compiling financial statements; liaising and corresponding with the office of the Auditor General (AG), the National Treasury and the Arms of Service of the Department of Defence (DOD); controlling and reconciling Main Ledger Accounts; compiling monthly financial reports; acting as secretary for various meetings as and when required; ensuring that all non-negotiable deadlines are met; interpreting, formulating and coordinating Accounting policy in the DOD as prescribed in the Public Finance Management Act (PFMA), the Treasury Regulations (TR's) GRAP and GAAP; managing and supervising all personnel who resort under control of this post.
- ENQUIRIES APPLICATIONS** : Ms G.J. Maletswa, tel: (012) 392-2105.
Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- CLOSING DATE** : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 08/14** : **SENIOR STATE ACCOUNTANT USAGE 126**
The post is advertised in the DOD and broader Public Service.
- SALARY CENTRE** : R161 970 per annum
Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments, Salaries, Pretoria.

- REQUIREMENTS** : Appropriate B degree or National Diploma with Finance (Accounting) related subjects (NQF Level 6) preferable. Extensive prior learning in the managing of salaries and allowances (Payroll Management) will also be considered. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Experience/training in MS Office applications (MS Word and MS Excel). Knowledge of the effective utilisation of the PERSOL mainframe system in the Department of Defence (DOD) and/or the PERSAL system in other Government Departments would serve as a strong recommendation. Well-developed verbal and written communication skills. Ability to effectively function as part of a team. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Executing, controlling, accounting and managing of salary and allowance payments to members/employees of the Department of Defence (DOD).
- ENQUIRIES** : Mr G. Grove, tel: (012) 392-2325.
- APPLICATIONS** : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- CLOSING DATE** : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 08/15** : **SENIOR STATE ACCOUNTANT USAGE 172**
The post is advertised in the DOD and broader Public Service.
- SALARY** : R161 970 per annum
- CENTRE** : Financial Management Division, Chief Directorate Financial Control Services, Directorate Financial Control Services, Loss Administration Section, Pretoria.
- REQUIREMENTS** : Appropriate B degree or National Diploma (NQF Level 6) preferable. Prior learning and appropriate experience will also be considered. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel). Successful completion of formal course(s) relevant to the job content of this post would serve as a strong recommendation. Knowledge of the processes and procedures that are followed in the administration of losses in the Department of Defence (DOD) and/or the Public Service would be a very strong recommendation. Ability to correctly interpret and effectively apply financial policy and related prescripts. Good knowledge of the Public Finance Management Act (PFMA). Ability to analyse and correctly interpret loss reports submitted by clients in the Department of Defence (DOD). Skills: Well-developed verbal and written communication skills and ability to compile effective reports and statistics. Proven ability to effectively function as part of a large team, to effectively communicate with senior clients from the various Arms of Service, the different Divisions, bases and units within the DOD. Decisive and persevering iro task finalization with strong organizing and prioritizing ability. Creative with good interpersonal relationships and able and willing to operate under stress. In possession of a valid RSA vehicle driver's license. Being in possession of a valid DOD vehicle driver's license would serve as a strong recommendation. Team-worker, trustworthy, reliable and receptive to work-related suggestions/ideas. Effective supervisory and management skills and motivated towards training, developing and mentoring subordinates in the section. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Assist the Assistant Director Loss Admin in ensuring efficient, effective and economical management of the loss admin processes and systems and that proper internal controls wrt loss administration are implemented and continuously monitored. Ensuring that effective controls are in place to enable the detection and reporting of all losses of State funds/assets within the Department of Defence (DOD). Receiving and recording the detail of all losses in the DOD on the central losses database. Opening and maintaining of the prescribed registers on all reported losses. Ensuring that all administrative tasks and processes regarding losses are executed and finalized by the due dates. Timeously updating all active losses files. Ensuring that all losses files are correctly referenced ito the prescribed reference numbers and that proper internal Registry procedures and prescripts are adhered to. Collecting and analysing all

information/data on losses and reporting to the Assistant Director Loss Admin by means of regular statistics and management reports. Ensuring that losses files are effectively routed to the responsible personnel. Managing the checking and evaluating of loss reports, the rejection of invalid reports and the referral thereof to the sections concerned. Managing the updating of the Loss Reports database on Excel. Maintain and supervise an effective pending system to ensure that all non-finalised loss report files are held over and routed to the responsible personnel on the specific target dates. Regularly compiling and submitting of all prescribed weekly and monthly management reports. Manage and supervise all personnel under control of this post as far as leave, performance assessment, training, development and disciplinary matters are concerned. Effectively manage all assets and materiel resorting under control of this post.

- ENQUIRIES APPLICATIONS** : Mr S.M. Mangcotywa, tel: (012) 392-2574.
- Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- CLOSING DATE** : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 08/16** : **SENIOR STATE ACCOUNTANT USAGE 136**
The post is advertised in the DOD and broader Public Service.
- SALARY CENTRE** : R161 970 per annum
Financial Management Division, Chief Directorate Financial Services, Directorate Finance Support Services, Financial Management Information Support Section (FMISS). Pretoria.
- REQUIREMENTS** : Three year B degree or National Diploma (NQF L6). Recognition of prior learning will also be considered. Knowledge/experience: Thorough knowledge of microcomputer applications MS Word, MS Excel and Spreadsheets. Knowledge of and exposure to mainframe computer systems utilized in the Department of Defence (DOD) and/or the Public Service. Knowledge of the Financial Management System (FMS) would serve as an added advantage. Ability to effectively and correctly interpret and apply policy and regulations. Analytical and innovative thinking ability as well as problem solving skills. Ability to assist in compiling effective management and financial information related reports. Knowledge of and exposure to a formal FMISS environment. Knowledge of the Public Finance Management Act (PFMA). Ability to correctly interpret and apply policy. Skills: Excellent verbal and written communication skills with the ability to assist in the preparing and conducting of effective presentations to management and clients. Strongly orientated towards teamwork. In possession of a valid RSA vehicle driver's license (being in possession of a valid DOD vehicle driver's license would be a recommendation). Trustworthy, and reliable with good interpersonal relations. Receptive to work-related suggestions/ideas and decisive/persevering iro task finalization. Proven managerial capabilities. Being in possession of a valid DOD security clearance or proof that such application is in process would be a strong recommendation.
- DUTIES** : Assisting the Assistant Director in: the efficient and effective management of the FMS in accordance with policy, regulations and prescribed procedures as well as the monitoring of new developments on the mainframe and mini/macro financial computer systems for the Financial Management Division (FMD) in cooperation with the service providers; maintaining and administration of the FMS; the registering of DOD personnel as users on the FMS; the Finance Information Centre (IC) and SAVINFO registrations; the distribution couplings of registered users on the FMS; the general maintenance and enhancement of the FMS; regular updating of FMS procedure and related documents; preparing the prescribed management reports and statistics; rendering effective FMISS advice to the client; compiling an objective work programme. Effectively managing all personnel, assets and materiel resorting under his/her control. Serving on various committees and forums as and when required.
- ENQUIRIES APPLICATIONS** : Ms M.P. Molefe, tel: (012) 392-2526.
- Applications may either be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or may be hand-delivered to: Poynton building, Church Street between Bosman

and Schubart Streets, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/17 : **SENIOR STATE ACCOUNTANT USAGE 129**
The post is advertised in the DOD and broader Public Service.
Financial Management Division, Directorate Finance Support Services, Contract Admin Section

SALARY : R161 970 per annum
CENTRE : Pretoria.
REQUIREMENTS : Grade 12 certificate (NQF Level 4) preferable. Studying toward LLB (Law) degree is essential. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Good knowledge of Public Finance Management Act (PFMA), contract and State housing guarantee, management and administration processes will serve as a strong recommendation. Well based knowledge and experience of contract design, development and litigation processes. Computer literate – MS Word, Excell and PowerPoint. Analytical thinking ability and problem solving skills. Ability to apply legal principals, draft legal submissions, generate management information reports. Excellent communication skills, verbal and written. Management Skills. Valid code 8 drivers license. Military drivers license will serve as strong recommendation. Must be able to obtain a confidential security clearance within a year.

DUTIES : Liaison with clients, i.e. State Attorney, Private Attorneys, Government Departments, Private Sector. Contract development and litigation, effective application of legal procedures and principles wrt contracts analyzing and identifying legal questions. Obtaining legal information on statutes and policies and apply is on contract development. Management of staff compliment and office administration.

ENQUIRIES : Mr Peter Rabie, tel: (012) 392-2683/2681.
APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/18 : **SENIOR PERSONNEL PRACTITIONER USAGE 153**
The post is advertised in the DOD and broader Public Service.

SALARY : R161 970 per annum
CENTRE : Financial Management Division, Chief Directorate Financial Services, Directorate Finance Support Services, Career Management Section, Pretoria.

REQUIREMENTS : Appropriate B degree or National Diploma (NQF Level 6) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Thorough knowledge of the Code of Remuneration (CORE), the Public Service Regulations and related policy and prescripts. Fully literate in microcomputer applications MS Word, MS Excel and Power Point. Knowledge of and exposure to the PERSOL/PERSAL mainframe computer systems utilized in the Public Service or the Department of Defence (DOD) would serve as a very strong recommendation. Ability to effectively and correctly interpret and apply policy and regulations. Analytical and innovative thinking ability as well as problem solving skills. Ability to compile effective management and HR/Career Management related reports. Knowledge of and previous exposure to a formal HR management environment and the operating and utilization of the Career Management processes. Basic knowledge of the Finance Management Act (PFMA). Ability to correctly interpret and apply policy. Skills: Excellent verbal and written communication skills. Ability to prepare and conduct effective presentations and management reports. Strongly orientated towards teamwork. In possession of a valid RSA vehicle driver's license (being in possession of a valid DOD vehicle driver's license would be a strong recommendation). Trustworthy, and reliable with good interpersonal relations.

- Receptive to work-related suggestions/ideas and decisive/persevering iro task finalization. Proven supervisory and managerial capabilities. Being in possession of a valid DOD confidential security clearance or proof that such application is in process would serve as a strong recommendation.
- DUTIES** : Arrange and manage the process of filling of vacant Public Service Act (PSAP) posts in the Financial Management Division (FMD). Manage the Career Management processes for PSAP in the FMD. Manage the utilization of the establishment in the FMD. Arrange and manage the filling of newly created and restructured posts in the FMD. Obtain and provide HR and Career Management related statistics, data and reports to management on a monthly basis. Ensure the proper and effective training and development of all subordinate personnel. Monitoring and recording of data iro personnel losses (termination of service) as well as new appointments. Plan and manage the annual performance assessment process as well as the annual performance incentives process. Manage the evaluation (equate) process of posts and personnel concerned. Assist in managing the updating and amendment of the HR Plan of the FMD. Assist in drafting the annual HR Budget (LEGADIMA) for the FMD. Assisting in the regular updating of HR and Career Management related prescripts and instructions. Liaising with the managers of the different lines of business (Accounting, Budgeting and Support Services) iro HR and Career Management matters. Attend weekly and monthly meetings, forums and sessions. Participate in short, medium and long term planning. Update and maintain the Post List and Staffing Record of the FMD. Managing and supervising of all personnel resorting under control of this post.
- ENQUIRIES APPLICATIONS** : Mr L.P. Mofokeng tel: (012) 392-2539.
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- CLOSING DATE** : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 08/19** : **SENIOR STATE ACCOUNTANT: BUDGET MANAGEMENT 2 POSTS USAGE 034, 036**
The posts are advertised in the DOD and broader Public Service.
- SALARY CENTRE** : R161 970 per annum
: Financial Management Division, Chief Directorate Budget Management, Finance Management Office Joint Operations Division (J Ops Div). 1 x J Ops Div African Union Operations, Pretoria. 1 x J Ops Div Budget Control
- REQUIREMENTS** : Appropriate B degree or National Diploma with Finance related subjects (NQF Level 6) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Successful completion of Budget Management course(s) would serve as a strong recommendation. Knowledge of the Financial Management System (FMS) mainframe programs and the information centre would serve as a strong recommendation. Basic knowledge of Financial Policy as well as the Public Finance Management Act (PFMA) and Treasury Regulations (TR) and the ability to understand and interpret the policy is required. Good verbal and written communication skills and ability to draft effective reports and compile statistics. Proven computer literacy reports and compile statistics. Proven computer literacy in MS Word and power point and the ability to compile financial reports by means of Pivot tables and/or Access is required. Team worker, perseverance, loyalty, trustworthy, honest and receptive to work related suggestions and ideas. Ability to effectively function under pressure. Mathematical and problem solving abilities. Knowledge of the budgeting process and the basic command and control processes in the Department of Defence (DOD) would serve as a strong recommendation. Being in possession of a valid RSA vehicle driver's license is essential. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Assisting in the formulation and monitoring of compliance to internal controls and operational procedures. Assisting with budgeting and expenditure control as well as preparing the related documentation. Preparing the monthly Early Warning Reports. Assist in the re-allocation of funds. Participating in Budget Control

meetings. Preparing Budget Management reports for the client through the developing IC reports and graphic presentations. Compile reconciliation statements for operations and process claims for operational expenditure.

ENQUIRIES APPLICATIONS : Ms V.L. Fourie, tel: (012) 674-5430.

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

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

NOTE : Candidates may be subjected to an evaluation to prove their skills.

POST 08/20 : **SENIOR STATE ACCOUNTANT 3 POSTS USAGE 056, 021, 042**
These posts are advertised in the DOD and broader Public Service.

SALARY CENTRE : R161 970 per annum
Financial Management Division, Chief Directorate Budget Management, Budget Management Office SA Army, Pretoria. 1x post at Budget Management Office SA Army Infantry Formation. 1x post at Budget Management Office SA Army Artillery Formation. 1x post as Budget Management Office SA Army ADA Formation.

REQUIREMENTS : Appropriate B Degree or National Diploma with finance related subjects (NQF Level 6) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Knowledge of estimating, budgeting, expenditure control processes and the related programs on the Financial Management System (FMS). Being qualified to operate the FMS Information Centre (IC) application and to draft reports in this regard would be a strong recommendation. Thorough knowledge of expenditure control processes and related transactions on the FMS is recommended. Ability to correctly interpret and apply policy. Skills: Well-developed verbal and written communication skills. Sound mathematical and problem solving ability. Ability to draft and present effective reports. In possession of or able to obtain a DOD confidential security clearance. Valid vehicle driver's license and willing and able to travel on short notice when required. Team-worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions/ideas and decisive/persevering iro task finalization. Effective HR and management skills. Must be able to obtain a confidential security clearance within a year.

DUTIES : Assisting with formulation and monitoring of compliance to internal controls and operational procedures. Assisting with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation. Assisting with the Financial Authorisation (FA) process. Preparing of monthly Early Warning Reports (EWR's). Assist in the re-allocation of funds. Participating in Expenditure Control Committee (ECC) meetings. Preparing of budget management reports for the client through the development of IC reports and graphic presentations. Assist in executing of budgeting processes as and when required. Conducting Preliminary Investigations (PI's) iro potential irregularities and compiling of reports for submitting to the client and the Chief Financial Officer (CFO). Managing and supervising all subordinates, materiel and assets resorting under control of this post. Assist in the budgeting processes as and when required.

ENQUIRIES APPLICATIONS : Mr Johann du Preez, tel: (012) 355-1654 or 35-1277.

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

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/21 : **SENIOR STATE ACCOUNTANT USAGE 072**
The post is advertised in the DOD and broader Public Service.

SALARY : R161 970 per annum

- CENTRE** : Financial Management Division, Chief Directorate Budget Management, Budget Management Office SA Air Force, Base Support Systems Group Budget Management Office, Pretoria.
- REQUIREMENTS** : Appropriate B Degree or National Diploma with finance related subjects (NQF Level 6). Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Knowledge of estimating, budgeting, expenditure control processes and the related programs on the Financial Management System (FMS). Being qualified to operate the FMS Information Centre (IC) application and to draft reports in this regard would be a strong recommendation. Thorough knowledge of expenditure control processes and related transactions on the FMS is recommended. Ability to correctly interpret and apply policy. Skills: Well-developed verbal and written communication skills. Sound mathematical and problem solving ability. Ability to draft and present effective reports. In possession of or able to obtain a DOD confidential security clearance. Valid vehicle driver's license and willing and able to travel on short notice when required. Team-worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions/ideas and decisive/persevering iro task finalization. Effective HR and management skills. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Assisting with formulation and monitoring of compliance to internal controls and operational procedures. Assisting with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation. Assisting with the Financial Authorisation (FA) process. Preparing of monthly Early Warning Reports (EWR's). Assist in the re-allocation of funds. Participating in Expenditure Control Committee (ECC) meetings. Preparing of budget management reports for the client through the development of IC reports and graphic presentations. Assist in executing of budgeting processes as and when required. Conducting Preliminary Investigations (PI's) iro potential irregularities and compiling of reports for submitting to the client and the Chief Financial Officer (CFO). Managing and supervising all subordinates, materiel and assets resorting under control of this post. Assist in the budgeting processes as and when required.
- ENQUIRIES** : Mr Daan de Klerk, tel: (012) 312-2584 or 312-2286.
- APPLICATIONS** : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- CLOSING DATE** : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 08/22** : **SENIOR STATE ACCOUNTANT USAGE 013**
The post is advertised in the DOD and broader Public Service.
- SALARY** : R161 970 per annum
- CENTRE** : Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments (DSSRP), Finance Accounting Service Centres (FASC) and Finance Accounting Satellite Offices (FASO), FASC Potchefstroom.
- REQUIREMENTS** : Appropriate B Degree or National Diploma (NQF Level 6) preferable. Successful completion of DSSRP-related Accounting Courses, practical experience in the management of a DOD Finance Accounting Service Centre or a non-DOD Finance Office/Section. Understanding/interpretation/application of Financial policies (e.g. State Tender Board regulations and contracts), and related payment processes (e.g. processing of journals and clearing of suspense accounts). Applicants with prior learning, either by means of experience or alternative courses may also apply. Special Requirements (skills needed): Computer literate in MS Office software packages, DOD Financial Management System and DOD Persol System. Valid vehicle driver's license and willingness to travel extensively/regularly. Team-player, receptive to suggestions and focused on zero defect. Decisive and persevering iro task finalization. Must be able to obtain a confidential security clearance within a year.

- DUTIES** : Ensuring timely payment of all invoices. Ensure that all payment documentation is 100% correct prior to payment. Management of cash offices and – transactions. Management of Face Value Documents. Accounting of revenue, including Paymaster-General Accounts deposits. Execute control measures regarding the safekeeping of cash and payment of accounts. Report, investigate and follow-up of all finance related irregularities. Compile and submit the prescribed management reports, information and statistics. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Evaluate and maintain security measures. Train, guide and develop subordinate personnel. Assist in investigating and answering audit queries. Manage personnel, assets and materiel.
- ENQUIRIES** : Mr Igshaan Dangor, tel: (012) 392-2891.
- APPLCATIONS** : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- CLOSING DATE** : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 08/23** : **CHIEF ACCOUNTING CLERK USAGE 352**
The post is advertised in the DOD and broader Public Service.
- SALARY** : R130 425 per annum
- CENTRE** : Financial Management Division, Chief Directorate Budget Management, Central Staff Financial Management Office, Budget Management Office HR Division, Pretoria.
- REQUIREMENTS** : Appropriate B Degree or National Diploma with finance related subjects (NQF Level 6) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Knowledge of estimating, budgeting, expenditure control processes and the related programs on the Financial Management System (FMS). Being qualified to operate the FMS Information Centre (IC) application and to draft complex reports in this regard would be a strong recommendation. Thorough knowledge of expenditure control processes and related transactions on the FMS is recommended. Ability to correctly interpret and apply policy. Skills: Well-developed verbal and written communication skills. Sound mathematical and problem solving ability. Ability to draft and present reports. In possession of or able to obtain a DOD confidential security clearance. Valid vehicle driver's license and willing and able to travel on short notice when required. Team-worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions/ideas and decisive/persevering iro task finalization. Effective HR and management skills. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Assisting with formulation and monitoring of compliance to internal controls and operational procedures. Assisting with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation. Assisting with the Financial Authorisation (FA) process. Preparing of monthly Early Warning Reports (EWR's). Assist in the re-allocation of funds. Participating in Expenditure Control Committee (ECC) meetings. Preparing of budget management reports for the client through the development of IC reports and graphic presentations. Assist in executing of budgeting processes as and when required. Conducting Preliminary Investigations (PI's) iro potential irregularities and compiling of reports for submitting to the client and the Chief Financial Officer (CFO). Managing and supervising all subordinates who resort under control of this post. Assist in the budgeting processes as and when required.
- ENQUIRIES** : Mr Vusi Thusi, tel: (012) 355-5805 or 355-5643.
- APPLICATIONS** : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/24 : **CHIEF ACCOUNTING CLERK 4 POSTS USAGE 308, 313, 316, 373**
These posts are advertised in the DOD and broader Public Service.

SALARY CENTRE : R130 425 per annum
Financial Management Division, Chief Directorate Budget Management, Budget Management Office Corporate Staff. 1 x post at CMIS Div FMO, Pretoria. 1 x post at Military Police Division, Pretoria. 1 x post at Military Police Division, Potchefstroom. 1 x post at Cpln Gen FMO, Pretoria

REQUIREMENTS : Grade 12 certificate with Finance related subjects (NQF Level 4) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Recognition of prior learning may be considered. Knowledge/experience: Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Knowledge of estimating, budgeting, expenditure control processes and the related programs on the Financial Management System (FMS). Being qualified to operate the FMS Information Centre (IC) application and to draft programs in this regard would be a strong recommendation. Thorough knowledge of expenditure control processes and related transactions on the FMS strongly recommended. Ability to correctly interpret and apply financial policy and prescripts. Skills: Well-developed verbal and written communication skills. Sound mathematical and problem solving ability. Ability to draft and effectively present reports. In possession of or able to obtain a DOD confidential security clearance. Valid motor vehicle driver's license and willing and able to travel on short notice when required. Being in possession of a valid DOD motor vehicle driver's license would serve as a recommendation. Team-worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions/ideas and decisive/persevering iro task finalization. Effective supervisory skills. Must be able to obtain a confidential security clearance within a year.

DUTIES : Assisting the Budget Manager in: Monitoring and implementing of compliance to internal controls and operational procedures, budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation, the Financial Authorisation (FA) process, preparing of monthly Early Warning Reports (EWR's), the re-allocation of funds, preparing of budget management reports for the client through the development of IC reports and graphic presentations, executing of budgeting processes as and when required, conducting Preliminary Investigations (PI's) iro potential irregularities and compiling of reports for submitting to the client and the Chief Financial Officer (CFO). Participating in Expenditure Control Committee (ECC) meetings. Managing and supervising all subordinates and materiel resorting under control of this post.

ENQUIRIES APPLICATIONS : Mr Rexon Sidogi, tel: (012) 339-5110.
Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/25 : **CHIEF ACCOUNTING CLERK USAGE 850**
The post is advertised in the DOD and broader Public Service

SALARY CENTRE : R130 425 per annum
Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments, Sub-Directorate Corporate Payments, Pretoria.

REQUIREMENTS : Grade 12 certificate with Finance/Accounting related subjects (NQF Level 4) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Successful completion of DSSRP-related Accounting courses. Practical experience in the supervising of Accounting functions/tasks. Computer literate in MS Office software packages, DOD Financial Management Systems and DOD

- Persol System. Understanding/interpret/apply Financial policies (e.g. State Tender Board regulations and contracts), and related payment processes. Must be able to obtain a Top Secret security clearance within a year.
- DUTIES** :
- Ensure timely payment of invoices. Ensure that all payment documentation is 100% correct prior to payment. Manage/administrate cash advance accounts. Compile, verify and capture journal transactions. Manage Face Value Documents. Accounting of revenue, including Paymaster-General Account deposits. Execute control measures regarding the safekeeping of cash and payment of accounts. Report, investigate and follow-up all finance-related irregularities. Compile and submit the prescribed management reports, information and statistics. Ensuring the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Evaluate and maintain security measures. Train, guide and develop subordinate personnel. Finalise audit queries timeously. Manage personnel, assets and materiel.
- ENQUIRES APPLICATIONS** :
- Mr Andre Cordier, tel: (012) 392-2867.
- Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- CLOSING DATE** :
- 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 08/26** :
- CHIEF ACCOUNTING CLERK USAGE 119**
The post is advertised in the DOD and broader Public Service.
- SALARY CENTRE** :
- R130 425 per annum
Financial Management Division, Chief Directorate Accounting, Sub-Directorate Personnel Payments, Foreign Subsistence & Transport Section, Pretoria.
- REQUIREMENTS** :
- Grade 12 certificate with finance related subjects (NQF Level 4) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate regarding MS Office applications (MS Word, MS Excel and MS PowerPoint.) Working knowledge of the Financial Management System (FMS) and PERSOL/PERSAL mainframe programs would serve as a very strong recommendation. Knowledge of working with different foreign currencies and using Exchange Rates to compile a financial reconciliation between expenditures in foreign currencies and South African Rand is a prerequisite. Skills: Good verbal and written communication ability in English. Ability to effectively compile correct financial reports, submit returns and gather statistics. Very conscientious and motivated towards producing effective, efficient and correct work whilst always aiming for a zero defects environment. Valid vehicle driver's license recommended. Ability to function independently as well as in a team and to also function effectively under pressure. Trustworthy and reliable with well developed interpersonal skills. Ability to liaise and communicate effectively with all clients. Well developed mathematical and accounting skills. Well developed supervisory skills. Must be able to obtain a confidential security clearance within a year.
- DUTIES** :
- Verifying and executing Foreign Subsistence and Transport (S & T) claims, salaries and allowances for members and employees of the Department of Defence (DOD). Supervising, guiding and training of the accounting clerks resorting under control of this post. Compiling and controlling of Foreign S & T claims, Z59 and Mission Claims Register. Maintaining and updating of Advances and Claims Register, Addendum Register and the compiling of journals. Continuous monitoring that the signing of these documents takes place as prescribed. Approval of computer code documents wrt Foreign S & T. Handling of all Ministerial and Auditor-General enquiries wrt Foreign S & T in conjunction with the Senior State Accountant. Capturing and approving of all transactions on PERSOL and the Financial Management System (FMS). Ability to conduct effective presentations to senior management on Foreign S & T. Ability to look-up and print Management Information from PERSOL and FMS and to present it to Management.
- ENQUIRIES APPLICATIONS** :
- Mr L.T. Mahlanga, tel: (012) 392-2260.
- Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001.

In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/27 : **CHIEF ACCOUNTING CLERK USAGE 120**
The post is advertised in the DOD and broader Public Service

SALARY CENTRE : R130 425 per annum
Financial Management Division, Chief Directorate Accounting, Sub-Directorate Personnel Payments, Salaries Section, Pretoria.

REQUIREMENTS : Grade 12 certificate with Finance/Accounting related subjects (NQF Level 4) preferable. Extensive prior learning, preferably in an Accounting/Salaries environment will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Good knowledge of and experience in the use of computer systems, including MS Word and MS Excel. Experience in and good knowledge of the calculation and processing of salaries and allowances. Ability to effectively function as part of a team and to effectively act as supervisor of subordinates. Must be able to obtain a security clearance within a year.

DUTIES : Assisting the Senior State Accountant Salaries in executing the prescribed accounting processes related to the payment of salaries and allowances due to serving members/employees of the DOD.

ENQUIRIES APPLICATIONS : Mr G.J.R. Grove, tel: (012) 392-2325.
Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/28 : **CHIEF ACCOUNTING CLERK USAGE 175**
The post is advertised in the DOD and broader Public Service.

SALARY CENTRE : R130 425 per annum
Financial Management Division, Chief Directorate Financial Control Services, Directorate Financial Control Services, Loss Administration Section, Pretoria.

REQUIREMENTS : Grade 12 certificate with finance related subjects (NQF Level 4). Recognition of prior learning and appropriate experience may be considered. Knowledge/experience: Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Successful completion of formal course(s) relevant to the job content of this post would serve as a strong recommendation. Knowledge of the processes and procedures that are followed in the administration of losses in the Public Service would be a very strong recommendation. Ability to correctly interpret and effectively apply financial policy and related prescripts. Good knowledge of the Public Finance Management Act (PFMA). Ability to analyse and correctly interpret loss reports submitted by clients in the Department of Defence (DOD). Skills: Well-developed verbal and written communication skills and ability to compile effective reports and statistics. Proven ability to effectively function as part of a large team, to effectively communicate with senior clients from the various Arms of Service, the different Divisions, bases and units within the DOD. Decisive and persevering iro task finalization with strong organizing and prioritizing ability. Creative with good interpersonal relationships and able and willing to operate in a shared work environment (office) with other officials of a lower, equal or more senior rank. Possession of a valid RSA driver's license (being in possession of a valid DOD vehicle driver's license would serve as a recommendation). Team-worker, trustworthy, reliable and receptive to work-related suggestions/ideas. Effective supervisory skills and motivated towards training, developing and mentoring junior and senior clerks in the section

DUTIES : Ensure that internal controls wrt loss administration are monitored and implemented. Ensure that all administrative tasks are executed and finalized by the target dates. Maintaining control over the internal Registry office and ensure

that all incoming and outgoing correspondence, documents and files are effectively sorted, registered, filed and routed. Supervise the checking and evaluating of loss reports, the rejection of invalid reports and the referral thereof to the sections concerned. Manage and supervise the correct allocation of file reference numbers and the opening and up-keeping of separate files for each loss report case as well as the updating of the database on Excel. Ensure that the Excel database is regularly updated as soon as the Senior State Accountant has dealt with the loss reports. Maintain and supervise an effective pending system to ensure that all non-finalised loss report files are held over and routed to the Senior State Accountant or the Assistant Director on the specific target dates. Regularly compile and submit the prescribed weekly and monthly management reports. Manage and supervise all personnel under control of this post as far as leave, performance assessment, training, development and disciplinary matters are concerned. Effectively manage all assets and materiel resorting under control of this post.

- ENQUIRIES** : Mr S.M. Mangcotywa, tel: (012) 392-2574.
- APPLICATIONS** : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- CLOSING DATE** : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 08/29** : **CHIEF ACCOUNTING CLERK 2 POSTS USAGE 131, 132**
The post is advertised in the DOD and broader Public Service.
- SALARY** : R130 425 per annum
- CENTRE** : Financial Management Division, Directorate Finance Support Services, Contract Admin Section, Pretoria.
- REQUIREMENTS** : Grade 12 certificate (NQF Level 4) preferable. Prior learning in the field of contract development, litigation and administration will be a recommendation. Studying towards a LLB (Law) degree would serve as a strong recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (Skills needed): Good knowledge of the Public Finance Management Act (PFMA), contract and State housing guarantees, management and administration processes. Computer literate in MS Word. Analytical thinking ability. Ability to generate management information reports. Excellent communication skills, verbal and written. Client service orientated. Management skills. Valid code 8 drivers license. Military license will also serve as a strong recommendation. Must be able to obtain a security clearance within a year.
- DUTIES** : Contract/State Guarantee office management and administration. Liaison with clients i.e. State Attorney, Private Attorneys, Government Departments, Private Sector and the Public. Drafting of letters, management reports. Collecting/delivering legal documentation. Management of a Staff Compliment.
- ENQUIRIES** : Mr Peter Rabie, tel: (012) 392-2683/2681.
- APPLICATIONS** : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- CLOSING DATE** : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 08/30** : **PERSONNEL PRACTITIONER USAGE 202**
The post is advertised in the DOD and broader Public Service
- SALARY** : R130 425 per annum
- CENTRE** : Financial Management Division, Chief Directorate Financial Services, Directorate Finance Support Services, Career Management Section, Pretoria.
- REQUIREMENTS** : Appropriate B Degree or National Diploma (NQF Level 6) with appropriate experience in the Human Resources Management environment. Applicants with appropriate prior learning, either by means of experience or alternative courses, may also be considered. Special requirements (Skills needed): Proven ability of

understanding, interpreting and correctly applying policy, prescripts and regulations. Fully literate in the MS Word and MS Excel micro computer applications. Knowledge of the PERSOL and/or PERSAL mainframe computer systems would serve as a strong recommendation. Sound knowledge of the Public Service Regulations, Code of Remuneration (CORE), personnel acquisition and staffing guidelines, personnel movements (transfers) guidelines, acting allowance guidelines, long service awards guidelines as well as related instructions and prescripts. Proven ability to compile and draft effective reports and statistics. Excellent verbal and written communication skills. Very good interpersonal relations and proven ability to effectively and efficiently liaise and communicate with clients and management at different levels. Ability to compile and draft correct and effective submissions, letters, memorandums, agendas, minutes and other HR related correspondence and documents. Strongly orientated towards teamwork but also able to effectively operate independently. Persevering, loyal, trustworthy, honest and receptive to work-related suggestions/ideas. Proven ability to effectively function under pressure. Problem solving ability. Possession of a valid RSA vehicle driver's license is essential. Being in possession of a valid DOD vehicle driver's license would serve as an advantage.

DUTIES : Preparing and compiling post advertisements and arranging for the publication thereof. Managing the receiving, sorting and registering of post applications. Drafting guidelines for the staffing (selection) process. Managing the planning and timescales for short-listing boards and final staffing boards and keeping record of the status of the process. Act as HR representative and/or secretary at selection boards. Preparing staffing submissions and obtaining approval for appointments. Processing personnel movements (transfers) instructions. Processing lateral transfers (horizontal appointments). Processing applications for acting allowance. Processing requests for long service awards. Obtaining approval for personnel separation (termination of service). Attending meetings, forums and work sessions. Answering telephonic, personal and written enquiries. Monitoring of compliance of the section to internal controls and procedures. Training, mentoring and developing of subordinates. Ensuring that all career management files and documentation are safely kept for future enquiries and auditing. Managing all personnel, assets and materiel resorting under control of this post.

ENQUIRIES : Mr L.P. Mofokeng, tel: (012) 392-2539 or Ms Z. Slabbert, tel: (012) 392-2528.
APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/31 : **CHIEF ACCOUNTING CLERK 4 POSTS USAGE 019, 035, 054, 001**
 These posts are advertised in the DOD and broader Public Service.

SALARY : R130 425 per annum
CENTRE : Financial Management Division, Chief Directorate Budget Management, Budget Management Office SA Army, Pretoria. 1x post at Army Training Formation 2x posts at SA Army Infantry Formation 1x post at 43 SA Brigade, Wallmansthal

REQUIREMENTS : Grade 12 certificate with Finance related subjects (NQF Level 4) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Knowledge of estimating, budgeting, expenditure control processes and the related programs on the Financial Management System (FMS). Being qualified to operate the FMS Information Centre (IC) application and to draft programs in this regard would be a strong recommendation. Thorough knowledge of expenditure control processes and related transactions on the FMS strongly recommended. Ability to correctly interpret and apply financial policy and prescripts. Skills: Well-developed verbal and written communication skills. Sound mathematical and problem solving ability. Ability to draft and effectively present reports. In possession of or able to obtain a DOD confidential security clearance. Valid motor vehicle driver's license and willing and able to travel on short notice

when required. Being in possession of a valid DOD motor vehicle driver's license would serve as a recommendation. Team-worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions/ideas and decisive/persevering iro task finalization. Effective supervisory skills. Must be able to obtain a confidential security clearance within a year.

DUTIES : Assisting the Budget Manager in: Monitoring and implementing of compliance to internal controls and operational procedures, budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation, the Financial Authorisation (FA) process, preparing of monthly Early Warning Reports (EWR's), the re-allocation of funds, preparing of budget management reports for the client through the development of IC reports and graphic presentations, executing of budgeting processes as and when required, conducting Preliminary Investigations (PI's) iro potential irregularities and compiling of reports for submitting to the client and the Chief Financial Officer (CFO). Participating in Expenditure Control Committee (ECC) meetings. Managing and supervising all subordinates and materiel resorting under control of this post.

ENQUIRIES : Mr Johann du Preez, tel: (012) 355-1654.
APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/32 : **CHIEF ACCOUNTING CLERK USAGE 071**
The post is advertised in the DOD and broader Public Service.

SALARY : R130 425 per annum
CENTRE : Financial Management Division, Chief Directorate Budget Management, Management Office SA Air Force, Budget Management Office Base Support Systems Gp, Pretoria.

REQUIREMENTS : Grade 12 certificate with Finance related subjects (NQF Level 4) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate and skilled in Word Processing (MS Word) and Spreadsheets (Excel) and Power Point. Knowledge of estimating, budgeting, expenditure control processes and the related programs on the Financial Management System (FMS). Being qualified to operate the FMS Information Centre (IC) application and to draft programs in this regard would be a strong recommendation. Thorough knowledge of expenditure control processes and related transactions on the FMS strongly recommended. Ability to correctly interpret and apply financial policy and prescripts. Skills: Well-developed verbal and written communication skills. Sound mathematical and problem solving ability. Ability to draft and effectively present reports. In possession of or able to obtain a DOD confidential security clearance. Valid motor vehicle driver's license and willing and able to travel on short notice when required. Being in possession of a valid DOD motor vehicle driver's license would serve as a recommendation. Team-worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions/ideas and decisive/persevering iro task finalization. Effective supervisory skills. Must be able to obtain a confidential security clearance within a year.

DUTIES : Assisting the Budget Manager in: Monitoring and implementing of compliance to internal controls and operational procedures, budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation, the Financial Authorisation (FA) process, preparing of monthly Early Warning Reports (EWR's), the re-allocation of funds, preparing of budget management reports for the client through the development of IC reports and graphic presentations, executing of budgeting processes as and when required, conducting Preliminary Investigations (PI's) iro potential irregularities and compiling of reports for submitting to the client and the Chief Financial Officer (CFO). Participating in Expenditure Control Committee (ECC) meetings. Managing and supervising all subordinates and materiel resorting under control of this post.

ENQUIRIES : Mr Daan de Klerk, tel: (012) 312-2584/2286.

APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/33 : **SENIOR ACCOUNTING CLERK GR III USAGE 300**
The post is advertised in the DOD, boarder Public Service and Media (flyers).

SALARY CENTRE : R105 645 per annum
Financial Management Division, Chief Directorate Budget Management, Corporate Staff Financial Management Office, Pretoria.

REQUIREMENTS : Grade 12 certificate with Finance/Accounting related subjects (NQF Level 4) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate in MS Word packages including Word Processing and Spreadsheets. Basic knowledge of the Financial Management System (FMS) mainframe computer program and the Public Finance Management Act (PFMA) will serve as a strong recommendation. Well developed verbal and written skills and ability to draft effective reports and statistics. Team worker, perseverance, loyalty, trustworthy, honest and aiming for zero defects. Sound reasoning, mathematical and problem solving ability. Successful completion of Budget Management courses would serve as a strong recommendation. Possess a valid DOD confidential security clearance or proof that an application for such clearance will be successful. Possess a valid RSA vehicle driver's license. Must be able to obtain a confidential security clearance within a year.

DUTIES : Assist in maintaining expenditure information, historical information and statistics for Budget Manager Assist in preparing a variety of financial/budgetary reports and statistics, manage an effective internal Registry for incoming/outgoing correspondence and maintain a filing system for the Budget Manager. Collect/deliver budget related documentation from and to other divisions, formations, directorates and sections. Assist management wrt general administrative functions at the Budget Management Office (BMO) including acting as Secretary during Budget Control Committee (BCC) meetings

ENQUIRIES APPLICATIONS : Mr Rexon Sidogi, tel: (012) 339-5110.

CLOSING DATE : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/34 : **SENIOR ACCOUNTING CLERK GR III USAGE 854**
The post is advertised in the DOD, broader Public Service and Media (flyers).

SALARY CENTRE : R105 645 per annum
Financial Management Division, Chief Directorate Budget Management, Defence Intelligence Division (Int Div) BMO, Pretoria.

REQUIREMENTS : Grade 12 certificate with Finance/Accounting related subjects (NQF Level 4) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate in MS Word packages including Word Processing and Spreadsheets. Basic knowledge of the Financial Management System (FMS) mainframe computer program and the Public Finance Management Act (PFMA) will serve as a strong recommendation. Well developed verbal and written skills and ability to draft effective reports and statistics. Team worker, perseverance, loyalty, trustworthy, honest and aiming for zero defects. Sound reasoning, mathematical and problem solving ability. Successful completion of Budget Management courses would serve as a strong recommendation. Possess a valid DOD confidential security clearance or proof that an application for such clearance will be successful. Possess a valid RSA vehicle driver's license.

- DUTIES** : Assist in maintaining expenditure information, historical information and statistics for Budget Manager Defence Intelligence Division (BM Def Int Div). Assist in preparing a variety of financial/budgetary reports and statistics, manage an effective internal Registry for incoming/outgoing correspondence and maintain a filing system for BM Def Int Div. Collect/deliver budget related documentation and to other divisions, formations, directorates and sections. Assist management wrt general administrative functions at the Budget Management Office (BMO) including acting as Secretary during Budget Control Committee (BCC) meetings and Order Group meetings. Prepare and compile budgetary and expenditure control documentation, eg expenditure graphs, expenditure reports, monthly financial reports, Financial Authority (FA) documents and motivations. Maintain a register of fund re-allocations and FA applications as well as updating the database on the Financial Management System (FMS). Assist in the process of preparing monthly Early Warning Reports (EWR's). Assist in the drafting and finalization of Reconciliation Statements.
- ENQUIRIES** : Mr R.J. Hammill, tel: (012) 315-0221.
- APPLICATIONS** : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- CLOSING DATE** : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 08/35** : **SENIOR ACCOUNTING CLERK GR III USAGE 903**
The post is advertised in the DOD, broader Public Service and Media (flyers).
- SALARY** : R105 645 per annum
- CENTRE** : Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments, Sub-Directorate Corporate Payments (Int Div), Pretoria.
- REQUIREMENTS** : Grade 12 certificate with Finance/Accounting related subjects (NQF Level 4) preferable. Practical experience in the execution of Accounting functions/tasks 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 in MS Office software packages, DOD Financial Management Systems and DOD Persol System. Understanding/interpret/apply Financial policies (e.g. State Tender Board regulations and contracts), and related payment processes. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Process timely payment of invoices. Ensure that all payment documentation is 100% correct prior to payment. Administration of cash advance accounts. Compile and capture journal transactions. Administrate Face Value Documents. Administrate Paymaster-General Account deposits. Execute control measures regarding the safekeeping of cash and payment of accounts. Report, investigate and follow-up all finance-related irregularities. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Evaluate and maintain security measures. Manage personnel, assets and materiel.
- ENQUIRIES** : Mr Andre Cordier, tel: (012) 392-2867.
- APPLICATIONS** : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- CLOSING DATE** : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 08/36** : **SENIOR ACCOUNTING CLERK GR III USAGE 296**
The post is advertised in the DOD, broader Public Service and Media (flyers).
- SALARY** : R105 645 per annum
- CENTRE** : Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments, Sub-Directorate Supplier Payments, Pretoria.

- REQUIREMENTS** : Grade 12 certificate with Finance/Accounting related subjects (NQF Level 4) preferable. Practical experience in the execution of accounting functions/tasks 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 in MS Office software packages, DOD Financial Management Systems and DOD Persol System. Understanding/interpret/apply Financial policies (e.g. State Tender Board regulations and contracts), and related payment processes. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Process timely payment of invoices. Ensure that all payment documentation is 100% correct prior to payment. Compile and capture journal transactions. Report, investigate and follow-up all finance-related irregularities. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Evaluate and maintain security measures. Manage personnel, assets and materiel.
- ENQUIRIES** : Mr Nollie Oosthuizen, tel: (012) 392-2417.
- APPLICATIONS** : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- CLOSING DATE** : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 08/37** : **SENIOR ACCOUNTING CLERK GR III 4 POSTS USAGE 032, 045, 054, 038**
These posts are advertised in the DOD, broader Public Service and Media (flyers).
- SALARY** : R105 645 per annum
- CENTRE** : Financial Management Division, Chief Directorate Accounting, Directorate Central Accounts, Sub-Directorate Debtors Accounts, Debtors Accounts Office, Pretoria. 3 x posts at Debtors Accounts Office, Pretoria. 1 x post at Debtors Accounts Office, Bloemfontein.
- REQUIREMENTS** : Grade 12 certificate with Finance/Accounting related subjects (NQF Level 4) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate iro MS Office, MS Word and Excel. Prior knowledge of the PERSOL/PERSAL mainframe applications and programs as used in the Public Service and/or the Department of Defence (DOD) would be a strong recommendation. Basic knowledge of and exposure to the prescribed processes and procedures wrt the collection, recording and management of departmental debt in the Public Service and the related accounting transactions and actions. Reasoning, mathematical and problem solving ability. Ability to effectively communicate with clients/debtors. Positive, creative, trustworthy, loyal, sound judgmental ability and aiming for zero defects. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Assisting the Chief Accounting Clerk Debtors Accounts with: Rendering support and assistance in controlling and maintaining current and new Departmental debt in the DOD. Regularly implementing actions to recover outstanding debt from ex members of the SA National Defence Force (SANDF), Public Service Act personnel (PSAP) and private institutions. Implementing and maintaining processes to effectively control Departmental debt. Checking, controlling, registering and processing outgoing correspondence and all related accounting transactions. Liaising and corresponding with the State Attorney's office. In-post training of other Accounting Clerks in the section. Implementing effective actions and processes to ensure that deadlines are met and that Departmental debt is recovered. Constant collaborating, liaising and communicating with the Chief Accounting Clerk in control of the section. Strict application of the prescripts contained in the Public Finance Management Act (PFMA), Treasury Regulations (TR's) and other applicable instructions. Recording, filing and safeguarding of all Debtors administration related documentation and information for future reference and audit purposes.
- ENQUIRIES** : Ms Corrie van den Berg, Tel: (012) 392-2759.
- APPLICATIONS** : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001.

In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/38 : **SENIOR ACCOUNTING CLERK GR III USAGE 799**
The post is advertised in the DOD, broader Public Service and Media (flyers).

SALARY : R105 645 per annum
CENTRE : Financial Management Division, Chief Directorate Accounting, Directorate Central Accounts, Sub-Directorate Accounts Control, Pretoria.

REQUIREMENTS : Grade 12 certificate with Finance related subjects (NQF Level 4) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Knowledge of Financial Management Systems (FMS), able to access the PERSOL system and MS Word and Excel literate. Reasoning, mathematical and problem solving ability. Computer literate iro MS Office, MS Word and Excel. Knowledge and/or previous experience of the compiling of Government financial statements will be a recommendation. Ability to effectively function as part of teams, receptive to work-related suggestions/ideas and able to effectively function under pressure. Positive, creative, trustworthy, loyal, sound judgmental ability and aiming for zero defects. Must be able to obtain a confidential security clearance within a year.

DUTIES : Assisting in the compiling of financial statements up to Cash Flow and Appropriation Statement stage. Liaise and correspond with Auditor General (AG) National Treasury and the Arms of Service in the Department of Defence (DOD) as and when instructed by supervisor/manager. Assist in controlling and reconciling Main Ledger Accounts in the Trial Balance. Assist in compiling monthly financial reports. Assist in arranging various meetings as and when required. Ensure that non-negotiable deadlines are met. Assist in co-ordinating accounting processes in order to ensure effective, efficient and correct accounting in accordance with State prescripts.

ENQUIRIES : Ms C.J. Maletswa, tel: (012) 392-2105.
APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/39 : **SENIOR ACCOUNTING CLERK GR III USAGE 139**
The post is advertised in the DOD, broader Public Service and Media (flyers).

SALARY : R105 645 per annum
CENTRE : Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments, Accounts & Distribution Section, Pretoria.

REQUIREMENTS : Grade 12 certificate with Finance/Accounting related subjects (NQF Level 4) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Being course qualified in Expenditure Control, Financial Administration and Accounting in the Public Service would serve as a strong recommendation. Computer literate iro MS Office, MS Word and Excel. Prior knowledge of and ability to access the PERSOL/PERSAL as well as the Financial Management System (FMS) mainframe applications as used Department of Defence (DOD) or in the Public Service would serve as a strong recommendation. Ability to understand, interpret and correctly apply basic financial policy. Basic knowledge of the Public Finance Management Act (PFMA). Basic knowledge of or exposure to the prescribed processes and procedures wrt the administration of salaries, final payments and recovery. Good reasoning and mathematical ability. Well developed verbal and written communication skills and ability to compile basic reports and statistics. Ability to function well as part of a team, receptive to work related suggestions and ideas. Positive, creative, trustworthy, loyal and able to effectively function under pressure. Aiming for zero defects. Possession of a valid DOD vehicle

- driver's license would serve as a strong recommendation. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Rendering of an effective administrative and clerical service for the section. Answering and following up of personal and telephonic enquiries from clients. Assisting in implementing and maintaining procedures and processes to manage and control incoming and outgoing correspondence. Maintaining an effective registry and filing system for the section by registering and distributing correspondence, documentation and files. Collecting/delivering documentation and files from/to other directorates, sections and offices. Assist in general administrative functions and tasks in the section. Liaising with other Government departments as well as Arms of Service, divisions, formations, bases and units within the Department of Defence (DOD) wrt enquiries, returns and schedules concerning the section. Assisting with the in-post training of other Accounting Clerks in the section. Constant collaborating, liaising and communicating with the Chief Accounting Clerk in control of the section.
- ENQUIRIES** : Mr Victor Mtengwane, Tel: (012) 392-2110.
- APPLICATIONS** : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- CLOSING DATE** : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 08/40** : **SENIOR ACCOUNTING CLERK GR III 5 POSTS USAGE 156, 170, 152, 150, 147**
These posts are advertised in the DOD, broader Public Service and Media (flyers).
- SALARY** : R105 645 per annum
- CENTRE** : Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments, Subsistence & Transport (S & T) Section. 4 x posts in Pretoria. 1x post in Simon's Town.
- REQUIREMENTS** : Grade 12 certificate with Finance/Accounting related subjects (NQF Level 4) preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate iro MS Office, MS Word and Excel. Prior knowledge of and ability to access the PERSOL/PERSAL as well as the Financial Management System (FMS) mainframe applications as used Department of Defence (DOD) or in the Public Service. Ability to understand, interpret and correctly apply basic financial policy. Basic knowledge of the Public Finance Management Act (PFMA). Basic knowledge of and exposure to the prescribed processes and procedures wrt the administration of S & T claims and the related accounting transactions and actions. Reasoning, mathematical and problem solving ability. Ability to effectively communicate with clients and officers in the DOD. Well developed verbal and written communication skills and ability to compile effective reports and statistics. Ability to function well as part of a team, receptive to work related suggestions and ideas. Positive, creative, trustworthy, loyal, sound judgmental ability, able and willing to initiate self development by means of further training. Continuously aiming for zero defects. Possession of a valid DOD vehicle driver's license would be a strong recommendation. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Receiving, registering, checking and controlling of S & T claims from DOD directorates, bases, units and HR Support Satellite Offices prior to approval. Assisting in providing written and verbal feedback to clients wrt S & T claims, informing and advising clients as to S & T policy, prescripts and procedures. Liaising and communicating with HR Support Satellite Managers. Assisting in compiling and preparing reports and statistics. Assist management in general administrative functions and tasks in the section, analyzing and interpreting new policy, researching and developing existing systems and processes. Assist in ensuring effective, efficient and correct accounting of S & T in accordance with State prescripts. Collecting and delivering documentation and files from/to other directorates and sections. Checking, controlling, registering and processing correspondence and all related accounting transactions. Assisting with the in-post training of other Accounting Clerks in the section. Constant collaborating,

liaising and communicating with the Chief Accounting Clerk in control of the section. Strict application of the prescripts contained in the Public Finance Management Act (PFMA), Treasury Regulations (TR's) and other applicable instructions. Recording, filing and safeguarding of all S & T administration related documentation and information for future reference and audit purposes.

ENQUIRIES : Ms Hettie van den Bergh, Tel: (012) 392-2265.

APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/41 : **SENIOR ACCOUNTING CLERK GR III USAGE 166**
The post is advertised in the DOD, broader Public Service and Media (flyers).

SALARY : R105 645 per annum

CENTRE : Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments, Miscellaneous Payments, Pretoria.

REQUIREMENTS : Grade 12 certificate with Finance/Accounting related subjects (NQF Level 4) preferable. Previous experience/knowledge of calculation and processing of salaries and allowances would be a strong recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Reasoning, mathematical and problem solving ability. Knowledge of PERSOL/PERSAL mainframe computer systems would serve as strong recommendation. Computer literate in MS Office. Well developed verbal and written communication skills. Ability to effectively function as part of a team, receptive to work related suggestions and ideas. Positive, creative, trustworthy, loyal, sound judgmental ability, able and willing to initiate self development by means of further training. Continuously aiming for zero defects. Possession of a valid DOD vehicle driver's license would be a strong recommendation. Must be able to obtain a confidential security clearance within a year.

DUTIES : Execution of prescribed accounting processes related to payments of benefits due to ex members/employees as well as serving member of the Dept of Defence. Calculation and accounting of benefits due to ex members/employees as well as serving members/employees of the DOD. Calculation and recovery of overpayments. Collaboration and communication with the Chief Account Clerk Final Payments.

ENQUIRIES : Ms Hettie van den Bergh, Tel: (012) 392-2265.

APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/42 : **SENIOR ACCOUNTING CLERK GR III 2 POSTS USAGE 174, 176**
These posts are advertised in the DOD, broader Public Service and Media (flyers).

SALARY : R105 645 per annum

CENTRE : Financial Management Division, Chief Directorate Accounting, Sub-Directorate Personnel Payments, Final Payments Section, Pretoria.

REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate with Finance related subjects (NQF Level 4) preferable. Previous salary administration experience and of the calculation and processing of salaries and allowances would serve as a strong recommendation. Applicants with prior learning, either by means of experience or alternative courses, may also be considered. Special requirements (skills needed): Ability of interpreting, understanding and correctly applying Financial policy and prescripts. Knowledge of the Financial Management System (FMS) and the PERSOL mainframe computer systems used in the Department of Defence (DOD), would serve as a strong recommendation. Literate in MS Word

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

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

ENQUIRIES : Ms J.M. Bennett, tel: (012) 392-2135 or Ms S. Bezuidenhout, (012) 392-2117
APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/43 : **SENIOR ACCOUNTING CLERK GR III USAGE 199**
 The post is advertised in the DOD, broader Public Service and Media (flyers).

SALARY : R105 645 per annum
CENTRE : Financial Management Division, Chief Directorate Accounting, Sub-Directorate Personnel Payments, Salaries Section, Pretoria.

REQUIREMENTS : Grade 12 certificate, preferably with Finance/Accounting related subjects or a Grade 10 certificate (NQF Level 2 – 4) plus extensive prior learning, preferably in an Accounting environment. Applicants with prior learning, either by means of experience or alternative courses, may also be considered. Special requirements (skills needed): General knowledge of and experience in the use of computer systems in the Department of Defence (DOD), the Public Service or elsewhere, including MS Word and MS Excel, would serve as a strong recommendation. Previous experience and/or knowledge of the calculation and processing of salaries and allowances would serve as a strong recommendation. Skills: Well developed verbal and written communication skills in English. Very conscientious and motivated towards producing effective, efficient and correct work whilst always aiming for a zero defects environment. Ability to effectively function as part of a team. Trustworthy and reliable, receptive to work related suggestions/ideas, decisive and persevering iro task finalisation and able to function effectively under pressure. Must be able to obtain a confidential security clearance within a year.

DUTIES : Executing the prescribed accounting processes related to the payment of salaries and allowances due to serving members/employees of the DOD. Calculating and capturing of deployment allowances as and when requested by Human Resource Management and as agreed to by Directorate Personnel Payments (DPP). Administrating the total function regarding the certification of the schedule name lists of all units/bases in the DOD and the presentation

thereof to the Accounting Officer. Ensuring constant collaboration and communication with the Chief Accounting Clerk (CAC) Personnel Payments (Salaries) regarding all functions coupled to this post. Executing HR and administration related tasks in collaboration with the CAC.

ENQUIRIES : Ms M.M. Botha, tel: (012) 392-2002.

APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/44 : **PRINCIPAL DATA TYPIST GR II USAGE 815**
The post is advertised in the DOD, broader Public Service and Media (flyers).

SALARY : R105 645 per annum

CENTRE : Financial Management Division, Chief Directorate Accounting, Sub-Directorate Personnel Payments, Pretoria.

REQUIREMENTS : Preferably a Grade 12 certificate or a Grade 10 certificate (NQF Level 2 – 4) with extensive prior learning, preferably in a data capturing/computer environment. Previous experience/knowledge of data capturing would be a strong recommendation. Applicants with prior learning, either by means of experience or alternative courses, may also be considered. Special requirements (skills needed): Sound reasoning, mathematical and problem solving ability. Literate in MS Word and MS Excel. Well developed verbal and written communication skills in English. Very conscientious and motivated toward producing effective, efficient and correct work and always aiming for a zero defect environment. Must be able to obtain a confidential security clearance within a year.

DUTIES : Execution of prescribed data typing processes related to all payroll transactions including subsistence & travel transaction and other ad hoc related transactions for serving officials in the DOD as well as transactions related to final payments regarding DOD officials leaving the service of the Department. Balancing and verifying of all batches regarding to data captured onto the payroll system of the DOD. Ensuring all data captured onto the payroll system is verified and confirmed by another person with the same rank. Constant collaboration and communication with the supervisor allocated to the post regarding all functions coupled to the post. Execution of all Human Resource and administrative related tasks in collaboration with the supervisor allocated to the post. Distributing all related schedules received from SITA (PERSOL system) to the responsible DPP section.

ENQUIRIES : Ms G.A. Joubert, tel: (012) 392-2180.

APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/45 : **SENIOR ADMINISTRATION CLERK GR III USAGE 201**
The post is advertised in the DOD, broader Public Service and Media (flyers).

SALARY : R105 645 per annum

CENTRE : Financial Management Division, Directorate Financial Control Services, Compliance Management, Pretoria.

REQUIREMENTS : Grade 12 (NQF Level 4) preferable. Applicants with prior learning, either by means of experience or alternative courses, may also be considered. Special requirements (skills needed): Well-developed verbal as well as written communication skills. Thorough knowledge of computer systems in the DOD, specifically MS Word and Excel. Mainframe computer literate, PERSOL/PERSAL. Ability to compile and draft effective minutes. Loyal and strongly orientated towards teamwork, ability to operate independently. Valid drivers license. Willing and able to travel to other units, bases and sections

outside Pretoria area on short notice. Must be able to obtain a confidential security clearance within a year.

DUTIES : Establish and maintain a system for general office administration. Manage incoming and outgoing correspondence. Act as secretary for the monthly sub-directorate staff meeting. Consolidate the section's Performance against plan. Execute budget management tasks for the section. Execute the Supply Chain Management of the section. Act as the inventory holder for the section. Consolidate and manage the work attendance and leave system for the section. Manage and control the movement of the section's military vehicle. Manage the collection and payment of the telephone accounts for the section.

ENQUIRIES APPLICATIONS : Ms T.A. Masingi, Tel: (012) 355-5980.

CLOSING DATE : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/46 : **SENIOR ACCOUNTING CLERK GR III USAGE 149**
The post is advertised in the DOD, broader Public Service and Media (flyers).

SALARY CENTRE : R105 645 per annum
Financial Management Division, Directorate Finance Support Service, Contract Admin Section, Pretoria.

REQUIREMENTS : Grade 12 certificate (NQF Level 4) preferable. Studying towards a LLB (Law) degree would serve as a strong recommendation. Prior learning in the field of contract development, litigation and administration will also be considered. Applicants with prior learning, either by means of experience or alternative courses, may also be considered. Special requirements (skills needed): Good knowledge of the Public Finance Management Act (PFMA), contract and State housing guarantees, management and administration processes. Computer literate in MS Word. Analytical thinking ability. Ability to generate management information reports. Excellent communication skills, verbal and written. Client service orientated. Management skills. Valid code 8 drivers license. Military license will also serve as a strong recommendation. Must be able to obtain a confidential security clearance within a year.

DUTIES : Contract/State Guarantee office management and administration. Liaison with clients i.e. State Attorney, Private Attorneys, Government Departments, Private Sector and the Public. Drafting of letters, management reports. Collecting/delivering legal documentation. Management of a Staff Compliment.

ENQUIRIES APPLICATIONS : Mr Peter Rabie, tel: (012) 392-2683/2681.
Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/47 : **SENIOR ACCOUNTING CLERK GR III USAGE 030**
The post is advertised in the DOD, broader Public Service and Media (flyers).

SALARY CENTRE : R105 645 per annum
Financial Management Division, Chief Directorate Budget Management, Budget Management Office SA Army Training Formation, Pretoria.

REQUIREMENTS : Grade 12 certificate with Finance/Accounting related subjects (NQF Level 4) preferable. Applicants with prior learning, either by means of experience or alternative courses, may also be considered. Special requirements (skills needed): Computer literate in MS Word packages including Word Processing and Spreadsheets. Basic knowledge of the Financial Management System (FMS) mainframe computer program and the Public Finance Management Act (PFMA) will serve as a strong recommendation. Well developed verbal and written skills and ability to draft effective reports and statistics. Team worker, perseverance, loyalty, trustworthy, honest and aiming for zero defects. Sound

reasoning, mathematical and problem solving ability. Successful completion of Budget Management courses would serve as a strong recommendation. Possess a valid DOD confidential security clearance or proof that an application for such clearance will be successful. Possession of a valid RSA vehicle driver's license would serve as a strong recommendation. Must be able to obtain a confidential security clearance within a year.

DUTIES : Assist in: arranging budget management and expenditure control meetings, preparing variety of financial/budgetary reports, statistics and documentation, managing an effective internal Registry for incoming/outgoing correspondence, maintaining a filing system for the Budget Management Office (BMO). Collect/deliver budget related documentation and files from and to other divisions, formations and sections. Assisting with general administrative functions at the BMO. Assist in the Financial Authorisation (FA) process and in the preparation of monthly Early Warning Reports (EWR's). Assist in preparing management reports for the client by utilizing the Information Centre Reports (ICR) program. Assist in the drafting and finalisation of reconciliation statements. Assist in the management of logistical, transport and stationery requirements of the BMO and taking of roll-call of all personnel under control of the Budget Manager SA Army Training Formation.

ENQUIRIES : Mr Johann du Preez, tel: (012) 355-1654.

APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/48 : **SENIOR ACCOUNTING CLERK GR III 2 POSTS USAGE 062, 045**
The post is advertised in the DOD, broader Public Service and Media (flyers).

SALARY : R105 645 per annum
CENTRE : Financial Management Division, Chief Directorate Budget Management, Budget Management Office SA Air Force, Ops/Int Gp BMO and Command Division, Pretoria.

REQUIREMENTS : Grade 12 certificate with Finance/Accounting related subjects (NQF Level 4) preferable. Applicants with prior learning, either by means of experience or alternative courses, may also be considered. Special requirements (skills needed): Computer literate in MS Word packages including Word Processing and Spreadsheets. Basic knowledge of the Financial Management System (FMS) mainframe computer program and the Public Finance Management Act (PFMA) will serve as a strong recommendation. Well developed verbal and written skills and ability to draft effective reports and statistics. Team worker, perseverance, loyalty, trustworthy, honest and aiming for zero defects. Sound reasoning, mathematical and problem solving ability. Successful completion of Budget Management courses would serve as a strong recommendation. Possess a valid DOD confidential security clearance or proof that an application for such clearance will be successful. Possess a valid RSA vehicle driver's license. Must be able to obtain a confidential security clearance within a year.

DUTIES : Assist in: arranging budget management and expenditure control meetings, preparing variety of financial/budgetary reports, statistics and documentation, managing an effective internal Registry for incoming/outgoing correspondence, maintaining a filing system for the Budget Management Office (BMO). Collect/deliver budget related documentation and files from and to other divisions, formations and sections. Assisting with general administrative functions at the BMO. Assist in the Financial Authorisation (FA) process and in the preparation of monthly Early Warning Reports (EWR's). Assist in preparing management reports for the client by utilizing the Information Centre Reports (ICR) program. Assist in the drafting and finalisation of reconciliation statements. Assist in the management of logistical, transport and stationery requirements of the BMO and taking of roll-call of all personnel under control of the Budget Management Offices concerned.

ENQUIRIES : Mr Daan de Klerk, tel: (012) 312-2584.

APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001.

In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/49 : **SENIOR ACCOUNTING CLERK GR III 2 POSTS USAGE 010, 011**
 These posts are advertised in the DOD, broader Public Service and Media (flyers).

SALARY : R105 645 per annum
CENTRE : Financial Management Division, Chief Directorate Budget Management, Budget Management Office Fleet, Simon's Town.

REQUIREMENTS : Grade 12 certificate with Finance/Accounting related subjects (NQF Level 4) preferable. Applicants with prior learning, either by means of experience or alternative courses, may also be considered. Special requirements (skills needed): Computer literate in MS Word packages including Word Processing and Spreadsheets. Basic knowledge of the Financial Management System (FMS) mainframe computer program and the Public Finance Management Act (PFMA) will serve as a strong recommendation. Well developed verbal and written skills and ability to draft effective reports and statistics. Team worker, perseverance, loyalty, trustworthy, honest and aiming for zero defects. Sound reasoning, mathematical and problem solving ability. Successful completion of Budget Management courses would serve as a strong recommendation. Possess a valid DOD confidential security clearance or proof that an application for such clearance will be successful. Possess a valid RSA vehicle driver's license.

DUTIES : Assist in: arranging budget management and expenditure control meetings, preparing variety of financial/budgetary reports, statistics and documentation, managing an effective internal Registry for incoming/outgoing correspondence, maintaining a filing system for the Budget Management Office (BMO). Collect/deliver budget related documentation and files from and to other divisions, formations and sections. Assisting with general administrative functions at the BMO. Assist in the Financial Authorisation (FA) process and in the preparation of monthly Early Warning Reports (EWR's). Assist in preparing management reports for the client by utilizing the Information Centre Reports (ICR) program. Assist in the drafting and finalisation of reconciliation statements. Assist in the management of logistical, transport and stationery requirements of the BMO and taking of roll-call of all personnel under control of the Budget Manager Fleet.

ENQUIRIES : Mr Andre Coetzee, tel: (021) 787-4613.
APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

CLOSING DATE : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/50 : **SENIOR ACCOUNTING CLERK GR III USAGE 012**
 The post is advertised in the DOD, broader Public Service and Media (flyers).

SALARY : R105 645 per annum
CENTRE : Financial Management Division, Chief Directorate Budget Management, Budget Management Office SA Military Health Services (SAMHS), Area Military Health Formation, Pretoria.

REQUIREMENTS : Grade 12 certificate with Finance/Accounting related subjects (NQF Level 4) preferable. Applicants with prior learning, either by means of experience or alternative courses, may also be considered. Special requirements (skills needed): Computer literate in MS Word packages including Word Processing and Spreadsheets. Basic knowledge of the Financial Management System (FMS) mainframe computer program and the Public Finance Management Act (PFMA) will serve as a strong recommendation. Well developed verbal and written skills and ability to draft effective reports and statistics. Team worker, perseverance, loyalty, trustworthy, honest and aiming for zero defects. Sound reasoning, mathematical and problem solving ability. Successful completion of

- Budget Management courses would serve as a strong recommendation. Possess a valid DOD confidential security clearance or proof that an application for such clearance will be successful. Possess a valid RSA vehicle driver's license.
- DUTIES** : Assist in: arranging budget management and expenditure control meetings, preparing variety of financial/budgetary reports, statistics and documentation, managing an effective internal Registry for incoming/outgoing correspondence, maintaining a filing system for the Budget Management Office (BMO). Collect/deliver budget related documentation and files from and to other divisions, formations and sections. Assisting with general administrative functions at the BMO. Assist in the Financial Authorisation (FA) process and in the preparation of monthly Early Warning Reports (EWR's). Assist in preparing management reports for the client by utilizing the Information Centre Reports (ICR) program. Assist in the drafting and finalisation of reconciliation statements. Assist in the management of logistical, transport and stationery requirements of the BMO and taking of roll-call of all personnel under control of the Budget Manager SAMHS Area Military Health Formation.
- ENQUIRIES APPLICATIONS** : Mr A.P. du Pisani, tel: (012) 367-9072/4.
Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- CLOSING DATE** : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 08/51** : **SENIOR ACCOUNTING CLERK GR III 23 POSTS USAGE 918, 023, 011, 017, 035, 019, 020, 004, 008, 009, 023, 044, 012, 007, 008, 019, 040, 041, 042, 009, 014, 017, 006**
These posts are advertised in the DOD, broader Public Service and Media (flyers).
- SALARY CENTRE** : R105 645 per annum
Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments (DSSRP), Finance Accounting Service Centres (FASC) and Finance Accounting Satellite Offices (FASO). 1x post at FASC MOD, Pretoria. 1x post at FASC Bloemfontein, FASO Bloemspruit. 3x posts at FASC Durban. 1 post at FASC Kimberley, FASO Jan Kempdorp. 1x post at FASC Kimberley, FASO De Aar. 2x post at FASC Hoedspruit. 1x post at FASO Ermelo. 1x post at FASC Youngsfield. 1x post at FASO Wynberg. 1x post at FASC Port Elizabeth. 6x posts at FASC Garrison. 2x posts at FASC Waterkloof. 1x post at FASC Lenz. 1x post at FASO Phalaborwa
- REQUIREMENTS** : Grade 12 certificate with Finance/Accounting related subjects (NQF Level 4) preferable. Practical experience in the execution of accounting functions/tasks will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses, may also be considered. Special requirements (skills needed): Computer literate in MS Office software packages, DOD Financial Management Systems and DOD Persol System. Understanding/interpret/apply Financial policies (e.g. State Tender Board regulations and contracts), and related payment processes. Must be able to obtain a security clearance within a year.
- DUTIES** : Process timely payment of invoices. Ensure that all payment documentation is 100% correct prior to payment. Administration of cash advance accounts. Administrate Face Value Documents. Administrate Paymaster-General Account deposits. Execute control measures regarding the safekeeping of cash and payment of accounts. Report, investigate and follow-up all finance-related irregularities. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Evaluate and maintain security measures. Manage personnel, assets and materiel.
- ENQUIRIES APPLICATIONS** : Mr Igshaan Dangor, tel: (012) 392-2891.
Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

- CLOSING DATE** : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).
- POST 08/52** : **SENIOR SECRETARY GR II USAGE 017**
The post is advertised in the DOD, broader Public Service and Media (flyers).
- SALARY** : R87 978 per annum
- CENTRE** : Financial Management Office (FMO), SA National Defence Force (SANDF), Directorate Financial Governance and Support, Pretoria.
- REQUIREMENTS** : Grade 12 (NQF Level 4) with Typing as a passed subject (proof that formal computer literacy courses/training have been completed will be considered where applicants do not have Typing as subject on their Grade 12 certificate). Proof of further studies and/or formal training in secretarial duties and office management would serve as a strong recommendation. Experience in/exposure to general secretarial duties at least at Director level will be a recommendation. Special requirements (skills needed): Basic knowledge of financial administration and knowledge of relevant legislation, policies, prescripts and procedures. Fully literate in Microsoft Office package, specifically Advanced MS Word, Lotus Notes/Outlook Express and PowerPoint. Being literate in Excel would serve as a recommendation. Well-developed verbal and written communication skills and abilities with good telephone etiquette. Good interpersonal skills, adaptability, resourcefulness and ability to act with tact and discretion. Ability to handle variety of tasks, to operate independently as well as in a team whilst under pressure. Very presentable, neat, well-groomed, punctual, firm, fair, honest, ethical, perceptive and hard working. Ability to do research and correctly analyse documentation and situations. Preferred requirements: In possession of a valid Department of Defence (DOD) security clearance or proof that such clearance is attainable. Understanding of the DOD's core business and rank structure.
- DUTIES** : Rendering of effective, efficient and professional secretarial services. Preparing (inclusive of typing and presenting) of variety of documents. Handling daily incoming and outgoing correspondence, documentation and files, including the receiving and dispatching of E-mail. Operating office equipment and labour saving devices. Receiving and making telephone calls and taking/relaying messages. Arranging of entry authorisations, parking, receiving visitors and providing hospitality service. Processing the S & T claims documentation for the Director. Arranging meetings and appointments as and when required. Taking of notes, preparing minutes and agendas for allocated meetings, drafting and distributing agendas and minutes. Maintaining an effective and efficient diary for the Director's appointments and other events. Managing and controlling the office inventory. Reporting faults/malfunctioning of telephones and other office equipment. Maintaining and managing a mini Registry for all relevant files, documentation and correspondence. Ensuring the effective flowing of information, documentation, correspondence and files through the office of the Director. Requisitioning of stock of stationery, forms and expendable items for the office as required and coordinate logistical arrangements as and when required. Maintaining and managing an effective pending system for outstanding matters and issues. Handling all travel arrangements, including cash advances, flight bookings, car rental, accommodation and subsequent S & T claims. Maintaining and updating a supplementary telephone directory with all relevant contact numbers, addresses and office addresses. Regularly forwarding for payment, all invoices emanating from the official activities of the Director. Processing Ensuring that the Director's gift register is maintained and updated and the prescribed return submitted as prescribed.
- ENQUIRIES** : Mr R Imrith: (012) 355-5845.
- APPLICATIONS** : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- CLOSING DATE** : 29 March 2010 (Applications received after the closing date and faxed copies will not be considered).

POST 08/53 : **ROAD WORKERS AID II 5 POSTS USAGE: 2335, 2345, 2348, 2349, 2350**

SALARY : R51 936 per annum

CENTRE : SA Air Force, AFB Langebaanweg

REQUIREMENTS : ABET (L 1 – 3). Two years experience in maintenance work on roads and roadmarkings will be a recommendation. Special requirements (skills needed): Communication-, inter personal and problem solving skills.

DUTIES : Sweep tar roads, runways, taxiways and parking areas. Paint road markings on tar roads, runways, taxiways, flight lines, hanger floors and parking areas. Perform trenching with shovels, picks and break rocks and concrete by Jackhammer. Apply poison on tar roads, runways, taxiways, parking areas and fields in the domestic area. Perform concrete related construction tasks ie mixing concrete and the setting of boxing and steel reinforcing in preparation for casting of concrete. Floating and leveling of concrete slabs. Work with tar in order to repair potholes and defects on runways and roads. Perform concrete cutting and sandblasting.

ENQUIRIES : F Sgt R. Thiant, (022) 706-2192/2154

APPLICATIONS : Department of Defence, SA Air Force, AFB Langebaanweg, Langebaanweg, 7375

CLOSING DATE : 26 March 2010 (Applications received after the closing date and faxed copies will not be considered).

DEPARTMENT OF EDUCATION

- APPLICATIONS** : Please forward your application, quoting the reference number to: the Director General, Department of Education, Private Bag X895, Pretoria, 0001 or hand deliver to: Sol Plaatje House, 123 Schoeman street, Pretoria.
- CLOSING DATE** : 19 March 2010, Applications received after the closing date or faxed applications will not be considered
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with short-listed applicants. Interviewed candidates will be subjected to a competency assessment.

OTHER POSTS

- POST 08/54** : **ASSISTANT DIRECTOR: WEBSITE MANAGER REF K55474/1**
Branch: Office of the Director General
Chief Directorate: Media Liaison and National and Provincial Communication
- SALARY** : R240 318 per annum
CENTRE : Pretoria
REQUIREMENTS : Applications are invited from persons in possession of a three-year tertiary qualification in IT web design and/or software development with four years relevant experience to work within a communications environment. Experience and knowledge of the following: Knowledge in web-based languages – HTML, CSS, ASP.net, VB.Net, PHP and DotNet Nuke Experience in web and graphic design software, such as Macromedia Suite, Visual Studio 2005, Adobe Suite and Adobe Acrobat Experience in using SQL database system Excellent command of written English Excellent understanding of internet technology Creativity, attention to detail, ability to work independently, fast and accurately, ability to meet deadlines, initiative Experience in open source software packages or languages and ISS knowledge will be advantageous
- DUTIES** : Manage the Department's website (intranet/internet/extranet) including design, placement and maintenance of all content; Maintain general appearance of department's website and ensure the ongoing development of the Department's website in line with best practices; Database design and Management Solicit and coordinate content for the website; ensure the timely placement of all relevant content on the website; ensure that all content placed on the website is approved in line with relevant government and public information legislation and internal policies; Develop a website style guide and website policy; Manage the Newsflash; Design and publishing of the *eBulletin* and bulletin-online.
- ENQUIRIES** : Ms M Mosholiba 012 312 5899
- POST 08/55** : **ASSISTANT DIRECTOR: JOURNALIST K55474/3**
- SALARY** : R240 318 per annum
CENTRE : Pretoria
REQUIREMENTS : Applications are invited from persons who: Have a BA degree or equivalent qualification with Communication or Journalism as a major; Have at least four years' practical experience in journalism and photography; Are able to use Microsoft Word and Microsoft Outlook competently; Are able to work under pressure; re willing to travel extensively; Are willing to work long hours; Develop publication policies; and Have an understanding of current developments in education in order to communicate these developments to internal and external stakeholders. Recommendations: The following will be an added advantage: Excellent writing skills; Excellent photographic skills; Editing and proofreading skills; Videography skills; Experience in the public sector; Creativity; Experience in supervision; Applicants should be in possession of a valid driver's license.
- DUTIES** : The successful candidate will be required to Take professional photographs; Perform journalist functions and write articles for internal and external publications; Be responsible for the production of internal and external

publications; Establish and maintain a photo library; Assist with videography; Perform administrative tasks and any other responsibilities assigned by the head of the Unit.

ENQUIRIES : Ms M Moshoaliba 012 312 5899

POST 08/56 : **ASSISTANT DIRECTOR: DESIGNER REF: K55474/2**

Branch: General Education
Directorate: Systemic Evaluation

SALARY : R192 540 per annum

CENTRE : Pretoria

REQUIREMENTS : Applications are invited from persons who are in possession of a Senior Certificate and a National Diploma in Design or Visual Arts Degree with four years relevant experience. Experience and knowledge of the following: Layout, design and printing processes; Design software and programmes such as FrontPage, Quark Express, Corel Draw, etc. Experience working with Apple Mac and In-Design; Microsoft Word and Microsoft Outlook; Communication skills; Communication skills Recommendations: The following will be an added advantage: Experience in the public sector Creativity Experience in supervision

DUTIES : The successful candidate will be required to: Oversee and manage the Design Unit (layout, design and printing) Maintain corporate image of the Department; Liaise with GCIS regarding advertising issues and the corporate image of government; Liaise with internal, external clients and service providers; Liaise with Branch coordinators and branch heads during briefing sessions and meetings; Liaise with Government Printing Works to facilitate the design and printing of the Annual Report, Strategic Plan and a variety of other publications; Develop and update design and advertising policy; Do administration related to post.

ENQUIRIES : Ms M Moshoaliba 012 312 5899

POST 08/57 : **LIBRARIAN REF: K55474/4**

Directorate: National and Provincial Communication
Sub-Directorate: Information Resource Centre
Job Purpose: To render information services at the Department's Information Resource Centre.

SALARY : R105 645 per annum

CENTRE : Pretoria

REQUIREMENTS : Degree or diploma in Library and Information Science / Knowledge Management. Knowledge of printed and electronic information resources; Knowledge of reference works; Computer literacy and proficiency in using library related technology; Good communication and interpersonal skills; Knowledge of cataloguing and classification; The successful candidate must be a service oriented team player.

DUTIES : The successful candidate will be responsible for: Providing reference services as well as Current Awareness Services; Assisting with marketing the Information Resource Centre; Selecting Information Resource Centre material; Acquisition, cataloguing and classification of material; Providing an Interlibrary Loan service to clients; Performing administrative functions of the Information Resource Centre.

ENQUIRIES : Ms M Moshoaliba 012 312 5899

DEPARTMENT OF ENERGY

APPLICATIONS FOR ATTENTION : The Director-General, Department of Energy, Private Bag X59, Pretoria, 0001
CLOSING DATE : Ms E Lethole / Ms H Marakalala
NOTE : 12 March 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. Applicants who do not comply with the above-mentioned requirements, as well as application received late will not be considered. 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. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

OTHER POSTS

POST 08/58 : **ENERGY OFFICER: TECHNICAL AUDIT AND COORDINATION**

SALARY CENTRE REQUIREMENTS : R240 318 per annum, Level: 10
 (Head Office) Pretoria
 A National Diploma in Electrical Engineering (Heavy Current) PLUS the following key competencies: ☑ Knowledge of: • Electricity Industry, • INEP policies and Strategies • PFMA , • DoRA, ☑ Skills: • Management Skills, • Communication Skills • Negotiation Skills., • Interpretation Skills, • Development Skills, ☑ Communication: • Verbal and written communication, • Proficiency in at least two official languages (English), ☑ Creativity: • Open-Minded, • Innovative, • Good Listener, • Ability to work as team. Ability to work under pressure. A National Diploma (Electrical Engineering–Heavy Current) with background, experience and knowledge of electricity distribution standards and development is the minimum requirement for appointment to this position. Code 8 driving license is essential. Woman candidates will be the preference on this advertisement.

DUTIES : To facilitate and co-ordinate technical audits. To confirm the information reported by licensed service providers during monthly reporting. To determine the extent to which the desired objectives/results or benefits of the INEP are being achieved. To assess, determine status and report on the effectiveness of the programme. To determine compliance of the licensed service providers with the significant standards and regulation applicable to electrification. To determine the assets creation process. To ensure that the correct connection volumes are implemented as compared to the approved allocated funding. To determine the technical performance of the connections. To verify the level of customer services in line with the appropriate technology. To establish if there are service offices for maintenance, payment of services and purchasing of prepaid cards. To ensure that non-grid service provider's monthly claims for installation are being paid after site visit verification. To verify quality of installation on non-grid, grid schools and clinics whether it's complies with technical standards. To coordinate the feasible study before the implementation of electrification projects. To understand the handling or utilisation of GPS instrument in terms of taking the correct coordinates and navigating. Understanding and reading CAD or technical drawings of electrification projects.

ENQUIRIES NOTE : Mr K Bongwe ☎ (012) 444 4125
 Candidates who applied need not to apply as their applications will still be considered

GOVERNMENT EMPLOYEES PENSION FUND (GEPF)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Employees Pension Fund, Private Bag X63, Pretoria 0001.
- FOR ATTENTION** : Ms AM Mashiane or Ms S Tshiuda
- CLOSING DATE** : 15 March 2010, No faxed / e-mailed / late applications will be considered.
- NOTE** : Requirement of applications: Must be submitted on form Z83, obtainable from any Public Service Department. Must be accompanied by a comprehensive CV with original certified copies of qualifications and ID document (copies of certified documents will not be accepted). Must include the name and contact details of three references that can comment on their performance.

OTHER POSTS

- POST 08/59** : **MANAGER: QUALITY CONTROL (QC) REF: MQC/2010/03**
Monitoring and Evaluation Section
- SALARY** : R448 521 per annum (annual cost to company)
- CENTRE** : Pretoria
- REQUIREMENTS** : Relevant B Degree or National Diploma in field of Quality Control Qualified ISO/TS Auditor Formal training in ISO/TS 16949, VDA 6.3, Formel Q & QSB Formal training or/and 5 years working experience in SPC, FMEA, Control Plans, problem solving techniques A good understanding of Quality Management Standards and Principles for Professional Practice of Quality Control 5-6 years experience in the environment of Quality Control Minimum 6 years in the pension or similar industry, 2 years as a Manager Practical experience in developing and implementing Quality Control procedures Experience and knowledge of principles and processes involved in business and organizational planning. Knowledge on the quality systems for the Retirement Fund Industry or similar on service delivery and internal processes The ability to process high volume transactions as quickly as possible Ability to influence people to gain support for ideas, proposals and projects Solving problems in a logical, systematic and holistic approach Lateral thinker and effective problem solver Highly professional with a high degree of integrity Assertive and excellent communication skills, both verbal and written Ability to work in a high pressure environment Skill in the application of quality methodology and execution of quality procedures in accordance with the approved quality management system The ability to use own initiatives
- DUTIES** : Key Performance Areas: The successful candidate will be responsible for the following: Manage the Quality Control section and ensure the proper management of quality tasks are Professional planned, executed and supervised in accordance with Quality management principles and practices Develop, implement, monitoring quality strategy, action plan and quality applicable control checklist in accordance with best practice in the Pension Fund industry Custodian of and responsible for designing, implementation and Institutionalization of QC policies, guidelines, systems, processes and reporting Develop quality norms and standards and procedures for GEPF Develop quality control integration tools for inertia business of GEPF Ensure GEPF processes and systems are run according to agreed and approved standards and procedures Be actively involved with and direct management for the accurate generation and implementation of control plans, and quality records for services and processes in GEPF Ensure that the quality system and process document are accurate, current and controlled and write comprehensive Quality reports for Management and Board use Develop, implement and maintain a policy in GEPF in accordance with best practice in the Pension Fund industry Build Quality Control capacity in GEPF Ensure GEPF compliance with controls, systems and processes Manage the Quality Control budgets Build relationships with external quality auditors and other assurance providers
- POST 08/60** : **REGIONAL COORDINATOR: MONITORING AND EVALUATION REF 1 POST: RC/M&E/2010/03**
- SALARY** : R448 521 per annum (annual cost to company)

**CENTRE
REQUIREMENTS**

: Pretoria
: An appropriate B degree or B-Tech degree and equivalent qualification with at least 2 years monitoring and evaluation experience Formal qualification, relevant experience and Training on Monitoring and Evaluation Practical M&E experience in public service, on job training, pension fund and Donor Agencies Familiarity with M&E systems- some database knowledge a distinct advantage Familiarity with participatory method or approach to development or monitoring and evaluation 4-6 years experience in Monitoring and Evaluation environment Experience and knowledge of principles and processes involved in business and organizational planning coordination and execution At least 4 years relevant experience in serving project/programme teams as a Programme/Project Manager or Specialist/Coordinator Proven ability to implement and apply M&E tools and processes Project Management experience Ability to collaborate with international best practices Demonstrate ability to work in a diverse multicultural environment An extensive technical contribution to a complex monitoring and evaluation framework at organizational and community level People skills

DUTIES

: Key Performance Areas: The successful candidate will be responsible for the following: Co-ordinate the M&E activities in Regional Offices and align to Head Office requirements Assist Regional Offices to monitor and self evaluate their programmes Ensure the capacity is created for M&E data collection and capturing in Regional Offices Liaise with beneficiaries on M&E issues together with the Client Relation Officers Co-ordinate evaluation in the regions Undertake needs analysis for the Regional Offices Facilitate proper planning of programmes and projects to ensure evaluability Assist various GEPF regional offices to establish their logical Frameworks, indicators, baselines, benchmarks, thresholds Assist Regional Offices to perform monitoring, providing monitoring tools and guidance

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 R Erasmus. 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** : 12 March 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.

OTHER POSTS

- POST 08/61** : **DEPUTY DIRECTOR: SENIOR SERVER SECURITY SPECIALIST REF NO: HRMC R/10/1**
Directorate: Information Systems
- SALARY** : An all inclusive salary package of R 448 521 per annum, Level 12
- CENTRE** : Head Office: Waltloo, Pretoria
- REQUIREMENTS** : An appropriate three year degree or diploma in Information Technology or Computer Science or NQF level 6 is required with extensive experience in Information Systems Security Specialist role. Supervisory experience. Knowledge of ICT processes and procedures. Knowledge of information technology and information technology security. Understanding of policies, procedures, standards, encryption and Government legislation. Knowledge of the GITO frameworks and policies. Knowledge of the Departmental legislations, Prescripts and Database Security, Server Security as well as Network Security. A valid driver's licence and willingness to travel are essential.

- DUTIES** : The successful candidate will be responsible for the following specific tasks: Manage server/desktop in the department by providing security access codes. Develop and ensure the effective implementation of desktop/server security strategy. Ensure that user computers are protected from viruses which can be transferred between programs or computer without the knowledge of the user. Manage and provide staff to secure user systems against attacks and data corruption. Oversee the installation of antivirus software in the staff computer in order to protect it from viruses. Ensure that information or files in the computers are protected by providing remote access to staff. Advise staff to take responsibility and precautions to safeguard the security of their computer and information contained in it. Ensure that staff who are not connected to the network are assisted with regards to hard disk failure, power supply failure and other unprotected operator accesses. Ensure that personal firewall software is installed for DHA staff to provide the ability to control the services which are permitted access to and from the computer. Provide advisory notes by highlighting best practices which enable users to secure the user systems against attacks, data corruption and accidental risks that is likely encountered. Provide advice to users to restrict access to the computer through passwords protection and provide Password Advice Note to staff. Ensure that DHA staff uses power on password and screen saver passwords to prevent unauthorized access to the computer. Oversee the processes of providing emergency access to critical data stored on the computer. Monitor and ensure the implementation of the following technologies: Server operating system. Workstation operating system security Firewall Intruder prevention, Anti virus and spy ware, Service security i.e. Web server or database, Content filtering. Patch management. Ensure compliance to IS Security and quality management frameworks. Oversee the monitoring and detection of violations and exceptions to the mandated requirements. Administer the budget and monitor that expenditure is in line with financial requirements and the directorate's objectives.
- ENQUIRIES** : Mr Z Khuzwayo, Tel No: (012) 810 8319
- POST 08/62** : **DEPUTY DIRECTOR: GENDER AND EQUITY REF NO: HRMC R/10/2**
Directorate: Transformation and Gender
- SALARY CENTRE REQUIREMENTS** : An all inclusive salary package of R 448 521per annum, Level 12
: Head Office: Waltloo, Pretoria
: An appropriate degree/diploma in Sociology or Social Sciences or an NQF level 6 equivalents is required with extensive experience in transformation and equity environment as well as managerial experience is required. Knowledge and understanding of Integrated Strategy for Disabled People and Policy Framework. Understanding of National Framework on Gender Equality. Knowledge of the Employment Equity Act. Promotion of Equality and Prohibition of Unfair Discrimination Act. Understanding of legislated document for Children's Rights. Understanding of International National Women's Celebration and Commemoration. Understanding of Youth Issue including Youth Commission and Youth Development. Knowledge of National Youth Policy Framework. . Knowledge of relevant United Nations signed by SA Government. Knowledge of Public Service Regulatory Framework. Understanding of departmental legislation and prescripts. Knowledge of Constitutional Bodies. A valid driver's licence and willingness to travel are essential.
- DUTIES** : The successful candidate will be responsible for the following specific tasks: Manage and institutionalise equity and mainstreaming transformation initiatives and activities in the department. Manage and monitor employment equity plan and ensure effective alignment to the national framework as well as the departmental strategic plan. Manage, monitor and evaluate to ensure adherence on mainstream and policy prescripts Analyse trends, challenges and gaps identified on various transformation audit processes. Coordinate awareness programmes on employment transformation/ equity in the department. Liaise and improve integration on internal and external stakeholders pertaining to various activities, events, programmes and initiated projects Ministerial Imbizo, International Women's Day, Youth month, Women's month Heritage Day16 Days of activisms and any other Presidential, Ministerial and departmental transformation/ equity initiatives. Compile qualitative and quantitative reports regarding transformation/ equity matters such as country and cluster report on Government Program of Action, annual report from the department to the

Presidential and report regarding task initiated by Ministerial. Provide guidance and support to Line managers in drafting their EE plan, implementing their plans, producing quarterly reports and ensure annual review of EE plan. Provide guidance and leadership to the Office. 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. Attend various site meetings and provide specialist advice on transformation/ gender identified issues and assists the Director with identification and implementation of effective controls. Ensure efficient and effective application and utilisation of resources within the functional unit. Administrate the Performance Management programmes and maintain Performance Management information in personnel files. Ensure effective risk and compliance management. Ensure effective compliance with all duties of the employer in terms of the Occupational Health and Safety Act.

ENQUIRIES

:

Ms T Kgasi, Tel No: 012-8107058

POST 08/63

:

OPERATIONS MANAGER REF NO: HRMC R/10/3

SALARY

:

An all inclusive salary package of R448 521 per annum, Level 12

CENTRE

:

Refugee Reception Centre: Johannesburg (Crown Mines)

REQUIREMENTS

:

An appropriate three year degree/diploma as well as extensive experience in Refugee Law. 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 and prescripts. Understanding of Interventions and Conventions protocols related to refugees. Good written and verbal communication skills. Planning and organizing skills. Time, financial, change, knowledge, programmes as well as project management skills. Ability to interpret and apply procedures and directives. Research and facilitation skills. Negotiations skills. Performance oriented. Computer literacy. A valid driver's licence and willingness to travel are essential. 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. A valid driver's licence and willingness to travel are essential

DUTIES

:

The successful candidates will be responsible for the following tasks: Co-ordinating and ensuring smooth operations in service delivery regarding asylum seekers in the office. Balancing work load, taking necessary measures to change operating procedures to smooth out demand. Ensuring compliance with the Refugee Act of 1998 as well as Regulations for 2000. Liaison with the Standing Committee for Refugee Affairs (SCRA) and the Refugee Appeal Board (RAB) on refugee matters. Co-ordinating research analysis on country information on asylum seekers. Ensuring proper queue management system. Ensuring efficient reporting on progress and key issues related to asylum seekers. Standing-in as centre manager when needed. Identifying training needs for subordinates. Managing the Performance Management and Development System (PMDS). Overall management of subordinates' performance. Co-ordinating task team meetings and committees for the office. Co-ordinating various projects and programmes related to refugees. Providing support to the Head of Office on various strategic matters related to asylum seekers.

ENQUIRIES

:

Ms M F Belvedere Tel No: (011) 226 4685

POST 08/64

:

DEPUTY DIRECTOR: BILATERAL RELATIONS, REF NO: HRMC R/10/4
Directorate: International Relations

SALARY

:

An all inclusive salary package of R 448 521 per annum, Level 12

CENTRE

:

Head Office: Waltloo, Pretoria

REQUIREMENTS

:

An appropriate three year degree or diploma in International Relations, Political Sciences, Public Management and Administration or an NQF Level 6 equivalent is required with extensive experience in Bi-lateral Relations. Experience in a management position with a proven track record of managing a team. Knowledge of Human Resource Management, Government foreign policies. Understanding of Intergovernmental Relations framework. Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations, the South African

Constitution. Understanding of Departmental legislation as well as Human Resources legislation and prescripts. Knowledge of various structures and programmes (SADC, NEPAD, AU, UN). Understanding of relevant Regional Conventions and Protocols. Knowledge of cluster priorities especially the IRPS. A valid driver's license and willingness to travel are essential.

DUTIES

: The candidates will be responsible for the following tasks: to plan, coordinate DHA participation in relevant International engagements. The successful candidate will be required to coordinate and plan the interaction with the international organisations and foreign governments. Facilitate Departmental representation and input to Multi-Lateral structures and Bi-lateral engagements. Provide support services with regard to briefing documents and bilateral related matters. Liaise with the leading Department, International Organisations and foreign Governments, Analyse Information for preparatory meeting with Department of Foreign Affairs and other countries to : (Source technical information. Provide the country profile, Provide recommendation and advices on requested information). Coordinate the activities as focal point between the Department of Foreign Affairs and other international countries. Ensure efficient alignment of the Departmental activities to various international structures and programmes, provide guidance and leadership to the Office in the achievement of strategic and operational goals. Drive 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. Oversee the Office financial performance including accurate financial accounting, monitoring and reporting within the office, Ensure the effective and uniform implementation of Standard Operating. Ensure effective compliance with all duties of the employer in terms of the Occupational Health and Safety Act

ENQUIRIES

: Ms J Razwiedani, Tel No: (012) 810 8016

POST 08/65

: **DEPUTY DIRECTOR: ENTERPRISE ARCHITECT (IS) 4 POSTS REF NO HRMC R/10/5**
Directorate: Information Services Governance

SALARY CENTRE REQUIREMENTS

: An all inclusive salary package of R 448 521 per annum, Level 12
: Head Office: Waltho, Pretoria
: An appropriate three year degree or diploma in Information Systems or an NQF Level 6 equivalent qualification with extensive experience as an Enterprise Architect, or related role, employing architecture frameworks, design methods and tools to support application development and deployment focussed in the areas of creation and maintenance of the EA to support complex application environment. Demonstrate proficient in the techniques that go into producing designs of complex IT systems, including requirements discovery and analysis, formulation of solution context, identification of solution alternatives and their assessment, including Business, Application, Data and Technology selection and Enterprise Architecture principles. TOGAF Certification or equivalent is mandatory. Understands various architecture frameworks including but not limited to GWEA, TOGAF and Zachman frameworks. Knowledge of the GITO frameworks and policies, the State Information Technology Act, Citizenship Act, Refugee Act, Immigration Act, Public Service Act and Regulations, and the South African Constitution. An understanding of departmental legislation as well as human resource legislation and prescripts. Preparedness to travel and work extended hours when required. Excellent organisation, time management, facilitation, conflict resolution and negotiation skills; excellent written communication presentation. A valid driver's licence and willingness to travel are essential.

DUTIES

: The candidates will be responsible for the following tasks: Reporting to the Director: Enterprise Architecture (IS), provide expert advice, assistance and direction in the development of information system branch architectures to ensure that all technologies are integrated. Develop enterprise architecture frameworks, strategies, policies and processes within the DHA Ensure updated, integrated and efficient architecture within the Department. Ensure updated, integrated and efficient architecture within the DHA and demonstrate knowledge of Project Management and Enterprise Architecture disciplines. Manage resources in an effective and efficient manner within the directorate. Understand and interpret requirements for creating and publishing an agreed Enterprise

Architectural roadmap. Ensure effective governance and compliance within the directorate in line with relevant legislation, regulations. Ensure effective policies and procedures, compliance with all architecture strategies and standards through cross organization. Liaise with key stakeholders at various levels. Propagate information throughout the enterprise with regards to significant developments. Publish and maintain the documented Enterprise Architecture.
Mr A Apleni, Tel No: (012) 810 7219.

ENQUIRIES

POST 08/66

ASSISTANT DIRECTOR: SERVER SECURITY SPECIALIST REF NO: HRMC R/10/6
Directorate: Information Systems

SALARY CENTRE REQUIREMENTS

R240 318 per annum, Level 10
Head Office: Waltloo, Pretoria
An appropriate three year degree or diploma in Information Technology or Computer Science or NQF level 6 is required with extensive experience in Information Services Security. Knowledge and experience in Firewalls, Intruder Detection and Prevention is a must for this position. Good verbal and written Communication, Report writing, Problem solving, Planning and Organizing, Strong Analytical skills, Honesty and integrity, Customer focused and Team player are required. The successful candidate will be required to travel and work overtime when needed at short notice. A Valid driver's licence and willingness to travel are essential.

DUTIES

The successful candidate will be responsible for the following tasks: Implement and maintain server/desktop in the Department by providing security access codes. The successful candidate will be required to design, implement and maintain security in the servers and desktops environment and work under pressure. Implement desktop/server security strategy. Ensure that user computers are protected from viruses which can be transferred between programs without the knowledge of the user, Install antivirus software in the staff computer in order to protect it from viruses, Protect information or files in the computers by providing remote access to staff, Ensure that staff who are not connected to the network are assisted with regards to hard disk failure, Power supply failure and other unprotected operator accesses, Install personal firewall software for DHA staff to provide the ability to control the services which are permitted access systems against attacks, Data corruption and accidental risks that is likely encouraged, Provide advice to users to restrict access to the computer through to and from the computer, Provide advisory notes by highlighting best practices which enable users to secure the user passwords protection and provide Password advice Note to staff, Ensure that DHA staff uses power on password and screen saver passwords to prevent unauthorized access to the computer, Provide emergency access to critical data stored on the computer, Implement and maintain the following technologies: Server Operating System, Workstation Operating System Security, Firewall Server, Intruder Prevention on Servers, Anti virus and Spy ware on Servers. Ensure compliance to IS Security and quality management frameworks. Monitor and detect violations and exceptions to the mandated requirements. Provide advice and guidance to IS users regarding the effective implementation of security processes and procedures. Document, maintain and measure compliance with respect to policies, procedures and standards. Keep up to date with changes in the legislative framework and ownership and implement necessary steps/actions to ensure that the client is compliant.

ENQUIRIES

Mr Z Khuzwayo, Tel No: (012) 810 8319

POST 08/67

ASSISTANT DIRECTOR: COMMUNICATION INFRASTRUCTURE SECURITY REF NO: HRMC R/10/7
Directorate: Information Systems

SALARY CENTRE REQUIREMENTS

Basic Salary of R 240 318 per annum, Level 10
Head Office: Waltloo, Pretoria
An appropriate three year degree or diploma in Information Technology or Computer Science or NQF level 6 is required with extensive experience in Information Systems Security processes. Knowledge and experience in firewalls, Intruder detection and prevention, content filtering, Antivirus, Patch Management, Secure Virtual Private Networks, Biometric Access, Database Security, Server

<u>DUTIES</u>	: Security, Policies, Procedures, Standard, Encryption and Government legislation. A valid driver's licence and willingness to travel are essential. : The successful candidate will be responsible for the following tasks: Implement communication security frameworks, systems, processes and procedures. Collect process and store on electronic computers and transmit across network to other computers users. Prevent threats imposed on the backbone communication networks and their core. Present the communication security from feasibility of applying high band width, wireless and reconfigurable communication links to bridge data networks in event of disruptions and promote sustainable survivability. Prevent insider attacks that may easily circumvent all the counter measures designed for outsider attacks. Protect the all- optical departmental network infrastructure to embedded sufficient intelligence and learning capacity to networks such as that it heals damages by itself and protect itself from unforeseen threats. Install and administer the intruder prevention, fire walling, network application security on all Department communication medium according to all policies and legislation. Monitor all security authentication and access control. Implement the following technologies: All communications mediums, Fire walling, Intruder prevention, Anti virus, spy ware, Service security i.e. Web server or databases, Content filtering and Patch management. Ensure compliance to IS Security and quality management frameworks Monitor and detect violations and exceptions to the mandated requirements. Liaise with internal audit teams to facilitate compliance with audit information requirements. Provide advice and guidance to IS users regarding the effective implementation of security, processes and procedures. Document, maintain and measure compliance with respect to policies, procedures and standards. Keep up to date with any changes in the legislative framework and taking ownership and implement necessary steps/actions to ensure that the client is compliant.
<u>ENQUIRIES</u>	: Mr Z Khuzwayo, Tel No: (012) 810 8310
<u>POST 08/68</u>	: <u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: HRMC R/10/8</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R240 318 per annum, Level 10 : Refugee Reception Centre: Johannesburg (Crown Mines) : An appropriate three year degree/diploma or equivalent qualification plus 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. A valid driver's licence and willingness to travel are essential
<u>DUTIES</u>	: The successful candidates will be expected to perform the following tasks: 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.
<u>ENQUIRIES</u>	: Ms M F Belvedere, Tel No: (011) 226 4685
<u>POST 08/69</u>	: <u>ASSISTANT DIRECTOR: EQUITY (MAINSTREAM) REF NO: HRMC R/10/9</u> Directorate: Transformation and Gender
<u>SALARY CENTRE REQUIREMENTS</u>	: Basic salary of R240 318 per annum, Level 10 : Head Office: Waltloo, Pretoria : An appropriate three year degree/ diploma in Sociology or Social Sciences or an NQF level 6 equivalents is required with extensive experience in Transformation

and Gender environment. Supervisory experience is required. Understanding of National Framework on Gender Equality. Knowledge and Understanding of Integrated Strategy for Disabled People and Policy Framework. Knowledge of the Employment Equity Act. Understanding of International National Women's Celebration and Commemoration. Understanding of Youth Issue including Youth Commission and Youth Development. Knowledge of Promotion of Equality and Prohibition of Unfair Discrimination Act. Understanding of legislated document for Children's Rights. Knowledge of National Youth Policy Framework. Knowledge of relevant United Nations signed by SA Government. Knowledge of Public Service Regulatory Framework. A valid driver's licence and willingness to travel are essential.

DUTIES

: The successful candidate will be responsible for the following tasks. Monitor, coordinate and evaluate special programs, Equity and Transformation within the Department. Facilitate gender and disability mainstreaming. Ensure the implementation of the EE plan in the department Monitor and evaluate the equity issues (Gender, disability, Youth Programs)Facilitate the implementation of Affirmative Action measures in the department Assisting the EE and Transformation Manager in compilation and submission of regulatory reports Working towards achieving transformation goals for the department. Keep abreast of legislative changes and regulations. Drive and implement and review an initiative which supports the transformation goals. Overseeing all EE Consultative forums in the department. Raise awareness on all equity programmes in the department. Consult and advise line managers, HR and employees on all EE matters. Ensure efficient and effective application and utilisation of resources within the functional unit. Oversee the performance of the staff members and identify and address minor performance problems (escalate major performance, incapacity or misconduct matters to management).Facilitate and direct staff in dealing with leave and other Human Resources administration requirements within the unit. Build and coach an effective team to ensure the processing/administering of all functions. Encourage and recognise customer focus, counter corruption and service delivery Assist staff in the effective utilisation of technology and technology infrastructure within the functional unit. Provide on the job training and mentoring to all staff relating to the effective operation of their functions (Including new staff). Act as Super user for all new processes, systems or practices. Ensure that all team members have the tools, templates and relevant equipment to deliver on service requirements. Conduct research on the development of public sector wellness programme benchmarks and best practice. Administrate the employee wellness programmes and maintain employee wellness information in personnel files. Ensure effective risk and compliance management. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report all risks including e.g. financial losses, overpayment, etc. according to required format to the Superior. Keep up to date with new policy requirements, regulatory requirements and circulars and liaise with team and management to ensure awareness, understanding and accurate implementation. Review the working environment and report all employment equity related issues to management. Conduct formal and informal workplace inspection. Provide technical support to the department in evaluating the effectiveness and efficiency of the safety equipment

ENQUIRIES

: Ms T Kgasi, Tel No: (012) 810 7058

POST 08/70

: **ASSISTANT DIRECTOR: MULTILATERAL RELATIONS REF NO: HRMC R/10/10**
Directorate: International Relations

SALARY CENTRE REQUIREMENTS

: R240 318 per annum, Level 10
: Head Office: Waltloo, Pretoria
: An appropriate degree/diploma In Political Sciences or International Relations or an NQF level 6 equivalent is required with extensive experience in Political Sciences or International Relations environment. Knowledge of Structure and programmes of International Organizations (SADC, NEPAD, AU, UN). Departmental policies, prescripts and procedures. Knowledge of South Africa's foreign policy and ability to translate it to the environment of the Department of Home Affairs. Knowledge of relevant departmental policies and prescripts. Good report writing and verbal communication skills (People skills). Research

		Methodology skills, Presentation skills, Planning and organization skills as well as Diplomacy skills. A valid driver's licence is required.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following tasks. Execute and coordinate the planned activities regarding the department's engagement in international relations. Attend to protocol arrangements, logistical and administrative support services rendered by the unit to the department in its international relations engagements. Interact with international organisations and Foreign Governments in line with programmes/ projects at hand. Represent the unit at interdepartmental planning meeting, task team meetings as well as participate in engagements with foreign Governments and International organisation. 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.
<u>ENQUIRIES</u>	:	Ms J Razwiedani, Tel No: (012) 810 8016
<u>POST 08/71</u>	:	<u>ASSISTANT DIRECTOR: BILATERAL RELATIONS HRMC R/10/11</u> Directorate: International Relations
<u>SALARY</u>	:	R240 318 per annum, Level 10
<u>CENTRE</u>	:	Head Office: Waltloo, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three years degree or diploma in Political Sciences with extensive experience in Political Science or International Relations Environment. Advance report writing skills. Good verbal communication skills (People skills). Research Methodology skills, Presentation skills, Diplomacy skills. Knowledge and Experience of Structure programmes of International Organizations (SADC, NEPAD, AU, UN), Departmental Policies, Prescripts and Procedures. 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. A valid driver's license and willingness to travel are essential
<u>DUTIES</u>	:	The successful candidate will be responsible for the following tasks: to co-ordinate and gather information on protocol and bilateral for Departmental engagement at the International Relations. The successful candidate will be required to collate all visits of the Minister outside the country. Coordinate the planned activities of the unit in line with its mandate. Coordinate protocol file for Minister and Departmental delegates on International Visits, Collate amended procedure guidelines and policies on the incoming and outgoing visits. Prepare submissions on incoming and outgoing visit of the delegates within the Department. Represent the unit at Interdepartmental planning meeting, Task Team meetings as well as participating in engagements with foreign Governments. Provide advanced secretariat services and report writing for engagements. Provide support services related to International relations with regard to substance, briefing documents and protocol services.
<u>ENQUIRIES</u>	:	Ms J Razwiedani, Tel No: (012) 810 8016
<u>POST 08/72</u>	:	<u>CHIEF/CONTROL IMMIGRATION OFFICER: PORTS OF ENTRY 5 POSTS</u>
<u>SALARY</u>	:	R161 970 per annum, Level 8
<u>CENTRE</u>	:	a) Port Control: Ematlathini (1 position), REF NO: HRMC R/10/12A b) Port Control: Jeppe's Reef (1 position), REF NO: HRMCR/10/12B c) Port Control: Oshoek (3 positions) REF NO: HRMC R/10/12C
<u>REQUIREMENTS</u>	:	An appropriate three year Degree/Diploma in Law, Social Sciences or policy Studies and/or Grade 12 Certificate with extensive relevant Immigration experience. Computer literacy. Liaison and interpersonal skills. Research and report writing skills. Good written and verbal communication skills. Policy analysis, formulation and implementation skills. Sound knowledge of key legislation administered by the Department. Sound knowledge of the importance of immigration in public administration. Supervisory experience. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	The successful candidates will be expected to perform certain leadership functions, such as giving guidance and advice to subordinates. Performing all Immigration functions. Ensuring the adherence to policy and legislation regarding Immigration matters. Compiling memoranda and submissions. Monitoring and co-ordinating training of Immigration personnel. Liaison with other Government Departments and Non-Governmental Organisations at various levels pertaining

to Immigration matters. Exercising and regulating control over activities of subordinates.

ENQUIRIES : Mr J Jackson, Tel No: 013-7539500

POST 08/73 : **SENIOR SECRETARY: OFFICE OF THE CHIEF DIRECTOR 11 POSTS REF NO: HRMC R/10/13**

SALARY : R 161 970 per annum, Level 8
CENTRE : Head Office, Watloo, Pretoria
REQUIREMENTS : Secretarial Diploma or an NQF Level 5 equivalent is required with relevant experience in rendering a Secretarial support service to senior management. Knowledge on the relevant legislation/policies/prescripts and procedures. Basic knowledge on financial administration. Computer Literacy. Sound organisational and administrative skills. Good people skills. . Ability to do research and analyse documents and situations. Honesty and Integrity.

DUTIES : The successful candidates will be responsible for the following: Maintain the Chief Director's day to day diary and setting up the meetings and appointments. Provide effective secretarial support services to the Chief Director. Arrange board packs for the meeting. Liaise with the agencies in organising travel and accommodation for the Chief Director. Receive and distribute documents. Capture incoming and outgoing documents. Screen phone calls and handle enquiries. Prepare agenda for meeting and take minutes. Prepare refreshments for the office of Chief Director. Receive guests and accompany them. Draft acknowledgements letters for the Chief Director's consideration and signature. Liaise with the Department's officials on matters relating to the Chief Director. Oversee logistics matters e.g accounts, contracts and petty cash. Ordering of stationary. Maintain electronics and hard copy files. Consolidate monthly reports for the Chief Director. Operates and ensures that office equipment, e.g. fax machines and photocopier are in good working order. Records the engagements of the Chief Director. Compile realistic schedules of appointments

ENQUIRIES : Ms R Erasmus, Tel No: (012) 810 7172

POST 08/74 : **SECRETARY: OFFICE OF THE DIRECTOR 24 POSTS REF NO: HRMC R/10/14**

SALARY : R130 425 per annum, Level 7
CENTRE : Head Office, Watloo, Pretoria
REQUIREMENTS : Secretarial Diploma or an NQF Level 5 equivalent is required with relevant experience in rendering a Secretarial support service to Director. Knowledge on the relevant legislation/policies/prescripts and procedures. Basic knowledge on financial administration. Computer Literacy. Sound organisational and administrative skills. Good people skills. Ability to do research and analyse documents and situations. Honesty and Integrity.

DUTIES : The successful candidates will be responsible for the following: Maintain the Director's day to day and setting the meeting and appointments. Provide effective secretarial support services to the Director. Arrange board packs for the meeting. Liaise with the agencies in organising travel and accommodation for the Director. Receive and distribute documents. Capture incoming and outgoing documents. Screen phone calls and handle enquiries. Prepare agenda for meeting and take minutes. Prepare refreshments for the office of Director. Receive guests and accompany them. Draft acknowledgements letters for the Director's consideration and signature. Liaise with the Department's officials on matters relating to the Director. Oversee logistics matters e.g accounts, contracts and petty cash. Ordering of stationary. Maintain electronics and hard copy files. Consolidate monthly reports for the Director. Operates and ensures that office equipment, e.g. fax machines and photocopier are in good working order. Records the engagements of the Director. Compile realistic schedules of appointments

ENQUIRIES : Ms R Erasmus, Tel No: (012) 810 7172

POST 08/75 : **IMMIGRATION OFFICER 33 POSTS**

SALARY : R105 645 per annum, Level 6
CENTRE : a) Port Control: Ematlathini (5 positions) REF NO: HRMC R/10/15A
b) Port Control: Bothashoop (2 positions) REF NO: HRMC R/10/15B

- c) Port Control: Jeppe's Reef (8 positions) REF NO: HRMC R/10/15C
- d) Port Control: Oshoek (10 positions) REF NO: HRMC R/10/15D
- e) Port Control: Mananga (2 positions) REF NO: HRMC R/10/15E
- f) Port Control: Mahamba (6 positions) REF NO: HRMC R/10/15F

REQUIREMENTS : An appropriate three year Degree/Diploma and/or Grade 12 Certificate. 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 an enforcement environment will be an advantage. Ability to work under pressure. Willingness to work irregular hours. A valid driver's licence and willingness to travel are essential.

DUTIES : The successful candidate will be responsible for the following: Rendering immigration services at the Port of Entry. Assisting in the identification and deportation of illegal foreigners. Engaging with Law Enforcement Agencies in joint operations. Assisting in the implementation of 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.

ENQUIRIES : Mr J Jackson, Tel No: 013-7539500

POST 08/76 : **REFUGEE RECEPTION OFFICER 2 POSTS REF NO: HRMC R/10/16**

SALARY : R 105 645 per annum, Level 6
CENTRE : Refugee Reception Centre : Port Elizabeth

REQUIREMENTS : An appropriate three year Degree/Diploma in Social Sciences and/or A 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. Time, financial, change, programme as well as project management skills. Ability to work under pressure. Ability to interpret and apply procedures and directives. Performance oriented. Computer Literacy.

DUTIES : The successful candidate will be responsible for the following tasks: Opening files for asylum seekers and completing all bio-data requirements. Assisting the applicants 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 : Ms L Mchunu, Tel: (041) 403 7411/12

DEPARTMENT OF HUMAN SETTLEMENTS

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

- APPLICATIONS** : URS Response Handling, PO Box 11506, Tierpoort, 0056, Application Enquiries: Tel. (012) 811 1900/1
- CLOSING DATE** : 12 March 2010
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 08/77** : **ASSISTANT DIRECTOR: HOUSING SECRETARIAT REF: DOHS/24/2010**
- SALARY** : R192 540 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree/Equivalent qualifications or Grade 12 coupled with *extensive* experience in committee work. Exceptional analytic and writing skills. Ability to pay attention to detail during meetings, analyze meeting proceedings, synthesize discussions and resolutions of meetings and present them before meetings adjourn as per the requirements of the IGR Framework Act). Knowledge of a variety of relevant computer programmes particularly MS Word & Micro Office Power Point. Good communication skills and the ability to interact at high level while maintaining sound interpersonal relations. Understanding of the functions of intergovernmental structures that promote cooperative governance and integrated planning/delivery. Sound understanding of the housing environment as well as government policies and prescripts, Ability to work under pressure and in a hectic & unpredictable environment. Planning & organizing skills. Supervision, management and leadership skills. Basic financial management skills. A valid Code 8 drivers license. In addition to the above the applicants must be willing to travel extensively, work long hours and undergo security clearance. The selection process will involve subjecting candidates to an intense competency test in the form of writing.
- DUTIES** : Provide secretariat, logistical and administrative support to various decision making structures of the Department including Technical Human Settlements MINMEC, workshops, Housing Indabas and other *ad hoc* intergovernmental structures. Liaise with the relevant stakeholders to ensure participation of members. Monitor, track, coordinate and communicate decisions of various decision-making structures to relevant role players. Synchronize decisions taken at various structures of the Department to ensure that they reach the highest decision-making structure such as MINMEC. Develop and maintain a database of resolutions of these structures. Supervise and provide in-service training to subordinates on a variety of matters related to committee work. Compile reports, memoranda and letters regarding issues of the Sub-Component. Assist to oversee the budget of the Sub-Component.
- ENQUIRIES** : Mrs Astrid Vilakazi. Telephone (012) 421 1426.
- POST 08/78** : **ASSISTANT DIRECTOR: SHRA SECRETARIAT REF: DOHS/27/2010**
Directorate: Rental Sector Regulation and Support
- SALARY** : R192 540 per annum
- CENTRE** : Pretoria

REQUIREMENTS : A three year national diploma or degree in administration/ management or Grade 12 with extensive experience in administrative support and committee work, computer literacy; a valid driver's license; excellent communication skills (written and verbal); Strong interpersonal skills and Strategic capabilities.; Knowledge of public service legislations and prescripts, Knowledge of the Social Housing Act.

DUTIES : The successful candidate will be responsible for: The provisioning of administrative support to the establishment of SHRA, Develop and maintain a register of distressed social housing institutions, Implement an approved strategy aimed at unblocking distressed institutions, Develop and maintain a database of social housing institutions and projects, and Monitor the implementation of the Social Housing Act. In addition to the above the applicant must be prepared to travel and work long hours.

ENQUIRIES : Mr Tsakani Bila Tel: 012 421 1344

POST 08/79 : **SENIOR SECRETARY GRADE II REF: DOHS/26/2010**
Directorate: Housing & Corporate Secretariat

SALARY : R87 978 per annum

CENTRE : Pretoria

REQUIREMENTS : Grade 12 Certificate or equivalent and a minimum of at least two years secretarial/administrative experience, Good interpersonal and communication skills. Good telephone etiquette, Computer literacy (MS Word, MS Excel, MS Outlook, MS Power Point & Group-wise), Planning and organizational skills, Ability to deal with sensitive and confidential information, Knowledge of administrative procedures, applicable to the Public Service, Willingness to learn and work extended hours if necessary.

DUTIES : Provide secretarial, receptionist and administrative support service to the Director, Receive and re-direct telephone calls, Administer the document management system (Receive incoming and outgoing records), Maintain a filing system to file and retrieve documentation. Type and prepare documents for the Director, Compile, maintain, and update contact details and a database of key partners as well as a calendar of meetings, Manage the diary of the Director, schedule and re-schedule appointments, Remind the Director of all commitments, Liaise with stakeholders on behalf of the Director, Provide logistical support including travel and accommodation arrangements, Compile and submit subsistence and travel claims

ENQUIRIES : Mr J M Senoamadi Tel [012 421 1432

INDEPENDENT COMPLAINTS DIRECTORATE

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

- APPLICATIONS** : Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or Hand Delivery @ ICD House 388 Andries Street Pretoria or Old Mercedes Benz Building 47 Schoeman Street, Pretoria
- FOR ATTENTION** : Ms T Marumo
- CLOSING DATE** : 12 March 2010
- NOTE** : Applications should be submitted on a Z83 obtained from any Public Service Department Accompanied by a comprehensive CV, certified copies of Qualifications and ID. If you have not been contacted within 3 months after the closing date of these advertisements, please accept that your application was unsuccessful, as Communication will be made with the short listed candidates only. The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

OTHER POST

- POST 08/80** : **SECRETARY TO THE SENIOR MANAGER: LEGAL SERVICES REF/Q9/2010/06**
- SALARY** : R 87 978 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12/ Matric certificate or equivalent qualification. A Secretarial or Office Administration diploma will serve as an added advantage. The candidate must be literate in at least the following areas, Word, Excel, and Power-point. She/ he must be competent in taking minutes, provision of secretarial support and administrative support. She/he must be skilled in both verbal and written communication. She/he must be able to work under pressure and sometimes with little or no supervision.
- DUTIES** : Key competencies include: Rendering secretarial and administrative support services, including but not limited to making receiving and scanning telephones and facsimiles; Scanning of correspondences (in-tray) of the Senior Manager and advising on the action to be taken; management of the diary; render assistance with monitoring of budget of the component; making travel arrangements; arrange meetings with stakeholders and take minutes, if necessary; keeping an up to date filing system and assisting with relief switchboard duties when required.
- ENQUIRIES** : Ms B Tukela @ 012 392 0465

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.

NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office. This must be typed and accompany the Z83 and all other supporting documents required. Applications that do not comply with the above mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. 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

POST 08/81 : **CHIEF DIRECTOR: OFFICE OF THE CHIEF MASTER REF NO: 10/42/MAS**

SALARY : R790 953 – 959 871 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : LLB or four year recognized legal qualification which include the following; Courses (or of which these courses form a very important part): Law of Evidence; Civil Procedure; Criminal Procedure; Criminal Law; Interpretation of Statutes; At least five years Senior Managerial experience. Skills and competencies: Analytical thinking; Conceptualization ability; Proven Management ability; Problem solving and decision making; Project management at strategic level; People management and empowerment; Advanced assembling and research; Evaluate a situation or professional matters; Communication (written and verbal).

DUTIES : Assist and drive the determination, development and implementation of strategy for the office of the Chief Master; Provide a consultative service to the executive management team and the Masters Branch in the strategic management process; Undertake strategic projects within the Masters Branch aimed at improving its overall productivity and service levels to other Branches and members of the Public; Research current and proposed legislative process, which could impact on the Branch; Recommend an appropriate strategy to meet the relevant changes and opportunities; Co-ordinate and manage multi disciplined project teams and project nerve centre so as to optimize the effectiveness and efficiency of all research and projects within the Masters Branch; Oversee and manage his or her financial budget; Effectively implement strategies for the effective management and operations in the Masters Branch; Take direct and full responsibility for the Masters Branch within established policy; Assess, manage and improve the infrastructure in the various Masters Offices to meet the existing and changing operational requirements and manage the service levels within the office ensuring compliances to negotiated service level agreements and professional standards provided to the stakeholders; Provide leadership and direction to ensure the management teams are effectively managed and developed to meet all operational requirements; Identify and initiate strategic project which will enhance the operational effectiveness of the Masters Branch; Oversee the financial budgets of the various Masters Offices located in their respective regions.

ENQUIRIES : Mr G Masingi ☎ (012) 315 1164

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.
08 March 2010

CLOSING DATE

OTHER POSTS

POST 08/82 : **DEPUTY DIRECTOR: SYSTEM AND ACCOUNT OFFICE OF THE CHIEF FINANCIAL OFFICER REF NO: 10/41/CFO**

SALARY : R378 456 – R445 803 per annum (All exclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : Bachelor's Degree in Finance or equivalent qualification; Five years experience in financial environment of which at least three years should be on a management level; Sound knowledge of the Public Finance Management Act, Treasury Regulations and Basic Accounting System (BAS), PERSAL and relevant prescripts; Knowledge of GRAP/GAAP; A valid driver's license. Skills and Competencies: Sound analytical, statistical and problem solving; Computer literacy (Microsoft Word and Excel); Good communication skills (verbal and written); Good interpersonal skills; Ability to work in a team and independently as well as with internal and external clients; Ability to work under pressure and be self – motivated.

DUTIES : Manage and monitor, as well as report on the reconciliation of suspense/control accounts; Manage and control system (BAS and Procurement) related issues; Manage and monitor batch control within the Sub Directorate by ensuring that all batches are accounted for; Manage code files in BAS by ensuring that codes created are in accordance with the Standard Chart of accounts (SCOA) and the organizational structure of the Department; Manage and control all incomplete/incorrect transactions on BAS and; Supervise all administrative activities including the supervision of staff.

ENQUIRIES : Ms M Kganyago ☎ 012 315 1844

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

CLOSING DATE : 15 March 2010

POST 08/83 : **ASSISTANT DIRECTOR: CATALOGUING SERVICES 1 POST REF NO: 2010/09/GP**

SALARY : R192 539 – R 232 590 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Constitutional Court, Johannesburg

REQUIREMENTS : An appropriate Librarianship qualification, coupled with at least 3 years relevant cataloguing experience, experience in a law library will be an advantage; and supervisory skills Skills and competencies: Knowledge of MARC based library system; Experience with SACat, WorldCat, AACR2, MARC21, and Z39.50, LCSH and LCNA; Hardworking; Ability to work under pressure and accurately; Efficient and resourceful and the Ability to work independently; Computer Literacy (MS Office, Internet); Report writing skills, Excellent communication skills (written and verbal); Interpersonal Relations; Knowledge of OPAC systems

DUTIES : The position involves the overall management and maintenance of the cataloguing/technical services section of the Libraray, including the management of its staff; the acquisition and ordering of books and other resources, and cataloguing and classification as well as development of a the Virtual Library. Specific task include: Manage, oversee cataloguing programs and systems and liaise with the Systems Administrator by organising the loading of new cataloguing programs and reporting problems to the relevant persons as they arise; Manage, control of the Cataloguing Section to develop and maintain the library catalogue using Unicorn, an online system, to make the catalogue accessible on the worldwide web; Name Authorities Identify and attend to training needs for the Database, i.e. Workflows program & I-Link (web-program), WorldCat, Z39.50, Spine Labels, LCSH (Library of Congress Subject Headings) & LCNA (Library of Congress), DDC (Dewey decimal classification); Plan work

procedures by writing cataloguing manuals and in-house memos Ensure adherence to the downloading of the best bibliographic descriptions and correct editing of records; Establish correct cataloguing procedures / rules for various types of library materials as well as providing training; Ensure the correct applications of cataloguing standards by daily quality control of these applications: AACR2 (Anglo-American Cataloguing Rules) LCSH; LCNA; DDC (Dewey decimal classification); Control and supervision of data input of iSAIpi and authorising and correcting the various access points: title, names, subjects, cases, legislation Keep and submit statistics of work done for the month, and performance evaluation Supervise staff in the section.

ENQUIRIES APPLICATIONS : Mr. S Luthuli ☎ (011) 359 7472
 : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 OR Physical address: 15th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Cnr. Commissioner and Kruis Street; Johannesburg; 2000
CLOSING DATE : 15 March 2010

POST 08/84 : **LAW RESEARCHER REF NO: 10/VA08/NW**

SALARY : R192 540 – R223 527 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Mmabatho High Court
 : An appropriate four year Legal Degree or Equivalent Qualifications; At least 2 years relevant experience; The applicants must have the ability to speak and write impeccable English; Skills and competencies: Computer literacy (MS Word); Report Writing; Research and analytical skills; Project Management, including planning and organizing ability; Ability to integrate knowledge from diverse sources; Ability to work under pressure; Accuracy and attention to detail

DUTIES : Provide professional legal research assistance to the respective courts; Conducting legal research as may be required from time to time by the court; Perform quasi judicial functions; Monitor and bring to the attention of judiciary new development in law and jurisprudence; Performing any court related work requested to improve the efficiency of the court

ENQUIRIES APPLICATIONS : Mr. Lazarus Moetanalo at ☎ (018) 397 7064.
 : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735
CLOSING DATE : 15 March 2010

POST 08/85 : **STATE ACCOUNTANT: FINANCIAL REPORTING SERVICES REF NO: 10/43/CFO**

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

CENTRE REQUIREMENTS : National Office, Pretoria
 : Bachelor's Degree in Finance or equivalent qualifications; At least one year experience in the financial environment; Sound knowledge of the Public Finance Management Act, National Treasury Regulations; Basic Accounting System (BAS), and relevant prescripts; Knowledge of Pastel Accounting software will be an added advantage; A valid driver's license. Skills and Competencies: Computer literacy (MS Excel, PowerPoint and word); Good communication (written and verbal) skills; Good interpersonal relations; Time management skills.

DUTIES : Prepare monthly and annual financial statements in accordance with GAAP; Compile statistical information on victim status; Attend to President Fund enquiries; Supervision and guidance of staff.

ENQUIRIES APPLICATIONS : Mr. T Ramudzwagi ☎ (012) 315 1351
 : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 15 March 2010

POST 08/86 : **INTERMEDIARIES (CONTRACT APPOINTMENT) 10 POSTS REF NO: 05/10/LMP**

- SALARY** : R130 426 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Modimolle, Magistrate Mankweng, Magistrate Tzaneen, Magistrate Phalaborwa, Magistrate Mokopane, Magistrate Louis Trichardt, Magistrate Mokerong, Magistrate Hlanganani, Magistrate Thohoyandou, Magistrate Thabamooopo.
- REQUIREMENTS** : Must be competent to be appointed as an Intermediary as prescribed in the Determination under section 170A (4)(a) of the Criminal Procedure Act, 1977, as amended by the Sexual Offences and Related Matters Act 32 of 2007; Which inter alia includes the following; (a) Medical practitioners: registered as such under Medical, Dental & Supplementary Health Services Professions Act 56 of 1974 AND registered: specialty pediatrics (b) Medical practitioners: registered as such under Medical, Dental & Supplementary Health Services Professions Act 56 of 1974 AND registered: specialty psychiatry (c) Family Councillors appointed under s 3 of the Mediation in Certain Divorce Matters Act 24 of 1987 AND who are or were registered as social workers under s 17 of the Social Service Professions Act 110 of 1978 OR who are or were educators as contemplated in (f), OR who are or were registered as clinical, educational or counselling psychologists under the Medical, Dental & Supplementary Health Services Professions Act 56 of 1974 (d) Child care workers who have successfully completed a 2year course in child & youth care approved by the National Association of Child Care Workers AND who have 2 years' experience in child care (e) (i) Social Workers who are registered under s 17 of the Social Service Professions Act 110 of 1978 AND who have 2 years' experience in social work and (ii) persons who obtained a masters degree in social work AND who have 2 years' experience in social work (f) (i) Persons who have 4 years' experience as educators who have NOT at any stage, as a result of misconduct, been dismissed from service as educators; (ii) 'educators' means persons who teach, educate or train other persons, or who provide professional education services, incl. professional therapy & educational psychological services at a public, independent or private school as contemplated in the SA Schools Act 84 of 1996, incl. former & retired educators (g) Psychologists who are registered as clinical, educational or counselling psychologists under the Medical, Dental & Supplementary Health Services Professions Act 56 of 1974 Must be proficient in languages as required by the office concerned; A person who is reliable, dedicated and hardworking. The following qualities will be added recommendations: The ability to work with children/ disabled persons in a highly stressful and under traumatic circumstances; An understanding of and respect for the rights and dignity of the witness requiring assistance; The ability to treat the witness and his/her family with respect and empathy; The ability to provide emotional support and assistance to the witness and his/her family; An understanding of the ethical implications of working with children and court processes.
- DUTIES** : Act as Intermediary by facilitating court proceedings wherein children are involved; Act as intermediary in all matters wherein, despite their biological age, witnesses have a mental age of under 18; Manage the efficient flow of all cases involving children and disabled persons; Facilitate the allocation of dates by utilizing the central diary to schedule matters; Maintain the Intermediary room and the resources therein; Ensure that the correct equipment is available to assist the child or disabled person in giving their evidence; Maintain a data base of all service providers that may provide assistance to the witness and his/her family and make all necessary information available to them.
- ENQUIRIES** : Mrs. E Kotze ☎ 015 287 2025
- APPLICATIONS** : Separate applications must be made for each centre if applying for more than one post and failure to do this will result in consideration given to the first choice only. Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
- CLOSING DATE** : 15 March 2010
- POST 08/87** : **SENIOR ACCOUNTING CLERK 3 POSTS REF NO: 10/44/CFO**
- SALARY** : R73 584 – R86 679 per annum. The successful candidate will be required to sign a performance agreement.

- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : Grade 12 or equivalent qualification with Accounting and/or Math as a passed subject; relevant experience in Finance; Knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Skills and Competencies: Computer literacy (Microsoft Word and Excel); Good communication skills (verbal and written); Good interpersonal skills; Ability to work under pressure and be self – motivated; Accuracy and attention to detail.
- DUTIES** : Process payment documentation; maintain the information on the database of victims; Attend to President’s fund enquiries; Institute action to obtain outstanding information with regard to victims.
- ENQUIRIES** : Mr. T Ramudzwagi ☎ 012 315 1351
- 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 Building, Pretoria, 0001.
- CLOSING DATE** : 15 March 2010

DEPARTMENT OF MINERALS RESOURCES

- APPLICATIONS** : The Director-General, Department of Mineral Resources, Private Bag X59, Pretoria, 0001
- FOR ATTENTION** : Ms E Lethole / Ms H Marakalala
- CLOSING DATE** : 12 March 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. Applicants who do not comply with the above-mentioned requirements, as well as application received late will not be considered. 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. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

OTHER POSTS

- POST 08/88** : **DEPUTY DIRECTOR: MINERAL LAW ADMINISTRATION**
- SALARY** : R378 456 per annum (inclusive package), Level: 11
- CENTRE** : Gauteng Region (Johannesburg)
- REQUIREMENTS** : A Three Year degree/ National Diploma in Law or related field coupled with relevant experience PLUS the following key competencies: Knowledge of • Knowledge of MPRDA • Knowledge of previous minerals legislation • Knowledge of administration procedures • Knowledge of Departmental policy iro Mineral Regulation • Knowledge of computer programs Skills: • Ability to write reports • Ability to write submissions • Ability to conduct meetings • Ability to communicate; written and oral • Ability to act as a mediator between (aggressive) Parties.
- DUTIES** : Manage the administrative process necessary to grant rights and permits in compliance with the law. • Manage and maintain a categorised database (Minact and MRMS) to provide information on the status of rights granted and to promote continued access to mineral properties. • Monitor and determine royalty payments to the state • Monitor the performance of legal operators and take appropriate corrective action where required. Monitor illegal prospecting and mining operations and a follow-up to enforce compliance with the law. Manage the Sub directorate including the *Help Desk. Manage Land Use applications.
- ENQUIRIES** : Adv. MS Malebe ☎ 011 358 9757
- POST 08/89** : **STATE ACCOUNTANT: BUDGETS**
12 months contract
- SALARY** : R130 425 per annum, Level: 07
- CENTRE** : Head Office: Pretoria
- REQUIREMENTS** : B.com degree or equivalent qualification with accounting, plus a minimum of one year experience in a budget environment PLUS the following key competencies: Knowledge of: • Public Finance Management Act • Treasury Regulation • DoRA • Basic Accounting System (BAS) • Government budget processes / guidelines Skills: • Computer literacy • Numerical skills • Analytical • Report / letter writing • Deadline driven Communication: • Excellent verbal and written Creativity • Ability to analyse financial data and compile reports • Problem solving • Organising / prioritizing. Recommendation: Experience in a budget environment within government will be an added advantage.
- DUTIES** : Report on departmental and donor fund budgets & spending • Consolidate & compile budget and related financial documents during the annual budget process (MTEF, ENE, AENE , drawings, virement and roll overs) • Cash flow reporting, inputs for annual financial statements • Compile / analyse financial data and reports for Audit / Budget Committees
- ENQUIRIES** : Mr Stefan Van der Walt ☎ (012) 679 9182

POST 08/90 : **SECRETARY TO THE DIRECTOR: LICENSING AND LEGAL COMPLIANCE**

SALARY : R87 978 per annum, Level: 05

CENTRE : Head Office: Pretoria

REQUIREMENTS : Appropriate Senior Certificate (Grade 12) with extensive experience that will enable the relevant person to perform the functions prescribed in the post PLUS the following key competencies: ☐ Knowledge of: • Window Micro Software e.g Word, Excel, Email and Internet etc • Office/ Telephone etiquette • Document tracking and administrative practice • Public Relation • Conference and meeting procedures ☐ Skills • Computer Literacy • Good organisational Skills ☐ Communication: • Good interpersonal relations and be able to communicate in all levels • Good Communication Skills (verbal & written) • Ability to maintain a high level of confidentiality ☐ Creativity • Innovative and creative thinking abilities • Able to work under pressure and overtime Recommendation/Note: Diploma will be an added advantage.

DUTIES : Provide secretarial / Receptionist Support to the manager • Rendering administrative support services to the Manager/Unit Studies the relevant public service and Department prescripts/policies and other Documents and ensure that the application thereof is understood. Manage the director's diary , Arrange meeting , workshop order stationery and Do filling of documents for the manager and maintain correct filing system. Support the manager with the administration of the budgets.

ENQUIRIES : Mr BT Qina ☎ 012 317 8000

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

APPLICATIONS : Forward your application, stating the relevant reference number, to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001.

FOR ATTENTION : Ms A West

CLOSING DATE : 19 March 2010

OTHER POST

POST 08/91 : **ADMINISTRATIVE SECRETARY IN THE OFFICE OF THE DIRECTOR-GENERAL**

SALARY : R105 645 per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : Ideal Candidate Profile: • A Senior Certificate, coupled with extensive PC skills in the Microsoft Office Suite and a proven record in office administration and management. • A three-year qualification in Office Administration will be an advantage • Proven experience of budget management/controlling expenditure • A thorough understanding of government administration • Valid code 08 driver's licence • Ability to work both independently and as part of a team.

DUTIES : Key Performance Areas: The successful candidate will be responsible for: Providing administrative support to the Office of the Director-General • Managing the flow of submissions and other documentation. Maintain the electronic DG Memorandum system • Preparing/typing documents, letters, presentations, photocopies etc • Arranging refreshments for the Director-General's meetings • Maintaining an effective and user-friendly filing system • Making (both local and international) travel, accommodation and related arrangements • Handling subsistence and travel claims • Managing the budget/controlling expenditure • Managing invitations to attend Conferences and workshops (both national and international) • Ensuring that all necessary documents and information for the appointment/engagement is available.

ENQUIRIES : Ms LC Viviers Tel: (012) 352 1145

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

- APPLICATIONS** : Applications must be sent to the Department of Public Service and Administration, Private Bag X916, PRETORIA, 0001 or delivered to 116 Proes street, Batho Pele House, cnr Proes and Schubart Street, Pretoria. Faxed and emailed applications will not be considered.
- CLOSING DATE** : Monday, 15 March 2010 at 16H30
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Note: Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers, and indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcome on these checks, which include security clearance, security vetting, qualification verification and criminal records.

MANAGEMENT ECHELON

- POST 08/92** : **DIRECTOR-GENERAL: DPSA REF 1**
 The Organisation: The Department of Public Service and Administration (DPSA) is a national policy department under the portfolio of the Minister of Public Service and Administration (MPSA). The Department is responsible for giving technical policy and administrative support to the Minister in the execution of his Political, Executive, Legislative and Policy mandates. The Minister is responsible for a portfolio that includes institutions like the State Information Technology Agency (SITA), Public Administration Leadership and Management Academy (PALAMA) and Government Employees Medical Aid Scheme (GEMS). Key to the Minister's policy mandate are the functions in the Public Service Act, which amongst others are the setting of norms and standards across the Public Service, in areas like: Human Resources Management and Development; Organisational Structures of Departments, Conditions of Service, Information Technology and Management, Electronic government, Integrity and Ethics, Transformation of the Public Service, Innovation, etc. The DPSA also supports the Minister in his Africa and International responsibilities like the African Peer Review Mechanism (APRM) and implementation of conventions relevant to the portfolio. The DPSA is central in the coordination and monitoring of implementation of transversal programmes in the transformation and creation of an effective, efficient and development-oriented Public Service. DPSA is a key player in the various Government and Cabinet clusters.
- SALARY** : The Package of the position will extend from an all inclusive remuneration package of R1 275 732 per annum (level 16). The package will be structured according to the needs of the successful candidate. A non-pensionable allowance equivalent to 10% of the total inclusive package is also payable.
- CENTRE** : Pretoria
- REQUIREMENTS** : Be in possession of a Bachelor's degree (or equivalent qualification at NQF Level 6). Have a sound intellectual ability in the public service and administration or related disciplines. A self starter with substantial and appropriate experience at senior level. Understanding the strategic transformation agenda/imperatives of the state and the public service. Have knowledge of the specific policies/legislation/regulations of the DPSA as well as the key framework legislation and regulations applicable to managing in the public service. Have excellent people management and communication skills. Possess strategic leadership qualities, exhibiting capacity for providing inspiration to a wide audience and have a personal reputation that is beyond reproach. Be dynamic, self-motivated capable of providing leadership in a unionised work environment.

- DUTIES** : Be able to interact and network at the highest level of government, business and civil society. Be available for top secret security clearance.
- Provides strategic leadership to the department, but also to the entire public service in terms of public service transformation and improved public service functioning. Provides the Minister with sufficient information and advice to enable him to make sound and informed decisions in terms of the portfolio and public resource utilization. Strategically manages the DPSA within the overall public service financial management, procurement and human resource management frameworks, and ensure that other key requirement in terms of the Constitution, the Administrative Justice Act and the Access to Information Act is adhered to. Assumes administrative accountability for the department and its performance. Serves as constructive intermediary between SITA and the Minister. Although the candidate is based in Pretoria, the post requires extensive travelling, both domestically and internationally. Conditions for appointment (3 year contract): Pass a top security clearance by the National Intelligence Agency, Verification of qualifications. Enter into performance contract with the political principal within three months of assuming office, annually renewable. Successfully complete probation period of twelve months.
- ENQUIRIES FOR ATTENTION** : Ms Thuli Manzini (012) 336 1121
- : Please quote the relevant reference number on the application or during enquiries that should be directed to: Dr A.L Mahapa: The Head of Ministerial Services.
- POST 08/93** : **DEPUTY DIRECTOR-GENERAL: LABOUR RELATIONS AND REMUNERATION MANAGEMENT. REF NO 2**
- SALARY** : All inclusive remuneration package of R976 317 per annum Level 15. The all inclusive remuneration package consist of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
- REQUIREMENTS** : An appropriate bachelor's degree or (equivalent qualification at NQF level 6), Relevant extensive managerial experience, Knowledge and a good understanding of Remuneration, Labour Relations and Conditions of Service, as well as Negotiations and Collective Bargaining in the Public Service. Proven track record of project experience, Understanding of the Government regulatory framework and processes, highly developed negotiation, communication and liaison skills. Must be conversant with Public Service Collective Bargaining issues and have strong leadership qualities, Sound analytical, financial and interpretive skills, Excellent writing skills with meticulous attention to detail, A very good understanding of Public Service transformation, Proven ability to innovate, Willingness to work under pressure and periodically travel and work away from home.
- DUTIES** : Strategically manage the Branch: Labour Relations and Remuneration Management: Comprising of the following Chief Directorates: Remuneration and Conditions of Service; Negotiations and Labour Relations Management. Provide policy, advice and support to Government, sectors and departments on appropriate conditions of service and remuneration. Advise, co-ordinate and lead negotiations on behalf of the State as employer. Ensure the implementation of negotiated agreements. Give advice and support to departments on effective labour relations management. Provide advice and support to departments on disciplinary cases
- ENQUIRIES FOR ATTENTION** : Ms B Hendricks (012) 336 1570
- : Application quoting reference number must be addressed to Mr Thabang Ntsiko

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

The Department reserves the right not to appoint any applicant in this position and reserves the right to conduct pre-employment security screening. Persons with disabilities are encouraged to apply. 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.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, at: Department of Rural Development and Land Reform, Private Bag X10, Mowbray 7705, Or Hand delivered at : Van Der Sterr Building, Rhodes Avenue, Mowbray
- CLOSING DATE** : 12 March 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 POST

- POST 08/94** : **SENIOR ACCOUNTING CLERK REF NO: S8/3/2010/154**
- SALARY** : R105 645 per annum (Level 6)
- CENTRE** : Shared Service Centre: Western Cape (Cape Town)
- REQUIREMENTS** : * Applicants must be in possession of National Senior Certificate /Grade 12. * One year relevant experience. * Knowledge of the Public finance Management Act (PFMA) and treasury regulations. * Knowledge of Basic Accounting System (BAS). * Knowledge of Pastel and Point of sales. * Customer service. * Interpersonal skills. * Computer literacy (MS Excell, Word and Power-point). * Problem solving and decision making skills. * Time management. * Communication skills.
- DUTIES** : * Issue receipts on Point of sale and on BAS. * Prepare bank deposit and close off. * Check and compile Sundry payment advice. * Manage petty cash and ensure funds are available at all times by replenishing. * Ensure correct allocation of SCOA. * Render financial support as and when required. * Do filing of all the documents. * Manage operations to achieve planned outcomes. * Knows and apply legislation, policies and procedures. * The successful candidate must be able to work independently. * Alternative duties may be added as decided by the Senior Manager
- ENQUIRIES** : Ms N Mdyeshana Tel: (021) 658 6845

THE PRESIDENCY

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

APPLICATIONS : The Presidency, Private Bag X 1000, PRETORIA, 0001. OR hand delivered to 535 Proes Street

FOR ATTENTION : Ms M Makgae

CLOSING DATE : 12 March 2010

NOTE : Applications must be submitted on Z83 form accompanied by certified copies of qualifications as well as a comprehensive CV and an ID copy to be considered. It is the responsibility of the applications to have his/her foreign qualification evaluated by South African Qualification Authority (SAQA). Confirmation of final appointment will be subject to a positive security clearance. Due to the high volume of responses anticipated, correspondence will be limited to short listed candidates only. Failure to submit the requested documents will result in your application not being considered. No faxed or e-mailed applications will be considered.

OTHER POSTS

POST 08/95 : **ADMINISTRATIVE SECRETARY**
Unit: Private Office of the President

SALARY : All inclusive salary package of R378 456 per annum

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's degree or equivalent qualification. This is an extremely challenging, key post which requires a person with strong organisational abilities and analytical acumen, as well as excellent communication skills (verbal and written). Extensive experience in an office management and administration environment. Knowledge of the South African Constitution, Minimum Information Security Standards (MISS) Act, Government's Planning Framework and budgetary processes will be advantageous. Willingness to work irregular hours and under pressure. Ability to work with minimum supervision. Willingness to perform session duty in Cape Town.

DUTIES : Act as Head of the DDG's office and supervise staff in the DDG's office. Responsibility for the strategic planning process of the branch, ensure that unit programmes are aligned to the strategy of the branch and Presidency. Responsibility for ensuring branch compliance with Presidency prescripts e.g. finance, procurement, strategic planning, and that deadlines are met. Responsibility for management of resources and staff of the DDG's office. Overall management of correspondence that flows into the DDG's and CD's office. Provide content and logistical support to DDG's work e.g. drafting letters and briefing notes. Organize meetings on behalf of President as directed by the DDG. Ensure thorough preparations for the President's oversight meetings including working with Policy Unit and affected departments to prepare programmes and briefing documents. Support the Chief Director in the execution of his duties. Liaise with other Branches to secure information for President's engagements and meetings. Support DDG in providing support services to the President in the execution of his duties.

ENQUIRIES :

POST 08/96 : **ASSISTANTSPECIALIST: RESEARCH, DRAFTING AND SPEECH WRITING**
Unit: Communication

SALARY : R240 318 per annum

CENTRE : Pretoria

REQUIREMENTS : A tertiary qualification and experience in areas such as journalism, writing, research or any other relevant field; A sound understanding of South African politics, Government policies and programmes and international relations; An inquiring and analytical mind; Excellent skills in writing, editing, proof reading and report writing; Applications must include a portfolio of written work; Short-listed candidates will undergo a competency test.

- DUTIES** : Undertake the research and general writing needs of The Presidency; Participate in all the communications programmes of The Presidency; Liaise with Government departments and agencies; Research and draft documents and speeches; Maintain research files; Monitor, analyse, interpret events, Draft reports; Consult with internal and external stakeholders; Participate in the writing of The Presidency Annual Reports, internal publications, internet, intranet, reports, brochures and pamphlets, etc; Establish working relations with institutions, agencies and line function departments.
- ENQUIRIES** : Mr T Koena Tel no: 012 - 300 5896
- POST 08/97** : **PHOTOGRAPHER (ASSISTANT DIRECTOR)**
Directorate: Media Liaison
- SALARY** : R240 318 per annum
CENTRE : Pretoria/Cape Town
REQUIREMENTS : The Presidency requires the services of a qualified and experienced photographer. The job entails long working hours over weekends and public holidays. The applicant must be prepared to travel long distances countrywide. An appropriate degree/ diploma, or equivalent qualification with appropriate experience in photographic environment. Experience in digital photography is essential. Knowledge studio photography and lighting. Sound knowledge of Photoshop. Experience in digital archiving, digital albums of images. Experience in scanning images for archival purposes. Computer literacy and knowledge of Apple Macintosh computers. A recent photographic portfolio must be submitted for the interviews. Ability to speak more than one indigenous language will be an added advantage. A valid driver's license is a pre-requisite.
- DUTIES** : Provide a photography service to the President, Deputy President and The Presidency. Responsible for filing images digitally in the photo library. Initiate, plan and execute photographic assignment on all events by the abovementioned Principals. Render photographic assistance to the Presidency as and when required. Assist with training of students on internship. Assist with studio photography in the office and on location. Update photo Library with new images. Syndicate photographs to the media and Presidency clients. Scanning and digital manipulation of images. Assist with sourcing photographs for Presidency Publications.
- ENQUIRIES** : Ms Zingaphi Jakuja, Tel (012) 300 5319
NOTE : Candidates will undergo a Practical test in Studio Photography and Adobe Photoshop. Please prepare a portfolio of your work both hard copy and electronic. Presentation should be 20mins
- POST 08/98** : **SENIOR ADMINISTRATIVE OFFICER**
Unit: Communications
- SALARY** : R 161 970 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF6) or equivalent, Extensive administrative experience, organizing, communication and coordination skills, Good computer skills.
- DUTIES** : The incumbent will be responsible for the following: Provide administrative and research support to the Research, Drafting and Speechwriting Unit in Communications in the preparation of speeches or speaking notes for the Deputy President, Prepare a roster and duty sheet for Speechwriters, keep track of speech preparation deadlines and assist the writers to adhere to these, conduct preliminary research to assist the speechwriters e.g liaise with the hosts to ascertain nature of the function, target audience and discuss speaking points, Liaise with possible sources of information within government and in others sectors, Make copies of the speech and ensure proper distribution of the speech to hosts, media (in consultation with liaison section) and to other stakeholders, Liaise with Government Communications and Information Systems (GCIS) to ensure that the speech is posted on Government Websites, Organize a proper filing system for the speeches of the President and Deputy President to ensure easy access, Provide speeches to senior managers within The Presidency and advisors on request., The successful candidate will be the official contact person in the office, relating to liaising about speeches of the President and Deputy President.

ENQUIRIES : Mr T Koena (Tel no: 012 - 300 5896)

POST 08/99 : **CHIEF SYSTEMS DEVELOPER**
Directorate: Information Technology and Knowledge Management

SALARY : R161 970 per annum
CENTRE : Pretoria
REQUIREMENTS : A relevant IT tertiary qualification, Minimum of three years in information systems management setting. Expert knowledge of Microsoft Access and SQL server databases is essential as well as experience in Microsoft Office 2003/2007, Visual Basic, extensive knowledge of Enterprise technologies, and content management systems. Knowledge of Open Text eDOCS (formerly Hummingbird Enterprise), and Metastorm E-work will be an added advantage. Personality Profile: Good communication and interpersonal skills; Ability to cope with multi-tasking and stress; Work independently and as a team member, Technical proficiency, problem solving and liaison on a high level.

DUTIES : Development, testing of information management systems and future maintenance thereof; facilitate analysis and design of databases; Integrate internal and external systems to the Department; liaison with users and facilitate user support and training; Liaison with business analyst to ensure that development is according to system specifications; Prepare technical documentation; perform administrative tasks on SQL server; Investigate new programming software and new programming techniques. Play an advisory role to IT & KMS management on the optimum use of information management systems and content management technologies; Oversee principal developers.

ENQUIRIES : Ms Ntombi Kwatsha, Tel: 012 300-5861 E-mail: ntombi@po.gov.za

POST 08/100 : **CHIEF NETWORK CONTROLLER**

SALARY : R 161 970 per annum
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus a National Diploma/Degree in Information Technology coupled with at least three years relevant working experience. A MCSE qualification would be an advantage. Good knowledge of LAN/WAN network devices and management as well as experience on Windows Server 2003, Exchange 2003, Windows XP/Vista and Government Transversal Systems. Knowledge and experience with anti-virus software, DNS and DHCP is essential. Advanced trouble shooting and fault finding skills. Able to communicate at all levels. Ability to work under pressure, independently and in a team. Must be willing to travel when required. The appointment is subject to a positive security clearance by a security agency.

DUTIES : The successful candidate will be responsible for administering and configuration of Windows 2003 file servers to ensure maximum performance. Backup and restore of file servers. Troubleshoot network problems including Exchange Server 2003. Assist with the implementation and testing of network security measures and Disaster Recovery Plan. Implement computer network policies and procedures. Compile and maintain network configuration and Disaster Recovery documentation. Ensure update of anti-virus software. Install, configure and troubleshoot BAS, Persal, Logis or any Government Transversal System. Research new computer and network technology. Ensure maximum up time of network equipment through accurate and early response

ENQUIRIES : Mr Samuel Lema, tel (012) 300 5566

POST 08/101 : **PRINCIPAL PROGRAMMER**
Directorate: Information Technology and Knowledge Management

SALARY : R 130 425 per annum
CENTRE : Pretoria
REQUIREMENTS : A relevant IT tertiary qualification or equivalent IT experience. Knowledge of Microsoft Access and SQL server databases is essential as well as experience in Microsoft Office 2003/2007, Visual Basic, and knowledge of Enterprise technologies, and content management systems. Knowledge of Open Text eDOCS (formerly Hummingbird Enterprise), and Metastorm E-work will be an added advantage. Good communication and interpersonal skills; Ability to cope with multi-tasking; Ability to work under pressure and with minimum supervision.

DUTIES : Perform the role of a system administrator on the IDMS and related systems; analysis, design and maintenance of databases; Development, support and enhancement of information management systems; End user support and training;

ENQUIRIES : Ntombi Kwatsha Tel. (012) 300 5861 E-mail: ntombi@po.gov.za

POST 08/102 : **SENIOR NETWORK CONTROLLER 2 POSTS**
Directorate: Information Technology and Knowledge Management

SALARY : R 105 645 per annum
CENTRE : Pretoria (Must be able to do sessions in Cape Town if required)
REQUIREMENTS : A relevant 3-year diploma in IT or IT qualification with relevant experience. N+ and A+ will be an advantage. Knowledge of operating systems and applications i.e. MS Server 2003, Windows XP/Vista, MS Office XP/2003/2007 and MS Exchange 2003/7 a must.. Exposure to transversal systems, hardware/software support skills, computer hardware and computer peripherals such as data projectors, printers, 3G cards, scanners and other communication devices. Good interpersonal skills and the ability to interact at all levels in the organisation, client service and support oriented.

DUTIES : Support users with all computer, LAN and WAN problems, attend and respond to calls logged at helpdesk, maintain records and statistics regarding operations information, network infrastructure, users and computer equipment location, network hardware and software media. Accumulate and expand technical knowledge with regard to LAN and WAN systems, operate existing network systems and ensure maximum up-time thereof by speedy, accurate and very early response. Register hardware and network problems with relevant external services providers, do first line support, assist with telephone and video conference systems.

ENQUIRIES : Mr. Steve Moikangwe, 012 300 5551

POST 08/103 : **SENIOR NETWORK CONTROLLER 2 POSTS**
Directorate: Information Technology and Knowledge Management

SALARY : R 105 645 per annum
CENTRE : Pretoria (Must be able to do sessions in Cape Town if required)
REQUIREMENTS : A relevant 3-year diploma in IT or IT qualification with relevant experience. N+ and A+ will be an advantage. Knowledge of operating systems and applications i.e. MS Server 2003, Windows XP/Vista, MS Office XP/2003/2007 and MS Exchange 2003/7 a must.. Exposure to transversal systems, hardware/software support skills, computer hardware and computer peripherals such as data projectors, printers, 3G cards, scanners and other communication devices. Good interpersonal skills and the ability to interact at all levels in the organisation, client service and support oriented.

DUTIES : Support users with all computer, LAN and WAN problems, attend and respond to calls logged at helpdesk, maintain records and statistics regarding operations information, network infrastructure, users and computer equipment location, network hardware and software media. Accumulate and expand technical knowledge with regard to LAN and WAN systems, operate existing network systems and ensure maximum up time thereof by speedy, accurate and very early response. Register hardware and network problems with relevant external services providers, do first line support, assist with telephone and video conference systems.

ENQUIRIES : Mr. Steve Moikangwe, 012 300 5551

POST 08/104 : **SENIOR ACCOUNTING CLERK (S&T SECTION)**
Directorate: Finance

SALARY : R87 978 per annum
CENTRE : Pretoria
REQUIREMENTS : A Senior certificate or equivalent qualification with relevant experience in travel and subsistence. Knowledge of Bas, Persal, PFMA and Treasury Regulations. Good communication skills, computer literacy and analytical skills. Ability to work under pressure and ability to work in a team.

DUTIES : Administering of all Local and other S&T Advances and Claims. Calculation and checking of local S&T Claims and -Advances. Capturing of S&T payments on

PERSAL and BAS. Ensure record keeping and filing of all S&T Claims and -
Advances. Clear suspense accounts relating to travelling and subsistence claims
and advances. Perform any other reasonable tasks.

ENQUIRIES : Ms René Joubert (Tel no: 012 - 300 5928)

POST 08/105 : **INTERNSHIP PROGRAMME 2010/11**
Duration: 1 April 2010 to 31 March 2011 (12 months)

SALARY CENTRE : Remuneration: The Interns will receive a stipend of R3500 per month
Pretoria

The Presidency is offering Internship opportunities to provide South African
graduates and undergraduates, to gain workplace experience in the field of work
that they have studied. Applications are invited from candidates in the following
field of study: Financial Management, Project Management, Public
Administration, Public Management, Office Management and Technology,
Marketing, Political Science, Purchasing and Logistics, Supply Chain
Management, Transport Management, Facilities, N6/ Diploma in Electrical
engineering, Information Technology, Human Resourced Development, LLB,
LLM, B.Juris/Proc, Catering/Hospitality.

Who should apply?
Unemployed South African graduates/post-graduates, with a tertiary qualification
in one of the abovementioned fields of study, who has not been previously
employed under any internship programme.

Requirements:
Applicants must be graduates in any of the field listed above/ undergraduate
students whom internship is a prerequisite to obtain their forma qualification.
Applications must be submitted on a Z83 form, obtainable from any Public
Service Department, stating the field to which the intern is applying from the
above list, a CV, certified copies of certificates, transcripts and a letter from the
institution for the undergraduates, Identity document must also be attached.
Failure to submit required documents will result in the application not being
considered.

ONLY 30 INTERNS WILL BE RECRUITED FOR 2010/11 FINANCIAL YEAR
Please forward your applications to The Presidency, Private Bag X1000,
PRETORIA, 0001 OR Hand deliver to: 535 Proes Street, ARCADIA, 0083

ENQUIRIES : Ms. Felicity Mokwele, Tel: (012) 300 5875 and Mr. Lucas Motlana, Te : (012) 300
5874

CLOSING DATE : 12 March 2010

DEPARTMENT OF WATER AFFAIRS

CLOSING DATE : 08 March 2010
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

MANAGEMENT ECHELON

POST 08/106 : **DIRECTOR: EASTERN OPERATIONS**
 Directorate: Eastern Operations
 5-year contract

SALARY : R652 572 per annum (all-Inclusive salary package)
CENTRE : Midmar Dam (Howick)
REQUIREMENTS : An appropriate Technical or Engineering Qualification or equivalent. Appropriate experience or be able to show significant proficiency in this area. Ability to facilitate technical financial and corporate services planning ad implementation. . Policy and Strategy interpretation skills. Advanced management skills. Presentation and negotiation skills. Skills development knowledge. Legal administration. Leadership skills. Programme and project management. Excellent verbal and written communication skills.

DUTIES : The duties will include the following: Manage the implementation of the water resource infrastructure operations, maintenance and betterment plans, including general maintenance of related facilities Provide leadership and directions in the Cluster Office Develop and Manage Revenue and Expenditure budgets Responsible for financial management and corporate support in the Cluster Office; Responsible for all technical activities in the Cluster Office ; Responsible for implementing effective dam safety practices and emergency preparedness plans; Manage and control state owned land and facilities related to water resource infrastructure; Ensure monitoring, evaluation and reporting of Cluster Office activities; Manage administration and technical staff; Promote good relations with stakeholders; Ensure customer-focused service delivery; Promote transformation in the Cluster Office and Maintain Asset Register

ENQUIRIES : Mr LS Moloi, Tel: (012) 336-8092, fax: (012) 336-7031
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 08/107 : **DIRECTOR: WATER REGULATION AND USE MANAGEMENT**

SALARY : R652 572 per annum (All inclusive flexible package)
CENTRE : Bellville
REQUIREMENTS : Appropriate 3 year Degree or equivalent. Extensive experience in Water Regulation and Use and relevant experience in the legal aspects of Water Regulation. Competencies: General Management Experience. Presentation skills. Negotiation skills. Communication/Interpersonal skills. Skills Development knowledge. Policy & Strategy Development. Knowledge of relevant Acts. Project and Programme Management. Integrated Water Resources Management.

DUTIES : Provides leadership to Directorate, Conducts strategic and business planning for the Directorate, Ensures effective development and implementation of policies and strategies for the Section functions, Ensures Water regulation, use and efficiency, Ensures compliance and enforcement, Ensures promotion of inter-governmental relations, Liaises with stakeholders for planning initiatives, Manages and oversees environmental data registry, Regulates Water Management Institutions, Manages licensing for strategic industries, Manages WfW initiatives.

ENQUIRIES : Mr R Khan, Tel-021 9416004

APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 16, Sanlamhoof, Bellville 7532 or hand deliver at the Sigma Building, No 3 Blackenberg Road, Bellville, Room 301.
FOR ATTENTION : Mr B Saki, Tel-021 941 6018

OTHER POSTS

POST 08/108 : **DEPUTY DIRECTOR: NATIONAL COORDINATOR OF 2020 VISION FOR WATER AND ENVIRONMENTAL SCHOOL BASED EDUCATION PROGRAMME**

SALARY CENTRE REQUIREMENTS : R448 521 per annum (All inclusive package)
: Pretoria
: An appropriate 3 years Diploma or Degree in relevant field coupled with appropriate experience • Knowledge of sector policies, guidelines and strategies and sector business • understanding of general government policies, Project and Programme management skills • Coordination skills, • Good understanding of Inter-Governmental Relations and co-operative governance • Willingness to travel and work under pressure • Valid drivers license is essential.

DUTIES : National Programme Management of the 2020 Vision Programme which includes: Strategic planning and performance monitoring of the 2020 Vision Programme, Facilitate departmental alignment and synergy on all education and schools-based programmes; Coordination of related national and international events, Provision of management support to the regions, Facilitate intergovernmental relations, Financial management, management of staff, public relations and marketing; Coordination of sponsorships; Oversee competitions and the annual aqua-enviro youth summit.

ENQUIRIES APPLICATIONS : Mrs. Portia Makhanya, Tel-012 336 8798
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 08/109 : **DEPUTY DIRECTOR: TECHNICAL SUPPORT**
This is a re-advertisement. Those candidates who applied initially need not apply. Candidates will be required to undertake an assessment test.

SALARY CENTRE REQUIREMENTS : R448 521 pa (All inclusive package)
: Pretoria
: An appropriate three year Bachelor's degree or equivalent qualification in Natural Sciences with extensive and relevant experience. Knowledge and understanding of integrated water resources management and related policy framework is essential. Understanding of PFMA and Treasury Regulations is highly recommended. Project planning and project management experience. Proven strategic management and leadership skills, strong analytic, interpersonal and financial management skills. Excellent administrative and organizational skills. Good writing and communication skills. Computer literacy (Ms Word, Excel, PowerPoint and Outlook). Ability to work independently, long hours and under pressure. A valid driver's licence and willingness to travel where necessary.

DUTIES : Key Performance Areas: The management of strategic documents (Ministerials, Director General and Cabinet memos). Co-ordinate responses to Parliamentary Questions, Ministerial and DG directives. Responsible for the development and implementation of a document management system for the Branch. Quality assurance of all submissions. Development of submissions as required from DDG's office. Provide technical support and guidelines to Chief Directorates. Stake-holder liaison and management.

ENQUIRIES APPLICATIONS : Ms N Ncapayi Tel (012) 336 8800
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 08/110 : **DEPUTY DIRECTOR: GENERAL CONTROLS AUDITS**

SALARY : R448 521 per annum (All inclusive package)

CENTRE : Pretoria

REQUIREMENTS : A recognised three-year tertiary qualification in Internal Auditing/Auditing, Financial Accounting or related fields • Registration and studying towards a relevant professional certification (CISA), CIA or CA• A minimum of four to five years experience in Internal Auditing • Knowledge of Information systems auditing standards including the Control Objectives for Information and related Technology (COBIT) • Knowledge of application and general IT control reviews (security) • Knowledge of data analysis, ACL, CAAT's • Knowledge of SDLC, IT security, network communications, client server environment• Ability to perform technical Information system audits• Sound knowledge of the Public Finance Management Act, Treasury Regulations, Generally Accepted Accounting Principle • Good understanding of Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing • Good interpersonal, written and verbal communication skills • Analytical skills • Ability to work independently and under pressure • Willingness to travel as and when required • Valid driver's licence • Computer literacy • Skills in the application of audit methodology and execution of audit procedures in accordance with the approved audit programme • Ability to use own initiative • good team and leadership skills• strategic planning • Problem solving skills.

DUTIES : Manage the Information Technology audit plan including audit universe and overseeing timely execution of the plan• Manage Technology Audit Projects including System Development Reviews, Change Control Management, Database Controls, Contingency Planning/Disaster Recovery Reviews, Operating Systems Reviews and General Controls. Identifying and assessing technology and business risks, developing effective audit programs to address risks, executing appropriate test of controls, presenting results and recommendations to management, developing effective audit report• Participating in special projects to improve information system controls and management information• Partnering with management to develop practical and cost-effective solutions to IT internal controls issues• Serving as a department subject matter expert on technology controls and practices, and providing audit teams with appropriate input on related audit coverage• Establishing strong relationships with technology business management to stay abreast of business issues and changes to the risk profile of the dept• Staying current on changes in information technology, audit, financial services, and regulatory compliance• Demonstrating a commitment to continuous improvement of IT audit processes and practices• Coaching, developing, and training audit staff• Ensuring that Audits are performed in line with the Institute of Internal Auditors (IIA) Standards and COBIT methodology• Track audit issues raised and report on them to the CAE• Provide consultation services to the business in line with the IIA standards.

ENQUIRIES : Mr P Jordaan Tel-012 336 8854

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

FOR ATTENTION : Ms T Bapela

POST 08/111 : **DEPUTY DIRECTOR: CORPORATE SERVICES**

SALARY : R448 521 (All inclusive packages)

CENTRE : Bloemfontein

REQUIREMENTS : Degree with relevant experience. Extensive Corporate Services Management experience in particular HR Transaction and Information, Recruitment and Selection, Talent Management, IT Management, Employee Relations, Health and Safety, Communication and Office Services. Advanced Computer Literacy. Knowledge of Public Service Act and Regulations, Human Resources Resource policies and prescripts as well as policy development and interpretation, Skills development Act, Employment Equity Act, Labour Relations Act, Health and Safety Act and PFMA. Analytical and Negotiating Skills as well as Presentation Skills. Willingness to work longer hours and under pressure. Valid driver's license and willingness to travel. Core Management Competences: Strategic capability and leadership, Client orientation and customer focus. Problem

		solving- conflict management, Good communication skills, outstanding interpersonal relations, time and office Management, organizing and leadership skills, knowledge of financial Management and project management will serve as an advantage.
<u>DUTIES</u>	:	Efficient Human Resource services. Proper coordination and control of the sub directorate's budget, ensuring effective Health and safety in the Region, Monitor implementation of the PMDS tool and other Talent Management related matters, ensure sound and healthy relations among all the staff, effective communication and promote representivity in the Region, Management of IT and Office services. Monitor the correct interpretation and implementation of all policies, prescripts, guidelines, strategies, regulations and legislation in the Region/ Department. The successful candidate will also be responsible for the following: Guiding the Development, implementation and management of the strategic and operational plans, preparing presentations, reports and submissions.
<u>ENQUIRIES</u>	:	Mr. T Ntli, Tel-051 405 9000
<u>APPLICATIONS</u>	:	Regional Head Department of Water Affairs Private Bag 528 Bloemfontein 9300
<u>FOR ATTENTION</u>	:	Ms. P Mogolo
<u>POST 08/112</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT</u>
<u>SALARY</u>	:	R378 456 per annum (all-inclusive salary package)
<u>CENTRE</u>	:	Nelspruit
<u>REQUIREMENTS</u>	:	A recognised and appropriate three-year tertiary qualification in Human resources/ Public management, plus extensive Generalist experience with appropriate management experience. In- depth knowledge and experience across the HR spectrum, specifically with regards to Recruitment and Selection, Talent Management, Employment Equity, Organisational Development and Service Conditions. Computer literacy, including extensive experience in PERSAL. Extensive knowledge and understanding of all Acts governing HR practices, sound knowledge of HR budgeting. Excellent communication and people management skills. Organisational and analytical skills. Good drafting and report writing skills. The ability to liaise with staff at all levels. A commitment to ethical conduct.
<u>DUTIES</u>	:	Key Performance Areas: Manage Recruitment and Selection. Ensure the proper application of HR policies and procedures, compliance with legislation and the achievement of all HR Policies and procedures, compliance with legislation and the achievement of all HR objectives Advise line Managers and staff on the application of relevant HR policies and procedures to ensure the correct and consistent implementation of all HR processes and systems, as well as compliance with legislation. Ensure the smooth running of the process, from advertising to actual appointment. Recommend appointable candidates in respect of appointments, promotions and transfers. Co-ordinate organisational structure, job profiles and evaluations. Conduct functional analysis, Manage all projects concerning employee wellness in the Region. Monitor and evaluate new organisational structure Advise Management and employees on all aspects of organisational Development Ensure the integration of transformation imperatives within the Region. Develop transformation strategies, instruments systems and processes. Monitor and evaluate the region's performance in terms of transformation imperatives. Facilitate and co-ordinate the Region's participation in Special Programmes. Manage conditions of service, with specific reference to, amongst others, the Government Employees Pension Fund, general leave administration, PILIR, injury-on-duty, overtime, housing allowances, appointments, PERSAL administration and general information management practices. Monitor and evaluate all activities. Provide specialist advice to Senior and Line Managers. Support the transfer of employees from mother institutions and provide restructuring support to the Region. Deal with oversight reports in terms of terminations of service, appointments and transfers of staff. Strengthen the Division: HR Transactions and Information Management's capacity in terms of best practices with regards to pension administration, general conditions of service and appointments. Liaise with the Risk manager and ensure that decisions are implemented. Facilitate skills development programmes. Liaise with training providers and ensure that decisions are implemented. Facilitate skills development programmes. Liaise with training providers and ensure the customisation of leadership programmers is in line with the needs of the organisation. Co-ordinate the delivery of training programmes. Provide strategic

direction and guidance. Develop competency profile for all levels of leadership Manage and develop a succession plan. Monitor and evaluate the impact of interventions. Implement and monitor all PMDS activities. Develop mechanisms to ensure that all work plans are submitted on time and ensure that reviews are taking place per policy directives, enforcing compliance therewith.

ENQUIRIES : G Posthumus Tel 013-759 7301
APPLICATIONS : The Regional Head: Mpumalanga, Department of Water Affairs, Private Bag X11259, Nelspruit 1200,
FOR ATTENTION : Ms FM Hlatshwayo

POST 08/113 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT**

SALARY : R378 456 pa (All inclusive salary package)
CENTRE : Durban
REQUIREMENTS : A recognised and appropriate three-year tertiary qualification in Human Resources/Public Management, plus extensive Generalist experience with appropriate management experience. In-depth knowledge and experience across the HR spectrum, specifically with regards to Recruitment and Selection, Talent Management, Employment Equity, Organisational Development and Service Conditions. Computer literacy, including extensive experience in PERSAL. Extensive knowledge and understanding of all Acts governing HR practices. Sound knowledge of HR budgeting. Excellent communication and people management skills. Organisational and analytical skills. Good drafting and report writing skills. The ability to liaise with staff at all levels. A commitment to ethical conduct.

DUTIES : Key Performance Areas: Manage Recruitment and Selection. Ensure the proper application of HR policies and procedures, compliance with legislation and the achievement of all HR objectives Advise Line Managers and staff on the application of relevant HR processes and systems, as well as compliance with legislation. Ensure the smooth running of the process, from advertising to actual appointment. Recommend appointable candidates in respect of appointments, promotions and transfers. Co-ordinate organisational structure, job profiles and job evaluations. Conduct functional analysis. Manage all projects concerning employee wellness in the Region. Monitor and evaluate new organisational structure, Advise Management and employees on all aspects of Organisational Development Ensure the integration of transformation imperatives within the Region. Develop transformation strategies, instruments, systems and processes. Monitor and evaluate the Region's performance in terms of transformation imperatives. Facilitate and co-ordinate the regions participation in Special Programmes. Manage conditions of service and employee benefits, in respect of general conditions of service, with specific reference to, amongst others, the Government Employees Pension Fund, general leave administration, PILIR, injury-on-duty, overtime, housing allowances, appointments, PERSAL administration and general information management practices, Monitor and evaluate all activities. Provide specialist advice to Senior and Line Managers. Support the transfer of employees from mother institutions and provide restructuring support to the Region. Deal with oversight reports in terms of terminations of service, appointments and transfers of staff. Strengthen the Division: HR Transactions and Information Management's capacity in terms of best practices with regards to pension administration, general conditions of service and appointments. Liaise with the Health Risk Manager and ensure that decisions are implemented. Facilitate skills development programmes. Liaise with training providers and ensure the customisation of leadership programmes is in line with the need of the organisation. Co-ordinate the delivery of training programmes. Provide strategic direction and guidance. Develop competency profiles for all levels of leadership. Manage and develop a succession plan. Monitor and evaluate the impact of interventions. Implement and monitor all PMDS activities. Develop mechanisms to ensure that all work plans are submitted on time and ensure that reviews are taking place as per policy directives, enforcing compliance therewith.

ENQUIRIES : Ms M. Cele, Tel-031 3362831
APPLICATIONS : The Chief Director: KwaZulu-Natal, Department of Water Affairs, P.O. Box 1018, Durban, 4000
FOR ATTENTION : The Manager (Human Resources)

POST 08/114 : **ASSISTANT DIRECTOR: ADMINISTRATION**
 Directorate: Executive Support in the office of the Director General

SALARY : R 240 318 per annum, Level 10
CENTRE : Pretoria
REQUIREMENTS : Appropriate recognised three year tertiary qualification plus appropriate experience in document management preferably in the office of the Director-General • Sound knowledge of government policies • Must be computer literate with sound knowledge of MS office suite • Must have good written and verbal communication skills • Be action orientated • Be flexible and motivated to work in both a team and independently • Be willing to work under pressure.

DUTIES : The successful candidate will be responsible • to administer all incoming correspondence in the office of the Director-General by tracking them on the tracking system • Administer outgoing correspondence in the office of the Director-General • Handle all document Management related enquires by attending to the Central Point helpdesk • Manage the filing system in the Director-General's office • Supervise staff

ENQUIRIES : Ms C Molohe (012) 336 8749 /8819
APPLICATIONS : Please forward your applications quoting the reference number to : The Director General, Department: Water Affairs, Private Bag x 350, Pretoria, 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714

FOR ATTENTION : Ms T Bapela

POST 08/115 : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS**

SALARY : R240 318 per annum
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate recognised three-year tertiary qualification in Human Resources, Management or Labour Law plus extensive experience in exposure to labour relations consultancy. Knowledge of labour legislation and the Public Service Regulatory Frameworks. Policy formulation and implementation. Project management. Computer Literacy. A driver's licence. Presentation skills. Negotiation skills. Knowledge of the Department Restructuring Imperatives.

DUTIES : The Assistant Director; Employee Relations in the Region will have Labour Relations Management oversight for the Regions clustered together in the Department. He/She will, inter alia: Execute overall departmental labour relations policies. Promote sound Labour Relations. Manage strikes and make contingency plans. Monitor organisational climate and create an environment conducive to sound labour relations and effective restructuring and transfers. Undertake collective bargaining. Handle complex misconduct and grievance matters. Resolve disputes. Manage conflict. Be responsible for conciliation and arbitration. Perform research and study Labour Relations trends and keep the Department abreast of the latest developments. Train and supervise subordinates.

ENQUIRIES : Mr. T. Ntli, Tel-051 405 9000
APPLICATIONS : The Regional Head: Free State, Department of Water Affairs, Private Bag 528, Bloemfontein, 9300

FOR ATTENTION : Ms. P Mogolo

POST 08/116 : **ASSISTANT DIRECTOR: TALENT MANAGEMENT**

SALARY : R240 318 per annum
CENTRE : Durban
REQUIREMENTS : A recognised Bachelor's degree or equivalent qualification within the field of Human Resource Management, Skills Development, Organisational Development, Social Science or Public Administration. A minimum of 5 years relevant experience in HR practices, specifically Training and Performance Management. Thorough knowledge of the Public Service Regulatory framework, legislation, policies and principles relevant to Talent management. Knowledge of HR systems. Knowledge of the application of principles and techniques related to project management. Analytical, writing, presentation and computer skills. Good self and time management ability. The ability to work comfortably with and among a diverse workforce. The ability to manage subordinates well. Good

organisational and interpersonal skills. Good communication skills (written and verbal).

DUTIES : Key Performance Areas: Ensure the provision and management of training and development interventions for the Region. Ensure that Regional training programmes are developed and implemented. Ensure that Regional directed training is facilitated as per business needs. Ensure compilation and implementation of HRD and workplace skills plan for the Region. Ensure the facilitation of career development within the constraints of existing HR protocol for the Region. Ensure the compilation of statutory and mandatory reports on skills development for the Region. Ensure the effective implementation of the Performance Management and Development System for the Region. Ensure that authorizations are obtained for continued employment of personnel in posts upgraded due to Job Evaluation in the Region.

ENQUIRIES APPLICATIONS : Ms M.T. Cele, Tel 031 3362831

FOR ATTENTION : The Chief Director: KwaZulu-Natal, Department of Water Affairs, P.O. Box 1018, Durban, 4000

POST 08/117 : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT**

SALARY CENTRE REQUIREMENTS : R192 540 per annum
: Durban
: A recognised Bachelor's degree or equivalent qualification within the field of Human Resource Management, Labour Relations, Skills Development, Organisational Development, Social Science or Public Administration. Appropriate experience in HR practices, specifically Performing Management. Thorough knowledge of the Public Service Regulatory framework, legislation, policies and principles relevant to human capital performance management and development. Knowledge of the application of principles and techniques related to project management. Analytical, writing, presentation and computer skills. Good self and time management ability. The ability to work comfortably with and among a diverse workforce. The ability to manage subordinates well. Good organisational and interpersonal skills. Good communication skills (written and verbal).

DUTIES : Key Performance Areas: Ensure the application of sound human resource management practices in the area of Performance Management and Development policy and related legislation. Conduct research into best practices and trends in these areas. Provide advice and support to employees, Management and any relevant stakeholders. Maintain an adequate Performance Management information system (electronic and manual). Facilitate in-house training/workshops/focus groups, as well as consultation processes with stakeholders. Conduct impact studies and compile reports and submissions for Management. Function in cross-functional teams. Manage the probation cycle. Analyse regional operational plans in relation to Performance Agreements. Ensure the integration of performance management with Wellness and Skills Development.

ENQUIRIES APPLICATIONS : Ms M. Cele, Tel 031 3362831

FOR ATTENTION : The Chief Director: KwaZulu-Natal, Department of Water Affairs, P.O. Box 1018, Durban, 4000

POST 08/118 : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT AND TRANSFORMATION**

SALARY CENTRE REQUIREMENTS : R192 540 per annum
: Bloemfontein
: Appropriate Bachelor's degree/ diploma plus extensive relevant experience in Organisational Development and Transformation. Knowledge of Public Service Regulations, Public Service Act, Employment Equity Act, Labour Relations Act and relevant policies. Analytical and system thinking, Facilitation and communication skills. Problem solving and decision making skills. Knowledge of organizational behaviour and change management. Good management skills and analytical skills. Computer programmes. Valid driver's license.

DUTIES : Maintain the organizational structure and post establishment of the region and share the implementation of the organizational structure. Advise the region on

the proper configuration of the structure and its alignment with strategic objectives of the department. Advise management and employees on migration process on approval of organizational structure. Conduct organisational diagnosis and implement OD intervention strategies, Manage change management process and organisational development at various levels of the organisation. Draw and update Employment Equity plan. Coordinate job evaluation and organizational development. Manage transformation issues in the Region. Facilitate employee wellness. Coordinate and facilitate all special programs in the Region. Represent the Department in all the committees that relate to organizational development.

ENQUIRIES : Mr. T Ntli, Tel-051 405 9000
APPLICATIONS : The Regional Head: Free State Region Department of Water affairs and Forestry
 Private Bag 528 9300 Bloemfontein
FOR ATTENTION : Ms. P Mogolo

POST 08/119 : **ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT 2 POSTS**

SALARY : R 192 539 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate three year National Diploma or Degree coupled with 2 years experience and Project Management experience, sound knowledge of education and water sector policies. Computer literacy .Good verbal and written skills. Good interpersonal and organisational skills. Ability to work under pressure and outside office hours. Ability to operate in a team environment.

DUTIES : The incumbent's duties will be among other things to provide project management support and oversight to the regional structure of Vision 2020: Overall management of the 2020 Vision Programme and all DWA Education and Schools Programmes, Ensure synergy and integration of all education and schools based programmes in DWA, Ensure strategy and business planning for the programme, Monitor the implementation of the strategy and business plan, Ensure effective conceptualisation, planning and implementation of the Aqua-Environment Youth Summit, Ensure effective planning and implementation of the competitions programmes – like Baswa le Metse, Ensure effective communication and media on all education programmes through effective relationship with the Communications Unit, Oversight and management of the curriculum and educator development programme, Ensure effective linkages and integration between the curriculum and the competition processes, Facilitate impact assessment of education and schools based programmes of the department, Ensure effective monitoring and reporting of all education and schools based programmes of the department, Ensure effective internal communications of education and schools programmes within the department through development and implementation of an effective communications strategy, Assist the Chief Director with Top Management, OPSCOM and Ministerial processes necessary for the strategic buying and implementation of an effective Education and Schools based programme in DWA,

ENQUIRIES : Ms P Makhanya (012) 336-8798
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 08/120 : **PERSONAL ASSISTANT TO THE CHIEF OF STAFF IN THE MINISTRY FOR WATER AND ENVIRONMENTAL AFFAIRS**

SALARY : R 192 540 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate with a Secretarial or equivalent Certificate or qualification plus the following key competencies: Knowledge of computer literacy, Public Relations, Telephone etiquette, Conference and meeting procedures. Sound organisational skills, good people skills, ability to act with tact and discretion. Ability to communicate well with people at different levels and from different backgrounds. Language skills, basic written communication skills, creativity, innovative and creative thinking abilities and high level of reliability. Good

	:	grooming and presentation. The successful candidate will have to undergo security clearance.
<u>DUTIES</u>	:	Keep the diary for Chief Director, and Senior Managers, prepares meetings packs for Senior Managers (SMS), typing of documents, operates office equipment (fax, photocopier), arrange events for the SMS, process travel and subsistence claims for SMS. Take minutes at meetings, maintain filing system to file and retrieve documentation, Records and distributes incoming and outgoing documents. Attend to telephone calls and messages, refer them to where required. Receive the manager's visitors, Remains abreast with the procedures and processes that apply in the office, Attend to any other duties when requested.
<u>ENQUIRIES</u>	:	MS Patience Mangotlo Tel (012) 336 8733
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>POST 08/121</u>	:	<u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: REGIONAL COORDINATION AND SUPPORT</u>
<u>SALARY</u>	:	R 192 540 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three or four year National Diploma or Degree in Finance/ Public Administration from a Technikon or a University with at least 3 years relevant experience. Experience in project and programme management, negotiation and communication skills will be of advantage. Knowledge of the Water Services Act, Division of Revenue Act and Public Finance and Management Act are also an advantage. Strong report writing skills and computer literacy (in particular Ms Word, Excel and Power Point) are crucial.
<u>DUTIES</u>	:	The incumbent's duties will entail the following: Assisting the Chief Director with tracking and monitoring tasks, including the development and management of a personal organisation and tracking system, Keeping track of performance of units to ensure that service standards are met, Managing the Chief Director's working schedule in co-ordination with the secretary, Ensuring continuous flow of work on days when Chief Director may be out of office, Acting as a secretary to most meetings of the Chief Director and make follow ups stemming from such meetings, Checking and controlling submissions to ensure compliance with format, task directives and instructions, Maintaining proper records and managing administrative support services, Ensuring that a register of all incoming and outgoing mail is kept, Keeping abreast of all requirements on regular and ad-hoc reports and initiate and co-ordinate the compilation of such reports, Being fully aware of departmental requirements related to the Chief Directorate's monthly , quarterly and annual reports and ensuring submissions on time, Compiling the budget and monitoring expenditure, Coordinating the Chief Director's programme and rendering logistical support, Coordinating appropriate submissions, supporting documents and presentations for meetings and other events, Managing enquiries directed to the Chief Director as the functional leader for policy and responding to enquiries as arranged, Representing the Chief Director in selected meetings of the Department, Information management and communication on behalf of the Chief Director's office.
<u>ENQUIRIES</u>	:	Walter Nkabinde (012) 336-6776
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>POST 08/122</u>	:	<u>PRINCIPAL DEVELOPMENT EXPERT: WATER USE SUPPORT</u>
<u>SALARY</u>	:	R 192 540 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate 3-year Degree / Diploma in Natural Sciences or Management / Engineering / Business Management and knowledge of General Management , Presentation skills, Negotiation skills, Interpersonal skills, Policy & Strategy

Development, Skills Development, Knowledge of relevant Acts, Project and Programme Management. The ability to interact both at strategic and operational levels while appreciating urgent daily demands. A successful track record in project / programme management and managerial abilities. Good communication skills. Excellent analytical ability. A good understanding of water sector legislation. Valid driver's licence.

DUTIES : The incumbent of this position will be reporting to the Deputy Director: Water Use Support and will be responsible for the following key performance area: Provides leadership within the Unit, Provides input into strategic and business planning for the Unit, Support to Regions re Water Use Matters, Acts as interphase between P&R and Regions on the interpretation and the implementation of Water Use Strategies on the following: ensure equitable allocation of water and ensures that water quality management is adequately catered for in business Plans of Regions and that it is in line with the Strategic Plan of the Department, Assists to provide effective support to Regions on the implementation of specific Water Use Programmes (e.g. Water Allocation Reform, Licensing, Resource Poor Farmers, Waste Discharge Charge System, Water for Growth and Development [economic component]). Analyses the various elements of all projects Establishes inter-dependencies amongst various projects, and Ensures sequential scheduling of inter-dependent activities

ENQUIRIES : Ms R Cronje Tel (012) 336 6699

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

FOR ATTENTION : Ms T Bapela

POST 08/123 : **SENIOR ADMINISTRATIVE OFFICER: COMMUNITY DEVELOPMENT 2 POSTS**

SALARY : R 161 971 per annum

CENTRE : Pretoria

REQUIREMENTS : An appropriate three year National Diploma or Degree couples with experience and Project Management experience, sound knowledge of education and water sector policies. Computer literacy. Good verbal and written skills. Good interpersonal and organisational skills. Ability to work under pressure and outside office hours. Ability to operate in a team environment.

DUTIES : The incumbent's duties will be among other things to provide administrative support to the Assistant Director and the regional structure of Vision 2020: Provide support to and report to the Assistant Director: Community Development, Record, information and document management, Create and maintain effective databases of the 2020 Vision Schools, Administration of the business planning process and ensuring timely development of plans and reports, Logistics administration of all events and processes relation to the 2020 Vision Programme, Minute taking and reporting on all forums of the 2020 Vision programme, like 2020 Vision management meetings, LOC and NOC meetings, Financial administration of the programme, Support and provide necessary information to all regional coordinators, service providers and other units of DWA that are involved in Education and schools based activities, Take responsibility for the Finance, HR, Administration and Procurement processes and activities for the 2020 Vision Programme and ensure that these are in line with the standards of government, Support management on all issues relating to project management – through adequate early warning systems and ensuring that all deadlines are met by the team.

ENQUIRES : Ms P Makhanya (012) 336-8798

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

FOR ATTENTION : Ms T Bapela

POST 08/124 : **SENIOR IT AUDITOR**

SALARY : R161 970 per annum

CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	A recognised three-year tertiary qualification in Internal Auditing/Auditing, Financial Accounting or related fields • Registration and studying towards a relevant professional certification (CISA) or CIA • A minimum of one to two years experience in Internal Auditing • Information systems auditing standards including the Control Objectives for Information and related Technology (COBIT) • Knowledge of application and general IT control reviews (security) • Knowledge of data analysis, ACL, CAAT's • Knowledge of SDLC, IT security, network communications, client server environment . Ability to perform technical Information system audits • Sound knowledge of the Public Finance Management Act, Treasury Regulations, Generally Accepted Accounting Principle • Good understanding of Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing • Good interpersonal, written and verbal communication skills • Analytical skills • Ability to work independently and under pressure • Willingness to travel as and when required • Valid driver's licence • Computer literacy • Skills in the application of audit methodology and execution of audit procedures in accordance with the approved audit programme • Ability to identify and analyse risks during the execution of the audit • Problem solving skills.
<u>DUTIES</u>	:	Conduct the Information Technology audit plan including audit universe • Perform Audit Projects including System Development Reviews, Change Control Management, Database Controls, Contingency Planning/Disaster Recovery Reviews, Operating Systems Reviews, Applications Reviews and General Controls. Identifying and assessing technology and business risks, developing effective audit programs to address risks, executing appropriate test of controls, presenting results and recommendations to management, developing effective audit report • Participating in special projects to improve information system controls and management information • Partnering with management to develop practical and cost-effective solutions to IT internal controls issues • Serving as a department subject matter expert on technology controls and practices, and providing audit teams with appropriate input on related audit coverage • Establishing strong relationships with technology business management to stay abreast of business issues and changes to the risk profile of the dept. Staying current on changes in information technology, audit, financial services, and regulatory compliance • Demonstrating a commitment to continuous improvement of IT audit processes and practices. Coaching, developing, and training audit staff • Ensuring that Audits are performed in line with the Institute of Internal Auditors (IIA) Standards and COBIT methodology • Track audit issues raised and report on them to the CAE • Provide consultation services to the business in line with the IIA standards.
<u>ENQUIRIES</u>	:	Mr P Jordaan Tel-012 336 8854
<u>APPLICATIONS</u>	:	Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
<u>FOR ATTENTION</u>	:	Ms T Bapela
<u>POST 08/125</u>	:	<u>SENIOR ADMINISTRATION OFFICER: (TRANSPORT)</u>
<u>SALARY</u>	:	R161 970 per annum
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	Senior Certificate (Matric) with extensive appropriate experience in Transport Management. Computer Literacy e.g. Excel and Word, Knowledge of Transport Management procedures and policies, Able to take initiative and work under pressure to meet deadlines.
<u>DUTIES</u>	:	Administrate the transport section. Fleet management. Vehicle inspections. Reconcile invoices from Phavis. Ensure compliance with the provision of schemes. Empower Scheme participant with regard to policy and procedures. Coordinate and evaluate application and make recommendations with regard to the allocation of subsidized vehicles. Liaise between department, financial service provider and companies with regard to the management of subsidized motor scheme. Update the utilization statistics of subsidized vehicles. Implement departmental subsidies motor scheme. Coordinate applications to the advisory committee for new/ replacement, withdrawal and premature withdrawal of subsidized vehicles. Manage budget and attend monthly financial meetings. Supervise and train subordinates.

ENQUIRIES : Mr V. Nene, Tel-031 336 2700
APPLICATIONS : Chief Director: KwaZulu-Natal, Department of Water Affairs, P.O. Box 1018, Durban, 4000

POST 08/126 : **COMMUNITY DEVELOPMENT OFFICER (ECONOMICS): WATER SECTOR SUPPORT**

SALARY : R161 970 per annum
CENTRE : Bloemfontein
REQUIREMENTS : A recognized three-year degree/diploma in Economics. Knowledge of local government policies, legislative framework and challenges. Good grasp of current issues in local government water services and the water sector institutions. Ability to communicate at all levels verbally and in writing. Good liaison and networking skills. Project./Programme management and financial skills. Computer literate and a valid drivers licence.

DUTIES : Key Performance Areas: The successful candidate will be responsible to ensure the provision of basic services (Water) by promoting good practice and lesson learnt sharing with the water sector partners and municipalities in relation to their financial model. Support the development and implementation of the financial model, guidance for retail tariff setting, Guidance on financial grants, loans and donor funding sources . Support the development and implementation of the Infrastructure Asset Management Strategy. Ensure the utilization of the existing Infrastructure Asset Management tools to assist the WSAs and WSPs with the management of the Infrastructure Asset Management. Support the Institutional reform investigations on financial viability as determined by the Institutional Model and Advice WSAs on Section 78 decision making. Update the FBW data on the website bi-monthly. Promote the use of donor materials for water supply services. Participate in the provincial FBS task team. Assist with the roll out of the Free Basic Sanitation Strategy.

ENQUIRIES : Mrs. P Mohapi, Tel-051 405 9000
APPLICATIONS : The Regional Head: Free State Region Department of Water affairs and Forestry Private Bag 528 Bloemfontein 9300

FOR ATTENTION : Ms. P Mogolo

POST 08/127 : **SENIOR STATE ACCOUNTANT - FINANCIAL ACCOUNTING**

SALARY : R161 970 per annum
CENTRE : Bloemfontein
REQUIREMENTS : Three year qualification in the field of Finance and relevant experience in Financial Management. Sound knowledge of PFMA and Treasury Regulations. Extensive knowledge of PERSAL and BAS. Valid driver's license. Communication and report writing skills are essential. Knowledge of SAP will serve as an added advantage.

DUTIES : Key Performance Areas: Authorization of statutory deductions and salary related payments on Persal, creditor payments and journals on BAS. Ensure monthly clearance of suspense accounts. Reconciliation of creditor accounts, S&Ts and Advances. Check, authorize and replenish petty cash and oversee performance of cashier functions. Manage payroll. Manage human resources. Assist with audit queries. Ensure compliance with departmental financial policies.

ENQUIRIES : Ms. B Keele, Tel-051 405 9000
APPLICATIONS : The Regional Head: Free State, Department of Water Affairs, Private Bag 528, Bloemfontein, 9300

FOR ATTENTION : Ms. P Mogolo

POST 08/128 : **CHARGE HAND GR II**

SALARY : R161 970 per annum
CENTRE : Construction West – De Hoop Dam
REQUIREMENTS : 12 years relevant experience. Must be able to interpret plans. Must be in possession of accredited certificates in three of the fields mentioned underneath.

DUTIES : Must be able to work with the following: Concrete works, earthworks, canal construction, fencing, laying pipes, steel fixing, Installing filter systems and excavation.

ENQUIRIES : Ms J Mabanda, Tel-013 260 1110/1

APPLICATIONS : The Contract Manager Department of Water Affairs P.O Box 21328
FOR ATTENTION : ROOSSENEKAL 1066
Ms J Mabanda

POST 08/129 : **COMMUNITY DEVELOPMENT OFFICER (SKILLS DEVELOPMENT CO-ORDINATOR): WATER SECTOR SUPPORT**

SALARY : R161 970 per annum
CENTRE : Bloemfontein
REQUIREMENTS : A recognized three-year diploma in Human Resource. Speciality in skills development will serve as an advantage. An understanding of the Skills Development Act, SETAs, ASGISA and JIPSA. Good understanding of the institutional Framework for the water sector and local government and other related policies and practices. Knowledge and experience in training needs and impact assessments. Negotiations and Communication skills (written and verbal). Programme and Financial management Skills. Ability to interact with key stakeholders. A valid driver's licence.

DUTIES : Key Performance Areas: The successful candidate will be responsible for the co-ordination of activities outlined in the 2025 Vision for Human Resource Development Plan (HRD). Promote, implement and ensure continuous updating of the 2025 Vision for HRD capacity building and skills development plan for the water sector. Engage sector partners to implement priority interventions to address critical and scarce skills challenges. Support the department's participation at career exhibitions. Programme Manage the SETA's support programme. Participate in the Provincial skills development fora. Arrange the Regional workshops on 2025 Vision for HRD. Link with Universities and Technikons and FET colleges Water programmes.

ENQUIRIES : Mrs. P. Mohapi, Tel-051 405 9000
APPLICATIONS : The Regional Head: Free State Region Department of Water affairs and Forestry
Private Bag 528 Bloemfontein 9300

FOR ATTENTION : Ms. P Mogolo

POST 08/130 : **SENIOR ADMINISTRATION OFFICER**

SALARY : R161 970 per annum
CENTRE : Bellville
REQUIREMENTS : A 3 year National Diploma of Degree with Relevant experience in Facilities Management and corporate travel, supervisory skills, knowledge of procurement procedure, ability to work under pressure. Valid EB drivers licence. Computer literacy (all programs).

DUTIES : The successful candidate will be responsible for the following: Daily management of office support services, which include cleaning services, photocopying, switchboard, departmental cell phone contract and control over cleaning material. Regular inspection where needed. Control over and facilitate acquisition of office accommodation in consultation with the Department of public works. Negotiate with landlords for private office accommodation. Ensure proper implementation of travel tenders. Provide office support service in the Region, provide a strong leadership role and report on the above. Manage all the sections within the division. Liaise with Head on all divisional matters.

ENQUIRES : Mr. P Janse van Rensburg Tel: 021 941 600
APPLICATIONS : The Chief Director: Department of Water Affairs, Private Bag X 16, Sanlamhof, 7532.

FOR ATTENTION : B Saki

POST 08/131 : **COMMUNITY DEVELOPMENT OFFICER**

SALARY : R 161 970 per annum
CENTRE : Bellville
REQUIREMENTS : An appropriate recognized three-year tertiary qualification in the field of Community Development, Development Studies, Economic, Human or Social Sciences coupled with more than two years of relevant experience. The appropriate candidate must have knowledge of water related legislation, policies and practices. Must be computer literate. Have an understanding of roles and responsibilities of different spheres of government. An understanding of water resources programmes. Excellent verbal and written communication skills are

essential. The candidate must be able to work independently or in a team. Must have proven experience in community or rural development as well as interacting with other spheres of Government. Must have the ability to manage conflict through a transparent and participatory approach, solve complex project related problems, interpret and apply legislation, policy and strategy. Have a sound understanding of integrated water resource management. A valid driver's licence is essential. Willingness to travel extensively and work irregular hours. The candidate will be expected to possess excellent presentation, research, time management and project management skills.

DUTIES : Liaise closely and provide support to water stakeholders including, farmers (both commercial and emerging), all spheres of government, Industries, local communities and other external institutions. Providing advice and support to the institutional development function of water resources management in the Gouritz Water Management Area. Assist in the establishment, co- ordination and management of Catchment Fora and Water User Associations within the Gouritz Water Management Area.

ENQUIRIES : C.J. Visser, Tel. 021-9507111
APPLICATIONS : Chief Director: Western Cape, Department of Water Affairs, Private Bag X16, SANLAMHOF, BELLVILLE 7532 for attention of

FOR ATTENTION : Mr B Saki

POST 08/132 : **SENIOR COMMUNITY DEVELOPMENT OFFICER**

SALARY : R 161 970 per annum
CENTRE : Bellville

REQUIREMENTS : An appropriate recognized three-year tertiary qualification in the field of Community Development, Development Studies, Economics, Human or Social Sciences or Sociology coupled with more than two years of relevant experience. The appropriate candidate must have knowledge of water related legislation, policies and practices. A teacher's background would be an added advantage. Must be computer literate. Have an understanding of roles and responsibilities of different spheres of government. An understanding of water resources programmes. Excellent verbal and written communication skills are essential. The candidate must be able to work independently or in a team. Must have proven experience in community or rural development as well as interacting with other spheres of Government. Must have the ability to manage conflict through a transparent and participatory approach, solve complex project related problems, interpret and apply legislation, policy and strategy. Have a sound understanding of integrated water resource management. A valid driver's licence is essential. Willingness to travel extensively and work irregular hours. The candidate will be expected to possess excellent presentation, research, time management and project management skills.

DUTIES : Liaise closely and provide support to water stakeholders including, farmers (both commercial and emerging), all spheres of government, Industries, local communities and other external institutions. Providing advice and support to the institutional development function of water resources management in the region. Assist with Departmental programmes and assist Water Services Authorities.

ENQUIRIES : Mr. S. Mashicila on Tel. 021-9507111
APPLICATIONS : Chief Director: Western Cape, Department of Water Affairs Private Bag X16, SANLAMHOF, 7532

FOR ATTENTION : Mr. B. Saki

POST 08/133 : **CONTROL AXUILLIARY SERVICES OFFICER 2 POSTS**

SALARY : R 161 970 per annum
CENTRE : Bellville

REQUIREMENTS : Grade 12 certificate and at least five years experience in a Hydrological Data processing environment. Mathematics on higher level will be a recommendation. Practical experience and appropriate knowledge in Hydrological Data processing, editing and auditing (quality control) with the use of the Hydstra software package is compulsory. Data archiving experience is compulsory. Good communication skills. Computer literacy and skilful in the usage of various Window driven programmes such as Excel, MS Word, Power Point etc. Appropriate experience in other Database programmes. A sound knowledge of prescribed quality regulations. Good Leadership qualities. Willingness to travel

and a valid code 8 driver's licence. Willingness to undergo in-house training at various locations as well as attend meetings/ workshops at various locations.

DUTIES : Data archiving. Processing, editing and evaluation of Hydrological data captured from Hydrological sites in the Western Cape region. Execution of prescribed quality controls on Hydrological data. Registration of all source documents related to hydrological data capturing. Liaison with technical personnel in terms of data quality, task assignments and reliable source documents. Frequent visits to satellite offices for training and liaison purposes. Accompany technical and field personnel on visits to monitoring sites for data collection and evaluation. Producing of technical and progress reports. Supervision and training of Personnel as well as representing the region at National Meetings will be a key responsibility

ENQUIRIES : Mr L. Davids (021) 950 7197

APPLICATIONS : The Chief Director: Western Cape, Department of Water Affairs, Private Bag X16, BELLVILLE 7532

FOR ATTENTION : Mr B Saki

POST 08/134 : **HEALTH AND SAFETY OFFICER**

SALARY : R161 970 per annum

CENTRE : Bellville

REQUIREMENTS : An appropriate recognized National Diploma (T1N3 stream) or equivalent qualification in Electrical/ Mechanical Engineering/ Environmental Health. Recommendations: Registration as Engineering Technician in terms of Section 14 (1) or 14(2) of the Engineering Profession of South Africa Act 1990. Knowledge of the OSH Act and Regulations (Act 85 of 1993), the risk management theory and practical auditors assessment. Computer literacy Good communication skills (written and verbal) Valid code 08 driver's licence (certified copy must be attached) Certificate in Occupational Health and Safety Management

DUTIES : To manage and co-ordinate implementation of the OHS Act. To Develop SHE management systems. Interpret and coordinate recommendations from external audit reports. Conduct internal audits. Manage implementation of the Hazard Identification Risk assessment. Facilitate training. Compile corporate standards and policies. Investigate all fatalities and report to the Department of Labour and the person appointed in terms of section 16.2 (Chief Director). Compile Occupational Health and Safety budget. Facilitate studies on personal protective equipment. Conduct regular site inspection. Develop monthly and quarterly reports on fatalities, serious injuries and all related issues described on the incident-reporting matrix. Assist with the implementation of the OHSAS 18001 system. Manage COIDA.

ENQUIRIES : Ms K Ntshingane, Tel: (021) 941 6006

APPLICATIONS : The Chief Director: Department of Water Affairs Private Bag X 16, Sanlamhof, 7532,

FOR ATTENTION : Mr. B Saki

POST 08/135 : **PROJECT MANAGER**

SALARY : R130 425 per annum

CENTRE : Bellville

REQUIREMENTS : A Forestry or Nature Conservation Post Matric qualification or Grade 12 Certificate with 3-5 years relevant experience in alien clearing project management. A valid driver licence and willingness to travel. Ability to communicate in at least two official languages of the Western Cape. Project management experience. Good communication (verbal and written) and interpersonal skills. Computer literacy, Practical knowledge of GPS and infield mapping, knowledge of herbicide, chainsaw, health and safety standards, and working experience of clearing methods and standards of invading plant clearing methods.

DUTIES : Support the Olifants-Doorn WMA Manager with project monitoring and compliance with work methods and Health and Safety requirements standards. Ensure quality control through regular site inspections. Increase awareness of stakeholders and land users regarding alien clearing and herbicide assistance. Monitor specialised operations such as rehabilitation, emerging weeds and Arbour teams where appropriate.

ENQUIRIES : Tracy Sampson (021 941 6000/6032)
APPLICATIONS : The Chief Director, Department of Water Affairs and Environment, Private Bag X16, Sanlamhof, 7532
FOR ATTENTION : Bonisile Saki (021 941 6000)

POST 08/136 : **SENIOR SAFETY COORDINATOR**

SALARY : R130 425 per annum
CENTRE : Construction West – De Hoop Dam
REQUIREMENTS : A relevant degree/national diploma or A Senior Certificate and must be in a possession of SMTRAC / SHEQMAN plus 8 years appropriate experience

DUTIES : Candidate must be able to perform the under mentioned tasks independently: Accident and incidents investigation, risk assessment, training (OHS representatives, aids awareness) safety reports, ISO 14001 & 14004:2004, OSHAS 18001 & 14004: 2004, ISO 9001:2000, integrated SHEQ Internal Auditors

ENQUIRIES : Ms J Mabannda, Tel-013 260 1110/1
APPLICATIONS : The Contract Manager Department of Water Affairs P.O Box 21328 ROOSSENEKAL 1066
FOR ATTENTION : Ms J Mabannda

POST 08/137 : **CHARGE HAND/CONTROL GANGER**

SALARY : R130 425 per annum
CENTRE : Construction West – Bushbuck-ridge, MP
REQUIREMENTS : Must be in possession of accredited certificates in two of the fields mentioned underneath plus 10 years appropriate experience. Must be familiar with all construction activities namely earthworks and concrete. Must be able to interpret plans.

DUTIES : Must be able to work with the following: Concrete works, earthworks, canal construction, fencing, laying pipes, steel fixing, installing filter systems and excavations.

APPLICATIONS : The Contract Manager Department of Water Affairs P.O Box 21328 ROOSSENEKAL 1066
FOR ATTENTION : Ms J Mabannda

POST 08/138 : **SENIOR SECRETARY GRADE IV FOR CHIEF DIRECTOR REGIONAL COORDINATION AND SUPPORT**

SALARY : R 130 425 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate with Typing as a Subject or Secretarial Diploma. Computer literacy in at least Microsoft Word, Outlook, Excel and Power Point. Good written and verbal communication skills. Good interpersonal and organisational skills. Telephone etiquette. Ability to work under pressure. Ability to operate in a team environment. Knowledge of and experience in supply chain management procedures would be an added advantage.

DUTIES : The appointee will be responsible for the secretarial and administrative support services in the Chief Director's office, which include among others, the following: Managing the diary of the Chief Director, Receiving and managing all telephone calls, Build and maintain proper filing and documents management systems, Typing and sorting of correspondence, Assisting in making follow-ups as per correspondence or instructions, Facilitating and making appropriate arrangements for the Chief Director, Communicating with both internal and external stakeholders, Preparing relevant documentation for all events overseen by the Chief Director and, Adherence to Batho Pele principles.

ENQUIRIES : Mr Walter Nkabinde Tel: (012) 336 - 6776
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.
FOR ATTENTION : Ms T Bapela

POST 08/139 : **SENIOR SECRETARY: DEPUTY DIRECTOR GENERAL: REGIONS**

SALARY : R 130 425 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12/ Secretarial Diploma or equivalent qualification. Excellent interpersonal and organizational skills. Good written and verbal communication skills. Experience in office administration and coordination. Ability to perform under pressure and adhere to strict time frames. Knowledge and experience of MS Word, MS Excel, MS PowerPoint, MS Outlook and Internet coupled with sound typing skills. Knowledge of network applications and governmental transversal system (will serve as an added advantage). Willingness to work after hours when required.

DUTIES : Key Performance Areas: Responsible for all Deputy Director-General: Regions' office administration. Diary management and coordination of office activities. Management of all incoming and outgoing correspondence. Coordination of and preparation for meetings, workshops and other appointments of the Deputy Director-General: Regions. Answering and screening of all telephone calls. Taking minutes at meetings chaired by the Director. Ensure quality assurance in terms of information and document management system. Together with support staff, manage office supplies. Responsible for travel arrangements. Processing of all subsistence and traveling claims. Hospitable reception of visitors to the Deputy Director-General: Regions. Assistance with any other logistical and administrative tasks.

ENQUIRIES : Ms Nozuko Zamxaka, telephone number 012-336-7585
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 08/140 : **SENIOR SECRETARY GRADE IV: REVENUE MANAGEMENT**
Sub Directorate: Revenue Management

SALARY : R 130 425 per annum, Level 7
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Secretarial Diploma or equivalent qualification. Excellent interpersonal and organizational skills. Good written and verbal communication skills. Experience in office administration and co-ordination. Ability to perform under pressure and adhere to strict timeframes. Knowledge and experience of: MS Word, MS Excel, MS PowerPoint, MS Outlook and the Internet coupled with sound typing skills. Ability to handle confidential matters. Driver's License will serve as an added Advantage. Willingness to work after hours when required. Candidates may be Subjected to verbal and/or written test to determine their suitability for the job.

DUTIES : The successful candidate will be Responsible for the overall administration of the Director's office. Diary management and co-ordination of and preparation for Meetings, workshops, typing of documents minutes as well as presentations and attend to other appointments of the Director. Provide reception services including call Screening, receiving as well as attending to messages and provide hospitable Reception of visitors to the Directorate. Provide secretarial services to the Directorate. Maintain an effective filing system in the office of the Director. Making travel arrangements and accommodation arrangements as well as processing of all subsistence and travel claims. Responsible for procurement of goods and stationery in the Directorate. Applicant should be willing to work long hours and under pressure. The successful candidate will be subjected to security clearance.

ENQUIRIES : MMN Mothebe, Tel: (012) 336-8954
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 313, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 08/141 : **SENIOR SECRETARY TO THE CHIEF DIRECTOR: OPERATIONS**

SALARY : R130 425 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate / Secretarial Diploma or equivalent qualification with extensive experience in the office administration and coordination. Good written and verbal communication skills. Good interpersonal skills and telephone conduct, understanding of protocol, planning, organization and analytical abilities, problem solving and innovative thinking. Ability to work independently, under pressure and adhere to strict timeframes. Proven working experience in MS Word, MS Excel, MS Powerpoint, MS Outlook and internet coupled with sound typing skills.

DUTIES : Key Performance Areas: Responsible for overall administration of the Chief Director's office. Diary management, coordination of and preparation of meetings and recording proceedings when required. Typing of documents as well as presentations and attend to other appointments of the Chief Director. Management of all incoming and outgoing correspondence. Provide receptionist services, including call screening. Develop and maintain an effective filing system. Making traveling and accommodation arrangements as well as processing of all subsistence and travel claims for the Chief Director.

ENQUIRIES : Ms G Gcanga, Tel. (012) 336-7382
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 08/142 : **DATA CAPTURER (INFORMATION TECHNOLOGY)**

SALARY : R130 425 per annum
CENTRE : Bloemfontein
REQUIREMENTS : A national Diploma or equivalent qualification in Information Technology. At least two years relevant experience. A valid South African Driver's License. Good interpersonal skills as well written and verbal communication skills. Knowledge of the IT procurement processes in the public sector.

DUTIES : Advice and assist users with IS & ITC Processes and Procedures. Administrate ITC applications (Registration, Investigation, Progress, Verification, Reporting and Filling). Liaise with Vendors on new and outstanding calls, services & payments. Maintain a database of all IT Equipment in the Region, including warranties, maintenance and service contracts of that equipment. Register requests for service, change or evaluation of service. Monitor movement and allocation of IT assets. Perform IT Audits and rollout projects. Assist in the development of internal web application & database. Liaising with HR for user terminations and process New User Request. Compile resource usage reports (3G, internet, email costs /usage). Customer relations & user consultation.

ENQUIRIES : Mr. T Ramosangoana, Tel-051 405 9000
APPLICATIONS : The Regional Head: Free State Region Department of Water affairs and Forestry Private Bag 528 Bloemfontein 9300

FOR ATTENTION : Ms. P Mogolo

POST 08/143 : **CHIEF ADMINISTRATION CLERK**

SALARY : R130 425 per annum
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12 with extensive experience/National Diploma/ B-Tech in Finance with relevant experience in Asset Management and Supply Chain. Valid drivers license. Knowledge and experience of Logis and BAS Systems will be a recommendation. Candidates must be fully computer literate in all MS Office package.

DUTIES : Ensure that all items from DWAF are properly maintained, utilized and safeguard. Appoint asset holders (inventory holders/ sub inventory controllers). Be responsible for the stocktaking of items/equipment on asset list. Ensure that all items accounted for an asset list, are available for inspection as required by the stock taking team. Ensure that the equipment, which is temporarily in use at other places, is brought to a central point for purpose of stocktaking. Ensuring that regular stocktaking spot-checks are carried out on asset lists. Be responsible

for the verification once per quarter, of issued items and for submission of quarterly report. Reporting of disposable items to the Local Head of Asset Management by means of report/service letter. Ensure that items that have been earmarked for disposal are kept in their original form. Advising the store in the prescribed manner in respect of equipment permanently moved between asset list, as well as any item set for repair.

- ENQUIRIES** : Ms. E Bosch, Tel-051 405 9000
- APPLICATIONS** : The Regional Head: Free State Department of Water Affairs Private Bag 528 Bloemfontein 9300
- FOR ATTENTION** : Ms. Pulane Mogolo
- POST 08/144** : **SENIOR REGISTRY CLERK GRADE III**
- SALARY** : R 105 645 per annum
- CENTRE** : Bellville
- REQUIREMENTS** : A Grade 12 Certificate with minimum of two years experience in Registry environment. Knowledge of applicable prescripts and or Acts. Filing system experience. Good communication skills. interpersonal skills. Ability to work under pressure.
- DUTIES** : Efficient running of registry services. Open post and parcel. Accurate filing of all correspondence on daily basis. Open and close HR files. Assist with other duties that are related to HRM. Maintain a register of documents received and delivered. Order stationery. Ensure that there is no backlog on documents to be filed. Record HR files when issued to Personnel Officers. Deal with all registry queries on a daily basis.
- ENQUIRIES** : Ms S Sambane Tel. 021 9416048
- APPLICATIONS** : The Chief Director, Department of Water Affairs, Private Bag X 16, Sanlamhof, Bellville, 7532
- FOR ATTENTION** : Mr. B Saki.
- POST 08/145** : **SENIOR ADMINISTRATION CLERK**
- SALARY** : R105 645 per annum
- CENTRE** : Bellville
- REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification and appropriate experience in the Water Sector Support field. Knowledge and understanding of the Water Sector Support Programme. Good written and verbal communication skills. Report writing skills. Computer literacy is essential requirement. Willingness to travel. Knowledge on how to set up and manage a filing system. Good communication skills (both written and verbal), Flexibility and strong organisational skills, Initiative and innovative skills Knowledge of Departmental processes, Knowledge of the Acts of the Department. The post required a dynamic, self-motivated individual with good interpersonal relations who is prepared to travel and work irregular hours.
- DUTIES** : Functions- the incumbent will be responsible for the following: Monitoring of the components expenditure ensuring that the expenditure is in line with the components budget. Manage the diary, information and proper filing system. Take minutes of meetings. Ensure effective liaison and communication with internal and external stakeholders. Manage the section's procurement process.
- ENQUIRIES** : Mr. S. Mashicila, Tel. 021-9507100
- APPLICATIONS** : The Chief Director: Department of Water Affairs, Private Bag X 16, Sanlamhof, 7532, for the attention of Mr. B. Saki
- FOR ATTENTION** : B Saki
- POST 08/146** : **SENIOR ADMINISTRATION CLERK: LABOUR RELATIONS**
- SALARY** : R105 645 per annum
- CENTRE** : Bellville
- REQUIREMENTS** : A relevant Post Matric qualification or Grade 12 Certificate with 3-5 years relevant experience in an office administration environment. A valid driver licence and willingness to travel. Ability to communicate in at least two official languages of the Western Cape. Good communication (verbal and written) and interpersonal skills. Computer literacy, Practical knowledge of Micro Office outlook, excel, power point and word programmes. Knowledge of labour relations legislation, Government handling of grievance and disciplinary procedures.

Knowledge of the Bargaining Council structures and dispute resolution proceedings. Knowledge of the Persal system. Sound knowledge of Government Human Resource Policies will be an advantage.

DUTIES : Support the Assistant Director with the day to day administration functions of the unit. Monitor the compliance with regard to grievance, disciplinary and dispute procedures. Keep record, update and submit the necessary labour relations statistics to various levels of management. Assist with administrative duties in preparation for training courses offered by labour relations. Serve as secretariat at all relations meetings. Responsible for the procurement of good and services for the unit. Liaise with all stakeholders in the department. Maintain and keep all database updated. Develop and maintain a filing system for the unit.

ENQUIRIES APPLICATIONS : Mr K. Petersen (021) 941 6015

FOR ATTENTION : The Chief Director: Western Cape, Department of Water Affairs, Private Bag X16, BELLVILLE 7532

POST 08/147 : **PRINCIPAL AUXILIARY SERVICE OFFICER**

SALARY CENTRE REQUIREMENTS : R 105 645 per annum
Bellville
Grade 12 Certificate or equivalent qualification. A tertiary qualification in Administration would be an advantage; the incumbent must have proven office administration skills; ability to organise events; ability to work independently and proactively; Computer literacy (MS Word, Excel, Power Point, Internet and Outlook) is essential; Good communication skills in both Afrikaans and English (verbal and written); Willingness to travel; driver's license (certified copies must be attached).

DUTIES : Providing technical administrative support to the Olifants/doorn Water Management Area (WMA); compilation of monthly reports w.r.t. water use authorizations, resource protection, etc; Regular follow-up of outstanding issues related to water resource management; arrange meetings and workshops; provide overall secretarial services to the Catchment Manager; General office administration e.g. taking minutes and filing ; assist officials in liaison with various stakeholders in the Olifants/Doorn WMA and assisting with the temporary water transfers and PSP accounts handling.

ENQUIRIES APPLICATIONS : M Lintnaar-Strauss (021 950 7228)

FOR ATTENTION : The Chief Director, Department of Water; Affairs and Forestry, Bag X16, Sanlamhof, 7532.

POST 08/148 : **CONTROL SURVEY ASSISTANT**

SALARY CENTRE REQUIREMENTS : R105 645 per annum
Construction West – De Hoop Dam
Candidate must be in a possession of a Senior Certificate or equivalent certificates plus 8 years relevant experience.

DUTIES : Must be able to manage a site's survey on his own. Must be able to perform four of the under mentioned tasks independently: Surveying and calculating quantities, drawing and preparation of plans, determining of level routes and pegging of heights for construction, preparing a monthly certificate.

ENQUIRIES APPLICATIONS : Ms J Mabandda, Tel-013 260 1110/1

FOR ATTENTION : The Contract Manager Department of Water Affairs P.O Box 21328 ROOSSENEKAL 1066

POST 08/149 : **SENIOR ADMINISTRATION CLERK (TRANSPORT MANAGEMENT)**

SALARY CENTRE REQUIREMENTS : R105 645 per annum
Bloemfontein
Diploma in transport/logistic management or equivalent qualification with two years experience in transport management, or Grade 12 with 5-10 years experience in transport management. Knowledge of transport policy, practical experience in the use of Micro-soft Office: Excel, Word and Outlook. Valid Driver's license, PDP will be an added advantage. Knowledge of PFMA and

Treasury regulations. Good verbal and written communication skills. Be able to work under pressure.

DUTIES : Manage and control Phakisa World vehicles, asset register, compile management report with regard to transport within the region. Co-ordinate transport and ensure optimal utilization of vehicles at all times. Exercise control over the maintenance of and expenditure involved in use of vehicles. Ensure the proper completion and regular scrutiny of all records and returns concerning transport. Ensure that all vehicles are kept in a roadworthy condition and that they are serviced on a regular basis. Ensure that all instructions relevant to the use, operation and maintenance of vehicles are complied with. Compile the monthly transport expenditure. Verify kilometres travelled and prepare monthly reports. Process accident reports for all state vehicles. Conduct regular inspections of Phakisa World vehicles as well as subsidised vehicles. Process traffic fines. Facilitate licensing and renewal of government vehicles.

ENQUIRIES : Mrs. M. Maema, Tel-051 405 9000

APPLICATIONS : The Regional Head: Free State Region, Department of Water affairs and Forestry Private Bag 528 Bloemfontein 9300

FOR ATTENTION : Ms. P Mogolo

POST 08/150 : **SENIOR ADMINISTRATION CLERK (REGISTRY SERVICES)**

SALARY : R105 645 per annum

CENTRE : Bloemfontein

REQUIREMENTS : A Grade 12 certificate. Practical experience in Registry. Computer literate, Knowledge of National Archives and Records Service Act, Public Finance Management Act and the Promotion of access to information Act. Knowledge of Registry procedures and processes. File management experience. Working knowledge of registered mail, 11 document management system, priority mail and the sorting of mail. Organizational, verbal and writing skills. Good interpersonal skills.

DUTIES : Efficient running of the registry office. Open post and parcels and direct to relevant people. Accurate filing of all documents on a daily basis. Open and close files according to the policy. Assist with the execution of functions attached to the registry office. Responsible for the operation and control over the franking machine. Disposal of files. Quarterly audit of files. Maintain a register of documents received and delivered. Order stationery for the section. Receiving and dispatching of courier items. Ensure that there is no backlog on documents to be filed. Ensure that there is no file that leaves registry without being recorded. Issue and collect files from officials. Replace file covers and ensure that registry is efficient and effective. Deal with all registry related queries on a daily basis in accordance with Batho Pele Principles.

ENQUIRIES : Mrs. M. Maema, Tel-051 405 9000

APPLICATIONS : The Regional Head: Free State Region, Department of Water affairs and Forestry Private Bag 528 Bloemfontein 9300

FOR ATTENTION : Ms. P Mogolo

POST 08/151 : **SENIOR ADMINISTRATION CLERK**

SALARY : R105 645 per annum

CENTRE : Bloemfontein

REQUIREMENTS : Grade 12 or equivalent qualification. Computer literate. 2 years experience in administration and experience in the public sector will be an added advantage. Ability to work long hours and under pressure as well as the ability to keep confidentiality. Good interpersonal relations and communication skills.

DUTIES : Assist with the maintenance of the filing system. Assist with the capturing of data. Assist with secretariat support (typing of minutes, drafting and typing of correspondence/documents). Administering of office correspondence/reports. Render administrative support to the component/ Directorate. Assist with Water Sector Cash-flow management and the tracking of all the Water Sector Support expenditure and generate Finance reports. Assist in the communication with internal and external stakeholders. Assist in the SCM/ procurement processes of the component. Ensure the arrangements and preparations of meetings and workshop. Support any other ad hoc administrative activities of the component.

ENQUIRIES : Mr. B. Mabaso, Tel-051 405 9000

APPLICATIONS : The Regional Head: Free State Region Department of Water affairs and Forestry
Private Bag 528 Bloemfontein 9300

FOR ATTENTION : Ms. P Mogolo

POST 08/152 : **SENIOR ADMINISTRATION CLERK GRADE II 4 POSTS**

SALARY : R 105 645 per annum
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate or equivalent recognised qualification plus appropriate experience and computer literacy are the minimum requirements for appointment. Additional requirements include excellent interpersonal and communication skills (verbal and written) and good organising skills.

DUTIES : The appointee will be responsible for the administrative support services which include, among others, the following: Handling personnel and administration matters, Providing admin support to meetings, workshops and conferences, Prepare requests for venues for official events, transport and accommodation, Process invoices and claims, Update and maintain Directorate Filing Systems in line with Main Registry, Relieving other administrative staff.

ENQUIRIES : Mr W Nkabinde Tel: (012) 336 - 6776
APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 08/153 : **PRINCIPAL GANGER 4 POSTS**

SALARY : R87 978 per annum
CENTRE : Construction West – De Hoop Dam
REQUIREMENTS : Candidate must be able to interpret plans plus 6 years appropriate experience.
DUTIES : Must be familiar with all construction activities namely; concreting, earthwork, canal construction, fencing, laying pipes, steel tying, installing filter systems and excavations.

ENQUIRIES : Ms J Mabannda, Tel-013 260 1110/1
APPLICATIONS : The Contract Manager Department of Water Affairs P.O Box 21328 ROOSSENEKAL 1066

FOR ATTENTION : Ms J Mabannda

POST 08/154 : **PRINCIPAL LABORATORY ASSISTANT**

SALARY : R87 978 per annum
CENTRE : Construction West – De Hoop Dam
REQUIREMENTS : Candidates must be in possession of N1 / Junior Certificates or equivalent certificates plus 6 years relevant experience. Must be in possession of an accredited training certificate in the appropriate field.

DUTIES : Incumbents will perform their duties in the Limpopo area. Must be able to perform four of the under mentioned tasks independently: Sampling, Hydrometric test, grading, atterberg tests, density tests, feasibility tests and breaking strength tests.

ENQUIRIES : Ms J Mabannda, Tel-013 260 1110/1
APPLICATIONS : The Contract Manager Department of Water Affairs P.O Box 21328 ROOSSENEKAL 1066

FOR ATTENTION : Ms J Mabannda

POST 08/155 : **PRINCIPAL OPERATOR**

SALARY : R87 978 per annum
CENTRE : Construction West – De Hoop Dam
REQUIREMENTS : 6 years appropriate experience, candidates must be in a possession of a valid driver's license as legally required to operate the relevant machine. Must have qualified for two departmental competency certificates.

DUTIES : Incumbents will perform their duties in the Limpopo area. Must be able to operate two of the following machines properly and be utilised on one: Front-end loader larger than 2,4 cubic metres, excavator larger than 1,5 cubic metres, bulldozer

larger than 105 KW, road grader larger than 145KW, bucket and dumping truck larger than 20 tons payload.

ENQUIRIES APPLICATIONS : Ms J Mabandda, Tel-013 260 1110/1

FOR ATTENTION : The Contract Manager Department of Water Affairs P.O Box 21328 ROOSSENEKAL 1066

POST 08/156 : Ms J Mabandda

POST 08/156 : **SENIOR LIBRARY ASSISTANT**
Directorate: Administration- Sub-Directorate: Facilities Management

SALARY CENTRE REQUIREMENTS : R87 978 per annum
: Pretoria
: Matric with three years library experience. Basic computer literacy and an understanding of library related Systems (InMagic, Sabinet, Practical experience of cataloguing AACR2, LCSH, DDC, OCLC and Ebscohost Databases. Bibliographic formats and guidelines and indexing will be an added advantage. RECOMMENDATIONS Ability to work independently with minimal supervision, Strong interpersonal and communication skills, Good customer relations and sound knowledge of library functions.

DUTIES : Assist in the short loan procedure (issuing, renewal & returning of book loans). Daily handling of newspapers. Daily shelf reading. Assist users with conducting searches on Ebscohost. Control of periodicals. Assist in providing information service to internal and external library users. Rendering inter-lending activities. Any other duties assigned by the Librarian.

ENQUIRIES APPLICATIONS : Ms M Seageng: Tel-012 3368417
: Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 313, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714.

FOR ATTENTION : Ms T Bapela

POST 08/157 : **SENIOR FACTOTUM – [BRICKLAYER]**

SALARY CENTRE REQUIREMENTS : R73 584 pa
: Construction West – Bushbuck-ridge, MP
: Must be in possession of one accredited certificate in appropriate field plus 4 years appropriate experience.

DUTIES : Incumbents will perform their duties in the Mpumalanga area. Must be able to perform two of the under mentioned tasks: Messel work, plastering, bricklaying, operate handheld electrical tools, read and interpret basic drawings, manufacture roof trusses, steel cutting, plumbing and general building works.

ENQUIRIES APPLICATIONS : Mr. F. Havenga, Tel-013 799 0880
: The Contract Manager Department of Water Affairs P.O Box 21328 ROOSSENEKAL 1066

FOR ATTENTION : Ms J Mabandda

POST 08/158 : **MESSENGER/DRIVER**

SALARY CENTRE REQUIREMENTS : R73 584 per annum
: Bellville
: A Grade 10 plus two years relevant experience. A valid code 8 driver's licence.

DUTIES : Collecting and distribution of documents and mail on different floors/buildings. Take mail and postbag to the post office in the morning and afternoon. Hand delivery of Courier documents. Sealing of all envelopes for posting. Distribution of newspapers. Adhoc driving duties.

ENQUIRIES APPLICATIONS : Mr. TD Mtwebana, Tel 021 941 6043
: The Chief Director, Department of Water and Environmental Affairs, Private Bag x16 Sanlamhof, 7532

FOR ATTENTION : Mr B Saki.

POST 08/159 : **CRANE OPERATOR**

SALARY CENTRE : R73 584 per annum
: Construction West – De Hoop Dam

REQUIREMENTS : Candidates must be in a possession of a valid and appropriate driver's license as legally required to operate the relevant Code EC.

DUTIES : Must be in possession of a valid Competency Certificate. Must be able to operate one of the following machines properly and be utilised on one: Forklift, mobile crane larger than 4 tons.

ENQUIRIES : Ms J Mabandda, Tel-013 260 1110/1

APPLICATIONS : The Contract Manager Department of Water Affairs P.O Box 21328 ROOSSENEKAL 1066

FOR ATTENTION : Ms J Mabandda

POST 08/160 : **SENIOR ADMINISTRATION CLERK**

SALARY : R73 584 per annum

CENTRE : Bloemfontein

REQUIREMENTS : Grade 12 certificate or equivalent. One or two years general administration experience. Computer literacy: Working experience in Microsoft Office programs (Word, Excel, Outlook, etc.) Good written and verbal communication skills. A valid code 08 driver's license and willingness to travel

DUTIES : The incumbent will render effective administrative support in the Free State Regional Office in the Directorate: Water Regulation and Use, Division: Compliance Monitoring and Enforcement and will perform duties which may include. Typing letters and reports. Take of minutes during meetings. Receiving, faxing, e-mailing and distribution of documents. Filing and retrieving of documents. Obtaining information from other departments or institutions.

ENQUIRIES : Mr. W Grobler, Tel-051 405 9000

APPLICATIONS : The Regional Head: Free State, Department of Water Affairs, Private Bag 528, Bloemfontein, 9300

FOR ATTENTION : Ms. P. Mogolo

POST 08/161 : **SENIOR ADMINISTRATION CLERK: PLANNING AND O&M**

SALARY : R73 584 per annum

CENTRE : Bloemfontein

REQUIREMENTS : Grade 12 certificate or equivalent qualification plus relevant administration experience. Recommendations: Good written and verbal communication Skills: Computer literacy (MS Words, Excel, Power Point and outlook). Knowledge of human resource matters and Government procurement Procedures. Ability to work under pressure.

DUTIES : Render general office administration, financial, personal and provisioning support to the Deputy Director planning and O&M. File, print, and bind documents, fax, photocopying, type memos and recommendation letters. Send and open e-mail. Plan diaries. Maintain the library within the sub-directorate. Monitor and keep record of expenditure, and budget data. Be responsible for traveling arrangement, S&T claims, and leave forms within the sub-directorate. Arrange meetings, workshops, venues and write minutes. Collect and control stationery.

ENQUIRIES : Mr. L. R. Tloubatla, Tel-051 405 9000

APPLICATIONS : The Regional Head: Free State Department of Water Affairs Private Bag 528 Bloemfontein 9300

FOR ATTENTION : Ms. Pulane Mogolo

POST 08/162 : **SENIOR ADMINISTRATION CLERK (MAINTENANCE)**

SALARY : R73 584 per annum

CENTRE : Bloemfontein

REQUIREMENTS : Grade 10 or equivalent; Knowledge and ability to operate applicable hand tools; Ability to operate machinery with low level of complexity and machinery; Ability to operate electrical hand tools and machinery; Physical health and fitness to perform strenuous tasks; Knowledge of health and safety; Ability to work in a team; Ability to work independently; Driver's license (Code B).

DUTIES : Maintenance of basic electrical wiring and installations; Inspection of offices and reporting defects; Movement of office furniture and equipment between offices; Keeping maintenance stock of all consumable materials; Ensuring that the offices are locked and the alarm is activated; Performing routine tasks; Maintain a safe and orderly working environment.

ENQUIRIES : Mrs. M. Maema, Tel-051 405 9000

APPLICATIONS : The Regional Head: Free State Region Department of Water affairs and Forestry, Private Bag 528 Bloemfontein 9300

FOR ATTENTION : Ms. P Mogolo

POST 08/163 : **GANGER**

SALARY : R62 094 per annum

CENTRE : Construction West – De Hoop Dam

REQUIREMENTS : Candidates must be able to control 10 people effectively, must be able to draw up his team timesheets independently.

DUTIES : Must be familiar with at least one of the following activities: Concreting, earthwork, canal construction, fencing, laying of pipes, installing filter systems and excavations.

ENQUIRIES : Ms J Mabannda, Tel-013 260 1110/1

APPLICATIONS : The Contract Manager Department of Water Affairs P.O Box 21328 ROOSSENEKAL 1066

FOR ATTENTION : Ms J Mabannda

POST 08/164 : **ADMINISTRATION CLERK [GRADE 1]**

SALARY : R62 728 pa

CENTRE : Construction West – Bushbuck-ridge, MP

REQUIREMENTS : Candidate must be in possession of at least N1/ Junior Certificate or equivalent certificate. Candidate must be computer literate (proficient in MS Office, particularly Word, Excel and Outlook), know how to work with fax and copier machines and willing to work irregular hours. A valid code B or EB driver's license will be advantageous. He/she must also be able to understand and carry out direct instructions from the Site Manager and provide feedback regarding these instructions while working independently and without supervision.

DUTIES : Incumbents will perform their duties in the Mpumalanga area and must be able to perform one of the following tasks independently: Telephone duties /reception/filing; typing/word processing; mail and taking of minutes. The Candidate should also be able to fill in and complete S & T forms; data capturing/completion of forms; handling of time sheets and other office related administration. He/she will report to the Site Manager and will assist him in his Daily administration tasks, responsibilities, keeping a daily diary and must be a clear and effective communicator via the phone and in person.

APPLICATIONS : The Contract Manager Department of Water Affairs P.O Box 21328 ROOSSENEKAL 1066

FOR ATTENTION : Ms J Mabannda

POST 08/165 : **FACTOTUM: [BRICKLAYER]**

SALARY : R62 094 per annum

CENTRE : Construction West – Bushbuck-ridge, MP

REQUIREMENTS : Must be able to perform one task of the under mentioned fields.

DUTIES : Incumbents will perform their duties in the Mpumalanga area and must be able to perform the following: Messel work, plastering, brick laying, operate handheld electrical tools, read and interpret basic drawings, manufacture roof trusses, steel cutting, plumbing and general building works.

APPLICATIONS : The Contract Manager Department of Water Affairs P.O Box 21328 ROOSSENEKAL 1066

FOR ATTENTION : Ms J Mabannda

POST 08/166 : **FACTOTUM**

SALARY : R62 094 per annum

CENTRE : Construction West – De Hoop Dam

REQUIREMENTS : Relevant experience

DUTIES : Incumbents will perform their duties in the Limpopo area and must be able to perform the following: Mason work, plastering, brick laying, operate handheld electrical tools, read and interpret basic drawings, manufacture roof trusses, steel cutting, plumbing and general building works.

ENQUIRIES : Ms J Mabannda, Tel-013 260 1110/1

APPLICATIONS : The Contract Manager Department of Water Affairs P.O Box 21328
FOR ATTENTION : ROOSSENEKAL 1066
 Ms J Mabannda

POST 08/167 : **LEARNER INDUSTRIAL TECHNICIAN**

SALARY : R62 094 per annum
CENTRE : Construction West – De Hoop Dam
REQUIREMENTS : Candidates must be in a possession of a Senior Certificate or equivalent qualification including appropriate subjects (Mathematics and Science)

DUTIES : Entails supervision of the team, ordering of the materials i.e Reinforcement, Concrete to be used by the team. Inspection of the Shutters and Reinforcement, Conduct test methods according to standards specifications. Supervise the testing of materials according to standard specifications. Ensure accuracy of test procedures. Reporting of test results(valid/invalid). Calculate test results. Check and monitor test results. Data capturing and updating completion plans. Submitting of daily results to supervisor. Reporting of safety aspects.

ENQUIRIES : Ms J Mabannda, Tel-013 260 1110/1
APPLICATIONS : The Contract Manager Department of Water Affairs P.O Box 21328
 ROOSSENEKAL 1066

FOR ATTENTION : Ms J Mabannda

POST 08/168 : **ADMINISTRATION CLERK GRADE I 4 POSTS**

SALARY : R62 094 per annum
CENTRE : Construction West – De Hoop Dam
REQUIREMENTS : Must be in possession of N1 / Junior Certificate or equivalent certificate. Must be computer literate (proficient in Ms Office, particularly Word, Excel & Outlook).

DUTIES : Incumbents will perform their duties in Limpopo area. Incumbents will perform one of the following tasks independently: Data capturing, S&T advances and claims, invoice verification, requisitions, orders, payments, request for quotation, confirmations, telephone / reception / filing, typing, mail, appointments, terminations, accident / incident reporting, keeping of files in terms of Construction, timesheets.

ENQUIRIES : Ms J Mabannda, Tel-013 260 1110/1
APPLICATIONS : The Contract Manager Department of Water Affairs P.O Box 21328
 ROOSSENEKAL 1066

FOR ATTENTION : Ms J Mabannda

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
THE DEPARTMENT OF SOCIAL DEVELOPMENT**

- APPLICATIONS** : Please quote the reference number and forward your application to the following address: Bhisho: The Head of the Department, Social Development Private Bag X 0039, Bhisho, 5605 or hand delivered at Human Resources Ground Floor, Phalo House@ Bhisho
- FOR ATTENTION** : Mr Mapuza
- CLOSING DATE** : 05 March 2010 If you have not been contacted within three months after the closing date of this advertisement, please consider that your application was unsuccessful.
- NOTE** : Please note: people from the Designated Groups and those with disabilities are encouraged to apply as the Department is in a process of closing the gap in terms of equity targets. The Department of Social Development is an equal opportunity, affirmative action employer. Applications must be submitted on Z83 form obtainable from any Public Service department and should be accompanied by Curriculum Vitae with a detailed description of duties and certified copies of Identity Document and Qualifications. Candidates must please indicate the reference of the post he/she is applying for and fill in a separate application form for each post, if applying for more than one post. No faxed applications will be allowed. NB: All shortlisted candidates will be subject to security clearance and SMS members will be required to undergo competency assessment and sign a performance agreement. Applicants must please note that they will be required to show proof of original qualifications during the interview process. Correspondence will be limited to successful candidates only.

MANAGEMENT ECHELON

- POST 08/169** : **GENERAL MANAGER**
Directorate: Financial Management
- SALARY** : R790 953 per annum all inclusive. This inclusive remuneration package consists of a basic salary (60%), the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
- CENTRE** : Bhisho
- REQUIREMENTS** : A Bachelor's degree in Commerce majoring in Accounting or Diploma in Accounting or Internal Auditing ●A minimum of three years experience at senior management level ●Knowledge of PFMA and Treasury Regulations, Division of Revenue Act and budgetary processes applicable ●Sound experience in preparation of financial statement in accordance with GRAAP and other Treasury Directives, preparation of budget and expenditure management and reporting requirements in terms of PFMA ● A Code EB driver's license ● A relevant post graduate qualification will be an added advantage Skills and Competencies:
●Strong strategic and leadership capability ●Excellent managerial and organizational skills ●Excellent verbal, communication and report writing skills ● Good interpersonal skills ● Ability to work under pressure and at odd hours to meet tight deadlines and compliance requirements ●Proven project management and analytical skills ●Extensive report writing skills ●Computer literacy especially Excel Word & PowerPoint and understanding of BAS
- DUTIES** : Key Performance Areas: Develop and monitor the implementation of an effective management strategy ●Ensure rendering of financial planning services ●Ensure rendering of financial systems and accounting services ●Ensure rendering of expenditure management services ● Ensure rendering of pre – audit services ●Ensure that financial reporting is a true reflection of the financial position of the Department ●Develop and implement financial and associated governance norms and standards to enhance performance orientated finance results and accountability in the Department. Facilitate the implementation of risk management strategies and fraud prevention. Ensure integrity of financial information and alignment of financial systems. Coordinate the finalization and submission of the Annual Financial Statements and the subsequent finalization of

the audit processes by the Auditor-General. Manage the Financial Management Chief Directorate. Report directly to Chief Financial Officer.

ENQUIRIES : May be directed to Ms B. Nxusani / Mr Mapuza at 040 - 6089215

POST 08/170 : **GENERAL MANAGER: SUPPLY CHAIN MANAGEMENT**
Directorate: Financial Management

SALARY : R790 953 per annum all inclusive. This inclusive remuneration package consists of a basic salary (60%), the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

CENTRE : Bhisho

REQUIREMENTS :
•A tertiary qualification in Financial Management or National Diploma or equivalent qualification in Public Administration • A minimum of three proven experience at senior management level. A clear understanding of procurement reforms in the public sector • In-depth knowledge of the PPPFA and all other relevant financial regulations and legislation • Understanding of BAS • A code EB driver's licence • A post-graduate qualification will be an added advantage. Skills and Competencies: Strong strategic and leadership capability in ensuring that there are adequate financial resources and capacity to promote the realization of the Departmental objectives within SCM prescripts • Sound knowledge of public administration, regulations and procedures • Excellent managerial and organizational skills •Excellent verbal, communication and report writing skills, Good interpersonal skills • Ability to work under pressure and at odd hours to meet tight deadlines and compliance requirements • Proven project management skills. Good analytical and interpretation skills. Computer literacy and good presentation skills

DUTIES : Key Performance Areas: Formulate and customize SCM policies and procedures to suit the needs of the Department •Issue Supply Chain Management Instructions, Guidelines and Practice Notes to departmental officials at all levels •Monitor and evaluate the departmental compliance to the SCM Framework and policies •Ensure an effective support services to line functionaries by giving advice and assistance in matters pertaining to interpretation and implementation of policies, guidelines and manuals in areas of inventory management , asset management and accounting services and outsourced fleet management services • Co-ordinate the activities of Logistics Management, Contracts Management and Demand & Acquisition Management Directorates. •Develop and implement a Chief Directorate's Risk Management Strategy and Plan. •Develop and customize policies and procedures that give effect to sound asset management, Inventory and fleet management. Ensure that contracts, memoranda of understanding and other agreements on behalf of the Department are drafted, signed and continuously monitored and reported •Assist the Department in building Supply Chain Management capacity at all levels •Ensure compliance with the SCM framework, PFMA, SCM policies and guidelines •Report monthly, quarterly and annually on the SCM implementation in the Department • Work hand in hand with Programme Managers in advancing the procurement needs of the Department • Manage the Supply Chain Management Directorate. Report directly to Chief Financial Officer

ENQUIRIES : May be directed to Ms B. Nxusani / Mr Mapuza at 040 - 6089215

POST 08/171 : **SENIOR MANAGER**
Directorate: Expenditure Management

SALARY : R652 572 per annum all inclusive. This inclusive remuneration package consists of a basic salary (60%), the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

CENTRE : Bhisho

REQUIREMENTS :
•An appropriate recognized Bachelor's degree in Finance majoring with Accounting or Diploma in Finance or Accounting or Internal Auditing • Three years experience at Deputy Director level within financial management environment •Knowledge of PFMA and Treasury Regulations and all procurement policies •Knowledge of BAS and Persal • A valid code 08 EB

<u>DUTIES</u>	: driver's license (EB) Skills and Competencies: ●Excellent communication and presentation skills, computer literacy especially Excel, Word and PowerPoint, Good interpersonal relations, innovation and creativity ●Ability to solve problems ●Ability to work under pressure to meet the dead lines and constant pressure ●Ability to interact with internal and external stakeholders of the Department. Key Performance Areas: Ensure processing of general payments ●Ensure reconciliation of creditors is performed and monitored ● Ensure processing of payments in respect of NGOs and NPOs ● Follow up submission of annual finance statements in respect of NGOS and NPOs ● Monitor the capturing of salaries and claims on Persal ●Ensure maintenance of salary records ●Monitor handling of Persal deductions ●Ensure tax reconciliation is performed, monitored and paid to ●Ensure distribution services are taking place ●Ensure safe keeping of all financial documentation related to general payments, NGOs and NPOs and salaries ●Address and respond to audit queries within set time frames ● Manage the process of producing strategic plans, annual performance plans and operational plans linked with the budget of Expenditure Management Directorate ●Manage staff under Expenditure Management Directorate ●Report to General Manager: Financial Management Directorate
<u>ENQUIRIES</u>	: May be directed to Ms B. Nxusani / Mr Mapuza at 040 - 6089215
<u>POST 08/172</u>	: <u>SENIOR MANAGER</u> Directorate: Logistics Management
<u>SALARY</u>	: R652 572 per annum all inclusive. This inclusive remuneration package consists of a basic salary (60%), the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE REQUIREMENTS</u>	: Bhisho ●An appropriate three year degree in Financial Management or National diploma or equivalent qualification ●A minimum of three years experience at deputy director level within Supply Chain Management environment ● Knowledge of PFMA and its Treasury Regulations ● Knowledge of Supply Chain Management prescripts, policies and procedures ● Knowledge of BAS ● A Code EB driver's licence (EB) Skills and Competencies: Excellent report writing skills ● Conversancy with all reporting prescripts applicable in a finance and procurement environment ● Excellent communication and presentation skills ● Computer literacy especially Excel, Word and PowerPoint. Good interpersonal relations, innovation and creativity ● Ability to solve problems ●Ability to work under pressure to meet the deadlines and constant pressure ● Ability to interact with internal and external stakeholders of the Department
<u>DUTIES</u>	: Key performance areas: ●Give effective support service to the line functionaries by giving advice and assistance in matters pertaining to interpretation and implementation of policies, guidelines, and manuals in areas of Inventory management, Asset management and outsourced fleet management services & subsidized vehicles ●Regularly analyze and report on inventory, asset and fleet management to ensure compliance with minimum requirements and corrective steps are implemented and monitored ● Implement and report on a Risk Management Strategy and Plan ● Ensure development and coordination of asset management plans ● Manage the Directorate's Operational Budget and produce monthly & quarterly reports based on expenditure and performance ● Ensure asset management capacity within the Department is enhanced and results and enable the Department to prepare and implement asset register ● Develop and customize policies and procedures that give effect to sound asset management, inventory and fleet management ● Work hand in hand with senior managers for expenditure management and financial systems & accounting services respectively ● Manage the process of producing strategic plans, annual performance plans and operational plans linked with the budget of Logistics Management Directorate ● Manage staff under Logistics Management Directorate ●Report to General Manager – Supply Chain Management Chief Directorate
<u>ENQUIRIES</u>	: May be directed to Ms B. Nxusani / Mr Mapuza at 040 - 6089215

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

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

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

OTHER POSTS

POST 08/173 : **PSYCHOLOGIST REF NO: 70250113**
Directorate: Medical Services

SALARY : R378 456 per annum (plus benefits)
CENTRE : Leratong Hospital
REQUIREMENTS : Registration with HPCSA as a Psychologist and appropriate practical experience. Clinical psychology services to in and out patients of the hospital. Participation in the Hospital Employee Assistance Programme. Co-ordinating and administrative duties related to all psychology service of the hospital including compliance with Mental Health Act and comprehensive HIV/AIDS.

ENQUIRIES : Dr. B J Wojtowicz, Tel. No: (011) 411-3508/3614
CLOSING DATE : 05 March 2010

POST 08/174 : **CHIEF PHYSIOTHERAPIST REF NO: 70250155**

SALARY : R 161 970 - R 190 791 per annum (plus benefits)
CENTRE : Pholosong Hospital
REQUIREMENTS : Bsc Degree in Physiotherapy. Current / Annual Registration with the HPCSA as a Physiotherapist. 5 years working experience, including 1 year community service. Computer Literacy is highly desirable.

DUTIES : Plan and implement a cost effective sustainable physiotherapy service. Apply knowledge of evidence based physiotherapy techniques. Apply knowledge of relevant acts, regulations and policies. Assist supervision and training of assistants. Implement and manage the Performance Management and Development System in the department. Monitor and motivate for equipment and other resources. Assist with implementing and monitoring of effective record keeping, accurate statistics collection and analysis thereof. Monitor and evaluate high standards of quality assurance. Contribute effectively in staff meetings, team meetings, committee meetings and multidisciplinary meetings. Take on a leadership roll and attend meetings and hospital functions in the absence of the head of department. Promote and retain good working relationships with referring facilities.

ENQUIRIES : Mr MP Madavha, Tel. No: (011) 812 - 5177
CLOSING DATE : 05 March 2010

POST 08/175 : **CHIEF OCCUPATIONAL HYGIENIST REF NO: 70250120**
Directorate: Health Care Waste and Occupational Hygiene Risk Management

SALARY : R161 970 per annum (plus benefits)
CENTRE : Central Office – Johannesburg
REQUIREMENTS : An appropriate 4 year bachelor's degree or equivalent in the fields of Occupational Hygiene, Occupational Safety or Environmental Health. Code EB (Code 8) driver's license. Registration at SAIOH. Recommendations: Proven project management skills, good computer skills, ability to implement policies and SOP's. In-depth knowledge of the Occupational Health and Safety Act (plus regulations) the Disaster Management Act and the Compensation for Occupational Injuries and Diseases Act. Good presentation and negotiation

skills. At least three years relevant Experience and at least one year experience as a manager of professional staff. Diploma in Safety Management /SAMTRECH. Qualifications as Internal Auditor on OSHAS 18001 & ISO 9000. Certificate in HIRAC.

DUTIES : Conduct and manage compliance auditing, risk assessments and analyse processes in all GHD and SD Facilities to determine OHS risks, do risk rankings/ratings and introduce, facilitate and manage appropriate interventions. Facilitate compliance to all OHS and Labour legislation. Assist in the development and application of OHS systems. Determine training needs, recommend relevant, interventions, provide and manage training programmes. Ensure and manage sustainable awareness programmes. Assist in the Identification of appropriate research needs. Support all facilities with the interpretation and application of relevant legislation. Address and manage all complaints relevant to the fields of OHS and health care waste. Support the programme manager in MTEF planning, development and application of policy, norms and standards. Manage the maintenance and calibration of instrumentation used for risk assessments. Manage all OHS requirements during building/upgrading/renovations of facilities. Provide guidance on disaster / emergency readiness of Facilities within the Department. Manage the implementation of OHSAS 18001, ISO 9000 and 14001.

ENQUIRIES : Mr. P. J. Brits, Tel No: (012) 3039202/ 0827742919
CLOSING DATE : 15 March 2010

POST 08/176 : **CHIEF ULTRASONOGRAPHER REF NO: 70250114**
 Directorate: Radiology

SALARY : R161 970 per annum (plus benefits)
CENTRE : Leratong Hospital
REQUIREMENTS : Registration with HPCSA as an Ultrasonographer. Ability to effectively operate sonographic equipment and work under pressure.

DUTIES : To do ultrasound examinations on in and out patients. Evaluate sonograms on order to acquire appropriate diagnostic information. Communicate diagnostic information to the referring clinician. Follow established departmental procedures. Ability to organise own daily schedule and perform related clerical duties. Render a cost effective service. Report all equipment failure to the appropriate supervisor. Participate in continuous professional development as required by HPCSA. Ensure Patients right as per National Patients Right Charter.

ENQUIRIES : Mrs. D.R. Phooko, Tel. No: (011) 411-3572/3573
CLOSING DATE : 05 March 2010

POST 08/177 : **SENIOR RADIOGRAPHER 3 POSTS REF NO: 70250115**
 Directorate: Radiology

SALARY : R 130 425 per annum (plus benefits)
CENTRE : Leratong Hospital
REQUIREMENTS : Registration with HPCSA as a Radiographer.

DUTIES : Provide a 24 hour radiology service. Supervise and train junior radiographers and community service personnel in aspects of service delivery within the Batho Pele Principles. To implement Quality Assurance Program in area of work. Ensure clients right as per national Patients Right Charter. Participate in continuous professional development as requires by HPCSA. Ensure that services are rendered within the allocated budget.

ENQUIRIES : Mrs. D.R. Phooko, Tel. No: (011) 411-3572/3573
CLOSING DATE : 05 March 2010

POST 08/178 : **SENIOR AUXILLIARY SERVICE OFFICER REF NO: 70250121**
 Directorate: Public Health

SALARY : R87 978 per annum (plus benefits)
CENTRE : Lanseria International Airport
REQUIREMENTS : Grade 12 certificate, Ability to use the computer, good command of English. Valid drivers licence Recommendations: Knowledge of Batho Pele Principles

DUTIES : Operate thermal scanners, Communicate, with passengers, Control of the queue of international passengers, Escort passengers with high temperature to port Health Clinic, General Administrative duties, Data capturing.

ENQUIRIES : Dr. E. Kaye-Petersen, Tel No: (011) 355 3238

CLOSING DATE : 15 March 2010

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

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

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

OTHER POSTS

POST 08/179 : **CLINICAL MANAGER: MEDICAL GR1 1 POST REF NO: MED 1/2010**

SALARY : R522 072 per Annum(all inclusive package) is payable to the successful candidate who will be required to enter into a Permanent Employment Contract, as well as complete a Performance Agreement with the Manager of the post, plus 18% Inhospitable Area Allowance of basic salary and Commuted Overtime. The all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules

CENTRE REQUIREMENTS : Institution: Ladysmith Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner plus registration with HPCSA plus a minimum of 6 years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner Knowledge, Skills, Training and Competences Required: Principal/Chief Medical Officer level clinical acumen in the major disciplines – obstetrics and gynaecology, surgery, orthopaedics, internal medicine and anaesthetics. Familiarity with current relevant Health, Labour and other charters including Public Finance Management Act. Ability to mediate and manage a senior staff compliment of diverse origins. Familiarity with COHSASA, HPCSA Intern training requirements. Computer literacy.

DUTIES : Key Performance Areas: Overall co-ordination of major medical disciplines as expected of a Regional Centre. Ongoing project management in order to achieve the goals of the strategic plan. To collate protocols from major discipline HOD's and organize these into an acceptable format for a regional hospital – including their regular updating. Actively participate in after hour overtime duties in the candidate's most comfortable discipline. This is mandatory and excludes management related after hour's queries. Co-ordinate outreach programmes between hospital and PHC/CHC/Clinics. Regular oversight visits to all wards, outpatient departments, theatres and PHC Clinics with the view to corrective measures. Overall medical legal representative of the institution. Overall co-ordinate relationship between medical component and nursing/finance/systems components thus optimizing service delivery.

ENQUIRIES APPLICATIONS : Mr. D.D. Dumisa Tel no. 036-6372111 Ext 200
: All applications should be forwarded to: The Hospital Manager, Applications, Ladysmith Hospital Private Bag 9928 LADYSMITH 3370

CLOSING DATE : 12 March 2010

POST 08/180 : **MEDICAL OFFICER GRI, II & III 17 POSTS REF NO: MED 2/2010**
Obstetrics and Gynaecology – 3 Posts, Orthopaedics – 2 Posts, Internal Medicine – 2 Posts, Family Medicine – 2 Posts, Surgery – 1 Post, Paediatrics – 2 Posts, Anaesthetics – 2 Posts, Psychiatry – 1 Post, Urology – 2 Posts other benefits: 18% Inhospitable Rural Allowance of basic salary and commuted overtime. The

all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

SALARY : SALARY AND APPOINTMENT REQUIREMENTS: MEDICAL OFFICER GR1: R365271 – R411411p.a.(All inclusive package) Appropriate qualification in the Health Science – MBCHB plus current registration with HPCSA as a Medical Officer
MEDICAL OFFICER GR2: R423846 – R477462p.a. (All inclusive package) Appropriate qualification in the Health Science – MBCHB plus 5 years experience after registration with the HPCSA plus current registration with HPCSA as a Medical Officer
MEDICAL OFFICER GR3: R491892 – R579420p.a. (All inclusive package) Appropriate qualification in the Health Science – MBCHB plus 10 years experience after registration with the HPCSA plus current registration with HPCSA as a Medical Officer
The successful candidate will be required to enter into a Permanent Employment Contract, as well as complete a Performance Agreement with the Manager of the post

CENTRE : Institution: Ladysmith Hospital
Knowledge/Skills: Knowledge, Skills, Training and Competences Required: General skills as a Medical officer is required, ability to work in multi-disciplinary team setting, excellent communication skills and ability to teach and train staff within team, ability to work and maintain meaningful relationship with a diverse community, ability to make a difference, program planning, implementation and evaluation, information management, knowledge of Health and Public Service Legislation, Regulations and Policies, medical ethics, epidemiology and statistics, supervision skills

DUTIES : Key Performance Areas: Provide medical services at department appointed to, Assist, facilitate and participate in quality of care, assisting team members with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly audits, development of clinical guidelines, policies as per speciality and disease proofing, Patient satisfaction, patient satisfaction surveys and reducing waiting times, Active participation in training interns and community service doctors, Maintain and continuously improve professional and ethical standards, Instill confidence in public service and also in medical profession through exemplary behavior, Participation in after hours work is essential, Clinical responsibilities including examine, investigate, diagnose and oversee the treatment of patients to the relevant department, Conduct orientation and induction programs for interns, community service doctors and junior colleagues, Maintain and teach junior colleagues about appropriate and accurate health records in accordance with legal/ethical and continuity of the patient care, NB: applicants for Obs & Gyn will be required to perform CTOP

ENQUIRIES : Dr L. Rahman Tel no. 036-6372111 Ext 202
APPLICATIONS : All applications should be forwarded to: The Hospital Manager, Applications, Ladysmith Hospital Private Bag 9928 LADYSMITH 3370

CLOSING DATE : 12 March 2010

POST 08/181 : **MEDICAL SPECIALIST: GRI, II & III RADIOLOGIST 1 POST REF NO: SPEC 1/2010**

SALARY : SALARY AND APPOINTMENT REQUIREMENTS: MEDICAL SPECIALIST GR1: R491892 – R522072p.a.(All inclusive package) Appropriate qualification AS Radiologist that allows registration as a specialist with HPCSA plus current registration with HPCSA
MEDICAL SPECIALIST GR2: R554109 – R588114p.a. (All inclusive package) Appropriate registration as Radiologist that allows registration as a specialist with HPCSA plus 5 years experience after registration as a specialist with the HPCSA plus current registration with HPCSA
MEDICAL SPECIALIST GR3: R624198 – R713700p.a. (All inclusive package) Appropriate qualification as a Radiologist that allows registration as a specialist with HPCSA plus 10 years experience after registration as a specialist with the HPCSA plus current registration with HPCSA
Other benefits: 18% Inhospitable Rural Allowance of basic salary and commuted overtime. The all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

The successful candidate will be required to enter into a Permanent Employment Contract, as well as complete a Performance Agreement with the Manager of the post

CENTRE : Institution: Ladysmith Hospital
Knowledge/Skills: Knowledge, Skills, Training and Competences Required: Sound clinical knowledge and skills in Radiology, Good communication, decision making, clinical knowledge and interpersonal skills, Ability to work in a multi-disciplinary team, tolerate stress, Awareness of cross-cultural differences, Knowledge of all current Public Service Legislation, Policies and procedures, including medical ethics, epidemiology and statistics as well as Quality Assurance Programs, Program planning, monitoring and evaluation, Information management, Ability to act as a Head of the Department when required, Ability to develop policies and protocols for the department

DUTIES : Key Performance Areas: Clinical and administrative duties/responsibilities including examine, investigate, diagnose and oversee the treatment of the patients to the relevant department, Perform all radiological procedures and investigations within the available resources, Participation in the provision of a 24 hour radiological service, Perform emergency procedures, Provide in-patient and out-patient services, Conduct orientation and induction for new medical staff, Facilitating and co-ordinating quality improvement imperatives, Facilitating of staff training and on going education to maintain appropriate and accurate health records, Liaison with institutional management, Develop clinical guidelines for the respective department, Ability to communicate with patients and relatives, Participation in outreach programs to the district hospitals, Provide consultant radiological services for the regional hospital and referring district institutions, Comply with and promote the aims and objectives of the KZN Department of Health, Maintain and continuously improve professional and ethical standards

ENQUIRIES : Dr L. Rahman Tel no. 036-6372111 Ext 202

APPLICATIONS : All applications should be forwarded to: The Hospital Manager, Applications, Ladysmith Hospital Private Bag 9928 LADYSMITH 3370

CLOSING DATE : 12 March 2010

POST 08/182 : **MEDICAL SPECIALIST: GRI, II & III SURGICAL 2 POSTS REF NO: SPEC 2/2010**

SALARY : SALARY AND APPOINTMENT REQUIREMENTS: MEDICAL SPECIALIST GR1: R491892 – R522072p.a.(All inclusive package) Appropriate qualification as Surgeon that allows registration as a specialist with HPCSA plus current registration with HPCSA
MEDICAL SPECIALIST GR2: R554109 – R588114p.a. (All inclusive package) Appropriate qualification as Surgeon that allows registration as a specialist with HPCSA plus 5 years experience after registration as a specialist with the HPCSA plus current registration with HPCSA
MEDICAL SPECIALIST GR3: R624198 – R713700p.a. (All inclusive package) Appropriate qualification as Surgeon that allows registration as a specialist with HPCSA plus 10 years experience after registration as a specialist with the HPCSA plus current registration with HPCSA
Other benefits: 18% Inhospitable Rural Allowance of basic salary and commuted Overtime. The all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
The successful candidate will be required to enter into a Permanent Employment Contract, as well as complete a Performance Agreement with the Manager of the post

CENTRE : Institution: Ladysmith Hospital
Knowledge/Skills: Knowledge, Skills, Training and Competences Required: Sound clinical knowledge and skills in Surgery, Good verbal and written communication skills and interpersonal skills, Ability to work in a multi-disciplinary team, tolerate stress, Experienced teaching and supervisory abilities, Awareness of cross cultural differences, Laparoscopy skills and experience, Knowledge of all Public Service Legislation, Policies and procedures, Medical ethics, epidemiology and statistics

DUTIES : Key Performance Areas: Training of undergraduates and post graduated medical students and allied Health personnel, and participate in formal teaching as required by the Department, Conduct, assist and stimulate research relevant to surgery, To represent the Department where requested by the Department

and Hospital Manager, Responsibility for co-ordinating intern and community service doctors training, Assist junior doctors preparing for higher Diploma in Surgery, Provide in-patient clinical services, Endoscopy skills and ability to train junior staff, Maintain clinical, professional and ethical conduct, Administrative responsibilities, Active participation in quality improvement programs including clinical audits and continuous professional development activities, Assist the Departmental Manager to ensure optimal service delivery, Assist with the development of protocols and policies, Provide effective and efficient consultant care at regional level, Performance of overtime duties is required – after hours and weekends

- ENQUIRIES** : Dr L. Rahman Tel no. 036-6372111 Ext 202
- APPLICATIONS** : All applications should be forwarded to: The Hospital Manager, Applications, Ladysmith Hospital Private Bag 9928 LADYSMITH 3370
- CLOSING DATE** : 12 March 2010
- POST 08/183** : **MEDICAL SPECIALIST: GRI, II & III INTERNAL MEDICINE 2 POSTS REF NO: SPEC 3/2010**
- SALARY** : Other Benefits: 18% Inhospitable Rural Allowance of basic salary and commuted Overtime. The all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
SALARY AND APPOINTMENT REQUIREMENTS: MEDICAL SPECIALIST GR1: R491892 – R522072p.a.(All inclusive package) Appropriate qualification in Internal Medicine that allows registration as a specialist with HPCSA plus current registration with HPCSA
MEDICAL SPECIALIST GR2: R554109 – R588114p.a. (All inclusive package) Appropriate qualification in Internal Medicine that allows registration as a specialist with HPCSA plus 5 years experience after registration as a specialist with the HPCSA plus current registration with HPCSA
MEDICAL SPECIALIST GR3: R624198 – R713700p.a. (All inclusive package) Appropriate qualification in Internal Medicine that allows registration as a specialist with HPCSA plus 10 years experience after registration as a specialist with the HPCSA plus current registration with HPCSA
 The successful candidate will be required to enter into a Permanent Employment Contract, as well as complete a Performance Agreement with the Manager of the post
- CENTRE** : Institution: Ladysmith Hospital
 knowledge/skills: Knowledge, Skills, Training and Competences Required: Sound knowledge of clinical concept within Internal Medicine, Good verbal and written communication skills and interpersonal skills, Ability to work in a multi-disciplinary team, tolerate stress, Good operative skills to carry out advanced clinical services, Experience teaching and supervisory abilities, Awareness of cross-cultural differences, Knowledge of all Public Service Legislation, Policies and procedures, Medical ethics, epidemiology and statistics, Conflict management skills, Management skills
- DUTIES** : Key Performance Areas: Training of undergraduates and post graduated medical students and allied health personnel, and participate in formal teaching as required by the Department, Conduct, assist and stimulate research relevant to Internal Medicine, To represent the Department where requested by the Department and Hospital Manager, Responsibility for co-ordinating intern and community service doctors training, Maintain clinical, professional and ethical conduct. Administrative responsibilities pertaining to the unit, Maintain necessary discipline over staff under hi/her control, Active participation in quality improvement programs including clinical audits and continuous professional development activities, Conduct out-patient specialist clinics and provide expert opinion where required and participate in provisioning of a 24 hour service, Assist with quality of patient care, assisting team members with quality assurance, morbidity and mortality reviews and monthly audits, Promote and ensure community orientated clinical services, Control and management of clinical services as delegated, Assist with the development of protocols and policies as per speciality and disease proofing, Provide effective and efficient consultant care at regional level, Performance of overtime is required – after hours and weekends
- ENQUIRIES** : Dr L. Rahman Tel no. 036-6372111 Ext 202
- APPLICATIONS** : All applications should be forwarded to: The Hospital Manager, Applications, Ladysmith Hospital Private Bag 9928 LADYSMITH 3370

CLOSING DATE : 12 March 2010

POST 08/184 : **HUMAN RESOURCE MANAGER REF NO: EMP03/2010**

SALARY : R192 540 per annum plus 13th cheque, home owners allowance (employee must meet the prescribed requirements), Medical Aid (optional), Level 9

CENTRE : Lower Umfolozi District War Memorial Hospital (Empangeni)

REQUIREMENTS : Minimum Requirements: An appropriate Degree/ National Diploma or equivalent qualification plus 5 years experience in Human Resource Management of which 3 years must be supervisory experience. Knowledge, Skills and Competencies required: Knowledge of Legislative Prescripts, Knowledge of Human Resource Policies, Procedures and Circulars, Problem Solving, Management and Financial management skills, Computer, decision making, communication and sound analytical thinking skills, Innovative, Concern for excellence, drive and enthusiasm, Interpersonal relations and stress tolerance, Self development.

DUTIES : Key Performance Area: Manage day to day functions of the HR department (Labour Relations, Human Resource Development and Practices) in the Hospital to ensure the rendering of high quality services. Participates in the development of Human Resource policies that are in line with HR strategies of the Department and ensure that they are implemented. Monitors budget and control the use of equipment allocated to HR component, Develop Human Resource Plan and Employment Equity plan for the hospital and ensures that they are put into practice. Identify training needs and ensures the implementation of in service training programmes, Promote efficiency in a manner in which financial and human resources are utilized in the HR department and that the use of resources is in accordance with the relevant government prescripts. Participate in the recruitment and selection of staff in different fields within the hospital, Attend Institutional, District and Provincial meetings.

ENQUIRIES : Mr C H Myeza 035 907 7001

CLOSING DATE : 01 March 2010

APPLICATIONS : All applications must be forwarded to: The Hospital CEO, Lower Umfolozi District War Memorial Hospital, Private Bag X20005, Empangeni, 3880

FOR ATTENTION : Human Resource Office

DEPARTMENT OF PUBLIC WORKS

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

APPLICATIONS : Forward your application and the name of the publication in which you saw the advertisement, indicating the reference number of the post being applied for to: The Head of Department: Public Works, Private Bag X9142, Pietermaritzburg 3200. Applications may alternatively be hand-delivered to: PEBS BUILDING, 258 Langalibalele Street, Pietermaritzburg.

FOR ATTENTION : Mrs CG Sikhakhane

CLOSING DATE : 03 March 2010

NOTE : Applications must be submitted individually on the prescribed Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive curriculum vitae together with certified copies of qualifications, skills or competencies to substantiate compliance/ adherence with the advertisement appointment requirements plus a certified copy of the ID and driver's licence. Copies of copies OR copies certified on the blank side of the copy shall not be accepted. Faxed or electronic copies shall not be considered. Candidates are also advised not to send their applications through registered mail as the Department will not take responsibility for non collection thereof. It is the applicant's responsibility to have foreign qualifications assessed for equivalence by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions shall be disqualified. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. Recommended employees shall be subjected to vetting prior to an offer of appointment being made. Candidates are expected to be available on the set date of the interviews or they may be disqualified. Should you not be advised by this office within three (03) months of the closing date of this advert, kindly consider that your application was not successful. The filling of posts will be guided by the Departmental Employment Equity targets.

OTHER POSTS

POST 08/185

PROJECT MANAGER
11 x posts in North Coast Region - Ref No H/O 0110/09
5 x posts in Ethekekwini - Ref No H/O 0210/09
5 x posts in Southern Region - Ref No H/O 0310/09
9 x posts in Midlands Region - Ref No H/O 0410/09
This is a re-advertisement and previous applicants are invited to re-apply.

SALARY

R345 897 per annum in line with the provisions of the Occupational Specific Dispensation (OSD) for Engineers and Related Occupations. Candidates appointed as Candidate Project Managers shall be remunerated on the salary package of R298,053 per annum and shall be appointed on a CONTRACT basis during their term as a Candidate. The appointment to the position of Candidate Project Manager shall also be made in terms of the provisions of the OSD for Engineers and Related Occupations. Please quote the applicable reference number as indicated above in your application
Recommendations: Knowledge of financial prescripts. Well developed written and verbal communication, liaison and planning ability. Accurate decision making skills

REQUIREMENTS

An appropriate National Diploma/Bachelor's Degree in a technical/built environment plus a certificate in project management recognized by the South African Council of the Project and Construction Management Professions (SACPCMP). At least three years relevant project management experience. Candidates must be registered with the SACPCMP as a Professional Construction Project Manager. Candidates must be computer literate and in possession of a valid driver's licence. Notice to candidates not meeting the abovementioned appointment requirements: Candidates not meeting the abovementioned appointment requirements, may be considered for appointment as Candidate Project Managers provided they are in possession of an appropriate National Diploma/Bachelor's Degree in a technical/built environment plus a certificate in project management recognized by the (SACPCMP). Candidates must be registered with the SACPCMP as a Candidate Construction Project Manager. Candidates must be computer literate and in possession of a valid driver's licence.

DUTIES

Manage and monitor numerous facets of the regional maintenance programme, inclusive of contract administration. Compile, manage and monitor budget and expenditure. Establish building programmes with client departments. Ensure proper updating of information on projects in a database. Liaise with project leaders, professionals, contractors, client departments and consultants. Monitor progress on site. Prepare and submit progress reports on projects. Resolve disputes. Apply the legislative and policy framework informing the are of operation

ENQUIRIES

Mr C C S Zulu – 035 – 8743315 (North Coast)
Mr R Yardley - 031 – 2032100 (Ethekekwini)
Mr N Zondi - 033 – 8971414 (Southern)
Mr T Chakana – 036 – 6382800 (Midlands)

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION**

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

- APPLICATIONS** : Applications should be forwarded to: The Head of Department, Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at HRM Office No. G18 at 33 Biccard Street, Polokwane.
- CLOSING DATE** : 18 March 2010 Time: 16H30
- NOTE** : Applications should be submitted on the prescribed Form Z83 (obtainable from any Public Service Department or on the internet at www.gov.za/ document), which must be completed in full, original signed and dated by the applicant. Applications should be accompanied by a recent updated comprehensive C.V. (previous experience must be comprehensively detailed, i.e. position held and dates) as well as certified copies of all qualifications and ID document. The employer reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Suitable candidates will be subject to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record checks, verification of financial/ assets record check and security vetting) where applicable, candidates will be subjected to a competency assessment. Appointment in Senior Management positions is subjected to the signing of a performance agreement. Newly appointed (Public Service) candidates will be appointed on a probation period of 12 months. Applications received after the closing date whether, posted, or hand –submitted will not be considered. Fax applications will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage. Failure to submit the requested documents and instructions to this note will result in your application not being considered. Accommodation and travelling expenses for interview purpose is not catered for by the Department (shortlisted candidates will attend interviews at their own expenses).

MANAGEMENT ECHELON

- POST 08/186** : **GENERAL MANAGER: PHYSICAL RESOURCES REF. 01/10**
Branch: Financial Management, Infrastructure And Supply Chain Management
- SALARY** : R790 953 per annum. (all inclusive) Salary Level: Level 14
- CENTRE** : Head Office – Polokwane
- REQUIREMENTS** : *The successful candidate should be in possession of at least an RVQ 13 qualification with specialization in at least the following fields: building engineering, Quantity Survey, Architecture, etc. *Extensive knowledge pertaining to infrastructure management that pertains to the control of departmental projects and costing thereof. *Good interpersonal and negotiation skills. *Good leadership and managerial skills with at least three years experience in Senior Management. *Knowledge of supply chain management.*Membership to a Professional Engineering Body is a prerequisite.
- DUTIES** : Key Performance Areas: *Good programme/project management skills to deal with large number of projects.*Co-ordinate the activities taking place in Infrastructure Management. *Liaise with Quantity Surveyors, Project Managers and approved professionals. *Analyze data and concepts that are unique to infrastructure management. *Manage resources effectively. *Responsible for seeing to it that the Department meets performance expectations and compliance with appropriate legislations, regulations and procedures, e.g. Public Finance Act (PFMA). *Contract management experience.
- ENQUIRIES** : Enquiries for General Manager's post should be directed to Mr Ravhura M.E at 015-284 6522.

<u>POST 08/187</u>	:	<u>GENERAL MANAGER: HUMAN RESOURCE SUPPORT SERVICES REF. 02/10</u> Branch: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R790 953 per annum (all inclusive) Salary Level: 14 Head Office – Polokwane
<u>DUTIES</u>	:	*An appropriate Bachelor's Degree in Human Resource or equivalent qualification with RVQ 13. *At least 5 years experience in HR environment. *Good interpersonal skills. *Negotiation skills. *Interpretation skills. *Hands on experience in Labour Relations. Must have a sound knowledge of employee wellness and HRD issues.
<u>ENQUIRIES</u>	:	Key Performance Areas: *Provide strategic direction to human resource support services.*Manage employee relations. *Manage employee wellness services. *Manage Human Resource development. * Ensure that HR practices are in line with relevant legislation. *Advise top management on labour relations, employee wellness services and training and development matters.
	:	Enquiries for General Manager's post should be directed to Mr Ravhura M.E at 015-284 6522.
<u>POST 08/188</u>	:	<u>MANAGER: ACCOUNTS REF. 03/10</u> Directorate: Purchases
<u>SALARY CENTRE REQUIREMENTS</u>	:	R448 520 per annum Salary level: 12 Head Office – Polokwane
<u>DUTIES</u>	:	*BCom degree/diploma or relevant tertiary qualification with experience in Financial Management. *3-5 year's public sector accounting experience. *Advanced computer skills.*Knowledge of BAS and PERSAL systems.*Bookkeeping experience.*Supply chain management and asset management experience.*Ability to analyse complex financial data from multiple sources.*Comprehensive knowledge and understanding of PFMA and Treasury Regulations.*Valid driver's license.
<u>ENQUIRIES</u>	:	Key Performance Areas: *Manage all creditor's payments and ensure that creditor's reconciliations are performed.*Address audit queries and implement audit action plans.*Financial data analysis and ensure that expenditure is charged against the correct budgetary programs.*Take corrective action where there is a need. *Manage human and other resources within the section and ensure compliance with procedures.*Assist with the development, review and implementation of financial policies and procedures.*Ensure that internal controls are in place and adhered to.
	:	Ms Maredi M.G at 015 - 284 6566 or Ms Langa M.C at 015-284 6556.
<u>POST 08/189</u>	:	<u>MANAGER: SPECIAL PROJECTS REF. 04/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R448 520 per annum Salary Level: 12 Vhembe District
<u>DUTIES</u>	:	*A diploma or degree in Financial Accounting\Management or Equivalent.*Some basic knowledge of transport matters and National School Nutrition (NSNP) matters.*Experience in Financial matters will be added recommendation.*Ability to work independently and under pressure.*Computer Literacy.*Problem solving, analysis and flexibility.
	:	Key Performance Areas: *Manage National School Nutrition programme.*Manage scholar transport.*Implement and monitor NSNP and scholar transport policy.*Monitor route of service providers and nature of transport used.*Control submissions of reports on NSNP and scholar transport.
<u>POST 08/190</u>	:	<u>CHIEF EDUCATION SPECIALIST: MEDIA AND LIBRARY SERVICES REF. 05/10</u> Directorate: Media and Library Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 150 per annum Salary Level: 12 Head Office – Polokwane
	:	* Degree and / or Diploma in education.*Teaching and managerial experience. *Project management and knowledge and skills.*Sound knowledge of Media and Library Services.*The applicant should be computer literate.*Knowledgeable on Public Finance Management Act and Education policies.*Demonstrate

		knowledge in the use Media and Library Services to strengthen the Education Literacy strategy.*Ability to liaise with Universities and external partners/stakeholders.*Ability to develop Media and Library policy and policy guidelines for ordinary public schools and LSEN schools.
<u>DUTIES</u>	:	Key Performance Areas: *Manage Media and Library Services.*Develop Policies and policy guidelines. *Provide strategic leadership.*Provide monitoring SABC educational programmes.*Develop co-ordination strategies with internal and external stakeholders.
<u>ENQUIRIES</u>	:	Ms Maredi M.G at 015 - 284 6566 or Ms Langa M.C at 015-284 6556.
<u>POST 08/191</u>	:	<u>DEPUTY CHIEF EDUCATION SPECIALIST: MONITORING & EVALUATION REF. 06/10</u> Directorate: Monitoring & Evaluation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R260 865 per annum Salary Level: 10 Head Office – Polokwane *An appropriate recognized Bachelor’s degree or an equivalent qualification with REQV 13 and a teachers’ qualification. *A minimum of seven (7) years teaching experience. *Intensive knowledge of SASA and how schools function. * Intensive knowledge on Research and Research procedures.*Ability to think and plan strategically.*Basic computer literacy, knowledge on reporting procedures and report writing. *Sound human relations and ability to work in a team environment. Basic knowledge of school management will be an added advantage. *Database management and maintenance skill.
<u>DUTIES</u>	:	Key Performance Areas: *Develop and monitor standards at all schools in the province.*Monitor and support all schools in the province in accordance with the prescribed programmes.*Promote effective teaching and learning at all schools in the province.*Promote sound and effective management at all schools in the province.*Ability to work in consultation with other Directorates and Sub-directorates.*Render and promote professionalism at all schools within the delegated duties and responsibilities of the post as determined by the Department.*Ability to carry out delegated duties with diligence and competence.*Maintain and manage sub-directorate data base.
<u>ENQUIRIES</u>	:	Ms Maredi M.G at 015 - 284 6566 or Ms Langa M.C at 015-284 6556.
<u>POST 08/192</u>	:	<u>DEPUTY CHIEF EDUCATION SPECIALIST: PSYCHOLOGICAL SERVICES REF. 07/10</u> Directorate: Psychological & Guidance Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R260 865 per annum Salary Level: 10 Head Office – Polokwane *MEd Educational or Counselling Psychology OR BEd with specialization in Remedial Education. *A qualified Psychometrist with registration with the Health Professions Council of South Africa. *Knowledge and experience in Assessment. *Knowledge and experience in Counselling.*Knowledge and experience in providing Remedial Support to learners.*A teaching background would be an added advantage.*Previous management experience would be an added advantage.*Proven report writing and presentation skills.*Computer literacy.*Basic project management skills.*An intuitive and innovative individual with proven.*Knowledge of PFMA and other Education policies.
<u>DUTIES</u>	:	Key Performance Areas: * Provision of: Assessment, Counseling and Learning Support (Remedial Education) to address a variety of learning difficulties ensure capacity building programmes to staff as well as conduct advocacy programmes and workshops on aspects related to Psychological Service.*Ensure quality assurance of services in the unit. *Monitor and support programmes. *Verify, adjudicate and recommend approval for examination concessions.*Mobilize resources within the sub-directorate.*Establish relevant structures and partnerships to ensure service delivery within the sector.
<u>ENQUIRIES</u>	:	Ms Maredi M.G at 015 - 284 6566 or Ms Langa M.C at 015-284 6556.
<u>POST 08/193</u>	:	<u>DEPUTY MANAGER: COLLECTIVE BARGAINING 2 POSTS REF. 08/10 – 09/10</u> Directorate: Employment Relations
<u>SALARY</u>	:	R240 318 per annum Salary Level: 10

<u>CENTRE REQUIREMENTS</u>	:	Head Office – Polokwane
	:	*An appropriate Bachelor’s degree in Labour Law and/or Labour Relations or an equivalent qualification with REQV 13 in Human Resources. *Knowledge of collective bargaining. *An understanding of the statutory framework regulating employment in education. Skills: Negotiation skills, research skills, writing skills, presentation skills, interpersonal relations, ability to work independently and under pressure, computer literacy, communications skills and a driver’s license.
<u>DUTIES</u>	:	Key Performance Areas: *Research and develop consultation and negotiation mandates (draft collective agreements). *Represent the Employer in the Education Labour Relations Council (ELRC), Provincial Chamber of the General Public Service Sectoral Bargaining Council (GPSSBC) and the Coordinating Chamber of the PSCBC in Limpopo Province (CCPLP). *Facilitate and co-ordinate the implementation of signed collective agreements. *Manage strikes, lockouts, picketing and protest actions. *Build the capacity of management and employees on the employment legislation.
<u>ENQUIRIES</u>	:	Ms Maredi M.G at 015 - 284 6566 or Ms Langa M.C at 015-284 6556.
<u>POST 08/194</u>	:	<u>DEPUTY MANAGER: CONDUCT MANAGEMENT 3 POSTS REF. 10/10 – 12/10</u> Directorate: Employment Relations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R240 318 per annum Salary package: 10
	:	Head Office – Polokwane
	:	*An appropriate three-year tertiary qualification in Labour Relations or an LLB degree with specialization in labour/employment law. *Two (2) years actual and appropriate experience in disciplinary procedures and practices. *Knowledge of the legal framework regulating workplace discipline in the education sector. *Skills in collecting, collating, analyzing and organizing information. *Policy implementation, monitoring and evaluation.*Conflict prevention and resolution.*Problem solving.*Interpersonal relations.*Computer literacy. *Investigation skills.*Communication skills.*Writing skills.*A driver’s license.
<u>DUTIES</u>	:	Key Performance Areas: *Ensure maintenance of progressive discipline.*Conduct investigations on cases of misconduct.*Initiate disciplinary processes.*Chair disciplinary enquiries and lead evidence.*Analyze trends and develop monthly reports for possible intervention strategies.*Provide training on workplace discipline to all employees.*Establish systems and structures for expeditious conclusion of misconduct cases.
<u>ENQUIRIES</u>	:	Ms Maredi M.G at 015 - 284 6566 or Ms Langa M.C at 015-284 6556.
<u>POST 08/195</u>	:	<u>DEPUTY MANAGER: GRIEVANCE AND DISPUTE RESOLUTION 3 POSTS REF. 13/10 – 15/10</u> Directorate: Employment Relations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R192 539 per annum Salary Level: 9
	:	Head Office – Polokwane
	:	*An appropriate three-year tertiary qualification in Labour Relations or LLB degree with specialization in labour/employment law.*Two (2) years actual and appropriate experience of the practices that govern grievance and dispute resolution.*Knowledge of the legal framework regulating grievance and dispute resolution.*Skills in collecting, collating, analyzing and organizing information.*Policy implementation, monitoring and evaluation.*Conflict prevention and resolution.*Problem solving.*Interpersonal relations.*Computer literacy.*Investigation skills.*Communication skills.*Writing skills.*A driver’s license.
<u>DUTIES</u>	:	Key Performance Areas: *Represent the Employer at ELRC and GPSSBC conciliations and arbitrations.*Conduct investigations on grievances and disputes.*Compile investigation reports.*Ensure compliance with legislation regarding time frames on grievance handling and dispute resolution.*Analyze trends and develop monthly reports for possible intervention strategies.*Provide training to all employees on grievance procedures.
<u>ENQUIRIES</u>	:	Ms Maredi M.G at 015 - 284 6566 or Ms Langa M.C at 015-284 6556.

OFFICE OF THE PREMIER

The Provincial Administration of Limpopo is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment especially in terms of representativity.

- APPLICATIONS** : The Director General, Office of the Premier, Private Bag X 9483, Polokwane, 0700, Alternatively, applications may be hand delivered to Office of the Premier, 40 Hans van Rensburg Street.
- CLOSING DATE** : 31 March 2010
- NOTE** : Directions to applicants: Applications must be submitted on the prescribed application form Z83, obtainable from any Public Service Department and all applications must be accompanied by a comprehensive CV, certified copies of all educational qualifications and supporting documents (identity documents, driver's license etc). Applications must be submitted on or before the closing date and no late applications will be accepted. Faxed or e-mailed applications shall not be considered. Failure to comply with the above will result in immediate disqualification. NB: Communication will be made with the short listed candidates only.

MANAGEMENT ECHELON

- POST 08/196** : **HEAD OF DEPARTMENT: AGRICULTURE**
- SALARY** : Remuneration package of R976 317 per annum (all –inclusive flexible remuneration package). 40 % can be structured according to the individual's needs this includes a basic annual salary, 13th cheque, motorcar allowance, medical assistance and pension contributions. A non-pensionable Head of Department allowance equal to 10% of the member's annual all inclusive remuneration package, Level : 15
- CENTRE REQUIREMENTS** : Polokwane
An appropriate NQF level 6 or equivalent qualification, backed by relevant extensive managerial experience, Ability to interact at both strategic and operational level, Extensive knowledge of Public Service Regulatory Framework including Public Finance Management Act and Supply Chain Management. Financial and Human Resource management skills, Understanding of change management, Knowledge and management of Service delivery innovations, Problem analysis and analytical thinking, Client and customer orientation. Good interpersonal, negotiations, communication (verbal and written), research, problem solving, planning and computer skills. Managing diversity, dynamic transformation environment, Knowledge of Agricultural Environment, An understanding of the restructuring imperators within the Public Service environment.
- DUTIES** : Key responsibilities: The successful candidate will be the Head of Department and Accounting Officer responsible for: -Rendering support and advice to the MEC for Agriculture on the core mandates of the Department, Provide strategic direction and leadership in line with national, provincial and departmental goals and objectives. Manage the service delivery improvement plan of the department, Manage performance of the Department, including submission of annual performance plans and monthly, quarterly and annual performance plans. Implementation and monitoring of the Provincial Employment Growth and Development Strategy (PEGDS), Ensuring that financial and other resources allocated to the Department are managed in accordance with the PFMA and Treasury Regulations. Drive the implementation of the Provincial Growth and Development Strategy, Provide strategic Human Resource Management of the Department, Ensuring that the eight Gender Principles are effectively and efficiently implemented within the Department.
- ENQUIRIES** : should be directed to Ms Suzan Mahlase at (015) 287 6019
- NOTE** : The successful candidate will be expected to enter into a performance agreement with the relevant Executive Authority and sign a three year contract of employment upon assumption of duty with the Premier. The successful candidate will also be required to disclose his or her financial interest in accordance with the prescribed regulations. The recommended candidate/s will be subjected to competency assessment and security clearance procedures.

<u>POST 08/197</u>	:	<u>HEAD OF DEPARTMENT: HEALTH AND SOCIAL DEVELOPMENT</u> Re-advertisement
<u>SALARY</u>	:	Remuneration package of R 1 275 732 per annum (all –inclusive flexible remuneration package), 40 % can be structured according to the individual's needs this includes a basic annual salary, 13 th cheque, motorcar allowance, medical assistance and pension contributions. A non-pensionable Head of Department allowance equal to 10% of the member's annual all-inclusive remuneration package, Salary Level 16
<u>CENTRE REQUIREMENTS</u>	:	Polokwane An appropriate NQF level 6 or equivalent qualification, backed by relevant extensive managerial experience, Ability to interact at both strategic and operational level, Extensive knowledge of the Health and Social Development Regulatory framework and Public Service Regulatory Framework including Public Finance Management Act as well as Supply Chain Management. Financial management skills, Understanding of change management, Knowledge of management of Service delivery innovations, Problem solving skills and analysis, Client and customer orientation, Excellent communication skills, both verbal and written, Analytic thinking and research skills, Computer skills.
<u>DUTIES</u>	:	Key responsibilities: The successful candidate will be the Head of Department and Accounting Officer responsible for: Rendering support and advice to the MEC for Health and Social Development on the core mandates of the Department. Providing strategic direction and leadership in line with national, provincial and departmental goals and objectives. Managing the service delivery improvement plan of the department, Managing performance of the Department, including submission of annual performance plans and monthly, quarterly and annual performance reports, Implementation and Monitoring of the Provincial Growth and Development Strategy, Ensuring that financial and physical resources allocated to the Department are expended cost effectively. Provide strategic Human Resources Management of the Department, Ensuring that the eight Gender Principles are effectively and efficiently implemented.
<u>ENQUIRIES NOTE</u>	:	should be directed to Ms Suzan Mahlase at (015) 287 6019 The successful candidate will be expected to enter into a performance agreement with the relevant Executive Authority and sign a three year contract of employment upon assumption of duty with the Premier. The successful candidate will also be required to disclose his or her financial interest in accordance with the prescribed regulations. The recommended candidate/s will be subjected to competency assessment and security clearance procedures.
<u>POST 08/198</u>	:	<u>HEAD OF DEPARTMENT: ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM</u>
<u>SALARY</u>	:	Remuneration package of R 976 317 per annum (all –inclusive flexible remuneration package) 40 % can be structured according to the individual's needs this includes a basic annual salary, 13 th cheque, motorcar allowance, medical assistance and pension contributions, A non-pensionable Head of Department allowance equal to 10% of the member's annual all inclusive remuneration package, Salary Level : 15
<u>CENTRE REQUIREMENTS</u>	:	Polokwane An appropriate NQF level 6 or equivalent qualification, backed by relevant extensive managerial experience, Ability to interact at both strategic and operational level, A broad understanding knowledge of the Public Service Regulatory Framework including Public Finance Management Act and Supply Chain Management. Knowledge of Economic Planning and Development, Financial management skills, Understanding of change management, Knowledge and management of Service delivery innovations, Problem solving skills and analysis, Client and customer orientation, Excellent communication skills, both verbal and written, Analytic thinking and research skills, Computer skills
<u>DUTIES</u>	:	Key responsibilities: The successful candidate will be the Head of Department and Accounting Officer responsible to: -Render support and advice to the MEC for the Department of Economic Development, Environment and Tourism on the core mandates of the Department. Provide strategic direction and leadership in line with national, provincial and departmental goals and objectives. Manage the service delivery improvement plan of the department, Manage performance of the Department, including submission of annual performance plans and monthly,

quarterly and annual performance reports, Implementation and monitoring of the Provincial Growth and Development Strategy. Ensure that financial and physical resources allocated to the Department are expended cost effectively, Provide strategic Human Resource Management of the Department, Ensure that the eight Gender Principles are effectively and efficiently implemented within the Department.

ENQUIRIES

: should be directed to Ms Suzan Mahlase at (015) 287 6019

NOTE

: The successful candidate will be expected to enter into a performance agreement with the relevant Executive Authority and sign a three year contract of employment upon assumption of duty with the Premier. The successful candidate will also be required to disclose his or her financial interest in accordance with the prescribed regulations. The recommended candidate/s will be subjected to competency assessment and security clearance procedures.