



DATE OF ISSUE: 07 JANUARY 2011

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 01 OF 2011**

**1. Introduction**

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

**2. Directions to candidates**

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

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

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

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

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

**INDEX  
NATIONAL DEPARTMENTS**

<b>NATIONAL DEPARTMENT</b>	<b>ANNEXURE</b>	<b>PAGES</b>
<b>COOPERATIVE GOVERNANCE</b>	<b>A</b>	<b>03 – 17</b>
<b>ENVIRONMENTAL AFFAIRS</b>	<b>B</b>	<b>18 – 19</b>
<b>INDEPENDENT COMPLAINTS DIRECTORATE</b>	<b>C</b>	<b>20</b>
<b>MINERALS RESOURCES</b>	<b>D</b>	<b>21</b>
<b>OFFICE OF THE PUBLIC SERVICE COMMISSION (OPSC)</b>	<b>E</b>	<b>22</b>
<b>PUBLIC ADMINISTRATION LEADERSHIP AND MANAGEMENT ACADEMY (PALAMA)</b>	<b>F</b>	<b>23 – 24</b>
<b>PUBLIC WORKS</b>	<b>G</b>	<b>25 – 27</b>

**PROVINCIAL ADMINISTRATIONS**

<b>PROVINCIAL ADMINISTRATION</b>	<b>ANNEXURE</b>	<b>PAGES</b>
<b>KWAZULU-NATAL</b>	<b>H</b>	<b>28 – 39</b>
<b>WESTERN CAPE</b>	<b>I</b>	<b>40 - 41</b>

## DEPARTMENT OF COOPERATIVE GOVERNANCE

*The vision of the Department of Cooperative Governance 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** : Applications, quoting the relevant reference number must be forwarded to Human Communications at PO Box 1793, Rivonia, 2128 or hand-delivered at 3 Autumn Road, Rivonia, 2128. Alternatively e-mail to response@humancommunications.co.za
- CLOSING DATE** : 28 January 2011
- NOTE** : Please submit a separate application form accompanied by a separate set of the below mentioned documents for each post for which application is made. 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 and a copy ID. 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. The successful candidate for the senior management post will 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 01/01** : **SENIOR MANAGER: STRATEGIC SUPPORT DIRECTOR LEVEL REF NO: 72225/1**  
Office of the Director-General
- SALARY** : An all-inclusive remuneration package of R 652 572 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** : Pretoria
- REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Public Administration or Business Management with extensive relevant experience at middle management level. Technical competencies: Understanding of government policies, understanding of CoGTA mandate/programme, government framework on public service transformation and service delivery improvement and stakeholder relations. Management competencies: Strategic capability and leadership, programme and project management, service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, financial management, excellent communication, change management, knowledge management, problem solving and analysis.
- DUTIES** : Manage the submission of Internal Cabinet memoranda and the preparation of briefing notes on external Cabinet memoranda; Analyse and process all submissions made to the Office of the Director-General; Monitor all incoming correspondence in the Office of the DG; Advise the Director-General on all content matters as they relate to the Department's strategic and business plan; and Coordinate the Department's interactions/commitments with the Portfolio and Select Committees.
- ENQUIRIES** : Ms H Pretorius, Tel no. (012) 334 4976

## OTHER POSTS

- POST 01/02** : **MANAGER: PUBLICATION AND CONTENT MANAGEMENT DEPUTY DIRECTOR LEVEL REF NO: 72225/5**  
Objective: To manage the copy editing of publications that reflect the mandate of the Department.  
Chief Directorate: Communication and Marketing
- SALARY** : An all inclusive remuneration package of R 406 839 per annum.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Communication or Journalism with experience in communication environment. Technical competencies: Publications and Content Development. Management competencies: Programme and project management, service delivery innovation (SDI), people management and

- empowerment, client orientation and customer focus, financial management, excellent communication, problem solving and analysis, honesty and integrity.
- DUTIES** : Manage the editing complex government programmes and policy documents into information products that are accessible to the majority of South African citizen, Oversee if content and product development for information programmes in the development communication environment, Ensuring quality control of both in-house and external information products, Oversee the scheduling and sub-editing of copy for all information products for all media, including publications, exhibitions, photographic, advertisements, internet.
- ENQUIRIES** : Mr B Rakate, Tel no. (012) 334 5806
- POST 01/03** : **MANAGER: CORPORATE MEMORY COLLABORATION AND DATA PROTECTION (DEPUTY DIRECTOR LEVEL) REF NO: 72225/16**  
Objective: To provide support on records and Information Management services and secured collaboration and access to information.  
Branch: Policy, Research and Knowledge Management  
Chief Directorate: Knowledge Management
- SALARY CENTRE REQUIREMENTS** : An all inclusive remuneration package of R 406 839 per annum.  
: Pretoria  
: Appropriate Bachelor's degree or equivalent qualification with appropriate experience in the related field. Technical competencies: Information Management, Knowledge Management, Information Systems and Information Technology Understanding. Management competencies: Service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, excellent communication, change management, knowledge management, problem solving and analysis.
- DUTIES** : Manage and oversee the life cycle management of paper-based files, other media and records, Assist with data maintenance, the organizing, retrieving, acquiring and maintaining information, Assist in conducting information audits and information management reviews, Provide support in overarching storage and information policies that drive management processes and in developing information management solutions, Support the implementation of legislation and government legislation and policies related to information management and records management, Assist in designing the policies, processes, practices, and tools to align the added value of information with effective IT infrastructure, Assist in aligning information with business process through policies and service levels associated with applications, metadata, information, and data, Monitor and report on compliance, Assist in the review and design of information management practices.
- ENQUIRIES** : Ms H Engelbrecht, Tel no. (012) 334 4976
- POST 01/04** : **MANAGER: LIBRARY (DEPUTY DIRECTOR LEVEL) REF NO: 72225/17**  
Objective: To provide library services to the Department.
- SALARY CENTRE REQUIREMENTS** : An all inclusive remuneration package of R 406 839 per annum.  
: Pretoria  
: A Bachelor's degree or equivalent qualification with appropriate experience in the field of Library and Information Centre or Information Systems. Technical competencies: Library policies, procedures, methods, ethics and professional standards, Library programming and cataloguing standards, Research and information gathering systems and methods, A variety of information database systems, Conducting internet searches, Organisation and structure of the library. Management competencies: Programme and project management, service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, excellent communication, problem solving and analysis and honesty and integrity.
- DUTIES** : Responsible for all library's operations including planning and assessing the library's collection including archives, Establishes, monitors, and ensures adherence to quality and quantity standards, Maintains records and prepares statistical reports relating to the responsibilities and operations of the library, Plans, prepares, and monitors library budget and determines budget spending, Overall responsibility for acquiring and arranging the Department's information resources, Subscriptions and content management responsibilities, Development and management of information repositories including databases, Provide electronic clippings and document delivery, ordered books and journals for employees; and answered research questions using XX, CD-ROMs, and a print reference collection, Ensuring compliance with external guidelines (e.g. accrediting agencies) and local, and state laws and regulations, Fostering cooperative relationships with other library entities and external agencies that enhance the resources and services provided to Cooperative Governance's library constituency, Assuring representation of the

library in system-wide planning, governance, and committees, Collaborating with staff to ensure adequate and effective learning resources and services are available in the library, Evaluating and reporting on programmes, collections and services as and when required.

**ENQUIRIES** : Ms H Engelbrecht, Tel no. (012) 334 4976

**POST 01/05** : **MANAGER: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM (DEPUTY DIRECTOR LEVEL) REF NO: 72225/8**

Objective: To manage the implementation of the performance management and development system within the Department.

Branch: Corporate And Financial Services

Chief Directorate: Human Capital Management

**SALARY** : An all inclusive remuneration package of R 406 839 per annum.

**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor's degree in Human Resource Management or equivalent qualification with appropriate experience in Performance Management and Development System (PMDS). Technical competencies: Public Service Act, Public Service Regulations, Labour Relations Act, Performance Management and Development Frameworks, Research and policy development and implementation. Management competencies: Service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, excellent communication, change management, knowledge management, problem solving and analysis.

**DUTIES** : Develop, implement and monitor policies and legislative framework on Performance Management systems, Facilitate the establishment and monitoring the Performance Management cycle within the department, Provide advice, support on Performance Management and facilitate the functioning of the departmental moderating committee, Manage the co-ordination of performance agreements and assessments, Ensure that Performance Development Plans and Work plans of employees are completed and attached to the performance agreements, Maintain and update a filing system of PMDS and individual employee files.

**ENQUIRIES** : Ms C Sebego, Tel no. (012) 334 0531

**POST 01/06** : **MANAGER: RECRUITMENT AND SELECTION (DEPUTY DIRECTOR LEVEL) REF NO: 72225/12**

Objective: To manage the Recruitment and Selection process.

**SALARY** : An all inclusive remuneration package of R 406 839 per annum.

**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor's degree in Human Resource Management or equivalent qualification with appropriate experience in a Human Resources environment. Technical competencies: Human Resource management practices, Public Service Act, Public Service Regulations, and Human Resource management policy. Management competencies: Service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, excellent communication, change management, knowledge management, problem solving and analysis.

**DUTIES** : Facilitating and administering recruitment and selection processes, Advertising, scheduling secretariat services and submissions for finalising appointments, Developing and monitoring policies and drafting procedures and guidelines on Human Resource Management matters, Facilitating the signing and submission of financial disclosure forms.

**ENQUIRIES** : Mr T van Staden, Tel no. (012) 334 0571

**POST 01/07** : **MANAGER: LITIGATION SUPPORT (DEPUTY DIRECTOR LEVEL) REF NO: 72225/21**

Objective: To provide legal services and litigation support

Chief Directorate: Legislative Review And Drafting

**SALARY** : An all inclusive remuneration package of R 406 839 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : An LLB degree or a four year recognised legal qualification with experience in the legal field. Technical competencies: Litigation processes (i.e. lawsuits), Administrative Justice Act. Management competencies: Service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, excellent communication, problem solving and analysis and honesty and integrity.

**DUTIES** : Deal with legal actions instituted against or on behalf of the Minister or the Department, Provide legal advice to the Department and preparation of legal briefs, motions and memoranda, abstracting of cases, decisions, testimony and other litigation-related documents, Support the Manager to implement legal research

services for litigation, Assist to provide objective legal reviews, Attend court and give report to the Minister.

**ENQUIRIES** : Ms VOM Ndah, Tel no. (012) 334 4618

**POST 01/08** : **MANAGER: DUE DILIGENCE AND CONTRACT MANAGEMENT (DEPUTY DIRECTOR LEVEL) REF NO: 72225/22**

Objective: To render contract management services to the Department, which includes preparing tender specifications, drafting contracts and service level agreements.

**SALARY** : An all inclusive remuneration package of R 406 839 per annum.

**CENTRE** : Pretoria

**REQUIREMENTS** : A recognised three year qualification in Law or Humanities with appropriate experience in the legal practice or legal department in the Public or Private sector, including experience related to corporate governance and due diligence. Technical competencies: Local Government legislation, Parliamentary or legislative procedures, Administrative Justice Act. Management competencies: Service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, excellent communication, problem solving and analysis and honesty and integrity.

**DUTIES** : Develop a contract management system, Co-ordinating and monitoring the implementation of contracts and service-level agreements, Providing legal advice on contracts, Liaising with the relevant bodies responsible for the management of the Department's compliance schedule and the promotion of due diligence principles, Co-ordinating and submitting prescribed departmental reports to State institutions supporting constitutional democracy (Chapter 9 Institutions) and any other organisations, as will be mandated by the Department and the Ministry, Compiling and maintaining a compliance schedule and a schedule of the Department's planning and statutory reporting cycles, Providing legal advice pertaining to matters of compliance and matters related to the Access to Information Act.

**ENQUIRIES** : Ms VOM Ndah, Tel no. (012) 334 4618

**POST 01/09** : **MANAGER: LED SUPPORT (DEPUTY DIRECTOR LEVEL) REF NO: 72225/25**

Objective: To manage the implementation of led support programmes nationwide.  
Branch: Infrastructure and Economic Development

**SALARY** : An all inclusive remuneration package of R 406 839 per annum.

**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Development Studies/Planning with relevant experience in developmental/ planning/ local economic development environment. Technical competencies: Local Economic Development Policy Formulation, Coordination of economic development policy and strategies across the government, Local government linkages with PGDS and IDP, Donor relations. Management competencies: Service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, excellent communication, honesty and integrity.

**DUTIES** : Manage and implement an institutional framework for managing LED across government, Assist to design and manage a targeted support programme for municipalities, Develop and implement a framework for directing donor funding and coordinating donor activity in LED, Assist to manage LED innovation programmes that support the establishment of LED agencies and funding instruments, Assist in the management, motivation and development of staff.

**ENQUIRIES** : Mr T van Staden on Tel no. 012 334 0571

**POST 01/10** : **MANAGER: DEVELOPMENT INNOVATION AND ALTERNATIVE FINANCING (DEPUTY DIRECTOR LEVEL) REF NO: 72225/26**

Objective: To Support the promotion of alternative infrastructure financing models and monitor infrastructure spend.

**SALARY** : An all inclusive remuneration package of R 406 839 per annum.

**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Economic Science/Economic Science/Development Studies/Build Environment Disciplines with appropriate experience in the relevant field. Technical competencies: Both government and private sector infrastructure development approaches, the link between infrastructure development and economic development, Borrowing frameworks. Private infrastructure funding. Operations of other infrastructure funding agencies and institutions. National, Provincial and Local government legislations dealing with Public-Private Partnerships. Management competencies: Service delivery innovation

- (SDI), people management and empowerment, client orientation and customer focus, excellent communication, honesty and integrity.
- DUTIES** : Manage and promote innovative partnerships and models to finance infrastructure development, Support the development of tools to monitor infrastructure partnerships and spending, Support the planners and decision-makers with information about the implications of population growth and structure on demand for infrastructure, products and services, Manage the economic and infrastructure information and planning database for all provinces.
- ENQUIRIES** : Mr T van Staden on Tel no. 012 334 0571
- POST 01/11** : **MANAGER: EDUCATION AND TRAINING (DEPUTY DIRECTOR LEVEL) REF NO: 72225/29**  
Objective: To manage the development and implementation of integrated systems for disaster risk management education and training.  
Branch: National Disaster Management Centre  
Directorate: Capacity Building And Development
- SALARY CENTRE REQUIREMENTS** : An all inclusive remuneration package of R 406 839 per annum.  
: Pretoria  
: A Bachelor's degree or equivalent qualification in Disaster Risk Management/Development/Education and Training with experience in the field of disaster risk management, education, training and development related field. Technical competencies: Policy and legislation relevant to the disaster risk management function in South Africa, Project management methodologies, Functioning of Provincial and Local Government, Skills Development Legislation and Acts, Policy and legislation relevant to the disaster risk management function in South Africa. Management competencies: Service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, excellent communication, and honesty and integrity.
- DUTIES** : To manage the roll-out national education, training and research needs and resources analysis for disaster management in South Africa, To guide and support sectors, disciples and other role players in promoting education for professionals in disaster management and associated fields and for learners in primary schools and secondary schools, To support the Senior Manager in promoting education for professionals in disaster management and associated field and for learners in primary and secondary schools; Oversee the development and implementation of disaster risk management training programmes; Oversee stakeholders adaptation and roll-out of the NDRMETF; Oversee the formulation and implementation and implementation of the integrated national disaster management education and training framework (NDRMETF for South Africa, To manage the development and implementation of the volunteer, learnership and internship programmes; To procure and manage regional and international education and training agreements and advise the Management on the need for appropriate intervention, To manage the design and implementation of a DRM strategic research agenda
- ENQUIRIES** : Mr M Tau on Tel no. 012 334 0404
- POST 01/12** : **MANAGER: ADVOCACY AND PUBLIC AWARENESS (DEPUTY DIRECTOR LEVEL) REF NO: 72225/30**  
Objective: To manage the development and implementation of integrated systems for disaster risk management advocacy and public awareness to inculcate a culture of disaster risk avoidance at all levels.
- SALARY CENTRE REQUIREMENTS** : An all inclusive remuneration package of R 406 839 per annum.  
: Pretoria  
: A Bachelor's degree or equivalent qualification in Economic Science/Economic Science/Development Studies/Build Environment Disciplines with appropriate experience in the relevant field. Technical competencies: Policy and legislation relevant to the disaster risk management function in South Africa, Project management methodologies, Functioning of Provincial and Local Government, Skills Development Legislation and Acts. Management competencies: service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, excellent communication, honesty and integrity.
- DUTIES** : To formulate and oversee the implementation of a national public awareness strategy based on the National Indicative Risk profile and National Education, Training, Research needs and Resources analysis; To oversee and provide strategic guidance to other role players on disaster risk management public awareness in schools and all "At Risk communities", Oversee and report on disaster risk management public awareness by all DRM role and players; Build relationships with the media and other relevant state agencies; Formulate and roll out a National Crisis Communication framework , protocols and support provinces and municipalities in

the adaptation thereof; Manage the process of producing a newsletter and bulletin on DRM issues in consultation with the provinces and municipalities; Manage disaster risk management awareness campaigns such as the ISDR campaigns under the Hyogo Framework of Action 2005-2015, Procure and manage international agreements regarding public awareness.

**ENQUIRIES** : Mr M Tau on Tel no. 012 334 0404

**POST 01/13** : **MANAGER: DISPUTE RESOLUTION AND INTERVENTION (DEPUTY DIRECTOR LEVEL) REF NO: 72225/37**

Objective: To provide for appropriate mechanisms and procedures to facilitate the settlement of intergovernmental disputes.

Branch: Governance and Intergovernmental Relations

Chief Directorate: Intergovernmental Relations Coordination

**SALARY** : An all-inclusive remuneration package of R 406 839 per annum.

**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Public Administration, Development Studies, Law, Social Sciences or related qualifications with appropriate experience in the related field. Management competencies: Service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, excellent communication, and honesty and integrity.

**DUTIES** : Manage and participate in dispute settlement process, Monitor public and community reaction to current policies and processes, Assist in facilitating settlement of intergovernmental disputes.

**ENQUIRIES** : Ms S Hughes, Tel (012) 334 0847

**POST 01/14** : **MANAGER: INVESTIGATION AND COORDINATION (DEPUTY DIRECTOR LEVEL) REF NO: 72225/38**

Objective: To provide critical information about corruption trends, recommend appropriate intervention, provide support to municipalities with corruption prevention measures.

Chief Directorate: Anti-Corruption

**SALARY** : An all-inclusive remuneration package of R 406 839 per annum.

**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor's degree or equivalent qualification with extensive experience in the anti-corruption field or Roles of the Institutions of the Justice Sector in administering relevant anti-corruption legislation. Technical competencies: Executive office management. Knowledge of Cabinet/Parliamentary functions. Advanced computer proficiency. Local government, policies and systems. Project management. Management competencies: Service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, excellent communication, and honesty and integrity.

**DUTIES** : Analyse information from the corruption case management database and develop the tracking system of allegations of corruption being investigated, Support the Senior Manager to establish a forum for sharing information on corruption and related matters in municipalities and develop best practice models against corruption, Research and report on corruption incidents, causes, monetary values and participants in corruption, Ensure that provincial governments activate their constitutional mandate of monitoring corruption in municipalities, Support the Senior Manager to assess the impact of the strategy annually, Initiate, coordinate and monitor investigations of allegations of fraud and corruption reported, Implement a local government corruption-monitoring tool, Support policy formulation and review of anti-corruption regulations as it relates to local government.

**ENQUIRIES** : Ms S Hughes, Tel (012) 334 0847

**POST 01/15** : **MANAGER: CAMPAIGN MOBILISATION AND ETHICS MANAGEMENT (DEPUTY DIRECTOR LEVEL) REF NO: 72225/39**

Objective: The general measures and conditions for appointment to a higher level apply.

**SALARY** : An all-inclusive remuneration package of R 406 839 per annum.

**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Public Administration, Development Studies, Law, Social Sciences or related qualifications with appropriate experience in the related field. Technical competencies: Executive office management. Knowledge of Cabinet/Parliamentary functions. Advanced computer proficiency. Local government, policies and systems. Project management. Management competencies: Service delivery innovation (SDI), people management



- and empowerment, client orientation and customer focus, excellent communication, and honesty and integrity.
- DUTIES** : Support Senior Manager to set guidelines to assist municipalities on how to prevent corruption and an exposition of the penalties for councillors and officials for instigating and participating in corruption, Assist in the creation of anti-corruption capacity and monitor implementation of anti-corruption strategies, policies, fraud plans including ethics management training, Co-ordinate and integrate ethics campaigns and activities designed to raise awareness in all three spheres of Government, Assist in the development of initiatives to strengthen the roles of Government leaders as custodians of the Local Government Anti-Corruption Campaign, Generate reports on the activities of the Directorate.
- ENQUIRIES** : Ms S Hughes, Tel (012) 334 0847
- POST 01/16** : **MANAGER: LOCAL PARTICIPATORY GOVERNANCE (DEPUTY DIRECTOR LEVEL) REF NO: 72225/40**  
Objective: To manage participatory governance in service provision to citizens and users and to manage participatory democracy through wards committees.  
Chief Directorate: Governance And Public Participation
- SALARY** : An all-inclusive remuneration package of R 406 839 per annum.  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Public Administration/Social Sciences with extensive experience in the related field. Technical competencies: Funding Relations, Ward Development Plans, and Integrated Development Plan. Management competencies: service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, excellent communication, and honesty and integrity.
- DUTIES** : Support the Senior Manager to promote effective citizen participation models in local governance and service delivery, Assist to assess public confidence in elected councillors and appointed officers, Provide support in assessing strategic capability in forming local strategic partnerships (public, private, community, and voluntary), Advise Municipalities on the institutional, funding and administrative arrangements for ward committees to function, Support the development of Ward Development Plans as part of IDPs, Support the functioning of Ward Committees.
- ENQUIRIES** : Ms S Hughes, Tel (012) 334 0847
- POST 01/17** : **DEPUTY MANAGER: LOCAL PARTICIPATORY GOVERNANCE (ASSISTANT DIRECTOR LEVEL) REF NO: 72225/41**  
Objective: To manage participatory governance in service provision to citizens and users and to manage participatory democracy through wards committees.
- SALARY** : R 206 982 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Public Administration/Social Sciences with extensive experience in the related field. Technical competencies: Funding Relations, Ward Development Plans, Integrated Development Plan. Management competencies: Service delivery innovation (SDI), client orientation and customer focus, excellent communication, and honesty and integrity.
- DUTIES** : Support the Manager to promote effective citizen participation models in local governance and service delivery, Assist to assess public confidence in elected councillors and appointed officers, Provide support in assessing strategic capability in forming local strategic partnerships (public, private, community, and voluntary), Advise Municipalities on the institutional, funding and administrative arrangements for ward committees to function, Promote the development of Ward Development Plans as part of IDPs, Monitor and support the functioning of Ward Committees.
- ENQUIRIES** : Ms S Hughes at (012) 334 0847
- POST 01/18** : **DEPUTY MANAGER: PROVINCIAL FINANCE MONITORING (ASSISTANT DIRECTOR LEVEL) REF NO: 72225/42**  
Objective: To provide assistance in monitoring expenditure and financial performance of provincial government.  
Chief Directorate: Intergovernmental Fiscal Relations
- SALARY** : An all-inclusive remuneration package of R 206 982 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Economics or Public Finance with experience in policy formulation and analyses. (A qualification in an Audit Management field will be an added advantage). Technical competencies: Provincial and Local Government legislation and systems. Stakeholder relations. Audit management. Management competencies: Service delivery innovation (SDI), people

- management and empowerment, client orientation and customer focus, excellent communication, and honesty and integrity.
- DUTIES** : Assist with the implementation of the provincial aspects of the clean audit 2014 campaign, Assist in facilitating compliance with the legislative requirements for government financial, administration and related Treasury directives.
- ENQUIRIES NOTE** : Ms V Mafoko at (012) 334 4933  
: 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.
- POST 01/19** : **DEPUTY MANAGER: EDUCATION AND TRAINING (ASSISTANT DIRECTOR LEVEL) REF NO: 72225/31**  
Objective: To render the development and implementation of integrated systems for disaster management education and training.
- SALARY CENTRE REQUIREMENTS** : R206 982 per annum  
: Pretoria  
: A Bachelor's degree or equivalent qualification in Disaster Risk Management/ Development/Education and Training with experience in the field of disaster risk management, education, training and development related field. Technical competencies: Policy and legislation relevant to the disaster risk management function in South Africa, Project management methodologies, Functioning of Provincial and Local Government, Skills Development Legislation and Acts. Management competencies: service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, excellent communication, and honesty and integrity.
- DUTIES** : To provide support on the roll-out the outcomes of the national education, training and research needs and resources analysis for disaster management, To support the development and implementation of an integrated national disaster management education and training framework for South Africa; To support the Manager in promoting education for professionals in disaster management and associated field and for learners in primary and secondary schools; Ensure implementation of disaster management training programmes; To support the Manager: Advocacy and Public Awareness in the implementation of an integrated public awareness strategy and associated responsibilities, Ensure the development and implementation of disaster management research, agenda and associated programmes and provide information and advisory services.
- ENQUIRIES** : Mr M Tau on Tel no. 012 334 0404
- POST 01/20** : **DEPUTY MANAGER: OFFICE OF THE DEPUTY DIRECTOR-GENERAL (ASSISTANT DIRECTOR LEVEL) REF NO: 72225/27**  
Objective: To promote the image of the Office of the Deputy Director-General at all times.
- SALARY CENTRE REQUIREMENTS** : R206 982 per annum  
: Pretoria  
: A Matric Certificate OR equivalent qualification with extensive experience in general office administration. Technical competencies: Administrative and filing procedures, Diary management, dealing with queries. Management competencies: Service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, financial management, excellent communication, problem solving and analysis and honesty and integrity.
- DUTIES** : Effectively manage the Deputy Director-General's office including correspondence management, office budget and expenditure control, Develop and manage a system of information and document control, Compile referral memoranda, Ensure that the DDG has annual plan with objectives broken down into action steps aligned with the Strategic plan of the Department, Ensure that the action steps as set out in the DDG's annual plan are accommodated in his schedule for the year, Ensure that all responses to the Parliamentary questions are forwarded to the Minister's and DG's office, Accompany DDG to meetings, visits and other engagements, as and when required.
- ENQUIRIES** : Mr T van Staden on Tel no. 012 334 0571
- POST 01/21** : **DEPUTY MANAGER: CONDITIONS OF SERVICES (ASSISTANT DIRECTOR LEVEL) REF NO: 72225/13**  
Objective: To render Human Resource Management support services to the Cooperative Governance.

<b><u>SALARY</u></b>	:	R206 982 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's degree in Human Resource Management or equivalent qualification with appropriate experience in a Human Resources environment. Technical competencies: Government policy, Persal, Human Resource Records Management, Government Employee Medical Scheme (GEMS), Supervisory skills, Policy on Incapacity Leave and ILL Health Retirement (PILIR). Management competencies: Service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, excellent communication, change management, knowledge management, problem solving and analysis and ability to work under pressure.
<b><u>DUTIES</u></b>	:	Providing support services relating to the appointments, promotion and transfer of employees, termination of services, service benefits and condition of services; Day to Day administration /approval of transactions on Persal; Effective and efficient and correct application of service benefits and conditions of service; Deliver a consulting service on human resource service benefits to staff, line and senior managers; and Develop and review policies and procedures on service benefits and condition s of service.
<b><u>ENQUIRIES</u></b>	:	Mr J Hector, Tel no. (012) 334 0789
<b><u>POST 01/22</u></b>	:	<b><u>INTERNAL AUDITOR ASSISTANT DIRECTOR LEVEL REF NO: 72225/3</u></b> Objective: To perform internal audit function in the department by evaluating the system of internal controls to appraise/ assess the adequacy and effectiveness risk controls and governance processes Chief Directorate: Internal Audit and Risk Management
<b><u>SALARY</u></b>	:	R206 982 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's degree or equivalent qualification in Internal Audit with appropriate experience in Internal Audit. Technical competencies: Operational and Information Technology Audits, Risk Management and Auditing practices, Public Finance Management Act, Corporate Governance and Treasury Audits. Management competencies: Programme and project management, service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, financial management, excellent communication, problem solving and analysis, honesty and integrity.
<b><u>DUTIES</u></b>	:	Conduct internal audits as required by the audit standards, Draft and discuss the audit findings with the supervisor and management, Perform of follow-up internal audits on recommended management actions, Perform ad-hoc audits and investigations for the department.
<b><u>ENQUIRIES</u></b>	:	Mr T Thobileng, Tel no. (012) 334 0663
<b><u>POST 01/23</u></b>	:	<b><u>DEPUTY MANAGER: JUNIOR BUSINESS ANALYST (ASSISTANT DIRECTOR LEVEL) REF NO: 72225/33</u></b> Objective: The management of the databases, documentation (user requirement specifications and technical documentations), designing as well as assisting developers.
<b><u>SALARY</u></b>	:	R206 982 per annum.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's degree or equivalent qualification in Information Technology or Information Management or Computer Science with relevant experience on proposed system needs in an Information Technology or Information Management related field. Technical competencies: Problem solving skills for defining the alternate solutions to the system, Knowledge of the System Analysis Methodologies, Good understanding of the SDLC, Strong analytical skills for problem resolution, as well as SQL performance tuning and backups, Good Microsoft operating technologies (Windows 2000/ 2003 server), Solid understanding of SQL 2000, 2005 and 2008 ideally with database design knowledge. Management competencies: service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, excellent communication, change management, knowledge management, problem solving and analysis, honesty and integrity.
<b><u>DUTIES</u></b>	:	Collect information to analyze and evaluate existing or proposed systems, Analyze and evaluate present or proposed business procedures or problems to define data processing needs ,repair detailed flow charts and diagrams outlining systems capabilities and processes, Write and maintain system documentation, Designing of the new system/application, Interacting with the users and extracting the requirements out of them, Ensure best practices around SQL server are met, Mapping out the 'conceptual design' for planned databases in outline, Monitor

database system details within the database including stored procedures and improvements, and Maintain data standards.

**ENQUIRIES** : Mr W Mkhonza on Tel (012) 334 0422

**POST 01/24** : **DEPUTY MANAGER: JUNIOR DEVELOPER (ASSISTANT DIRECTOR LEVEL) REF NO: 72225/34**  
Objective: To assist with the development of intelligence and information management systems.

**SALARY** : R206 982 per annum.  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Information Technology or Information Management or Computer Science with relevant experience in application development in an Information Technology/ Information Management related field and website development, and maintenance using Dot Net Nuke. Technical competencies: Internet technologies and application development using Dot net Nuke c#, Knowledge of MS SQL 2005 and 2008, Computer systems analysis and experience in system development life cycle, Technical standards/procedures, MS Office suite. Management competencies: service delivery innovation (SDI), client orientation and customer focus, excellent communication, knowledge management, problem solving and analysis, honesty and integrity.

**DUTIES** : Develop and maintain a directory of institutional role players that are involved in disaster management, new application development and maintenance of legacy systems. Ability to write sql queries and query tuning and general database management, Exposure to Microsoft silverlight will be an added advantage, Knowledge of Dot Net Nuke C# compulsory, Assist in implementing the master systems plan for disaster risk management.

**ENQUIRIES** : Mr W Mkhonza on Tel (012) 334 0422

**POST 01/25** : **DEPUTY MANAGER: SYSTEM ADMINISTRATOR (ASSISTANT DIRECTOR LEVEL) REF NO: 72225/35**  
Objective: To administer, maintain, develop and implement policies and procedures in order to ensure the security and integrity of the local area network environment as well as optimise the performance of the existing network and assess the current environment to determine future network needs.

**SALARY** : R206 982 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Information Technology or Information Management or Computer Science course in networks and IT security with MCSE. Appropriate experience as a Systems Administrator in a production environment. Technical competencies: Knowledge of VMware and storage area networks, Knowledge of backup procedures, backup software and strategies, Knowledge in assembling servers, upgrades and enhancements Knowledge of primary domain and exchange server. Knowledge of antivirus software and multi user operating systems, Technical standards/procedures. Management competencies: service delivery innovation (SDI), client orientation and customer focus, excellent communication, knowledge management, problem solving and analysis, honesty and integrity.

**DUTIES** : Planning and the roll out of disaster recovery plan, Ensure daily, weekly and monthly backups are running, Desktop, lan, wan, ftp, latest software patches and antivirus support, Fully maintaining the infrastructure Assets register with regards to the population of the register, Assessing the security of the workstations, application servers and network, Working in conjunction with other personnel within NDMC, Perform root cause analysis for issues/problems and create preventative measures, Create and maintain detailed documentation and technical drawings of the servers, Support and maintain the virtual servers in the storage area network, Provide support services for all other systems (i.e. Windows Servers, Exchange 2007), Security audit, patch management on the systems, Provide 24X7 on-call trouble shooting and problem resolution, Availability and capacity management (backups etc), Continuous service improvement, change management, incident management and problem management as per ITIL framework.

**ENQUIRIES** : Mr W Mkhonza on Tel (012) 334 0422

**POST 01/26** : **DEPUTY MANAGER: EMPLOYEE RELATIONS (ASSISTANT DIRECTOR LEVEL) REF NO: 72225/9**  
Objective: To provide sound employee relations and Employment Equity services to the CoGTA.

**SALARY** : R206 982 per annum.

<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria
	:	A Bachelor's degree or equivalent qualification within Human Resource Management, Labour Relations and/or Labour Law with appropriate experience in Labour Relations. Technical competencies: Labour Relations Act, Basic Conditions of Employment Act, PSCBC Collective Agreements and Resolutions [rules and procedures for dealing with grievances, misconduct and incapacity, The Employment Equity Act, Codes of good practice and Public Service Act. Management competencies: Service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, excellent communication, change management, knowledge management, problem solving and analysis.
<b><u>DUTIES</u></b>	:	Assist in the development of policies on labour relations and Employment Equity in the Department, Assist to manage dispute resolution and collective bargaining, Provide professional investigations into allegations of misconduct and grievance cases, Conduct training interventions on the management of discipline in the Department, Coordinate consultative meetings with organised labour and Management in the Department, Assist in managing the industrial actions/labour unrest and coordinate information for the DPSA, Perform supervisory functions including staff performance management and development.
<b><u>ENQUIRIES</u></b>	:	Ms B Lusaseni, Tel (012) 334 0968 or Mr C Sejake, Tel (012) 334 0736
<b><u>POST 01/27</u></b>	:	<b><u>CALL CENTRE OPERATOR: PUBLIC LIAISON 3 POSTS REF NO: 72225/6</u></b> Objective: To respond to requests, queries and concerns related to DCoG's mandate raised by the community.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R174 117 per annum.
	:	Pretoria
	:	A Bachelor's degree or equivalent qualification in Public Liaison/ Communication/Customer Care with appropriate experience in communication or call centre environment. Technical competencies: Public Liaison and Media Relations, Communication and Customer care. Management competencies: Client orientation and customer focus, communication skills, financial management, problem solving and analysis and honesty and integrity.
<b><u>DUTIES</u></b>	:	Acknowledge persons' enquiries and provide them with reference numbers, Handle complaints and enquiries in a polite, efficient and effective manner, Support partnerships between DCoG, other government departments, provincial and local government by following up on enquiries referred via e-mail, post and fax, Maintain regular and efficient system of contact and follow-up public enquiries, Respond to requests from the public on the Presidential Hotline.
<b><u>ENQUIRIES</u></b>	:	Mr B Rakate, Tel no. (012) 334 5806
<b><u>POST 01/28</u></b>	:	<b><u>EXECUTIVE ASSISTANT OFFICE OF THE DEPUTY DIRECTOR-GENERAL REF NO: 72225/28</u></b> Objective: To provide executive support to the Deputy Director-General.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R174 117 per annum
	:	Pretoria
	:	A Matric Certificate or equivalent qualification with appropriate experience of office administration. Management competencies: Client orientation and customer focus, excellent communication skills, problem solving and analysis and honesty and integrity.
<b><u>DUTIES</u></b>	:	Manage the diary and appointments of the DDG, Maintain a filing system and a document control system, Promote effective diary co-ordination of the DDG, DG's and the Ministry's in an electronic way, Make arrangements for the DDG's travel and accommodation, Arrange venues and refreshments for meetings, and Maintain chronological office organisation.
<b><u>ENQUIRIES</u></b>	:	Mr T van Staden on Tel no. 012 334 0571
<b><u>POST 01/29</u></b>	:	<b><u>PHOTOGRAPER: BRAND AND CORPORATE IMAGING REF NO: 72225/7</u></b> Objective: To render photographic service to the Department.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R174 117 per annum.
	:	Pretoria
	:	An appropriate Bachelor's degree or equivalent qualification with appropriate experience in photographic environment. Technical competencies: Operating photographic equipment. Apple Macintosh application, especially Photoshop. Digital and studio photography and proficiency in the scanning and digital archiving of images. Management competencies: Client orientation and customer focus, communication skills, financial management, problem solving and analysis and honesty and integrity.

- DUTIES** : Photograph departmental projects, events and officials when required, Ensure that the internal photo gallery update on a regular basis, Assist with digital archiving of images, assist with digital manipulation of images to enhance quality, Liaise with departmental clients regarding requests for photographic services.
- ENQUIRIES** : Mr B Rakate, Tel no. (012) 334 5806
- POST 01/30** : **ADMINISTRATIVE OFFICER: FLAGSHIP PROJECTS REF NO: 72225/2**  
Objective: To assist with general administrative support to the Flagship Project office.  
Office of the Chief Operating Officer
- SALARY** : R140 208 per annum.  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Matric Certificate OR equivalent qualification with experience in an executive support position. Technical competencies: Office Administration, Filing and government planning cycle. Management competencies: Service delivery innovation (SDI), client orientation and customer focus, excellent communication, honesty and integrity.
- DUTIES** : Assist in the administration and the inventory of projects/programme resources, Render administrative support to all the staff members in the office, Responsible for the acquisition and distribution of assets and stationery, Generate and follow-up on internal and external requisitions on project management, Processing payments of invoices from service providers for the unit, Updating the commitment register for all assets and responsible for their maintenance, Arranging and co-ordinating meetings and workshops and taking minutes, Keeping records of documents for the directorate.
- ENQUIRIES** : Ms S Gelderblom on Tel no. 012 334 0961
- POST 01/31** : **CONTROLLER: ICT ASSETS REF NO: 72225/19**  
Objective: To assists in the management all the ICT assets in the department.  
Chief Directorate: Information Technology
- SALARY** : R140 208 per annum.  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor's degree or equivalent qualification with appropriate experience on assets management A+ Certification. Technical competencies: Software Asset Management (SAM) application, Technical knowledge and troubleshooting on equipments and software, Asset Management policy. Management competencies: Service delivery innovation (SDI), people management and empowerment, client orientation and customer focus, excellent communication, and honesty and integrity. Personal attributes: Dependability, creative thinking, ability to solve complex problems and work under pressure, independent, approachable, confident, reliable, the ability to take initiative and highly motivated.
- DUTIES** : Update and maintain the ICT asset register and barcode, Provide feedback on request, lost and stolen equipments, Receive all the new equipments from the store/vendor, Distribute and collect assets to and from the users and also identify assets for disposal, Assist in monitoring the movement of ICT equipment in DCoGTA buildings.
- ENQUIRIES** : Mr D Peterson, Tel no. (012) 334 0992 or Mr RA Mosalla, Tel no (012) 334 4971
- POST 01/32** : **ADMINISTRATION OFFICER: ICT INFRASTRUCTURE MANAGEMENT REF NO: 72225/20**  
Objective: To provide support in the role of ICT Infrastructure Management.
- SALARY** : R140 208 per annum.  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Information Technology /Systems with appropriate experience. Technical competencies: Software Asset Management (SAM) application. Technical knowledge and troubleshooting on equipments and software. Management competencies: Service delivery innovation (SDI), client orientation and customer focus, excellent communication, and honesty and integrity.
- DUTIES** : Assist in oversee network and server, overseeing computer security and anti-virus updates etc. Providing IT support to computer users within the department, Overseeing file management on centralized resource server, Keeping inventory of hardware and maintenance records, Ensuring all software is properly licensed.
- ENQUIRIES** : Mr D Peterson, Tel no. (012) 334 0992 or Mr RA Mosalla, Tel no (012) 334 4971
- POST 01/33** : **ADMINISTRATION OFFICER REF NO: 72225/32**  
Objective: To assist with general administrative support to the role of Capacity Building and Development Directorate.

**SALARY** : R140 208 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Matric Certificate OR a Bachelor's degree or equivalent qualification in Office Administration with appropriate experience. Technical competencies: Office Administration. Management competencies: Client orientation and customer focus, communication skills, financial management, problem solving and analysis and honesty and integrity.

**DUTIES** : Assist in the administration and the inventory of projects/programme resources, Render administrative support to all the staff members in the Directorate, Responsible for the acquisition and distribution of assets and stationery, Generate and follow-up on internal and external requisitions on project management, Processing payments of invoices from service providers for the unit, Updating the commitment register for all assets and responsible for their maintenance, Keeping records of documents for the directorate, Arranging and co-ordinating meetings and workshops

**ENQUIRIES** : Mr M Tau on Tel (012) 334 0404

**POST 01/34** : **LABOUR RELATIONS OFFICER REF NO: 72225/10**  
Objective: To provide direct sound employee relations and Employment Equity services to the CoGTA.

**SALARY** : R140 208 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor's degree or equivalent qualification within Human Resource Management, Labour Relations and/or Labour Law with appropriate experience in Labour Relations. Technical competencies: Labour Relations Act, Basic Conditions of Employment Act, PSCBC Collective Agreements and Resolutions [rules and procedures for dealing with grievances, misconduct and incapacity, The Employment Equity Act, Codes of good practice and Public Service Act Operational knowledge of MS Office(Excel, PowerPoint and Word), Report writing skills. Management competencies: Service delivery innovation (SDI), client orientation and customer focus, excellent communication, problem solving and analysis and interpersonal skills.

**DUTIES** : Coordinate Labour Relations and Employment Equity training and awareness programmes, Assist to ensure compliance to policies and labour legislation requirements, Assist in providing administrative support to Labour Relations and Employment Equity, Conduct research for labour related issues, Capture all finalised misconduct and grievance cases on Persal, Provide support on maintaining the Employment Equity database.

**ENQUIRIES** : Ms B Lusaseni, Tel (012) 334 0968 or Mr C Sejake, Tel (0120 334 0736

**POST 01/35** : **PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICES REF NO: 72225/14**  
Objective: To render support in the effective and efficient administration of remuneration and conditions of service.

**SALARY** : R140 208 per annum.  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Matric Certificate OR equivalent qualification with appropriate experience in a Human Resources environment. Technical competencies: Public Services Act and Basic Condition of Employment Act, Computer packages: Excel, Persal, MS Word, Power point, Group wise and Internet, Public Service Regulatory Framework, and ability to work under pressure. Management competencies: Service delivery innovation (SDI), people management and empowerment, client, orientation and customer focus, excellent communication, change management, knowledge management, problem solving and analysis and ability to work under pressure.

**DUTIES** : Provide support on the administration of payments, service benefits with regards to housing allowance, resettlement costs, medical aid, overtime and long service recognition, Administer leave by compiling statistics of employees utilising sick leave, temporary incapacity leave and study leave, Issue appointment letters and administer probationary appointments, Compile and keep statistics on appointments, resignations, promotions, transfers and buy-offers, Provide advice on service conditions/benefits eg. Service terminations appointments, transfers, promotions and also DPSA prescripts (Government Employment Medical Schemes (GEMS), Policy on Incapacity Leave and ill Health Retirement (PILIR), Leave to employees, Liaise with departmental Client Liaison Officer at Government Employee Pension Fund on cases that have been forwarded for payment of pension benefits, registration of beneficiaries and injury on duty, and Capture pay progression, performance bonuses

and Senior Management Service and Middle Management Service all-inclusive remuneration packages on the PERSAL system.

- ENQUIRIES** : Mr J Hector, Tel no. (012) 334 0789
- POST 01/36** : **JUNIOR PROGRAMMER REF NO: 72225/36**  
Objective: To assist with the development of intelligence and information management systems.
- SALARY** : R 140 208 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Information Technology or Information Management or Computer Science with relevant experience in application development in an Information Technology/ Information Management environment. Technical competencies: Internet technologies and application development, Knowledge of MS SQL 2005 and 2008, Computer systems analysis and experience in system development life cycle, MS Office suite. Management competencies: service delivery innovation (SDI), client orientation and customer focus, excellent communication, knowledge management, problem solving and analysis, honesty and integrity.
- DUTIES** : Maintain a directory of institutional role players that are involved in disaster management, Maintenance of legacy systems, Ability to write sql queries and query tuning and general database management, Knowledge of Dot Net Nuke C# compulsory an advantage.
- ENQUIRIES** : Mr W Mkhonza, Tel (012) 334 0422
- POST 01/37** : **ADMINISTRATIVE ASSISTANT REF NO: 72225/4**  
Objective: To provide secretarial support to the Senior Auditor.
- SALARY** : R113 568 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Matric Certificate OR equivalent qualification with appropriate experience in office administration. Technical competencies: General/Secretarial administration, Office administrative systems. Management competencies: Client orientation and customer focus, communication skills, financial management, problem solving and analysis and honesty and integrity.
- DUTIES** : Co-ordinate and prepare documentation for meetings/workshops, Compile minutes/report, Conduct research on topics related to the Directorate's mandate, Manage the diary of the Senior Auditor, Arrange logistics and related activities for travel, meeting, workshops and conferences, Manage the telephone and communication systems in the office, Respond to written requests, Purchase and order stationery and equipment, Manage inventory and equipment within the unit, Manage manual and electronic filing.
- ENQUIRIES** : Mr T Thobileng, Tel no. (012) 334 0663
- POST 01/38** : **ADMINISTRATIVE ASSISTANT REF NO: 72225/11**  
Objective: To provide secretarial support to the Senior Manager: Learning and Development.
- SALARY** : R113 568 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Matric Certificate or equivalent qualification with appropriate experience of office administration. Technical competencies: General/Secretarial administration, Office administrative systems. Management competencies: Client orientation and customer focus, communication skills, financial management, problem solving and analysis and honesty and integrity.
- DUTIES** : Co-ordinate and prepare documentation for meetings/workshops, Compile minutes/report, Conduct research on topics related to the Directorate's mandate, Manage the diary of the Senior Auditor, Arrange logistics and related activities for travel, meeting, workshops and conferences, Manage the telephone and communication systems in the office, Respond to written requests, Purchase and order stationery and equipment, Manage inventory and equipment within the unit, Manage manual and electronic filing.
- ENQUIRIES** : Ms B Lusaseni, Tel (012) 334 0968 or Mr C Sejake, Tel (012) 334 0736
- POST 01/39** : **ADMINISTRATIVE ASSISTANT REF NO: 72225/15**  
Objective: To provide secretarial support to the Senior Manager: Supply Chain Management.  
Directorate: Supply Chain Management
- SALARY** : R113 568 per annum



**CENTRE REQUIREMENTS** : Pretoria  
: A Matric Certificate or equivalent qualification with appropriate experience of office administration. Technical competencies: General/Secretarial administration, Office administrative systems. Management competencies: Client orientation and customer focus, communication skills, financial management, problem solving and analysis and honesty and integrity.

**DUTIES** : Co-ordinate and prepare documentation for meetings/workshops, Compile minutes/report, Conduct research on topics related to the Directorate's mandate, Manage the diary of the Senior Auditor, Arrange logistics and related activities for travel, meeting, workshops and conferences, Manage the telephone and communication systems in the office, Respond to written requests, Purchase and order stationery and equipment, Manage inventory and equipment within the unit, Manage manual and electronic filing.

**ENQUIRIES** : Mr S Mabija, Tel (012) 334 0622

**POST 01/40** : **ADMINISTRATIVE ASSISTANT REF NO: 72225/18**  
Objective: To provide secretarial support to the Executive Manager: Knowledge Management.

**SALARY** : R113 568 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Matric Certificate or equivalent qualification with appropriate experience of office administration. Technical competencies: General/Secretarial administration, Office administrative systems. Management competencies: Client orientation and customer focus, communication skills, financial management, problem solving and analysis and honesty and integrity.

**DUTIES** : Co-ordinate and prepare documentation for meetings/workshops, Compile minutes/report, Conduct research on topics related to the Directorate's mandate, Manage the diary of the Senior Auditor, Arrange logistics and related activities for travel, meeting, workshops and conferences, Manage the telephone and communication systems in the office, Respond to written requests, Purchase and order stationery and equipment, Manage inventory and equipment within the unit, Manage manual and electronic filing.

**ENQUIRIES** : Ms H Engelbrecht, Tel no. (012) 334 4976

**POST 01/41** : **REGISTRY CLERK REF NO: 72225/24**

**SALARY** : R79 104 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification.  
**DUTIES** : Dispatch, receive and distribute correspondence, Update the register of files opened, files closed volumes 2, Maintain register of all documentation received and delivered, Operate, refill and order credit for the franking machine, Assist with the preparation and listing of files and registers for destruction and transfer to the National Archives, Receive and dispatch mail and courier items, Issue and trace files.

**ENQUIRIES** : Ms H Engelbrecht on Tel no. 012 334 4976

**POST 01/42** : **MESSENGER REF NO: 72225/23**  
Directorate: Corporate Memory, Collaboration And Data Protection

**SALARY** : R66 750 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification in a related field.  
**DUTIES** : Sort and distribute post, documents and parcels in the office, Seal and send letters and circulars, Assist in checking the transference of records to the registry, Pack and dispatch mail and bulk parcels, Control and maintain delivery registers and the distribution list.

**ENQUIRIES** : Ms H Engelbrecht on Tel no. 012 334 4976

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

- APPLICATIONS** : The Director-General, Department of Environmental Affairs, Private Bag x 447, Pretoria, 0001.
- NOATE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered, It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

## MANAGEMENT ECHELON

- POST 01/43** : **DIRECTOR: GENERAL WASTE & SPECIAL PROJECTS REF NO: AP6001/2011**
- SALARY** : R652 572 per annum (all inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : The incumbent must have a Bachelor's Degree in Natural Sciences preferably and a Masters Degree in environmental management. She/he must have an understanding of the policy and legislative framework governing pollution and waste management. Five years experience of working in the waste management field. Three or more year's technical experience in waste management at the local government level. Practical experience in landfill site management will be crucial. Experience in project management. Experience in waste to energy solutions will be an added advantage. The incumbent must have leadership experience. **SKILLS REQUIRED:** Report writing, good interpersonal relations, well-developed communications skills, analytical thinking, interrogation of technical reports, business writing skills, advanced computer skills. Excellent time management and discipline in terms of keeping to deadlines. The incumbent will be required to travel and must be able to work independently and efficiently under pressure
- DUTIES** : Develop a national capacity building programme for local government in waste management. Implement a system of practical support to municipalities in respect of waste management planning as well as delivery of waste services. Develop national guidelines on tariffs and cost recovery measures for the provision of waste services. Provide waste management technical input to special projects in identified municipalities. Often this input relates to the operation and management of landfill sites, waste to energy initiatives and general waste management planning. Establish an intergovernmental framework for the resourcing of waste services delivery. Develop & implement policy interventions for environmentally sound management of general waste streams. Implement targets for improved general waste management. Provide technical input to waste awareness campaigns.
- ENQUIRIES** : Ms Nolwazi Cobbinah Tel (012) 310 3356
- FOR ATTENTION** : Mr D Moyane
- CLOSING DATE** : 23 January 2011

## OTHER POSTS

- POST 01/44** : **ENVIRONMENTAL CONTROL OFFICER- GRADE A: EIM - CAPACITY AND SUPPORT REF NO: AP217/2010**
- SALARY** : R256 443 per annum (salary based on OSD)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelor's degree or equivalent qualification, in Environmental Management or related field and relevant experience. Project Management knowledge and experience are essential. Sound interpersonal skills. Sound planning and organisational skills. Computer literacy. Good verbal and written communication skills. Good understanding of environmental legislation specifically the National Environmental Management Act, Act 107 of 1998 as amended and the Environment Conservation Act, Act 73 of 1989. Proven management and administrative abilities. Ability to interpret and develop policy and strategy and implement legislation on a national level. A valid driver's licence as an added advantage.
- DUTIES** : The successful candidate will be required to support implementation of the departmental initiatives (needs analysis, capacity gaps) embarked on to support provincial authorities in implementation and administration of the Environmental

Impact Management legislation and Regulations with respect to capacity development. Provide support through capacity development to ensure the efficient implementation of the legislation by national and provincial governments in matters pertaining environmental management. Facilitate and implement assistance to national and provincial authorities through capacity development interventions. Provide support to provincial and national implementers and administrators of legislation and regulations related to capacity development programmes. Facilitate the effective and efficient technical support in the implementation and administration of capacity development programmes.

**ENQUIRIES** :  
**FOR ATTENTION** :  
**CLOSING DATE** :

Mr V Skosana Tel no: 012 310 3773  
Mr D Moyane  
28 January 2010

**POST 01/45** :

**SENIOR HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: AP219/2010**

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

R174 117 per annum (Total package of R251 702 p.a conditions apply)  
Pretoria  
An appropriate Bachelor's degree/Diploma in Human Resource Development or equivalent qualification with relevant experience in Human Resource Development field. Good verbal and written communication skills and interpersonal skills. Knowledge and understanding of legislative frameworks and human resource development. Ability to implement projects and understanding of PFMA. Valid driver's license is essential.

**DUTIES** :

The incumbent of this post will perform the following duties: Coordinate and facilitate processes towards skills audits and the draft of a DEA WSP. Coordinate the facilitation of skills courses / programmes to DEA employees, as per the Workplace Skills Plan (for example planned-, ad hoc skills courses and programmes, ABET). Coordinate the facilitation of ad hoc internal and external skills courses / programmes to DEA employees. Up dating the DEA training and skills database to provide valid and reliable data. Coordinate and facilitate the software applications training.

**ENQUIRIES** :  
**FOR ATTENTION** :  
**CLOSING DATE** :

Ms Busisiwe Stemele Tel no: (012) 310-3480  
Mr D Masoga  
28 January 2010

**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 114 City Forum Building, Vermeulen & Schubart Street, Pretoria 0001

**FOR ATTENTION** : Ms T Marumo

**CLOSING DATE** : 21 January 2011

**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 1 month 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.

**OTHER POSTS**

**POST 01/46** : **STATE ACCOUNTANT: EXPENDITURE REF NO: Q9/2011/02**

**SALARY** : R140 208 per annum

**CENTRE** : Pretoria

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

**DUTIES** : Key competencies include, Supervision of staff; Control cashier and deposits; Control Petty Cash; Authorise payments on BAS; Authorise journals on BAS; Attend to queries from suppliers; Authorise payments on LOGIS; Monthly reconciliation of suppliers; Monthly follow-up and clearance of relevant BAS Assets and Liabilities Item Accounts; and Handling of all other relevant telephone enquiries.

**ENQUIRIES** : Ms EK Maredi @ 012 399 0172

**NOTE** : The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

**POST 01/47** : **HUMAN RESOURCE OFFICER REF NO: Q9/2011/01**

**SALARY** : R79 104 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants should be in possession of a Senior Certificate or equivalent qualification with at least 2 years experience in Human Resource Management or a recognized National Diploma/B - Tech Degree in Human Resource Management with 1 year experience in Human Resource Management. The applicant should possess knowledge of HRM Policies and related legislation like the Public Service Act, the Basic Conditions of Employment Act and the Public Service Regulations. He/she must have knowledge of PERSAL and be in possession of at least the PERSAL Introduction Course Certificate. He/she must be self driven and must be computer literate. The incumbent must be able to work under pressure and should have good interpersonal and communication skills (both verbal and writing).

**DUTIES** : Key competencies include: Rendering support services to line functionaries on HRM issues; Rendering an effective HRM advisory service to management and employees in the department, Recruitment and Selection, Conditions of Services, Performance Evaluation and General administrative tasks.

**ENQUIRIES** : Ms A Hungwane @ 012 399 0040

**NOTE** : The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

## DEPARTMENT OF MINERAL RESOURCES

**APPLICATIONS** : The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007, 70 Mentjies and Schoeman Street, Trevenna Campus, Sunnyside, 0001

**CLOSING DATE** : 21 January 2011

**FOR ATTENTION** : Mr S Matlakala / Ms E Makhale

**NOTE** : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. All applications must be sent to the address provided above, and Not to the specific region(s) NOTE: The successful candidates will be required to sign a performance agreement within three (3) months of appointment.

## MANAGEMENT ECHELON

**POST 01/48** : **GOVERNMENT INFORMATION TECHNOLOGY OFFICER (GITO)**  
12 Months Contract renewable based on performance

**SALARY** : R790 953 per annum, (Inclusive package) Level 14

**CENTRE** : Pretoria

**REQUIREMENTS** : A three year tertiary qualification in an Information Technology environment with extensive senior management experience as well as solid experience in the IT field. A post graduate and/or professional qualifications will be an added advantage, PLUS the following key competencies:  Knowledge of: • Management and expertise in all areas of Information Technology • Technical expertise in advanced strategic and business analysis • Change management with knowledge of public service and departmental organisational matters • Regulatory framework for the management of IT in Government • Programme management with a service delivery orientation and effective budget management • Policy development • Government policies  Skills: Financial management • Organisation and co-ordination • Facilitation and implementation • Well developed interpersonal relationship at all levels • Problem solving as well as numerical and analytical skills • Negotiation skills • Communication skills  Communication: Excellent written and oral communication skills • Well developed interpersonal relations  Creativity: • Strategic, innovative and proactive thinker • Accuracy and diplomacy • Ability to analyse and interpret financial information. Recommendation: Valid Driver's License

**DUTIES** : Align the Department's information Management and Technology strategy with the strategic direction, management plans and business processes of the Department  
• Develop departmental supporting information management and information technology policies and strategies, regulations, standards, norms, guidelines, best practice and procedures • Represent the DMR at the GITO Council • Promote effective management of information and Information Technology as enabler and a strategic resource • Create an enabling environment for other managers to perform their functions more effectively and efficiently • Manage the SITA relationship: this entails control of the Business Agreements and Service Level Agreements (SLA's) with SITA and/or other suppliers of information technology goods and services • Utilisation of information security mechanisms and ensure compliance to the relevant regulatory frameworks.

**ENQUIRIES** : Mr N E Ragimana ☎(012) 444 3865

## 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** : The Director-General, Office of the Public Service Commission, Private Bag x121  
Pretoria 0001  
**FOR ATTENTION** : Ms A West  
**CLOSING DATE** : 21 January 2011

## OTHER POST

**POST 01/49** : **SENIOR STATE ACCOUNTANT: SALARIES**  
This is a re-advertisement, applicants who previously applied for this post may re-apply if they are still interested.

**SALARY** : R174 117 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Diploma/Degree in Financial Accounting coupled with at least 3 years relevant experience • Preference will be given to candidates with appropriate experience; who have in-depth knowledge of the Basic Accounting System (BAS) and PERSAL • Experience in salary remuneration control • Ability to work under pressure with strict deadlines • An in-depth knowledge of the requirements of the PFMA, Treasury Regulations, Supply Chain Management and related policies • Good interpersonal relations and communication skills • Good computer literacy skills (MS Excel and MS Word).

**DUTIES** : Check and authorize salary related transactions on PERSAL and BAS • Check and authorise Local and Foreign travel and subsistence claims • Control payments of salary claims • Control the correctness of the distribution of salary pay sheets to all officials including regional offices • Control the correctness of the distribution of PERSAL Item Analysis reports to Financial Institutions • Control, follow up, clear, reconcile and report on state of salary related ledger accounts • Control over PAYE, recalculation of Income Tax , monthly income tax reconciliation EMP 201 to be submitted via SARS eFiling and the annual tax reconciliation EMP 501 to SARS to be submitted via SARS e@syFile • Check SARS tax directives for assessment • Check leave and lump sum payments • Check issue /reissue of IRP 5 Certificates • Compile Monthly BAS/PERSAL interface reconciliations • Follow up and resubmit PERSAL exceptions on BAS • Debtor control: Check and approve salary related debt calculations and transactions to be effected on the BAS and control debt documentation Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline.

**ENQUIRIES** : Mr N Fabricius, Tel: (012) 352 1080  
**NOTE** : This post is advertised in the Public Service only. Applicants who are not employed in the Public Service will not be considered for the post. Candidates whose promotion/transfer will promote representivity will receive preference.

**PUBLIC ADMINISTRATION LEADERSHIP AND MANAGEMENT ACADEMY**

***PALAMA is a government department within the portfolio of the Minister for Public Service and Administration. PALAMA is the primary vehicle through which government is addressing the capacity and skills challenges that the South African Public Service experiences at all employment levels. In terms of its capacity building role, PALAMA is also a key player in contributing to the development agenda of government, transformation and service delivery in the public service.***

- APPLICATIONS FOR ATTENTION** : Director-General: PALAMA, Private Bag X759, Pretoria, 0001  
 : Ms HD Janssen van Vuuren, HR Department, PALAMA by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted
- CLOSING DATE** : 24 January 2011
- NOTE** : Applications must consist of: a fully completed and signed Z83 form; a recent comprehensive CV; contactable referees; certified copies of ID document and educational qualifications. PALAMA seeks to promote equity as defined in its Employment Equity Plan when filling vacant posts. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All short-listed candidates may be required to undertake a competence assessment exercise and be subjected to security and qualifications vetting. PALAMA reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.

**MANAGEMENT ECHELON**

- POST 01/50** : **CHIEF DIRECTOR: RESEARCH**
- SALARY** : An inclusive remuneration package commencing at R790 953 per annum, comprising basic salary (60% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion.
- CENTRE** : Pretoria
- REQUIREMENTS** : Relevant postgraduate qualifications and extensive experience in research development, management and evaluation. A strong client and transformation orientation, based on a commitment to effective service delivery that responds to government's needs in all spheres; A flexible, open mindset that is innovative, creative at problem-solving and lateral in its thinking and approach; An enthusiasm for applying technology and re-engineered work processes; \*Personal commitment to relevant and responsive, high-quality training delivery; and Mature interpersonal skills to engage in a collaborative work environment, and readiness to handle the demands of rapid and far-reaching change. A record of successful innovation or improvement in research management and/or leadership development will be valued, within the Public Service or beyond – in Higher or Further Education Institutions (HEIs or FETs), NGOs, or the private sector.
- DUTIES** : This branch coordinates the provision of executive development programmes for senior managers, executives and members of legislatures. Its core business is advanced through collaboration with selected universities, and other service delivery partners regional and international partners. Programmes and interventions focus on contextual leadership, strategy and planning, effective management, interpersonal competencies, and ethos for a responsive public service. SMS offerings will be grounded in rigorous applied research, widespread benchmarking and global best practice. Provides strategic and thought leadership to a dynamic responsive research agenda in the Academy which informs all aspects of its activities. Builds and sustains collaborative networks to research and benchmark training and development trends and innovation, in relation not only to Academy activities but wider public-sector HR developments. Must have in depth theoretical and practical knowledge of multi-method research processes; and a demonstrable passion for human resource development issues, particularly in a public sector context. An established professorial-level or equivalent research career, extensive journal publications, and a thriving local and international scholarly network will be an added advantage.
- ENQUIRIES** : In connection with the applications Ms HD Janssen van Vuuren, 012 – 441 6811 and in connection with the post Mr OJJ Seale, 012 – 441 6610.
- POST 01/51** : **DIRECTOR: CORPORATE COMMUNICATIONS**  
 The Branch: Governance and Strategic Support Services provides support to the Director-General and top management of the Academy with the strategic and aligned functions required positioning PALAMA and driving its mandate of training public servants. Key to the support functions that the branch is providing, is


ensuring that PALAMA and its training programmes is marketed effectively reaching to a mix of stakeholders across the spectrum of government and across the training landscape of the country. We are seeking to appoint a creative and innovative candidate to fill the position of a Director for Corporate Communications. The suitable candidate must be able to develop a strategy and establish an implementation plan that will enhance the marketing and communication functions of the Academy through print, electronic and audio material as well as other ICT products prepared to support the internal and external communication programme.

- SALARY** : An inclusive remuneration package commencing at R652 572 per annum, comprising basic salary (60% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion.
- CENTRE** : Pretoria
- REQUIREMENTS** : Be in possession of tertiary qualifications in communications and marketing. Extensive working experience in the corporate communications, public relations, and/or event management environment. Have a good command of the English language (and at least one more official language), business writing and public speaking skills as well as government protocol and diplomacy etiquette. Have a vibrant personality with a flair for interacting with people at all levels, within and beyond the institution. Demonstrate a history of innovation, excellence and achievement in a creative production, marketing and communication multifaceted work environment.
- DUTIES** : Conceptualise, formulate and implement PALAMA's marketing and communication strategy and ensure sound strategic positioning of the PALAMA brand to its range of stakeholders. Set standards and manage processes for the design and production of print marketing and promotion material, audio and visual communication material, cataloguing of products (including multimedia material) suitable for outreach campaigns and general exhibitions supported by practical knowledge on software packages to enable internal processes and functions of the Directorate. Co-ordinate the publication and manage the distribution of major Academy reports (such as the Strategic Plan and Annual Report) to a range of stakeholders supported by a functional stakeholder database. Manage PALAMA's corporate events diary, logistics planning and event management. Develop content for various channels selected for internal and external communication, including the management of content for the Academy's website and intranet, writing and editing of departmental articles, announcements other material as directed. Serve as the focal liaison point for all communications and marketing programmes that PALAMA has to take part in including representation in government forums relevant to the functions of this Directorate.
- ENQUIRIES** : In connection with the applications Ms HD Janssen van Vuuren, 012 – 441 6811 and in connection with the post Mr DK Poonsamy, 012 – 441 6103.



## DEPARTMENT OF PUBLIC WORKS

*The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications*

**CLOSING DATE** : 21 January 2011 

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

## OTHER POSTS

**POST 01/52** : **ADMINISTRATIVE OFFICER: ENTITY MAINTENANCE FINANCIAL ACCOUNTING 6 POSTS REF NO: 2011/04**  
(36 Months Contract)

**SALARY** : R140 208 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : Senior Certificate plus three years appropriate working experience in Financial Accounting or a Degree/National Diploma in Financial Accounting plus at least one year working experience in Financial Accounting environment; Working knowledge of Government's transversal systems (BAS, PERSAL, PMIS & LOGIS); and knowledge of FICA would be an added advantage; Understanding of the PFMA, Treasury Regulations and other financial prescripts will serve as recommendations; Computer literacy with emphasis on MS Office; Good communication skills both written and verbal; Ability to work under pressure and meet deadlines.

**DUTIES** : Contribute towards the overall strategic objective of the department by ensuring that entities are captured and authorised timeously; Ensure that entity maintenance forms and supporting documents meet the minimum standard before capturing; Registration of suppliers on all transversal systems, BAS, LOGIS and Safety Net; Liaise with suppliers and the National Treasury on rejected entities; Keep and update a register of entity maintenance forms; Perform other responsibilities as mandated;

**ENQUIRIES** : Mr. L. Toona, Tel: (012) 337 2373  
**APPLICATIONS** : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at Corner Bosman & Church Street, Public Works House Building, Pretoria

**FOR ATTENTION** : Ms. M. Masubelele

**POST 01/53** : **PERSONNEL PRACTITIONER: HUMAN RESOURCES DEVELOPMENT HUMAN RESOURCES MANAGEMENT REF NO: 2011/05**

**SALARY** : R140 208 per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENTS** : National Diploma in Human Resources Management or Management of Training. Appropriate experience in Human Resources Development. Knowledge and understanding of Skills Development Act. Good communication, presentation and facilitation skills. Computer Literacy.

**DUTIES** : Design, implement and manage the Training and Development Plan in the Region. Conduct audit on bursaries, skills and Performance Development and Management System (PMDS) files. Conduct information sessions, workshops on PMDS. Manage and ensure compliance with Performance Development and Management System. Effective implementation of ABET. Learnership, Internship, Induction ect. Establish, maintain and administer bursary database of the region. Conduct internal and external bursary information sessions.

**ENQUIRIES** : Ms. N.M. Mabunda, Tel: (012) 310 5934

**APPLICATIONS** : The Regional Manager, Department of Public Works Private BagX229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street Pretoria

**FOR ATTENTION** : Ms. K. Poee

**POST 01/54** : **SENIOR SECURITY OFFICER: CONTROL ROOM OPERATOR SECURITY MANAGEMENT REF NO: 2011/03**

**SALARY** : R113 568 per annum  
**CENTRE** : Polokwane Regional Office  
**REQUIREMENTS** : Grade 12 and Grade B PSIRA certificate with relevant experience. (Bachelor's Degree/National Diploma or studying towards Security Management will be an added advantage). A candidate must be familiar with security legislations. Recommendations: Computer literacy, Ability to work independently, analyze problem areas and to initiate corrective measures. Valid driver's license and willing to travel on regular basis. Good communication skills at all level. Good writing and analytical skills. Knowledge of security systems will be an added advantage

**DUTIES** : The supervision of the effective delivery of security services. The provision of support to the administration of security services. Security control room functions.

**ENQUIRIES** : Mr. A. Matloga, Tel: (015) 291 6300  
**APPLICATIONS** : The Regional Manager, Department of public works Private Bag X9469, Polokwane, 0700 or Hand deliver at 78 Hans van Rensburg Street, Old Mutual Building, 1<sup>st</sup> Floor, Polokwane

**FOR ATTENTION** : Mr. J. Khotso.  
**NOTE** : Applicants must note that this is a shift work position

**POST 01/55** : **SENIOR REGISTRY CLERK: HR RECORDS MANAGEMENT REF NO: 2011/13**

**SALARY** : R94 575 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : A Senior certificate or equivalent qualification with appropriate experience. (A Degree/National Diploma and knowledge of National Archives and Records Service of South African Act 43 of 1996 as amended will be an added advantage). Computer Literacy is also essential. Ability to identify and arrange different types of records. Ability to work under pressure and take initiatives. Proven communication, organizing and interpersonal skills.

**DUTIES** : Maintain the filing system and records. Manage archive documents. Keep file index up to date. Control schedules: control and protect records. Manage the flow of files and records, search and trace files and manage sensitive documentation. Render administrative support. Manage the distribution of documents. Operating the fax and photocopying machine.

**ENQUIRIES** : Ms E Mathebula, Tel (012) 337 2707  
**APPLICATIONS** : The Director General, Department of Public Works. Private Bag X 65 Pretoria, 0001, Cnr Bosman & Church Street, Ground Floor, Public Works House

**FOR ATTENTION** : Ms Masubelele  
**CLOSING DATE** : 21 January 2011

**POST 01/56** : **CONTRACT WORKERS: HUMAN RESOURCES PLANNING & RECRUITMENT 3 POSTS REF NO.: 2011/01**  
(36 Months Contract)  
Human Resources Planning & Recruitment

**SALARY** : R79 104 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A Senior Certificate with appropriate experience in Human Resources Management environment preferably in Recruitment & Selection, and/or three year tertiary qualification in a related field. Knowledge of processes and procedures related to HR recruitment and Planning. Basic conditions of Employment Act, Collective agreements, Employment Equity act, Codes of remuneration. Computer literacy (MS WORD, PowerPoint, Excel).The following skills will be an advantage , Basic numeracy , interpersonal & diplomacy skills, general administration and organisational skills, ability to work under stressful situations. People orientated, trustworthy, assertive, hard working, self motivated, and ability to work in a team.

**DUTIES** : Receiving of applications and capturing them in an electronic database. Serve as an HR representative during short-listings and interviews. Drafting of submissions and appointment letters for recommended candidates and liaise with panel members concerning dates for short-listings and interviews. Drafting and issuing of regret letters. File documents, attend to enquiries and advice on recruitment matters

**ENQUIRIES** : Mr. J.J. Ngobeni, Tel: (012) 337-3023

**APPLICATIONS** : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at Corner Bosman & Church Street, Public Works House Building, Pretoria

**FOR ATTENTION** : Ms. M. Masubelele

**POST 01/57** : **SECURITY OFFICER: SECURITY MANAGEMENT SECURITY MANAGEMENT REF NO: 2011/02**

**SALARY** : R79 104 per annum

**CENTRE** : Bloemfontein Regional Office

**REQUIREMENTS** : Grade 12 and Grade C PSIRA certificate with relevant experience. (Studying towards Security Management will be an added advantage). Knowledge with security legislations will also be an added advantage. Recommendation: Ability to work independently, willing to undertake shift work, ability to operate control room, analyze problem areas and to initiate corrective measures. Valid driver's license and willing to travel on regular basis. Good communication skills at all level. Good writing and analytical skills and interpersonal skills.

**DUTIES** : The execution of access and egress control staff, visitors and assets. The execution of control room with CCTV surveillance operations. Assist in the supervision of the contract security company.

**ENQUIRIES** : Mr. B. Ndumo, Tel: (051) 400 8957

**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X 20605, Bloemfontein, 9300

**FOR ATTENTION** : Mr. T. Mofokeng

**POST 01/58** : **CLEANER 4 POSTS FACILITY MANAGEMENT REF NO: 2011/06**

**SALARY** : R55 830 per annum

**CENTRE** : Nelspruit Regional Office  
Middleburg Magistrate Court X2 Positions, Ref No.: 2011/06 A  
Witbank Magistrate Court x1 Position, Ref No.: 2011/06 B  
Nelspruit Magistrate Court X1 Position) Ref No.: 2011/06 C

**REQUIREMENTS** : A Junior certificate, ABET or equivalent qualification. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipments will be an added advantage.

**DUTIES** : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices floors and pavements. scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls.

**ENQUIRIES** : Mr. S. Maphakela, Tel: (013) 753 6300

**APPLICATIONS** : The Regional Manager, Department of Public Works, P/Bag X11280, Nelspruit, 1200

**FOR ATTENTION** : Ms. N.P. Nkosi.

**NOTE** : Please specify your reference number in your application according to your preferred province/area. Please submit a separate, complete application for each post

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

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

**MANAGEMENT ECHELON**

**POST 01/59** : **HEAD: CLINICAL UNIT (MEDICAL) SURGICAL 1 POST REF NO: SPEC 15/2010**

**SALARY** : Ran all inclusive package of R959208p.a. is payable to 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, Plus Inhospitable Area Allowance of 18% 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  
: An appropriate qualification that allows registration with the HPCSA as a Medical Specialist within the relevant discipline PLUS Current registration with the HPCSA as a Medical Specialist within the relevant discipline PLUS A minimum of 5/five years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist within the relevant discipline. Knowledge, Skills, Training and Competences Required: Sound Knowledge of clinical concept within the relevant discipline, Good operative skills to carry out advanced clinical services, Research and organizational ability, Ability to supervise and teach junior staff, Conflict Management skills, Management skills including financial and human resource management, Knowledge of current national and international health and public service legislation and policies including medical ethics, epidemiology and statistics.

**DUTIES** : Key Performance Areas: Training of junior staff Conduct, assist and stimulate research relevant to the Specialty, The incumbent will represent the Department where requested by the Department and the Hospital Manager, Will promote and ensure community orientated clinical services and develop outreach services to the Uthukela district, Control and management of clinical services as delegated, Maintain necessary discipline over staff under his/her control, Attend to administrative matters as pertains to the unit, Conduct out-patient specialist clinics and provide expert opinion where required and participate in providing a 24 hour service, Applicant to also accept responsibility for consultant inpatient and outpatient service delivery at regional referral hospital in Ladysmith from outlying hospitals, After hours clinical participation in accordance with commuted overtime

**ENQUIRIES APPLICATIONS** : Dr. R.S. Moeketsi Tel no. 036-6372111 Ext 202  
: All applications should be forwarded to: The Hospital Manager: Applications, Ladysmith Hospital, Private Bag X9928, LADYSMITH 3370

**CLOSING DATE** : 31 January 2011

**POST 01/60** : **HEAD: CLINICAL UNIT (MEDICAL) PAEDIATRICS 1 POST REF NO: SPEC 14/2010**

**SALARY** : Ran all inclusive package of R959208p.a. is payable to 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, Plus Inhospitable Area Allowance of 18% 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  
: An appropriate qualification that allows registration with the HPCSA as a Medical Specialist within the relevant discipline PLUS Current registration with the HPCSA as a Medical Specialist within the relevant discipline PLUS A minimum of 5/five years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist within the relevant discipline. Knowledge, Skills, Training and

Competences Required: Sound Knowledge of clinical concept within the relevant discipline, Good operative skills to carry out advanced clinical services, Research and organizational ability, Ability to supervise and teach junior staff, Conflict Management skills, Management skills.

**DUTIES** : Key Performance Areas: Training of junior staff Conduct, assist and stimulate research relevant to the Specialty, The incumbent will represent the Department where requested by the Department and the Hospital Manager, Will promote and ensure community orientated clinical services, Control and management of clinical services as delegated, Maintain necessary discipline over staff under his/her control, Attend to administrative matters as pertains to the unit, Conduct out-patient specialist clinics and provide expert opinion where required and participate in providing a 24 hour service, Applicant to also accept responsibility for consultant inpatient and outpatient service delivery at regional referral hospital in Ladysmith from outlying hospitals

**ENQUIRIES** : Dr. R.S. Moeketsi Tel no. 036-6372111 Ext 202

**APPLICATIONS** : All applications should be forwarded to: The Hospital Manager: Applications, Ladysmith Hospital, Private Bag X9928, LADYSMITH 3370

**CLOSING DATE** : 31 January 2011

**POST 01/61** : **MEDICAL SPECIALIST: GRI, II & III – ORTHOPAEDICS – 1 POST REF NO: SPEC 11/2010**

**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: R613671p.a.(All inclusive package) Appropriate qualification in the relevant specialty that allows registration as a specialist with HPCSA plus current registration with HPCSA

MEDICAL SPECIALIST GR2: R701664p.a. (All inclusive package) Appropriate qualification in the relevant discipline 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: R8143061p.a. (All inclusive package) Appropriate qualification in the relevant discipline 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

**CENTRE** : Institution: Ladysmith Hospital

**REQUIREMENTS** : Knowledge/Skills: Knowledge, Skills, Training and Competences Required: Sound clinical knowledge and skills in Orthopaedics, 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 junior staff, Conduct, assist and stimulate research relevant to Orthopaedics, 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 his/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 the Departmental Manager to ensure optimal service delivery, Assist with the development of protocols and policies as per specialty and disease proofing, Provide effective and efficient consultant care at regional level, Performance of overtime is required – after hours and weekends

**ENQUIRIES** : Dr R.S. Moeketsi 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** : 31 January 2011

**NOTE** : 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

**POST 01/62** : **MEDICAL SPECIALIST: GRI, II & III – PAEDIATRICS – 1 POST REF NO: SPEC 12/2010**

**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: R613671p.a.(All inclusive package) Appropriate qualification in the relevant specialty that allows registration as a specialist with HPCSA plus current registration with HPCSA  
MEDICAL SPECIALIST GR2: R701664p.a. (All inclusive package) Appropriate qualification in the relevant discipline 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: R814306p.a. (All inclusive package) Appropriate qualification in the relevant discipline 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

**CENTRE** : Institution: Ladysmith Hospital  
Knowledge/Skills: Knowledge, Skills, Training and Competences Required: Sound clinical knowledge and skills in Pediatrics, 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 junior staff, Conduct, assist and stimulate research relevant to Pediatrics, 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 his/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 the Departmental Manager to ensure optimal service delivery, Assist with the development of protocols and policies as per specialty and disease proofing, Provide effective and efficient consultant care at regional level, Performance of overtime is required – after hours and weekends

**ENQUIRIES** : Dr R.S. Moeketsi 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** : 31 January 2011

**NOTE** : 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

**POST 01/63** : **CLINICAL MANAGER: MEDICAL GR1 3 POSTS REF NO: MED 10/2010**

**SALARY** : R651 327 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** : Institution: Ladysmith Hospital

**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner plus registration with HPCSA plus a minimum of 4 years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner  
Knowledge, Skills, Training and Competences Required: ability to diagnose and manage common medical problems including emergencies, good surgical or casualty skills, sound supervisory and leadership skills, good communication and interpersonal skills, ability to function as part of a multi disciplinary team to district level, program planning, implementation and evaluation, ability to make a difference, ability to work and maintain meaningful relationships with a diverse community, ability to teach junior staff including interns, familiarity with current relevant Acts when necessary

**DUTIES** : Key Performance Areas: ability to function at consultant level, train junior staff, active participation as member of the health service institution, participation in governance and administration of the Casualty or Surgery Departments respectively, able to participate in outreach programs, be willing to go and assist/relieve medical staff shortages on other departments when requested to do so by the Head of Department or Medical Manager, administrative duties, training and supervision of health professionals in providing clinical care, perform clinical audits, perform other duties as allocated by the Head of Department or Medical Manager, maintain clinical, professional and ethical standards, after hours on call/overtime is mandatory, supervision and support to junior medical and professional staff, academic development

**ENQUIRIES** : Dr. R.S. Moeketsi 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** : 31 January 2011

**POST 01/64** : **SPECIALIST GRADE 1,2 & 3 OBSTETRICS AND GYNAECOLOGY 2 POSTS REF NO: PSH 112 / 10**

**SALARY** : Salary And Experience Requirements:  
 GRADE 1 – R613 671 package PLUS rural allowance and Commuted overtime: Nil experience  
 GRADE 2 – R701 664 package PLUS rural allowance and Commuted overtime: 5 years appropriate experience after registration with HPCSA as Specialist  
 GRADE 3 – R814 305 package PLUS rural allowance and Commuted overtime: 10 years appropriate experience after registration with HPCSA as Specialist

**CENTRE** : Port Shepstone Hospital

**REQUIREMENTS** : MBCHB degree and FCOG or equivalent Current registration with the HPCSA as a Specialist for 2010 / 2011 NB: None SA Citizen Applicants – A “seek employment letter” from the FWMP, Knowledge, Skills And Experience Extensive experience in all fields of Surgery Relevant teaching experience (clinical and operative) necessary for junior medical officers/interns training Must have interests in research Successful candidate will be obliged to perform an outreach programme under the guidance of the Head of Department. Extensive experience in all fields of Obstetrics and Gynaecology. Relevant teaching experience (clinical and operative) necessary for junior medical officers/interns/midwife training. Must have interests in community obstetrics.

**DUTIES** : Responsibilities / KRA'S: Supervision and training of junior staff at clinical and operative level Facilitation of academic meetings Must be able to provide an after hours/emergency service as unit requirements Review and implementation of district health service protocols Statistical analysis to be able to produce relevant journal publications To attend regular interdisciplinary meetings To facilitate Outreach Programme to other hospitals within the district To perform administrative duties required by the department

**ENQUIRIES** : Dr M Panajatovic – 039-6886000 / DR B. HIRA -039 6886258

**APPLICATIONS** : Application form (Z83) and C.V. with certified copies of ID, Hospital Manager, Port Shepstone Regional Hospital, P/Bag X 5706, PORT SHEPSTONE, 4240

**FOR ATTENTION** : Mr. N. Shude

**CLOSING DATE** : 14<sup>th</sup> January 2011 at 16h00

**NOTE** : If you have not been contacted within two (2) weeks hereof, please consider your application as not being accepted.

**POST 01/65** : **LAY COUNSELLOR (ARV) 2 POSTS**

**SALARY** : R66750 per annum

**CENTRE** : Newtown CHC

**REQUIREMENTS** : Senior certificate (Grade 12) or equivalent plus certificate in HIV/AIDS counseling (10 Days).from a recognized training institution. Training on ARV's will be an added advantage. Minimum of 1 year experience or more as HIV/AIDS Counsellor/Community Worker. Good communication skills. Good interpersonal relationship skills. Ability to maintain confidentiality. Basic knowledge of HIV/AIDS. Strong work ethics. Past /Present involvement in some aspects of the community. Knowledge of Batho Pele Principles and implementation thereof. Ability to work in a multidisciplinary team.

**DUTIES** : Pre-test, post test and ongoing VCT/HIV counseling. Provide ongoing education and HCT services to all clients. Conduct literacy classes preparing for ARV initiation. Provide support to both infected and affected clients and form support groups. Facilitate development of support groups. Work collaboratively with NGO's on HIV/AIDS issue. Ensure compilation of accurate HCT/ARV statistics. Provide

outreach services in the community and clinic. Identify and ensure tracing of defaulters. Conduct health promotion talks to clients on VCT, HIV/AIDS.

**ENQUIRIES** : Mrs C.T Gubevu @ 031 510 9806/07  
**APPLICATIONS** : Direct your application quoting the above reference number to: The Chief Executive Officer, Newtown CHC, Private Bag X039, Inanda, 4310 Hand delivered applications, Newtown CHC, A1345 King Bhekuzulu Road –Inanda.  
**FOR ATTENTION** : Ms N.C Mbambo.  
**CLOSING DATE** : 21 January 2011

#### **OTHER POSTS**

**POST 01/66** : **MEDICAL OFFICER – GRADE 2 OR 3 REF NO: GTN 43/2010**

**SALARY** : All inclusive salary package (This inclusive package consists of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules) Additional Benefits: Commuted Overtime (Subject to approval), Plus, Rural Allowance (22% of basic salary).  
Grade 2 – R520, 971 – R569, 649 per annum  
Grade 3 – R604, 605 – R733, 716 per annum

**CENTRE** : Greytown Hospital  
**REQUIREMENTS** : An MBChB degree or equivalent qualification, Plus Registration with Health Professionals Council as a Medical Practitioner, Plus Current registration with HPCSA as a Medical Practitioner, A higher Medical Qualification/experience either in Paediatrics, Obstetrics and Gynecology, an aesthetic, Surgery, Emergency Medicine is desirable. Grade 2 –Minimum of 5 years appropriate experience as Medical Officer after registration. Grade 3 – Minimum of 10 years appropriate experience as Medical Officer after registration. Knowledge, Skills, Training, and Competencies Required: Knowledge and skills in Medicine including HIV and TB, Pediatrics, Surgery, Obstetrics & Gynecology, Orthopedics, Psychiatry, Emergency Medicine and Anesthetics. Sound knowledge of clinical and surgical skills associated within the practice of a District Level Hospital, i.e. Caesarian sections and spinal anesthetics, ectopic pregnancies, circumcisions, evacuations etc. Good communication and interpersonal skills, Teaching and supervision of junior doctors and students, Knowledge of all applicable legislation.

**DUTIES** : Key Performance Areas: Perform General Obstetrics and Bilateral tubal ligation including elective cases, Perform Obstetrics in high risk clinics perform perinatal meetings, Perform caesarian actions, Hysterectomies and other gynecology and obstetrics procedure. Clinical and administrative duties/ responsibilities for the respective wards, Implement quality standards and practices and treatment protocols as to ensure correct and effective management of patients, Examination, diagnosis and treatment of patients in OPD, Casualty, wards and clinics. Diagnosing and facilitating referrals to higher level of care, After – Hour's participation in call rosters, Facilitation of staff training and on-going medical education.

**ENQUIRIES** : Dr M Ndlangisa  
**APPLICATIONS** : Human Resource Manager, Private bag X 5562, Greytown, 3250  
**FOR ATTENTION** : Ms L.A Mkhize TEL: 033 413 9484  
**CLOSING DATE** : 14 January 2011

**POST 01/67** : **MEDICAL OFFICER – GRADE 2 OR 3 REF NO: GTN 35/2010**

**SALARY** : All inclusive salary package (This inclusive package consists of 70% basic salary and 30% flexible portion that can be Structured in terms of the applicable rules.)  
Grade 2 – R520 971 – R569 649 per annum.  
Grade 3 – R604 605 – R 733 716 per annum.

**REQUIREMENTS** : An MBChB degree or equivalent qualification, Plus. Registration with Health Professionals Council as a Medical Practitioner, Plus Current registration with HPCSA as a Medical Practitioner, A higher Medical Qualification/experience either in Paediatrics, Obstetrics and Gynecology, an aesthetic, Surgery, Emergency Medicine is desirable. Grade 2 –Minimum of 5 years appropriate experience as Medical Officer after registration. Grade 3 – Minimum of 10 years appropriate experience as Medical Officer after registration

**DUTIES** : Perform General Obstetrics and Bilateral tubal ligation including elective cases Perform caesarian actions, Hysterectomies and other gynecology and, obstetrics procedure. Perform Obstetrics in high risk clinics. perform parental meetings. Clinical and administrative duties/ responsibilities for the respective wards. Implement quality standards and practices and treatment protocols as to ensure correct and effective management of patients. Examination, diagnosis and treatment of patients in OPD, Casualty, wards and clinics. Diagnosing and facilitating referrals to higher level of care. After – hours participation in call rosters. Facilitation of staff training and on-going medical education.



**ENQUIRIES** : Dr M Ndlangisa  
**APPLICATIONS** : Human Resource Manager, Private bag X 5562, Greytown, 3250  
**FOR ATTENTION** : Ms L.A Mkhize TEL: 033 413 9484  
**CLOSING DATE** : 14 January 2011

**POST 01/68** : **MEDICAL OFFICER – PAEDIATRICS 3 POSTS REF NO: PSH 111/10**

**SALARY** : Medical Officer GR1: R455 634 – R490 851p.a. PLUS rural allowance and commuted overtime: Nil experience  
Medical Officer GR2 : R520 971 – R569 649 p.a. PLUS rural allowance and commuted overtime: 5 years appropriate experience after registration with HPCSA as MBChB  
Medical Officer GR3 : R604 605 – R755 892 p.a. PLUS rural allowance and commuted overtime: 10 years appropriate experience after registration with HPCSA as MBChB

**CENTRE** : Port Shepstone Hospital  
**REQUIREMENTS** : Relevant MBChB Full registration with the HPCSA as a medical practitioner for 20010/11 NB: Non Sa Applicants – A Seek Employment Letter From The FWMP  
Knowledge, Skills And Experience: Sound knowledge of paediatrics to allow for accurate diagnosis and appropriate management of clinical problems Knowledge of current Health legislation and policies at Public institutions Ability to deal with paediatric cases

**DUTIES** : Responsibilities / KRA's: Render a cost effective medical care, incorporating clinical management and follow up Maintain efficient records Participate in the quality improvement programme of the department Perform after hours duties Maintain moral and ethical standards at any cost To ensure that Batho Pele principles are upheld Give medical input into team management Supervise and support of interns in the department Participate in the department academic programme

**ENQUIRIES** : Dr PB Dlamini / DR I Moodley – 039-6886147 / 6098  
**APPLICATIONS** : Application form (Z83) and C.V. with certified copies of ID, Hospital Manager, Port Shepstone Regional Hospital, P/Bag X 5706, PORT SHEPSTONE, 4240

**FOR ATTENTION** : Mr. N. Shude  
**CLOSING DATE** : 14<sup>th</sup> January 2011 at 16h00  
**NOTE** : If you have not been contacted within two (2) weeks hereof, please consider your application as not being accepted.

**POST 01/69** : **MEDICAL OFFICER GRI, II & III – ARV 4 POSTS REF NO: MED 9/2010**

**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 Appoint-Ment Requirements: MEDICAL OFFICER GR1: R455634 – R490 851p.a.(All inclusive package) Appropriate qualification in the Health Science – MBCHB plus current registration with HPCSA as a Medical Officer  
Medical Officer GR2: R520971 – R569649p.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: R604605 – R744720p.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  
**REQUIREMENTS** : Knowledge/Skills: Knowledge, Skills, Training and Competences Required: General skills as a Medical officer is required in managing HIV/Aids, TB, STI, etc., 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 ARV and PHC Clinics, 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 specialty 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

- ENQUIRIES** : Dr F.B. Amod Tel no. 036-6372111
- APPLICATIONS** : All applications should be forwarded to: The Hospital Manager, Applications, Ladysmith Hospital Private Bag 9928 Ladysmith 3370
- CLOSING DATE** : 31 January 2011
- POST 01/70** : **MEDICAL OFFICER, GR 1, 2 & 3 2 POSTS REF NO: MOANES/1/2011**
- SALARY** : Salary Grade1: Medical Officer R455 634.00 per annum excluding commuted overtime. No Experience required from South African Qualified employees. One year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.  
Salary Grade 2: Medical Officer R520 971.00 per annum excluding commuted overtime. 5 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. 6 Years relevant experience after registration as Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.  
Salary Grade 3 :Medical Officer R604 605.00 per annum excluding commuted overtime. 10 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. 11 Years relevant experience after registration as Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
- CENTRE** : IALCH
- REQUIREMENTS** : MBCHB Degree. Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Recommendation: DA (SA) or equivalent. Four (4) years or more experience in Anaesthetics in a hospital approved by the Colleges of Medicine for specialist Anaesthetic training will be considered an advantage. Preference will be given to candidates who have passed the FCA (SA) Primary examinations. Knowledge, Skills And Competencies Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Knowledge and skills in Clinical Anaesthesia, Emergency Medical / Surgical Care. Demonstrate ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team.
- DUTIES** : Assist with the provision of anaesthetic services as determined by the Head of Anaesthesia at IALCH. Provide peri-operative anaesthetic care of patients including the provision of patient preoperative assessments, anaesthesia, epidural analgesia and ICU care. Assist with evaluation and management of acute and chronic pain service patients at IALCH Assist in co-ordination and implementation of training programmes pertaining to the speciality of Anaesthesia and allied disciplines. Ensure that the scientific principles of Anaesthesia are maintained Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes as and when requested.
- ENQUIRIES** : Dr CH Daniel 031-2401802
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be handed in at HR reception, level 4 Management Building or posted to Private Bag X03 Mayville 4058.
- CLOSING DATE** : 28 January 2011
- POST 01/71** : **DEPUTY MANAGER NURSING LEVEL - 11: REF NO: BETH 38/2010**
- SALARY** : R468 069 per Annum plus 13<sup>th</sup> cheque, Medical Aid (Optional), Housing Allowance ( Employee must meet prescribed requirements )
- CENTRE** : Bethesda Hospital
- REQUIREMENTS** : An appropriate qualification in the.
- DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians including report writing monthly and statistics as required. Work as a part of a multidisciplinary team to ensure good nursing care at PHC setting in all health programmes. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations. Motivate staff regarding development

in order to increase level of expertise and assist patients and families to develop a sense of self care. Demonstrate a sound knowledge of nursing care delivery approaches for various programmes. Ensure increased accessibility of health service to all community members including performance of 24 hours where applicable. Ensure Batho Pele Principles are implemented. Diagonise, treat and dispense.

**ENQUIRIES** : Hospital Manager: Ms P.S Nyawo Tel no. 035 – 595 1004  
**APPLICATIONS** : All applications should be forwarded to: The Hospital Manager, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970  
**CLOSING DATE** : 14 January 2011

**POST 01/72** : **MEDICAL OFFICER GRADE 1: REF NO: BETH 33/2010**

**SALARY** : R455 634 per Annum all inclusive package. Benefits: 22 % Rural Allowance and Commuted overtime

**CENTRE** Bethesda Hospital

**REQUIREMENTS** : An appropriate qualification in the health science – MBCHB. Registration with Health Professionals Council of South Africa as a Medical Practitioner. 1 – 2 years post registration experience. Ability to diagnose and manage common medical problem. Good communication and interpersonal skills. Sound knowledge of all legislation and regulations applicable to the health service and medical practice. Principles of public service and health service management.

**DUTIES** : Provide a holistic patient care, inclusive of examining and formulation of patient treatment plan. Deal with medico legal and police cases. Performing surgical procedures. Give medical judicial evidence when required. Undertake continuing medical education and make presentations during meetings and seminars. Provide generalist services in the hospital and outlying clinics. Managing medical and surgical emergencies. Exercise supervisory role including teaching of junior doctors and medical students. Participate in the monitoring and evaluation of patient care.

**ENQUIRIES** : Chief Executive Officer: Ms P.S Nyawo Tel no. 035 – 595 1004  
**APPLICATIONS** : All applications should be forwarded to: The Hospital Manager, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970

**CLOSING DATE** : 14 January 2011

**POST 01/73** : **DEPUTY MANAGER: NURSING COMPONENT: NURSING REF NO: GTN 01/2011**  
 Institution: Greytown Hospital

**SALARY** : All inclusive Salary Package of R468 069 per Annum + 12% Rural Allowance

**CENTRE** : Greytown

**REQUIREMENTS** : Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse. A minimum of 9 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/ recognizable experience at management level. Current Registration with SANC. Valid drivers license EB (code 8). Knowledge, Skills, Training And Competencies Required: Working knowledge of Public Sector Policies, Acts and Regulations. Sound management, organization, interpersonal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and Disciplinary procedures and processes. Computer literacy in MS Word and Excel. Knowledge of Nursing Management. Sound Financial Management skills.

**DUTIES** : Key Performance Areas: Provide Leadership and facilitate Strategic Planning, Policy Planning, Development and Implementation. To exercise overall control over Nursing Care, including information and implementation of Nursing Programmes, Execution and Evaluation thereof. To ensure control of the selection, recruitment and development of nursing staff. To ensure control Disciplinary matters, grievances and labour issues. Facilitate cost control in the utilization of both human and material resources. Advise Hospital Manager and management team on norms and standards of Nursing Practices. Ensure System and processors are in place to support implementation of objectives. Facilitate clinical workshops and meetings to update Nursing staff. Ensure compliance with all relevant Legislation including the OHS Acts. Submit verbal and written reports timeously to the Hospital Manager. To ensure management of primary health care services. Coordinate, Facilitate and Implement Quality Improvement Initiatives and Good Governance.

**ENQUIRIES** : Mr R.B. Ngubo: 033-413 9405  
**APPLICATIONS** : Applications forwarded to: Human Resource Manager Private bag X 5562 Greytown 3250

**FOR ATTENTION** : Mr M.P. Khoza Tel: 033 413 9452

**CLOSING DATE** : 21 January 2011

- POST 01/74** : **PROFESSIONAL NURSE 2 POSTS OPERATIONAL THEATRE: REF. NO. BETH 32/2010**
- SALARY** : R244 185 per Annum plus 13<sup>th</sup> cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Bethesda Hospital
- : A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse and Midwife with the South African Nursing Council. Degree/ Diploma in General Nursing. Highest educational qualification. Registration with SANC as a General Nurse and Midwife. Post basic qualification in the relevant specialty i.e. Operating Nursing Science. Current registration receipt with South African Nursing Council. Knowledge of Nursing care process and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills.
- DUTIES** : Ensure compliance with all National, Provincial and Professional prescripts that governs operation theatre. Ensure implementation of quality Standards, policies, protocols practices and procedures in the operating theatre. Provide comprehensive, quality nursing and medical care. Identify, develop and control risk managers systems in the unit. Work as part of multidisciplinary team to ensure good quality care. Maintain accurate and complete records including monitoring and evaluation of all patients in theatre. Provision of safe and therapeutic environment. Implementation of quality prevention and control measures in operation theatre.
- ENQUIRIES APPLICATIONS** : Chief Executive Officer: Ms P.S Nyawo Tel no. 035 – 595 1004
- : All applications should be forwarded to: The Hospital Manager, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970
- CLOSING DATE** : 14 January 2011
- POST 01/75** : **OPERATIONAL MANAGER: NURSING (GENERAL STREAM) OPD: REF. NO. BETH 31/2011**
- SALARY** : R244 185 per Annum plus 13<sup>th</sup> cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Bethesda Hospital
- : Degree/ Diploma in General Nursing and Midwifery. Registration with South African Nursing Council as a Professional Nurse and Midwife. Current registration with South African Nursing Council. A minimum of 7 years appropriate / recognizable experience in Nursing after registration as professional nurse with South African Nursing Council in General Nursing. Leadership , organizational, decision making and problem solving skills. Knowledge of legal framework and prescripts with the department of health. Decision making and problem solving skills. Conflict management and negotiation skills. Knowledge of SANC rules and regulations. Knowledge of code of conduct and Labour Relations. Knowledge of Batho Pele Principles and Patients Rights Charter.
- DUTIES** : Identify develop, and control Risk Management system within the unit. Manage all resources within the unit effectively and efficiently to ensure optimal service delivery. Display a concern for patients needs, promoting and advocating proper nursing care. Demonstrate effective communication with patients, supervisors and other clinicians. Ensure compliance with all National, Provincial and Professional prescripts in order to render safe patients service and improve client satisfaction. Facilitate and develop implementation of disaster management plan for the hospital. Monitors patient's referrals systems for effective patient care. Conduct EPMDS evaluation of staff within the unit. Provide direct and indirect supervision of all staff within the unit and give guidance. Order and monitor appropriate level of consumables. Maintain accurate and complete patient records including monitoring and evaluation of all patients in OPD and resuscitation unit.
- ENQUIRIES APPLICATIONS** : Mrs B.H Ndlovu Tel no. 035 – 595 1004
- : All applications should be forwarded to: The Hospital Manager, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970
- CLOSING DATE** : 14 January 2011
- POST 01/76** : **CHIEF RADIOGRAPHER LEVEL - 8: REF NO: BETH 34/2010**
- SALARY** : R 174 117 Per annum plus 13<sup>th</sup> cheque, Medical Aid ( Optional), Housing Allowance (employee must meet prescribed requirements), 10 % Scarce Skills & 17% Rural Allowance
- CENTRE REQUIREMENTS** : Bethesda Hospital
- : National Diploma / Degree in diagnostic radiography. Registration with Health Professionals Council of South Africa as a diagnostic radiographer. Proof of original registration with the Health Professions Council of South Africa and proof of current

registration for 2010. Three to five years diagnostic radiography experience. Expert knowledge of diagnostic radiography procedures and equipment. Good communication, team building and problem solving skills. Sound knowledge of radiation quality assurance programmes. Basic supervisory skills.

**DUTIES** : working in all aspects of diagnostic radiography. Participation in shift and standby duties including nights, weekends and public holidays. Provide assistance, training and supervision to junior staff and student Radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception, clerical and darkroom duties as required. Production of high quality diagnostic radiographs . participate in quality assurance programmes. General administrative duties as allocated. Play a key role in institutional radiographic policy making and planning for service improvement.

**ENQUIRIES** : Mr. J. Sianyaka: Tel no. 035 – 595 1004  
**APPLICATIONS** : All applications should be forwarded to: The Hospital Manager, Bethesda Hospital, Private Bag x 602, Ubombo, 3970

**CLOSING DATE** : 14 January 2011

**POST 01/77** : **CHIEF RADIOGRAPHER 1 POST REF NO: GTN 03/2011**

**SALARY** : R 174 117 Per Annum, Additional Benefits: Commuted Overtime (Subject to approval), Plus, 13<sup>th</sup> Cheque Rural Allowance (22% of basic salary). Scarce Skills Allowance 10% Housing Allowance (Terms & Conditions apply)

**CENTRE** : Greytown Hospital (Xmdr/Mdr Tb Specialised Hosp)

**REQUIREMENTS** : An appropriate National Diploma/Degree in Diagnostic Radiography: PLUS Current registration with the Health Professions Council of South Africa as a Radiographer; PLUS 3 to 5 years clinical experience a qualified Radiographer. Knowledge, Skills, Training, And Competencies Required: In – depth knowledge of diagnostic radiography procedures and imaging. Sound knowledge of radiation protection legislation, Occupational Health and Safety Act and other relevant Acts and Regulations. Good communication and interpersonal skills. Sound knowledge of radiation quality assurance programmes. Ability to work autonomously, adaptable and innovative. Supervisory skills.

**DUTIES** : Key Performance Areas: Provide a high quality radiography service according to patients' needs Participative management. Participate in quality assurance and quality improvement programmes. Provide assistance, training and supervision to junior staff and student radiographers Manage auxiliary staff. Participate in after hours duties as rostered. Perform reception, clerical and darkroom duties Promote Batho Pele principles in the execution of duties.

**ENQUIRIES** : Dr M Ndlangisa  
**APPLICATIONS** : Applications forwarded to: Human Resource Manager Private bag X 5562 Greytown 3250

**FOR ATTENTION** : Ms L.A Mkhize Tel: 033 413 9484

**CLOSING DATE** : 21 January 2011

**POST 01/78** : **FINANCE MANAGEMENT OFFICER (BUDGET & EXPENDITURE) REF NO: NCHC 04/2010**

**SALARY** : R140 208 per annum

**CENTRE** : Newtown CHC

**REQUIREMENTS** : National Diploma /Degree in Financial/Public Administration /Accounting or NQF Level 4 plus 5 years experience in a Budget and Expenditure environment. Computer literacy.3 Years experience in Budget and Expenditure environment of which 1 year must be supervisory. Knowledge of BAS. Knowledge of PFMA, Treasury regulations, Provincial Practice Notes, Financial policies and Practices. Knowledge of Public Service Act, Labour Relations Act, Basic Conditions of Employment Act and Skills Development Act. Display the ability to interpret expenditure reports and the allocation of funds. Sound knowledge of suspense accounts. Proven experience of practical data processing such as Cash Flow, MTEF and Bid Committee. Knowledge of Revenue, Petty Cash and RAF procedures.

**DUTIES** : Supervise the day to day effective and efficient functioning of Budget and Expenditure section. Maintain adequate availability and fully utilization of all allocated resources. Compile budget, allocate and monitor the institution budget. Authorise BAS transactions. Assist in developing and managing the budgeting process in the Institution with all the relevant stakeholders. Implement sound financial management controls to ensure that Health Centre remains within its monthly Cash Flows. Monitor, train and develop staff performance under your sphere of control. Guide and assist all Head of Sections and Line Managers to manage and control expenditure. Ensure proper filing system and effective safe keeping of all Budget Expenditure records effectively by setting objective to ensure their optimal utilization. Participate in service delivery programmes. Control of payment vouchers and related financial documents.

**ENQUIRIES** : Mr P Naicker @ 031 510 9864  
**APPLICATIONS** : Direct your application quoting the above reference number to: The Chief Executive Officer, Newtown CHC, Private Bag X039, Inanda, 4310 Hand delivered applications, Newtown CHC, A1345 King Bhekuzulu Road –Inanda.  
**FOR ATTENTION** : Ms N.C Mbambo.  
**CLOSING DATE** : 21 January 2011

**POST 01/79** : **HEALTH AND SAFETY OFFICER: REF. NO. BETH 37/2010**

**SALARY** : R140 208 per Annum plus 13<sup>th</sup> cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

**CENTRE** : Bethesda Hospital

**REQUIREMENTS** : Three year Degree/ National Diploma in Health Sciences/ engineering. At least two year working experience in the field of Health and Safety. Computer literacy in Ms Word, Ms PowerPoint, Ms Outlook and Ms Excel. OR Grade 12 or standard ten, or N3 or T2 qualification. At least five years working experience in the field of Health & Safety. Computer literacy in Ms Word, Ms PowerPoint, Ms Outlook and Ms Excel. Trade test, SAMTRAC OR equivalent will be an added advantage. The incumbent of this post will report to the to the Artisan Superintendent and will render Health & Safety duties and such ideal candidates must possess: extensive knowledge and understanding of legislations pertaining to safety and environment. Accident investigation skills. Ability to identify, control, eliminate and monitor hazards. Good interpersonal relations, communication, organizing and planning skills. Have the ability to deal with all levels of staff.

**DUTIES** : Ensure prevention and management of potential situations that can lead to injury / death of patient, staff or visitors, property damage or loss, Medico legal claim. To ensure the delegated management and administrative and Health & Safety functions are carried out timeously and correct. To ensure that all buildings, constructions, plant and machinery meet and maintain compliance certificate as regulated by the Local Authorities and Occupational Health & Safety Act 85 of 1993 and other relevant regulations. Responsible for management and supervision of junior staff. To ensure safety statistics are captured , analysed, interpreted and reported. Development of quality improvement plans as well as policies and procedures. Uphold section B and section 12 of the Occupational Health & Safety Act 85 of 1993. participate in the designing and rolling of Health & Safety Training Programmes, Orientation and Induction Programmes. Analyse data and information and present findings to management.

**ENQUIRIES** : Human Resource Manager: Mr. L.T Nyawo Tel no. 035 – 595 1004

**APPLICATIONS** : All applications should be forwarded to: The Hospital Manager, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970

**CLOSING DATE** : 14 January 2011

**POST 01/80** : **PROFESSIONAL NURSE (GRADE 1) 2 POSTS REF NO: GTN 02/2011**

**SALARY** : R139 878 per annum Other Benefit: 13th Cheque, Plus 12% Rural Allowance Medical Aid (optional) Housing Allowance (Employee must meet prescribed requirements).

**CENTRE** : Kwa-Senge Clinic

**REQUIREMENTS** : A Bachelor's Degree /National Diploma in General Nursing with Midwifery or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with SANC as Professional Nurse (2011 receipt). A minimum of 0-5 years appropriate / recognizable experience in nursing after registration as professional nurse with SANC. Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care process and procedures. Sound knowledge of scope of practice. Clinical competencies. Good communication skills- verbal and written. Problem solving skills. Knowledge of Batho Pele & Patients Rights Charter. Knowledge of occupational health and safety, infection control, medical waste and medical waste and risk management. Working knowledge of health policies and current Public Service related Legislation. Team building.

**DUTIES** : Key Performance Areas: Render quality nursing care to patients. Develop and ensure implementation of nursing care plans. Maintain complete and accurate nursing records according to legal requirements. Participate in clinical records audits. Utilize human, material and physical resources effectively and efficiently. Monitor client satisfaction by communicating with patients and relatives. To take charge ship of the clinic in the absence of the sister-in-charge and provide reports on the issues during her absence. Assist the sister-in-charge of the unit with the overall management and necessary support for the effective functioning of the unit. Provide safe and therapeutic environment as laid down by the Nursing Act, Occupational health and Safety Act and all other applicable prescripts. Assist with performance reviews (EPMDS) Execute duties and functions with proficiency and within prescripts

of applicable legislation. Render quality nursing care in specialized units. Develop and ensure implementation of nursing care plans.

**ENQUIRIES** : Mrs. S.G. Ngubane: 033 413 8600  
**APPLICATIONS** : Applications forwarded to : Human Resource Manager Private bag X 5562 Greytown 3250  
**FOR ATTENTION** : Ms L.A Mkhize TEL: 033 413 9484  
**CLOSING DATE** : 21 January 2011

**POST 01/81** : **DIETICIAN 4 POSTS REF NO: DIETIC/1/2011**  
Department: Dietitics  
Institution: Inkosi Albert Luthuli Central Hospital (IALCH)

**SALARY** : R113 568 per annum .Plus 13<sup>th</sup> Cheque, Medical Aid (Optional), Housing allowance: Employee must meet prescribed requirements

**REQUIREMENTS** : Bachelor of Science Degree in Dietetics or equivalent/Post graduate diploma in Dietetics or have completed a 4 year integrated course in Dietetics/Nutrition. Knowledge, Skills, Training And Competence Required: Broad understanding of a broad range of therapeutic/nutrition conditions I both adults and paediatric clients which he/she must be able to identify/treat/follow-up and educate for home. Knowledge on the treatment of patients with varying disease conditions, Sound insight into physical assessment of patient. A sound clinical knowledge of Human Nutrition and associated therapeutic nutrition interventions must be demonstrated

**DUTIES** : Provide appropriate nutrition interventions following nutritional assessment to both in and outpatients. Provide patients with appropriate nutrition support in terms of counselling, oral supplementation or enteral feeding. Assist with the liaisons with nutrition companies regarding the latest developments in the nutritions market. Develop/Maintain outpatients services as required. Provides appropriate nutrition education presentations as in service training to other health professionals, peer reviewed seminars and congress. Also contributes in turn to grand round presentations. Maintain CPD accreditation as stipulated by HPCSA. Maintain record, produce documents and complete other administrative duties as required. Responsible for sending production list of supplementary snacks to the Food Service daily

**ENQUIRIES** : Ms Tamaryn Holzinger Tel No: 031 240 1641  
**APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be handed in at HR reception, level 4 Management Building or posted to Private Bag X03 Mayville 4058.

**CLOSING DATE** : 28 January 2011

**POST 01/82** : **PHARMACY ASSISTANT 2 POSTS: LEVEL 3: REF NO: BETH 36/2010**

**SALARY** : R 66 96 per annum plus 13<sup>th</sup> cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements)

**CENTRE** : Bethesda Hospital

**REQUIREMENTS** : Senior Certificate or equivalent qualification. Experience in a pharmacy environment will be an added advantage

**DUTIES** : Promote a quality assurance culture within the insitution. Provide advice on various aspects of quality care. Facilitate, maintain & improve implementation of quality programmes / initiatives in the institution. Provide ongoing feedback to management in order to ensure that the quality process is on track and that policies are being implemented. Plan & conduct qualiity audits & surveys at due times. Maintain accurate reports and records of quality assessments and ensure timeous interventions on non – compliance. Submit monthly quality reports to the supervisor. Ensure that the quality assurance committee functions effectively and that all staff participate in quality assurance programmes.

**ENQUIRIES** : Chief Executive Officer: Ms P.S Nyawo Tel no. 035 – 595 1004  
**APPLICATIONS** : All applications should be forwarded to: The Hospital Manager, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970

**CLOSING DATE** : 14 January 2011

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

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

**NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. As directed by the Department of Public Service & Administration, applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment.

**OTHER POSTS**

**POST 01/83** : **ASSISTANT MANAGER NURSING (NIGHT DUTY)**  
(Chief Directorate: General Specialist and Emergency Services)

**SALARY** : R 309 327 (PN-A7) per annum.

**CENTRE** : Somerset Hospital, Green Point

**REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Registration with a professional council: Registration with the SANC as a Professional Nurse. Inherent requirement of the job: The successful applicant will have to work overtime should the need arise, day or night. Competencies (knowledge/skills): Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Basic computer literacy. Knowledge of legislation relative to the Health Care Service. Knowledge of the policies of the Department of Health. Skilled nurse clinician able to lead the nursing service within the scope of practice and accepted nursing standards.

**DUTIES** : Key result areas/outputs: Co-ordinate, supervise and delegate the provision of effective and efficient patient care through quality nursing care within set standards and legal framework. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor the cost effective utilisation of human, financial and physical resources. Co-ordinate the provision of effective training and research. Provide effective support to Nursing Services and maintain professional self-development.

**ENQUIRIES** : Ms G McCrae, tel.no. (021) 402-6485

**APPLICATIONS** : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.

**FOR ATTENTION** : Mr A Horak

**CLOSING DATE** : 28 January 2011

**POST 01/84** : **QUALITY ASSURANCE MANAGER**  
(Chief Directorate: General Specialist and Emergency Services)

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

**CENTRE** : Valkenberg Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: Health related qualification. Experience: Extensive experience in a Health Services environment. Extensive managerial experience. Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Ability to think independently and critically analyse data in order to compile management reports entailing relevant trend analysis enabling decision making. Ability to understand, work within and apply the medico legal framework of the existing legislation in order to deal with medico-legal matters. Excellent report writing skills. Knowledge of Quality Assurance, Risk Management Framework and Occupational Health and Safety Act. Understanding of Patient Information Systems and Access Data bases and the ability to implement processes of data collection systems and data control strategies. Knowledge of Infection Control Practices. Excellent and advanced computer literacy (Full MS Office package). The ability to communicate in at least two of the three official languages of the Western Cape.



**DUTIES**

: Key result areas/outputs: Manage the Quality Assurance and Risk Management Programme for the facility with the focus on improving consumer quality, technical quality and caring for the carers. Manage, evaluate and report on all aspects of the quality assurance programme. Drive and evaluate effectiveness and compliance with the quality improvement plan. Manage, evaluate, report on and respond to consumer input. Promote the integration of the Batho Pele Principles amongst all health care personnel. Monitor and assist stakeholders to ensure an effective Infection Control and Occupational Health and Safety Programme. Prepare management reports and provide statistical data on a regular basis as per Provincial Framework as well as on an ad hoc basis.

**ENQUIRIES**

: Dr BM Eick, tel.no. (021) 440-3160

**APPLICATIONS**

: The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.

**FOR ATTENTION**

: Ms R Hattingh

**CLOSING DATE**

: 4 February 2011