



DATE OF ISSUE: 21 JANUARY 2011

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

PUBLIC SERVICE VACANCY CIRCULAR NO 03 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.

**AMENDMENT** : **Department of Minerals resources:** Kindly note that the post Chief Mineral Economist: Energy Commodities (Post 02/08), advertised in PSVC 02 of 2011, has been withdrawn.

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## DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

- APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P O Box 11506, Tierpoort, 0056 or phone 012-811-1900/1
- FOR ATTENTION** : URS Response Handling
- CLOSING DATE** : 4 February 2011
- NOTE** : Applications must be submitted on form Z 83, obtainable from any Public Service department or on the internet at [www.gov.za/documents](http://www.gov.za/documents) and should be accompanied by a recent updated, comprehensive CV as well as copies of all qualification(s) and ID-document [Driver's licence where applicable]. Non-RSA Citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post.

## OTHER POSTS

- POST 03/01** : **CONTROL AGRICULTURAL PRODUCT AND QUARANTINE TECHNICIAN**  
**REF NO: 7/2011**  
Directorate: Agricultural Product Inspection Services
- SALARY** : R 206 982 per annum
- CENTRE** : Beitbridge
- REQUIREMENTS** : Applicants must be in possession of a National diploma or a Bachelor's (B.Sc.) degree with Botany, Plant Production, Plant Pathology, Pest Control and/or Entomology (Plant Protection), Animal Health or Environmental Health as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). A valid Code EB driver's licence and the proven ability to drive. Basic computer skills in MS Office software. Good communication, co-ordination, conflict management, problem solving and negotiation skills are essential. Incumbents must be capable and willing to conduct inspections inter alia in rail trucks, on trucks, in containers, etc. He/She must also be prepared to do shift work at the land border unit. Candidates must have appropriate and sufficient technical experience [with regard to the global trade environment, the SPS, TBT and CBD principles, the Plant improvement Act, 1976 (Act No. 53 of 1976), the Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997) the Agricultural Products Standards Act, 1990 (Act No. 119 of 1990), the Liquor Products Act, 1989 (Act No. 60 of 1989), the Agricultural Pests Act, 1983 (Act No. 36 of 1983), the Meat Safety Act, 2000 (Act No. 40 of 2000), the Animal Diseases Act, 1984 (Act No. 35 of 1984) and other legislative mandates] as well as sufficient experience in Management and generic administrative processes.
- DUTIES** : The incumbent will manage/supervise the following responsibilities: The application of national legislation and international agreements as indicated above in performing functions such as inspections, sampling and other necessary functions, including punitive measures and administration, to exercise import and export control as well as various relevant international guidelines and rules. Training of and liaison with Customs and Excise, Home Affairs, SAPS, Importers/Exporters and their agents, etc. as well as writing reports. Manage the allocated ports of entry with regard to generic administrative processes relating to personnel, finances, asset control, transport and infrastructure. Ensure that the port's inspections are in compliance with relevant international standards. Represent the Directorate in relevant committees and forums. Compile Standard Operating Procedures (SOPs) for the relevant divisions and provide inputs towards legislation and policies.

**ENQUIRIES** : Mr R.E. Maisha, tel. 012 309 8735.

**POST 03/02** : **FOOD SAFETY AND QUALITY ASSURANCE OFFICER REF NO: 23/2011**  
Directorate: Food Safety and Quality Assurance

**SALARY** : R 206 982 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The Applicants should be in possession of a National diploma or B. Tech or B.Sc. degree with at least one of the following subjects as a major: Chemistry/Analytical Chemistry (you are required to furnish a credit certificate and/or statement of results). Experience in various test of food products e.g. wet chemistry & chromatographic instrument analysis techniques (Gas and Liquid Chromatographs) for quality control testing of processed and unprocessed food products (including agricultural Food products) of plant origin. Experience in maintenance and troubleshooting of laboratory equipment and Chromatographic Instruments (both Gas and Liquid). Knowledge of the ISO 17025 accreditation system, its implementation and maintenance. Furthermore an experience in method development and validation is also required. Applicants should be computer literate and have experience of the MS Office software. A valid driver's licence

**DUTIES** : The successful candidate will be responsible for method development, validation & routine analysis of processed food products as required by the Agricultural Products Standards Act, using wet chemistry and chromatographic analysis techniques e.g. Gas Chromatography and High Performance Liquid Chromatography. Further responsibilities will include: equipment/instrument maintenance & calibration, development, validation and implementation of new methods of analysis, implementation and maintenance of laboratory Quality System in compliance with the ISO 17025 standard. Other responsibilities including training of personnel, procurement of goods and services, asset control and health & safety assessments.

**ENQUIRIES** : Ms D. Kharara, Tel, 012 319 6094

**POST 03/03** : **ASSISTANT DIRECTOR REF NO: 1/2011**  
Directorate: Business and Entrepreneurial Development

**SALARY** : R 206 982 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants should be in possession of a B. degree with either Agricultural Economics or Economics as major subjects (you are required to furnish a credit certificate and/or statement of results). Extensive working experience. Project planning, management and small business support skills. Awareness of public sector policies and application. Ability to manage activities, human resources and project monitoring. Ability to learn new skills and adapt to different situations. Ability to work under pressure and meet deadlines. Good communication skills (both verbal and written), analytical, report writing, interpersonal relations, financial, numerical and problem solving skills. Computer literacy of at least Microsoft Office Software (MS Word, Excel, MS PowerPoint and MS Outlook). A valid driver's license.

**DUTIES** : The incumbent will be responsible for the monitoring activities undertaken by Entrepreneurial Facilitators and Information Analysts. Maintain relationships with partners and collect monthly, quarterly and annual reports on agreed activities. Monitor and profile level and track project progress in terms of AgriBEE score card outcomes on skills development an enterprise development elements. Oversee partnership deliverables through liaison with coordinators and internal officials assigned to monitor partnership performance. Report on outcomes observed and participation by stakeholders, designated groups and subsectors benefiting from interventions. Monitor job creation, entrepreneurial opportunities and income streams and report on developments. Consolidate and collate point of contact monthly activities and report on activities and resources usage on monthly basis.

**ENQUIRIES** : Ms M. Mokoena Tel, 012 319 845

**POST 03/04** : **SENIOR STATE ACCOUNTANT REF NO: 15/2011**  
Directorate: Financial Management

**SALARY** : R174 117 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Applicants must be in possession of a three-year qualification in Financial Management or a NQF6 qualification in the field of Finance. Experience in Financial Management. Knowledge of the Public Finance Management Act, 1999

(Act No. 1 of 1999) (PFMA), Treasury Regulations and Accrual Accounting. Strong analytical skills. Solid computer literacy in MS Office software. Excellent communication, report writing and organisational skills. Ability to work under pressure and the willingness to work overtime as required.

**DUTIES** : The incumbent's responsibility will be to provide an effective service to co-ordinate the development and consistent application of financial management policies within the Branch in order to ensure compliance with the PFMA and Treasury Regulations. The management of local and foreign Creditor's. Provide an effective client service to both internal and external clients. Reconciliation of Creditors accounts and related Balance Sheet accounts. Compilation of required audit schedules in the preparation of Annual Financial Statements. Assist in implementing internal control procedures pertaining to Accounts Payable processes. Provide a support service to the managers in the Directorate: Financial Management.

**ENQUIRIES** : Mr N. Essack, Tel. 021 402 3481.

**POST 03/05** : **SENIOR PLANT HEALTH OFFICER REF NO: 22/2011**  
Directorate: Plant Health

**SALARY** : R 174 117 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants should be in possession of a B.Sc. (Agric) degree with Plant Pathology, Entomology and/or Zoology as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Candidates must have applicable knowledge and experience in any of the following areas: Plant Quarantine regulatory, research, education and trade; Agricultural knowledge and Information Management or Science; Agricultural Communication; International Agricultural Markets and/or International Agricultural Trade. Must have computer literacy in MS Office (Word, PowerPoint, Excel and Outlook). A valid driver's licence and the willingness to travel, often at short notice. Good interpersonal relations are required as a member of a team responsible for international and national liaison. Knowledge of the World Trade Organisation (WTO) Agreement on the Application of Sanitary and Phytosanitary Measures (SPS Agreement) and the International Plant Protection Convention (IPPC) role and purpose in international agricultural trade is a recommendation. Knowledge of the SA SPS import and export regulatory systems. Good written and verbal communication, liaison and organising skills. Ability to work well under pressure.

**DUTIES** : The incumbent will be responsible for information exchange relating to the National Plant Protection Contact Point. Communication responsibilities within the framework of the IPPC. Maintain a WTO-SPS notification and information management system. Prepare plant health position papers. Participate at technical plant health bilateral meetings with trading partners. Dissemination of notification of phytosanitary non-compliance regarding imports and exports of plants and plant products. Communicate with international and national stakeholders regarding matters concerning International Standards on Phytosanitary Measures (ISPMs) and quarantine principles relating to the IPPC. Assist in the maintenance and development of appropriate knowledge and information management systems.

**ENQUIRIES** : Ms M. Theyse, Tel. 012 319 6091.

**NOTE** : Candidates may be subjected to a skills/knowledge test.

**POST 03/06** : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 8/2011**  
Directorate: Agricultural Product Inspection Services

**SALARY** : R 174 117 per annum

**CENTRE** : Port Elizabeth

**REQUIREMENTS** : Applicants should be in possession of a National diploma or Bachelor's (B.Sc.) degree in Agriculture with Botany, Horticulture, Food Technology/Science, Microbiology and/or Biochemistry as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Knowledge of law enforcement, relevant industries, generic administrative procedures and supervision of staff as well as the Agricultural Products Standard Act, 1990 (Act No. 119 of 1990) and the Liquor Products Act, 1989 (Act No. 60 of 1989). Knowledge of the following international agreements: WTO-SPS, WTO TBT and CODEX. Must be in possession of a valid Code EB driver's licence and the proven ability to drive. Good problem solving, planning, organising, conflict handling, interpersonal relations and communications skills are essential. Incumbents must be capable and willing to conduct inspections inter alia in rail trucks, on trucks, on ships, in containers, cold storages, etc. He/She must be

- prepared to travel and work away from home/office at short notice, work irregular hours and work overtime. Computer skills in MS Office software (Word, PowerPoint, Excel and Outlook).
- DUTIES** : The incumbent will be responsible to enforce the Agricultural Products Standard Act, 1990 and the Liquor Products Act, 1989 as well as related policies and international agreements to ensure that the quality and sanitary status of agricultural and liquor products comply with the prescripts. This includes the independent planning and conducting of inspections and the auditing of assignees. Inspections include sampling testing and evaluating agricultural products and marking requirements as well as the investigating of cases and administrative tasks relating to those functions. Where applicable, the sale/movement of products will have to be prohibited and charges filed against transgressors. Sometimes required to conduct inspections away from his/her station as well as overnight away from his/her station when necessary. Render service on short notice and after hours at or away from his/her station when necessary. Execute administrative tasks as well as supervise and train staff where applicable. Offer regulatory services pertaining to other legislation and international obligations.
- ENQUIRIES** : Mr P. Pillay, Tel. 041 484 2725.
- POST 03/07** : **ADMINISTRATIVE OFFICER REF NO: 18/2011**  
Directorate: Marine Aquaculture Management
- SALARY** : R 140 208 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Applicants should be in possession of a National diploma in Public Management and/or a Grade 12 certificate with extensive experience in administrative procedures, aquaculture related legislation and labour legislation. Project management skills. Computer literacy. Conflict management skills. Good interpersonal and communication skills.
- DUTIES** : The incumbent will provide administrative support to the Directorate: Marine Aquaculture Management such as the procurement of goods and services, the processing of payments, refunds, cellphone allowances, travelling arrangements, S&T claims and budgets. Provide administrative support for meetings, seminars, workshops, conferences as well minute taking. Attend to routine correspondence. Manage the asset register. Assist with dissemination of information, handling enquiries and liaising with stakeholders. Maintain a filing system and duplicate records as well as manage databases and the leave register. Assist with processing licences and permits when required.
- ENQUIRIES** : Ms M. Katerere, Tel. 021 402 3414.
- POST 03/08** : **PLANT HEALTH OFFICER REF NO: 24/2011**  
Directorate: Plant Health
- SALARY** : R140 208 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The Applicants must be in possession of a three year or four year B. Degree with Entomology/ Zoology/ Plant Pathology/ Plant protection,/Crop protection or integrated pest management as a major subject(s) on third or fourth year level (you are required to furnish a credit certificate and/or statement of results. Good knowledge of taxonomy, biology, epidemiology and control of pests. Knowledge of Agricultural Pests Act, 1983 (Act No. 36 of 1983), the World Trade Organisation's Sanitary and Phytosanitary Agreement (WTO SPS) and the International Plant Protection Convention (IPPC), including relevant International Phytosanitary Measures (ISPMs). Good verbal and written communication skills. Valid driver's license and must be willing to travel frequently and on short notice.
- DUTIES** : The successful candidate will be responsible for implementing the Agricultural Pests Act, 1983. Assisting in the development of early warnings systems for quarantine pests according to the standards set by the IPPC. Assisting in coordination and management of surveillance, containment and eradication programmes of quarantine pests. Liaising with relevant stakeholders on specific early warnings programmes. Conducting plant health risk assessments regarding the potential introduction of regulated pests into the country based on international plant health standards. Assisting in conducting policy audits to ensure pest management is in compliance with national and international plant health standards and measures.
- ENQUIRIES** : Mr J.H. Venter Tel, 012 319 6384

**POST 03/09** : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN 2 POSTS REF NO: 9/2011**  
Directorate: Agricultural Product Inspection Services

**SALARY** : R 140 208 per annum  
**CENTRE** : Cape Town x1, Stellenbosch x1  
**REQUIREMENTS** : Applicants should be in possession of a National diploma or Bachelor's (B.Sc.) degree in Agriculture with Plant Pathology, Entomology and Plant Production as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Knowledge of law enforcement and relevant industries and the Agricultural Pests Act, 1983 (Act No. 36 of 1983). Knowledge of the following international agreements: WTO-SPS and the IPPC will serve as an advantage. Must be in possession of a valid Code EB driver's licence and proven ability to drive. Good problem solving, planning, organising, conflict handling, interpersonal relations and communications skills are essential. Incumbents must be capable and willing to conduct inspections inter alia in rail trucks, on trucks, on ships, in containers, cold storages, etc. He/She must be prepared to travel and work away from home/office at short notice, work irregular hours and work overtime. Computer skills in MS Office software.

**DUTIES** : The incumbent will be responsible to enforce the Agricultural Pests Act, 1983 as well as the provisions of the International Plant Protection Convention (IPPC) relevant to inspections to ensure that regulated articles, plants and plant products comply with the set phytosanitary requirements. This includes the independent planning and conducting of inspections and the auditing of assignees. Inspections include sampling, testing, conducting surveys and enforcing requirements of control measures. Sometimes required to conduct inspections away from his/her station as well as overnight away from his/her station when necessary. Render service on short notice and after hours at or away from his/her station when necessary. Offer regulatory services pertaining to other legislation and internal obligations

**ENQUIRIES** : Mr Francois Möller, tel. 021 809 1662 / cell: 082 777 9768.

**POST 03/10** : **SENIOR ACCOUNTING CLERK III 3 POSTS REF NO: 13/2011**  
Directorate: Financial Management

**SALARY** : R 113 568 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Applicants should be in possession of a Grade 12 Certificate or NQF 4 qualification with Accounting and Mathematics as passed subjects as well as relevant working experience in the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA), Treasury Regulations, Batho Pele Principles and Accrual Accounting. Computer literacy in MS Office, Internet and email. Excellent communication skills (written and verbal). Ability to work under pressure.

**DUTIES** : The incumbent will be responsible for the filing of Payment documents in line with Treasury Regulations. Assist with monthly Creditors. Capturing of supplier invoices, travel and subsistence allowances, advances and expenditure claims. Assist with Petty Cash disbursements and reconciliations. Assist, and liaise with, suppliers and employees with regards to queries, travel and subsistence claims and advances, invoices and statements. Assist with year-end audits.

**ENQUIRIES** : Mr N. Essack, tel. 021 402 3481.

**COMPANIES AND INTELLECTUAL PROPERTY REGISTRATION OFFICE (CIPRO)**

*CIPRO is an equal opportunity, affirmative action employer. Preference will be given to candidates whose appointment will enhance representivity in accordance with the approved employment equity plan.*

<b><u>APPLICATIONS</u></b>	:	Applications must be submitted via the career portal (www.cipro.drm-za.com)
<b><u>CLOSING DATE</u></b>	:	31 January 2011
<b><u>NOTE</u></b>	:	Applications received after the closing date, faxed, e-mailed or hand delivered applications will not be considered. Qualifications and SA citizenship checks will be conducted on the successful candidate. It is the responsibility of applicants to have their foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the signing to an annual Performance and Development Agreement (PDA) and must be prepared to undergo a process of security clearance prior/subsequent to appointment as and when required. Short-listed candidates may be subjected to a competency assessment as part of the selection process.

**OTHER POST**

<b><u>POST 03/11</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO S35/2010/11</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R174 117 basic salary per annum (level 8) Permanent
<b><u>CENTRE</u></b>	:	CIPRO, Sunnyside, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A recognized three year National Diploma in Supply Chain Management/ Finance/Purchasing/ Public Administration and a proven three (3) years experience in Supply Chain Management, Logistics and Procurement. Experience in inventory, assets and disposal management procedures, Knowledge of the Accpac computer system, Knowledge of stocktaking procedures and compiling of discrepancies reports, assets and disposable management procedures, Public Financial Management act, Preferential Procurement Policy Framework Act, Treasury Regulations, Preferential Procurement Regulations, Broad-Based Black Empowerment Act, SCM-A Guide for Accounting Officers/Authorities and SCM Practice Notes. Knowledge of the Accpac computer system will be an added advantage. Have a good Supervisory skills, computer skills, good communication skills (verbal and written), good numeracy skills, coordinating and organizing skills, ability to work under tight deadlines and pressure, willingness to work beyond normal working hours and telephone etiquette.
<b><u>DUTIES</u></b>	:	Manage and supervise the workflow in the logistics section; system controller of Accpac system in the logistics section; check and pre-audit all requisitions/picking slips from the Accpac system and in the appropriate register; route requisitions/picking slips to the inventory management clerk (warehouse); ensure that requisitions/ picking slips are delivered to end users; ensure that all issued requisitions/picking slips are returned for processing shipments on the Accpac system; monitor the stock levels on the Accpac system and create purchase requisitions to the acquisition management to obtain quotations through a register; ensure that all goods receipts documents are registered in the appropriate register; ensure that all stock items receipts are captured on the Accpac systems; ensure that goods receipts vouchers are retrieved from the Accpac system and attached to relevant goods receipts documents; submit the goods receipts documents to the acquisition section; ensure that 'Day ends' are performed on a daily basis; ensure that the Accpac system is updated on a daily basis; assist with the coordination of quarterly stocktaking; ensure and enforce compliance with the Consumables and Stationery Stock Policy, Transport Policy, Air Travel Policy, SCM policy, SCM Delegations and SCM Procedures; report any deviations from these policies to the Manager; SCM; render advice and guidelines for both internal and external clients on stationery stock queries, transport related matters, travel and accommodation arrangements and other matters such as outstanding payments, deliveries, etc.; educate end users and assets holders on assets management; provide assistant to auditors during internal and external audits in identifying assets and inventory items; assists with resolving of audit queries; supervision of all logistics section staff and other duties that may be delegated by the Manager SCM. accommodation arrangements system.
<b><u>ENQUIRIES</u></b>	:	Job related Mr S Motshweni at 012 394 3971, should you experience difficulty in applying please contact Ms M Manyelo at (012) 394-5390.



## DEPARTMENT OF DEFENCE

**NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The staffing policy of the Department of Defence (i.e. C PERS/DOD/18/99) and content of letter HR SUP CEN/(PSAP)/R/102/1/4/ DD 01 Aug 02 must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83, Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

## MANAGEMENT ECHELON

**POST 03/12** : **DIRECTOR: PERFORMANCE MONITORING AND EVALUATION REF NO DPM&E/12/10**

Defence Policy, Strategy and Planning Division, Chief Directorate Strategic Management, Defence Headquarter

**SALARY** : R652 572 per annum, All-inclusive salary package

**CENTRE** : Pretoria

**REQUIREMENTS** : Appropriate Bachelors Degree (NQF 6) or related field (Preferable Strategic Management). Applicant must have relevant working experience of which three years working in the environment of Programme Performance Information, Strategic Management may apply. Applicants must have operated at a Deputy Director level or equivalent position for at least 3 years. A post graduate qualification in Project Management, Developmental Planning Management and Financial Management will be a strong recommendation. Special requirements (skills needed): Understanding of the relevant Acts, Regulations and Policies. Sound understanding of government Policy framework for Government-wide Monitoring and Evaluation systems. Understanding the steps to establish an Outcomes Based Monitoring and Evaluation system. Understanding the requirements for M&E. Co-ordinating, monitoring and evaluation of resources and management practices. Analytic, numeric and financial skills. Computer literacy. Presentation skills using PowerPoint programme. Must be able to function under pressure and against deadlines. Experience in dealing with management Monitoring and Evaluation issues, at least at Divisional level in the Public Service and participation and experience in Report Management in year and Annual reports at corporate level will be an advantage. Candidate will be expected to obtain a Confidential Security clearance within a year, as the incumbent will be dealing with classified documents.

**DUTIES** : Manage and lead Performance Monitoring and Evaluation Directorate. Manage and co-ordinate development, implement and improve monitoring and evaluation systems. Co-ordinate and manage performance evaluation of Programme Performance. Analytically evaluate Strategies, Strategic Plans, ENE Outputs, policies and procedures and monitor their implementation and make recommendations for their improvement. Develop relevant policies, databases, developing systems and processes to monitor progress made by Services and Divisions in addressing the Audit Findings. Evaluate quarterly and annual reports in terms of instructions/guidelines and highlight deviations to the Secretary for Defence. Manage DOD processes relating to the medium term monitoring and evaluation framework. Participate in the external environmental review process of the DOD. Identify and manage compliance to the M&E Framework issues within the Defence Secretariat, Ministry of Defence and the South African National

Defence Force (SANDF). Assist with reviewing the DOD Strategic Plan process and advise accordingly. Participate in relevant forums, such as the DOD Budget and Planning Seminar etc. Provide leadership and expert skills and competencies for skills development facilitation for the Directorate. Facilitate and assist with the design and configuration of the DOD Performance Monitoring and Evaluation framework processes. Facilitate and assist with the compilation and issuing of guidelines and instructions on the content, format and management of the DOD inputs as may be required by various oversight structures, including the National Treasury or the Presidency. Conduct research into international best practices or benchmarking in respect of specific Monitoring and Evaluation on which the DOD must provide inputs or advice to the Secretary for Defence, Chief of the SANDF and the Minister of Defence. Facilitate and assist with the identification of gaps in the strategic planning or reporting and M&E systems of the DOD, especially if there is a deviation from Government policies and provide decisive intervention.

**ENQUIRIES** : Mr S.D. Dladla, (012) 355-5216.  
**APPLICATIONS** : Department of Defence, Directorate HR Acquisition, Private Bag X994, Pretoria, 0001, or may be hand-delivered to Piet Joubert Building, 218 Visagie Street, 4<sup>th</sup> Floor, Room 401/403, Pretoria.  
**CLOSING DATE** : 31 January 2011  
**NOTE** : This is a permanent post. Short listed candidates may be subjected to a competency assessment as part of the selection process. The successful candidate will be required to enter into an employment contract and enter into a Performance Agreement, which must be signed and reviewed annually, and disclose his/her financial interests annually. The successful candidate will be expected to obtain a confidential security clearance. Applications received after the closing date will not be considered.

#### OTHER POSTS

**POST 03/13** : **TRAINING OFFICER**  
 Defence Training Institute, Centre for Competence Development Training  
 This post is advertised in the DOD and broader Public Service.

**SALARY** : R140 208 per annum  
**CENTRE** : Pretoria.  
**REQUIREMENTS** : Three year Degree / National Diploma in ETD / Social Science or equivalent (NQF Level 6), as well as 2 years experience preferable. Qualification as an assessor, facilitator/trainer, moderator and / or coach/mentor is an advantage. An understanding of training and development in the South African environment would be beneficial. Knowledge of adult learning experience in ETD, facilitation and qualification as a Massified Induction Programme (Public Service Induction) trainer will be advantaged. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Good communication-and report writing-, facilitation, presentation-, research-, inter-personal-, co-ordination-, reasoning-, initiative-, problem solving-, influencing and negotiating skills. An understanding of PSAP legislation and ETD prescripts, including ABET & FET. Ability to work with limited supervision. Proficiency in the thread language of DOD. Adept in the Microsoft Office package (MS Word, Ms PowerPoint and MS Excel). Must be in possession of a valid driver's license and/or be able to obtain a valid military driver's license within a year. Willingness to work after hours and to travel extensively.

**DUTIES** : Determine the need for learning programmes for PSAP in the DOD. Identify and harvest relevant Unit Standards from SAQA's website. Design research and develop a variety of applicable outcomes-based learning programmes and outcome-based assessments. Provide guidance and support to the learners. Facilitate and train PSAP as stipulated in the mandate. Liaise with DOD CCDT's clients, as well as with other Services and Divisions in the DOD. Plan and execute learning programmes. Evaluate learning programmes and adapt/update where necessary.

**ENQUIRIES** : Ms M.C. Haynes, Tel (012) 392-2635  
**APPLICATIONS** : Department of Defence & Military Veterans, Training Command, Private Bag X161, Pretoria, 0001.

**CLOSING DATE** : 18 February 2011

**POST 03/14** : **SENIOR ADMINISTRATION CLERK GR III 5 POSTS**  
 The post is advertised in the DOD and broader Public Service.

**SALARY** : R113 568 per annum  
**CENTRE** : 2 Military Hospital, Wynberg.

**REQUIREMENTS** : NQF Level 4: Preferable. Applicants with prior learning either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Detailed knowledge of the operation/utilization of specific software packages (MS Word, MS Excel, MS PowerPoint, Lotus Notes). Communication (verbal & written)-, good interpersonal relationships-, organise-, analytical-, problem solving-, good planning-, organisational administrative- and typing skills. Good telephone etiquette. Must be able to obtain a confidential security clearance within a year.

**DUTIES** : Manage general office administration. Schedule appointments. Handle incoming and outgoing mail. Arrange and schedule seminars, appointments and meetings. Maintain statistics. Do filing. Maintain Registers. Assist with budgeting. Manage Patient administration. Operate photocopy and facsimile machine. Order and take care of office furniture. Order and manage stationary.

**ENQUIRIES** : Lt Col S. Bax, (021) 799-6117.

**APPLICATIONS** : Department of Defence & Military Veterans, 2 Military Hospital, Private Bag X4, Wynberg, 7824.

**CLOSING DATE** : 18 February 2011

**POST 03/15** : **SENIOR SECRETARY GR II (D FORCE PREP AND TRAINING)**  
The post is advertised in the DOD, broader Public Service and Media (flyers)

**SALARY** : R94 575 per annum

**CENTRE** : Joint Operations Divisional Headquarters, Swartkop Park, Valhalla.

**REQUIREMENTS** : NQF Level 2 – 4, Preferable. Secretarial experience will be an advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements/ skills needed: Knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Knowledge of all required policies and procedures. Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Ability to do research and analyse documents and situations.

**DUTIES** : Record appointments and events and manage the Director's diary. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agenda's and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Director. Process the travel and subsistence claims for the Director. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep Director's directory. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Director as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical arrangements for visitors visiting the Director. Remain abreast with the procedures and processes that apply in the office of the Director. Scrutinize documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role players and make follow-up on progress. Prepare briefing notes for the Director as required.

**ENQUIRIES** : Lt Col A.L. Innes, (Tel: (012) 674 5644/5724

**APPLICATIONS** : Department of Defence, Joint Operations Division, Private Bag X1043, Thaba Tshwane, 0143

**CLOSING DATE** : 18 February 2011

## DEPARTMENT OF ENERGY

- APPLICATIONS** : The Director-General, Department of Energy, Private Bag X19 Arcardia, and 0007or hand delivered to Trevenna Building, Corner Mentjies and Schoeman Street. Sunnyside
- FOR ATTENTION** : Mr N Ncongwane
- CLOSING DATE** : **04 February 2011**
- NOTE** : Applications must be on a fully completed Z83 forms, signed and Dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful.

## OTHER POSTS

- POST 03/16** : **ENERGY OFFICER: ENERGY (NUCLEAR ENFORCEMENT AND COMPLIANCE)**
- SALARY** : R174 117per annum, Level 8
- CENTRE** : Head Office: Pretoria
- REQUIREMENTS** : A Bcs Honours Degree coupled with not less than two years experience in nuclear sector PLUS the following key competencies: ☑ Knowledge of:
  - Knowledge of the overview of the Nuclear Sector
  - Understanding of Nuclear Energy and Nuclear Non-Proliferation
  - Knowledge of International Obligations related to Nuclear Non-proliferation (Non-Proliferation Treaty, Pelindaba Treaty, Nuclear Suppliers Group, Zangger Committee)
  - Government Processes and Policy development
☑ Skills:
  - Problem Solving skills
  - Computer Literacy excellent (MS Office 2003/2007
  - Report writing formulation skills
  - Basic Research skills
  - Analytical skills
☑ Communication:
  - Good written and verbal communication skills
  - Good interpersonal skills
  - Good Presentation skills
☑ Creativity:
  - Analytical skills
  - Innovative thinking.
Recommendation: A valid code EB driver's licence is recommended
- DUTIES** : Study and identify risk areas, material, deployment of equipment for border control • Interact with relevant stakeholders on border control • Identify training and development needs of relevant stakeholders. on border Control • Develop training material • Manage the delivery of training
- ENQUIRIES** : Ms Lillian Sedumoeng ☎012 444 4242/4054
- POST 03/17** : **PERSONNEL OFFICER**
- SALARY** : R113 568 per annum Level 06
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Degree/ National Diploma in Human Resource management or equivalent qualification coupled with relevant experience in a Human Resource environment especially Recruitment and Selection processes. PLUS the following key competencies ☑ Knowledge of
  - Basic understanding HRM operations and prescripts in the Public Service Regulations
  - Basic knowledge of recruitment and selection systems and processes for the Department
  - Basic knowledge of employment equity systems and processes for the Department
☑ Skills
  - Communication
  - Numeric
  - Presentation
  - Report Writing
  - Planning and Organizing
  - Problem solving skills
☑ Communication :
  - Good communicator at all levels (both written and verbal)
  - Receptive to ideas, Suggestions and be a

good listener ☐ Creativity • Creative and innovative thinker • Ability to coordinate activities and work under pressure

**DUTIES** : Render recruitment and selection for position of salary level 3-8 • Render Administrative/logistical duties • Liase with services providers (SAQA), Competency Assessment, e.t.c) • Provide advice and information on the administration/application of HR processes and practices • Administer the reception of application • Process the application according to requirements • Compile acceptance/non acceptance letters to candidates

**ENQUIRIES** : Ms L Maluleka ☎(012) 444 4344

**POST 03/18** : **SECRETARY**

**SALARY** : R94 575 per annum, Level 05  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate with typing as a passed subject couple with relevant experience. PLUS the following key competencies: ☐ Knowledge of: • Minutes taking; • Diary management; • Document tracking; ☐ Skills: • Computer skills; • Telephone etiquette; • Interpersonal skills; • Organisational skills; ☐ Communication: • Good Communicator; • Interpersonal skills; • Being a team player ☐ Creativity: • Self starter; • Innovative and Creative; • Problem Solving Recommendation: Diploma in Secretarial/Admin/Office management will serve as an added advantage.

**DUTIES** : Receive telephone calls and refers the call to the correct role players if not if not meant for the relevant manager • Operate office equipment like fax machines and copiers • Liase with travel agencies to make travel arrangements, checks the arrangements When the relevant documents are received • Arranges meetings and events for the manager and the staff in the unit. • Process all invoices that emanate from the activities of the work of the manager/ directorate. • Records basic minutes of the meetings of the manager where and when required • Filling of documents for the manager • Administer the leave register and telephone accounts • Receives and distribute and keep track of all incoming and outgoing documents • Handle the procurement of standard items like stationery, refreshments • Collect all relevant documents to enable the manager to prepare for meetings.

**ENQUIRIES** : Mr V Kweyama ☎ (012) 444 4332

## 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 and Tourism, Private Bag x 447, Pretoria, 0001
- FOR ATTENTION** : Mr G Moroke
- CLOSING DATE** : 31 January 2011
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered, It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Driver's license compulsory

## OTHER POST

- POST 03/19** : **ASSISTANT DIRECTOR: LOCAL GOVERNMENT SUPPORT REF NO: AP6011/2011**
- SALARY CENTRE** : R206 982 per annum (Total Package R 291 578.00 per annum / conditions apply)  
Zululand District Municipality (KwaZulu-Natal)  
Umkhanyakude District Municipality (KwaZulu-Natal)  
Ugu District Municipality (KwaZulu-Natal)  
Metsweding District Municipality (Gauteng)  
Ngaka Modiri Molema District Municipality (North West)  
John Taolo Gaetsewe District Municipality (Northern Cape)
- REQUIREMENTS** : A Bachelor's degree in Environmental management/ Environmental Sciences/ Developmental studies or equivalent qualification as well as training in project management. The applicant should at least two years experience in the field of environmental management, relevant experience in community facilitation and development; government planning processes; interacting with provincial and local authorities; in-depth knowledge of environmental Legislations, Project management, Intergovernmental Relations, Expanded Public Works. The following skills will serve as recommendations, computer literacy, good verbal and written communication skills, interpersonal, coordination and stakeholder management, organizational, communication, facilitation and a good understanding of government planning processes. The successful candidate must have a valid driver's license.
- DUTIES** : Support Environmental Planning/ Management in the municipalities: facilitate the development of environmental sector plans in the municipalities; advice the municipalities on municipal mandates in line with different environmental legislations. Facilitate & coordinate environmental capacity building initiatives: conduct capacity analysis to assess the capacity of the municipality to carry out their environmental management mandate; facilitate capacity building initiatives for the municipalities. Support municipal planning process and forums/ structures: participate in the municipal planning processes such as Integrated Development Planning and ensure the integration of environmental priorities. Support the implementation of Social Responsibility Programmes: support the project identification; planning; implementation and monitoring and evaluation; facilitate stakeholder engagement in projects.
- ENQUIRIES** : Langanani Dombo (012) 310 3042 or Sipokazi Dumalisile (012) 310 3255
- NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

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

**APPLICATIONS** : The CEO, Government Communication and Information System, Private Bag X745, Pretoria, 0001.

**FOR ATTENTION** : Mr S Matshageng

**CLOSING DATE** : 4 February 2011

**NOTE** : Applications must be accompanied by a Z83 and a comprehensive CV, as well as certified copies of qualifications and ID document. Correspondence will be limited to successful candidates only. If you have not been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Disabled applicants are welcome to apply.

**OTHER POST**

**POST 03/20** : **EMPLOYEE HEALTH AND WELLNESS COORDINATOR**  
 Directorate: Human Resource Development and Employee Health and Wellness

**SALARY** : Commencing salary: R174 117 per annum (Excluding benefits)

**CENTRE** : Pretoria

**REQUIREMENTS** : Relevant three year tertiary qualification. 1 – 2 years experience in coordination or administering employee health and wellness programmes, Knowledge of the legislative framework governing EH & W.

**DUTIES** : Gather data to inform the development of the Departmental EH & W Strategy, policies and systems. Implement a comprehensive EH & W and HIV & AIDS Departmental programme/business plan. Develop employee capacity through educating, training, coaching and mentoring. Manage the relationship between GCIS and external service providers with regards to EH & W issues. Monitor, evaluate and report on the programme.

**ENQUIRIES** : Ms M Tshokolo tel: (012) 314 2300

**DEPARTMENT OF HUMAN SETTLEMENTS**

**APPLICATIONS FOR ATTENTION** : URS Response Handling, Po Box 11506, Tierpoort, 0056 Tel no. 012 811 1900/1  
**CLOSING DATE** : URS  
 : 31 January 2011  
**NOTE** : If you apply for more than one position in the Department, please submit Separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department, and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months after the closing date of this advertisement, please accept that your application was unsuccessful.

**MANAGEMENT ECHELON**

**POST 03/21** : **CHIEF DIRECTOR: CORPORATE COMMUNICATIONS AND MARKETING, REF NO: DOHS/02/11**

**SALARY CENTRE REQUIREMENTS** : An inclusive remuneration package of R790 953 per annum  
 : Pretoria  
 : Applicants must be in possession of an appropriate recognised Bachelor's Degree or Equivalent qualification augmented by extensive experience and management background. The following will serve as recommendations: Ability to coordinate the efforts of a team of diverse creative employees. Proven relevant managerial experience of two to three years or equivalent proven experience of Chief Director, ability and attributes of dynamic leadership skills. Well developed interpersonal relationships. Demonstrated ability to increase productivity and continuously improve methods, approaches, and departmental contribution. Ability to strengthen communications and marketing capacity of provincial Human Settlements Departments. Knowledge and/or experience of the human settlement environment. Knowledge of budget planning and control. Ability to manage relationship with Parliamentarians and Elected Representatives. Good knowledge and demonstrable experience in dealing with matters of managing external Public Relations, marketing and communication consulting firms and contractors. Some experience in brand management. Some experience and exposure in working in a flexible, employee empowering work environment. The successful candidate will be responsible for the management of communication, marketing, advertising, events management and promotional activities of the Department.

**DUTIES** : These duties will more specifically entail the following areas: Overall responsibility for the development and execution of communication and marketing strategies. Analysis of research, current market and development conditions and information. Monitor, review and report on all communication and marketing activity and outcomes. Determine and manage the communication and marketing unit budget. Liaison with media and advertising. Ensuring effective, branded marketing communications including the department website, print communication and advertising. Oversees the writing of speeches and develops advancement position papers for senior management and the Minister Create marketing collateral, including white papers and technical papers. Coordinate events including meetings, speaking engagements, seminars, trade shows and exhibits and community and public events and launches. Analysis of the effectiveness of all communications and marketing efforts. Chair the national Human Settlements Communications Forum. Identify marketing and communications opportunity for profiling the work of the Department. Identify marketing and communications opportunity for profiling the work of the Department. Manage relationship with all stakeholders, including Parliament and the GCIS. Co-ordinate communications and marketing activities between Ministry and Department.

**ENQUIRIES NOTE** : Mr N Chaine. Tel No. 012 421 1603  
 : Shortlisted candidates will be subjected to a competency assessment test. The successful candidate will be required to enter into a performance agreement and to sign an employment contract within 3 months after assumption of duty and disclose all financial interests within 3 months after assumption of duty. It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal



records. In addition to the above the applicant must be prepared to travel and work long hours.

**POST 03/22** : **CHIEF DIRECTOR: RENTAL HOUSING AND COMMUNITY DRIVEN HOUSING INITIATIVES REF NO: DOHS/04/11**  
Re-Advertisement

**SALARY** : An inclusive remuneration package of R790 953 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must have an appropriate three year Bachelor's Degree or Equivalent qualification. Post graduate qualification will be added advantage. Extensive managerial experience (7yrs) in the field. Good communication skills (verbal and written) and computer literacy are essential requirements. Extensive experience of rental/social housing issues is prerequisite. In addition, applicants must have: ability to maintain sound interpersonal relations, Knowledge of administrative procedures, the PFMA and Treasury Regulation applicable to the Public Service. Understand the Sector.

**DUTIES** : The successful candidate will be responsible for: The development, management and support implementation of government's Rental/Social Housing Programmes, PHP sectors and provision of grant, oversight and support intervention to this sector. The development, management and implementation of Community Driven Housing Initiatives and related programmes. Regulate support and oversight of rental housing community driven initiatives sectors and tenant protection issues. Policy formulation and development to enhance departmental direction strategy. Management of the Chief Directorate resources (budget, human resources, assets).

**ENQUIRIES** : Mr K Kabagambe Tel No. 012 421 5247

**NOTE** : Shortlisted candidates will be subjected to a competency assessment test. The successful candidate will be required to enter into a performance agreement and to sign an employment contract within 3 months after assumption of duty and disclose all financial interests within 3 months after assumption of duty. It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. In addition to the above the applicant must be prepared to travel and work long hours. This is a re-advertisement. Candidates that previously applied are welcome to re-apply

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

*The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of Section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance. Preference will be given to the disabled, Indian/colored/white male or female. Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department, at short notice and will be subjected to a personnel vetting process*

**NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position.

## OTHER POSTS

**POST 03/23** : **ADMINISTRATION OFFICER REF NO: 11/VA14/NW**

**SALARY** : R174 117 – R205 101 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Molopo Magistrate Court

**REQUIREMENTS** : Three year Bachelor's degree/National diploma in Public Management/ Administration or equivalent; **Two** years relevant experience; Experience within the Court environment will serve as an added advantage; Valid drivers licence will be an added advantage; Skills and competencies: Sound knowledge of human resources management; Sound knowledge of financial management; Sound knowledge of budget control; Computer literacy (MS Word); Sound knowledge of asset and facility management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management

**DUTIES** : General supervision of Administrative clerks for Molopo and Periodical Courts; Compiling of petty cash reconciliation; Render efficient and effective support services for Molopo Magistrate and Regional Court, Draft memoranda, submissions and reports on a monthly basis; Monitor the SLA ir garden services and cleaning companies for the Molopo and Periodical Courts; Compile statistics to show performance and trends; Facilitate training and briefing on budget and procurement; Management of performance assessments on a quarterly basis; Ensure that the state properties are fully maintained and manageable; Proper management of registry staff; Provide effective support on management of vote account; Ensure assets are properly managed; Ensure effective control and monitoring of office stationary; Provide efficient and effective management of the library at the court.

**ENQUIRIES** : Ms. W Jacobs at ☎ (018) 397 7054.

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.

**CLOSING DATE** : 28 January 2011

**POST 03/24** : **SENIOR HUMAN RESOURCES OFFICER- PMDS & HR PLANNING REF NO: 11/VA01/NW**

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

**CENTRE** : Regional Office-North West

**REQUIREMENTS** : A three year tertiary qualification in Human Resources or equivalent qualifications; Three year HR related experience; Knowledge of PERSAL; A valid drivers licence; Skills and competencies: Good communication skills ( verbal and written); Computer literacy (MS Word, PowerPoint and Excel); Ability to adhere to confidentiality; Administrative and organizational skills; Sound interpersonal relations; Good organizing skills; Accuracy and attention to detail.

**DUTIES** : Ensure the proper implementation and adherence to the policy on performance management; Ensure that performance management monitoring and evaluation is in place and target dates are adhered to; Create and manage database for the

performance management system; Ensure the implementation of the HR plan; Management of rewards system; Record management for performance management during the moderation process; Create a database of exit interviews conducted; Analyse the exit report, identify possible interventions and ensure the implementation of such interventions; and Prepare and submit quarterly and annual reports to regional management for decision making.

**ENQUIRIES APPLICATIONS** : Ms. W Jacobs at ☎ (018) 397 7054  
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735. OR Physical address: Reception area, North West Regional Office, Ayob Gardens, 22 Molopo Road, Mafikeng, 2745

**CLOSING DATE** : 28 January 2011

**POST 03/25** : **CHIEF ADMINISTRATION CLERK REF NO: 11/VA12/NW**

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

**CENTRE REQUIREMENTS** : Lehurutshe Magistrate Court  
: A Bachelor's degree/ National Diploma or equivalent qualification with two years experience in General Administration/or Matric plus ten years relevant experience Experience in the courts environment and supervisory experience will be an advantage. Sound Financial Management systems; Sound knowledge of human resources management; Supply Chain Management and Transport will be an advantage. A valid driver's licence will be added advantage. Skills and competencies: Good communication skills ( verbal and written); Computer literacy (MS Suit); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Knowledge of PFMA, DFI, BAS , JYP and JDAS; Accuracy and attention to detail.

**DUTIES** : General supervision of Administrative clerks Control of cash hall (monies in trust, criminal, civil sections and general services); Management of SCM and Transport; Render efficient and effective support to the courts; Draft memoranda, submissions and reports; Compile statistics to show performance and trends; Management and maintenance of documents, prescripts and records related to the functions of the department; Facilitate training and development of personnel; Attend to formal disciplinary matters; Management of performance in the office; and Performance of any other duties necessary to ensure smooth office running.

**ENQUIRIES APPLICATIONS** : Ms. W Jacobs at ☎ (018) 397 7054  
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735. OR Physical address: Reception area, North West Regional Office, Ayob Gardens, 22 Molopo Road, Mafikeng, 2745

**CLOSING DATE** : 28 January 2011

**POST 03/26** : **SOCIAL WORKER/FAMILY COUNSELOR GRADE 1–4 REF NO: 11/VA10/NW**

**SALARY** : R130 467 – R297 144 per annum. (Salary will be in accordance with the OSD determination).The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Family Advocate- Mafikeng  
: Bachelors Degree in Social Work or equivalent qualification; A minimum of 10 years appropriate experience in Social Work after registration as Social Worker with the SACSSP; Registration with SA Council for Social Service Professions (SACSSP) as Social Worker; Knowledge and experience in Mediation; Minimum of 5 years experience in Forensic Social Work or Court Work will be an added advantage; Knowledge and application of Family Law, including Mediation in certain Divorce matters Act, Maintenance Act and Domestic Violence Act; A valid driver's license. Skills and Competencies: Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.

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

**ENQUIRIES** : Ms. W Jacobs at ☎ (018) 397 7054.

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.

**CLOSING DATE** : 28 January 2011

**POST 03/27** : **ADMINISTRATION CLERK: FAMILY ADVOVATE REF NO: 11/VA11/NW**

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

**CENTRE** : Mafikeng, North West

**REQUIREMENTS** : Grade 12 or equivalent qualification; At least one year experience in an administrative environment; Proficiency in at least two official languages; Studying towards a degree/diploma will be an added advantage; A valid drivers' licence will also be advantageous; Skills and competencies: Good communication skills (verbal and written); Sound interpersonal skills; Ability to liaise with team members and the public; Computer literacy especially MS Word, MS Excel, PowerPoint and Outlook; Must be self-driven, innovative, creative with flair in dealing with people; Ability to work independently and under pressure; Accuracy and attention to detail

**DUTIES** : Render assistance regarding the provisioning administration; Manage the office filing system; Manage travel and subsistence claims; Control inventory and payments of suppliers; Keep records and registers up to date; Manage the statistics of the office including office vehicle log sheets; Render auxiliary and liaison services i.e. photocopying, faxes etc; Render any administrative duties within occupational class that may be requested to do;

**ENQUIRIES** : Ms. W Jacobs at ☎ (018) 397 7054.

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.

**CLOSING DATE** : 28 January 2011

**POST 03/28** : **ADMINISTRATION CLERK REF NO: 11/VA13/NW**

**SALARY** : R 79 104 – R93 180 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Zeerust Magistrate Court

**REQUIREMENTS** : Grade 12 or equivalent qualifications; One year administrative experience; Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Accuracy and attention to detail.

**DUTIES** : Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions: Handle routine office work; Deal with correspondence; Asset management and client services; Processing of documents as well as the rendering of a support function to supervisory personnel and to assist in the daily operations of these units; Filing, taking minutes, data capturing, handling of payments to contracts and consultants and processing of subsistence and traveling claims; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.

**ENQUIRIES** : Ms. W Jacobs at ☎ (018) 397 7054

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

**CLOSING DATE** : 28 January 2011

## DEPARTMENT OF MINERAL RESOURCES

- APPLICATIONS** : The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Schoeman Street, Sunnyside
- CLOSING DATE FOR ATTENTION** : 4 February 2011
- NOTE** : Ms M Palare / Mr S Matlakala  
Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Applicants who do not comply with the above-mentioned requirements, as well as application received late will not be considered. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

## OTHER POSTS

- POST 03/29** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT**  
24 Months Contract
- SALARY CENTRE REQUIREMENTS** : R206 982 per annum, Level 9  
Head Office  
A Degree/National Diploma in Supply Chain Management, Auditing, Logistics or Equivalent qualification 3-5 Years working experience PLUS the following key competencies: ☐ Knowledge of: • Logis and Bas • Balance Scorecard • Supply chain Management • PPPFA • PFMA ☐ Skills: • Communication skills • Management skills • Good interpersonal skills, Leadership skills and computer skills ☐ Communication: • Good Communication skills ☐ Creativity: • Innovation and able to solve problem.
- DUTIES** : Oversee and ensure compliance (with national and departmental prescripts, policies and procedures) in the execution of recordkeeping(set register), maintaining and disposal of assets as well as loss control Assist with the development, maintenance and implementation of departmental strategies, processes and procedures for the recordkeeping (asset register), maintenance and disposal of assets as well as loss control. Supervise and develop staff. Advise users, suppliers and staff on national and departmental strategies, processes and procedures for the recordkeeping (asset register), maintenance and disposal of assets as well as loss control.
- ENQUIRIES** : Mr Sello Maluleka ☎011 444 3023
- POST 03/30** : **ACCOUNTING CLERK (REVENUE AND DEBT MANAGEMENT) TELECOMMUNICATIONS**
- SALARY CENTRE REQUIREMENTS** : R94 575 per annum, Level 5  
Pretoria  
An appropriate Senior Certificate with Accounting and Maths as passed subjects plus relevant experience. (Diploma/Degree in Accounting or Administration will be an added advantage). PLUS the following key competencies: ☐ Knowledge of: • Understanding of the PFMA and Treasury Regulations • Basic Accounting System ☐ Skills: • Numeric and Accounting Skills • Computer literacy, spreadsheets and word processing • Negotiation ☐ Communication: • Good verbal and written communication ☐ Creativity: • Innovative and self driven • Ability to work efficiently and effectively under pressure.
- DUTIES** : Prepare applications for telecommunications services from relevant service providers. Maintain and check regularly the registers for updates. Compile reconciliations and monthly payments. Print and distribute monthly telephone bills. Liaise with users and service providers on all related issues. Any ad hoc.
- ENQUIRIES** : Mr N Thobejane ☎ (012) 444 – 3034

**OFFICE OF THE PUBLIC SERVICE COMMISSION**

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

- APPLICATIONS** : Forward your application, stating the relevant reference number, to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001, Physical Address: Commission House, corner Hamilton & Zivovogel Streets, Arcadia.
- FOR ATTENTION** : Ms A West
- CLOSING DATE** : 18 February 2011
- NOTE** : Applications must be submitted, on form Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV and original certified copies of qualifications, Identity document and Matric (Grade 12) certificate. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will be subjected to security clearance procedures and reference checking. It is the applicant's responsibility to make sure that foreign qualifications are evaluated by the South African Qualifications Authority (SAQA). No faxed applications will be considered. Candidates whose promotion/transfer will promote representivity will receive preference.

**OTHER POST**

- POST 03/31** : **ADMINISTRATIVE SECRETARY TO THE DEPUTY DIRECTOR- GENERAL MONITORING AND EVALUATION REF NO: AS: DDG: M&E/11**
- SALARY** : R 140 208 per annum
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Ideal Candidate Profile: • Computer literacy with Senior Certificate coupled with typing competency • A certificate or three-year Diploma in Office Administration with extensive experience will be an added advantage • Functional PC skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook • Effective administrative, organisational, communication and multitasking skills • Assertive, trustworthy professional with integrity • A motivated, self-driven, results and project-orientated individual with initiative and commitment to transformation • Ability to work both independently and as part of a team • Willingness to travel and work beyond normal working hours • Ability to work under sustained pressure and delivery satisfactory results • Ability to maintain high levels of confidentiality and interact with people at various levels • A valid Driver's licence will be an added advantage • A top secret security clearance will be required.
- DUTIES** : Key Performance Areas: • The successful candidate's duties will include • Providing administrative support functions for the effective functioning of the DDG: M&E's Office • Researching, abstracting and preparing information and supporting documentation for meetings, projects, presentations and reports • Drafting/typing correspondence/documents including PowerPoint presentations • Answering the telephone, making and redirecting calls • Organising office logistics including making travelling and accommodation arrangements for the DDG: M&E • Organising meetings/workshops and taking minutes • Maintaining an effective filing system • Acting as receptionist • Follow-up on behalf of DDG: M&E on work assigned • Assisting with preparation and administration of the DDG's Office budget and expenditure control • Liaising with selected stakeholders in respect of the Office operations • Relieving the DDG: M&E of various administrative tasks.
- ENQUIRIES** : Ms ME Fourie, Tel: 012 352 17

**DEPARTMENT OF PUBLIC ENTERPRISES**

- APPLICATIONS** : Submit applications, quoting the relevant reference number, to The Directorate: Human Resources, Private Bag X15, Hatfield 1028 or 1090 Infotech Building, Corner of Arcadia and Hilda Streets, Hatfield
- CLOSING DATE** : 4 February 2011
- NOTE** : Applications should be submitted on form Z83 (available from any state department) and be accompanied by a concise CV. Applicants may be subjected to a competency assessment test. The person appointed to this position will be subjected to security clearance. People with all types of disabilities are encouraged to apply.

**OTHER POSTS**

- POST 03/32** : **STATE ACCOUNTING: BUDGETS AND SYSTEMS**  
The State Accountant will be responsible for controlling the system processes (budgets, expenditure, transversal systems) within the Department of Public Enterprises.
- SALARY** : R174 117 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The minimum requirement is Grade 12 PLUS a Diploma in Financial Management or B Com (Accounting)/ 3 year experience in Financial Management. Further requirements are:\* Good working knowledge of government and legislative processes and prescripts e.g PFMA,, GRAP Treasury Regulations and delegations \* Sound knowledge of Financial Systems (BAS, PERSAL, LOGIS and Vulindlela) \* Advanced computer literacy (MS Word, MS Excel, MS PowerPoint, and MS Outlook) \*Good communication skills (written and verbal)\* Report writing \* Good interpersonal relations and the ability to communicate on all levels as well as analytical skills.
- DUTIES** : \* Capture the department's annual budget on BAS \* Controlling and monitoring of expenditure.\* Analyze and capture requests for shifting of funds; \* Ensure proper item allocation on BAS when payments are made \* Completion of journals \* Administer Directorate Budget (CFO) \* System Controller for BAS \* Access control on BAS \* Managing the maintenance of Financial System \* Maintenance of Segment Details on BAS \* Maintain departmental chart of accounts/parameters \* Attend User Group Meetings \* Training on transversal system \* Facilitate all BAS training with National Treasury \* Safetyweb Administrator \* Secretariat in ALL budget meetings \* Diners Club account management and validation of transactions \* Verification and capturing of transactions on PERSAL and general duties associated with Salary Management.
- ENQUIRIES** : Ms H Bedford (012) 431 1038
- POST 03/33** : **ADMINISTRATIVE OFFICER TO CHIEF DIRECTOR: LEGAL**
- SALARY** : R140 208 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applications are invited from persons in possession of an appropriate secretarial diploma/ post matric secretarial qualification coupled with a minimum of one year experience. The successful applicant will be a dynamic and confident person, with good interpersonal and networking skills, with the ability to comprehend. Excellent writing and communication skills and a high level of computer literacy; Excel, Word and PowerPoint; are essential for this position. If you have good organizational skills, the ability to work under pressure, and the willingness to go an extra mile, then we invite you to apply for the position. Minutes writing – clear and correct business writing skills
- DUTIES** : The person appointed to this position will be responsible for: Secretariat for all Directorate meetings, with both internal and external stakeholders. Coordination of in-house and consortium audits requests. Manage the Directorate budget & procure goods and services. Maintain and safeguard Directorate consumable stationary and assets. Management of the Audit Software – Teammate, Maintain the Directorate filing system. Manage the Director's diary. Manage logistics within Directorate.
- ENQUIRIES** : Ms Dorah Mawela, tel: 012- 431-1183

## DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

<b><u>CLOSING DATE</u></b>	:	04 February 2011
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. The candidate would be expected to complete a competency based assessment. Applications will not be considered after the closing date. Correspondence will be entered into with short listed candidates only.

## OTHER POSTS

<b><u>POST 03/34</u></b>	:	<b><u>SECRETARY/RECEPTIONIST REF NO: S8/3/2011/22</u></b>
<b><u>SALARY CENTRE</u></b>	:	R140 208 per annum Level 7 Office of the Deputy Minister (Successful candidate will be required to perform sessional duty in Pretoria and Cape Town)
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate or equivalent. * A Secretarial Diploma will be an advantage. * Relevant Secretarial experience. * Computer literacy. * Communication (verbal and written skills). * Good interpersonal relations. * Good organizational skills. * Ability to work in a team. * Ability to work under pressure. * Ability to pay attention to detail. * Valid driver's licence.
<b><u>DUTIES</u></b>	:	* Attend to all incoming calls of the relevant office. * Receive visitors. * Arrange travel and accommodation. * Manage diary of Manager of the relevant office. * Treat customers of the relevant office with courtesy. * Supply the correct information to queries. * Set an example of good customer service in order to act as a role model to subordinates. * Maintain high standards of customer service. * Identify internal processes that can be improved to enhance interaction with customers and customer service. * Manage customer dissatisfaction with great sensitivity to avoid conflict.
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001. or 184 Jacob Mare Street, Corner Jacob Mare and Paul Kruger, Pretoria. For Attention: Human Resource Management.
<b><u>NOTE</u></b>	:	Appointment is subject to a positive security clearance
<b><u>POST 03/35</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK (PAYABLES) REF NO: S8/3/2011/23</u></b> Directorate: Financial Accounting and Reporting
<b><u>SALARY CENTRE</u></b>	:	R113 568 per annum Level 6 Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of National Senior Certificate or equivalent qualification plus appropriate experience in Finance (Payables). * Comprehensive knowledge of T&S. * Knowledge of BAS system and payment requirements. * Knowledge of new SCOA allocation and how to apply it. * Computer literacy. * Good interpersonal skills. * Good verbal and written communication skills. * Knowledge of Treasury or Financial regulations, Public Finance Management Act.
<b><u>DUTIES</u></b>	:	* Checking of T&S Claims and BAS payments. * Compile and capture payments and Journals on BAS. * Control and reconcile Travel and Subsistence suspense accounts for monthly reporting. * Record payments by checking the quality and quantity of payments processed on daily basis. * Document control function.
<b><u>ENQUIRIES</u></b>	:	Mr X Jonkers Tel: (012) 312 8423



**APPLICATIONS**

: Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001. or 184 Jacob Mare Street, Comer Jacob Mare and Paul Kruger, Pretoria. For Attention: Human Resource Management

## DEPARTMENT OF SOCIAL DEVELOPMENT

*It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer / promotion/appointment will promote representivity will receive preference.*

- APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms J Malala
- CLOSING DATE** : 04 February 2011
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment.  It will be required of the successful candidate to undergo an appropriate security clearance.  An indication in this regard will facilitate the processing of applications.  Applicants must please note that they will be required to show proof of original qualifications during the selection process.  Correspondence will be limited to successful candidates only.  If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.  It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).  Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities"

## OTHER POSTS

- POST 03/36** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6)**  
Chief Directorate: Legislative Service
- SALARY** : R264 327 – R632 976 per annum (The salary of the post will be commensurate with the appropriate experience)
- CENTRE** : Pretoria
- REQUIREMENTS** : An LLB Degree or 3 year Law Degree (or as otherwise determined by the Minister of Justice and Constitutional Development) PLUS at least 8 years appropriate post qualification legal experience. Functional Competencies needed:  Knowledge of and ability to manage litigations, draft legal documents and advice juniors on motivating the cases.  Ability to draft litigation and subordinate legislation.  Knowledge and ability to draft and vet contracts.  Ability to interview and advice clients regarding legislative matters.  Mentorship and supervisory experience. Generic Competencies needed:  Client orientation and customer focus skills.  Quality and Cost efficient.  Culturally diverse.  Research skills.  Report writing skills.  People management skills.  Interpersonal relations skills.  Communication (written, verbal and presentation) skills.  Presentation and facilitation skills.  Computer literacy. Attributes:  Ability to work under pressure.  Ability to work independently and as part of a team.  Adaptability.  Confident, Compliant.  Self-starter.  Accurate.  Diplomatic.
- DUTIES** : Key Responsibilities:  Provide legal advice and prepare legal documents for the Minister and the Department. Provide legal advice to the provinces. Liaise with the state attorney regarding court cases and draft documents in that regard. Draft, vet and review contracts and agreements, Drafting and vetting of legislation and subordinate legislation.
- ENQUIRIES** : Mr P Loselo Tel: (012) 312-7106
- POST 03/37** : **SOCIAL WORK POLICY DEVELOPER GRADE I (SW-B1)**  
Directorate: Gender Focal Point
- SALARY** : R199 956 – R224 040 per annum, (The salary of the post will be commensurate with the appropriate experience)
- CENTRE** : PRETORIA
- REQUIREMENTS** :  Bachelors Degree in Social Work. PLUS a minimum of eight (8) years appropriate experience in the social work after registration as Social Worker with SACSSP. Registration with the South African Council for Social Service Professions (SACSSP).  Knowledge of relevant policies and legislation.  Specialised knowledge on Women issues. Functional Competencies needed: Understanding Social dynamics. Understanding human behaviour and social systems. Social interventions. Social empowerment. Protecting vulnerable individuals. Social work research. Monitoring and evaluation. Stakeholder support. Understanding social work legislation. Generic Competencies needed: Innovation. Diversity management. Communication. Problem solving and decision making. Team work and collaboration. Applied strategic thinking. Networking and

		building bonds. Planning and organising. Project management. Understanding social work values and principles. Attributes: <input type="checkbox"/> Optimistic. <input type="checkbox"/> Confident. <input type="checkbox"/> Patient. <input type="checkbox"/> Team Leadership. <input type="checkbox"/> Interpersonal skills. <input type="checkbox"/> Assertive. <input type="checkbox"/> Accurate. <input type="checkbox"/> Systematic. <input type="checkbox"/> Independent. <input type="checkbox"/> Self-driven <input type="checkbox"/> Problem solver. <input type="checkbox"/> Ethical.
<b><u>DUTIES</u></b>	:	Key Responsibilities: <input type="checkbox"/> Participate in the development, implementation, monitoring and evaluation of policies, strategies and programmes for service delivery to Women. <input type="checkbox"/> Participate in the development of guidelines and minimum standards for the implementation of the Women Strategy. <input type="checkbox"/> Participate in the development of minimum standards for services to Women. <input type="checkbox"/> Promote the role of Women in families. <input type="checkbox"/> Monitor the implementation of the Women Strategy. <input type="checkbox"/> Advocate for Women issues. <input type="checkbox"/> Ensure the empowerment of Women in gender related issues and socio-cultural challenges. <input type="checkbox"/> Facilitate research on issues pertaining to women to redirect services and programmes. <input type="checkbox"/> Prepare and make presentations on Women issues. <input type="checkbox"/> Promote partnerships with other stakeholders including civil society for service delivery to Women. <input type="checkbox"/> Manage subordinates work plans and conduct performance assessments, <input type="checkbox"/> Participate in Forums with regard to Women issues. <input type="checkbox"/> Keep up to date with new developments in the social work field. <input type="checkbox"/> Ensure that all the administrative functions required in the unit are performed to the required standard.
<b><u>ENQUIRIES</u></b>	:	Ms S Shongwe Tel: (012) 312-7772
<b><u>POST 03/38</u></b>	:	<b><u>SENIOR HUMAN RESOURCE PRACTITIONER (PMDS)</u></b> Directorate: Sector Education and Training
<b><u>SALARY</u></b>	:	R174 117 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelors Degree or equivalent qualification PLUS credible performance management experience. <input type="checkbox"/> Knowledge of the Public Service Regulatory Framework. Competencies needed: <input type="checkbox"/> Communication (written, verbal and liaison) skills. <input type="checkbox"/> Presentation skills. <input type="checkbox"/> Planning and organising skills. <input type="checkbox"/> Ability to interpret directives <input type="checkbox"/> Interpersonal skills. <input type="checkbox"/> Problem-solving skills. <input type="checkbox"/> Computer literacy. Attributes: <input type="checkbox"/> Ability to work in a team. <input type="checkbox"/> Ability to work under pressure and to cope with a high workload. <input type="checkbox"/> Self-starter. <input type="checkbox"/> Accurate and compliant.
<b><u>DUTIES</u></b>	:	Key Responsibilities: <input type="checkbox"/> Administer the departmental Performance Management and Development System (PMDS). <input type="checkbox"/> Arrange moderating committee meetings and serve as the secretariat. <input type="checkbox"/> Provide advice, guidance and information sessions to staff on the Department's PMDS. <input type="checkbox"/> Implement the policy framework for performance management and participate in the reviewing thereof. <input type="checkbox"/> Maintain the PMDS database. <input type="checkbox"/> Implement the Awards and Recognition Policy and participate in the reviewing thereof. <input type="checkbox"/> Update the costing model in order to monitor expenditure on performance bonuses.
<b><u>ENQUIRIES</u></b>	:	Ms E Rapoo, Tel: (012) 312-7788
<b><u>POST 03/39</u></b>	:	<b><u>BRANDING OFFICERS 2 POSTS</u></b> Directorate: Corporate Communication
<b><u>SALARY</u></b>	:	R94 575 per annum plus 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	<input type="checkbox"/> An appropriate Degree/ Diploma in Public Relations/ Communication/ Journalism qualification. Competencies needed: <input type="checkbox"/> Public relations skills. <input type="checkbox"/> Good interpersonal skills. <input type="checkbox"/> Planning and Organising skills. <input type="checkbox"/> Good Communication (written, verbal and liaison) skills. <input type="checkbox"/> Computer literate(MS Office Suite). <input type="checkbox"/> Knowledge of filing systems. <input type="checkbox"/> Telephone etiquette. <input type="checkbox"/> Knowledge of provisioning administration prescripts. Attributes: <input type="checkbox"/> Ability to work under pressure and to cope with a high workload. <input type="checkbox"/> Assertiveness. <input type="checkbox"/> Ability to work in a team and independently.
<b><u>DUTIES</u></b>	:	Key Responsibilities: <input type="checkbox"/> The successful candidate will be required to intergrade and dismantle banners and other branding materials at all Departmental events and campaigns. <input type="checkbox"/> Maintain relationships with stakeholders through rendering communication support. <input type="checkbox"/> Assist in the implementation of internal communication strategy to address the needs of internal stakeholders. <input type="checkbox"/> Assist with the enhancement and maintenance of the corporate image of the Department. <input type="checkbox"/> Render effective information dissemination within the Department.
<b><u>ENQUIRIES</u></b>	:	Ms C Matamela Tel: (012) 312-7349 / 7834

## STATISTICS SOUTH AFRICA

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

- APPLICATIONS** : Applications can be forwarded to the following address: Post to the Recruitment Manager, Stats SA, Private Bag X44, Pretoria 0001 or hand-deliver at 170 De Bruin Park Building, corner Andries and Vermeulen Streets, Pretoria.
- FOR ATTENTION NOTE** : Mr. Obed Marubyane
- : Applications must be submitted on form Z83, obtainable from any Public Service department, and must be completed in full. Certified copies of your identity document and qualifications as well as a CV must be attached. Applicants risk being disqualified for failing to submit all the required documents. If you do not hear from us within three months after the closing date, please regard your application as unsuccessful. Correspondence will be entered into with short listed candidates only. Stats SA reserves the right not to make an appointment. Appointment is subject to security clearance, the signing of a performance agreement, verification of the applicant's documents, and reference checking. Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for in your application.

## MANAGEMENT ECHELON

- POST 03/40** : **EXECUTIVE MANAGER: NATIONAL ACCOUNTS REF NO: 02/01/11HO**  
One permanent position exists in the National Accounts division Head Office, Pretoria
- SALARY CENTRE REQUIREMENTS** : R790 953 all-inclusive remuneration package per annum  
Pretoria
- : Prerequisites: • A post-graduate qualification in Economics • Extensive experience in all aspects of national accounts statistics, specifically the estimation of GDP, both quarterly and annually • Additional areas of familiarity that will be an added advantage, include the development of supply and use tables, development of integrated economic accounts within a social accounting framework, development of a tourism satellite account, development of related satellite accounts and the development of environment statistics, inclusive of environmental indicators and environmental economic accounts • Extensive experience in the analysis, evaluation and integration of a wide range of socio-economic data from various sources, development of purchase power parities, planning and design of surveys, data collection, data processing and analysis, statistical quality assurance and scientific report writing and management (financial, human resources and knowledge) • A valid driver's license.
- DUTIES** : Key performance areas: • Interpret and apply components of the System of National Accounts, as well as other relevant international standards, to South African statistics • Provide reliable, relevant, timeous and user-friendly data on a portfolio of national accounts statistics • Interpret data within the context of the national economy • Publication of and effective communication on indicators and their applications for various stakeholders • Assist with making data accessible and understandable to users • Attend and participate in meetings, workshops, etc. Person profile: • This position will suit a person who has a strong focus on service delivery, customer needs and quality and who is a good strategic and strong lateral thinker with the ability to work under pressure and meet deadlines.
- ENQUIRIES CLOSING DATE NOTE** : Mr. Obed Marubyane at (012) 336-0151  
: 28 January 2011  
: All applicants must be willing to undergo a competency exercise as part of the selection process. Stats SA endeavours to promote the careers of previously disadvantaged persons by applying the principles of appropriate legislation, eg Employment Equity Act, 1998.

## OTHER POST

- POST 03/41** : **PROCUREMENT OFFICER (TRANSIT) REF NO: 04/01/11HO**  
Five contract positions exist until 31 March 2012 in the Finance and SCM division at Head Office, Pretoria  
Person profile: • This position will suit a person with good communication, analytical, numerical, decision-making and time management skills • Ability to

negotiate and mediate • Ability to work under pressure • Ability to part skills and train users in various fields.

- SALARY** : R140 208 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Prerequisites: • A Matric Certificate • Working experience in procurement • Good understanding of SCM legislative framework • Training in LOGIS will be an added advantage.
- DUTIES** : Key Performance Areas: • Provide a procurement service in the transit section • Advise users to ensure guidance on procedural matters • Liaise with suppliers • Ensure proper record keeping • Update delivery diaries.
- ENQUIRIES** : Mr. M Nonzinyana at (012) 310 4893  
**CLOSING DATE** : 04 February 2011  
**NOTE** : All applicants must be willing to undergo a competency exercise as part of the selection process. Stats SA endeavours to promote the careers of previously disadvantaged persons by applying the principles of appropriate legislation, eg Employment Equity Act, 1998.

## DEPARTMENT OF TRADE AND INDUSTRY

- APPLICATIONS** : To apply for the above position, please go to <http://www.thedti.gov.za> and click on the Careers at the DTI button. Should you experience any problems in submitting your application, please follow the Support link on the Careers site or contact the Recruitment Office on 012 394 1809 for an alternative application method.
- CLOSING DATE** : 28 January 2011

## OTHER POSTS

- POST 03/42** : **CHIEF WORK STUDY OFFICER REF NO: GSSSD OD&T**  
Additional contract 1 year
- SALARY** : R206 982 per annum  
**REQUIREMENTS** : Grade 12 or Matric National Diploma or Degree in Management Services / Organisation Design or Work Study Two to three years experience as a Senior Work Study Officer, Very good knowledge of Job Evaluation and Organisational Design Good written and verbal communication skills. Work in a team. The following competencies will be strongly recommended: Facilitating the development of role profiles (JD's) Conducting of Job Evaluation Conducting organisational design investigations Good knowledge of MS Office Package Project Management skills Good understanding of Government Structures. Good analytical skills
- DUTIES** : Manage the conducting of Organisational Design investigations, Oversee the Development of Functional and organisational structures Provide advice and assist with the development of role profiles Ensure that role profiles are properly maintained Conduct and oversee Job Evaluation, Ensure that Databases (Job Evaluation and Org Design) are developed and maintained. Quality assures JE before Panel meetings. Compile and present job evaluation statistical and ad hoc reports Process Mapping in various areas in the dti
- POST 03/43** : **ADVANCED TEAM ASSISTANT REF NO: ITED/NEPAD 007**
- SALARY** : R130 425 per annum  
**REQUIREMENTS** : Matric (Grade 12) Secretarial Diploma or equivalent qualification coupled with at least 2 years administrative experience. Knowledge and understanding of the practices and regulations applicable to administrative support services in the Department. Sound ability to communicate well, both verbal and written. Good interpersonal skills Creative and innovative thinker. Computer literacy (MS Packages) Ability to work in a co-ordinated team. Drivers licence code (not a prerequisite)
- DUTIES** : The successful candidate will be responsible for the following: Answering telephone calls and transferring of calls, taking messages for the unit. Receiving visitors, arranging refreshments and meeting rooms. Typing reports, letters, submissions, memorandums and taking minutes. Distributing and tracking incoming and outgoing correspondence. Managing filing system for the unit Managing the electronic diary of the Manager and responding to incoming mail. Coordinating telephone accounts, travel arrangements, advances, claims and requisitions for manager. Event management. Tracking and following up on tasks issued by the team. Processing all requisitions for goods and services, including stationary for the unit. Consolidating monthly and quarterly reports.

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

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

**CLOSING DATE** : 02 February 2011

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

**MANAGEMENT ECHELON**

**POST 03/44** : **CHIEF FINANCIAL OFFICER REF NO: 70258231**  
Chief Directorate: Chief Financial Officers' Office  
Please note: this is a re-advertisement and candidates that previously applied are welcome to re-apply should they still be interested in the positions. shortlisted candidates will be subjected to pre-employment checks and a competency assessment. enquiries should be directed to ms nontembeko tsiane, at (011) 689 3617 or 689 3785. no faxed or emailed applications will be accepted. incomplete applications will not be considered

**SALARY** : R976 317 per annum (All inclusive salary package, which can be structured according to the individual's need)

**CENTRE** : Johannesburg

**REQUIREMENTS** : A postgraduate degree in financial or business management/ administration plus 5 years senior management experience. Extensive knowledge and experience in financial management, procurement management and risk management. In-depth knowledge and understanding of the Public Finance Management Act (PFMA), procurement legislation and other related regulatory framework. Proven leadership and management skills. Track record in the preparation and management of strategic plans, business plans and annual performance budgeting. Ability to implement internal systems and controls to ensure sound financial management. Attributes: • Self driven and independent • Good strategic management and leadership skills • Good interpersonal skills • Excellent people management and leadership skills • Results orientated and able to work under pressure • Registration as a Chartered Accountant will be an added advantage.

**DUTIES** : Establish and maintain appropriate systems (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources. Support the Accounting Officer and other senior managers in the execution of their functions in terms of the Public Finance Management Act and the Treasury Regulations. Facilitate the implementation of national norms and standards where applicable. Advise the HOD pertaining to matters that have strategic and financial implications. Liaise with relevant roleplayers in the financial environment regarding transverse financial matters. Meet the reporting requirements and standards under the PFMA, Division of Revenue Act, Treasury Regulations and financial statements. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, assets security, monitoring and evaluation of early warning systems and timeous corrective action. Manage the financial, risk and provisioning administration functions of the Department i.e. Oversee budgetary process within the Department, exercise budgetary control and provide early warning arrangements at a strategic level. Develop and facilitate the implementation of the Supply Chain Management System, consistent with legislative and other governance arrangements. Oversee the preparation and submission of the annual financial statements and liaise with the Auditor General. Oversee the implementation of the Risk Management Framework and Strategies.

**ENQUIRIES** : Nontembeko Tsiane Tel: 011 689 3600

**POST 03/45** : **CHIEF DIRECTOR: STRATEGIC SUPPORT REF NO: 70258230**  
Chief Directorate: Office of the Head of Department

**SALARY** : R790 953 per annum (All inclusive salary package, which can be structured according to the individual's need)

**CENTRE** : Johannesburg

<b><u>REQUIREMENTS</u></b>	:	Degree/ 3 year Diploma in a relevant field plus 5-10 years management experience. Good Leadership skills, Excellent financial management skills, strategic development, excellent project management. Report writing skills, Good writing and verbal communication skills, Computer literacy, Good networking skills, Stakeholders relations, Public speaking, strategic goal and objectives.
<b><u>DUTIES</u></b>	:	Develop and implement appropriate administration systems and procedures for the proper execution and coordination of activities across the department and the office of the HOD and MEC. Coordinate the department's strategic planning development process. Monitoring the implementation of the strategic plan by all business units. Monitor and evaluate organizational performance in line with strategic objectives. Provide strategic support through research and benchmarking to ensure best practice and continuous improvement. To facilitate organizational learning and best practice identification through benchmarking. Identify performance gaps and comply benchmarking proposals on performance improvement through best practice. To ensure continuous improvement of internal business process and systems. Ensure provision of secretarial support to MEC and HOD's technical committees and internal meetings. Provision of free standing technical; assistance on corporate governance to the department stakeholders. Strategic development for the Chief Directorate. Effective performance management and human resource development for the Chief Directorate.
<b><u>ENQUIRIES</u></b>	:	Nontembeko Tsiane Tel: 011 689 3600
<b><u>NOTE</u></b>	:	Shortlisted candidates will be subjected to pre-employment checks and a competency assessment.
<b><u>POST 03/46</u></b>	:	<b><u>CHIEF DIRECTOR: GAUTENG TRAFFIC POLICE REF NO: 70258232</u></b> Chief Directorate: Gauteng Traffic Police
<b><u>SALARY</u></b>	:	R790 953 per annum all inclusive package which can be structured according to the Individual's needs.
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A relevant 3 years degree/diploma in a relevant field plus 5-10 years management experience on which 3 years must be in a law enforcement environment. Skills and Abilities: Strong strategic leadership and management skills, knowledge and understanding of the PFMA as well as exceptional oral and written communication and conflict management skills, Computer literacy and networking skills as well as good interpersonal skills and ability to explore and implement new ways of delivery on the mandate of the department in relation to the reduction of road fatalities is essential. DUTIES: Provide strategic leadership and direction to the Chief Directorate. Drive the implementation of Road Safety Strategy. Oversee the planning and the execution of projects, operations and information management systems related to the Road Safety Strategy. Overall management of the Chief Directorate, inclusive of financial, human resources and project management within legal policy procedural frameworks of the Department. Provide strategic advice to the MEC and HOD.
<b><u>ENQUIRIES</u></b>	:	Nontembeko Tsiane Tel: 011 689 3600
<b><u>NOTE</u></b>	:	Shortlisted candidates will be subjected to pre-employment checks and a competency assessment.
<b><u>POST 03/47</u></b>	:	<b><u>DIRECTOR: MEDIA REF NO: 70258229</u></b> Directorate: Corporate Communications Please note: this is a re-advertisement and candidates that previously applied are welcome to re-apply should they still be interested in the positions. shortlisted candidates will be subjected to pre-employment checks and a competency assessment. enquiries should be directed to Ms Nontembeko Tsiane, at (011) 689 3617 or 689 3785. no faxed or emailed applications will be accepted. incomplete applications will not be considered
<b><u>SALARY</u></b>	:	R652 572 per annum (all inclusive package which can be structured according to the individual's needs)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	3 year Degree/Diploma in Journalism. 5 years experience in the Media Environment. Skills and abilities: Good Interpersonal Skills, Networking and Communication Skills. Must be able to work well under pressure. Good organizational, financial and budget management skills. Excellent writing skills. Ability to compile business and operational plan for the directorate. Good strategic management skills. Effective performance management and human resource development skills. Excellent report writing skills.
<b><u>DUTIES</u></b>	:	Develop and implement a Media Strategy for the Department. Ensure that media is accurately informed of the Departmental programmes. Liaise with the media



and respond to media enquiries. Portray a positive image of the MEC and the Department in the Media. Advise MEC on appropriate responses to media questions. Liaise with Premier's Office and GPG Departments and Legislature about media concerns and strategic interventions. Write media releases and Speeches.

**ENQUIRIES** : Ms. Nontembeko Tisane. Tel.No: 011 689 3600

#### **OTHER POST**

**POST 03/48** : **DEPUTY DIRECTOR: SERVICE DELIVERY COMPLAINTS REF NO: 70258233**  
Directorate: Monitoring, Evaluation and Service Delivery Complaints

**SALARY** : R406 839 per annum (All inclusive package which can be structured according to the individual's needs)

**CENTRE** : Johannesburg

**REQUIREMENTS** : B Degree/National Diploma in policing or equivalent NQF qualification in the criminal justice field. At least 5 years of supervisory experience in complaints investigation and reporting. Proven experience in working within communities, addressing service delivery concerns by members of the public. A valid driver's licence for light motor vehicles. **SKILLS:** Excellent monitoring and report-writing skills; sound conflict resolution and problem solving skills; excellent oral and written presentation skills; proficient computer skills; good research and interpersonal skills; understanding of the functioning of the criminal justice system; programme and project management skills; knowledge of the relevant legal framework, policies and regulations; knowledge and understanding of the Public Service Framework.

**DUTIES** : Develop and maintain systems for receiving, recording and investigating complaints of improper police conduct or inefficiency against the province's Law Enforcement Agencies (i.e. the South African Police Service, the Metropolitan Police Departments and the Gauteng Traffic Police); ensure that all complaints received by the Department are duly recorded, adequately investigated and finalised within the timeframes stipulated in the relevant Departmental policies and other directives; liaise with relevant stakeholders such as the Independent Complaints Directorate on complaints investigated by the subunit; ensure the effective and efficient management of resources (human and material) allocated to the subunit for the achievement of Departmental goals; ensure the effective supervision of staff in the subunit; compile and ensure the timely submission of reports to the head of the unit, as required.

**ENQUIRIES** : Nontembeko Tsiane Tel: 011 689 3600

**NOTE** : Shortlisted candidates will be subjected to pre-employment checks and a competency assessment.

#### **DEPARTMENT OF ECONOMIC DEVELOPMENT**

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

**CLOSING DATE** : 07 February 2011

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

#### **MANAGEMENT ECHELON**

**POST 03/49** : **DIRECTOR: LAND USE MANAGEMENT AND STATUTORY BOARDS REF NO: 70258256**

5 years performance based fixed term contract

Reports To: Chief Director: Development Planning

Directorate: Land Use Management and Statutory Boards

Job purpose: To facilitate a single and uniform land use management system in Gauteng as well as the administration and processing of land use applications submitted in terms of various delegated planning legislation.

**SALARY** : R652 572 per annum (All inclusive package)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Degree in Town Planning, Masters Degree will be an added advantage; Relevant experience: 5-10 years experience in Land Use Management and Development Planning at regional and local level. A strong policy background, experience in

Land Use Management, Town-Planning Legislation, Development Planning Policies, Public Service Regulations and other relevant policies and legislations. Understand the expectations of stakeholders and knowledge of Service Level Agreements (SLA's). Personal profile: Manage Information, knowledge and understanding of different project management principles. Financial Skills, Computer, Communication, Management, Administrative and Leadership skills

**DUTIES** : Manage affairs concerning land use and townships establishment (development management). Manage the processing of land use applications in terms of various relevant town planning legislation. Render administrative and secretariat support to the Development Planning Statutory Boards. Manage the administration concerning the compensation of Statutory Boards members. Manage and ensure staff development. Implement system that will contribute to the smooth running of the Directorate. Support the Department priorities. Facilitate the establishment of a single planning and development legislative framework for the province.

**ENQUIRIES** : Lwandile Phaledi Telephone: (011) 355 – 8448

**POST 03/50** : **SENIOR RESEARCHER REF NO: 70258252**  
 5 years performance based fixed term contract  
 Reports To: Director: Economic Research  
 Directorate: Economic Policy Planning and Research  
 Job purpose: Conduct research and compile research reports, identify new research areas in line with the economic research agenda, provide economic intelligence on strategic economic and sectoral developments and adapt statistical methods in order to solve specific problems.

**SALARY** : R 652 572 per annum (All inclusive Package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Relevant B.Degree in Economics and/ or post graduate qualification in economics and/or developmental studies; Relevant experience: 5-8 years Experience in Research and Policy Environment and must have published extensively in credible journals. Must be able to engage in the development of economic theory or apply statistical theory and methods to collect, organise, interpret and summarise numerical data to provide usable information.

**DUTIES** : The incumbent is expected to identify research topics, research design, sampling and analysis and have a deeper understanding of the research methods. The incumbent is expected to identify the research topics in line with the research agenda of the Department of Economic Development, conduct and present research. The Senior Researcher is expected to publish research reports, write proposals, manage projects and supervise researchers and Research Interns and is required to manage stakeholders and networking to enhance the research knowledge of the Directorate (Economic Planning), and promote Research & Development. It is the responsibility of the Senior Researcher to drive the Researcher's Forum, identify new subscriptions in line with the requirements of the Department of Economic Development and provide just in time economic intelligence. The incumbent is also expected to design and conduct surveys. The incumbent is also expected to evaluate sources of information in order to determine any limitations in terms of reliability or usability.

**ENQUIRIES** : Lwandile Phaledi Telephone: (011) 355 – 8448

**POST 03/51** : **DIRECTOR: CONSUMER EDUCATION, AWARENESS RESEARCH AND STAKEHOLDER LIAISON REF NO: 70258234**  
 5 years performance based fixed term Contract  
 Director ATE: Consumer Education and Awareness  
 Reports To: Chief Director: Consumer Affairs and Business Compliance

**SALARY** : R652 572 per annum (all inclusive package)  
**CENTRE** : Matlotlo House  
**REQUIREMENTS** : Post graduate degree in education and training. A thorough understanding of consumer education dynamics, proficiency in public speaking, excellent presentation and communication skills and project management are a requirement. Relevant experience: 3-5 years management experience in a consumer education, research and training environment and working with stakeholders at high level. Exposure to national and international conferences, global trends and best practices in this field will be an added advantage. Project management, excellent communication and presentation skills; usage of computer programs and a valid driver's license are a requirement.

**DUTIES** : Manage all activities of consumer education, awareness and research. Provide guidance, advice and support to education staff and management. Conduct research to determine support services, tools, guides etc, are available for any

chosen medium. Liaise with, manage and support internal and external stakeholders. Manage performance and transformation (also relating to legislation). Promote Consumer Affairs as a visible and credible partner to its stakeholders. Together with Communications market, develop and implement annual calendar of events. Report on Consumer Affairs contribution to Communications Brand Framework. Ensure the establishment of CBO's and private partners' database and collaborate with these stakeholders to support consumer education and awareness programs. Manage and oversee the provision of all logistical arrangements for consumer education and awareness activities. Identify public and private sector partners and define TOR for partnership programs. Develop and implement MOU's and attend Consumer Protection Forum meetings. Develop consumer Affairs website as core to becoming reference on consumer issues. Implement the marketing and communication strategy. Ensure that performance agreements are in place and aligned to operational plans. Conduct impact assessment studies of consumer awareness and education programs. Periodically train consumer education team on resource file and presentation skills. Assess and Evaluate consumer reports on regional and national trends and statistics. Design and implement interventions to adhere to international best practices and modeling on consumer education, research and stakeholder affairs. Optimize the usage and management of allocated funds for service delivery and excellence.

**EQUIRIES** : Siphwe Nhlapo.Tel. No: (011) 355 8540

**POST 03/52** : **SENIOR ECONOMIST REF NO: 70258253**  
 5 years performance based fixed term contract  
 Reports To: Manager: Economic Policy and Planning  
 Directorate: Economic Policy and Planning  
 Job purpose: To develop, coordinate and analyse policies and strategies based on the mandate and strategic plans of the department  
 Personal profile: The candidate must have the ability to apply econometric modelling in various economic problems, apply qualitative technique and application to economic modelling and forecasting. Ability to apply knowledge acquired in the various economic fields. Lead and manage projects.

**SALARY** : R 652 572 per annum (All inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : B. Degree with Economics / and Statistics and a post graduate qualification in Economics will be an advantage; 5-8 years experience in the field of Economics and public development management.

**DUTIES** : Apply econometric modelling to quantify the effects of implemented policies in GPG; Analyze broad global, emerging market and SA macro strategy and inform on trends and pattern. Develop systems to track key policy issues and measures for robust engagement Provide support in terms of economic reports, advice, guidance to internal and external stake holders; Facilitate economic policy projects in terms of policy development, policy discussion and debate. Advocate policy and strategy alignment with other spheres of government. Guide and ensure staff development and write reports.

**ENQUIRIES** : Lwandile Phaledi Telephone: (011) 355 – 8448

**POST 03/53** : **SECTOR SPECIALIST REF NO: 70258254**  
 5 years performance based fixed term contract  
 Reports To: Chief Director: Economic Planning  
 Directorate: Economic Planning  
 Job purpose: Sector Specialists (Capital and Transport equipment, construction and allied sectors; Metals and minerals beneficiation; resource based sectors, Knowledge based sectors ICT, Electronics, materials Manufacturing, chemicals and pharmaceuticals.

**SALARY** : R 652 572 per annum (All inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : B degree in Economics and or post graduate qualification in economics or related field. Relevant experience: 3-5 experience in the related sector. Personal profile: The person in the post must have an understanding of industrial and sector development objectives and interaction with other role players focusing on economic growth. Knowledge of national, Gauteng policies and environment. Knowledge of the sector and global value chains. Understanding of current and future trends in the sectors, in the development of sustainable and global competitiveness. Programme and project management skills with a proven track record. Ability to liaise at high level and influence stakeholders. Excellent coordination, communication, networking, negotiation, advanced computer and

**DUTIES** : developed multi tasking skills. Demonstrable ability to work under pressure, willingness to work long hours. Self driven and ability to initiate processes  
 : Provide support in policy and strategy formulation on enhancing the medium to long term strategic competitiveness of the sectors. Identify and describe the environment, major sectoral value chains and current global competitiveness within the value chains of each of these, with specific reference to the drivers of competitiveness. Developments and trends in the global market place over the medium to long term that could have a significant impact on the sector and its structure. Develop industry databases. Develop programmes and business plans. Develop and manage industry support programmes and initiatives that lead to improvements in competitiveness job creation and growth of the prioritised sector. Recommend and motivate specific interventions that would promote comprehensive and sustainable high value participation of Gauteng industry in global markets.

**ENQUIRIES** : Lwandile Phaledi Telephone: (011) 355 – 8448

#### **OTHER POSTS**

**POST 03/54** : **DEPUTY DIRECTOR: PRIVATE SECTOR ADVISORY SUPPORT REF NO: 70258251**  
 5 years performance based fixed term contract  
 Reports To: Director: Private/Civil sector

**SALARY** : R 406 839 per annum (all inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Diploma/Degree in Economics, relevant experience: 3-5 years experience in Monitoring and Evaluation. Proven experience in B-BBEE Advisory services/industry will be an added advantage Personal Profile: The incumbent needs to be proactive and resourceful, have decision making and negotiation skills, good interpersonal and communication skills, Must be flexible, financial management and budgeting skills, good planning and organisational skills, quality oriented, and customer service excellence. He/ She must be diversity and customer focussed, have a balance between people and task orientation. Must be able to do research, know research methodology and good written and verbal communication.

**DUTIES** : Provide BBBEE advisory support to the Private Sector and Civil Society in the Gauteng province. Ensure compliance and ongoing commitment to BBBEE strategy for the province. Liaise with internal communication and research units to ensure development and implementation of the BBBEE communication strategy. Liaise with complex multi-stakeholders, building relationships both internal and external in promotion of B-BBEE policy and applicable Codes of Good Practice. Research and Reviewing policy implementation and ability to analyse and benchmark Broad Based Black Economic Empowerment trends both nationally and in the province

**ENQUIRIES** : Sipiwe Nhlapo (011) 355 8540

**POST 03/55** : **DEPUTY DIRECTOR: TRNSVERSAL REPORTING REF NO: 70258250**  
 5 years performance based fixed term contract  
 Reports To: Director: Transversal

**SALARY** : R 406 839 per annum (all inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Degree/Diploma in Economics; Relevant experience: 3-5 years experience in Monitoring and Evaluation. Experience in the related B-BBEE field will be an added advantage. Personal Profile: the incumbent needs to be proactive and resourceful, have decision making and negotiation skills, good interpersonal and communication skills, Must be flexible, financial management and budgeting skills, good planning and organisational skills, quality oriented, and customer service excellence. He/ She must be diversity and customer focussed, have a balance between people and task orientation. Must be able to do research, know research methodology and good written and verbal communication.

**DUTIES** : Develop and implement reporting systems with regard to implementation of the BBBEE strategy. Assess and evaluate the impact of the BBBEE strategy. Develop, review and evaluate the implementation of assessment systems to measure its impact on BBBEE and other socio-economic objectives in the Province. Research and Reviewing policy implementation and ability to analyse and benchmark Broad Based Black Economic Empowerment trends in the province within the context of complex multi-stakeholder intergovernmental relations (IGR).

**ENQUIRIES** : Sipiwe Nhlapo (011) 355 8540

## DEPARTMENT OF FINANCE

- APPLICATIONS** : Gauteng Shared Service Centre, 75 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222
- CLOSING DATE** : 04 February 2011
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

### OTHER POST

- POST 03/56** : **HEALTH AND FITNESS INSTRUCTORS 2 POSTS: CORPORATE SERVICES**  
**REF NO: 70258308**  
Directorate: Corporate Services
- SALARY** : R174 117 – R238 540 per annum (Plus benefits ), DPSA Level 8
- CENTRE** : Johannesburg
- REQUIREMENTS** : Ideal candidate will have a 3 year degree/and or Diploma in Exercise Physiology and or health Education Kinesiology and or Sports Science. In Addition he /she must be a qualified health and fitness instructor. 3 - 5 Years experience in sports management (health & fitness).
- DUTIES** : The incumbent will design, implement and evaluate health, nutrition, and fitness programs for all. He /she will advise members on fitness programmes, assist and monitor the use of equipments. Instruct group exercise classes, such as group indoor cycling, aerobics and circuit training. Conduct initial assessments or consultation sessions with member. Design individual training programmes for all including members with fitness and or health problems. Advice and promote on the best possible nutrition and healthy lifestyle. Integrate all individual programs designed with organizations' wellness program to improve quality of living. Implement marketing initiatives to motivate members to use the gym or attend classes. Change routines on regular basis and ensure that their routines are appropriate for the level of class they are attending. General administration. Ensure equipments are in perfect condition at all times. Conduct regular Health and Safety checks.
- ENQUIRIES** : Kedibone Seodi (011) 689 -8973

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

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

- APPLICATIONS** : All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Room 101, 5<sup>Th</sup> Floor, South Tower
- FOR ATTENTION** : Mrs S D Shezi
- CLOSING DATE** : 11 February 2011
- NOTE** : Application must be submitted on the prescribe Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Circular Minute Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above as that of the advertised post are free to apply.

**OTHER POSTS**

- POST 03/57** : **DEPUTY MANAGER: BUDGET CONTROL): REF NO. G02/2011**  
Cluster: Financial Management: Budget Management and Control
- SALARY** : An all inclusive salary package of R406 839 per annum, Level 11
- CENTRE** : Head Office: Pietermaritzburg
- REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma in Public Sector Finance/Financial Management/related field; PLUS -A minimum of three (3) years managerial experience in a financial management environment; PLUS - Unendorsed valid Code B driver's licence (Code 08). Recommendations: Training programmes and/or experience in Public Administration, Financial Management and Project Management will serve as a recommendation. Knowledge, Skills, Training And Competence Required:- The incumbent of this post will report to the Manager: Budget Management and Control, and will be responsible to provide budget control and management accounting services to Institutions in support of the strategic goals and objectives of the Department, and as such the ideal candidate must: -Possess expert knowledge and understanding of the operational framework and the linkage thereof with the financial systems of the Department. - Possess detailed knowledge of the budgeting and financial performance management area of operation and associated processes. -Possess expert knowledge of the legislative and policy imperatives informing the area of operation. -Have the ability to prioritise issues and other work related matters and to comply with time frames set. -Very high levels of accuracy are required. -Have the ability to communicate with stakeholders and role-players at all levels in clear and unambiguous language. -Strong project management skills are required in order to ensure methodical planning and execution of the areas of responsibility. - Be computer literate with a proficiency in MS Office software applications (advanced). -Have knowledge of departmental transversal systems (e.g BAS, PERSAL).
- DUTIES** : Key Performance Areas:- - Conduct analyses on expenditure trends to determine whether budgetary allocations are in line with the envisaged output performance priorities and targets. -Consolidate all information and inputs in respect of budget from Institutions and other organisational units for preparation of the Medium Term Expenditure Framework Budget in terms of the PFMA, Treasury Instructions and Practice Notes. -Develop, formulate and implement performance based budgeting systems and structures for Institutions and other organisational units. - Oversee the process of budgetary information being captured by Institutions and

other organisational units into the BAS. -Liaise with Institution budget committees in order to provide guidance and advice on the managing of budgets and the utilisation of funds. -Manage the accounting for all donor funds and conditional grants to the Department and ensure that proper accounts are maintained. - Ensure the effective and efficient utilisation of resources allocated to the Sub-Component, including the development of staff.

**ENQUIRIES** : Mrs L Curtis: 033-395 2127

**POST 03/58** : **DEPUTY MANAGER: BUDGET PLANNING: REF NO. G03/2011**  
Cluster: Financial Management: Budget Management and Control

**SALARY** : An all inclusive salary package of R406 839 per annum, Level 11  
**CENTRE** : Head Office: Pietermaritzburg  
**REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma in Public Sector Finance; PLUS -A minimum of three (3) years managerial experience in a financial management environment; PLUS - Unendorsed valid Code B driver's licence (Code 08). Recommendations: -Training programmes and/or experience in Public Administration, Financial Management and Project Management will serve as a recommendation. -Registration with the Institute for Public Finance Administration or affiliation with relevant professional bodies will serve as a recommendation. Knowledge, Skills, Training And Competence Required:-The incumbent of this post will report to the Manager: Budget Management and Control, and will be responsible to provide effective, efficient and performance based budget planning in support of the strategic goals and objective of the department, and as such the ideal candidate must: -Possess expert knowledge and understanding of the operational framework and the linkage thereof with the financial systems of the Department. -Possess detailed knowledge of the budgeting and financial performance management area of operation and associated processes. -Possess expert knowledge of the legislative and policy imperatives informing the area of operation. -Have the ability to analyse complex information and to transform that into user-friendly policies and guidelines to enable institution finance personnel and managers to exercise delegated powers and assigned responsibilities without compromising good governance imperatives. -Have the ability to prioritise issues and other work related matters and to comply with time frames set. -Very high levels of accuracy are required. - Have the ability to communicate with stakeholders and role-players at all levels in clear and unambiguous language. -Strong project management skills are required in order to ensure methodical planning and execution of the areas of responsibility. -Be computer literate with a proficiency in MS Office software applications (advanced). -Have knowledge of departmental transversal systems (e.g BAS, PERSAL).

**DUTIES** : Key Performance Areas:- -Develop budget policies and procedure to enable effective and efficient decentralised budget systems. -Analyse the Annual Performance Plan, Departmental Strategic Plan and the Service Delivery Plan in order to identify the financial requirements to meet the strategic goals and objectives of the Department. -Identify and formulate budget performance indicators to enable the monitoring and evaluation of Institutions' performance - Plan, co-ordinate and ensure the development of budgets in accordance with the Public Finance Management Act, Treasury Instructions and Practice Notes. - Analyse budget policies, procedures and prescripts and ensure that there is uniform understanding and interpretation of these by Institutions and other organisational units. -Ensure compliance with budgeting policies, prescripts and processes. -Ensure the effective and efficient utilisation of resources allocated to Sub-Component, including the development of staff

**ENQUIRIES** : Mrs L Curtis: 033-395 2127

#### **DEPARTMENT OF PUBLIC WORKS**

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

**NOTE** : Applications must be submitted individually on the prescribed Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive curriculum vitae together with certified copies of qualifications, skills or competencies to substantiate compliance/ adherence with the advertisement appointment requirements plus a clear and legible certified copy of the ID and driver's licence. Copies of copies OR copies certified on the blank side of the copy shall not be accepted. Faxed or electronic copies shall not be considered. Candidates are also advised not to send their applications through registered mail as the Department will not take responsibility for non collection thereof. It is the applicant's responsibility to have foreign qualifications assessed

for equivalence by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions shall be disqualified. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. Recommended employees shall be subjected to vetting prior to an offer of appointment being made. Candidates are expected to be available on the set date of the interviews or they may be disqualified. Should you not be advised by this office within three (03) months of the closing date of this advert, kindly consider that your application was not successful. The filling of posts will be guided by the Departmental Employment Equity targets.

#### **OTHER POSTS**

- POST 03/59** : **CHIEF QUANTITY SURVEYOR REF NO: SR 03/2011**
- SALARY** : R498 561 per annum  
**CENTRE** : Southern Regional Office, Pietermaritzburg  
**REQUIREMENTS** : A Degree in Quantity Surveying or equivalent qualification plus appropriate, relevant experience inclusive of management experience plus compulsory registration with the South African Council for the Quantity Surveying Profession (SACQSP) as a Professional Quantity Surveyor. Computer Literacy. A Valid Drivers License (minimum code B).
- DUTIES** : Perform final review and approvals or audits on quantity survey procedures. Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology. Manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources. Set quantity survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity survey efficiencies according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the quantity survey environment/services; Manage the operational capital project portfolio for the operation to ensure effective re-sourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organizational requirements. Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks. Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the development motivation and utilization of human resources for the discipline to ensure a competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
- ENQUIRIES** : Mr J Wilkins (033 8971353)  
**APPLICATIONS** : Forward your application and the name of the publication in which you saw the advertisement, indicating the reference number of the post being applied for to: The Head of Department: Public Works, Private Bag X9153, Pietermaritzburg 3200. Applications may alternatively be hand-delivered to: Southern Regional Office, 10 Prince Alfred Street Extension, Pietermaritzburg.
- FOR ATTENTION** : Mrs P Singh  
**CLOSING DATE** : 01 February 2011
- POST 03/60** : **DEPUTY MANAGER: PROPERTY MANAGEMENT: PROPERTY MANAGEMENT SUB-DIRECTORATE REF NO: SR 01/2011**
- SALARY** : R406 839 per annum, Salary Level 11  
**CENTRE** : Southern Regional Office, Pietermaritzburg  
**REQUIREMENTS** : An accredited three year Degree or National Diploma or equivalent, relevant qualification plus appropriate experience inclusive of management experience • Computer literacy • A valid drivers licence.
- DUTIES** : Manage the processes of acquisition and disposal for the Region. Manage the processes of hiring and letting service for the Region. Manage Asset



Management and Facilities Management for the Region. Manage the Property Payment function for the Region. Implement policies, procedures and programmes relevant to Property Management. Manage the resources of the component. Skills And Competencies: Financial Management, Interpersonal Relations, Stakeholder and Customer Management, Project Management.

**ENQUIRIES** : Mr TL Mchunu (033 8971422)  
**APPLICATIONS** : Forward your application and the name of the publication in which you saw the advertisement, indicating the reference number of the post being applied for to: The Head of Department: Public Works, Private Bag X9153, Pietermaritzburg 3200. Applications may alternatively be hand-delivered to: Southern Regional Office, 10 Prince Alfred Street Extension, Pietermaritzburg.

**FOR ATTENTION** : Mrs P Singh  
**CLOSING DATE** : 01 February 2011

**POST 03/61** : **DEPUTY MANAGER: ADMINISTRATIVE SUPPORT SERVICES REF NO: SR 02/2011**

**SALARY** : R406 839 per annum, Salary Level 11  
**CENTRE** : Southern Regional Office, Pietermaritzburg  
**REQUIREMENTS** : An accredited three year Diploma / Degree or equivalent qualification plus relevant, appropriate experience inclusive of management experience. Computer Literacy. A Valid Drivers Licence (minimum Code B). Recommendations: Thorough knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act, PSCBC Resolutions, Public Financial Management Act and other related prescripts. Good written and verbal communication skills. Interpersonal Relation skills.

**DUTIES** : Manage and facilitate Human Resource Management Services. Manage administrative support services. Provide advice and guidance to relevant stakeholders. Manage the implementation of policies relating to Human Resource Management and General Administration. Manage the resources of the component.

**ENQUIRIES** : Mr TL Mchunu (033 8971422)  
**APPLICATIONS** : Forward your application and the name of the publication in which you saw the advertisement, indicating the reference number of the post being applied for to: The Head of Department: Public Works, Private Bag X9153, Pietermaritzburg 3200. Applications may alternatively be hand-delivered to: Southern Regional Office, 10 Prince Alfred Street Extension, Pietermaritzburg.

**FOR ATTENTION** : Mrs P Singh  
**CLOSING DATE** : 01 February 2011

**POST 03/62** : **ASSISTANT MANAGER: HUMAN RESOURCE PLANNING AND RECRUITMENT REF NO: AMHRP&R 2011**

**SALARY** : Total Package: R 206 982 per annum, Salary Level 9  
**CENTRE** : Head Office: Pietermaritzburg  
**REQUIREMENTS** : An appropriate and recognized Bachelors Degree/National Diploma. Relevant and appropriate experience within the Human Resource environment, including supervisory experience. Proven computer literacy, particularly in Ms Word, Ms Excel, Ms Powerpoint and Ms Outlook. A valid drivers licence. Skills, Knowledge Competencies: Knowledge of all applicable prescripts. Sound written and verbal communication. Skills in numeracy, literacy, decision making and problem solving, planning, organizational and supervisory skills including analytical skills.

**DUTIES** : Key Performance Areas: Manage the HR recruitment function within the Department. Manage all aspects related to HR Planning for the department. Manage the development, implementation, monitoring and review of relevant HR Employment Practice prescripts. Manage the resources of the Division.

**ENQUIRIES** : Mr. S.J. Atwaru Tel: 033 260 4104  
**APPLICATIONS** : Forward your application, quoting the relevant reference number to : The Manager: Human Resource Management Department of Public Works Private Bag X9142 Pietermaritzburg 3200

**FOR ATTENTION** : Ms. T.J.Luthuli  
**CLOSING DATE** : 04 February 2011

**POST 03/63** : **CHIEF WORKSTUDY OFFICER REF NO: HO/CW/12/2010**

**SALARY** : R 206 982 per annum, Level 09  
**CENTRE** : Head Office, Pietermaritzburg  
**REQUIREMENTS** : An appropriate Degree/National Diploma in Workstudy or a Certificate in Workstudy and Management Services coupled with relevant appropriate experience, including supervisory experience. Candidates must be computer

literate in word processing, spreadsheet, PowerPoint presentations and e-mail software. Must be in possession of a valid driver's licence. Recommendations: Possession of a Job Evaluation Certificate (Equate Systems) And working knowledge of Visio Software. Skills Required: Project management, facilitation, research problem solving, report. Writing, analytical thinking, change management, client Orientation and communication skills.

**DUTIES**

: Key Performance Areas: Coordinate business processes re-engineering services, Monitor and coordinate organizational development processes, Coordinate the development of job description, monitor and coordinate the development of policies and supervision of staff.

**ENQUIRIES**

: Ms. NL Mhlongo (033) 260 4206

**APPLICATIONS**

: Forward your application, quoting the relevant reference number to : The Manager: Human Resource Management Department of Public Works Private Bag X9142 Pietermaritzburg 3200

**FOR ATTENTION**

: Ms. T.J.Luthuli

**CLOSING DATE**

: 04 February 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 03/64** : **MEDICAL OFFICER GRADE 1 TO 3**  
(Central Karoo District)

**SALARY** : Remuneration package: Grade 1: R 455 634 per annum, Grade 2: R 520 971 per annum, Grade 3: R 604 605 per annum (A portion of the package can be structured according to the individual's personal needs). Plus a non-pensionable rural allowance of 22 % of annual basic salary. (Commuted overtime is payable)

**CENTRE** : Beaufort West Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1 year relevant experience after registration as 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. Grade 2: A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as 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. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as 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. Inherent requirements of the jobs: Valid driver's license (Code B/EB) and willingness to travel within the district. Availability after hours. Registration with a professional council: Full registration with the HPCSA as Medical Practitioner (Independent practice). Competencies (knowledge/skills): Good interpersonal and communication skills. Sound knowledge of basic surgical and anaesthetic procedures. Computer literacy.

**DUTIES** : Key result areas/outputs: Provide comprehensive clinical services in the wards, casualty/OPD and theatre. Continuous updating of own knowledge and skills. Assist the Primary Health Care with outreach services in the District. Compulsory commuted overtime services on rotational basis. Management of trauma, medical and surgical emergencies in the Casualty Department. Provide Paediatric service including Neonatology and Anaesthetic service. Render PHC services to CDC/clinics as well as outreach to other hospitals in the District.

**ENQUIRIES** : Mr TW Ntombana, tel.no. (023) 414-8200

**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION** : Ms S Pienaar

**CLOSING DATE** : 4 February 2011

**POST 03/65** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**  
(Swellendam, Overberg District)

**SALARY** : R 309 327 (PN-B3) plus a non-pensionable rural allowance of 8% of annual salary

**CENTRE** : Barrydale Clinic

**REQUIREMENTS** : Minimum educational qualification: Registration with SANC as Professional Nurse and Midwife and Curative Skills in Primary Health Care R48. Experience: A minimum of 9 years appropriate /recognisable nursing experience after

registration as professional Nurse of which 5 years must be appropriate /recognisable on nurse management level. Registration with a professional council: Current registration with the South African Nursing Council as Professional Nurse. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Ability to organise work, to be innovative, to solve problems and think analytic. Good communication, interpersonal and decision making skills. Strong sense of responsibility. Enthusiasm to promote changes. Proved leadership skills and handling of healthy human relations. Computer literacy in MS Word and Excel.

**DUTIES** : Key result areas/outputs: Manage control and act in facet of Health, Support, Security, Cleaning and Grounds services. Personnel matters including supervision and performance management, finances and Procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Management planning to practice a holistic health service on a short, medium and long-term basis. Rendering of Clinical services. Organise a cost effective service on a daily basis. Ensure that all personnel undergo training according their Individual Performance Plan. Participation in Community involvement. Give continuous positive support to the Primary Health Care Manager. Responsible for the rendering and co-ordination of a high quality comprehensive patient care service and the management of all resources.

**ENQUIRIES** : Dr JP Du Toit, tel. no. (028) 514-8400  
**APPLICATIONS** : The Director: Overberg District, Private Bag X07, Caledon 7230, 7505  
**FOR ATTENTION** : Mr M Brooks  
**CLOSING DATE** : 11 February 2011

**POST 03/66** : **SENIOR ADMINISTRATIVE OFFICER (LABOUR RELATIONS)**  
(Chief Directorate: General Specialist and Emergency Services)

**SALARY** : R 174 117 per annum  
**CENTRE** : Worcester Hospital  
**REQUIREMENTS** : Minimum educational qualifications: Senior (or equivalent) Certificate. Experience: Experience in Labour Relations within Department of Health or a related Government Department. Appropriate experience in handling of grievances. Inherent requirement of the job: Valid Code EB driver's licence Competencies (knowledge/skills): Good written and communication skills. Knowledge of labour legislation governing the Public Sector. Knowledge of Dispute Resolution procedures in the Department of Health. Knowledge and understanding of Labour Law and applicable common law principles. Ability to maintain confidentiality. Computer literacy in MS Word and Excel. Note: Shortlisted candidates will be subjected to a practical test.

**DUTIES** : Key result areas/outputs: Provide Departments with advice on all Labour issues. Facilitate Labour Relations training. Promote sound Labour Relations in the Institution. Monitor and co-ordinate all Labour Relations activities. Ensure the disciplinary and grievance procedures are managed efficiently and effectively. Optimal management of equipment and supplies.

**ENQUIRIES** : Mr FG Brandt, tel.no. (023) 348-1254  
**APPLICATIONS** : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.  
**FOR ATTENTION** : Ms R Hattingh  
**CLOSING DATE** : 18 February 2011