



DATE OF ISSUE: 28 JANUARY 2011

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 04 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.

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## DEPARTMENT OF CORRECTIONAL SERVICES

*The Department of Correctional Services is an Equal Opportunity Employer and the provisions of the Employment Equity Act will be taken into consideration in filling of these advertised posts. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy applicants need to indicate race, gender and disability status on the application forms/CV's*

- APPLICATIONS** : National Head Office: Post Advertisement, Department of Correctional Services, Private Bag X136, Pretoria, 0001 (Ms Motaung L M/Moerane C: 012 307 2540 or Mr S Baloyi: 012 307 2505, Ms Masela D (012 307 2152) Physical Address: C/o Church and Schubart Street, 124 Poyntons Building, Pretoria,0001  
Eastern Cape Region: Head Recruitment, Private Bag X9013, East London, 5200 (Mr Mwehle Z.P:( 043 706 7923) Physical Address: Block E Ocean Terrance, Moore Street, Quigney, East London  
Western Cape Region: Head Recruitment, Private Bag X01, Edgemead, 7404: (Ms Sanders M: 021 550 6059 Physical Address: Breede River Street, Monte Vista Edgemead  
Free State/Northern Cape Region: Head Recruitment, Private Bag X20530, Bloemfontein, 9300 (Ms Mholo J: 051 404 0268/051 4040270) Physical Address:103 Zastron Street, Agrined Building, Bloemfontein  
Gauteng Region: Head Recruitment, Private Bag X393, Pretoria, 0001 (Mr Masango SS (012 420 0174)/ Ms L. Moeketsane (012 4200179) Physical Address:1077 Forum East Building, Arcadia Street, Hatfield
- CLOSING DATE** : 04 February 2011 @ 15h45
- NOTE** : Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be accompanied by certified copies of qualifications and ID (not older than 3 months). Please send a separate and complete application for each post you apply for. Applicants who have retired from the Public Service with a specific determination that they can not be re-appointed or have been declared medically unfit will not be considered. NB: Please indicate the reference number, regional office, management area and position you are applying for on your application form (Z83) and post your complete application to the relevant addresses as indicated, Please note that all applications for vacancies at Zonderwater and Kroonstad Training Colleges must be forwarded to the National Head Office: Department of Correctional Services reserves the right to fill or withdraw these advertised posts. Note: • All cost incurred due to your application will be at your own expense • Faxed and e-mailed applications will not be accepted • Candidates must comply with the minimum appointment requirements • CVs should be aligned to reflect one's degree of compliance with the above-mentioned requirements and duties. Please take note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records.

## OTHER POSTS

- POST 04/01** : **MANAGER SOCIAL WORK POLICY: GRADE 1**
- SALARY** : R441 033 – R496 392 per annum all inclusive package
- CENTRE** : National Head Office (Social Work Services)
- REQUIREMENTS** : Recognized four (4) year degree in Social Work. A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with SACSSP of which 5 years must be appropriate experience in Social Work Policy Development. 3 years Managerial / Supervisory experience. Experience of working with the disabled, youth, females and the aged persons. Knowledge and understanding of Correctional Services settings. Knowledge of Public Finance Management Act. Proficiency in English and knowledge of indigenous language

is recommended. Report writing, analytical thinking, negotiation, problem solving, counselling, assessment interviewing and administrative skills. Must be computer literate. Valid drivers licence.

**DUTIES** : Identify and assess the needs of Special categories of offenders. Assess the level of service provision to special categories of offenders. Provide guidelines for service delivery to special categories of offenders. Coordinate the provision of services in accordance with policy guidelines and Directives. Policy development and Programme Management. Manage the finances and other material resources allocate to the sub-directorate.

**POST 04/02** : **DEPUTY DIRECTOR: COORDINATOR CARE SERVICES (LEVEL 11)**

**SALARY** : R406 839 per annum all inclusive package  
**CENTRE** : Western Cape: Regional Office  
**REQUIREMENTS** : Recognized and appropriate three year degree/diploma in Social Science coupled with relevant experience. Valid driver's licence. Communication, negotiation, presentation and evaluation skills. Registration with a professional body (minimum 5 years in managerial functioning).

**DUTIES** : Coordinate the policy in the following policy aspects: Self development programs for inmates and implementation of social work, psychological and spiritual care and moral development policies. Provisioning of need-base programmes and services in care. Quality assessment of development services. Monitor performance in Care programmes. Draw up strategies. Evaluate services level standards. Ensure service level Care by undertaking research, evaluating results and investigating complaints/representations. Render advice to interest parties. Plan and organize activities by undertaking of short, medium and long term planning. Render advice to area commissioners. Ensure adherence to the strategic objectives. Manage infrastructure for Care. Identify requirements for infrastructural improvements. Communicate to improve infrastructural requirements. Investigate requirements.

**POST 04/03** : **DEPUTY DIRECTOR: REINTEGRATION SERVICES (PROBATIONERS & PAROLEES) (LEVEL 11)**

**SALARY** : R406 839 per annum all inclusive package  
**CENTRE** : National Head Office: Directorate: Social Reintegration  
**REQUIREMENTS** : Recognized and appropriate three year degree/diploma / National Diploma in Correctional Services Management Code, Experience in Community Corrections environment. A valid drivers license. Computer literacy. Basic training Correctional Service Leadership, Negotiation skills, Communication skills, Interpersonal skills, Facilitation skills, Presentation skills, Strategic Capabilities and Leadership, Ability to work under pressure.

**DUTIES** : Do research with regard to National and International Tendencies of supervision services; Formulation of Legislation, Regulations, Policy, Manuals and guide lines with regard to supervision services; Monitor and evaluate Policy implementation with regard to supervision services; Ensure adherence to policy and guidelines by functionaries; Deal with enquiries from Parliament or any other person or institution; Deal with enquiries from practice; Give inputs with regard to annual reports. Interpretation of Legislation, Regulations, Policy, Manuals and guidelines; Develop operational plan for the sub-directorate; Manage the budget for the sub-directorate. Supervision Services in accordance with the PFMA and other relevant laws; Provide statutory guidelines, inspection manuals, brochures and pamphlets on supervision services; Manage the marketing of Supervision Services; Manage generic functions; Management of personnel; Management of the infrastructure of Community Corrections; Represent the Department at relevant meetings.

**POST 04/04** : **DEPUTY DIRECTOR: AREA COORDINATOR: FINANCE (LEVEL 11)**

**SALARY** : R406 839 per annum all inclusive package  
**CENTRE** : Free State and Northern Cape: Kimberley  
**REQUIREMENTS** : Recognized degree/ diploma in Accounting or financial management coupled with proven management experience. Proven knowledge of the Public Financial

Management Act and Treasury Regulations relating to Financial Management and Accounting. Procurement and Public Finance Administration on management level. Sound communication skills. Strong leadership qualities. Valid drivers licence.

**DUTIES** : Extensive knowledge of exposure to and experience in the financial and procurement management environment. Assist the Area Commissioner to execute his duties in terms of Public Finance Management Act. This includes performing the duties of Chief Financial Officer by ensuring optimal utilization of resources, support with regard to the management of budgets within the framework of relevant legal directives and regulations. Perform budget control and ensure enforcement of financial discipline for logistic and procurement management.

**POST 04/05** : **DEPUTY DIRECTOR: PROMOTIONS (LEVEL 11)**

**SALARY** : R406 839 per annum all inclusive package  
**CENTRE** : National Head Office (Directorate: Marketing and Promotions)  
**REQUIREMENTS** : A recognised and appropriate three year degree/diploma in Marketing or Communication or Public Relations coupled with extensive experience in relevant field especially events management and protocol . Proven Planning and organizing skills. Coordination and project management skills. Good interpersonal, conflict management and negotiation skills. Ability to manage multiple projects in a deadline driven environment. Supervisory skills. Knowledge of PFMA. Computer skills. Excellent Communication skills (written and verbal). An understanding of protocol and Government processes will be an advantage. Ability to work under pressure and preparedness to travel – even at short notice. Valid driver's licence

**DUTIES** : The incumbent will be responsible for conceptualizing and driving campaigns, projects, events in line with a corporate events calendar. Participate in the development and implementation of the DCS marketing and communications strategy. Research and compile a national and regional events calendar for effective planning. Management of key campaigns and events at Head Office and provide events management support in all Regions. Development and implementation of event management and protocol policy and procedures .Render protocol services to all events Facilitate the promotion of DCS events and the publishing of such events in DCS and govt website etc. Management of the Corrections Contact Centre .Management and promoting the departmental museum as a marketing and educational tool .Initiate and build networks in promotions industries and present DCS perspective. Optimal utilization and management of resources of the unit

**POST 04/06** : **DEPUTY DIRECTOR: STAKEHOLDER RELATIONS & PUBLIC EDUCATION (LEVEL 11)**

**SALARY** : R406 839 per annum all inclusive package  
**CENTRE** : National Head Office (Directorate Public Education, Stakeholder Relations & Media Services)  
**REQUIREMENTS** : Recognised and appropriate three year degree/diploma in communications or journalism or an equivalent qualification, coupled with extensive experience in the field of communications, with a specific focus on stakeholder engagements and public awareness and outreach programmes. A good understanding of, and/or exposure to the government communications system; Experience of, and/or exposure to, policy development and implementation; Good communication skills (verbal and written) and good interpersonal and stakeholder liaison skills. Strategic management and leadership skills; experience and /or exposure to project management; good coordination and multi-tasking skills; good report writing skills; financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations are essential; strong research capabilities. Knowledge and /or understanding of the JCPS (Justice, Crime Prevention and Security) sector will be an added advantage. Must be in possession of a valid driver's licence. Must be able and willing to travel and work long hours including weekends when required. Work well under pressure and in a team.

**DUTIES** : The successful candidate will assist in the provision of strategic management and leadership to the Directorate: Public Education, Stakeholder Relations and Media Services. Perform the following key functions: Assist in the development and implementation of stakeholder engagement strategy informed by the department's priorities; Assist in the development and implementation of the department's public education and outreach strategy and programmes; Assist in the development and management of the department's events calendar and stakeholder database in support of Directorate programmes and projects; Assist in the provision of leadership in the development of key concept documents to support the department's public awareness programmes; define events strategies and calendar of events to implement programmes of public education, outreach and campaigns. Pro-active identification of stakeholder interventions in line with environmental landscape (issue management). Monitoring and evaluation of stakeholder and awareness strategies. Manage personnel and service providers. Budget projections and management.

**POST 04/07** : **DEPUTY DIRECTOR: POLICY CO-ORDINATION (LEVEL 11)**

**SALARY** : R406 839 per annum all inclusive package  
**CENTRE** : National Head Office: Chief Deputy Commissioner: African Correctional Services Association And Southern African Development Community

**REQUIREMENTS** : Recognised and appropriate three year degree/diploma in Correctional Services Management /International Relations/Development Studies/ Africa Politics/Public Administration/ Criminology coupled with operational experience in Correctional Services and experience in policy development. A valid driver's licence. Analytical ability, insight, listening and presentation skills. Computer literate. Negotiation and planning skills.

**DUTIES** : Ensuring continuity of work of high level bodies and achievement of objectives. Electronic preparation of and drafting of documents at strategic level for approval by the CDC and to integrate documents and prepare submissions and reports at strategic level. To draft content and create electronic Power Point presentations, with speakers notes, on issues as determined by the CDC. To undertake public policy analysis in order to identify policy gaps and opportunities in the field of International Relations, to advise in relation to qualify control over policies and to advise the CDC on issues related to policy in International Relation. To provide executive summaries and advice on documentation and processes from International Relations. Liaison with internal and external stakeholders in relation to content preparation and coordination of process. To provide staff officer function to the CDC in relation to KRA's and managerial responsibilities in relation to resource searching, documentation processing, briefing of the CDC on operational plan delivery within the Branch, provide policy advise to the CDC and provide managerial advise to the CDC. To head the Office of the CDC, ensure a system of office management, ensure preparation of office schedule/systems, ensure management of personnel functions-duty clerk, handling of notices, certification of salary slips, submissions to Personnel Office, arrangements for leave reservations, distribution of newsletter, submission of exam results to Personnel office, ensure convening of , preparation of agenda and ensuring minute taking of regular office meetings, and supervise the staff of the office including in-service training of administrative and secretarial staff. To ensure each member of office has a job description, ensure preparation by each office member of work plan by due date-two weeks into financial year, and ensure scheduling of performance assessments of office staff for the year.

**POST 04/08** : **DEPUTY DIRECTOR: REGIONAL COORDINATOR: FACILITIES (LEVEL 11)**

**SALARY** : R406 839 per annum all inclusive package  
**CENTRE** : Regional Office Eastern Cape  
**REQUIREMENTS** : Recognized and appropriate degree/diploma in building related disciplines coupled with traceable management experience. Dynamism and professionalism. Able to plan and organize events properly. Sound communication skills. Computer literate. Thorough knowledge of project management. A valid drivers license.

**DUTIES** : Manage the co-ordination of policy relating to building and maintenance project. The communication of policy matters to the relevant role-players. Planning of buildings. Maintenance of projects and buildings. Water purifications plants and laundry services. Draw up strategies to improve identified sub standard service building in the region. Evaluate of service levels. Development /maintenance of building work standards in the region. Assessment of building and maintenance requirements qualities, undertaking of preliminary feasibility studies of proposed sites for building projects. Liaison with coordination. Logistics on the acquisition of material. The development of human resources for building works. Identification of building services labour requirement per correctional centre. Management of occupational safety. Quality assessment of building /maintenance related activities for occupational safety hazards. Election of work safety committees. Manage the procurement of related office accommodation. Manage finances and personnel

**POST 04/09** : **DEPUTY DIRECTOR: POLICY CO-ORDINATION (LEVEL 11)**

**SALARY** : R406 839 per annum all inclusive package  
**CENTRE** : National Head Office: Chief Deputy Commissioner: Corrections  
**REQUIREMENTS** : Recognised and appropriate three year degree/diploma in Management / Administration coupled with operational experience in Correctional Services and experience in policy development. A valid driver's licence. Analytical ability, insight, listening and presentation skills. Computer literate. Negotiation and planning skills.

**DUTIES** : Ensuring continuity of work of high level bodies and achievement of objectives. Electronic preparation of and drafting of documents at strategic level for approval by the CDC and to integrate documents and prepare submissions and reports at strategic level. To draft content and create electronic Power Point presentations, with speakers notes, on issues as determined by the CDC. To undertake public policy analysis in order to identify policy gaps and opportunities in the field of Corrections, to advise in relation to qualify control over policies and to advise the CDC on issues related to policy in Corrections. To provide executive summaries and advice on documentation and processes from International Relations. Liaison with internal and external stakeholders in relation to content preparation and coordination of process. To provide staff officer function to the CDC in relation to KRA's and managerial responsibilities in relation to resource searching, documentation processing, briefing of the CDC on operational plan delivery within the Branch, provide policy advise to the CDC and provide managerial advise to the CDC. To head the Office of the CDC, ensure a system of office management, ensure preparation of office schedule/systems, ensure management of personnel functions-duty clerk, handling of notices, certification of salary slips, submissions to Personnel Office, arrangements for leave reservations, distribution of newsletter, ensure convening of , preparation of agenda and ensuring minute taking of regular office meetings, and supervise the staff of the office including in-service training of administrative and secretarial staff.

**POST 04/10** : **DEPUTY DIRECTOR: JOB EVALUATION (LEVEL 11)**

**SALARY** : R406 839 per annum all inclusive package  
**CENTRE** : National Head Office: Directorate: HR Planning  
**REQUIREMENTS** : Recognized and appropriate degree/ 3 year National Diploma in Management Services/ former Organisation & Workstudy) coupled with proven extensive experience. Certification as a Job Analyst (i.e Initial Phase, Advanced Phase and/or Job Evaluation Panel training). In depth knowledge and understanding of the EQUATE SYSTEM (i.e job evaluation system), administrative management processes and procedures, Departmental legislations and prescripts, Public Service Regulatory Framework. The following competencies are essential: Communication, organizing skills, financial administration, project management, networking / interpersonal skills and team leadership. Valid driver's license.

**DUTIES** : Conduct job analysis on high level jobs and manage the quality assuring of preliminary grading prior to presentation to the job evaluation Panel, Manage the preparation of submissions/reports with recommendations for approval by the

Delegated Authority. Provide expert advise on Job evaluation processes to business units. Oversee the maintenance of the Job evaluation database. Represent the Department at the National job evaluation Forums, Coordination Committees. Manage the development and review job descriptions as per job evaluation requests. Manage the personal development of staff. Manage the effective utilization of resources of the Sub-Directorate (i.e Financial, Human and Physical resources). Manage the marketing of job evaluation processes throughout the Department.

**POST 04/11** : **ASD: HIV AND AIDS PROGRAMME COORDINATION**

**SALARY** : R258 342 per annum  
**CENTRE** : (Offender Programme) 12 Months Contract  
 Regional Office: Gauteng X 2  
 Regional Office: Free State and Northern Cape  
 Regional Office: Western Cape

**REQUIREMENTS** : Recognized and appropriate three-year Degree / Diploma in Social Sciences, Health or equivalent qualification. Coupled with relevant experience in HIV and AIDS programme management and coordination. Training in HIV and AIDS related matters a necessity. Valid driver's license Computer literate. Experience financial management. Experience in management-related functions. Good communication and writing skills. Be willing to travel extensively.

**DUTIES** : Coordinate and implement the Comprehensive HIV and AIDS policies. Monitor and evaluate the Comprehensive HIV and AIDS programme for offender. Manage all resources relevant to the post . Liaise with internal and external stakeholders. Coordinate reports on projects and the Comprehensive HIV and AIDS offender programme.

**NOTE** : The responsibilities attached to these posts will be carried out at Management Area and Correctional Centre levels

**POST 04/12** : **ASD: CORRECTIONAL SUPERVISION (LEVEL 9)**

**SALARY** : R206 982 per annum  
**CENTRE** : National Head Office: Directorate Reintegration

**REQUIREMENTS** : Recognized and appropriate three year degree/diploma / National Diploma in Correctional Services Management, coupled with experience in Community Corrections environment. A valid driver's license, Computer literacy. Successful completion of basic training, Negotiation skills, Correctional Service Learnership, Communication skills, Interpersonal skills, Facilitation skills, Presentation skills, Strategic Capabilities, Leadership, Ability to work under pressure.

**DUTIES** : Do research with regard to National and International Tendencies of correctional supervision; Formulation of Legislation, Regulations, Policy, Manuals and guide lines with regard to correctional supervision; Monitor and evaluate Policy implementation with regard to correctional supervision; Ensure adherence to policy and guidelines by functionaries; Deal with enquiries from Parliament or any other person or institution; Deal with enquiries from practice; Give inputs with regard to annual reports. Interpretation of Legislation, Regulations, Policy, Manuals and guidelines; Assist in the development of the operational plan for the sub-directorate; Assist in the managing of the budget for the sub-directorate Reintegration Services in accordance with the PFMA and other relevant laws; Provide statutory guidelines, inspection manuals, brochures and pamphlets on correctional supervision; Manage generic functions; Management of personnel; Represent the Department at relevant meetings.

**POST 04/13** : **ASD PLACEMENTS (OFFENDERS) (LEVEL 9)**

**SALARY** : R206 982 per annum  
**CENTRE** : Head Office: Directorate Pre-release Resettlement

**REQUIREMENTS** : Recognised and appropriate three year degree/diploma in Management/Administration, coupled with proven experience, analytical skills, excellent verbal and writing skills. Good computer literacy especially working on Word and Excel. Sound document administration. Understanding and knowledge



of Correctional management system with specific reference to the parole system in South Africa .

**RESPONSIBILITIES** : Develop and maintain policies and procedures with regard to Placement and Parole Boards, monitor the implementation of policy, provide advice to management and Parole Boards on parole related matters, obtain and keep statistics from regions and submit interpreted information, updating of Departmental Orders, Generic Personnel Management and Financial administration.

**POST 04/14** : **ASD: REPRESENTATIONS (LEVEL 9)**

**SALARY** : R206 982 per annum  
**CENTRE** : National Head Office: Directorate Pre-release Resettlement  
**REQUIREMENTS** : Recognised and appropriate degree/diploma in Management/ Administration coupled with proven experience, analytical, research, verbal and writing skills. Computer literacy. Understanding and knowledge of Correctional management system and Public service Administration. Thorough knowledge of Batho Pele intentions. Financial and administrative skills.

**DUTIES** : Facilitate policy compliance with regards to the custodianship and release of the offenders in the Correctional facilities. Handling of complaints, enquiries and concerns relating to the custody of the offenders in the Correctional facilities. Evaluate and analyse all received representations. Manage all classified and confidential documents.

**POST 04/15** : **ASD: FLEET MANAGEMENT (LEVEL 9)**

**SALARY** : R206 982 per annum  
**CENTRE** : National Head Office: Directorate Logistics  
**REQUIREMENTS** : Recognised and appropriate three year degree/diploma in Economics and Management Science (transport/fleet management, logistics, public administration, etc), coupled with 3 year experience in Fleet Management, Micro Soft Office, Drivers licence Code 08

**DUTIES** : Manage the budgeting, purchasing and the utilization of departmental fleet, subsidised, and Ministerial vehicles; Liaise with National Department of Transport on issues relating to transport management; manage the verification, Spot checks and disposal of fleet; manage the disposal and losses of departmental vehicles, subsidised and ministerial vehicles; report to management on transport issues.

**POST 04/16** : **ASD: SUPERVISOR: LOGISTIC (LEVEL 9)**

**SALARY** : R206 982 per annum  
**CENTRE** : Free State and Northern Cape: Grootvlei  
**DUTIES** : Recognized and appropriate three year degree/ diploma with relevant experience in Supply Chain Management and LOGIS System. Must be computer literate. Valid driver's licence. Proven experience in Supply Chain Management. Knowledge of the Public Financial Management Act and Treasury Regulations. Knowledge of Supply Chain Management framework, Transport Manual and LOGIS reports. Good knowledge of the Public Service Regulations

**DUTIES** : Managing subordinates, Implementation and management of Supply Chain Management, transport and LOGIS policies. Conducting of SCM , transport and LOGIS inspections. Handling and finalization of all inspection and audit queries within supply chain, LOGIS and Assets. Balancing, LOGIS report management, transport management, transit management and warehouse management. Handling of Logistic budget. Responsible for operational training within supply chain, Logis, transport and Assets.

**POST 04/17** : **ASSISTANT DIRECTOR: BUSINESS PLAN MANAGEMENT (BUDGET PLANNING) (LEVEL 9)**

**SALARY** : R206 982 per annum  
**CENTRE** : National Head Office : Directorate  
**REQUIREMENTS** : Recognised and appropriate three year degree/diploma in a financial management related field with Cost and Management Accounting as a major

subject coupled with five (5) years experience in budgeting at a junior management level. The official required for the position should be solution and service orientated, confident, creative, disciplined, accurate, responsible and professional. To be considered for the appointment you must have the following knowledge, skills, training and competences. Computer literacy (in particular Windows, Microsoft Word, Microsoft Excel and Microsoft PowerPoint) is essential for this position. Should have a valid driver's license. Extensive knowledge of the Public Finance Management Act and Treasury Regulations. Sound knowledge of Government transversal systems and the budgeting process. Strong leadership qualities, initiative and drive. Excellent verbal and written communication skills. Willingness to work outside normal working hours.

**DUTIES** : Costing of short, medium and long term plans. Ensure that the departmental budget is aligned with the operational and strategic plans. Advise managers on the re-prioritisation of funds to ensure that they are directed and utilised in the core business areas which will result in the best achievement of the departmental objectives. Ensure that the Department complies with the Public Financial Management Act, Treasury Regulations and Treasury Guidelines for the compilation and submission of the Medium Term Expenditure Frame Work (MTEF) budget and the Estimates of National Expenditure (ENE). Consolidate, analyse and interrogate inputs from regions and compile the MTEF budget and Estimates of National Expenditure (ENE). Compile breakdowns per month of anticipated revenue and expenditure for that financial year. Develop, implement and maintain budget planning policies and procedures. Reporting relevant and critical financial management information to senior management and external stakeholders. Ensure effective utilisation and control over resources of the sub-directorate. Execute responsibilities of officials as stipulated in section 45 of the PFMA.

**POST 04/18** : **ASD: MANAGER: SUPPLY CHAIN MANAGEMENT (LEVEL 9)**

**SALARY** : R206 982 per annum  
**CENTRE** : Free State and Northern Cape: Upington  
**REQUIREMENTS** : Recognized and appropriate three year degree/ diploma coupled with relevant experience in Supply Chain Management and LOGIS system. Computer literacy. Valid drivers licence. Knowledge of the Public Financial Management Act, Treasury Regulations, transport manual, LOGIS reports and Preferential Procurement Acts.

**DUTIES** : Managing subordinates, implementation and managing of Supply Chain Management, transport, LOGIS and Procurement policies. Conducting of SCM, transport, procurement and LOGIS inspections. Handling and finalization of all inspection and audit queries within supply chain, LOGIS, procurement and Assets. Assist with all LOGIS related problems, Asset verifications, Asset and inventory balancing; LOGIS report managing, transport management, transit management. Assist with the administration of Bids and warehouse management. Handling of logistic budget. Responsible for operational training within supply chain management, LOGIS, transport, procurement and assets. Ensure compliance to the Departmental Strategic and Operational plans.

**POST 04/19** : **ASD: AREA COORDINATOR: FINANCE (LEVEL 9)**

**SALARY** : R206 982 per annum  
**CENTRE** : Free State and Northern Cape Region: Colesberg  
**REQUIREMENTS** : Recognized and appropriate three year degree or diploma in Accounting or Financial management coupled with proven management experience. Proven Knowledge of Public Financial Management Act, Treasury Regulations relating to financial management and accounting. Sound communication skills. Strong leadership qualities. Valid drivers licence.

**DUTIES** : Managing of subordinates. Extensive knowledge of exposure to and experience in financial and procurement management environment. Assist the Area Commissioner to execute his duties in terms of the Public Financial Management Act. Performing budget control and ensure enforcement of financial discipline for logistics and procurement management.

**POST 04/20** : **ASSISTANT DIRECTOR – AUDIO-VISUAL PRODUCTION (LEVEL 9)**

**SALARY CENTRE** : R206 982 per annum  
: National Head Office (Directorate: Internal Communication and Media Production)

**REQUIREMENTS** : Recognised and appropriate three-year degree/diploma in Audio-visual production or Broadcast journalism coupled with minimum 5 years experience in audio-visual production. Proven skills in professional camera work and applying one/more of the leading audio-visual editing software. Proven experience in script writing and examples of scripts for audio-visual productions. Proven examples of taking an audio-visual production through all its stages from conceptualising to distribution. Good English communication skills. Proven planning and organizing skills. Valid driver's licence. Knowledge of prescripts and government regulations (PFMA). Ability to work under pressure and according to tight deadlines.

**DUTIES** : The incumbent will be responsible for promoting internal and external public awareness, understanding and appreciation of the work of Correctional Services through conceptualizing, producing and distributing high quality audio-visual material on Correctional Services and the services and programmes provided by the department. Conceptualise and produce effective and professional audio-visual programmes about Correctional Services and its services. Manage and execute all the processes involved in audio-visual productions. Initiate, support and drive campaigns that promote a positive image of the department through audio-visual programmes. Set up a distribution system and/or database and manage the distribution of audio-visual programmes electronically and physically to internal and external audiences. Set up feedback mechanisms to measure the effectiveness of audio-visual productions. Facilitate training of interns and other Correctional Services staff in professional audio-visual production. Manage staff, finances, equipment, risks and logistics in the audio-visual unit. Provide professional/technical/operational advice on issues pertaining to this field of expertise. Build networks and partnerships within and outside the department that will help ensure optimal coverage of defining moments of service delivery for purposes of producing programmes.

**POST 04/21** : **ASSISTANT DIRECTOR: INTERNAL COMMUNICATION (LEVEL 9)**

**SALARY CENTRE** : R206 982 per annum  
: National Head Office (Directorate: Internal Communication and Media Production)

**REQUIREMENTS** : Recognised and appropriate three-year degree/diploma in Communication or Journalism. Coupled with at least 5 years work experience at management level in the communication sector. Proven ability to understand an institution's internal communication needs. Proven ability to conceptualise, execute and measure the effectiveness of internal communication channels and messages. Proven experience in writing and editing articles. Proven excellent command of written and spoken English. Experience with or thorough understanding of a Content Management System (CMS) for intranet or internet will be an advantage. Ability to work under pressure and according to tight deadlines.

**DUTIES** : The incumbent will assist with the development of internal communication strategies and ensure the effective implementation of internal communication strategies. The incumbent will produce and distribute professional internal communication messages to internal stakeholders, provide platforms for dialogue and discussion among internal audiences and help improve the organisational culture in Correctional Services through improved internal communication. Write, edit and proofread internal communication messages. Assist with managing the department's intranet. Manage and improve the daily system of internal notices via email, notice boards, etc. Develop feedback mechanisms to objectively measure effectiveness of internal communication channels and messages. Regularly monitor intended reach and effectiveness against communication objectives and against communication strategy and compile reports thereof. Manage staff, equipment, risks and logistics in the unit. Provide professional/technical/operational advice on issues pertaining to this field of expertise to regional and management area communicators. Build networks and partnerships

within the department that will help ensure optimal coverage of defining moments of service delivery for purposes of communicating it internally.

<b><u>POST 04/22</u></b>	:	<b><u>ASSISTANT DIRECTOR: LANGUAGE SERVICES (LEVEL 9)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R206 982 per annum National Head Office (Directorate: Internal Communication and Media Production)
<b><u>REQUIREMENTS</u></b>	:	Recognized and appropriate 3 year degree / diploma, preferably with English as a major subject. Excellent and outstanding knowledge and application of English grammar and spelling. Coupled with proven and relevant experience of at least 5 years in English language editing. Good working knowledge of the Microsoft Office package. Ability to work under pressure and according to tight deadlines.
<b><u>DUTIES</u></b>	:	Language edit and proofread communication texts for usage in various media products and for different types of audiences. Adapt articles and other information materials for different audiences; thereby keenly understand audience segmentation and differing communication needs. Assist in the packaging / unpacking of information for various audiences to raise awareness and understanding of Correctional Services and its programmes. Do language editing of documents, articles, texts for brochures, leaflets, etc. This may include shortening texts and rewriting to ensure brevity and consistency. Ensure that the highest linguistic standards pertaining to the texts of marketing materials are maintained and provide advice to others in this regard. Do thorough proofreading of departmental publications for proper grammar and adherence to departmental style. Where lacking, establish departmental style sheets and writing guidelines and manage the implementation thereof. Assist and guide writers (journalists and others) to improve their writing skills pertaining to the English language. Assist with writing and/or rewriting of headlines, captions, summaries, abstracts etc. of information materials generated by authors with varying skills levels to ensure reader friendliness. Arrange for professional translations and proofreading of other South African languages when needed. Conduct research on language preferences and needs of the different target audiences of the department and advise Communications management in this regard.
<b><u>POST 04/23</u></b>	:	<b><u>ASSISTANT DIRECTOR: WRITER AND SUB-EDITOR (LEVEL 9)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R206 982 per annum National Head Office (Directorate: Internal Communication and Media Production)
<b><u>REQUIREMENTS</u></b>	:	Recognized and appropriate 3-year degree / diploma in Communication, preferably with journalism as major subject. Coupled with proven experience of at least 5 years as a journalist, writing in English. Ability to write succinctly and interestingly about topics from different angles. Excellent command of written English. Ability to work under pressure and according to tight deadlines. Good working knowledge of the Microsoft Office package. Basic layout skills will be an advantage. Understanding of the publishing processes for print and electronic publishing. Proven good photography skills. Valid driver's license a prerequisite.
<b><u>DUTIES</u></b>	:	The incumbent is responsible for writing, editing and proofreading articles and other media texts for usage in various media products and for different audiences. The incumbent will participate in and co-manage the publishing of internal newsletters (for officials and offenders) in both print and electronic format as well as the effective and efficient distribution thereof. Produce well researched articles and texts for the department's internal stakeholders to be used in different formats, e.g. newsletters, brochures, pamphlets, leaflets, notice boards, etc. Take photos and establish a professional electronic database of photos. Provide guidance to regional and management area communicators, junior journalists and/or interns to improve their writing skills from a journalistic perspective. Edit articles from regional and management area communicators for publishing purposes. Assist with establishing departmental writing style sheets and assist with the implementation thereof. Assist with the drafting and implementing of distribution strategies for various departmental publications. Manage distribution processes and keep records. Assist with procurement and management of equipment in the unit.

**POST 04/24** : **ASSISTANT DIRECTOR: MARKETING AND CORPORATE IMAGE DEVELOPMENT (LEVEL 9)**

**SALARY** : R206 982 per annum  
**CENTRE** : National Head Office (Directorate: Marketing and Promotions)  
**REQUIREMENTS** : Recognised and appropriate three 3 year B degree/ diploma in Communication / Marketing/ Public Relations. Coupled with minimum of four years experience in marketing especially in brand management, editing of publications and research. Computer literacy. Supervisory skills. A valid drivers licence.

**DUTIES** : The incumbent will be responsible to conceptualise, and assist in managing all productions of marketing and promotions products and services inclusive of but not limited to corporate videos, exhibition material and corporate publications. Providing support in the formulation of the marketing & communication strategy. Providing marketing support to all components of the department and proactive marketing of special projects of the department. Assist in the development and implementation of an integrated Exhibition guidelines (national and regional). Assist in managing all departmental exhibitions. Development and implementation of marketing/branding strategy for the DCS. Management research on internal and external publics in consultation with Research Directorate. Ensure compliance to departmental Corporate Identity Manual. Ensure consistency of corporate look and feel in all DCS buildings, point of entry, for captive audience in boardrooms, and visitors areas. Assist in development of content for all DCS external corporate publications including brochures, leaflets, newsletters .Coordinate the bulk buying of media space and time for the department in liaison with GCIS Develop and maintain database for all marketing and advertising stakeholders. Financial Management and Human Resource management

**POST 04/25** : **ASSISTANT DIRECTOR: MEDIA LIAISON (LEVEL 9)**

**SALARY** : R206 982 per annum  
**CENTRE** : National Head Office (Directorate Public Education, Stakeholder Relations & Media Services)

**REQUIREMENTS** : Recognised and appropriate three year degree/diploma in Communication/ Journalism/Public Relations or equivalent qualification. Coupled with proven experience in this field. Ability to work under pressure, irregular hours including weekends and public holidays when required to meet tight deadlines .Good understanding of the Departmental mandate in terms of applicable Acts, prescripts and regulations .Multi-task, strong public relations, project management, time management and prioritising skills, with a proactive approach. The successful candidate must be able to display the following competencies: Excellent written and verbal communication skills, and attention to detail .Knowledge and understanding of government corporate ethos and values .Computer literacy and valid driver's licence.

**DUTIES** : Assist in the development of content for all produced material; Draft and/or finalise media releases, opinion pieces etc and assist in their dissemination to media. Media mobilization and handling. Arrange photo opportunities where possible; Ensure effectiveness of the rapid response system. Keep media contact lists up-to-date. Assist in the coordination of departmental outreach programmes and campaigns .Assist in the management of stakeholder's database .Compile and submit reports .Provide general administrative support

**POST 04/26** : **ASD: LOGISTICAL SYSTEMS TRAINING (LEVEL 9)**

**SALARY** : R206 982 per annum  
**CENTRE** : National Head Office: Directorate Logistics  
**REQUIREMENTS** : Recognised and appropriate three year degree/diploma in Economics and Management Sciences (Commerce/Logistics/Public Administration, etc) coupled with at least three years experience in Supply Chain Management. At least 2 years proven LOGIS systems training experience. A valid driver's license. Computer literacy (MS Office) . Completed the LOGIS System Controllers course successfully. Knowledge of the Public Finance Management Act, Treasury

Regulations and Logistical Information System (LOGIS). Knowledge of the LOGIS Web /LBIS/LOGIS Balanced Scorecard/Procurement Integration/Vulindlela .

**DUTIES** : Conduct skills audit regarding LOGIS training. Manage the operational plan for LOGIS training. Development and maintenance of LOGIS training material. Assist decentralized trainers with the compilation LOGIS database. Management of the submission of statistics on SCM training to management. Facilitate LOGIS and other supply chain management training courses.

**POST 04/27** : **ASD: OPERATIONAL TRAINING (LEVEL 9)**

**SALARY** : R206 982 per annum  
**CENTRE** : National Head Office: Directorate Logistics  
**REQUIREMENTS** : Recognised and appropriate three year degree/diploma in Economics and Management Sciences (Commerce/Logistics/Public Administration, etc) .Coupled with three (3) years experience in supply chain management. At least 2 years proven LOGIS training experience. Valid Code 08 driver's license. Computer literacy (MS Office). Completed the LOGIS System Controllers course successfully. Knowledge of the Public Finance Management Act , Treasury Regulations and Logistical Information System(LOGIS). Knowledge of the LOGIS Web /LBIS/LOGIS Balanced Scorecard/Procurement Integration/Vulindlela .

**DUTIES** : Conduct skills audit regarding SCM training. Manage the operational plan for SCM training. Development and maintenance of SCM training material. Assist decentralized trainers with the compilation of SCM database. Management of the submission of statistics on SCM training to management. Facilitate LOGIS and other supply chain management training courses. Compile and submit annual budget estimates and manage funds for SCM training nationally.

**POST 04/28** : **ASD : MONITORING AND EVALUATION (LEVEL 9)**

**SALARY** : R206 982 per annum  
**CENTRE** : National Head Office: Directorate Risk Profile Management  
**REQUIREMENTS** : Recognised and appropriate three degree/diploma in Criminology and/or Psychology as a major subjects or Diploma in Correctional Services Admin. Knowledge and experience in both quantitative research. Knowledge of development of monitoring and evaluation framework/plans. Computer literacy (MS Work, Excel and Power Point). Ability to type and prepare documentation. Excellent written and verbal communication. Knowledge of Financial and logistical administration. Ability to work under pressure. Planning and organizing abilities coupled with good judgment. A valid driver's license.

**DUTIES** : Develop, coordinate and monitor the implementation of policies, process systems. Develop, coordinate, monitor and evaluate the implementation of offender risk and needs assessment and profile tools. Monitor and evaluate the implementation of security reclassification tool for sentenced offenders, probationers and parolees. Manage of resources. Personnel management and Project Management. Policy formulation.

**POST 04/29** : **ASD: CRIME CATEGORIES (LEVEL 9)**

**SALARY** : R206 982 per annum  
**CENTRE** : National Head Office: Directorate Risk Profile Management  
**REQUIREMENTS** : Recognised and appropriate three year tertiary qualification with Criminology and/ or Psychology as a major subjects or Diploma in Correctional Services. Knowledge and experience in both quantitative and qualitative research. Knowledge of development of monitoring and evaluation framework/plan. Computer literacy (MS Word, Excel and Power Point). Ability to type and prepare documentation. Excellent written and verbal communication. Knowledge of Financial and logistical administration. Ability to work under pressure. Planning and organizing abilities coupled with good judgement. A valid driver's licence.

**DUTIES** : Control the development and maintenance of a mechanisms to establish profiles of prisoners and profile crime categories. Control the development and maintenance of a system to analyse impacts of profiles on crime categories.

Management of resources. Personnel management and Project management. Policy formulation.

<b><u>POST 04/30</u></b>	:	<b><u>ASD: TRAINING AND DEVELOPMENT (LEVEL 9)</u></b>
<b><u>SALARY</u></b>	:	R206 982 per annum
<b><u>CENTRE</u></b>	:	Zonderwater Training College
<b><u>REQUIREMENTS</u></b>	:	Recognized and appropriate three year degree/diploma in Human Resource Development or related field. Coupled with proven relevant experience in HRD or Education Training and Development. Registered as an assessor and moderator. Valid driver's license. Relevant management experience. Sound knowledge of financial and accounting management Computer literate.
<b><u>DUTIES</u></b>	:	Formulate and review moderation and assessment procedures. Manage and oversee invigilation and moderation of assessments. Prepare College and learner records for verification process. Evaluate learning programmes. Prepare moderation reports. Oversee the procurement and production of learner material. Ensure the completion of learner contracts. Keep record of learner data. Compile statistics. Manage the compilation of training reports. Manage the activity for Core Curriculum. Manage all employee relations matters. Evaluate the performance of personnel. Manage the standard of facilities to comply with SAQA requirements. Develop an implementation plan for experiential learning. Oversee and manage experiential learning. Prepare written reports and make oral presentations.
<b><u>POST 04/31</u></b>	:	<b><u>ASD PHYSICAL SECURITY 4 POSTS</u></b> Directorate: Security Standards
<b><u>SALARY</u></b>	:	R206 982 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	Recognised and appropriate three year degree/diploma in Behavioural Science, coupled with proven five years experience as a supervisor. Applied strategic thinking and decision making. Projects management skills. Planning and organising skills. Interpersonal skills. Knowledge of prescripts and regulations, policies. Report writing, analytical thinking, negotiation, problem solving, counselling. And administrative skills. Must be computer literate. A valid Driver's license .
<b><u>DUTIES</u></b>	:	Development and implementation of security policy and procedures, assist with the drafting and circulate physical security directives, monitor compliance with directives, assist with the development of security policies and procedures, ensure approval and implementation of policy and procedures. Conduct security threats and risk assessments for DCS, develop programme for Security appraisal to be conducted 2010/11, perform security threats assessments in the DCS facilities and make recommendation to mitigate security risks. Analyse the risk assessment documents /reports, assist with the implementation of the recommendation, and monitor implementation of the recommendation, reports on the results of the implementation. Coordinate and ensure existence of reliable security system. Monitor and evaluate Security compliance on security system, conduct regular co-ordination of security Matters with relevant DCS and external stakeholder to ensure that security system Implemented are reliable, efficient as well as effective .monitor and reports non- Compliance to MISS document and other security legislation to management. Conduct security breach investigations. Evaluate and improve the effectiveness of security measures and procedures, Management of resources
<b><u>POST 04/32</u></b>	:	<b><u>SOCIAL WORK POLICY DEVELOPER GRADE 1: FEMALES, AGED AND DISABLED</u></b>
<b><u>SALARY</u></b>	:	R199 956 – R224 040 per annum
<b><u>CENTRE</u></b>	:	National Head Office (Social Work Services)
<b><u>REQUIREMENTS</u></b>	:	Recognised and appropriate four (4) year degree in Social Work. Coupled with 8 years appropriate experience in social work after registration as a social worker with SACSSP. Knowledge of working with Females, Aged and Disabled. Sound communication, interpersonal and problem solving skills. Must be computer

literate. Valid Driver's licence is recommended. Responsibilities: Policy formulation, programme design and management with regard to Females, Aged and Disabled Offenders. Monitoring and Evaluation of services and programmes. Networking with external stakeholders. Financial Management and Logistical Management. Manage projects within the directorate



## 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/DODI 8/99) and content of letter HR SUP CEN/(PSAP)/R/102/1/4/ DD 01 Aug 02 must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83, Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

## OTHER POSTS

**POST 04/33** : **SENIOR PROVISIONING ADMINISTRATION OFFICER (PROCUREMENT)**  
This post is advertised in the DOD, broader Public Service and Media (flyers)

**SALARY** : R174 117 per annum  
**CENTRE** : DOD HQ Unit, Armscor Building, Erasmuskloof, Pretoria  
**REQUIREMENTS** : NQF Level 5 - 6: Preferable. Experience in a logistic environment (Supply Support) will be an advantage. Special requirements (skills needed): Knowledge of logistics, management and negotiation abilities, communication (written/verbal) skills, computer literate.

**DUTIES** : Administer procurement. Manage State Tender Board. Monitor contract expiry. Ensure all items purchased are approved and correct. Responsible for the internal management of section.

**ENQUIRIES** : Maj N. Maguma/Ms J.M.C. Morley, (012) 355-5526/5511.  
**APPLICATIONS** : Department of Defence & Military Veterans, DOD HQ Unit, Private Bag X161, Pretoria, 0001 or may be hand delivered to DOD HQ Unit, Armscor Building, Erasmuskloof, Block 1, Level 5, Room 103.

**CLOSING DATE** : 18 February 2011

**POST 04/34** : **SENIOR ADMINISTRATIVE OFFICER (CASE MANAGER)**  
The post is advertised in the DOD and broader Public Service.

**SALARY** : R174 117 per annum  
**CENTRE** : SAMHS, Institute for Aviation Medicine, Lyttelton, Pretoria  
**REQUIREMENTS** : NQF Level 4 (Grade 12): Extensive Admin experience. Hospital experience including secretarial and reception will be an advantage. Mainframe experience is a necessity. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Extended knowledge of the medical information system. Sound patient administration background and accounting skills. Good communication (written and verbal)-, organize-, interpersonal-, relationships-, problem solving-, conflict management-, training and facilitating skills. The ability to function independently. Maintain security measures.

**DUTIES** : Receive and handle aviation medical incoming reports (post). Give inputs for the Patient Admin budget. Attend meetings. Medical mainframe system fault reporting. Give inputs regarding Standard Operating Procedures and Standard Working Procedures. Give in post system training to new appointed members. Attend training courses to develop own skills. Assist with aviation medical system testing. Responsible for computer security in conjunction with Unit Counter Intelligence Officer (UCIO). Contribute to medical mainframe data integrity. Manage Patient Administration personnel. Monitor and execute patient administration services. Co-ordinating SAAF Pilots, ie receipt of DD50's. Control the following sections, Medical Reception, Patient Administration, Medical Boards, and Concurrent Health Assessments.

**ENQUIRIES** : WO2 J. Van Vuuren, Tel: (012).671-6930  
**APPLICATIONS** : Department of Defence and Military Veterans, SAMHS, Institute for Aviation Medicine (IAM), Private Bag X3, Lyttelton, 0140.

**CLOSING DATE** : 25 February 2011

**POST 04/35** : **SENIOR ADMINISTRATIVE OFFICER (CASE MANAGER)**  
The post is advertised in the DOD and broader Public Service

**SALARY** : R174 117 per annum  
**CENTRE** : SAMHS, Institute for Aviation Medicine, Lyttelton, Pretoria  
**REQUIREMENTS** : NQF Level 4 (Grade 12): Extensive Admin experience. Hospital experience including secretarial and reception will be an advantage. Mainframe experience is a necessity. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Extended knowledge of the medical information system. Sound patient administration background and accounting skills. Good communication (written and verbal)-, organize-, interpersonal-, relationships-, problem solving-, conflict management-, training and facilitating skills. The ability to function independently. Maintain security measures.

**DUTIES** : Receive and handle aviation medical incoming reports (post). Give inputs for the Patient Admin budget. Attend meetings. Medical mainframe system fault reporting. Give inputs regarding Standard Operating Procedures and Standard Working Procedures. Give in post system training to new appointed members. Attend training courses to develop own skills. Assist with aviation medical system testing. Responsible for computer security in conjunction with Unit Counter Intelligence Officer (UCIO) Contribute to medical mainframe data integrity. Manage Patient Administration personnel. Monitor and execute patient administration services. Control the following sections, Flight Medical Department, Scanning Department, Archives and Medical Debtors.

**ENQUIRIES** : WO2 J. Van Vuuren, Tel: (012).671-6930  
**APPLICATIONS** : Department of Defence and Military Veterans, SAMHS, Institute for Aviation Medicine (IAM), Private Bag X3, Lyttelton, 0140.

**CLOSING DATE** : 25 February 2011

**POST 04/36** : **CHIEF ADMINISTRATION CLERK**  
The post is advertised in the DOD and broader Public Service

**SALARY** : R140 208 per annum  
**CENTRE** : Defence Policy Strategy & Planning Division, Chief Directorate Strategic Management (Directorate Departmental Performance Monitoring & Evaluation), Armscor Building, Erasmuskloof, Pretoria.

**REQUIREMENTS** : NQF Level 4: Preferable. Extensive administrative knowledge with minimum of three years experience will be an advantage. Special requirements (skills needed): Applicants must be computer literate.

**DUTIES** : Arrange travel and subsistence claims. Ensure effective timeously payments of advances. Develop and maintain a commitment register with regards to cash flow. Handle provisioning and logistical services. Administration of booking venues for the Directorate event, photocopying and distribution of documents such as Quarterly Reports. Assist with identification of resources requirements of the Directorate. Develop and manage assets register for the Directorate. Develop and maintain the database of internal and external stakeholders. Implement tracking systems for enquiries, correspondence and routine thereof.

Develop and implement accessible and reliable Document Management System which includes the development of accurate electronic databases. Contribute positively to building a high performing and dependable team.

**ENQUIRIES APPLICATIONS** : Mr P.F. Van de Venter, (012) 355-5087/Ms N.N. Khoza (012) 355-5998  
 : Department of Defence & Military Veterans, Chief Directorate Human Resource Management, Directorate Career Management, Mr Le Roux, Private Bag X137, Pretoria, 0001 or may be hand-delivered to Poynton Building, Bosman Street 195, Pretoria where it must be placed in wooden box 4 at Reception.

**CLOSING DATE** : 25 February 2011

**POST 04/37** : **CHIEF PROVISIONING ADMINISTRATION CLERK (TRANSPORT)**  
 This post is advertised in the DOD, broader Public Service and Media (flyers)

**SALARY CENTRE REQUIREMENTS** : R140 208 per annum  
 : DOD HQ Unit, Armscor Building, Erasmuskloof, Pretoria  
 : NQF Level 4 - 5: Preferable. Experience in a logistic environment (Supply Support) will be an advantage. Special requirements (skills needed): Knowledge of transport administration, management abilities, communication (written/verbal) skills, computer literate.

**DUTIES** : Administer logistics. Process transport requirements and manage trip authorities. Manage administration of subsidized vehicles. Update history files. Provide transport admin.

**ENQUIRIES APPLICATIONS** : Maj N. Maguma/Ms J.M.C. Morley, (012) 355-5526/5511.  
 : Department of Defence & Military Veterans, DOD HQ Unit, Private Bag X161, Pretoria, 0001 or may be hand delivered to DOD HQ Unit, Armscor Building, Erasmuskloof, Block 1, Level 5, Room 103.

**CLOSING DATE** : 18 February 2011

**POST 04/38** : **CHIEF PROVISIONING ADMINISTRATION CLERK**  
 This post is advertised in the DOD, broader Public Service and Media (flyers)

**SALARY CENTRE REQUIREMENTS** : R140 208 per annum  
 : DOD HQ Unit, Armscor Building, Erasmuskloof, Pretoria  
 : NQF Level 4 - 5: Preferable. Experience in a logistic environment (Supply Support) will be an advantage. Special requirements (skills needed): Knowledge of Logistics, Accounting and CALMIS, management abilities, communication (written/verbal) skills, computer literate.

**DUTIES** : Administer logistics. Execute and monitor stock take. Execution and distribution account administration. Handle and control discrepancies. Provide store administration. Responsible for internal management of section.

**ENQUIRIES APPLICATIONS** : Maj N. Maguma/Ms J.M.C. Morley, (012) 355-5526/5511.  
 : Department of Defence & Military Veterans, DOD HQ Unit, Private Bag X161, Pretoria, 0001 or may be hand delivered to DOD HQ Unit, Armscor Building, Erasmuskloof, Block 1, Level 5, Room 103.

**CLOSING DATE** : 18 February 2011

**POST 04/39** : **SENIOR ADMINISTRATION CLERK GR III**  
 This post is advertised in the DOD and broader Public Service.

**SALARY CENTRE REQUIREMENTS** : R113 568 per annum  
 : Area Military Health Unit, Eastern Cape (AMHU EC), Port Elizabeth.  
 : NQF Level 2 – 4, Preferable. Experience in general office administration & HR maintenance will be an advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate (MS Excel, MS Word and MS Access). Ability to work on mainframe (PERSOL). Knowledge of Human Resource administration and compiling of reports. Good filing-, organisational-, planning-, inter-personal relationship-, communication (verbal and written) skills. Able to work overtime if and when requested.

**DUTIES** : Administer course administration, commuted overtime, discounting of leave. Capture allowances. Book bus- and air tickets. Liaise with clients and other sections. Update registers. Provide statistics and inputs for HR reports.

**ENQUIRIES** : S Sgt A. Botha, (041) 505-1485

**APPLICATIONS** : Department of Defence & Military Veterans, Area Military Health Unit Eastern Cape, Private Bag X6032, Port Elizabeth, 6000.

**CLOSING DATE** : 25 February 2011

**POST 04/40** : **SENIOR PROVISIONING ADMINISTRATION CLERK GR III (VERIFICATION)**

This post is advertised in the DOD, broader Public Service and Media (flyers)

**SALARY** : R113 568 per annum

**CENTRE** : DOD HQ Unit, Armscor Building, Erasmuskloof, Pretoria

**REQUIREMENTS** : NQF Level 4: Preferable. Experience in a logistic environment (Supply Support) will be an advantage. Special requirements (skills needed): The attendance of a Supply Support Course and experience will be an advantage, experience in a Log environment (Supply Support), knowledge of logistics accounting, computer literate.

**DUTIES** : Administer Logistics. Execute and monitor stock take. Handle audit queries. Print management reports. Provide store administration. Responsible for loss administration and accounting. Internal management of the section. Supervisory duties.

**ENQUIRIES** : Maj N. Maguma/Ms J.M.C. Morley, (012) 355-5526/5511.

**APPLICATIONS** : Department of Defence & Military Veterans, DOD HQ Unit, Private Bag X161, Pretoria, 0001 or may be hand delivered to DOD HQ Unit, Armscor Building, Erasmuskloof, Block 1, Level 5, Room 103.

**CLOSING DATE** : 18 February 2011

**POST 04/41** : **SENIOR PROVISIONING ADMINISTRATION CLERK (PROCUREMENT) 3 POSTS**

This post is advertised in the DOD, broader Public Service and Media (flyers)

**SALARY** : R113 568 per annum

**CENTRE** : DOD HQ Unit, Armscor Building, Erasmuskloof, Pretoria

**REQUIREMENTS** : NQF Level 4: Preferable. Experience in a logistic environment (Supply Support) will be an advantage. Special requirements (skills needed): Knowledge of procurement, computer literate.

**DUTIES** : Administer procurement. Manage valid State Tender Board. Monitor contract expiries. Print relevant management reports. Ensure all items purchased are approved and correct. Handle accounting of stores.

**ENQUIRIES** : Maj N. Maguma/Ms J.M.C. Morley, (012) 355-5526/5511.

**APPLICATIONS** : Department of Defence & Military Veterans, DOD HQ Unit, Private Bag X161, Pretoria, 0001 or may be hand delivered to DOD HQ Unit, Armscor Building, Erasmuskloof, Block 1, Level 5, Room 103.

**CLOSING DATE** : 18 February 2011

**POST 04/42** : **SENIOR PROVISIONING ADMINISTRATION CLERK GR II (STORES) 2 POSTS**

This post is advertised in the DOD, broader Public Service and Media (flyers)

**SALARY** : R94 575 per annum

**CENTRE** : DOD HQ Unit, Armscor Building, Erasmuskloof, Pretoria

**REQUIREMENTS** : NQF Level 4 - 5: Preferable. Experience in a logistic environment (Supply Support) will be an advantage. Special requirements (skills needed): Knowledge in logistics, computer literate, knowledge of CALMIS, management and communication abilities.

**DUTIES** : Administer logistics. Do inspections on regular basis of all equipment for damages, loss, theft and deterioration. Assist in handling audit queries. Manage disposals. Administer losses and accounting.

**ENQUIRIES** : Maj N. Maguma/Ms J.M.C. Morley, (012) 355-5526/5511.

**APPLICATIONS** : Department of Defence & Military Veterans, DOD HQ Unit, Private Bag X161, Pretoria, 0001 or may be hand delivered to DOD HQ Unit, Armscor Building, Erasmuskloof, Block 1, Level 5, Room 103.

**CLOSING DATE** : 18 February 2011

**POST 04/43** : **FOREMAN GROUNDS SERVICES**

This post is advertised in the DOD, broader Public Service and Media (flyers)

**SALARY** : R66 750 per annum  
**CENTRE** : DOD HQ Unit, Armscor Building, Erasmuskloof, Pretoria  
**REQUIREMENTS** : NQF Level 1 (ABET Level 1 – 4). Special requirements (skills needed):  
Communication abilities, physically fit.  
**DUTIES** : Ensure cleanliness of grounds. Ensure rubbish bins are removed. Report any  
losses, damages and theft observed. Supervisory duties.  
**ENQUIRIES** : Maj N. Maguma/Ms J.M.C. Morley, (012) 355-5526/5511.  
**APPLICATIONS** : Department of Defence & Military Veterans, DOD HQ Unit, Private Bag X161,  
Pretoria, 0001 or may be hand delivered to DOD HQ Unit, Armscor Building,  
Erasmuskloof, Block 1, Level 5, Room 103.  
**CLOSING DATE** : 18 February 2011

**POST 04/44** : **HANDYMAN 2 POSTS**  
This post is advertised in the DOD, broader Public Service and Media (flyers)

**SALARY** : R66 750 per annum  
**CENTRE** : DOD HQ Unit, Armscor Building, Erasmuskloof, Pretoria  
**REQUIREMENTS** : NQF Level 1 (ABET Level 1 – 4). Special requirements (skills needed):  
Knowledge of Log environment, communication abilities.  
**DUTIES** : Ensure maintenance. Ensure that stores are clean and neatly packed. Ensure  
that locks on gates and storeroom doors are in serviceable condition. Report any  
losses, damages and theft observed. Ensure safekeeping of office/storeroom  
keys.  
**ENQUIRIES** : Maj N. Maguma/Ms J.M.C. Morley, (012) 355-5526/5511.  
**APPLICATIONS** : Department of Defence & Military Veterans, DOD HQ Unit, Private Bag X161,  
Pretoria, 0001 or may be hand delivered to DOD HQ Unit, Armscor Building,  
Erasmuskloof, Block 1, Level 5, Room 103.  
**CLOSING DATE** : 18 February 2011

**POST 04/45** : **ADMINISTRATION CLERK GR II**

**SALARY** : R66 750 per annum  
**CENTRE** : Defence Policy, Strategy & Planning Division, Defence Headquarters,  
Erasmuskloof, Pretoria.  
**REQUIREMENTS** : NQF Level 4: preferable. Code 08 drivers' licence will be an advantage.  
Applicants with prior learning, either by means of experience or alternative  
courses may also apply. Special requirements (skills needed): Basic knowledge  
of Standard Operating Procedures. Knowledge of Batho Pele Principles. Basic  
knowledge of routine administration. Written and verbal communication-, problem  
solving, analytical, organisational-, research-, influencing and networking skills.  
Interpersonal relations.  
**DUTIES** : Open personnel files. Update routine information on system. Record keeping of  
personnel files. Receive and dispatch documents. Photocopy documents.  
Perform routine logistical and administrative tasks. Assist with inventory list.  
Issue stationery.  
**ENQUIRIES** : Mr M.L. Kekana, (012) 355-5036.  
**APPLICATIONS** : Department of Defence & Military Veterans, Chief of Defence Policy, Strategy  
and Planning Division, Internal Support, Private Bag X910, Pretoria, 0001 or may  
be hand delivered to Defence Headquarters, Armscor Building, Cnr Nossob &  
Delmas Avenue, Erasmuskloof, Pretoria.  
**CLOSING DATE** : 25 February 2011

**POST 04/46** : **FOOD SERVICE AID II (TEA MAKER) 13 POSTS**  
This post is advertised in the DOD, broader Public Service and Media (flyers)

**SALARY** : R55 830 per annum  
**CENTRE** : DOD HQ Unit, Armscor Building, Erasmuskloof, Pretoria  
**REQUIREMENTS** : NQF Level 1 (ABET Level 1 – 4). Special requirements (skills needed):  
Communication abilities.  
**DUTIES** : Make tea/coffee at tea- and lunch times for the members of the section as well as  
clients. Wash dirty dishes. Clean kitchen, equipment and appliances.  
Preparation for functions. Make tea/coffee during conferences/meetings.

**ENQUIRIES** : Maj N. Maguma/Ms J.M.C. Morley, (012) 355-5526/5511.  
**APPLICATIONS** : Department of Defence & Military Veterans, DOD HQ Unit, Private Bag X161, Pretoria, 0001 or may be hand delivered to DOD HQ Unit, Armscor Building, Erasmuskloof, Block 1, Level 5, Room 103.

**CLOSING DATE** : 18 February 2011

**POST 04/47** : **CLEANER II (WASHBAY) 2 POSTS**  
This post is advertised in the DOD, broader Public Service and Media (flyers)

**SALARY** : R55 830 per annum  
**CENTRE** : DOD HQ Unit, Armscor Building, Erasmuskloof, Pretoria  
**REQUIREMENTS** : NQF Level 1 (ABET Level 1 – 4). Special requirements (skills needed): Communication abilities. Physically fit.

**DUTIES** : Ensure cleanliness of parkbay. Wash vehicles. Ensure that damaged vehicles do not enter and park in the parking bay without a loss control number. Ensure safety of vehicles after washing. Report any losses, damages and theft observed.

**ENQUIRIES** : Maj N. Maguma/Ms J.M.C. Morley, (012) 355-5526/5511.  
**APPLICATIONS** : Department of Defence & Military Veterans, DOD HQ Unit, Private Bag X161, Pretoria, 0001 or may be hand delivered to DOD HQ Unit, Armscor Building, Erasmuskloof, Block 1, Level 5, Room 103.

**CLOSING DATE** : 18 February 2011

**POST 04/48** : **FOOD SERVICE AID II 8 POSTS**  
This post is advertised in the DOD, broader Public Service and Media (flyers)

**SALARY** : R55 830 per annum  
**CENTRE** : DOD HQ Unit, Armscor Building, Erasmuskloof, Pretoria  
**REQUIREMENTS** : NQF Level 1 (ABET Level 1 – 4). Special requirements (skills needed): Communication abilities.

**DUTIES** : Ensure the dining hall is clean, tables are clean and neat and set correctly according to the menu. Fold serviettes. Ensure that cutlery, serviettes, condiments, butter and assorted jams are available on the tables. Ensure that jugs for water and juice are clean and always replenished when empty. Assist in preparing and serving food. Report any losses, damages and theft observed.

**ENQUIRIES** : Maj N. Maguma/Ms J.M.C. Morley, (012) 355-5526/5511.  
**APPLICATIONS** : Department of Defence & Military Veterans, DOD HQ Unit, Private Bag X161, Pretoria, 0001 or may be hand delivered to DOD HQ Unit, Armscor Building, Erasmuskloof, Block 1, Level 5, Room 103.

**CLOSING DATE** : 18 February 2011

**POST 04/49** : **GROUNDSMAN II 5 POSTS**  
This post is advertised in the DOD, broader Public Service and Media (flyers)

**SALARY** : R55 830 per annum  
**CENTRE** : DOD HQ Unit, Armscor Building, Erasmuskloof, Pretoria  
**REQUIREMENTS** : NQF Level 1 (ABET Level 1 – 4). Special requirements (skills needed): Communication abilities, physically fit.

**DUTIES** : Ensure cleaning of grounds. Ensure that rubbish bins are removed. Report any losses, damages and theft observed.

**ENQUIRIES** : Maj N. Maguma/Ms J.M.C. Morley, (012) 355-5526/5511.  
**APPLICATIONS** : Department of Defence & Military Veterans, DOD HQ Unit, Private Bag X161, Pretoria, 0001 or may be hand delivered to DOD HQ Unit, Armscor Building, Erasmuskloof, Block 1, Level 5, Room 103.

**CLOSING DATE** : 18 February 2011

## DEPARTMENT OF ENERGY

<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Energy, Private Bag X19 Arcardia, and 0007 or hand delivered to Trevenna Building, Corner. Mentjies and Schoeman Street. Sunnyside
<b><u>FOR ATTENTION</u></b>	:	Mr N Ncongwane/ Mr A Marakalala
<b><u>CLOSING DATE</u></b>	:	11 February 2011
<b><u>NOTE</u></b>	:	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

<b><u>POST 04/50</u></b>	:	<b><u>PROJECT MANAGER: NETWORKS AND INFRASTRUCTURE</u></b>
<b><u>SALARY</u></b>	:	R406 839 per annum, (inclusive package), Level 11
<b><u>CENTRE</u></b>	:	Pretoria Head Office
<b><u>REQUIREMENTS</u></b>	:	Degree/National Diploma in Information Technology Management PLUS the following key competencies ☐ Knowledge of: • Management and expertise within all technical areas of information technology including VOIP • Programme management with a service delivery orientation and effective budget management • Knowledge of IT trends ☐ Skills • Excellent network, server, database, software and overall IT architecture skills • Knowledge of IT trends • Systems integration • Excellent Network, server, database and software knowledge • Visionary • Manager • Good interpersonal relations at all levels • Determination • Good problem solver, innovative • Self driven and innovative • Problem solving • Coaching and empowerment of others • Strategic thinker
<b><u>DUTIES</u></b>	:	Monitor contracts, business agreements and service level agreements with SITA and other IT contractors • Liaise with SITA in respect of Wide Area Network (WAN) management, configuration management and general network problems • Monitor IT projects within the DOE • Co-ordinate the Procurement of all IT and IT-related products • Develop, implement, maintain and monitor the IT Policy within the DOE • Develop and ensure that Business continuity processes are updated, functional and aligned to the Department's IT strategy as well as to technology developments in the industry.
<b><u>ENQUIRIES</u></b>	:	Mr Shuping Mothusi ☎0124444 4357
<b><u>POST 04/51</u></b>	:	<b><u>DEPUTY DIRECTOR: HR PLANNING, POLICY &amp; PMDS</u></b>
<b><u>SALARY</u></b>	:	R 406 839 per annum, (Inclusive package), Level 11
<b><u>CENTRE</u></b>	:	Head Office Pretoria
<b><u>REQUIREMENTS</u></b>	:	A appropriate HR Degree or equivalent qualification and relevant managerial experience PLUS the following key competencies: ☐ Knowledge of:

- Understanding policy research, analysis and development processes
- Departmental HRM goals
- Understanding of HRM prescripts in the Public Service
- Knowledge of HR Planning
- Knowledge of Information Systems and Intelligence
- Knowledge of Employment Equity practices
- HR marketing and branding
- ☐ Skills:• Ability to interpret and apply policy
- Research and policy development
- Report writing and formulation
- Analytical skills
- Computer literacy skills
- Management and supervision
- Good interpersonal Skills
- Planning and organising
- Problem solving/Decision making
- ☐ Communication:• Computer literacy skills
- Good command of English.
- Ability to communicate effectively with staff members at all levels
- Ability to listen to any complaint and provide guidance
- ☐ Creativity: ••Creative
- Organised
- Problem solving
- Information evaluation
- Use initiative
- Follow instructions correctly
- Tolerance of ambiguity
- Be able to identify problem areas in the development of HRM policies
- Innovative thinker

**DUTIES**

: KRA's: Manage performance management in the Department

- Oversee the administration of the Performance Management and Development System
- \* Monitor and follow-up on the submission of work plans, probation reports and performance assessments
- \* Check performance agreements
- \*Co-ordinate the Local Moderating Committee meetings
- \* Compile statistics of percentages awarded to employees
- \*Develop, maintain and implement performance management strategies, policies, procedures and practices
- Coordinate the development, maintenance and implementation of HR plans, policies and systems.
- The HR Plan;-The employment equity plan;-HR policies, practices and procedures; Information systems; and Delegations pertaining to the Public Service Act and Regulations
- Monitor and evaluate HR performance (HR annual report and audits) in the Department.
- Administer the promotion of HR function in the department
- Oversee the provisioning of Human Resource (HR) planning and policy
- support services: Record and distribute all promulgated HR related statutory prescripts; Implement new/amended HR processes and practices; and Administer and support the implementation of the HR Plan.
- Provide advice and guidance on Performance management
- \* Work plans.\* Probation reports.\* Performance assessment.HR planning and policy related matters.
- Manage, supervise and develop staff.

**ENQUIRIES**

: Mrs J van der Merwe ☎ (012) 444 4348

**POST 04/52**

**ASSISTANT DIRECTOR: INTERNAL AUDIT**

**SALARY**

: R206 982 per annum, Level 09

**CENTRE**

: Head Office

**REQUIREMENTS**

: An appropriate B.Degree/Diploma in Auditing or Accounting 3 years audit experience PLUS the following key competencies:

- ☐ Knowledge of: • IIA standards
- Accounting and auditing standards
- PFMA
- Treasury Regulations
- Relevant legislation and Policies
- ☐ Skills: • Leadership skills
- Interviewing and investigation skills
- Computer literacy (knowledge of an audit software (e.g Teammate) would be a distinct advantage
- Analytical skills
- Communication skills (both written and verbal)
- ☐ Communication: • Report writing
- Progress reporting
- Inputs towards unit quarterly report to the audit Committee
- ☐ Creativity: • Problem solving
- Creative thinking
- Report writing
- Innovative

**DUTIES**

: Lead the activities of the sub-directorate: Financial Audits

- Provide operational leadership.
- Offer advice and guidance on issues relating to financial management.
- Perform other administrative duties within the unit as and when requested by the supervisor. (e.g. Budgets, job evaluations, appointments).
- Supervise and develop staff on allocated audit projects.

**ENQUIRIES**

: Mr. V. Kweyama ☎(012) 444 4332

**POST 04/53**

**INTERNATIONAL COORDINATION OFFICER**

**SALARY**

: R174 117 per annum, Level 08

**CENTRE**

: Pretoria

**REQUIREMENTS**

: An appropriate Degree or National Diploma in Law coupled with relevant administrative experience PLUS the following key competencies:

- ☐ Knowledge



of: PFMA • Financial management • Energy industry • Corporate identity  
☑ Skills: • analytical • computer skills • organising • interpersonal • Basic financial/ bookkeeping ☑ Communication: • Good communication skills (written and verbal) • Organising skills • Planning skills ☑ Creativity: • creative and innovative thinker • problem solving ability

**DUTIES** : Collect information on energy related matters in specific countries of interest • Draft briefing notes on energy related matters with specific, focus on financial, political and economic condition • Coordinate the monitoring of and reporting on foreign donor funded projects • Coordinate the monitoring of and reporting on international agreements • Administer the logistical arrangement of/for foreign visits/visitors • Provide advice on protocol and other international relations matters.

**ENQUIRIES** : Ms R Ntlou ☎ 012 444 4045

**POST 04/54** : **ADMINISTRATIVE OFFICER**

**SALARY** : R140 208 per annum, Level 07  
**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor's Degree/ National Diploma with a major in International Relations coupled with relevant experience PLUS the following key competencies:  
☑ Knowledge of: Stakeholder information • Structure of mining & energy • Department priorities ☑ Skills: • analytical • computer skills • organising • interpersonal • Basic financial/ bookkeeping ☑ Communication : • Good communication skills ( written and verbal) • ability to communicate clearly with stakeholder in the public and private sectors ☑ Creativity: • creative and innovative thinker • problem solving ability

**DUTIES** : Administer the budget of the Directorate • Draft, compile and distribute submissions, reports, memos, etc • Collect information on energy related matters in specific countries of interest • Draft briefing notes on energy related matters with specific focus on financial, political and economic conditions • Administer the logistical arrangement of/for foreign visits/visitors and international and local hosted by the Department.

**ENQUIRIES** : Ms R Ntlou ☎ 012 444 4045

**POST 04/55** : **ADMINISTRATIVE OFFICER**

**SALARY** : R140 208 per annum, Level 07  
**CENTRE** : KwaZulu Natal Regional Office

**REQUIREMENTS** : A Bachelor Degree/ National Diploma in Office Administration coupled with relevant experience in office administration PLUS the following key competencies: ☑ Knowledge of: Basic Knowledge of legislation (Energy, PFMA, Public Service) • Corporate Services (HR, Finance, IT) • Document Management • Computer Skills ☑ Skills : • Computer skills (MS word, excel, etc). • Interpersonal skills • Organizational skills • Communication Skills • Management Skills • Numeric skills ☑ Communication: Ability to communicate effectively with clients • Good communication skills ☑ Creativity : Ability to work in a team and independently. Accurate and trustworthy.

**DUTIES** : Record, distribute, keep track of and file documents and/or internal/external Communication; • Arrange venues, workshops/seminars and take minutes where required • Administer all payments and claims of the Directorate • Support the manager with the administration of the budget • Provide an efficient support service in association with relevant Directorates in terms of Human Resource Management, Financial Administration, Procurement and Asset Management • Provide secretarial/receptionist support to the manager • Render logistical support to the Regional Director with regard to the Petroleum Products Amendment Act and administer the process of financial provision collection.

**ENQUIRIES** : Ms Xolile Mtwana ☎ 031 3359609

**POST 04/56** : **HR PRACTITIONER (HR PLANNING, POLICY & PMDS)**

**SALARY** : R140 208 per annum, Level 07

**CENTRE REQUIREMENTS** : Head Office Pretoria  
 : An appropriate HR Degree or equivalent qualification coupled with HR administrative experience PLUS the following key competencies: ☐ Knowledge of: Understanding of policy research, analysis and development processes • Departmental HRM goals • Understanding of HRM prescripts in the Public Service • Knowledge of HR Planning • Knowledge of Information Systems and Intelligence • Knowledge of Employment Equity practices Knowledge about marketing and branding HR ☐ Skills: • Ability to interpret and apply policy • Basic research and involvement in policy development • Report writing and formulation • Analytical skills • Computer literacy skills ☐ Communication: • Computer literacy skills • Good command of English • Ability to communicate effectively • Ability to communicate with staff members at all levels • Ability to listen to any complaint and provide idealistic solutions thereto ☐ Creativity: • Creative • Organised • Problem solving • Information evaluation • Use initiative • Follow instructions correctly • Tolerance of ambiguity • Be able to identify problem areas in the development of HRM policies • Innovative thinker Recommendation: A PERSAL Certificate will be a recommendation

**DUTIES** : Administer the Performance Management and Development System: Monitor and follow-up on the submission of performance agreements, work plans, probation reports and performance assessments • Check performance agreements to ensure alignment with business plan; completeness; and that it is signed • Co-ordinate the Local Moderating Committee meetings • Make logistical arrangements. • Explain the prescripts, procedure and principles • Take minutes during LMCs.\* Disseminate information and follow up on HR Administration decisions. • Compile statistics of percentages awarded to employees. • Provide Human Resource (HR) planning and policy support services • Record and distributes all promulgated HR related statutory prescripts • Implement new/amended HR processes and practices • Assist with the review of HR processes and practices to identify shortcomings and gaps • Administer and support the implementation of the HR Plan • Provide administrative support for and/or assist with the development, maintenance and implementation of - \* The HR Plan; \* The employment equity plan; \* HR policies, practices and procedures; \* Information systems; \* Delegations pertaining to the Public Service Act and Regulations; \* Monitoring and evaluation of all HR performance (HR annual report and audits) in the Department; and Provide administrative assistance with the promotion of HR function in the department. • Provide information and advice on: - Performance management - \* Work plans. \* Probation reports.\* Performance assessment. HR planning and policy related matters.

**ENQUIRIES** : Mr Wandile Mbalane ☎ (012) 444 4346

**POST 04/57** : **SENIOR SECURITY RISK OFFICER**

**SALARY** : R94 575 per annum, Level 05  
**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 12 and Grade B PSIRA PLUS the following key competencies: ☐ Knowledge of: • - Security legislation, policies and procedures • - Access control procedures • - Safety precautions • - Security Registers ☐ Skills: • - Problem solving skill • - Communication skills (verbal and written) ☐ Communication: • - Verbal and Written ☐ Creativity • - Innovative and ProActive thinking Analytical mind

**DUTIES** : Perform access control, patrol and escort duties to ensure the safety of personnel, assets and information. Monitor any breaches of security and ensure proper reporting thereof. Conduct daily inspections for security, health and safety risks in the building. Ensure that all registers are kept up to date during shifts. Monitor the working conditions of all security equipment and report any fault thereof. Co-ordinate the handing over of the shifts, patrolling and escorting, documenting and reporting of incidents and the handling of firearms and Supervise and develop staff.

**ENQUIRIES** : Mr NM Nchabeleng ☎ 012 444-4284

**POST 04/58** : **SECRETARY**

**SALARY** : R 94 575 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** : Ms Zimbini Ndawana ☎012 444 4026

**POST 04/59** : **HELPDESK OPERATOR**  
12 Contract

**SALARY** : R 94 575 per annum, Level 05  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A+ Certificate with relevant experience (National Diploma in Information Technology will be added advantage) PLUS the following key competencies ☑ Knowledge of: • Microsoft products such MS Office 2007, Windows 2000/3/XP/7, Basic Networking, • Access Call logging system; Remote Control of desktops; SMS (System Management Sever), Desktop Support, knowledge of transversal systems e.g: BAS, PERSAL and Logis, LAN and WAN basic knowledge ☑ Skills : • An MCSE will be added as an advantage; Telephone Etiquette and Troubleshoot skills critical; Problem solving; Interpersonal skills; Team orientated • Productive ☑ Communication: • Proficient in English. Should be able to communicate clearly both written and verbally with IT customers at different levels within the department ☑ Creativity : • Ability to work under pressure. Should be willing to work overtime when required

**DUTIES** : KRA's: • Provide 1<sup>st</sup>line support to all DoEusers requiring desktop support • Answering of Helpdesk telephones and managing own calls on Call Logging System as per team OLA(Operational Level Agreement) • Configure, Install, repair, and arrange replacement of computers • Provide remote desktop support to regional and Head Office users

**ENQUIRIES** : Mr Lucky Mothudi ☎012 444 4551

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

- APPLICATIONS** : The CEO, Government Communication and Information System, Private Bag X745, Pretoria, 0001 or hand delivered to Midtown Building, 356 Vermeulen Street, Pretoria.
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 11 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 encouraged to apply.

**MANAGEMENT ECHELON**

- POST 04/60** : **DEPUTY DIRECTOR: OFFICE OF THE DEPUTY CHIEF EXECUTIVE OFFICER**  
Branch: Communication and Content Management
- SALARY** : All inclusive salary package: R406 839 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualification: Applicants must be in possession of a Degree in Public Administration or an equivalent qualification and/or high level of understanding of laws governing the public service administration. (Public Service Act and PFMA) Knowledge: An understanding of government communication discipline. An understanding of the media and communication environment and an ability to grasp new concepts and assimilate learning. An understanding of the media and communication environment to write creatively and logically using information at hand. Ability to summarise and highlight important actions for the Deputy Chief Executive Officer. Ability to maintain a high level of accuracy and confidentiality concerning financial matters. Competencies: Excellent planning, writing and communication skills. Knowledgeable in software packages (Excel, Word 97 and PowerPoint). Excellent interpersonal skills. Ability to work in a team environment, Analytical, decision making and problem solving skills. Effective verbal and listening communication skills. Attention to detail and high level of accuracy. Very effective organizational skills. Excellent time management skills. Personal Attributes: The incumbent must maintain strict confidentiality in performing duties and also demonstrate the following personal attributes: professionalism, be honest, trustworthy, respectful, flexible and demonstrate sound work ethics.
- DUTIES** : Provide support to the responsibilities of the Deputy Chief Executive Officer. Provide secretarial support to the Deputy Chief Executive Officer's Forums. Support to the Deputy Chief Executive Officer in the management of the key deliverables of the Branch: Communication and Content Management. Manage the secretarial support and administration of the office of the DCEO. Managing the budget in the Office of the Deputy CEO. Participating in departmental projects.
- ENQUIRIES** : Mr V Mona, tel (012) 314 2139
- NOTE** : Appointment is subject to security clearance up to the level of top secret.
- POST 04/61** : **PROJECT MANAGER: GOVERNANCE AND ADMINISTRATION CLUSTER**  
Directorate: Project Management
- SALARY** : All inclusive salary package: R406 839 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree in project management and/or communication or related studies; Project management and coordination skills: ●High-level knowledge and experience in all aspects related to project management ●an

ability to effectively coordinate and manage project teams, negotiate with clients and senior management ●exposure in implementing project management in the context of strategic planning and a learning organisation; Sound understanding of government policy: ●general knowledge of government' mandate and a keen interest in current and government affairs; Proven writing and facilitation skills: ●excellent report-writing skills and ability to write high-level project reports to management ●proven capability to facilitate strategic planning sessions; Proven experience in customer relationship management: ●ability to interact and maintain relationships with high-level clients requesting for GCIS assistance ●a proven team player ●high level of computer literacy skills and working knowledge of Microsoft Project.

**DUTIES**

: The incumbent will be required to ●effectively and efficiently coordinate communication campaigns/projects (multi-sectoral projects) in the Government and Administration Cluster and other allocated projects. He/she will provide dedicated on-site and hands-on project management support to the project management community in the organisation: project supervisors, project leaders and project teams ●setting up project management structures and processes ●adhere to, improve and streamline project management procedures and systems for continual improvement ●project planning for line-function business plans ●provide guidance, strategic and operational support to GCIS staff in the planning and implementation of projects ●draft reports to client departments, GCIS project teams and senior management. The successful incumbent must be able to work under pressure without constant supervision and be willing to work overtime when required.

**ENQUIRIES**

: Mr David Jacobs, tel. (012) 314 2496

## DEPARTMENT OF HEALTH

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

- APPLICATIONS** : Direct your application quoting the above relevant reference number to : The Director-General, Department of Health, Private Bag X828, Pretoria, 0001. Hand delivered applications may be submitted at Reception (Application Box), Civitas Building, corner of Andries and Struben Streets.
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates including ID and driver's licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security clearance procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants

## MANAGEMENT ECHELON

- POST 04/62** : **DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO NDOH 5/2011**
- SALARY** : An all inclusive remuneration package of R652 572 per annum including choice of basic salary between 60% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the applicable guidelines of the Senior Management Services.
- CENTRE** : Chief Directorate: Corporate Services. Directorate: Information Communication Technology. Pretoria.
- REQUIREMENTS** : \*Sound and in-depth knowledge and experience of relevant prescripts, as well as understanding of the legislative framework governing the Public Service e.g. Archives and Record Service of South Africa Act \*PFMA \*Promotion to Access to information \*Knowledge of management and expertise in all areas of Information Technology, including physical, personnel, information, communication, IT security, security investigation and procedures applicable to the Public Service \*Technical expertise in advanced strategic and business analysis \*Programme management with a service delivery orientation and effective budget management \*Policy development \*Knowledge of and experience in risk management \*Knowledge of and experience in anti-corruption measures and related matters \*Financial management, project management, problem solving as well as numerical and analytical skills \*Excellent communication skills (written and verbal) \*Strategic, innovative and pro-active thinker \*Six (6) to ten (10) years experience in Information Communication and Technology Management \*Extensive experience in health and/or Information Systems analysis \*Thorough knowledge government IT/IS standards, procedures, practices and SITA policies \*Proven management competencies and experience \*Ability to work in a highly pressured environment \*Thorough understanding of policy formulation and co-ordination.
- DUTIES** : \*Align the department's information management (including systems) and information technology (as enabler) strategy with the strategic direction, management plans and business processes of the department with due consideration of the strategic direction of government \*Develop departmental information management support and information technology enabler policies and strategies, standards, norms, guidelines, best practices and procedures,

derived from the national information management and information technology policy and strategy, norms and standards developed by Gito council and the DPSA, but focused on specific requirements of the Department \*Develop partnerships and network with relevant stakeholders \*Promote effective management of information and information technology (as enabler) as a strategic resource by the business of the department \*Create an enabling environment for other managers in the department to perform their functions more effectively and efficiently \*Manage resources (human, financial and physical) \*Promote effective management of information and information technology mechanisms.

**ENQUIRIES**

: Ms Tiny Rennie at tel (012) 395-8503

**CLOSING DATE**

: 14 February 2011 (Applications received after the closing date will not be considered).

**DEPARTMENT OF HUMAN SETTLEMENTS**

- APPLICATIONS** : The Director-General, Department of Human Settlements, Private Bag X644, Pretoria, 0001 Physical Address: Govan Mbeki House, 240 Walker Street, Sunnyside, C/o Walker and Troy streets
- FOR ATTENTION** : Abel Mositsa Tel, 012 421 1469
- CLOSING DATE** : 18 February 2011
- NOTE** : It will be expected from the shortlisted 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. 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 of the closing date of this advertisement, please accept that your application was unsuccessful.

**OTHER POSTS**

- POST 04/63** : **DEPUTY DIRECTOR: SPECIAL INVESTIGATIONS REF NO: DOHS/12/2011**  
Purpose: The Directorate: Special Investigations provides internal capacity as required by the Public Service Anti-Corruption Strategy and the Comprehensive Plan for the Development of Sustainable Human Settlements to the Department of Human Settlements for the management of anti-corruption initiatives undertaken by the department. The department is seeking to employ a Deputy Director reporting to the Director: Special Investigations.
- SALARY** : R406 839 per annum (All inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** :
  - At least an appropriate three-year degree in the law, policing or national diploma in forensic investigations
  - Extensive knowledge and experience in forensic investigations
  - Extensive knowledge and understanding of legislation administered by the Department such as Protection Measures Act, 1998 as well as the Public Service Anti-Corruption Strategy, etc
  - Proficiency in verbal and written communication, as well as presentation skills
  - Policy analysis, formulation and implementation skills
  - Computer literacy and a valid driver's licence
  - The candidate will be subjected to security vetting
- DUTIES** :
  - Performing leadership functions such as giving guidance to subordinates
  - Managing, coordinating and monitoring investigations
  - Contributing towards the drafting and/ or revision of departmental or internal anti-corruption policy prescripts
  - Draft responses to corruption related Parliamentary Questions posed to the Minister in the National Assembly
  - Compiling memoranda and reports/submissions
  - Assist the Director with general management of the activities in the Directorate
  - Liaising with other government Departments and relevant stakeholders in respect of anti-corruption initiatives undertaken by the Department in the implementation of the National Housing programmes
  - Interpreting and applying directives, policies and legislation such as the Prevention and Combating of Corrupt Activities Act, 2004
  - Implementing the Directorate's Strategic Plan and initiatives
  - Provide support for overall management including financial management, planning and coordination of the work of the Directorate
  - Give evidence at hearings on investigations conducted by the Department
  - Performing other duties assigned by the Director from time to time.
- ENQUIRIES** : Mr M. Shabangu Tel: (012) 421-1641



**POST 04/64** : **DEPUTY DIRECTOR: PROVINCIAL DEBTORS SUPPORT REF NO: DOHS/03/11**

**SALARY** : R406 839 per annum (All inclusive salary package)  
**CENTRE** : Pretoria

**REQUIREMENTS** : Candidates must be in possession of a financial qualification, preferably with good understanding and experience of IT. Ability to work under Pressure is important, with good interpersonal and problem solving skills. Knowledge of the Government transversal debtors system, PFMA, the Housing Code as well as managerial experience is critical.

**DUTIES** : Manage all matters related to the Helpdesk. Manage all financial activities and service level agreements. Support provincial debtors administration on: policies, audit queries and devolution, data clean up and transfer of properties. Manage and prepare reports for the Sub-Directorate. Prepare financial statements for South African Housing Fund.

**ENQUIRIES** : Mr NL Mbengo. Tel No. 012 421 1568

**CLOSING DATE** : 25 February 2011

**NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. Applicants will be expected to subject themselves to a comprehensive assessment programme as part of the selection process.

**POST 04/65** : **ASSISTANT DIRECTOR: SPECIAL INVESTIGATIONS 3 POSTS REF NO: DOHS/11/2011**

Purpose: The Directorate: Special Investigations provides internal capacity as required by the Public Service Anti-Corruption Strategy and the Comprehensive Plan for the Development of Sustainable Human Settlements to the Department of Housing for the management of anti-corruption initiatives undertaken by the department. The department is seeking to employ Assistant Directors reporting to the Deputy Director: Investigations.

**SALARY** : R206 982 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : At least an appropriate three-year degree in the law, policing or national diploma in forensic investigations • Knowledge in forensic investigations • Knowledge and understanding of legislation administered by the Department such as Protection Measures Act, 1998 as well as the Public Service Anti-Corruption Strategy, etc • Proficiency in verbal and written communication, as well as presentation skills • Policy analysis, formulation and implementation skills • Computer literacy and a valid driver's licence • The candidate will be subjected to security vetting

**DUTIES** : Analysing and evaluating complaints received and identifying appropriate action • Conducting, coordinating and monitoring investigations • Compiling and tabling reports in respect of progress on investigations • Implementing the public service anti- corruption prescripts • Liaising with other government Departments and relevant stakeholders in respect of anti-corruption initiatives undertaken by the Department in the implementation of the National Housing programmes • Interpreting and applying directives, policies and legislation such as the Prevention and Combating of Corrupt Activities Act, 2004 • Implementing the Directorate's Strategic Plan and initiatives • Give evidence at hearings on investigations conducted by the Department • Performing other duties assigned by the Deputy Director from time to time.

**ENQUIRIES** : Mr M. Shabangu Tel: (012) 421-1641

**POST 04/66** : **ASSISTANT DIRECTOR: SECRETARIAT SUPPORT REF NO: DOHS/06/2011**  
Office of the Director-General

**SALARY** : R206 982 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : The positions call for people who have: Extensive administrative support experience, committee work, and Grade 12. Exceptional analytic and writing

skills (Ability to pay attention to detail during meetings, analyze meeting proceedings and produce resolutions of meetings immediately after the meetings as per the requirements of the IGR Framework Act) Good communication skills and the ability to interact at high levels while maintaining sound interpersonal relations. Understanding of the functions of intergovernmental structures that promote cooperative governance and integrated planning/delivery. Sound understanding of the housing environment as well as government policies and prescripts Knowledge of a variety of relevant computer programmes Supervision, management and leadership skills. Basic financial management skill, Knowledge of government protocol A valid Code 8 drivers license In addition to the above the applicants must be prepared to travel, work long hours and undergo security clearance.

**DUTIES** : Provide administration and logistical support to the Director General's office. Monitor, track, coordinate and communicate decisions of EMT and Strategic management forum decisions. Develop a database of resolutions of these structures Manage flow of information between the Department and office of the Director General Track and Monitor flow of information between the Department and Cabinet committees and manage the content arising there from. Supervise subordinates and oversee the budget of the Component.

**ENQUIRIES** : Sello Madima (012) 421 1344

**POST 04/67** : **CHIEF DEVELOPMENT EXPERT REF NO: DOHS/08/2011**  
National Sanitation Programme

**SALARY** : R 206 982 per annum  
**CENTRE** : Northern Cape - Kimberly

**REQUIREMENTS** : Three year tertiary qualifications in Natural Sciences. At least two years working experience in the water, environmental and sanitation field or municipal services sector. An understanding of the roles and responsibilities of all spheres of government, key performances indicators that measure the quality of sanitation delivery and monitoring and evaluation process. Be computer literate. Excellent verbal and written communication, including presentation skills, ability to analyse reports, proficiency in english and at least in one other official language. Project Management, organisational, coordination and facilitation skills. Willingness to travel and work irregular hours. A valid driver's licence.

**DUTIES** : Ensure sanitation advocacy programmes to promote dry sanitation; assist in institutional and sanitation business planning support, appraisal and monitoring; assist in the regulation and support of Water Services Authorities in sanitation implementation and reporting; assist with sanitation capacity building, skills development and job creation through Expanded Public Works Programme (EPWP); assist with the promotion of Health and Hygiene awareness through the implementation of Water, Sanitation and Hygiene (WASH) programmes to minimize water-born diseases; assist with the communication of the sanitation guidelines; assist in the environmental and sanitation policies when implementing sanitation projects; assist in the development of appropriate of appropriate maintenance procedures for dry sanitation through best practice; assist in the organization and facilitation of workshops to create awareness on policies and guidelines; assist in the development of sanitation strategy through Water Services Development Plans (WSDPS) and ensure compliance with the basic household sanitation policy and guidelines; manage mainstreaming of Health and Hygiene in the sanitation Programme.

**ENQUIRIES** : Ms Norma Lerobane, Tel: 012 – 336 8381

**INDEPENDENT COMPLAINTS DIRECTORATE**

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

**APPLICATIONS** : Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or 114 City Forum Building, Vermeulen & Schubart Street, Pretoria 0001

**FOR ATTENTION** : Ms T Marumo

**CLOSING DATE** : 11 February 2011

**NOTE** : Applications should be submitted on a Z83 obtained from any Public Service Department Accompanied by a comprehensive CV, certified copies of Qualifications And ID. If you have not been contacted within 1 month after the closing date of these Advertisements, please accept that your application was unsuccessful, as Communication will be made with the short listed candidates only.

**OTHER POSTS**

**POST 04/68** : **HUMAN RESOURCE MANAGEMENT: INTERN 1 POST**

**SALARY** : Stipend: R 3000

**CENTRE** : Pretoria

**REQUIREMENTS** : Unemployed graduates with a recognized National Diploma/B- Tech Degree in Human Resource Management. He/she must be self driven and must be computer literate. The incumbent must be able to work under pressure and should have good interpersonal and communications skills (both verbal and writing).

**DUTIES** : The successful candidate will be trained on: Recruitment and Selection Service Conditions, General administrative task Performance Management

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

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

**POST 04/69** : **SUPPLY CHAIN MANAGEMENT: INTERN 1 POST**

**SALARY** : Stipend: R 3000

**CENTRE** : Pretoria

**REQUIREMENTS** : Unemployed Graduates who are in possession of a National Diploma/Degree in Purchasing/Logistics and Public Management or equivalent qualification. The incumbent must be self driven and computer literate. He/She must be able to work under pressure and should have good interpersonal and communication skills (verbal and written).

**DUTIES** : The successful candidate will be trained on: Capturing and Updating information on administration and supplier database. Filling of supplier database forms. Making follow ups with the relevant chief users on outstanding information. Making follow ups on outstanding orders. Filling documents in the 0-9 files. Assisting with travel and accommodation bookings. Capture requests for goods/services on logis. Record invoices for payments Faxing documents to suppliers and end-users.

**ENQUIRIES** : Mr V Makhale @ 012 399 0154

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

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

*The Department of Justice and Constitutional Development (The Department) is an equal opportunity employer. In filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo a security clearance.*

**NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za). Applications should be accompanied by certified copies of qualifications, identity document and any other supporting documents. The department has issued a CV template that should be completed by all applicants and which is available on the DOJ website [www.doj.gov.za](http://www.doj.gov.za) or at any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required. Applications that do not comply with the above-mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application was unsuccessful. 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 SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance. Note: Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful the appointment/ transfer will be at own cost.

## OTHER POSTS

**POST 04/70** : **COURT MANAGER 2 POSTS**

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

**CENTRE** : Magistrate's Office Hartswater: Ref Nr: Nc/01/11  
Magistrate's Office Springbok: Ref Nr: Nc/02/11

**REQUIREMENTS** : A Three (3) year qualification in Administration and / or Management or NQF level 6 in Administration or relevant equivalent qualification; Three year's managerial or supervisory experience; Knowledge of Public Financial Management Act ( PFMA) and the Departmental Financial Instruction ( DFI) and departmental policies and procedures; Understanding of the Departments accounting systems ( JDAS, ICMS, JYP); Computer literacy; A valid code EB driver's license. Skills and competencies: Strong leadership and management capabilities; Strategic capacities; Good communication (verbal and written); Problem solving; Interpersonal skills.

**DUTIES** : The successful candidate will be expected to: Manage financial and human resources of the office; Manage risk and ensure implementation of sound security measures within the office and service points; Manage the facilities and physical resources of the office; Ensure implementation and monitoring of compliance to policies; Ensure sound records management ( filing system and case recording system) within the office; Ensure that there is sound case tracking services within the office; Compile and analyze statistics to show performance of the office; Support case flow management in the office; Compile monthly reports related to the performance of the office; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage and ensure communication with internal and external stakeholders; Manage service level agreements.

**ENQUIRIES** : Ms. C. Melamane ☎ (053) 839 9100 ( Hartswater)  
Ms. C. Msebenzi ☎ (027) 712 1215 (Springbok)

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand

delivered to The New Public Building (Magistrate's Court), 7<sup>th</sup> Floor, c/o Knight & Stead Streets, Kimberley.

**CLOSING DATE** : 11 February 2011  
**NOTE** : If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

**POST 04/71** : **ADMINISTRATIVE OFFICER REF NO: NC/91/10**

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

**CENTRE** : Magistrate Office Springbok: (This is a re-advertisement, candidates who previously apply are encourage to re-apply)

**REQUIREMENTS** : A three (3) year National Diploma / Degree in Public Administration / Management or relevant equivalent qualification plus two (2) years relevant experience in Office and District Administration and Departmental Financial Management systems; A valid code EB driver's license will be an added advantage. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail.

**DUTIES** : Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.; Assist with consolidation of statistics and reports,

**ENQUIRIES** : Ms C. Msebenzi ☎ (027) 712 1215

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

**CLOSING DATE** : 11 February 2011  
**NOTE** : If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

**POST 04/72** : **ADMINISTRATIVE OFFICER REF: 11/04/AIR**

**SALARY** : R140 208 – R164 640 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : An appropriate 3 years tertiary qualification/Degree/National Diploma; One (1) year relevant experience (administration). Skills And Competencies: Knowledge of Public Finance Management Act; Postal Regulations; Guidelines in the Disciplinary Code and Procedure; Computer Literacy; Communication (written & verbal skills); Supervisory capabilities; Good interpersonal relations; Problem solving skills; Planning and organizational skills; Attention to detail

**DUTIES** : Conduct need analysis for the required goods and services in the section; Check availability of budget prior to any request; Ability to make requests for the procuring of resources in the section; Ensure Procurement of goods and services as approved and timeouts payment; Liaise with various stakeholders for the services required in the section; Maintain resources and records of the section; Keep and update various registers e.g. assets, records, used state vehicle, etc; Direct administering of incoming and outgoing records/correspondence/parcels, etc; Render supervisory functions; Continuous performance assessment of the section and monthly reporting of the achievement and future plans;

**ENQUIRIES** : Ms T Mdluli ☎ (012) 357-1893

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

**CLOSING DATE** : 14 February 2011

**POST 04/73** : **ADMINISTRATIVE OFFICER REF: 11/08/COO**

**SALARY** : R 140 208 – R164 640 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : National Diploma in Public Administration/Public Management or equivalent qualification; 1 (one) year relevant experience in government anti-corruption strategies and policies; Driver's license; Computer literacy (MS office, Word, Excel and Power Point) Skills And Competencies: Presentation/facilitation skills; Good Planning and Organizational skills; Typing skills; Excellent communication (written and verbal skills); Networking skills (e.g. ability to establish formal working relationships with internal stakeholders and external stakeholders); Interpersonal, problem solving and motivational skills; Attention to detail and ability to work under pressure; Professional report writing and presentation of reports; Ability to maintain professionalism at all times; Thoroughness, honesty and integrity

**DUTIES** : Co-ordinate and refer reported cases of fraud and corruption from the Public Service Commission Hotline, including production; Capturing of data and management of information in the database for statistical purposes; Co-ordinate the administration of the financial disclosure and business interests of employees; Assist in the gathering of inputs for the development of policies and guidelines for the effective implementation of Anti-fraud and Corruption strategies in the Department Assist in the roll out and monitoring of the DOJ & CD Fraud and Corruption Prevention Communication Strategy; Assist in the conducting of research, analysis and proposing solutions into the nature, effect and result of internal integrity problems; Keep and maintain accurate data systems and documentation relevant to Fraud and Corruption (routine filing); Create/Generate reports from existing client database to satisfy user requests, data sampling, project analysis or testing verification (CIPRO etc); Facilitate completion of declarations of financial interests of employees involved in procurement as well as all other employees within the department; Provide general administration support to the Sub-Directorate: Fraud and Corruption Prevention; Management state resources in accordance with the Public Finance Management Act and other departmental policies.

**ENQUIRIES** : M. Motsieloa ☎ (012) 315 1351

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

**CLOSING DATE** : 14 February 2011

**POST 04/74** : **SENIOR COURT INTERPRETER REF NO: NC/04/11**

**SALARY** : R140 208 – R 165 159 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Magistrate Office Kimberley

**REQUIREMENTS** : Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a Language test; A valid drivers' license will be an added advantage. Language requirements: English, Afrikaans and isiXhosa are compulsory; Sesotho, Sepedi, Xitshonga, Setswana and isiZulu will be an added advantage; Computer literacy (MS Office); Good communication(written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.

**DUTIES** : Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics; To perform any other duties he / she may be assigned to do in terms of rationalizations of functions by the office.

**ENQUIRIES** : Mr. W. Bungxu ☎ (053) 839 9100

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand

delivered to The New Public Building (Magistrate's Court), 7<sup>th</sup> Floor, c/o Knight & Stead Streets, Kimberley.

**CLOSING DATE**  
**NOTE**

: 11 February 2011  
: If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

**POST 04/75**

**COURT INTERPRETER REF: 11/VA19/NW**

**SALARY**

: R 94 575 – R111 408 annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

: Odi Magistrate Court

**REQUIREMENTS**

: Grade 12 or equivalent qualifications; Tertiary qualification will be an Advantage; At least 1 year relevant experience; Applicants will be subjected to a language test; A valid drivers licence will be an added advantage. Language Proficiency: Setswana, Afrikaans, English, isiZulu, isiXhosa, Sepedi, Sesotho, Tsonga and Venda. 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; Accuracy and attention to detail.

**DUTIES**

: Interpret in criminal court, civil court, labour court and quasi proceedings Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecution. Provide administrative support as required by the Court Manager and/or the Supervisor.

**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**

: 11 February 2010

**POST 04/76**

**SECRETARY REF: 11/01/CS**

**SALARY**

: R94 575 – R111 408 per annum. The successful candidate will be required to sign a performance agreement

**CENTRE**

: Head Office: Pretoria

**REQUIREMENTS**

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

**DUTIES**

: Make travel arrangements, process travel and subsistence claims for the manager and members of the Unit; Coordinate Units activities and reporting; Record appointments and events in the diary of the Manager; Operate office equipment such as fax machines, photocopies, etc. and ensure that it is in good working order; Source information which may be of importance to the Manager (e.g. news papers, clippings, internet articles and circulars); Provides support to manager regarding meetings; Remains up to date with regards to prescripts/policies and producers applicable to the work terrain to ensure efficient and effective support to the manager; Draft routine correspondence submissions, reports and other correspondence and notes; Keep a complex document filing and retrieval system;

**ENQUIRIES**

: Ms C.Patrick ☎(012) 315 1150

**APPLICATIONS**

: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional

Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

- CLOSING DATE** : 14 February 2011
- POST 04/77** : **ADMINISTRATION CLERK (DCRS)**  
(This is a re-advertisement, candidates who previously applied are encourage to re-apply)  
2 Contract Posts Ending 31 March 2011
- SALARY** : R79 104 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Branch Court, Galeshewe: Ref Nr: NC/87/10  
Magistrate Office, Warrenton: Ref: NC/03/11
- REQUIREMENTS** : Grade 12 or equivalent qualification; Administrative experience or at least 6 months appropriate experience in a court environment with regard to court recording, case flow and general administration will be an added advantage; Communication (written and verbal); Computer literacy (MS Office); Good interpersonal relations; Good public relations skills; Efficient and resourceful; Ability to work under pressure and to solve problems; Customer service; Document management.
- DUTIES** : The maintaining of criminal record books and charge sheets; The writing and tracing of summonses; The writing of witness fees books; The completing and issuing of committal warrants and arrest warrants; The rendering of court requirements; The rendering of assistance in general case flow management; The recording of court proceedings; Filing of cases (charge sheets); Operating court recording equipment, ensure the maintenance and safekeeping thereof; Provide any administrative support as required by the relevant Court Manager.
- ENQUIRIES** : Mr. D. Makhani ☎ (053) 871 3576 (Galeshewe)  
Ms D. Moeti ☎ (053) 497 9200 (Warrenton)
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7<sup>th</sup> Floor, c/o Knight & Stead Streets, Kimberley.
- CLOSING DATE** : 11 February 2011
- NOTE** : If applying for more than one post, please state the name of the office as well as order of preference. One application per post.
- POST 04/78** : **ADMINISTRATION CLERK / COURT CLERK: DCRS REF: 11/VA20/NW**
- SALARY** : R79 104 – R93 180 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Rustenburg Magistrate Court
- REQUIREMENTS** : A Grade 12 or equivalent qualification. At least one year appropriate experience in a court environment with regard to court recording, case flow and general administration. Skills And Competencies: Communication (Written and Verbal); Computer literacy (MS Office); Good interpersonal relations; Ability to work under pressure and to solve problems; Customer service; Document management and filling
- DUTIES** : The maintaining of criminal record books and charge sheets; The writing and tracing of summonses; The writing of witness fees books; The completing and issuing of committal warrants and arrest warrants; The rendering of court requirements; The rendering of assistance in general case flow management; The recording of court proceedings; Filling of cases (charge sheets); Manage digital recording of court proceedings ensure integrity of records; Provide any administrative support as required by the relevant Court Manager or Supervisor; Operate and provide support to court systems, e.g. e-scheduler, Video Remands, document scanning, etc
- 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** : 11 February 2011

**POST 04/79** : **ADMINISTRATION CLERK (02 POSTS) REF: 11/VA17/NW**

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

**CENTRE** : Kurumane Magistrate Court

**REQUIREMENTS** : Grade 12 or equivalent qualifications; One year financial and/or 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; Knowledge of Basic Accounting System (BAS); Knowledge of Treasury regulations and Public Finance Management Act; Knowledge of procurement delegations and procedures; Knowledge of asset management; Knowledge of Justice Yellow Pages (JYP); Knowledge of Justice Deposit Accounting System (JDAS).

**DUTIES** : Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions: Capture journals and electronic payments of accounts on BAS; Compile payment advices; Reconcile payments with reports; Handle both internal and external enquiries; Assist staff and offices with procurement; Endure good document administration (filing, faxing, photocopying, quotations etc) Maintain asset register and registers of labour savings devices; Ensure that all office equipment is bar coded EFT receipts and payments Journalizing, Responsible for inventory of office furniture, equipment and stationery; Compilation of MMT.

**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** : 11 FEBRUARY 2011

**POST 04/80** : **ADMINISTRATION CLERK REF: 11/VA18/NW**

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

**CENTRE** : Bafokeng 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** : 11 February 2011

**POST 04/81** : **SENIOR REGISTRY CLERK: OFFICE SERVICES: 02 POSTS REF: 11/05/AIR**

**SALARY** : R77 547 – R90 027 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Head Office: Pretoria

- REQUIREMENTS** : Grade 12 or equivalent qualification; Relevant experience; Knowledge of working in a legal office would be an advantage; Knowledge of Registry procedures. SKILLS AND COMPETENCIES: Computer literacy (MS Office); Communication (written and verbal) skills; Good organizational skill; Ability to work in a Team, Ability to work under pressure.
- DUTIES** : Open and Sorting of incoming mail; Frank and Dispatch outgoing mail; Keep and update registers (Franking, Remittance, File, Index, Memorandum, opened and closed files, request and returned files etc); Open files; Filing of documents; Tracking and Tracing of files; Photocopying and faxing of requested documents; Pend documents and files; Attend to telephone and written enquiries; Provide support to the Office as a whole.
- ENQUIRIES APPLICATIONS** : Ms T. Mdluli ☎ 012 315-1893
- : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- CLOSING DATE** : 14 February 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** : 11 February 2011
- FOR ATTENTION** : Ms M Palare / Mr S Matlakala
- NOTE** : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Applicants who do not comply with the above-mentioned requirements, as well as application received late will not be considered. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

## OTHER POST

- POST 04/82** : **INTERNAL AUDITOR (FINANCIAL/OPERATIONAL AUDITS 2 POSTS)**
- SALARY** : R174 117 per annum Level 08
- CENTRE** : Pretoria
- REQUIREMENTS** : B Degree or equivalent – Auditing and Accounting as major subjects; 1 to 2 years experience in Internal Audit and the following key competencies: ☑ Knowledge: • IIA Standards • Accounting Standards • PFMA or Treasury Regulations, law and policies ☑ Skills: • Computer literacy (with experience in Ms Word, Excel and PowerPoint) • Analytical Skills • Interviewing and investigation • Good interpersonal skills • Ability to act with tact and discretion. ☑ Communication • Communication skills (Written and Verbal) • Ability to communicate well with people at different levels and ability to deal with conflicts ☑ Creativity: • Problem solving • Innovative • Creative thinking ☑ Ability: • Work under pressure and motivate teams • Prioritise tasks and organise • Willingness to travel ☑ Conduct: • Integrity, Confidentiality, and Professionalism. Recommendation/Note: The position should be advertised externally.
- DUTIES** : Identify and document systems and processes of internal financial controls through interviews, questionnaires, manuals and policies. Perform audit procedures so as to accomplish steps outlined in an approved audit programme. Obtain, analyse and appraise evidentiary data as informed objective opinion on the adequacy and effectiveness of the system of internal control. Prepare detailed and self explanatory working papers with proper conclusions. Prepare draft written reports on the work performed and express opinion on the adequacy with which activities are carried out Discuss audit findings with management and obtain agreed management actions Participate in annual review of the Department's Risk Assessment process and assist with the preparation of the 3 year Internal Audit Rolling Plan.
- ENQUIRIES** : Mr M Mphuthi ☎(012) 444 3216

- POST 04/83** : **ADMINISTRATION CLERK (GOVERNMENT TRANSPORT)**
- SALARY** : R94 575 per annum, Level 5
- CENTRE** : Head Office
- REQUIREMENTS** : Candidate must be in possession of a Matric/Senior Certificate with relevant experience and a valid driver's licence. Computer literacy will be an added advantage. Must be flexible to work extra hours. PLUS the following key competencies: ☑ Knowledge of: • Transport Management • Fleet Management, • Public Finance Management Act • Transport Policy, ☑ Skills, • Communication Skills • Planning and organising skills • Good interpersonal relations • Typing skills • Problem solving skills ☑ Communication: • Writing and verbal, ☑ Creativity: • Analytical thinking • Handle pressure • Discipline.

**DUTIES**

: Allocate Government and Departmental vehicles, Issue trip authorisations, Prior inspecting vehicles before issuing, Conduct vehicles inspection on their return from trips, Conduct monthly vehicles inspection and compile monthly utilization report, Verify that requisitions and documentation are complete and correct, Update a database of vehicles, service intervals history and repairs, Capture trip authorities on the Electronic Log sheet System(ELS), Advise users on the allocation, maintenance and repairs of Government and Departmental transport.

**ENQUIRIES**

: Mr LS Maphakela ☎ 012 444 3706

**NATIONAL PROSECUTING AUTHORITY**

***The NPA is an equal opportunity, Employment Equity Employer. Disabled persons are encouraged to apply. In the filling of vacancies, the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998), will be taken into consideration.***

- APPLICATIONS** : E – Mail addresses and fax numbers are provided for each post respectively. Alternatively, hand deliver to: 123 Hartley, cnr. Westlake Street, Weavind Park, Pretoria, 0001 or post to: Private Bag X 752, Pretoria 0001. All hand delivered applications must be sent to the VGM building at the NPA head office at Silverton in Pretoria. All applications sent by post must be addressed to the following postal address: RESPONSE HANDLING ReruitNumberXXXX, National Prosecuting Authority of South Africa, Private Bag x 752, Pretoria, 0001
- CLOSING DATE** : 11 February 2011, applications will not be accepted after the closing date.
- NOTE** : [Applications must be submitted on a Z.83 , obtainable from any Public Service Department, or www.npa.gov.za and must be completed in full. In full means both pages of the Z.83 must be completed and page 2 duly signed. If your Z.83 is not completed as prescribed above, your application will not be accepted.](#) CV's without Z.83 will not be accepted. Hand written Z.83 and CV's must be completed in block letters, if not your application will not be accepted. Each post has a different Recruitment number. Applications without the correct Recruitment number / without a Recruitment number will not be processed. If you apply for more than one post, you must please submit a different/separate application for each post. Applications with multiple posts and Recruitment numbers will not be accepted. Each post has a separate Fax number and e- mail address. When you forward your application by fax/e- mail, ensure that you forward it to the correct fax number / e- mail address. Applications forwarded to the wrong fax number/e- mail address will not be processed. All applications must reach the NPA before the closing date. It is the sole responsibility of the applicant to ensure that their application (s) is with the NPA before the closing date. The NPA can not be held responsible for postal or server delays. Late applications will not be processed. The NPA advise applicants that postal applications be forwarded by registered mail. Fax and Email boxes will be closed at Midnight on the closing date. General: Candidates who would like to receive acknowledgement of receipt, must please complete the information in the correspondence contact details on page 1 of the Z. 83. (To have an acknowledgement sent to your cell phone, provide your cell number in the preferred contact details field). Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in respect of faxed and emailed applications. Please DO NOT contact telephonically the NPA directly after you have faxed/emailed your applications, to enquire if your application(s) have been received. Once your application(s) have been captured on the Response Handling System, an automatic acknowledgement of receipt will be generated to your Preferred Contact Method, as indicated in portion C of your Z.83. If you have not received an acknowledgement of receipt three (3) weeks after the closing date, then you can contact the NPA. Certified copies of qualifications need not to be included in your application(s) now. The certified copies will only be requested from the candidates who are short – listed for an interview. Where an advertisement states that a valid Drivers License is required, then please supply a certified copy of your license. The NPA reserves the right not to fill any particular position. If you do not hear from us within 3 months, please accept your application was unsuccessful. On the Z.83, information is required in respect of Race, Gender and Disability. Applicants are requested to complete these fields on the Z.83 because the NPA uses the information for Employment Equity purposes. Applicants are also requested to duly complete their ID numbers, name and surname information on the Z.83. Enquiries: Directed to the specific NPA Business Unit. Note: Successful candidates will be subjected to a security clearance at least up to a level of Top Secret. Appointment to these posts will be provisional, pending the issue of security clearance. If you can not get a security clearance, your appointment will be re- considered / possibly be terminated. Competency assessments will be conducted for level 12 and higher posts.

## OTHER POSTS

- POST 04/84** : **ASSISTANT MANAGER: HR**
- SALARY** : R174 117 per annum (Level 8)  
**CENTRE** : DPP: Cape Town  
**REQUIREMENTS** : A three year relevant degree or diploma with at least 3 years relevant experience. Knowledge and skills in HR regulatory. Framework including PSBC resolutions e.g PSA, PSR, BCEA, LRA, EEA, ETC. General computer literacy in programmes such as Ms Word, MS Excel, MS Power Point etc. Knowledge and experience of Persal and staff establishment. Strong organizational and leadership skills. General management skills. Ability to think strategically and innovatively. Willing to perform additional tasks when required.
- DUTIES** : Reporting to the Advance Deputy Manager the incumbent will be responsible for: Staff procurement activities a.g. (Recruitment and Selection, probation, contract and permanent appointments), Staff maintenance and staff exit. Provide advice to the Business Unit on HR issues. Train and develop HR administration staff. Supervision of staff. Ensure proper implementation of HR policies and procedures.
- ENQUIRIES** : Angelene Jansen 021 487-7123  
**APPLICATIONS** : Email: [Recruit1818@npa.gov.za](mailto:Recruit1818@npa.gov.za) Fax: 012 843-3875 Ref: Recruit 1818
- POST 04/85** : **ASSISTANT MANAGER: GENERAL**
- SALARY** : R174 117 per annum (Level 8)  
**CENTRE** : DPP-Bloemfontein  
**REQUIREMENTS** : Grade 12, and at least 5 years relevant experience or Bachelor's degree/ diploma in Financial Management and / or Accounting and at least 3 years relevant experience. . Excellent written and verbal communication skills. Innovative, proactive, decisive under pressure and solution- oriented. Ability to meet strict deadlines. Strong organizational and communication skills. BAS, PERSAL and PASTEL, thorough knowledge of PFMA and Treasury Regulations. Sound accounting skills. The person appointed in this position will be subjected to security clearance and the signing of a performance agreement.
- DUTIES** : Compile and manage the budget. Monitor budget spending in accordance with set policies and procedures. Prepare and submit financial reports as per the proper financial management systems. Perform all accounting and financial operations for the finance- related functions as required by the supervisor from time to time.
- ENQUIRIES** : Mr George T Khosa 051 410 6000  
**APPLICATIONS** : Email: [Recruit1806@npa.gov.za](mailto:Recruit1806@npa.gov.za) or Fax: 012 843-3863 Ref: 1806
- POST 04/86** : **ASSISTANT MANAGER: FINANCE**
- SALARY** : R174 117 per annum (Level 8)  
**CENTRE** : DPP: Kimberley and DDPP: Port Elizabeth  
**REQUIREMENTS** : A Bachelor's degree or national diploma in Finance Management and /or Accounting and at least 3 years' relevant experience. Excellent written and verbal communications skills. Innovative, proactive, decisive under pressure and solution – oriented. Ability to meet strict deadlines. Strong organizational and communication skills. BAS, PERSAL and PASTEL, thorough knowledge of PFMA and Treasury Regulations. Sound accounting skills. The person appointed in this position will be subjected to security clearance and the signing of a performance agreement. Driver's License is the requirement for DPP: Kimberley and DDPP: Port Elizabeth.
- DUTIES** : Compile and manage the budget. Monitor budget spending in accordance with set policies and procedures. Prepare and submit financial reports as per proper financial management system. Perform all accounting and financial operations for the office. Provisioning and administration functions of the office Perform any other finance – related functions.
- ENQUIRIES** : Phumelele Sali (DPP: Kimberley) 053 807-4521  
Thembinkosi Mkaliphi (DDPP: Port Elizabeth) 041 502-1406

**APPLICATIONS** : Email: [Recruit1824@npa.gov.za](mailto:Recruit1824@npa.gov.za) or Fax: 012 843-3881 Ref: 1824

**POST 04/87** : **ASSISTANT MANAGER: FINANCE (BUDGET)**

**SALARY** : R174 117 per annum (Level 8)  
**CENTRE** : Pretoria (Head Office) X2  
**REQUIREMENTS** : A Bachelor's degree or national diploma in Finance Management and /or Accounting and at least 3 years' relevant experience. Excellent written and verbal communications skills. Innovative, proactive, decisive under pressure and solution – oriented. Ability to meet strict deadlines. Strong organizational and communication skills. BAS, PERSAL and PASTEL, thorough knowledge of PFMA and Treasury Regulations. Sound accounting skills. The person appointed in this position will be subjected to security clearance and the signing of a performance agreement. Driver's License is the requirement for DPP: Kimberley and DDPP: Port Elizabeth.

**DUTIES** : Compile and manage the budget. Monitor budget spending in accordance with set policies and procedures. Prepare and submit financial reports as per proper financial management system. Perform all accounting and financial operations for the office. Provisioning and administration functions of the office Perform any other finance – related functions.

**ENQUIRIES** : Kenna Peter Manamela 012 845 6519  
**APPLICATIONS** : Email: [Recruit1826@npa.gov.za](mailto:Recruit1826@npa.gov.za) or Fax: 012 843-3883 Ref: 1826

**POST 04/88** : **ASSISTANT MANAGER: HRM & D (TRAINING AND DEVELOPMENT)**

**SALARY** : R171 117 per annum (Level 8)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : Bachelor Degree or National Diploma plus three years relevant experience in the Public Service. Strong leadership/supervisory skills. The ability to analyze information, be creative and think strategically. Ability to work under stressful situation. Must have thorough knowledge of general government practices and procedures in HRD.Knowledge and experience of Persal.Knowledge of HR regulatory framework including PSCBC Resolutions, PSA, PSR, BCEA, and LRA, etc.Willingness to perform additional tasks as and when required. General computer literacy.

**DUTIES** : Render general supervisory duties in the unit i.e. acting allowance , SMS/MMS, payments of performance rewards, service bonus, salary adjustments, paid overtime, housing allowances, state guarantees, long service recognition, injury on duty, resettlement benefits , temporary incapacity , leave etc . Manage projects on a regular basis when need arises. Manage the relevant call centre queries. Provide weekly progress report and statistics in terms of the existing turnaround times. Provide quality assurance and approval of all transactions. Write memos and circulars. Ability to communicate with people at various levels. Provide support staff, other manager. Conduct in-service training on condition of service. Ability to maintain a high level of confidentiality. Ability to plan, monitor, and evaluate service delivery.

**ENQUIRIES** : Donovan W Marks 012 845 6840  
**APPLICATIONS** : Email: [Recruit1829@npa.gov.za](mailto:Recruit1829@npa.gov.za) or Fax: 012 843 3886 Ref: 1829

**POST 04/89** : **ASSISTANT MANAGER: HR (STAFF MAINTENANCE) 2 POSTS**

**SALARY** : R174 117 per annum (level 8)  
**CENTRE** : Head Office Pretoria  
**REQUIREMENTS** : Bachelor Degree or National Diploma plus three years relevant experience in the Public Service. Strong leadership/ supervisory. The ability to analyze information, be creative and think strategically. Ability to work under stressful situation. Must have thorough knowledge of general government practices and procedures in HR Staff Maintenance (Service Benefits) functions. Knowledge and experience of PERSAL. Knowledge of all HR regulatory framework including PSCBC Resolutions, PSA, PSR, BCEA, LRA. Etc. willing to perform additional tasks as and when required. General computer literacy (MS Word and MS Excel).

**DUTIES** : Render general supervisory duties in the unit i.e acting allowances, SMS/MMS, payments of performance rewards, service bonus, salary adjustments, paid overtime, housing allowances, state guarantees, long service recognition, injury on duty, resettlement benefits, temporary incapacity, leave etc. Manage projects on a regular basis when need arises. Manage the relevant call centre queries. Provide weekly progress report and statistics in terms of all transactions. Write memos and circulars. Ability to communicate with people at various levels. Provide support to staff, other managers. Conduct in-service training on conditions of service. Ability to maintain a high of confidentiality. Ability to plan, monitor and evaluate service delivery.

**ENQUIRIES** : Sophy Matemane 012 845 6180  
**APPLICATIONS** : Email: [Recruit1831@npa.gov.za](mailto:Recruit1831@npa.gov.za) or Fax: 012 843 3888 Ref: 1831

**POST 04/90** : **ASSISTANT MANAGER: HR (STAFF PROCUREMENT)**

**SALARY** : R174 117 per annum (level 8)  
**CENTRE** : Head Office Pretoria  
**REQUIREMENTS** : Bachelor Degree or National Diploma plus 3 years in Human Resources Management. Compiling of Job Descriptions will be an advantage. Knowledge of Recruitment and selection processes. Knowledge of Public Sector legislation, policies and regulations computer literacy in particular MS Word, Power Point, MS Outlook, MS Project. Strong organizational, interpersonal and communication skills. Knowledge of PERSAL, employment equity and performance management.

**DUTIES** : Monitor and ensure effective implementation of recruitment and selection processes. Prepare memorandum for appointments and renewal of contracts. Approving transactions on PERSAL, confirming probations, supervision of staff, training and development of staff and compiling monthly reports. Manage the performance of HR Practitioners.

**ENQUIRIES** : Pam Shabangu 012 845 6636  
**APPLICATIONS** : Email: [Recruit1832@npa.gov.za](mailto:Recruit1832@npa.gov.za) or Fax: 012 843 3889 Ref: 1832

**POST 04/91** : **ASSISTANT MANAGER: HR (STAFF EXIT)**

**SALARY** : R174 117 per annum (Level 8)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : Bachelor Degree or National Diploma plus at least 3 years in the Public Service terminations, PILIR, transfers and leave audit. Knowledge of relevant Human Resources legislation framework including PSCBC resolutions, PSA, PSR, BCEA, LRA, etc. knowledge and experience of PERSAL. The candidate must have good interpersonal skills. Excellent communication and administration skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and Power Point. The candidate must be reliable, tolerant and render excellent service .Able to work independently.

**DUTIES** : Processing of service termination including resignations, discharges, death, early retirement and retirement. Conduct leave audit and process payments for leave gratuity. Processing of PILIR, internal transfers, process Z102 and all pension related matters. Liaise with PILIR service provider and GEPF Liaison Officer. Supervise staff exit related matters.

**ENQUIRIES** : Josephat Makuba 012 845 6194  
**APPLICATIONS** : Email: [Recruit1833@npa.gov.za](mailto:Recruit1833@npa.gov.za) or Fax: 012 843 3890 Ref: 1833

**POST 04/92** : **CHIEF ADMINISTRATIVE ASSISTANT: HRM STAFF MAINTENANCE**

**SALARY** : R140 208 per annum (level 7)  
**CENTRE** : Head Office Pretoria  
**REQUIREMENTS** : Grade 12 or equivalent qualification plus three years relevant experience. Sound knowledge of PERSAL, knowledge of Public Service Act and Public Service Regulations etc. Good communication (written and verbal). Strong inter-personal skills and the ability to work under pressure. Computer literacy in MS-Word, Power Point, Excel, Outlook and MS Project.

**DUTIES** : Prepare memoranda for remunerations and service benefit. Processing of state guarantees, housing allowances, long service recognition, leave, IOD, acting



allowances, service bonuses, performance rewards, pay progression, SMS/MMS, general salary adjustments, overtime etc.

**ENQUIRIES**  
**APPLICATIONS**

: Sophy Matemane 012 845 6180  
: Email: [Recruit1830@npa.gov.za](mailto:Recruit1830@npa.gov.za) or Fax: 012 843 3887 Ref: 1830

**POST 04/93**

**CHIEF ADMINISTRATIVE ASSISTANCE: FINANCE (BANKING)**

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

: R140 208 per annum (level 7)  
: Pretoria (Head Office)  
: Grade 12 at least 3 years experience in the banking public sector. A Degree/Diploma in Accounting or Financial Management will be added advantage. Ability to work under pressure and meet deadlines. Excellent written and verbal combinations skills. General computer literacy and knowledge of MS packages, including Word, Excel and Power Point. Knowledge of BAS, PERSAL and Safety net Systems. Knowledge of Treasury Regulations and PFMA. Knowledge of booking and management of bank accounts.

**DUTIES**

: Capturing of journals. Clearing of suspense accounts. Reconciliation of bank statement and compilation of the compliance certificate. Requisition of funds. Performing the month end closure. Management of face – value forms. Management of petty cash and receipts. The appointee will be subjected to security clearance, the signing of a performance and employment agreement.

**ENQUIRIES**  
**APPLICATIONS**

: Matshidiso Morakile 012 845 6543  
: Email: [Recruit1827@npa.gov.za](mailto:Recruit1827@npa.gov.za) or Fax: 012 843-3884 Ref: 1827

**POST 04/94**

**ASSISTANT LIBRARIAN**

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

: R140 208 per annum (Level 7)  
: DPP-Pietermaritzburg  
: B.blib or equivalent National Diploma and at least .3 year's relevant experience in legal/ law library environment. Proven excellent working knowledge of Sirsi Dynix Library System. Strong cataloguing and classification skills. Sound knowledge of other library databases e.g. Sabinet, Jutastat, Lexisnexis, Westlaw etc. Reporting writing skills. Ability to work independently with minimum supervision. Ability to work under pressure. Good communication and administration skills. Computer literacy (Ms Word, Excel, PowerPoint). Ability to supervise subordinates. Project management skills. Valid driver's license. Please note that all candidates will be required to undergo a Cataloguing and Classification Skills test.

**DUTIES**

: Develop and execute library technical services. Facilitate collection development. Liaise with internal and external service provider. Procure library material. Journal and serial management. Catalogue. Catalogue and classify library material. Quality control library catalogue. Act as a back up information services .Supervise subordinates. Provide assistance to senior librarian. Binding of law reports.

**ENQUIRIES**  
**APPLICATIONS**

: Wendy Hadebe 033 264 3317  
: Email: [Recruit1828@npa.gov.za](mailto:Recruit1828@npa.gov.za) or Fax: 012 843 3885 Ref: 1828

**POST 04/95**

**VETTING PROCESSOR: SECURITY AND RISK MANAGEMENT**

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

: R130 425 per annum (level 7)  
: Head Office Pretoria  
: Grade 12 or equivalent qualifications, plus at least 3 years relevant experience. The candidate should be computer literate in the following programmers, MS Word, Excel Outlook and PowerPoint. A drivers license would be and an added advantage. The person must have strong interpersonal communication and good administrative skills. This position would suit a person who is assertive, innovative, and reliable with sound administrative skills. The candidate must have knowledge of government policies and procedures. The candidate must have the ability to work under pressure and meet deadlines.

**DUTIES**

: Capture data into vetting system, process those vetting applications forms, Liaise with all relevant stakeholders on all vetting applications. Provide statistics to management on a monthly basis. Liaise with vetting applicants on a continuous basis. Provide general support service for the whole S&RM Unit. General administration with the vetting unit. Maintain an effective filling system.

**ENQUIRIES** : Simon Hlatshwayo 012 845 6872  
**APPLICATIONS** : Email: [Recruit1835@npa.gov.za](mailto:Recruit1835@npa.gov.za) or 012 843 3892 Ref: 1835

**POST 04/96** : **CHIEF ADMINISTRATIVE ASSISTANT: PROCUREMENT (DISPOSAL)**

**SALARY** : R140 208 per annum (level 7)  
**CENTRE** : Head Office Pretoria  
**REQUIREMENTS** : Grade 12 or equivalent qualifications plus at least 3 years relevant experience in the asset management environment. Sound knowledge of the PFMA and Treasury Regulations. Good written and verbal communication skills. Computer literacy MS Word and MS Excel. Able to work under pressure. Reliable, tolerant and determined. Willing to travel. Good communication and administrative skills. Valid driver's license.

**DUTIES** : Assist in developing, implementing and monitoring disposal plans for assets. Ensure all disposed assets are properly recorded and accounted for in the asset register. Effective and Efficient disposal of redundant or obsolete assets. Ensure compliance to Treasury regulations, PFMA and internal prescripts. So secretarial services at the Disposal committee. Respond to audit queries. Processing of payments of payment for travelling, Facilities, G- Fleet and cell phones. Attend to ad hoc request by supervisor.

**ENQUIRIES** : Elias Lukwareni 012 845 6095  
**APPLICATIONS** : Email: [Recruit1836@npa.gov.za](mailto:Recruit1836@npa.gov.za) or Fax: 012 843 3893 Ref: 1836

**POST 04/97** : **PERSONAL ASSISTANT**

**SALARY** : R140 208 per annum (Level 7)  
**CENTRE** : CPP: Thohoyandou, CPP: Johannesburg DPP: Cape Town, NPS Head Office, Office of National Direct of Public Prosecution (Pretoria)  
**REQUIREMENTS** : Grade 12, plus secretarial or applicable post matric qualification and at least 3 years experience in rendering a support service to a Senior Manager with excellent typing skills. Must be computer literate with excellent knowledge of Ms Word, Power Point, Excel and Outlook. Good communication skills. Good interpersonal skills and above average planning and organizing skills. Be professional, assertive and confident to interact at all levels and must be able to work independently and under pressure adhering to strict timeframe. Ability to identify and handle confidential matters. Good grooming and presentation. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the Public sector.

**DUTIES** : Provides a secretarial/ receptionist support service to the Senior Manager. Welcoming guests. Receiving telephone calls and refers the calls to the correct role players if not meant for the Senior Manager. Records appointment and events in the diary of the Senior Manager. Types documents for the Senior Manager and other prosecutors within the sub cluster. Operates office equipment like fax machines and photocopiers. Provides a clerical support service to the Senior Prosecutor. Make travel arrangements, make logistical arrangements for meeting and events, process travel and subsistence claims for the Senior Manager, taking minutes during meetings, draft routine correspondence, develop and maintain an accessible and user- friendly filing system, administer leave registers and telephone accounts for the Senior Manager within the sub cluster, handle procurement of standard items such as stationery. Remain up to date with regard to prescripts/ policies and procedures applicable to his/ her work terrain to ensure effective and efficient management of the office. Liaise with other office of the NPA, including NPS, DPP office and corporate services with regard to all matters pertaining to the administrative functions of the office. Provide administrative support to his/her /Senior Manager within the cluster where necessary.

**ENQUIRIES** : Thomani David Londani (CPP-Thohoyandou) 015 960 9917  
Sydwell Namuhuchu (CPP- Johannesburg) 011 220-4005  
Angelene Jansen (DPP-Cape Town) 021 487-7123  
Jacky Lepinka (Pretoria) 012 845 6758

**APPLICATIONS** : Email: [Recruit1808@npa.gov.za](mailto:Recruit1808@npa.gov.za) or Fax: 012 843-3865 Ref: Recruit: 1808

**POST 04/98** : **CHIEF ADMINISTRATIVE ASSISTANT: GENERAL**

**SALARY** : R140 208 per annum (level 7)  
**CENTRE** : CPP: Durban  
**REQUIREMENTS** : Grade 12 or equivalent qualification plus at least 3 years' experience in general office administration. Strong interpersonal and presentation skills. Good written and verbal communication skills. General computer skills and knowledge of programmes such as MS Word and MS Excel. Ability to think independently and innovatively. Knowledge and understanding of the Public Service will be strong advantage.

**DUTIES** : Provide a high level of administration support to the head of the office and other staff. Deal with all finance, procurement, travel and human resource matters. Render general administrative support such as filling, photocopying, faxing, receiving and dispatching of documents. Liaise with the head office in respect of all matters pertaining to the functioning of the office. Draft correspondence, memoranda and reports to management. Perform other functions as and when requested by the office.

**ENQUIRIES** : Wendy Hadebe 031 334 5027  
**APPLICATIONS** : Email: [Recruit1812@npa.gov.za](mailto:Recruit1812@npa.gov.za) Fax: 012 843-3869 Ref: Recruit 1812

**POST 04/99** : **CHIEF ADMINISTRATIVE ASSISTANT: HR**

**SALARY** : R140 208 per annum (level 7)  
**CENTRE** : NPS: Head Office  
**REQUIREMENTS** : Grade 12 or equivalent qualification plus at least 3 years' relevant experience. Sound knowledge of PERSAL and knowledge of Public Service Act and Public Service Regulations etc. Good communication ( written and verbal). Strong interpersonal skills and the ability to work under pressure. Computer literacy in MS Word, MS Excel, MS Power Point, MS Outlook, MS Project.

**DUTIES** : Prepare memoranda for remunerations and service benefits. Processing of state guarantees, housing allowances long service recognition, lead IOD, acting allowances, service bonus, retirements, resignation, death, dismissal, transfers, performance rewards, pay progression, recruitment, induction, resettlement. Compile and submit HR statistics e.g staff establishment, Labour Relations, Staff movement and Employment Equity. Lease with customer in regards to Human Resource.

**ENQUIRIES** : Phuthi Mahanyele 012 845 6945  
**APPLICATIONS** : Email: [Recruit1813@npa.gov.za](mailto:Recruit1813@npa.gov.za) Fax: 012 843-3870 Ref: Recruit 1813

**POST 04/100** : **CHIEF ADMINISTRATIVE ASSISTANT: PROCUREMENT (SUPPLY CHAIN MANAGEMENT)**

**SALARY** : R140 208 per annum (level 7)  
**CENTRE** : DPP: Cape Town and Pretoria Head Office  
**REQUIREMENTS** : Grade 12 and at least 3 years equivalent experience in Supply Chain Management. Computer literacy i.e. MS Word, Excel, PowerPoint and Outlook. Knowledge of PFMA and National Treasury Regulations. Knowledge of Logistics and BAS system. Extensive knowledge of Supply Chain Management prescripts. Strong organizational skills. Good communication skills and Client service management.

**DUTIES** : Payments of suppliers. Attend to queries relating to invoices. Identify irregular expenditure. Reconcile supplier statement. Provide administration and provisioning support to the NPA. Capture receipt and issue vouchers.

**ENQUIRIES** : Angelene Jansen (Cape Town) 021 487 7123  
Musa Zondo (Pretoria Head Office) 012 845 6114  
**APPLICATIONS** : Email: [Recruit1814@npa.gov.za](mailto:Recruit1814@npa.gov.za) Fax: 012 843-3871 Ref: Recruit 1814

**POST 04/101** : **COURT PREPARATION OFFICER**

**SALARY** : R113 568 per annum (level 6)  
**CENTRE** : CPP:Durban, CPP: Port Shepstone (Ixopo), CPP: Port Elizabeth, CPP:Odi (Bafokeng), CPP-Ladysmith(Newcastle)

**REQUIREMENTS** : Grade 12. Relevant experience would be an added advantage. Knowledge of the Criminal Justice System. Ability to work independently without constant supervision. Excellent administrative skills, good communication and problem solving skills. Ability to work well with children.

**DUTIES** : Provide holistic and integrated care for victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with investigating officers and social workers. Liaise with and report to the Prosecutor / Manager. Perform all duties in accordance with general accepted court preparation technique.

**ENQUIRIES** : Wendy Hadebe CPP-Durban, Port Shepstone (Ixopo), CPP-Ladysmith (Newcastle) 031 334 5027  
Thembinkosi Mkaliphi (CPP- Port Elizabeth) 041 502 1406  
Moses Ranto CPP- Odi (Bafokeng) 018 381 9000

**APPLICATIONS** : Email: [Recruit1801@npa.gov.za](mailto:Recruit1801@npa.gov.za) or Fax: 012 843-3858 Ref: Recruit 1801

**POST 04/102** : **PRINCIPAL ADMINISTRATIVE ASSISTANT: GENERAL**

**SALARY** : R 113 568.00 per annum (Level 6)  
**CENTRE** : CPP: Port Elizabeth, DPP Pietermaritzburg, DPP Kimberley, CPP Durban x2  
**REQUIREMENTS** : Grade 12, plus at least 2 years experience in general office administration. Good communication skills and presentation skills. Must be computer literate with excellent knowledge of Ms Word, PowerPoint, Outlook and Excel. Good written and verbal communication skills. Knowledge of Public Service will be a strong advantage. Able to act independently. Strong organizational skills. Good knowledge of Public Service will be advantage. Ability to lead and guide a team for sub-section in the office.

**DUTIES** : Provide high quality administrative support services to the office of the Director of Public Prosecutions. Attend to queries and make follow up on matters. Ability to lead and guide junior staff member. Draft correspondence to the members of the public, other organizations and state departments. Ensure that proper document/ file tracking system is in place. Ensure that registers are properly maintained at all times.

**ENQUIRIES** : Wendy Hadebe (DPP- Pietermaritzburg, CPP-Durban) 031 334-5027  
Phumelele Sali (DPP- Kimberley) 053 807 4521  
Thembinkosi Mkaliphi (DDPP-Port Elizabeth) 041 502 1406

**APPLICATIONS** : Email: [Recruit1802@npa.gov.za](mailto:Recruit1802@npa.gov.za) or Fax: 012 843-3859 Ref: Recruit 1802

**POST 04/103** : **PRINCIPAL ADMINISTRATIVE ASSISTANT- HR**

**SALARY** : R113 568 per annum (Level 6)  
**CENTRE** : DDPP- Thohoyandou, DPP-Pietermaritzburg, DPP- Cape Town, DPP-Pretoria  
**REQUIREMENTS** : Grade 12 plus at least 2 years relevant experience. HR administrations skills, knowledge of Human Resource Management in the Public Service. Good communication ( verbal and written) skills. Planning and prioritizing skills, customer focus, computer literacy particularly Windows packages, Excel, Word, Outlook and PERSAL operations. Ability to work under pressure. Good interpersonal skills.

**DUTIES** : Provide HR administration services, administer specific HR functions in the HR value chain as allocated ( Staff Procurement, Staff maintenance and Staff Exit), mainly recruitment processes, probation administration, leave administration, training administration, post establishment administration, labour relations administration and transfers. Compile and submit monthly statistics. Liaise with customers and stakeholders.

**ENQUIRIES** : Thomani David Londani (DPP-Thohoyandou) 015 960 9917  
Wendy Hadebe (DPP- Pietermaritzburg) 031 334-5027  
Angelene Jansen (CPP-Cape Town) 021 487-7123  
Mr NM Mabunda (DPP-Pretoria) 012 351-6700

**APPLICATIONS** : Email: [Recruit1803@npa.gov.za](mailto:Recruit1803@npa.gov.za) or Fax: 012 843-3860 Ref: 1803

**POST 04/104** : **PRINCIPAL ADMINISTRATIVE ASSISTANT: FINANCE (PAYMENTS)**

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

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : Grade 12 plus at least 2 years relevant experience. Knowledge of government procurement procedures. Computer literacy in MS Office (MS Word, MS Excel and MS PowerPoint). Knowledge of financial Management ( Budget, expenditure control cash flow, ect.). Knowledge of government financial systems (PERSAL, Logis, BAS).Knowledge of PFMA and treasury regulations.

**DUTIES** : Process payment of service provider for the unit. The appointee will process subsistence and travelling claims for the unit in line with the available budget and maintain asset register. Render support in the compilation and control of the budget. Carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with procurement policy. Check salary reports and report discrepancies. Distribute pay and IRP5's. Procure and distribute stationery for the unit. Manage petty-cash. Liaise with Corporate Services regarding all matters pertaining to Finance.

**ENQUIRIES** : Wandisa Madikizela 012 845 6820

**APPLICATIONS** : Email: [Recruit1804@npa.gov.za](mailto:Recruit1804@npa.gov.za) or Fax: 012 843-3861 Ref: 1804

**POST 04/105** : **PRINCIPAL ADMINISTRATIVE ASSISTANT: FINANCE AND PROCUREMENT**

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

**CENTRE** : DPP:Mthatha, Pretoria Head Office (Supply Chain Management), DPP: Cape Town and DPP: Johannesburg

**REQUIREMENTS** : Grade 12, at least 2 years relevant experience. Experience in government procurement procedures, Computer literacy in MS Office (MS Excel, MS Word, MS PowerPoint). Knowledge of Financial Management (Budget, expenditure control, cash flow, ect.). Knowledge of government financial systems (PERSAL, Logis, BAS).Knowledge of PFMA and treasury regulations

**DUTIES** : Process payment of service provider for the unit. The appointee will process subsistence and travelling claims for the unit in line with the available budget and maintain asset register. Render support in the compilation and control of the budget. Carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with procurement policy. Check salary reports and report discrepancies. Distribute pay and IRP5's. Procure and distribute stationery for the unit. Manage petty-cash. Liaise with Corporate Services regarding all matters pertaining to Finance.

**ENQUIRIES** : Ms. T. Raga/ Ms. N. Madikizela-047 501 2629/ 047 501 2684  
Sydwell Namuhuchu (DPP Johannesburg) 011 220 4005  
Musa Zondo (Pretoria Head Office) 012 845 6114  
Angelene Jansen (DPP-Cape Town 021 487-7123

**APPLICATIONS** : Email: [Recruit1807@npa.gov.za](mailto:Recruit1807@npa.gov.za) or Fax: 012 843-3864 Ref: 1807

**POST 04/106** : **PRINCIPAL ADMINISTRATIVE ASSISTANT-DOCUMENTS**

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

**CENTRE** : DPP-Pietermaritzburg X2

**REQUIREMENTS** : Grade 12 and at least 2 years relevant record management experience. Code 08 driver's licence.

**DUTIES** : Registry management: Registry Functions. Sort documents. File documents. Open new files. Draw files on request. Reference documents. Starts and update index cards. New appointments, transfers and resignation. Ensure files correctly opened according to checklists and prescripts. Ensure filing is done accurately with no miss filing. Maintain files, all files must be kept at 3cm. Queries: External auditors. Internal auditors. Business units. Liaison and communications. Handle mail and parcels. Incoming mil and post table. Priority mail register. Registered mail. Open mail. Date stamping. Remittance register. Sort mail. Allocate reference numbers. Franking machine. Outgoing mail: Send out mail. Send out parcel. Courier service. Franking machine. Electronic and document records management. Sort documents for scanning. Scan documents

**ENQUIRIES** : Wendy Hadebe 031 334-5027

**APPLICATIONS** : Email: [Recruit1823@npa.gov.za](mailto:Recruit1823@npa.gov.za) or Fax: 012 843-3880 Ref: 1823



**POST 04/107** : **DATA CAPTURER**

**SALARY** : R94 575 per annum (Level 5)  
**CENTRE** : DPP: Johannesburg, DPP: Pretoria  
**REQUIREMENTS** : Grade 12, plus at least 1 year relevant administration experience. Computer literacy, especially MS Office-, MS Word, MS Excel and Outlook. Good communication (verbal and written) skills. Client orientation, customer and focus skills. Administration skills. Knowledge of Public Service administration and prescripts.

**DUTIES** : Provide efficient Data capturing service in the DPP including amongst other. Providing monthly data reports, distribution of reports, filing of reports. Etc. Capturing of data (statistics) received on daily basis. Perform other administration tasks as requested. Document administration (classification correspondence recordings and processing, filing) Case file administration, document production services, IT administration, liaises with customers and stakeholders.

**ENQUIRIES** : Sydwell Namuhuchu (DPP Johannesburg) 011 220 4005  
Mr NM Mabunda (DPP- Pretoria) 012 351 6700

**APPLICATIONS** : Email: [Recruit1805@npa.gov.za](mailto:Recruit1805@npa.gov.za) or Fax: 012 843-3862 Ref: 1805

**POST 04/108** : **SECRETARY**

**SALARY** : R94 575 per annum (Level 5)  
**CENTRE** : NPS: Head Office, HRM&D x4 (Pretoria): Labour Relations, Training and Development, HRM, IAND, Finance and Procurement, Fleet and Facilities, Integrity Management Unit

**REQUIREMENTS** : Grade 12 or equivalent qualification. At least 3 years secretarial experience. Must be computer literate (Word, Excel, Outlook, PowerPoint). Excellent organizational and planning skills. Excellent writing and verbal communication and reporting skills. Ability to work independently and in a high pressure environment. Integrity. reliable, tolerant and determined. Able to act independently. Willing to travel, able to work extended hours. Excellent administration skills. Valid driver's license.

**DUTIES** : Provide high level secretarial support and perform a variety of administrative task to the Executive Manager, Ensure all incoming calls are screened and referred to relevant persons. Manage diary and receive guests in a professional manner. Receive all incoming documentation earmarked for the Executive Manager. Determine the security classification of documents. Maintain record of the flow of documentation and proper filing system. Draft reports, submission and other dictations. Take minutes in meetings. Arrange workshops and related event on ad hoc basis.

**ENQUIRIES** : Phuti Mahanyele (NPS HEAD OFFICE) 012 845 6945  
Ronnie Pather ( Labour Relations) 012 845 6168  
Dikeledi Moganyaka (HRM &D and IAND) 012 845 6222  
Adelle de Kock (Finance and Procurement) 012 845 6835  
Shirley Matsapola (Integrity Management Unit) 012 845 6092  
Jacobus Hayward (HRM) 012 845 6178

**APPLICATIONS** : Email: [Recruit1816@npa.gov.za](mailto:Recruit1816@npa.gov.za) Fax: 012 843-3873 Ref: Recruit 1816

**POST 04/109** : **SENIOR ADMINISTRATIVE ASSISTANT: PROCUREMENT**

**SALARY** : R94 575 per annum (Level 5)  
**CENTRE** : DPP: Cape Town  
**REQUIREMENTS** : Grade 12 plus 1 year relevant experience in procurement ,logistics and administration. Ability to organize and prioritise work. Good communication (verbal and written) skills. Computer literacy, especially MS Packages, including Word and Excel. Knowledge of supply chain management and relevant procurement prescript.

**DUTIES** : Eliminate or reduce fruitless and wasteful expenditure monitor and control the usage of contract/Govt vehicles safeguard Departmental assets. Monitor Departmental Inventory. Maintain Departmental service contracts; manage all travel and accommodation arrangements for Provincial staff. Perform other procurement related tasks. Perform any other task as requested by the Deputy Manager or Corporate Manager.

**ENQUIRIES** : Angelene Jansen 021 487-7123  
**APPLICATIONS** : Email: [Recruit1817@npa.gov.za](mailto:Recruit1817@npa.gov.za) Fax: 012 843-3874 Ref: Recruit1817

**POST 04/110** : **SENIOR ADMINISTRATIVE ASSISTANT: GENERAL**

**SALARY** : R94 575 per annum (Level 5)  
**CENTRE** : CPP:Polokwane, CPP:Nelspruit (Kabokweni) CPP Witbank (Kwa-Mhlanga), CPP Klerksdorp, CPP Polokwane, CPP Modimolle (Mokerong), CPP- Bethlehem, CPP- Eastrand (Kempton Park), CPP-Middelburg

**REQUIREMENTS** : Grade 12 plus at least 1 year relevant administration experience. Ability to organize and prioritise work. Good communication (written and verbal) skill. Computer literacy MS packages, including MS Word and MS Excel. Good office practice.

**DUTIES** : Provide a support to the office. Design and keep a well- organized administrative system for the office. Provide and administrative advice to all components of the office. Draft correspondence to members of the public, other organizations and State departments. Liaise with corporate services with regard to all matters pertaining to the administrative functioning of the office. Provide administrative support to legal staff, logistical and human resources. Deliver mails and faxes within the office

**ENQUIRIES** : Mr NM Mabunda (CPP: Polokwane, CPP: Witbank, CPP: Klerksdorp, CPP:Middelburg, CPP: Modimolle) 012 351-6700  
Mr. George.T. Khosa (CPP-Bethlehem) 051 410-6000/25  
Sydwell Namuhuchu (CPP-Eastrand: Kempton Park) 011 220-4005  
Wendy Hadebe (CPP-Pinetown) 031 334-5027

**APPLICATIONS** : Email: [Recruit1819@npa.gov.za](mailto:Recruit1819@npa.gov.za) Fax: 012 843-3876 Ref: Recruit 1819

**POST 04/111** : **SENIOR ADMINISTRATIVE ASSISTANT: FINANCE**

**SALARY** : R94 575 per annum (Level 5)

**CENTRE** : DPP: Johannesburg, DPP: Pretoria

**REQUIREMENTS** : Grade 12, at least 1 year relevant Finance experience. Relevant experience as Office assistance in an environment.

**DUTIES** : Assit with performing all accounting and financial operations (S&T, creditors, Suppliers, petty cash, etc.) funtions for the Office. Capuring financial statisics and maintaining electronic registers. Perform any other related finance funtions as required by the supervisor from time to time.

**ENQUIRIES** : MN Mabunda (DPP- Pretoria) 012 351 6700

Sydwell Namuhuchu( DPP- Johannesburg) 011 220 4005

**APPLICATIONS** : Email: [Recruit1820@npa.gov.za](mailto:Recruit1820@npa.gov.za) Fax: 012 843-3877 Ref: Recruit 1820

**POST 04/112** : **SENIOR ADMINISTRATIVE ASSISTANT: DOCUMENTS 2 POSTS**

**SALARY** : R94 575 per annum (level 5)

**CENTRE** : DPP -JHB

**REQUIREMENTS** : Grade 12 plus at least 1 year relevant Documents Administration experience. Computer literacy, especially MS Word, Excel, and Outlook. Knowledge and understanding of information management. Good communications skills (verbal and written). Problem solving and decision making skills. Action orientation.

**DUTIES** : Assist with setting up an efficient Document Centre. Assist with efficient messenger services when required. Provide assistant pertaining to IT services in the division when required. Provide Acces to information services in terms of the requirements of the Act. Assist with efficient Data Capturing services in the division. Participate in the Customet Management Projects as required. Incoming faxes and distribute to relevant officials. Assist with registration of daily incoming work requested to do so. Maintain register of outgoing for mail. To maintain a telephone lists.

**ENQUIRIES** : Sydwell Namuhuchu 011 220 4005

**APPLICATIONS** : Email: [Recruit1821@npa.gov.za](mailto:Recruit1821@npa.gov.za) Fax: 012 843-3878 Ref: Recruit 1821

**POST 04/113** : **SENIOR ADMINISTRATIVE ASSISTANT: HR**

**SALARY** : R94 575 per annum (level 5)

**CENTRE REQUIREMENTS** : DPP: Johannesburg  
: Grade 12, and at least 1 year relevant experience. Understanding of relevant Acts (Public Service Act, Public Service Regulations, Public Finance Management Act, etc) applicable in the Public Service. Good communication skills. Interpersonal relations skills. Computer literacy. Report writing skills. Ability to work under pressure.

**DUTIES** : Deal with staff recruitment and selection matters and related enquires. Deal with employee's service benefits. Manage the leave of absence e.g receiving, recording, capturing of leave and leave application verifications. Apply prescripts pertaining to the following : Pension, medical aid, leave, unemployment insurance, transfer, state guarantees, homeowner deductions, and allowances, injury on duty, accomodation and travel claims, long service awards, termination of service and other allowances. Handle matters relatinf to staff exit or terminations. Write reports, such as interview reports.

**ENQUIRIES APPLICATIONS** : Sydwell Namahuchu 011 220-4005  
: Email: [Recruit1822@npa.gov.za](mailto:Recruit1822@npa.gov.za) Fax: 012 843-3879 Ref: Recruit 1822

**POST 04/114** : **SWITCHBOARD OPERATOR**

**SALARY CENTRE REQUIREMENTS** : R79 104 per annum (level 4)  
: DDPP: THOHOYANDOU  
: Grade 12. Computer literacy with and understanding of MS Office, MS Excel. Good interpersonal skills are additional requirements

**DUTIES** : To answer all incoming calls. Keep staff extensions numbers register up to date and change register when staff changes offices or there are staff changes. Registration of daily incoming inquest in section. Report faulty machines when out of order. Attend to public at reception. Sort out incoming faxes and distribute to relevant officials. Assist with registration of daily incoming work when requested to do so. Maintain register of outgoing mail. To maintain a telephone lists.

**ENQUIRIES APPLICATIONS** : Londani T.D 015 960 9917  
: Email: [Recruit1825@npa.gov.za](mailto:Recruit1825@npa.gov.za) or Fax: 012 843-3882 Ref: 1825

**POST 04/115** : **ADMINISTRATIVE ASSISTANT: FINANCE (PAYMENTS) 3 POSTS**

**SALARY CENTRE REQUIREMENTS** : R79 104 per annum (level 4) plus housing allowance, annual service pension and medical aid benefits  
: Pretoria: Head Office  
: Grade 12 with working experience. Knowledge on filling processes. Ability to work under pressure and meet deadlines. Excellent written and verbal communication skills. General computer literacy and knowledge of MS Word, Excel. Knowledge of BAS system and Logis system. Knowledge of Treasury Regulations.

**DUTIES** : Check Documents from Procurement to ensure that they are complete. Check all signatories and certifications; inspect documents for banking details on Logis, Bas. Filling of documents, reconciliation of suppliers statements. Clearing of suspense accounts, compiling journals for VAT clearance. Submission of vat claims at SARS, compiling Donor fund monthly reports.

**ENQUIRIES APPLICATIONS** : Wandisa Madikizela 012 845 6820  
: Email: [Recruit1834@npa.gov.za](mailto:Recruit1834@npa.gov.za) or 012 843 3891 Ref: 1834

**POST 04/116** : **SENIOR MESSENGER**

**SALARY CENTRE REQUIREMENTS** : R79 104 per annum (level 4)  
: DDPP: Thohoyandou  
: Grade 10, or equivalent qualification, and at least 1year relevant experience. Computer literacy, very good communication skills (written and verbal), ability to read and write with good administration skills. Good interpersonal skills, strong organizational skills, ability to work under pressure, Code 08 driver's license.

**DUTIES** : The appointee will be required to maintain an effective and efficient messenger service to the office of the Deputy Director of Public Prosecutions. This will include : mailing service, photocopying and binding of documents, filing system,



document administration. Distribution of daily court roll and other information as required, general office administration duties, switchboard relief duties.

**ENQUIRIES** : Thomani David Londani 015 960 9917  
**APPLICATIONS** : Email: [Recruit1810@npa.gov.za](mailto:Recruit1810@npa.gov.za) Fax: 012 843-3867 Ref: Recruit 1810

**POST 04/117** : **ADMINISTRATIVE ASSISTANT: GENERAL**

**SUALARY** : R79 104 per annum (level 4)  
**CENTRE** : DPP: Mthatha X2, DDPP: Port Elizabeth, DPP: Kimberley, DPP: Pietermaritzburg  
**REQUIREMENTS** : Grade 12 plus relevant administrative experience. Knowledge of public service legislation. Ability to organize and prioritize work. Computer literacy in MS Packages.

**DUTIES** : Provide support service to the office. Design and keep a well-organized administrative system for the office. Draft correspondence to members of the public, other organizations and state departments. Liaise with corporate services with regard to all matters pertaining to the administrative functioning of the office. Provide administration support to the legal staff, logistical and human resources. Good office practice.

**ENQUIRIES** : Ms.T. Raga/ Ms.N. Madikizela (DPP- Mthatha) 047 501-2629/ 047 501-2684  
Thembinkosi Mkaliphi (DDPP-Port Elizabeth) 041 502 1406  
Phumelele Sali (DPP-Kimberley) 053 807 4521  
Wendy Hadebe (DPP: Pietermaritzburg) 031 334 5027  
**APPLICATIONS** : Email: [Recruit1811@npa.gov.za](mailto:Recruit1811@npa.gov.za) Fax: 012 843-3868 Ref: Recruit 1811

**POST 04/118** : **ADMINISTRATIVE ASSISTANT: DOCUMENTS**

**SALARY** : R79 104 per annum (level 4)  
**CENTRE** : DPP: Kimberley  
**REQUIREMENTS** : Grade 12, plus relevant administrative experience. Ability to organize and prioritize work. Good communication (verbal and written) skills. Computer literacy MS Packages, including MS Word, Power Point, Excel and Outlook. Ability to maintain high a level of professionalism, confidentiality and reliability. Good planning and organizing skills. Ability to work under pressure, independently and as part of a team. Good office practice.

**DUTIES** : Perform a variety of administrative duties such as opening of mail and distribution thereof to relevant offices. The drawing and distribution of files, maintenance of files, distribution of circulars, receiving of incoming documentations, filling of correspondances, keeping register up to date (franked mail register, remittance register etc.) Dealing with personnel files for appointments, transfer, and resignations. Maintenance of various registers in accordance with the file plan and Electronic document Management. Manage the following office equipments fax machines and photocopy machines within the office of the Director of Public Prosecution. Manage physical protection of paper based records and files Relieve switchboard when necessary.

**ENQUIRIES** : Phumelele Sali 053 807 4521  
**APPLICATIONS** : Email: [Recruit1815@npa.gov.za](mailto:Recruit1815@npa.gov.za) Fax: 012 843-3872 Ref: Recruit 1815

**POST 04/119** : **MESSENGER**

**SALARY** : R55 830 per annum (level 2)  
**CENTRE** : DDPP: Bisho  
**REQUIREMENTS** : Grade 10, or equivalent qualification. Knowledge of and experience in Registry and messenger procedures. Code 8 driver's license.

**DUTIES** : Collect and deliver mail and parcels from the Post Office. Collect and deliver mail and parcels from other destination. Collect and deliver parcels internally in the NPA (primary functions). Open mail and parcels. Register mail and parcels. Serving of subpoenas and summons to various police stations in Kimberley region. Transportation of personnel to and from various destinations.

**ENQUIRIES** : Zolekile Pafa 040 608-6801  
**APPLICATIONS** : Email: [Recruit1809@npa.gov.za](mailto:Recruit1809@npa.gov.za) Fax: 012 843-3866 Ref: Recruit 1809

## NATIONAL TREASURY

- APPLICATIONS** : National Treasury, Private BagX115, Pretoria, 0001 or e-mail to [recruit.cs@treasury.gov.za](mailto:recruit.cs@treasury.gov.za).
- CLOSING DATE** : 04 February 2011 @ 12:00
- NOTE** : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

## OTHER POST

- POST 04/120** : **FINANCIAL ADMINISTRATION SPECIALIST: EXPENDITURE AND REVENUE**  
**REF NO: S013/2011**  
Division: Corporate Services
- SALARY** : R174 117 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A tertiary qualification and relevant experience in Finance Management/Accounting • Experience in and sound knowledge of financial and procurement management • Sound knowledge of the Public Financial Management Act (PFMA) and Treasury Regulations • Computer literacy with sound knowledge of the full MS Office suite as well as sound knowledge of BAS (Basic Accounting System) and LOGIS. • Results orientated individual who has organisational awareness and good problem solving and analysis skills.
- DUTIES** : Preparation and processing of payment requisitions for all creditors and other related payments • Preparation and processing of fund transfers to the various spheres of government including those transfers to other entities • Administration of cash deposits and departmental revenue • Administration of the National Treasury's bank accounts • Administration of Department's Petty Cash Facility • Monitor, follow up and clear transactions allocated to control/suspense accounts.

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

*It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.*

- APPLICATIONS** : Applications must be sent to the attention of Mr Thabang Ntsiko: Private Bag X916, Pretoria, 0001 or deliver, between 07:00am and 16:30pm daily to 116 Proes Street, Batho Pele House, Pretoria. Please note that no faxed or e-mailed applications will be accepted.
- CLOSING DATE** : Monday, 14 February 2011
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Note: Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers • an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records.

## MANAGEMENT ECHELON

- POST 05/121** : **DIRECTOR: COMPLIANCE AND ENFORCEMENT**  
Chief Directorate: Integrity And Ethics Management  
The Chief Directorate: Integrity and Ethics Management supports the national integrity system through the development, implementation and monitoring of ethics and anti-corruption policies and strategies at national and international levels. The Chief Directorate has three (3) vacancies and wishes to invite suitable applicants for the positions of Director: Compliance and Enforcement, Deputy Director: Compliance and Enforcement and Deputy Director: Ethics Management.
- SALARY** : An all inclusive remuneration package of R652 572 per annum (Level 13). Annual progression up to a maximum salary of R780 228 is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of basic salary, State's contribution to the Government Employees Pension Fund and flexible portion that may be structured according to personal needs within a framework
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year degree or equivalent qualification in Political Science, Social Sciences or Law Fields. Extensive knowledge of and experience in monitoring and evaluation of anti-corruption policies and programs, as well as compliance with regulatory provisions, coupled with a proven track record of successfully managing projects. Proven ability to monitor the implementation of the outcomes approach of government as it relates to tackling of corruption in the public service as well as knowledge of broad spectrum of compliance attributes considered best practice and informed by international approaches.
- DUTIES** : Provide ongoing monitoring of the implementation of national and international anti-corruption frameworks. Ensure compliance with ethical and anti-corruption policies and strategies. Monitor compliance with bilateral, multilateral, regional and international legal instruments. Develop action plans to improve compliance with national and international anti-corruption regulatory and legal instruments. Undertake periodic assessments and perception surveys on levels of corruption in the public service. Design and sustain systems to monitor compliance as well as provide regular reports to all stakeholders including Cabinet.

**ENQUIRIES** : Ms V Phala (012) 336 1103

**OTHER POSTS**

**POST 04/122** : **DEPUTY DIRECTOR: COMPLIANCE AND ENFORCEMENT**

Chief Directorate: Integrity And Ethics Management

The Chief Directorate: Integrity and Ethics Management supports the national integrity system through the development, implementation and monitoring of ethics and anti-corruption policies and strategies at national and international levels. The Chief Directorate has three (3) vacancies and wishes to invite suitable applicants for the positions of Director: Compliance and Enforcement, Deputy Director: Compliance and Enforcement and Deputy Director: Ethics Management.

**SALARY** : An all inclusive remuneration package of R406 839 per annum (Level 11). Annual progression up to a maximum salary of R479 238 is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of basic salary, State's contribution to the Government Employees Pension Fund and flexible portion that may be structured according to personal needs within a framework

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate three year degree in the Social Sciences or equivalent qualification. Experience in monitoring compliance with ethics and anti-corruption programmes. Knowledge of the design of monitoring and evaluation tools and methodology. Proven track record of developing, implementing and managing projects involving multiple partners. Good analytical skills.

**DUTIES** : Develop, implement and maintain an anti-corruption monitoring and compliance system. Monitor the levels of corruption and prepare analytical reports. Establish and maintain liaison with research and anti-corruption institutions regarding anti-corruption research, monitoring and evaluation programmes. Prepare compliance reports on international anti-corruption instruments.

**ENQUIRIES** : Ms V Phala (012) 336 1103

**POST 04/123** : **DEPUTY DIRECTOR: ETHICS MANAGEMENT**

Chief Directorate: Integrity And Ethics Management

The Chief Directorate: Integrity and Ethics Management supports the national integrity system through the development, implementation and monitoring of ethics and anti-corruption policies and strategies at national and international levels. The Chief Directorate has three (3) vacancies and wishes to invite suitable applicants for the positions of Director: Compliance and Enforcement, Deputy Director: Compliance and Enforcement and Deputy Director: Ethics Management.

**SALARY** : An all inclusive remuneration package of R406 839 per annum (Level 11). Annual progression up to a maximum salary of R479 238 is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of basic salary, State's contribution to the Government Employees Pension Fund and flexible portion that may be structured according to personal needs within a framework

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate three year degree in the Social Sciences, Legal or Public Administration fields or equivalent qualification. Good analytical, writing and presentation skills. Advanced research experience. Sound Knowledge of ethics and anti-corruption issues. Ability to work with multiple partners and stakeholders.

**DUTIES** : Develop ethics and anti-corruption policies and strategies. Review public service policies and practices in terms of ethical norms and standards. Develop guidelines to promote adherence to the Public Service ethical and anti-corruption prescripts. Participate in regional and international anti-corruption forums to ensure the domestication of international anti-corruption legal instruments into national policies.

**ENQUIRIES** : Ms V Phala (012) 336 1103

**POST 04/124** : **DEPUTY DIRECTOR: LABOUR RELATIONS**  
Chief Directorate: Integrity And Ethics Management  
The Chief Directorate: Integrity and Ethics Management supports the national integrity system through the development, implementation and monitoring of ethics and anti-corruption policies and strategies at national and international levels. The Chief Directorate has three (3) vacancies and wishes to invite suitable applicants for the positions of Director: Compliance and Enforcement, Deputy Director: Compliance and Enforcement and Deputy Director: Ethics Management.

**SALARY** : An all inclusive remuneration package of R406 839 per annum (Level 11). Annual progression up to a maximum salary of R479 238 is possible, subject to satisfactory performance. The employee will also be eligible for grade progression to salary level 12 if he/she meets the criteria. Current employees on salary level 12 may also apply. The all-inclusive remuneration package consists of basic salary, State's contribution to the Government Employees Pension Fund and flexible portion that may be structured according to personal needs within a framework

**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate degree or Diploma in Labour Relations/Human Resource Management and/or Law with relevant experience. An in-depth understanding of enabling legislation (BCEA, Employment Equity Act, LRA, PSA, and Collective Agreements Act). Appropriate management experience. Knowledge of Labour Relations and Labour Law. Excellent interpersonal skills. Proven writing ability. Excellent negotiation skills, Conflict resolution skills, Computer competency of full MS Office suite. Exposure to development of policies. Valid driver's licence and willingness to travel.

**DUTIES** : Development and maintenance of labour relations policies for the public service. Provide advice and assistance to stakeholders on labour relations matters. Conduct research and development of guidelines on practical application of labour relations matters. Participate in collective bargaining structures of the public service. Provide advisory support and training to departments on implementation of labour relations matters. Effectively manage labour relations cases e.g. grievances, misconduct, appeals, etc. Represent the DPSC at conciliation and arbitration cases. Provide advice to the Chief Directorate, Deputy Director-General, Director-General, and the Ministry on labour relations matters.

**ENQUIRIES** : Mr Koos Shabangu (012) 336 1274

**POST 04/125** : **ASSISTANT DIRECTOR: JOB EVALUATION**

**SALARY** : R206 982 per annum (Level 9). Annual Progression up to a maximum salary of R243 810 per annum is possible subject to satisfactory performance.

**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate qualification at NQF 6 or equivalent tertiary qualification in Human Resource Management or related fields. Extensive knowledge and experience of Job Evaluation in the Public Service and Organisational Design practices and policies. Must be a trained Job Evaluation analyst. Strong verbal and written communication skills, with an ability to communicate at all levels. Policy analysis and development skills. Initiative and ability to think creatively. Good interpersonal skills. Ability to work in a team, plan and execute work of the team. Computer literate (PERSAL, MS Word, MS Excel, MS Outlook).

**DUTIES** : Development of Organisational Design and Establishment policies, processes and procedures for the department, including the maintenance of the Job Description and Job Evaluation policy for the department. Provide advice and support to management and staff on Organisational Development related matters (with specific emphasis on Job Evaluation). Develop and maintain an appropriate Job Evaluation information management system for the department. Conduct Job Evaluation and Co-ordinate Job Evaluation of all jobs in the department. Provide a secretarial support to the Job Evaluation panels and ensure that jobs are correctly graded on the organizational structure as well as on PERSAL. Facilitate recruitment within the department and participate in cross functional teams.

**ENQUIRIES** : Ms TG Manzini (012) 336 1121

**POST 04/126** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEMS**

**SALARY** : R206 982 per annum (Level 9). Annual Progression up to a maximum salary of R243 810 per annum is possible subject to satisfactory performance.

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate qualification at NQF 6 or equivalent tertiary qualification in Human Resource Management or related fields. Knowledge of the Public Service Regulatory. Knowledge of the Public Service Regulatory Framework. Competencies need: Communication (written, verbal and liaison) skill. Planning and organising skills. Ability to interpret directives. Interpersonal Skills. Problem-solving skills. Computer literacy: MS Packages and Persal. Attributes: Ability to work in a team. Ability to work under pressure and to cope with a high workload. Ability to manage subordinate(s). Ability to manage subordinate(s) Self starter. Accurate and compliant.

**DUTIES** : Key responsibility: Administer the departmental Performance Management and Development System (PMDS). Serve as the secretariat during the assessments meetings. Provide advice, guidance and information sessions to employees on the Department's PMDS. Facilitate analysing/ analysed Branch Operational Plans in relation to PA's and workplans. Implement the policy framework for performance management and participate in the reviewing thereof. Maintain the PMDS database. Implement the Awards and Pay progressions. Maintain and update the costing model in order to monitor expenditure on performance bonuses.

**ENQUIRIES** : Ms TG Manzini (012) 336 1121

**POST 04/127** : **PRINCIPAL PERSONNEL OFFICER**

**SALARY** : R140 208 per annum (Level 7). Annual progression up to a maximum salary of R165 159 per annum is possible subject to satisfactory performance.

**CENTRE** : Pretoria

**REQUIREMENTS** : Senior Certificate or equivalent qualification. Proven practical administrative experience in and knowledge of Conditions of Service (listed in the KPA's below) Knowledge of relevant legislation i.e. Public Service Act; Public Service Regulations; PSCBC Resolutions; Sound interpersonal skills; Computer literate (PERSAL and Ms Word); Team player; Good communication skills (written and verbal) Self-driven and results oriented; able to deliver under pressure.

**DUTIES** : Administration and advice on: Leave, Termination of Service, State Guarantee, Housing Allowance, Pensions, Acting Allowance, Service bonus, advice management and employees on the above-mentioned practices; participate in ad hoc projects (e.g. Job evaluation, Recruitment and Selection, Policy development, collaboration with other Departments).

**ENQUIRIES** : Ms TG Manzini (012) 336 1121

## 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.*

**CLOSING DATE** : 11 February 2011  
**NOTE** : Applications must be submitted on form Z 83, obtainable from any Public Service Department and should be accompanied by a comprehensive Curriculum Vitae (previous experience must be comprehensively detailed) and certified copies of qualifications, service certificates and identification document. Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Applicants must also provide the full names, addresses and telephone numbers of at least three referees. Failure to submit the requested documents may result in your application not being considered (Applications lacking evidence of relevant experience will not be considered). If you apply for more than one post in the Department, please submit separate application forms for each post. Applicants will be expected to be available for selection interviews at a time, date and place as determined by the Department. The candidate would be expected to complete a competency based assessment. Applications will not be considered after the closing date. Correspondence will be entered into with short listed candidates only.

## OTHER POSTS

**POST 04/128** : **ACCOUNTING CLERK (PAYABLES) REF NO: S8/3/2011/42**

**SALARY** : R94 575 per annum (Level 5)  
**CENTRE** : Directorate: Financial Accounting And Reporting (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession a National Senior Certificate or equivalent qualification plus appropriate experience. \* Knowledge and experience on BAS or other accounting packages will be advantageous not a requirement, knowledge in effecting payments. \* Experience as a Cashier will be added advantage. \* Computer literate (such as Microsoft Excel and Microsoft Word). \* Good interpersonal skills. \* Excellent verbal and written communication skills. \* The following will serve as recommendations: \* Knowledge of Treasury or Financial regulations, and PFMA.

**DUTIES** : \* Capturing of BAS payments. \* Checking of Interdepartmental claims. \* Adhere to SCOA prescripts and ensure that the correct combinations are used before issuing petty cash or capturing payments. \* Manage all Interdepartmental claims in section and reconcile it on a monthly basis. \* Assist with Confirmation letters and Reconciliation for Annual Financial Statements. \* Assist as relief cashier

**ENQUIRIES** : Ms J Stoltz Tel: (012) 312 9726  
**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, Corner Jacob Mare and Paul Kruger, Pretoria

**FOR ATTENTION** : Human Resource Management

**POST 04/129** : **FOOD SERVICE ASSISTANT REF NO: S8/3/2011/43**

**SALARY** : R66 750 per annum (Level 3)  
**CENTRE** : Surveyor General: Kwazulu Natal (Administration)  
**REQUIREMENTS** : Grade 11 or Standard 9. \* Knowledge of the operation of vending machine and experience in catering or hospitality will be an advantage  
**DUTIES** : \* Provide a food aid service to the Surveyor General: Kwazulu Natal both external and internal, and as when required and at short notice when requested. \* Maintain the stock for the vending machine owned by the office. \* Maintain the hygienic cleanliness of the kitchens, cutlery and crockery and the appliances attached thereto. \* Ensure that all the utensils used and the vending machine is

hygienically clean. \* Record and maintain the stock levels supplies used to supply a food aid service. \* Perform administrative duties attached to the task and assist with the filing of documents and moving of assets when not supplying a food aid service

**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, Kwazulu Natal Provincial Shared Service Centre, Private Bag X 9132 Pietermaritzburg 3200 or can be hand delivered at 270 Jabu Ndlovu Street, Pietermaritzburg 3201

**POST 04/130** : **MESSENGER REF NO: S8/3/2011/46**

**SALARY** : R66 750 per annum (Level 3)  
**CENTRE** : Office Of The Chief Information Officer (Pretoria)  
**REQUIREMENTS** : A National Senior Certificate or equivalent qualification or Grade 10 and two years experience. \* Computer literate. \* Good communication skills both verbal and written. \* Good interpersonal relations. \* Ability to work under-pressure. \* Possession of a driver's license.

**DUTIES** : \* Maintaining an effective messenger service with regard to the following: Postage and courier service. \* Photocopying and binding of documents, filing system. \* General office administrative duties and give support to all staff members in the Administrative Support component. \* Supporting the Deputy Manager with urgent tasks. \* Maintaining the fax machine and deliver faxes. \* Maintaining photocopy machine

**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, Corner 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** : 11 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 04/131** : **ASSISTANT DIRECTOR: COST DATA ANALYST**  
Directorate: Costing, Financial Forecasting and Modelling
- SALARY** : R206 982 p.a.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three year Degree/Diploma in Cost and Management Accounting PLUS sufficient experience in collecting, analyzing and interpreting data. Bachelor of Commerce Degree in Statistics / Economics will be an added advantage. Competencies needed:  Planning and organising skills. Project management skills. Communication (written and verbal) skills. Presentation skills. Costing and Budgeting skills. Computer literacy. Analytical skills. Financial management skills. Problem-solving skills. Attributes: Ability to work under pressure and to cope with a high work load. Systematic. Diplomatic. Integrity. Persuasive. Compliant. Assertive. Accuracy. Adaptable. Friendly. Disciplined.
- DUTIES** : Key Responsibilities: Collect, process, analyse, interpret and manage data and information for costing purposes. Compile statistics and determine trends in the delivery of social development sector. Produce fluent and graphically illustrated reports. Respond to request for statistical information. Develop costing templates and financial forecasting models. Develop accurate cost analysis reports. Develop and maintain the cost estimates database, costing models and activity dictionary. Analyse cost benefits and assist in the coordination of costing related projects.
- ENQUIRIES** : Ms M D Mogane Tel no: (012) 312-7440
- POST 04/132** : **SENIOR SYSTEM DEVELOPER**  
two year contract  
Directorate: Systems Development
- SALARY** : R206 982 p.a. Plus 37 % in lieu of benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree in Information Systems or related field / National Diploma in Information Technology (or equivalent qualification) PLUS credible experience in systems development. Knowledge and experience in developing and deploying .NET application. Extensive knowledge of implementing SDLC. Knowledge and understanding of: ASP .Net 2.0, VB. Net or C#, SQL 2005, XML, HTML, JavaScript, DHTML, XHTML, CSS, RSS, XML Web

Services, WML, VBScript, the benefits of the various design methodologies and object oriented environments and browser specific compatibility issues. Understanding of server and networking environment will be an added advantage. A valid driver's license will be an added advantage. Competencies needed:  System Development skill. Analytical.  Communication (verbal and written) skills. Coordination skills. Planning and organising skill.  Problem-solving skills.  Presentation skills. Business ethics. Monitoring and evaluation skills Project management skills. Negotiation skills. Client orientation and customer focus skills.  Computer literacy.  Financial management skills.  Financial management skills. Research skills. Facilitation skills. Attributes:  Ability to work independently and as part of a team. Confidence. Trustworthiness. Integrity. Patience.  Accuracy. Assertiveness.  Compliance. Creative and innovative. Friendliness.

**DUTIES**

: Key Responsibilities:  Interpretation of User Requirements Specifications (URS) and development of applications to meet requirements, within agreed timeframes. Design, develop and maintain SQL database and create efficient and logical databases. Design and code superior technical solutions. Recognize system deficiencies and implement effective solutions. Maintain and enhance existing development standards and assume responsibility for the development environment. Communicate and enforce coding standards. Ensure continuous sharing of source codes and knowledge with colleagues to support the Directorate's skills retention programme and review work of junior developers and interns. Work with System Analysts and Business Analysts to design and develop applications. Create well designed and re-usable objects.

**ENQUIRIES**

: Ms P Moabelo Tel no: (012) 312 7108

**DEPARTMENT OF PERFORMANCE, MONITORING AND EVALUATION  
THE PRESIDENCY**

**APPLICATIONS** : E-mail address for applications: dpme@humancommunications.co.za  
**CLOSING DATE** : 11 February 2011 @ 16:30  
**NOTE** : The relevant reference number must be quoted on all applications. The applications must be scanned and sent by e-mail as one document to the e-mail address indicated above. Maximum file size 1Mb. Applicants must complete a Z83 form ([http:// www.dpsa.gov.za/ documents/ forms/employ.pdf](http://www.dpsa.gov.za/documents/forms/employ.pdf)), accompanied by a comprehensive CV (maximum 5 pages) and an ID copy. Only shortlisted candidates will be requested to submit certified copies of all qualifications. Confirmation of final appointment will be subject to a positive pre-employment vetting. Correspondence will be limited to short listed candidates only. For salary level 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS members (Level 13 to 15) will be subjected to competency assessments. On assumption of duty, they will have to enter into performance contracts and sign declaration forms.

**MANAGEMENT ECHELON**

**POST 04/133** : **DEPUTY DIRECTOR-GENERAL: PUBLIC SECTOR ADMINISTRATION OVERSIGHT**

**SALARY** : R976 317 all inclusive salary package per annum Salary Level 15  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A relevant post-graduate qualification plus a minimum of ten years appropriate experience. Analytical thinker with strong background in monitoring, turnaround strategies and change management. Experience in monitoring and evaluation of government policies. A thorough understanding of policy and administrative processes of Government. A good understanding of political and governance issues. Ability to develop and manage effective working arrangements with other centre of government departments to ensure co-ordinated and integrated actions.  
**DUTIES** : Responsible for the management of the Public Sector Administration Oversight Branch. Conduct Performance monitoring of individual national, provincial and local government departments. Support the President with his programme of "hands-on monitoring". Support the performance monitoring and evaluation of individual departments through accurate strategic plan analysis. Facilitate the Development, implementation and maintenance of a performance assessment tool for measuring the performance of government departments and municipalities at strategic and operational level. Work with other centre of government departments to ensure implementation of government's mandate.  
**ENQUIRIES** : Mr P Pretorius: Tel. 012 308 1892

**POST 04/134** : **CHIEF DIRECTOR: PROGRAMME OF ACTION**

**SALARY** : R 790 953 all inclusive salary package per annum Salary Level 14  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A relevant post-graduate qualification plus a minimum of ten years appropriate experience. Analytical thinker with a strong understanding of the Programme of Action. A thorough understanding of policy and administrative processes of Government. A good understanding of political and governance issues.  
**DUTIES** : Responsible for the management of the Programme of Action (POA). Produce performance reports on service delivery programmes. Administer and maintain the implementation of Programme of Action and the broader Government-Wide Monitoring and Evaluation System (GWM&ES). Facilitate the development of a new technology platform for the POA system. Establish a GWMES coordination forum of stakeholders from the centre of government. Develop and implement evaluation framework for GWMES.  
**ENQUIRIES** : Mr P Pretorius: Tel. 012 308 1892

## OTHER POSTS

<b><u>POST 04/135</u></b>	:	<b><u>OUTCOMES MANAGER 3 POSTS</u></b>
<b><u>SALARY</u></b>	:	R406 839 per annum all inclusive salary package per annum Salary Level 11
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A relevant three year tertiary qualification with five or more years experience. Must be able to operate independently and willingness to work irregular hours and to travel to perform duties away from Pretoria. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential. MS Project experience will serve as an added advantage. Valid driver's license. Competencies in the following areas: programme and project management, planning and Organisation, strategic capability and leadership, change management, problem solving and analysis, communication, Client orientated and customer focused. Skills required are: project management. Communication, report writing, motivational, influencing, facilitation, negotiation, computer literacy. Government / private sector experience in one or more of the following sectors will be an advantage: Education, Health, Criminal Justice, System, Economic policy, Skills development, Infrastructure development, Rural development, Human Settlements, Local Government, Environment and Natural Resources, International relations and or Public Service and Administration.
<b><u>DUTIES</u></b>	:	Conduct research focused on and in support of Government priorities. Build and maintain networks to enhance relations with clients and partners. Render support to the Outcomes Facilitators in the execution of their duties. Interact with private sector, NGO's and other departments and local governments to support government initiatives. Initiate, implement and monitor projects. Report on implementation of and progress with government programmes.
<b><u>ENQUIRIES</u></b>	:	Ms K Soorju: Tel. 012 308 1892
<b><u>POST 04/136</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMINISTRATION 2 POSTS</u></b>
<b><u>SALARY</u></b>	:	R206 982 per annum, salary level 9
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A relevant three year tertiary qualification with five or more years experience. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential. Valid driver's license. Excellent organisational skills and good interpersonal relations at all levels. Excellent communication skills (written and verbal). Ability to maintain high level of confidentiality. Be able to work under pressure. Committed to high standards of quality control. Financial background and knowledge of PFMA, Treasury regulations and general government supply chain environment essential. Available to work irregular hours and to travel to perform duties away from Pretoria.
<b><u>DUTIES</u></b>	:	Rendering of general logistical and project management related support. Manage the office, direct visitors and arrange transport and accommodation. Manage meeting venues. Manage incoming and outgoing correspondence. Draft specific documents. Arrange meetings, keep minutes and render secretarial support. Manage workflow record systems.
<b><u>ENQUIRIES</u></b>	:	Ms K Soorju: Tel. 012 308 1892
<b><u>POST 04/137</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING</u></b>
<b><u>SALARY</u></b>	:	R206 982 per annum salary level 9
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A relevant three year tertiary qualification with five or more years experience. Sound knowledge of the PFMA, Treasury Regulations and other relevant legislation. Extensive knowledge and experience of BAS and Persal. Good planning and reporting skills. High level of computer literacy and sound knowledge of the Microsoft Office suite is essential.
<b><u>DUTIES</u></b>	:	Facilitate MTEF budget planning and monitoring processes. Provide financial policy framework for the Department by developing and ensuring the implementation of guidelines, practice notes, delegations and standard operating procedures. Monitor and report on financial activities and or functions. Compile

monthly management accounts. Provide quarterly reports and ensure PFMA requirements are met. Provide accurate and adequate financial and other operational information for strategic decision making processes. Provide guidance to the Department on regular performance reporting including projects. Monitor annual financial statements

**ENQUIRIES** : Ms K Soorju: Tel. 012 308 1892

**POST 04/138** : **RECORDS AND INFORMATION OFFICER**

**SALARY** : R174 117 per annum salary level 8

**CENTRE** : Pretoria

**REQUIREMENTS** : A relevant three year tertiary qualification with at least two years experience. High Level of computer literacy and sound knowledge of the Microsoft Office suite is essential. Knowledge of Database management Systems, Document Management Systems, and Document classification methodologies. Knowledge of regulations and policies relating to handling, storage and archiving of documents.

**DUTIES** : Implement and maintain Information Management strategy and advisory services. Interact with key external Information/Data Institutions and the Performance Monitoring and Evaluation Department's Branches. Coordinate and manage document and knowledge assets warehousing processes.. Render electronic registry services. Capturing of information on electronic systems. Distribution of documents and information. Administering of a sensitive document / information system.

**ENQUIRIES** : Ms K Soorju: Tel. 012 308 1892

**POST 04/139** : **SENIOR SECRETARY 4 POSTS**

**SALARY** : R140 208 per annum salary level 7

**CENTRE** : Pretoria

**REQUIREMENTS** : The candidate must be in possession of a Senior Certificate with at least 5 years practical experience. A Diploma in Office Administration or Certificate in Office Administration will serve as an advantage. Excellent planning and organizing skills and good interpersonal relations. Good communication (written and verbal) and interpersonal skills. Office/telephone etiquette. Knowledge of tracking document and filing systems. Computer literacy and sound knowledge of Microsoft Office applications. Ability to maintain high level of confidentiality. Willingness to work under pressure. The commitment to high standards of quality control. Financial background will be an added advantage.

**DUTIES** : Successful candidate will be rendering clerical, secretarial, administrative and logistical support to the Manager that include handling of correspondence (incoming and outgoing documents), diary management, arranging meetings, workshops and provide administrative support. Track submissions. Draft correspondence and maintain registers. Handle all logistical arrangements. Liaise with external stakeholders. Maintain a correct filing system. Receive and assist visitors and guest in a professional manner. Taking of minutes and manage correspondence by receiving and distributing documents. Handle/ direct enquiries. Remain up to date with regards to prescripts/policies and procedures applicable to work terrain to ensure efficient and effective support to the manager.

**ENQUIRIES** : Ms K Soorju: Tel. 012 308 1892

**POST 04/140** : **SENIOR ACCOUNTING CLERK**

**SALARY** : R113 568 per annum salary level 6

**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 12 or equivalent qualification with accounting completed on Higher Grade. 2 to 3 years appropriate experience. Knowledge of BAS, PERSAL, PFMA and National Treasury Regulations. Computer literacy and sound knowledge of Microsoft Office applications is essential.

**DUTIES** : Responsible for the preparation of general financial applications, financial authorizations, preparing and checking of travel plans. Handle all enquires (written and verbal) with regard to financial applications. Assist with the payment

process and handle personnel matters and routine financial clerical duties (perform ad-hoc financial 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).

**ENQUIRIES**

:

Ms K Soorju: Tel. 012 308 1892

**POST 04/141**

:

**SENIOR PERSONNEL OFFICER**

**SALARY**

:

R94 575 per annum salary level 5

**CENTRE**

:

Pretoria

**REQUIREMENTS**

:

Senior Certificate and one or more years' relevant experience in human resource administration. Supplementary HR related courses a definite advantage. Proven applied knowledge of HR policy application in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations and relevant labour legislation). Good communication and organizational skills. Proven computer literacy, including MS Word and MS Excel.

**DUTIES**

:

The successful candidate will be responsible for the following HR and related functions: Application of HR policies and procedures. Coordinate HR information and Knowledge and Skills management. Assist in the implementation of the skills development strategies and plans. Co-ordinate employee training, learnerships, internships and induction programmes. Administer the performance management system and health and wellness programmes.

**ENQUIRIES**

:

Ms K Soorju: Tel. 012 308 1892

## DEPARTMENT OF TOURISM

*The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.*

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to Ayanda Mbanga Communications at P.O. Box 8333, Green Point, 8051 or hand delivered at 28 Roos Street, Fourways, 2055. Alternatively e-mail to anthea.buckland@jb.amcomms.co.za
- CLOSING DATE** : 14 February 2011
- NOTE** : In order to be considered, applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Note: short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

## OTHER POSTS

- POST 04/142** : **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS (BILATERAL RELATIONS) REF NO: NDT02/2011**
- SALARY** : R406 839 per annum (an all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognized degree/diploma in International Relations/Political Science or trade or relevant qualification. A postgraduate qualification will be an advantage. Extensive relevant experience in international relations, and an awareness/knowledge of South Africa and government's priorities. Broad understanding and knowledge of political environment and development issues (globally, regionally, locally). Ability to conduct research, gather and analyze information and draft documents. Ability to formulate sound policies through analytical and innovative thinking. Ability to manage components and plan for activities, including projects and policy matters. Ability to interpret and apply policies, strategies and legislation. Ability to liaise with and coordinate stakeholder engagement. Good communication skills (written and spoken). Good negotiation and advocacy skills. Ability to control the budget of the component. Good computer literacy and use of standard packages. Ability to work under pressure. Good interpersonal skills. Ability to work individually and in a team. Willingness to travel nationally and internationally and working after hours when required. A driver's license will be an added advantage.
- DUTIES** : The successful candidate will be responsible for the following key performance areas: Conduct research and prepare policy discussion documents to inform South Africa's negotiating positions for international relations related to the tourism sector in the relevant bilateral institutions, organizations, forums and partnerships. Facilitate stakeholder consultations and lobbying necessary for the formulation of negotiating positions with relevant lead Department. Prepare policy and discussion documents for stakeholder consultation to inform South African foreign policy on international tourism issues related to the tourism sector and the integration of these into the cluster priorities and work programmes. Provide secretariat support for and represent the Department at the planning, preparatory, negotiating delegation, implementation and monitoring and evaluation meetings related to South Africa's engagement in international relations related to the tourism sector. Facilitate arrangements for ongoing review of national implementation strategies and action plans relevant to South Africa's international relations related to the tourism sector. Provide and facilitate arrangements for the implementation, monitoring, evaluation and implementation of trade tourism programmes related to the tourism sector and compile reports

thereof. Provide tourism support to the delegation attending the negotiations. Coordinate reporting on trade programmes related to the tourism sector.  
Ms P Molokoza, Tel: 012 310 3357

**ENQUIRIES**

**POST 04/143**

**DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: NDT03/2011**

**SALARY**

**CENTRE**

**REQUIREMENTS**

R406 839 per annum (an all-inclusive remuneration package)  
Pretoria  
Relevant B. Comm degree or diploma with majors in Auditing/Internal Auditing and Accounting studying towards a CIA will be an added advantage. IIA membership. Extensive practical experience in internal auditing plus 3 years Supervisory/management experience. Experience in the Public Sector will be an added advantage. Extensive knowledge of the standards for the professional practice of internal auditors (SPPIA), Public Finance Management Act and Treasury Regulations. Good communication skills (written and verbal). Analytical and interpersonal skills. Ability to work under pressure. Meet tight deadlines and be target driven. A valid driver's licence .

**DUTIES**

Manage audit projects; perform audits, manage resources (physical and human). Manage stakeholder relationships. Performance management. Quality control and improvement. Perform other ad hoc duties. Report to the Director Internal Audit.

**ENQUIRIES**

Ms T Sibiya, tel 012 310 3571

**POST 04/144**

**DEPUTY DIRECTOR: CENTRAL INFORMATION REPOSITORY REF NO: NDT04/2011**

**SALARY**

**CENTRE**

**REQUIREMENTS**

R406 839 per annum (an all-inclusive remuneration package)  
Pretoria  
An appropriate recognized degree/diploma or equivalent qualification in Information Management or Information Technology or GIS coupled with relevant experience. A post graduate qualification will be an added advantage. Relevant experience in Geographical Information Systems Management, Knowledge Management, Database Development (Ms Access,/SQL/Oracle) leading/managing knowledge product development and dissemination of knowledge sharing within a web 2.0 environment. Further experience in project management, stakeholder engagement, information dissemination platforms and interpretation of knowledge management frameworks and strategies. Good communication skills (verbal and written) and ability to operate specific computer software packages. Knowledge of tourism and relevant policies, Public Finance Management Act and willingness to travel.

**DUTIES**

Be responsible for the overall strategic objectives of the Sub-Directorate: Central Information Repository. Develop and manage a central information repository, develop and maintain a repository for GIS information. Provide a Tourism GIS Information Service. Perform database management and tourism information dissemination. Participate in the development of strategies for the department

**ENQUIRIES**

Ms V Mgedezi, tel. (012) 310 3296

**POST 04/145**

**DEPUTY DIRECTOR: SOCIAL TOURISM REF NO: NDT05/2011**

**SALARY**

**CENTRE**

**REQUIREMENTS**

R406 839 per annum (an all-inclusive remuneration package)  
Pretoria  
An appropriate recognized degree/diploma in Tourism/ Social Sciences or equivalent qualification in a related field. Understanding and knowledge of the tourism industry and principles of responsible tourism is essential. Understanding of concepts related to Universal Access and be familiar with the UNWTO Global Code of Ethics. Knowledge of government policies and processes. Knowledge of intergovernmental relations. Ability to develop and interpret policies. Good organizational, administrative, experience in interacting with the three spheres of government and stakeholders, decision making, problem solving, interpersonal skills. Good communication (verbal and writing), and presentation skills. Good planning and organizational skills, conflict management and resolution skills. Ability to conduct research and draft reports. Ability to work and interact at a strategic level. Good computer literacy and use of standard packages. A sense



		of responsibility and ability to work under pressure and work independently with limited supervision. Willingness to work after hours when required.
<b><u>DUTIES</u></b>	:	The successful candidate will provide support to the Director: Responsible Tourism in promoting initiatives aimed at advancing Social Tourism and promoting Universal Access to tourism products, attractions and services by all sectors of society. The candidate will perform the following functions: Develop a programme for the Social component of Responsible Tourism. Facilitate, manage and or undertake the necessary research to assess state of Social Tourism in South Africa. Mobilize Provinces and Municipalities to support and implement Social Tourism programmes. Develop an annual awareness programme with emphasis on Universal Accessibility in Tourism. Implement the Universal Access in Tourism Action Plan. Develop a programme to support and monitor the Grading of Tourism facilities for Universal Access. Ensure interdepartmental and intergovernmental awareness and support for Social Tourism. Identify and ensure the mobilisation of key stakeholders in the Private and Public Sector. Compile and distribute appropriate stakeholder communication and awareness material. Ensure that a system is in place to measure, monitor and report on the tourism industry's compliance with Universal Access minimum requirements.
<b><u>ENQUIRIES</u></b>	:	Mr B Langalibalele, tel. (012) 310 3830
<b><u>POST 04/146</u></b>	:	<b><u>DEPUTY DIRECTOR: TOURISM HUMAN CAPITAL DEVELOPMENT IMPLEMENTATION REF NO: NDT06/2011</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R406 839 per annum (an all-inclusive remuneration package) Pretoria
	:	An appropriate recognized Bachelors degree or equivalent qualification and appropriate supervisory experience. Sound interpersonal skills, computer literacy, planning and organizational skills, initiative, innovativeness. Presentation skills. Policy formulation skills. Research and project management skills. Good communication skills (verbal and written). A valid code 08 driver's license. Human Capital Development (HCD) and stakeholder management experience will serve as an advantage.
<b><u>DUTIES</u></b>	:	Contribute to the promotion of skills development through conducting proper HCD planning for the sub directorate. Manage the implementation of HCD projects prioritized by directorate for the tourism sector, manage human resources of the sub directorate. Coordinate implementation of tourism HCD policies and practices. Facilitate implementation of skills development systems and procedures. Coordinate and facilitate implementation of a National Tourism HRD Strategy. Maintain and update a knowledge base of skill developed over time. Manage stakeholder relations in support of the implementation processes.
<b><u>ENQUIRIES</u></b>	:	Mr L. Stuurman, tel 012 310 3329
<b><u>POST 04/147</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER: MR-6 NDT01/2011</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R260 421 – 632 976 per annum (an all-inclusive remuneration package) Pretoria
	:	An appropriate recognized LLB degree or equivalent legal qualification. 8 years post graduate legal experience in administrative law, constitutional law, international law, law of contract and delict, principles of interpretation of statutes, civil procedure and alternative dispute resolution mechanism, Mediation and conflict resolution skills. Management experience. Negotiation, research and very good drafting and communication skills. Ability to think independently, analytically, innovatively and good problem solving skills. Good Computer skills. Knowledge of tourism policies and law, the PFMA, Treasury Regulations and the Public Service Act will be an added advantage.
<b><u>DUTIES</u></b>	:	Manage litigation for and on behalf of the Department. Liaise with the State Attorney and Counsel. Draft legislation. Provide comments on Bills, regulations, policies, notices. Render legal advice and opinions to the Department on interpretation and on questions of law. Conduct legal research. Negotiate, draft and vet international agreements and other contracts as may be required. Advise the Department on the Promotion of Access to Information Act and the Promotion of Administrative Justice Act. Provide legal support at meetings. Do

presentations. Report on legislation and litigation. Manage staff as and when required.

**ENQUIRIES** : Ms M Setwaba, tel 012 – 310 3616

**POST 04/148** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: NDT07/2011**

**SALARY** : R 206 982 per annum (Total inclusive package of R291 578.00 /conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Relevant B. Comm degree or diploma with majors in Auditing/Internal Auditing and Accounting. IIA Membership. 3 years practical experience in internal auditing. Experience in the Public Sector will be an added advantage. Extensive knowledge of the standards for the professional practice of internal auditors (SPPIA), Public Finance Management Act and Treasury Regulations. Good communication skills (written and verbal). Analytical and interpersonal skills. Ability to work under pressure. meet tight deadlines and be target driven. A valid driver's licence. Computer literate: MS Office, especially Word, Excel and Powerpoint; Teammate Audit Software.

**DUTIES** : Plan assigned audit projects and perform audits. Risk-based internal auditing. Manage stakeholder relationships. Performance management. Quality control and improvement. Perform other ad hoc duties. Report to the Deputy Director Internal Audit.

**ENQUIRIES** : Ms T Sibiya, tel 012 310 3571

**POST 04/149** : **ASSISTANT DIRECTOR: DEMAND AND LOGISTICS REF NO: NDT08/2011**

**SALARY** : R 206 982 per annum (Total inclusive package of R291 578 /conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate recognized Bachelors degree in Supply Chain Management/Purchasing/Logistics or equivalent qualification coupled with good relevant experience in supply chain management. An understanding of the Public Service environment. Knowledge of the Public Financial Management Act and Treasury Regulations. Knowledge of applicable policies, guidelines within the field of supply chain management. Knowledge of project management. Good working knowledge of LOGIS and BAS would be an added advantage. Experience in and/or understanding of contract management. Logis system controller certificate will be an added advantage. Analytical and innovative thinking. Research, problem solving and interpersonal skills. People management skills. Good report writing. Ability to communicate effectively at all levels. Good computer literacy and use of standard packages.

**DUTIES** : Serve as the LOGIS system controller. Facilitate supply chain management and Logis related training. Implement procurement needs and coordinate reports. Coordinate stocktaking of E-class items. Authorisation, signing manual, system orders and log 2 checklist. Management of the departmental supplier database. Verify correctness of budget allocation on the Log 2 form and completion of BEE column on the Log 2 form. Facilitate creation and purging of Logis users. Verify newly created item control numbers. Authorise order and monitor follow up on outstanding deliveries. Verify monthly reconciliation of statement. Oversee Logis user reports. Manage staff.

**ENQUIRIES** : Mr M Mohlabeng, tel 012 310 3834

**POST 04/150** : **ASSISTANT DIRECTOR: TOURISM HUMAN CAPITAL DEVELOPMENT POLICY & PLANNING REF NO: NDT09/2011**

**SALARY** : R 206 982 per annum (Total inclusive package of R291 578 /conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate recognized Bachelors degree or equivalent qualification with appropriate supervisory experience. Sound interpersonal skills, computer literacy, planning and organizational skills, initiative, innovation, presentation skills, policy formulation skills, relevant research skills, project management, good communication skills (verbal and written), Code 08 driver's license. Human Resources Development (HRD) and stakeholder management experience will serve as an advantage.

**DUTIES** : Contribute to the promotion of skills development through preparation of HRD policies and practices as well as assist in the conduct of proper HRD planning for the sub directorate. Monitor and evaluate implementation of tourism HRD policies and practices through the implementation of the National Tourism HRD Strategy. Monitor, maintain and update a knowledge base of skills audits and skills gaps conducted periodically. Develop and maintain information base about impact of HRD initiatives on tourism growth in the sector.

**ENQUIRIES** : Mr L. Stuurman, tel 012 310 3329

**POST 04/151** : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL AND INTERDEPARTMENTAL COORDINATION, STAKEHOLDER RELATIONS AND ADVOCACY MANAGEMENT REF NO: NDT10/2011**

**SALARY** : R 206 982 per annum (Total inclusive package of R291 578 /conditions apply)  
**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate recognized degree/diploma in Public Administration, Political Science, Business Management or equivalent qualification coupled with relevant experience in Government integrated governance system. Good knowledge of work of Government planning and reporting mechanisms. Understanding of Government policy development processes. Understanding of the Tourism Sector. Understanding of Government policies, programmes and priorities (FOSAD, Cabinet and Cluster). Good knowledge of Government outcome based approach. Problem solving and research skills. Ability to work independently. Good communication skills (verbal and written). Good interpersonal and stakeholder liaison skills. Ability to work under pressure and time management. Willingness to work after hours when required.

**DUTIES** : Assist in content support for Ministerial and Departmental engagements with Cabinet, FOSAD and Cluster. Assist with research and analysis of policy. Interpret and review policies related to Tourism sector. Assist in providing strategic support and direction for Tourism to deliver on intergovernmental co-ordination and policy analysis. Promote the integration of the department's objectives into intergovernmental, national, provincial and local planning frameworks. Assist in reporting and compiling information for the Government outcome approach on quarterly basis. Assist in providing policy alignment support. Assist the department to deliver on the Delivery Agreements (DA) signed by the Minister. Assist in providing quality and comprehensive research.

**ENQUIRIES** : Mr S Zikalala, tel: (012) 310 3993

**POST 04/152** : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT REF NO: NDT11/2011**

**SALARY** : R 206 982 per annum (Total inclusive package of R291 578 /conditions apply)  
**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate recognized degree/diploma in Human Resource Management / Development or equivalent qualification coupled with relevant experience in the Human Resource Development field. Ability to manage projects independently. Knowledge and skills in financial management and budgeting. Negotiation and excellent communication skills (verbal and written). Ability to develop new ideas that result in major changes on existing policy frameworks. Good computer literacy and use of standard packages.

**DUTIES** : Manage the part-time (internal) and full-time (external) bursary programme. Manage the Orientation and Induction of National Department of Tourism (NDT) employees. Manage the NDT intermediate and scarce skill internship programme. Develop and implement skills planning processes to compile the Workplace Skills Place (WSP) and adhoc training programmes/interventions. Coordinate and implement the ABET and Learnership programmes. Monitor, evaluate and produce management reports on skills development interventions. Co-ordinate the development and implementation of policies. Render a human resource development advisory service to the management of the Department.

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

**POST 04/153** : **ASSISTANT DIRECTOR: TOURISM PERFORMANCE REF NO: NDT12/2011**

**SALARY** : R 206 982 per annum (Total inclusive package of R291 578.00 /conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate recognized degree/diploma or equivalent qualification in statistics and economics. Experience in research (particularly in conducting surveys), analysis and interpretation of data. Knowledge of project management, impact analysis studies and interpretation of policies and strategies. Advance computer literacy. Knowledge of tourism and the ability to work independently will be an added advantage.

**DUTIES** : Assist in the development and updating of tourism quarterly fact sheet and annual state of tourism report. Assist in conducting tourism impact analysis studies and other relevant surveys for the monitoring and evaluation of sector performance. Assist in the monitoring and evaluation of the performance of departmental entities. Provide administration support to the sub-directorate.

**ENQUIRIES** : Mr. L Masuku, tel 012 310 3511

**POST 04/154** : **ASSISTANT DIRECTOR: STRATEGIES AND POLICY REF NO: NDT13/2011**

**SALARY** : R 206 982 per annum (Total inclusive package of R291 578 /conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate recognized degree/diploma or equivalent qualification in Social economics or other related sciences. Knowledge of the tourism value chain, its related policies and strategies, Knowledge of project management, impact analysis studies and interpretation of policies and strategies. Knowledge of monitoring and evaluation processes. Advance computer literacy. Knowledge of tourism and the ability to work independently will be an added advantage

**DUTIES** : Assist in the development of monitoring and evaluation frameworks. Assist in the monitoring and evaluation of tourism policies and strategies. Assist with the consolidation of inputs for the Presidential Outcome Based Report. Provide administration support to the sub-directorate.

**ENQUIRIES** : Mr. L Masuku, tel 012 310 3511

**POST 04/155** : **ASSISTANT DIRECTOR: CLIMATE CHANGE REF NO: NDT14/2011**

**SALARY** : R 206 982 per annum (Total inclusive package of R291 578 /conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate recognized degree/diploma in Environmental Management or equivalent qualification coupled with relevant management experience. Understanding of the tourism industry. Good communication skills (Verbal and written). Good computer literacy and use of standard packages. Project management skills. Leadership abilities. Strategic planning and coordination skills. Analytical and problem solving skills. Financial skills. Understanding of state protocol, operation of the three tiers of government, NGOs and the business sector.

**DUTIES** : Provide support to the Deputy Director: Climate Change in the promotion of Climate Change adaptation and mitigation measure in the tourism industry. Assist with the development of measures to assess the impact of climate change on Tourism. Provide support in the development of mechanisms to measure and monitor Tourism's contribution to climate change. Conduct the drafting and implementation of Tourism Climate Change mitigation and adaptation programmes. Provide support for the mobilization of key tourism stakeholders affected by and contributing to climate change. Provide support to the Climate Change and Tourism research programme. Assist with the coordination and monitoring of Provincial Climate Change and Tourism initiatives.

**ENQUIRIES** : Mr B Langanlibalele, tel 012 310 3830

**POST 04/156** : **ASSISTANT DIRECTOR: RESOURCE EFFICIENCY REF NO: NDT15/2011**

**SALARY** : R 206 982 per annum (Total inclusive package of R291 578 /conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate recognized degree/diploma or equivalent qualification coupled with relevant management experience. Understanding of the tourism industry, Good communication skills (Verbal and written). Good computer literacy and use of standard packages. Project management skills, leadership abilities. Strategic planning and coordination skills. Analytical and problem solving skills. Financial

skills. Understanding of state protocol, operation of the three tiers of government, NGOs and the business sector.

**DUTIES** : Implement and execute Resource Efficiency Projects. Develop and support the implementation of an annual awareness programme promoting responsible use of energy resources, water resources and responsible management of waste in the tourism industry. Support in identifying and mobilization of key stakeholders impacting on energy and natural resources in tourism. Develop and distribute awareness material on the efficient utilization of resource in tourism. Provide general administrative support functions in a multi-task environment to the Deputy Director. Support in the interpretation and application of policies and applicable directives. Plan and organize the programs of the sub-directorate. Manage information and documentation from the public and private sector establishments. Assist in the management of projects, as well as represent the sub-directorate at internal and external meetings and respond to direct disposals and general enquiries.

**ENQUIRIES** : Mr B Langalibalele, tel 012 310 3830

**POST 04/157** : **ASSISTANT DIRECTOR: OFFICE OF THE DEPUTY DIRECTOR-GENERAL: TOURISM GROWTH REF NO: NDT16/2010**

**SALARY** : R206 982 per annum (Total inclusive package of R291 578 /conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate recognized degree/diploma in Administration and/or relevant experience in document management, report, writing, project management, financial management and tracking. Ability to co-ordinate and provide administrative support. Project management and analytical skills. Report writing skills. Financial management. Supply chain management. Computer literacy. Knowledge of relevant government prescripts.

**DUTIES** : Support the Branch Administrator in the following areas. Document management. Correspondence management. Filing. Report writing. Minutes taking. Compilation of submissions. Editing of documents. Quality assurance and editing. Adherence to prescripts. Parliamentary questions. Financial management and reporting. Performance management. Project management.

**ENQUIRIES** : Mr B Kgweedi, tel 012 310 3494

**POST 04/158** : **ASSISTANT DIRECTOR: INTERNATIONAL MULTILATERAL RELATIONS REF NO: NDT17/2011**

**SALARY** : R 206 982 per annum (Total inclusive package of R291 578 /conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate recognized degree/diploma in International Relations/Political/Social Science or trade or equivalent qualification coupled with relevant experience in international relations, and an awareness/knowledge of South Africa and government's priorities. Basic understanding and knowledge of political environment and development issues (globally, regionally, locally). Knowledge to conduct research, gather and analyze information and draft documents. Assist in to formulate sound policies through analytical and innovative thinking. Ability to manage components and plan for activities, including projects and policy matters. Ability to interpret and apply policies, strategies and legislation. Ability to liaise with and coordinate stakeholder engagement. Good communication skills (verbal and written). Good negotiation and advocacy skills. Good computer literacy and use of standard packages. Ability to work under pressure. Good interpersonal skills. Ability to work individually and in a team. Willingness to travel nationally and internationally and working after hours when required.

**DUTIES** : Assist to conduct research and prepare policy discussion documents to inform South Africa's negotiating positions for international relations related to the tourism sector in the relevant multi-lateral forums, institutions, organizations, and partnerships. Facilitate stakeholder consultations and lobbying necessary for the formulation of negotiating positions with relevant lead Departments. Prepare policy and discussion documents for stakeholder consultation to inform South African foreign policy on international tourism issues related to the tourism sector and the integration of these into the cluster priorities and work programmes.

Provide secretariat support for and represent the Department at the planning, preparatory, negotiating delegation, implementation and monitoring and evaluation meetings related to South Africa's engagement in international relations related to the tourism sector. Facilitate arrangements for ongoing review of national implementation strategies and action plans relevant to South Africa's international relations related to the tourism sector. Provide and facilitate arrangements for the implementation, monitoring, evaluation and implementation of trade tourism programmes related to the tourism sector and compile reports thereof. Provide tourism support to the delegation attending the negotiations. Coordinate reporting on trade programmes related to the tourism sector.

**ENQUIRIES** : Mr N Buso, tel: 012 310 3357

**POST 04/159** : **ASSISTANT DIRECTOR: IT INFRASTRUCTURE AND APPLICATION SUPPORT REF NO: NDT18/2011**

**SALARY** : R 206 982 per annum (Total inclusive package of R291 578 /conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate recognized degree/diploma in administration coupled with an ICT background and/or appropriate experience in office administration, executive and ICT Technical support. A sound knowledge of budgeting processes will serve as an advantage. Good interpersonal, communication, decision-making and organizing skills; Computer literacy with knowledge of MS Excel(strong); MS Power-point, MS Word, GroupWise, LOGIS and Internet. Good administration, diary management, mail and telephone screening skills, an understanding of the Public Service System and procedures will also serve as an advantage. Ability to work with limited supervision and willingness to work after hours.

**DUTIES** : Provide advice to users on the procurement of IT equipment for the entire department. Consult with stakeholders pertaining to the delivery and distribution of IT equipment. Provide telephonic support to users regarding logged calls and subsequent follow-up on faulty equipment. Capturing of IT assets on the LOGIS system and maintain the IT asset register. Maintain and manage the IT expenditure for the Directorate and liaise with the relevant account managers such as SITA and private sector companies. Provide all the other logistical and administrative support functions within the Directorate.

**ENQUIRIES** : Mr. L van Staden, tel 012 310 3529

**POST 04/160** : **SENIOR ADMINISTRATIVE OFFICER: INTERNATIONAL MULTILATERAL RELATIONS REF NO: NDT19/2011**

**SALARY** : R 174 117 per annum (Total inclusive package of R251 702 /conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate recognized degree/diploma or practical experience related to the duties. Good interpersonal, communication, decision making, organizing and problem solving skills. Good computer literacy and use of standard packages. Good administration and writing/ typing skills and the ability to draft minutes and reports. Willingness to voluntary work after hours, when required. Knowledge of the overall government administrative policies, and the Public Service. Experience in financial, administrative and procurement fields.

**DUTIES** : Assist in the maintenance of the Directorate International, departmental e-mails, web-based and postal correspondence service. Assist in the maintenance of the multilateral stakeholders and other related database and related web-site preparations. Disseminate international cooperation information to international focal point stakeholders. Assist in the preparation of regular international cooperation programmes, monitoring and evaluating compliance reports to management, Parliament and Auditor-General. Assist in the preparation and production of internal and external communication materials. Provide administrative support services for the Directorate by maintaining work flow. Advise staff on requirements for administrative and legal issues. Assist with the procurement, human resource and asset management administrative services. Resolving of administrative matters through coordinating report preparation, analyzing data and identifying solutions.

**ENQUIRIES** : Mr N Buso, tel: 012 310 3993

**POST 04/161** : **SENIOR INFORMATION OFFICER: INFORMATION CENTRES REF NO: NDT20/2011**

**SALARY** : R 174 117 per annum (Total inclusive package of R251 702 /conditions apply)  
**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate recognized degree/diploma in Information Management/Tourism/Information Technology/GIS or Grade 12 certificate plus extensive experience in Information Management and office administration. Experience in information management and packaging. Good understanding of finance and procurement procedures. Good computer literacy and use of standard packages. Good communication (written and verbal), interpersonal and organising skills. The ability to work individually and in a team, document management skills, the ability to work under pressure and to multi task.

**DUTIES** : Identifying, selecting, ordering, managing and disseminating both hard copy and electronic resources for the directorate's current and anticipated information needs. Provision of administrative support. Rendering of Logistical and Financial services support. Management of the Directorate's assets. Classifying and storing information, usually using special computer applications, for easy access and retrieval. Responding to information requests from internal and external stakeholders. Carrying out current awareness or alerting services, this may consist of the dissemination of information about additional resources, and might also include a more comprehensive service on relevant topics. This will also necessitate reading journals and reports, and then selecting, summarising and analysing relevant items. Analysing information with a view to repackaging it for easy use by the users. Conducting online and internet searching and information retrieval in order both to answer queries and to provide a more proactive dissemination service. Developing internal information resources and networks (knowledge management), via intranet sites. Publicising and marketing the service, internally and externally. Providing training and advice on the use of electronic information services.

**ENQUIRIES** : Mr N Buso, tel: 012 310 3993

**POST 04/162** : **SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES REF NO: NDT21/2011**

**SALARY** : R174 117 per annum (Total inclusive package of R251 702 /conditions apply)  
**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate recognized degree/diploma or Grade 12 or equivalent qualification with extensive experience in facilities management / Auxiliary services. Ability to develop, implement & interpret policies, directives and related prescripts. Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations. Understanding of Supply Chain Management policies. Client orientation and customer focus. Planning & Organising. Supervisory skills, Computer literacy, Good communication skills (verbal and written), Problem solving skills. Good interpersonal skills. A valid drivers licence.

**DUTIES** : Monitor cleaning and food services. Assist to manage auxiliary services. Administer telephone services and implement telephone policy. Manage document production services. Manage switchboard. Monitor service contracts.

**ENQUIRIES** : Ms M Modisakeng Tel: 012-310 3642

**POST 04/163** : **SENIOR ADMINISTRATIVE OFFICER: TRAVEL SERVICES REF NO: NDT22/2011**

**SALARY** : R 174 117 per annum (Total inclusive package of R251 702 /conditions apply)  
**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate recognized degree/diploma or Grade 12 Certificate coupled with relevant transport / travel experience. Knowledge of fleet, travel and accommodation services. Good computer literacy and use of standard packages. Good communication skills (verbal and written) Sound organising and planning skills. Good interpersonal skills. Ability to work under extreme pressure and work long hours voluntarily. Ability to develop and apply policies. Ability to gather and analyse information.

**DUTIES** : Administer travel and accommodation functions. Administration of departmental pool and lease vehicles. Manage subsidised vehicles. Supervise payments processes for travel services. Administer service contracts and service level agreements.

**ENQUIRIES** : Mr TWM Nyaku, tel: 012 310 3239

**POST 04/164** : **OFFICE ADMINISTRATOR II: OFFICE OF THE VARIOUS CHIEF DIRECTORS REF NO: NDT23/2011**

**SALARY** : R140 208 per annum (an all-inclusive remuneration package of R 210 559)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 certificate plus relevant work experience in office administration. A relevant post-matric/three year qualification will serve as an added advantage. Good interpersonal, communication, analytical and organising skills. Good computer literacy and use of standard packages. Good administration, diary management, mail and telephone screening skills; an understanding of the Public Service systems and procedures will also serve as an advantage. Ability to work independently with limited supervision. Willingness to work after hours when required.

**DUTIES** : Render effective office administrative support service in the office of the Chief Director and perform the following key functions: Receive visitors in office. Answer, screen and redirect telephone calls. Manage correspondence by receiving and distributing documents. Compile presentations, submissions, reports and type documents. Prepare and submit travel claims for approval and payment. Liaise with stakeholders with regards to general queries and provide assistance /information. Make logistical arrangements for meetings and workshops. Manage the Chief Director's diary. Assist with procurement of goods and services for the Chief Directorates. Make travel arrangements, taking minutes and perform other office administration related functions. Assist with personal tasks within an agreed framework.

**ENQUIRIES** : Ms N Sebola, tel 012 310 3604

**POST 04/165** : **COMMUNICATION OFFICER: CORPORATE COMMUNICATIONS REF NO: NDT24/2011**

**SALARY** : R140 208 per annum (an all-inclusive remuneration package of R 210 559)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate recognized Bachelors degree or equivalent qualification in Marketing/ Public Relations/Advertising with relevant experience in event's branding, exhibitions and corporate identity. Good understanding and knowledge of communications, sound interpersonal relations, ability to prepare creative briefs, project planning skills, ability to prepare reports, ability to work in a team, ability to communicate with branches at all levels, ability to critique designs, Ability to work under pressure and meet tight deadlines. Understanding of the process involved in organizing exhibitions and be able to conceptualise exhibitions. Ability to use design software.

**DUTIES** : Assist with the formulation and implementation of exhibitions, corporate identity and branding strategies. Assist with the preparation of exhibitions stands for various exhibitions platforms. Assist with the Brand activation at all departmental events. Prepare creative briefs for the production of various corporate/promotional material. Provide guidance on corporate identity applications in line with the Corporate Identity guidelines. Control branding and exhibition inventory. Assist with photography at both internal and external events. Assist with general communication support.

**ENQUIRIES** : Ms M. Webb, tel 012 310 3059

**POST 04/166** : **SENIOR HUMAN RESOURCE OFFICER: RECRUITMENT REF NO: NDT25/2011**

**SALARY** : R 113 568 per annum (Total inclusive package of R178 236 /conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 certificate or equivalent qualification plus relevant experience in human resource practices with specific reference to Recruitment, Selection and



Appointments. Good knowledge of procedures regarding the establishment. A good understanding and functional knowledge of the Public Service Act, Public Service Regulations, Basic Conditions of Employment Act and Employment Equity Act. Computer literacy, Good communication (verbal and written), organisational and interpersonal skills.

**DUTIES** : Effective management of human resource practices. Personnel administrative functions, including: Recruitment, Selection, appointments, transfers, promotions and statistics. Responsible for the sorting, recording and scheduling of applications received for advertised posts. Prepare scheduled bundles and binding applications. Sorting and archiving of closed advertised bundles. Render a high level of service delivery to line functionaries. Able to work under pressure.

**ENQUIRIES** : Mr G Ntshane, tel: (012) 310 3367

**POST 04/167** : **OFFICE ADMINISTRATOR I: OFFICE OF VARIOUS DIRECTORS REF NO: NDT26/2011**

**SALARY** : R 113 568 per annum (Total inclusive package of R178 236 /conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 certificate plus relevant working experience in office administration. A relevant post-matric, three year qualification will serve as an added advantage. Good interpersonal, communication, analytical and organising skills. Good computer literacy and use of standard packages. Good administration, diary management, mail and telephone screening skills; an understanding of the Public Service systems and procedures will also serve as an advantage. Ability to work independently with limited supervision. Willingness to work after hours.

**DUTIES** : Responsible for rendering effective office administrative support service in the office of the Director and perform the following key functions: Receive visitors in office. Answer, screen and redirect telephone calls. Manage correspondence by receiving and distributing documents. Compile letters and type documents. Prepare and submit travel claims for approval and payment. Liaise with stakeholders with regards to general queries and provide assistance /information. Make logistical arrangements for meetings and workshops. Manage the Director's diary. Assist with procurement of goods and services for the office. Make travel arrangements, taking minutes and perform other office administration related functions. Assist with personal tasks within an agreed framework

**ENQUIRIES** : Ms N Sebola, tel 012 310 3604

**POST 04/168** : **MAINTENANCE OFFICER REF NO: NDT27/2011**

**SALARY** : R113 568 per annum (Total remuneration package of R 178 238) conditions apply  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate and trade test certificate with experience in plumbing, electrical related functions. Good computer literacy and use of standard packages, Good communication skills (verbal and written), Planning and organising skills, Good interpersonal skills, Ability to work long hours and independently. Ability to work under pressure.

**DUTIES** : Provide preventative maintenance. Acquire and control maintenance stock. Attend to all plumbing works. Install new and repair equipment. Conduct day to day maintenance inspections.

**ENQUIRIES** : Mr Z Mokganye, tel: 012 310 3933

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

**CLOSING DATE** : 04 February 2011

**NOTE** : General Information: The appointee will be expected to enter into an annual performance agreement • He She will be required to annually disclose his/her financial interest in accordance with the prescribed regulation and be prepared to undergo a process of security clearance •The incumbent will be appointed on a month probation period. Please Note: People From The Designated Groups And Those With Disabilities Are Encouraged To Apply As The Department Is In A Process Of Closing The Gap In Terms Of Equity Targets. The Department of Social Development is an equal opportunity and affirmative action employer. Applications must be submitted on Z83 form obtainable from any Public Service department and should be accompanied by a Curriculum Vitae with a detailed description of duties and certified copies of Identity Document and Qualifications. Candidates must please indicate the reference of the post he/she is applying for and fill in a separate application form for each post, if applying for more than one post. No faxed applications will be allowed. NB: All shortlisted candidates will be subject to security clearance and SMS members will be required to undergo competency assessment and sign a performance agreement. Applicants must please note that they will be required to show proof of original qualifications during the interview process. Correspondence will be limited to successful candidates only. If you have not been contacted within three months after the closing date of this advertisement, please consider that your application was unsuccessful.

**MANAGEMENT ECHELON**

**POST 04/169** : **CHIEF OPERATION OFFICER REF NO: 72455**  
Three year contract  
Directorate: Chief Operation Office

**SALARY** : R976 317 – R1 099 824 per annum (including salary – 60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and flexible portion. The flexible portion can be structured according to individual's needs) (Ref No: 72455)

**CENTRE REQUIREMENTS** : Bhisho  
A degree Social Work or Development Studies • A post-graduate qualification will be an advantage. A minimum of ten 10 years experience at Senior Management level in the public sector and preferably five (5) years in Social Sector environment • Knowledge of the Department constitutional mandate and relevant policy legislation and its relationship with national, local, civil society and other stakeholders • Knowledge of current international trend in social in social developmental issues • Knowledge and understanding of sustainable poverty reduction and developmental strategies required in building a self reliant society • Knowledge of current international trends in Social Development issues • Knowledge and understanding of the department's service delivery model • Knowledge and understanding of the Public Service Act and regulations, the PFMA, procurement processes and policies as well as the specific legislation relating to the departmental mandate •A valid unendorsed code EB (08) driver's license •

**DUTIES** : Key Performance Area: Be responsible for the two core functions of the department i.e. Developmental Welfare Services and Community Development and Research •Be responsible for district management •Manage service delivery in the Department's key focal areas of social welfare services and community development •Oversee the implementation of the departmental transformation plan •Provide strategic direction and leadership to ensure implementation of key policies and programmes in alignment with national and provincial policy directives •Manage the District and Area offices as focal points of service delivery •Ensure the implementation of Batho Pele and Balasela interventions Manage the development of partnerships with civil society and the

private sector including raising of donor funding • Manage the Department's international relations

**ENQUIRIES** : Ms B. Nxusani at 040 – 6089215.  
**APPLICATIONS** : Please quote the reference number and forward your application to the following address: Bhisho: The Head of the Department, Social Development Private Bag X 0039, Bhisho, 5605 or hand delivered at Human Resources Ground Floor, Phalo House@ Bhisho for the attention of Mr Mapuza. Enquiries may be directed to Ms B. Nxusani at 040 – 6089215.

#### **OTHER POSTS**

**POST 04/170** : **SOCIAL WORK SUPERVISOR GRADE 2 (ASSISTANT MANAGER): CHILD CARE AND PROTECTION 4 POSTS REF NO: 72726/2**  
District: Chris Hani

**SALARY** : R259 725 – R392 865 per annum (SW – A9) N.B. Final salary will be determined by appropriate experience/recognizable experience in social work after registration with SACSSP as a Social Worker in terms OSD

**CENTRE** : Inxuba Yethemba Area Office (1) Sakhisizwe Area Office (1), Lukhanji/Inkwankca Area Office (1), Emalahleni Area Office (1)

**REQUIREMENTS** : Degree in Social Work, plus a minimum of seven (7) years appropriate experience in social work after registration as a Social Worker with SACSSP (latest copy of registration/current year) of which five (5) years must be experience in the field of child and youth care and probation services. Full understanding and proper interpretation of Social Welfare Legislation and specially in the field of Children Good understanding of PFMA and Treasury Regulations Project management skills and Code 08 driver's licence (EB) Computer literacy

**DUTIES** : Co-ordinate to Child care and protection services as well as probation services Monitoring of priority projects and NGO Programmes Ensure implementation of Social Welfare Legislations Manage budget, establish community child protection structures.

**ENQUIRIES** : Ms Mzinjana at 045 – 8083709  
**APPLICATIONS** : Chris Hani: The District Coordinator, Department of Social Development, Private Bag X 7191, Queenstown, 5320 or hand delivered at Pandarosa Building, 54 Ebden Street, Queenstown.

**FOR ATTENTION** : Ms N. Mzinjana

**POST 04/171** : **SOCIAL WORK SUPERVISOR GRADE 2 (ASSISTANT MANAGER): PEOPLE WITH SPECIAL NEEDS REF NO: 72726/3**  
District: Chris Hani

**SALARY** : R259 725 – R392 865 per annum (SW – A9), N.B. Final salary will be determined by appropriate experience/recognizable experience in Social Work after registration with SACSSP as a Social Work

**CENTRE** : Emalahleni Area Office

**REQUIREMENTS** : Degree in Social Work, plus a minimum of seven (7) years appropriate experience in social work after registration as a Social Worker with SACSSP (latest copy of registration/current year) with five years as a supervisor Code 08 driver's licence (EB) Computer literacy Post graduate degree will be an added advantage Competencies: Knowledge of an implementation experience with regard to Provincial and National policy framework Sound communication and interpersonal skills Planning, organizing and controlling skills Demonstrate an ability to network with strategic stakeholders Sound knowledge of the functioning of the profit sector Implementation of the PFMA and financial; regulations and policies.

**DUTIES** : Monitor, evaluate and render support to funded and non-funded services Facilitate the development of Community based Program and Projects Facilitate the establishment of intersectoral structures with stakeholders and other departments Oversee the functioning of the sub-program Design and implement statistical data Manage and interpret statistical data Mobilise and facilitate the development and utilization of resources Implement the Performance Management & Development System Facilitate the implementation of the

		Provincial strategize and standard for service To integrate programmes related to substance abuse, older persons and people with disabilities.
<b><u>ENQUIRIES</u></b>	:	Ms Mzinjana at 045 – 8083709
<b><u>APPLICATIONS</u></b>	:	Chris Hani: The District Coordinator, Department of Social Development, Private Bag X 7191, Queenstown, 5320 or hand delivered at Pandarosa Building, 54 Ebden Street, Queenstown.
<b><u>FOR ATTENTION</u></b>	:	Ms N. Mzinjana
<b><u>POST 04/172</u></b>	:	<b><u>SOCIAL WORK SUPERVISOR GRADE 2 (SERVICE OFFICE MANAGER) 6</u></b> <b><u>POSTS REF NO: 72726/4</u></b> District: Chris Hani
<b><u>SALARY</u></b>	:	R259 725 – R392 865 per annum (SW – A9), Final salary will be determined by appropriate experience/recognizable experience in social work after registration with SACSSP as a Social Worker in terms OSD.
<b><u>CENTRE</u></b>	:	Molteno Service Office (1), Ezibeleni Service Office (1), Tsomo Service Office (1) Tarkastad Service Office (1), Indwe Service Office (1) and Elliot Service Office (1)
<b><u>REQUIREMENTS</u></b>	:	B.A. Degree/Diploma in Social Work with extensive appropriate experience (Minimum 7 years) in Social Work practice and working with NPO's ●Registration with S.A. Council Service Professions (latest copy of registration/current year) ●Valid code 8 license (EB) ●Learnership qualities and understanding of new Social Welfare Paradigm, Policies, legislation and regulation that underpin the delivery of Social development services in the NPO's, CBO's & FBO's ●Understanding of Service level agreements & ability to communicate this to appropriate stakeholders ●Ability to implement Labour Relation Procedure in highly unionized environment ●Project Management, Research and analytical skills ●Ability to monitor and evaluate the impact of service delivery ●Possess competencies to work in multi disciplinary teams in service delivery improvement programmes in the region, planning and organizing skills ●Ability to work under pressure and display initiative ●An understanding of Public Sector transformation and equity issues ●Computer literacy, presentation & facilitation skills, including sound report writing abilities ●Financial Management
<b><u>DUTIES</u></b>	:	Conduct assessments that are problematic for the supervisees aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions ●Ensure that appropriate recommendations and interventions required to address the identified conditions are implemented ●Ensure the development and planning of programmes to render the recommended interventions efficiently, effectively and economically ●Ensure that the recommended interventions are implemented by supervisees by providing continuous support, guidance and advices to the supervisees ●Monitor and evaluate the effectiveness of recommended interventions ensuring reporting on progress and identify further interventions address the identified condition ●Study, interpret, apply and give guidance on legislation and policies in the Social Development Unit to supervisees, volunteers and other role players/stakeholders ●Perform Social Development functions that are problematic for supervisees, compile reports and attend to enquiries and other tasks emanating from this matter ●Ensure that records of staff in the unit on interventions, processes and outcomes are produced and maintained ●Debrief and supervise staff and volunteers to manage occupational stress and related issues to promote a sound and effective Social Development services ●Quality control of the work done by supervisees. Advise supervisees with regard to all aspects of work. Manage performance, conduct and discipline of supervisees● Ensure that all supervisees are trained and developed to be able to deliver work of the required standards effectively ● Monitor and study the social services legal and policy framework continuously ●Liaise and attend meetings with other departments, non-government institution and the relevant stakeholders to take cognizance of the latest developments in the relevant field ●Undertake social work research and development and contribute to the development of policies ●Ensure that all the administration functions required in the unit are performed to the required standard ●Coordinate and facilitate the development, implementation and management of community development and cooperatives, Batho Pele, HIV/AIDS Community Based Care and integrated and development

programmes •Manage and monitor service delivery through networking and in close partnership with stakeholders and funded service providers

**ENQUIRIES APPLICATIONS** : Ms Mzinjana at 045 – 8083709  
Chris Hani: The District Coordinator, Department of Social Development, Private Bag X 7191, Queenstown, 5320 or hand delivered at Pandarosa Building, 54 Ebden Street, Queenstown.

**FOR ATTENTION** : Ms N. Mzinjana

**POST 04/173** : **SOCIAL WORK SUPERVISOR GRADE 2 (ASSISTANT MANAGER): HIV & AIDS 5 POSTS REF NO: 72726/5**  
District: Chris Hani

**SALARY** : R259 725 – R392 865 per annum (SW – A9), Final salary will be determined by appropriate experience/recognizable experience in Social Work after registration with SACSSP as a Social Work

**CENTRE** : Cradock Area Office(1), Intsika Yethu Area Office (1), Sakhisizwe Area Office (1), Lukhanji/Inkwankca Area Office (1), Engcobo Area Office (1)

**REQUIREMENTS** : Degree in Social Work, plus a minimum of seven (7) years appropriate experience in social work after registration as a Social Worker with SACSSP (latest copy of registration/current year) of which five (5) years must be experience in the field of HIV & AIDS and impact thereof on orphans and children made vulnerable by HIV & AIDS Good understanding of Home Community Based Care Programme Computer literacy and understanding of Social Welfare Legislation Full understanding of PFMA and Treasury Regulations Project management Skills Code 08 driver's licence (EB)

**DUTIES** : Facilitate the development and implementation of Home Community Based and support programmes for people infected and affected by HIV & AIDS Facilitate and monitor the establishment of corporate structures for orphans and children infected and affected by HIV and AIDS Implement and monitor policy for orphans and children made vulnerable by HIV & AIDS To integrate home community based care programmes and monitor priority projects

**ENQUIRIES APPLICATIONS** : Ms Mzinjana at 045 – 8083709  
Chris Hani: The District Coordinator, Department of Social Development, Private Bag X 7191, Queenstown, 5320 or hand delivered at Pandarosa Building, 54 Ebden Street, Queenstown.

**FOR ATTENTION** : Ms N. Mzinjana

**POST 04/174** : **ASSISTANT MANAGER: IT REF NO: 72726/1**  
District: Amathole

**SALARY** : R206 982 – R250 035 per annum, level 9

**CENTRE** : District Officer

**REQUIREMENTS** : Matriculation with internationally recognized certificate such as A+, N+, CCNA or MCSE or Tertiary Education in ICT/Electronics •Three (3) years experience in the field of LAN and Desktop user support • Minimum code 8 driver's license is compulsory •Competencies: Good knowledge in ICT user equipment, Microsoft Office Suite, VoIP, Converged network, Local Area Network design including core, distribution and access layer infrastructure, data storage, business continuity practices, cabling standards, information System Security and related policies and legislations • Hands on experience in and knowledge of resolving the problems of desktop users • Hands on experience in and knowledge of configuring equipments in a LAN such as desktops, switches, servers and routers

**DUTIES** : Co-ordinate and manage all ICT user technical support and preventative maintenance services in the district • Plan all infrastructure ICT projects, render project management to ICT infrastructure projects and consolidate procurement needs and submit information to relevant managers •Render VCX AND Security System administration services •Co-ordinate and monitor maintenance of all ICT equipment /infrastructure •Implement, install and Technically support software operating systems and systems software packages PC's and file servers •Specialist technical support with regard to access, system disk space problems •Render strategic leadership, general administration, co-ordination, HR management and financial management

**ENQUIRIES**

: Ms N. Duma at 043 – 7116609

**APPLICATIONS**

: Please quote the reference number and forward your application to the following address: Amathole: The District Co-ordinator, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at SA Eagle House, No. 58 Terminus Street, East London

**FOR ATTENTION**

: Ms N. Duma

**PROVINCIAL ADMINISTRATION: KWA-ZULU NATAL  
DEPARTMENT OF HEALTH**

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

**NOTE** : All applications must be submitted on Z83 form obtainable from any Public Service Department, or [http: www.ecdoh. gov.za/uploads/files 110706122520pdf](http://www.ecdoh.gov.za/uploads/files/110706122520pdf) and must be completed in full stating the reference number and the post for which id being applied accompanied by certified copies of ID, driver's license ( where applicable) and qualifications together with recent curriculum vitae and forwarded to the address below. No faxed, e-mailed or late applications will be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) Applicants may be assessed. The Department reserves the right not to fill the post. The successful candidate will be subjected to security clearance procedures. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. If notification of an interview is not received within three months after the closing date, candidates may regard their applications as unsuccessful.

**OTHER POSTS**

**POST 04/175** : **MEDICAL OFFICER REF NO: NCHC 01/2011**

**SALARY** : R423 846 - per annum-Grade 1  
R484 623 per annum-Grade 2 (minimum 5 years experience as a Medical Officer after registration with HPCSA)  
R562 422 per annum-Grade 3 (minimum 10 years experience as a Medical Officer after registration with HPCSA)

**CENTRE REQUIREMENTS** : Newtown CHC  
: MBCHB Degree or Equivalent qualification. Current registration with the HPCSA as a Medical Officer. Knowledge of current Health Legislation and policies at Public institutions. Sound knowledge of National TB Programme and ARV Programme including STI's and PMTCT. Information management and quality assurance programs. Good research and presentation skills. Ability to function with Multi disciplinary team. Sound knowledge and clinical skills in adults and Pediatric Care. Excellent human, communication and leadership skills. Good team builder and problem solver.

**DUTIES** : Provision of quality patient centered care for all patients. Maintenance and continuous improve of professional and ethical standards. Provide ongoing medical management of patients with acute chronic conditions. Handle disability grants assessments. Maintain accurate health records in accordance with Legal Ethical consideration. Provide medicine related information to clinical staff as may be required. Train and guide junior staff and other health associated Professionals. Support continuous Professional Development by information seminars and scheduling external meetings. Provide preventive health interventions and measures to promote health care. Provide and manage antiretroviral treatment for both adults and children. Participate in communicable Health disease programs and ensure that relevant patient's statistics is maintained to facilitate proper decision making. Conduct Orientation and induction programs for junior colleagues and Community service Medical Practitioners. Conduct Patient Satisfaction surveys and ensure that mechanism aiming at reducing waiting times is in place

**ENQUIRIES APPLICATIONS** : Dr M Govender @ 031 510 9837  
: Direct your application quoting the above reference number to: The Chief Executive Officer, Newtown CHC, Private Bag X039, Inanda, 4310. Hand delivered applications, Newtown CHC, A1345 King Bhekuzulu Road -Inanda

**CLOSING DATE** : 21 February 2011

**POST 04/176** : **CHIEF EXECUTIVE OFFICER REF NO: UMZIN 01/2011**

**SALARY** : An all inclusive package of R406 582 per annum (MMS Package), Level 11

**CENTRE** : Church of Scotland Hospital

**REQUIREMENTS** : Bachelor's Degree/ National Diploma or equivalent qualification in the field of Administration & Management or tertiary qualification in Health Sciences. At least 3 – 5 years experience in management. Management in a Health Facility would be an added advantage. Computer Literacy : Ms Office Software Applications (Proof must be attached) Valid code EB Driver's license (Code 8) Knowledge, Skills, Training And Competencies Required: Knowledge of Human Resources Management, Financial Management Systems, Acts and Regulations relating to the Public and Health Service. Good working knowledge of functioning of hospitals or Public sector institutions. Leadership skills and management ability inclusive of planning, organizing and decision-making. Must have good management, problem solving and analytical thinking skill. Good communication skills in writing and speaking. Conflict management, interpersonal and negotiation skills. Project Management. Report writing and analytical skills. Time management. Good knowledge of the District Health System

**DUTIES** : Key Performance Areas: Provide the necessary support and assistance to the Head of Department to ensure optimal health status for all persons in KwaZulu-Natal. Demonstrate sound ethics in management by directing conduct that promotes the broader interest of the community and environment. Ensure sound financial management of the institution in line with Public Finance Management Act. Be responsible for effective and efficient management of the team by coordinating human resources. Provide leadership for the management team to ensure the delivery of high quality compassionate care of patients as part of Provincial Health Care Network. Manage the institution in a cost effective and efficient manner and ensure that systems are established and maintained. Ensure the coordination of all health care services within the catchments area with strong emphasis on Primary Health Care. Formulate and execute strategic and operational policies and plans for the institution in line with departmental priorities. Monitor and evaluate the provision of the institutional services. Plan and effect an institutional human resources strategy within the ambit of the Labour Relations Act 66 of 1995. Implement the Occupational Health and Safety Act. Ensure the effective management of physical facilities and other clinical and non clinical support services (radiology, pharmacy, laboratory, catering, procurement and other hotel services) in line with Provincial regulations and guidelines. Ensure good governance programmes and community participation which includes the effective functioning of hospital boards. Provide optimal health care for communities which institution serves, by identifying key result areas that are specific, measurable, achievable and realistic, that will enable the institution to sustain its service delivery thereby achieving the objectives of the KwaZulu-Natal Department of Health's five year plan. Manage and control finances allocated to the institution and the team in line with Public Finance Management Act No.1 of 1999 as amended, Treasury Regulations, Delegation of Authority and the prescripts of the Department of State Expenditure and Finance. Develop clinical protocols and guidelines for management of patients. Convey a clear vision of transformation and to oversee the transformation process within the area of responsibility in line with the vision of the Department. Implement the policy of District Health System. Manage all health programmes within the catchments area with a strong emphasis on priority programmes such as Tuberculosis/ HIV and AIDS.

**ENQUIRIES** : Mr J. Mndebele 034 2999116

**APPLICATIONS** : All applications should be forwarded to: The District Manager: Umzinyathi Health District Office: Private Bag X 2052 Dundee 3000

**FOR ATTENTION** : Mr B.F. Masondo

**CLOSING DATE** : **11 February 2011**

**POST 04/177** : **DEPUTY MANAGER: GEOGRAPHIC INFORMATION SERVICE REF NO: G 05/2011**

Cluster: Health Service Delivery Planning, Monitoring and Evaluation

**SALARY** : An all inclusive salary package of R406 839 per annum, Level 11



**CENTRE REQUIREMENTS** : Head Office: Pietermaritzburg  
 : An appropriate Bachelor's Degree/National Diploma in Geographic Information Service (GIS); PLUS -A minimum of three (3) years junior managerial experience in a geographic information system environment; PLUS -Unendorsed valid Code B driver's licence (Code 08). Recommendations: -Training programmes and/or experience in Project Management, Spatial Epidemiology, Geographic Information System Development and Statistical Analysis and forecasting will serve as a recommendation. Knowledge, Skills, Training And Competence Required:- The incumbent of this post will report to the Manager: Data and Information Management, and will be responsible to provide accurate and appropriate spatial information to support planning and decision –making processes at various levels in the Department, and as such the ideal candidate must: -Possess extensive knowledge of GIS project management and staff supervision and knowledge of a variety of GIS programmes including Mapinfo, ArcGIS, ArcIMS and IDRISI. -Have an understanding of the functioning of the public health service. -Have the ability to identify and source information required to develop systems to enable the HOD, CHO, and General Manager to improve the efficacy of the Department. -Possess extensive knowledge of best and the ability to customise such practices to suit departmental needs. -Have an understanding of societal implications of geo-information and systems. -Be computer literate with a proficiency in Microsoft Office Software applications.

**DUTIES** : Key Performance Areas:- -Develop GIS policies, norms protocols and guidelines. Ensure the collection, processing and integration of data/information for presentation on a suitable geographic platform or map. -Ensure the establishment of spatial relationships between various health role players and in planning and resource allocation. -Supervise compliance with service delivery standards and conduct quality assurance of the Component's information and maps. -Oversee the integration of activities with other primary data/information providers. -Oversee the procurement of GIS systems and equipment. -Represent the department on local and international participative forums, various associations to ensure skills transfer, share best practices and lessons learnt. -Oversee the effective and efficient utilisation of resources allocated to the Component.

**ENQUIRIES APPLICATIONS** : Mrs E Snyman: 033-395 2944  
 : 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 CLOSING DATE** : Mrs S D Shezi  
 : 11 February 2011

**POST 04/178** : **MANAGER: COMMUNITY HEALTH: REF NO: GAM CHC 01/2011**  
 Cluster: Gamalakhe Community Health Centre

**SALARY** : R206 982 per annum Other Benefits: 13<sup>th</sup> Cheque Medical Aid (Optional)  
 Housing Allowance: Employee must meet prescribed requirements, Level 09

**CENTRE REQUIREMENTS** : Ugu Health District  
 : An appropriate Bachelor's Degree/National Diploma in the field of Administration and Management or Tertiary qualification in Health Science; PLUS -A minimum of three (3) years supervisory experience within a health environment; PLUS - Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training And Competence Required:- The incumbent of this post will report to the District Manager: Ugu, and will be responsible to ensure effective and effective management of the community health centre in a manner that is cost-effective, coordinated and sustainable in order to ensure effective delivery of health services in the various disciplines catered for by the hospital, and as such the ideal candidate must:- Possess analytical thinking and decision making skills. Possess leadership and planning skills. -Have good inter-personal skills. - Possess conflict management and skills in negotiation. - Possess sound knowledge of Human Resource Management and Financial Management Systems. -Possess good working knowledge of functioning of hospital or public sector institutions. -Possess time management skills. -Have performance management skills. -Have good communication skills (verbal and written). -Have

knowledge of health legislation and policies. -Be computer literate with a proficiency in MS Office software applications (advanced).

**DUTIES** : Key Performance Areas:- Provide leadership for the management team to ensure to ensure the delivery of high quality compassionate care for patients as part of the Provincial Health Care network. -Formulate and execute strategic and operational policies and plans for the institution in line with departmental priorities -Ensure sound Financial Management of the institution in line with the Public Finance Management Act. -Facilitate the development and implementation of HR policies that promote continuous training and development of staff in the centre. - Ensure the coordination of all health services within the catchment areas. - Convey a clear vision of transformation and to oversee the transformation process within the area of responsibility in line with the vision of the KZN Department of Health. -Ensure good governance programmes and community participation -Ensure the effective management of physical facilities and other clinical and non clinical support services (radiology, pharmacy, catering, procurement etc) -Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures. -Provide effective & efficient support services to PHC in the catchments.

**ENQUIRIES** : Mr V Chetty: 039-6883000

**APPLICATIONS** : All applications should be forwarded to: The District Manager: Ugu Health District, Private Bag X735, Port Shepstone, 4240

**FOR ATTENTION** : Human Resources

**CLOSING DATE** : 11 February 2011

**POST 04/179** : **CLINICAL NURSE PRACTITIONER (OCCUPATIONAL HEALTH NURSE) REF NO: G04/2011**

**SALARY** : Grade 1: Clinical Nurse Practitioner: R 195 936 Experience: A minimum of four (4) years, appropriate / recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing.  
Grade 2: Clinical Nurse Practitioner: R 240 981 Experience: A minimum of fourteen (14) years appropriate / recognizable Nursing experience after registration as Professional Nurse with SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate / recognizable experience after obtaining the one (1) year post basic qualification in Occupational Health.

**CENTRE** : Occupational Health Unit: Head Office

**REQUIREMENTS** : Degree / Diploma in General Nursing; PLUS Registration with SANC as Occupational Health Nurse; PLUS A minimum of four (4) years appropriate / recognizable Nursing experience after registration as Professional Nurse with the SANC in General Nursing; PLUS Unendorsed valid Code B driver's license (Code 8). Knowledge Skills, Competencies And Training Required: Knowledge of Occupational Health and Safety policies and guidelines. Legal prescript, SANC Regulation, Health and Safety Act and other related acts. Leadership, organizational, decision making and problem solving skills. Good communication, interpersonal relations. Financial Management skills.

**DUTIES** : Key Performance Areas: To undertake baseline disease profile among employees. To ensure occupational health functions are carried out timely and correctly in order for occupational health to function at Head Office. To roll out occupational health training programmes, orientation and induction programmes for hospital. To undertake occupational disease research for the purpose of investigating and preventing all type of occupational diseases. To conduct occupational health audit functions in compliance with the occupational health and safety Act 85 of 1993. To ensure environmental conditions meet and maintain compliance certificates as regulated by the occupational health and safety Act 85 of 1993. To assist with the occupational health and safety accreditation baseline / audit improvement To implement the occupational health manuals and protocols. To uphold section 8 (employers duties) and section 14 (employees duties) of the occupational health and safety Act 85 of 1993. To assist with the developing of occupational health strategic plans in line with the district plans. To establish a multi-disciplinary committee to co-ordinate Occupational Health and Safety Programme including HIV / AIDS in the work place. To develop Occupational Health guidelines / Policies for the Province.

**ENQUIRIES** : Mr BC Mabaso: (033) 395 2052

**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, Room 110, 6<sup>th</sup> Floor, South Tower

**FOR ATTENTION** : Mrs J Williams

**CLOSING DATE** : 11 February 2011

**POST 04/180** : **SENIOR SPEECH THERAPIST REF NO: GS 9/11**

**SALARY** : R140 208 per annum, 13<sup>th</sup> cheque, 10% scarce skills allowance, medical- aid (optional), homeowners allowance (employee must meet the prescribed requirements, Level 07

**CENTRE** : Greys Hospital (Pietermaritzburg)

**REQUIREMENTS** : A Degree in Speech Therapy or equivalent. Current registration with the HPCSA as a Speech Therapist. 1-2 years of experience in an acute hospital. Knowledge, Skills, and Experience Required: Good knowledge of advanced Speech Therapy diagnostic and therapeutic procedures, and equipment/material. Experienced at working in multidisciplinary teams. Knowledge of ethical code and scope of practice. Good verbal and written communication skills. Clinical competence – procedures and dexterity. Administrative skills. Leadership and supervisory skills. Communication and interpersonal skills. Ability to plan and organize resources. Functional computer literacy. Analytical thinking and problem solving skills.

**DUTIES** : Maintains records and statistics, in line with professional standards. Provide clinical guidance and supervision to junior staff Promote good health practices to patients in need of Speech Language Therapy. Contribute to quality improvement initiatives within the department and within the institution. Contribute to the overall work processes and objectives in the department, and within rehabilitation. Plan and implement suitable treatment programs for individuals or groups, as delegated, and with support. Undertake and be responsible for a designated case load - assessing, treating and rehabilitating those patients in your care. Participate in in-service training and Continuing Education. Participate in the Peer Review and Staff appraisal system. Ensure proper use, maintenance, care and control of equipment, and material.

**ENQUIRIES** : Ms Y Naidoo: 8973198

**APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION** : Mrs. M. Chandulal

**CLOSING DATE** : 11<sup>th</sup> February 2011

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF ROADS AND PUBLIC WORKS**

*The Provincial Administration of the Northern Cape is an equal opportunity, affirmative action employer.*

- APPLICATIONS** : Applications must be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by certified copies of qualifications. No faxed applications will be considered. Forward your application with the mentioned reference number to the Department of Roads and Public Works, P. O. Box 3132, Kimberley, 8300.
- FOR ATTENTION** : Ms M. Maphate
- CLOSING DATE** : 04 February 2011
- NOTE** : The co-ordination and management of the Expanded Public Works Programme (EPWP), rendering of support to district municipalities on EPWP project initiatives. Monitor and exercise control over the budget and expenditure for the District and ensure effective utilization of financial resources, management of staff. Shortlisted candidates will be expected to undergo a competency assessment and security clearance.

**MANAGEMENT ECHELON**

- POST 04/181** : **DISTRICT MANAGERS (SMS LEVEL 13) 5 POSTS**
- SALARY** : Remuneration Package: R 652 572 per annum. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
- CENTRE** : Frances Baard: Kimberley (Ref. DRPW 45/11), Pixley Ka Seme District: De Aar (Ref no DRPW 46/11), Siyanda District: Upington (DRPW 47/11), Namaqua District: Springbok (Ref. DRPW 48/11), John Taolo Gaetsewe: Kuruman (Ref. DRPW 49/11)
- REQUIREMENTS** : And Competencies: B-Degree or National Diploma with 6-10 years management experience; Knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Employment Equity, Skills Development and Labour Relations Acts; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Monitoring, Evaluation and Performance Management qualities; Change/Diversity management skills; A valid code EB driver's license.
- DUTIES** : Key Performance Areas: Render management support to and co-ordinate all the activities of the District Office. To oversee the construction and maintenance of Roads in the District which will include, the construction and maintenance of Roads and the management of the workshops. The management of the Public Works function in the District which will include the management of new building construction, the rendering of repair and renovations to existing state owned buildings, the provisioning of day-to-day maintenance of existing state owned buildings and rendering of property management services. To oversee and manage the institutional support service function which will include the management of Financial, Budgetary, Supply Chain Management, Human Capital Management and Corporate Service functions.
- ENQUIRIES** : Mr. N. Fourie Tel. No.: (053) 8392260

**PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF SPORT, ARTS AND CULTURE**

*This Department Is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representativeness (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativeness, will receive preference.*

- APPLICATIONS** : Please forward your applications to the following address: The Department of Sport, Arts and Culture, Private Bag X90, Mmabatho 2735 or hand-deliver at Ga-Bomotho Building, Dr Albert Luthuli Drive, between Broadcast Centre and Convention Centre, for attention: Human Resource Management. Enquiries: HRM, tel. (018) 388-2728/9.
- CLOSING DATE** : 11 February 2011
- NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department, and should be accompanied by certified copies of qualifications, supporting documents and a comprehensive CV. No faxed or e-mailed applications will be accepted. The Department reserves the right not to fill the posts. Please note that these posts are being re-advertised and for that reason, persons who previously applied are encouraged to re-apply. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful.

**MANAGEMENT ECHELON**

- POST 04/182** : **CHIEF DIRECTOR: ARTS & CULTURE, LIBRARIES AND ARCHIVES**  
Job purpose: to manage the directorates: library, information and archives services and Arts and Culture by ensuring effective provision of strategic leadership and administration and efficient management of human, financial and material resources.
- SALARY** : An all inclusive remuneration package of R790 953.00 per annum consisting of a basic salary (60% Of the total remuneration package, the state's contribution to the Government Employees Pension Fund (13% of basic salary ) and a flexible portion that may be structured in terms of applicable rules and guidelines. The successful candidate will be required to sign performance agreement within three (3) months of appointment. Salary level: 14
- CENTRE REQUIREMENTS** : Mmabatho  
Applicants must be in possession of a 3-year appropriate B degree or equivalent qualifications. Senior Degree will be an added advantage. Extensive management experience in the Public Sector. The following is essential requirements: Good communication skills with diverse background, People management, Innovative and creative thinker, strong commitment to the role that arts and culture can play in economic and social development, problem solving skills, knowledge of creative industries, Broader understanding of policies in national and international context. Good negotiation and interpersonal skills, computer literacy, Project management skills, excellent organisational abilities and knowledge of financial management.
- DUTIES** : Facilitate and development of appropriate policies and procedure in conjunction with the relevant legislation linked to Arts and Culture, Libraries and Archives services facilities. Manage the effective planning and redesigning of new and existing Arts and Culture, Libraries and Archives services. To manage and appraise subordinate's performance in joined planned meetings, which is in line with Departments vision, mission and priorities to archive the strategic focus areas of the organization. To create an environment for systematic approach to managing people, goals, measurement , feedback and recognition as a way of motivating employees to achieve their full potential in line with the organization's objectives in line with Public Service Regulation. Manage the budget of the two directorates: Arts, Culture & Heritage and libraries information and archives services. Manage to develop and maintain appropriate records of all the provincial and national heritage resources within the province. Promote sound transformation mechanisms to ensure compatibility of policies and advise

relevant stakeholders on transformation issues and quality assurance as according to Batho-Pele Principle. Manage the key performance areas of directors within the two directorates. To manage the input of relevant studies related to Library, Information and Archives Services and Arts and Culture.

**ENQUIRIES**

: Mr Thapelo Mpuisang (018-3882738/39)

**POST 04/183**

: **DISTRICT MANAGER (DIRECTOR LEVEL)**

**SALARY**

: An all inclusive remuneration package of R652 572 per annum consisting of a basic salary (60% Of the total remuneration package, the state's contribution to the Government Employees Pension Fund (13% of basic salary ) and a flexible portion that may be structured in terms of applicable rules and guidelines. The successful candidate will be required to sign a performance agreement within three months of appointment. Salary Level: 13

**CENTRE**

: Ngaka Modiri Molema

**REQUIREMENTS**

: An appropriate 3-year degree or equivalent qualification in Management or Management coupled with relevant experience in the field applied for. The position is suited for a multi-skilled, dynamic, self-motivated professional with well-developed proven leadership and management abilities with knowledge of sport, arts and culture. Candidates should be good communicators with excellent managerial, organisational, financial, human resource management and problem solving skills. Leadership skills, interpersonal skills, Negotiation skills, Knowledge of Government prescripts, Drivers license is a prerequisite.

**DUTIES**

: Ensure that the Department strategies are implemented by developing districts Business Plans. Manage the district's daily operations by setting service delivery targets to ensure that the Department's goals are achieved. Report on performance of the district. Monitor and manage expenditure in accordance with budgetary prescripts. Ensure that all administrative functions required in the district are performed to the required standard that include studying interpreting applying and giving guidance on legislation and policy matters. Authorise financial and other transactions in accordance with policies and procedures. Develop the district strategic plan. Coordinate and interact with various stakeholders within the district.

**ENQUIRIES**

: Mr. Thapelo Mpuisang 0180-3882738/39

**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*

**APPLICATIONS** : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

**FOR ATTENTION** : Ms C Versfeld

**CLOSING DATE** : 25 February 2011

**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 04/184** : **ASSISTANT DIRECTOR: BID AND CONTRACT MANAGEMENT**  
Directorate: Supply Chain Management

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

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum educational qualification: Senior (or equivalent) certificate with Mathematics or Accounting as a passed subject. Experience: Appropriate experience in a procurement environment. Competencies (knowledge/skills): Good interpersonal and communication skills. Sound knowledge of basic surgical and anaesthetic procedures. Computer literacy. Knowledge of health sector commodities, negotiating with suppliers, procurement prescripts and government bid procedures. Sound Knowledge of various services managed within a health environment. Computer literacy (MS word, Excel, and PowerPoint). Good knowledge of Prosthetic Devices and High Cost Consumables. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge relating to management of contracts. Ability to perform calculations relating to foreign currency, CPIX etc.

**DUTIES** : Key result areas/outputs: Handling of all procurement and bid management processes. Provide input on bid specifications in accordance with agreed strategies and objectives. Scrutinizing of bids to ensure bidder compliance. Compiling of memorandum to Bid Adjudication Committee. Executing of Bid Committee and Delegate's resolutions. Responsible for finalizing applications for price escalations for index and Rate of Exchange claims. Inspection of Contractors premises. Ensure that service level agreements exist and are effectively managed and compliance thereto is monitored. Ensure the monitoring of compliance by service providers and institutions to their contractual obligations. Vigilantly monitoring contractor's performance. Supervision of staff.

**ENQUIRIES** : Ms C Munnik, tel no. (021)483-3447

**PROVINCIAL TREASURY**

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

**APPLICATIONS** : Forward your application to Response Management, PO Box 833, Greenpoint, 8051 or hand delivered and placed in the Ayanda Mbanga Response Management Job Application box located at 4 Dorp Street, Foyer entrance, Ground Floor, Cape Town

**FOR ATTENTION** : Judy Johnstone

**CLOSING DATE** : 18 February 2011

**NOTE** : It will be expected from the selected candidates to be available for interviews on a date, time, and place as determined by the Provincial Treasury. Applicants may

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

#### **MANAGEMENT ECHELON**

- POST 04/185** : **HEAD: FINANCIAL GOVERNANCE REF NO: PT01/2011/A**  
Chief Directorate: Financial Governance
- SALARY** : R790 953 per annum (Level 14) including basic salary (60% of salary package), State's contribution to the Government Employee Pension Fund and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Cape Town  
Minimum Qualification requirements and experience: Registered Chartered Accountant CA (SA) • Minimum of 10 years management experience • Extensive knowledge of GRAP and GAAP Accounting Standards.
- DUTIES** : Key Performance Areas: • Develop key principles and guidelines i.r.o accounting structures for Provincial and Local Government entities • Provide training assistance and guidance to implement and maintain accounting standards at Provincial and Local Government levels • Enforce good governance practices at Provincial and Local Government levels i.r.o financial governance and risk management norms and standards • Build a competent unit within the Chief Directorate and the CFO's offices at Provincial and Local Government levels. Recommendations: • Strategic and visionary leadership • Analytical skills • Project co-ordination and management • Statistical skills • Research.
- ENQUIRIES** : Mr T Arendse Tel.: (021) 483 6277
- POST 04/186** : **ECONOMIST REF: PT02/2011/A**  
Directorate: Budget Management: Provincial Government
- SALARY** : All inclusive salary package: R 406 839 (level 11) per annum, including basic salary, state's contribution to the Government Employee Pension Fund and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Cape Town  
Minimum Qualification requirements and experience: • Master's degree in Economics/Public Finance/Public Administration/Policy or equivalent qualification • 6 – 10 years' appropriate experience • Proven macro and socio-economic research and analysis skills, as well as sound knowledge of budget analysis • Knowledge of government revenue, expenditure and financial systems • Proven project and financial management capabilities • Understanding of economic theories and application in environment • Ability to interpret and report on complex and specialised information • A valid driver's licence.
- DUTIES** : Key performance areas: • Promote effective and responsive financial allocation • Conduct economic and other analysis to inform provincial planning and budgeting processes • Participate in all relevant budgetary processes and provide sound inputs into Provincial Treasury publications • Analyse provincial government departments and their related entities' budgets and policy plans • Monitor budget implementation and performance at provincial government level. Recommendations: • Ability to work well in a team • Good verbal and writing



skills • Presentation skills • Leadership ability • Aptitude for numbers and analysis.

**ENQUIRIES** : Ms M Sheraton: 021 483-9951

**POST 04/187** : **ECONOMIST REF NO: PT03/2011/A**  
: Directorate: Public Finance Policy Research and Modelling

**SALARY** : All inclusive salary package: R 406 839 (level 11) per annum, including basic salary, state's contribution to the Government Employee Pension Fund and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.

**CENTRE REQUIREMENTS** : Cape Town  
: Minimum Qualification requirements and experience: • Master's degree in Economics//Public Finance/Public Administration/Policy Analysis or LLM with economics or taxation as a major • 6 – 10 years' appropriate experience • Proven macro and socio-economic research and analysis skills, as well as sound knowledge of budget analysis • Knowledge of government revenue, expenditure and financial systems • Proven project and financial management capabilities • Computer literacy • A keen interest in working in an applied economic policy environment • Understanding of economic theories, taxation and sampling techniques • A valid driver's licence.

**DUTIES** : Key performance areas: • Research and analyse the provincial and local government fiscal framework • Conduct financial viability and sustainability assessments of municipal tariffs • Conduct research and provide advice on local and provincial government borrowing and new sources of revenue • Research and develop a revenue estimation model that provides more accurate and robust estimates of own revenue for both local and provincial governments. Recommendations: • Ability to work well in a team • Ability to work under pressure • Good verbal and writing skills • Presentation skills • Leadership ability.

**ENQUIRIES** : Ms C Horton: 021 483-6031

**POST 04/187** : **LOCAL GOVERNMENT FINANCIAL MANAGEMENT CO-ORDINATOR REF NO.: PT04/2011/A**

**SALARY** : R406 839 per annum (Level 11) (including basic salary, State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs).

**CENTRE REQUIREMENTS** : Cape Town  
: Minimum Qualification requirements and experience: a Bachelor's Degree or Equivalent qualification in Economics, Public Finance or Accounting, • Extensive experience in a finance department, with some exposure at a management level • A strong Local Government background(preferred) • Extensive knowledge of financial norms and standards, as well as acts, regulations, legislations and circulars (local and provincial) • Experience in budget analysis, project management and co-ordination • Basic Accounting Systems and Adjustment Estimate process and procedural know-how • PC literacy and good communication skills • A valid driver's licence is also essential.

**DUTIES** : Key performance areas: • Ensure implementation of the MFMA in all municipalities and municipal entities and also monitor compliance to the Act • Oversight over the municipal budgets of the municipalities • Collect and analyse In-Year-Reports of municipalities • Training and support other municipalities • Participation in intergovernmental structures in the local government arena. Recommendations: • Ability to work under pressure and meet deadlines • Attention to detail and good interpretation of numbers • Good report writing skills • Staff management and development skills.

**ENQUIRIES** : Mr F Sabbat ☎ Tel. (021) 483-4834

#### **DEPARTMENT OF HUMAN SETTLEMENTS**

**APPLICATIONS** : Forward your application to Response Management, PO Box 833, Greenpoint, 8051 or hand delivered and placed in the Ayanda Mbanga Response

Management Job Application box located at 4 Dorp Street, Foyer entrance, Ground Floor, Cape Town

**FOR ATTENTION**  
**CLOSING DATE**  
**NOTE**

: Judy Johnstone  
: 18 February 2011  
: It will be expected from the selected candidates to be available for interviews on a date, time, and place as determined by the Provincial Treasury. Applicants may be subjected to competence assessment testing. Only applications submitted on a duly completed Z83 form (available from any Public Service Department or on Website address [www.Capegateway.gov.za](http://www.Capegateway.gov.za)) with full particulars of training, qualifications, skills, competencies, knowledge, experience (on a separate sheet or curriculum vitae), certified copies of identity document and qualifications and the names of three referees, which will not be returned shall be considered and those without, shall be disqualified. Section B of the form is compulsory. Applications sent via fax or e-mail will not be accepted. The Provincial Treasury will only communicate with short listed candidates who have been selected for interviews and reserve the right not to make an appointment. As directed by the Department of Public Service & Administration, applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment.

**OTHER POSTS**

**POST 04/188**

: **ASSISTANT DIRECTOR: ADMINISTRATION REF NO.: HS01/2011/A**  
: Directorate: Financial Management  
: Sub- Directorate: Supply Chain Management  
: Division: Procurement And Provisioning

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

: R 206 982 (level 9) per annum  
: Cape Town  
: Minimum qualification requirements and experience: • an appropriate recognised three-year B. degree (or equivalent qualification) plus a minimum of 3 years relevant experience OR Senior (or equivalent qualification) plus a minimum of 5 years relevant experience. sound knowledge of procurement and provisioning prescripts, regulations, accounting officers system, delegations and bid procedures • knowledge of the Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions • knowledge and experience in provisioning administration • excellent knowledge of LOGIS and the Provisioning Administration System (PAS) • knowledge of bid administration and processes •

**DUTIES**

: Key performance areas: • Ensuring that correct procurement, procedures are adhered to in respect of ordering / purchasing, receipt of stationary items, payment of invoices, payment reconciliation of accounts and safeguarding and issuing of stock • checking and maintaining of registers and files • supervising stocktaking, stock count and disposal according to prescripts • responsible to administer all Logis system related duties / functions and report all problems to Provincial Treasury and Logik • manage all transactions done on Logis captured by officials and ensure reports are in line with prescripts for preparation of annual statements • formulate, revising and maintaining all relevant policies and prescripts • supervision and development of personnel. Recommendations: • Numeric and strong leadership skills • computer literacy • Human Resource Management experience • a valid driver's license • good verbal and written communication skills in at least two of the three official languages of the Western Cape.

**ENQUIRIES**

: Ms LE Nel: (021) 483 3204

**DEPARTMENT OF LOCAL GOVERNMENT**

**APPLICATIONS**

: Forward your application to Ayanda Mbanga Response Management, PO Box 833, Greenpoint 8051 or hand-delivered and placed in the Ayanda Mbanga Response Management Job Application box located at 4 Dorp Street, foyer entrance, Ground floor, Cape Town

**FOR ATTENTION**  
**CLOSING DATE**  
**NOTE**

: Judy Johnstone  
: 18 February 2011  
: Remuneration packages comprise a basic salary, 13th cheque, car allowance, medical assistance and pension fund contribution. Remuneration packages are flexible and a portion of the package can be structured according to your personal needs. Z83 forms (obtainable from any Government department), [www.capegateway.gov.za](http://www.capegateway.gov.za) must: Be completed in full, clearly reflect the reference number and/ or name of the position, be signed, accompanied by a comprehensive CV, and copies of ID, driver's licence and highest qualification. Applications without the above will not be considered. CV's will not be returned. No late, faxed or e-mailed applications will be accepted. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Further communication will be limited to shortlisted candidates. Appointment is subject to the undergoing of a competency test and security clearance and personnel suitability checks as prescribed by the DPSA. The PGWC is an Equal Opportunity Employer. Disabled candidates are also encouraged to apply.

**OTHER POSTS**

**POST 04/189**

: **DEPUTY DIRECTOR: INSTITUTIONAL CAPACITY REF NO: LG01/2011/B**  
: Chief Directorate: Disaster Management And Fire Brigade Services

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

: All-inclusive Salary Package R406 839 per annum  
: Tygerberg  
: Qualifications: A relevant 3 year B. degree (or equivalent qualification) with a minimum of 3 years management experience • Knowledge of the Disaster Management Act (Act 57/2002) and related policies and guidelines, systems and procedures • Knowledge and understanding of the Intergovernmental Relations Act and related Policies • Knowledge of disaster management institutional capacity • Experience in managing intergovernmental relations • Good organisational skills • Conflict and crisis management skills • Experience in project management • Excellent negotiation skills • Computer literacy • Training and education skills • Good verbal and written communication skills in at least two of the official languages of the Western Cape • Ability to work under pressure • Willingness to work long and abnormal hours • Willingness to travel throughout the Western Cape • Human resources, strategic management and financial management experience • A valid Code B (manual) driver's licence.

**DUTIES**

: • Co-ordinate the development/ amendment and updating of the Provincial as well as Municipal Disaster Management Frameworks • Co-ordinate the establishment and functioning of disaster management intergovernmental relations structures and systems in the province • Co-ordinate the development of the Provincial Disaster Management Centre's annual report • Co-ordinate the development of the Provincial Disaster Management Centre's events • Management and development of personnel • Monitor and exercise control over the Sub-Directorate's budget and expenditure • Perform disaster management response standby duties.

**ENQUIRIES**  
**CLOSING DATE**

: Ms JV Pandaram: 021 937-0806.  
: 18 February 2011

**POST 04/190**

: **DEPUTY DIRECTOR: DEPARTMENTAL COMMUNICATIONS REF NO: LG05/2011/B**  
: Directorate: Policy And Strategic Support

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

: All-inclusive Remuneration Package R406 839 per annum  
: Cape Town  
: Qualifications: A relevant 3 year B. degree (or equivalent qualification) with a minimum of 3 years management experience • Extensive experience of the following: • Developing and implementing communications strategies • Drafting communication products, press alerts and releases • Media liaison • Events management • Ability to communicate complex issues in a clear and simple way • Computer literacy skills • Basic statistical and numeracy skills • Excellent communication skills in at least two of the official languages of the Western Cape

(verbal and written) • Research and analytical skills • Project management and presentation skills • Innovative problem-solving skills.

**DUTIES** : Develop/ revise departmental communication strategies and plan/s • Render departmental media liaison and public relations service • Draft speeches and communication products in conjunction with line functionaries • Facilitate/ coordinate departmental functions, exhibitions, road shows and other events • Update the Department's Intranet and Internet web pages with recent/ relevant information • Render a departmental language service • Operationally manage the Departmental Communications Service Level Agreement with the Department of the Premier (Corporate Services) • Mentor and coach team members of Sub-directorate • Manage the workload, workflow and discipline of team members • Manage and administer the Staff Performance Management System • Manage the finances of the unit.

**ENQUIRIES** : Dr H Fast: 021 483-4999  
**CLOSING DATE** : 18 February 2011

**POST 04/191** : **ASSISTANT DIRECTOR: DEPARTMENTAL COMMUNICATIONS REF NO: LG06/2011/B**  
 Directorate: Policy And Strategic Support

**SALARY** : R206 982 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Qualifications: A relevant three year B. degree and at least 3 – 5 years management experience • Experience of the following: • Developing and Implementing communication strategies • Drafting communication products, press alerts and releases • Media liaison • Events Management • Communication skills in at least two of the three official languages of the Western Cape (written and verbal) • Ability to communicate complex issues in a clear and simple way • Planning and organising skills • Computer literacy skills • Research and analytical skills • Basic statistical and numeracy skills • Project management and presentation skills • Innovative problem-solving skills.

**DUTIES** : Assist with departmental communication strategies and plan/s • Render Departmental media liaison and public relations service • Draft speeches and communication products in conjunction with line functionaries • Assist with departmental functions, exhibitions, road shows and other events • Update the department's Intranet and Internet web pages with recent / relevant information • Supervisory duties.

**ENQUIRIES** : Dr H Fast: 021 483-4999  
**CLOSING DATE** : 18 February 2011

**POST 04/192** : **LANGUAGE PRACTITIONER: DEPARTMENTAL COMMUNICATIONS REF NO: LG07/2011/B**  
 Directorate: Policy And Strategic Support

**SALARY** : R174 117 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Qualifications: Appropriate B. degree or equivalent qualification with 2 years' experience in language practice. Accreditation by SA Translators Institute/Examination by National Language Service • Knowledge of applicable legislation, policies and procedures • Experience in research and needs assessment • Experience in editing and translation of documents • Communication skills in at least two of the three official languages of the Western Cape • Language skills • Planning and good interpersonal skills • Computer skills.

**DUTIES** : Render language advisory services • Translate documents in three official languages • Edit documentation • Liaise with freelance language practitioners • Quality check work of Freelance practitioners • Develop and record terminology • Perform administrative tasks eg. record keeping, Freelancers, payments and checking of budget statements.

**ENQUIRIES** : Dr H Fast: 021 483-4999  
**CLOSING DATE** : 18 February 2011

## DEPARTMENT OF THE PREMIER

- APPLICATIONS** : Forward your application to Ayanda Mbanga Response Management, PO Box 833, Greenpoint 8051 or hand-delivered and placed in the Ayanda Mbanga Response Management Job Application box located at 4 Dorp Street, foyer entrance, Ground floor, Cape Town
- FOR ATTENTION** : Judy Johnstone
- CLOSING DATE** : 18 February 2011
- NOTE** : Remuneration packages comprise a basic salary, 13th cheque, car allowance, medical assistance and pension fund contribution. Remuneration packages are flexible and a portion of the package can be structured according to your personal needs. Z83 forms (obtainable from any Government department), [www.capegateway.gov.za](http://www.capegateway.gov.za) must: Be completed in full, clearly reflect the reference number and/ or name of the position, be signed, accompanied by a comprehensive CV, and copies of ID, driver's licence and highest qualification. Applications without the above will not be considered. CV's will not be returned. No late, faxed or e-mailed applications will be accepted. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Further communication will be limited to shortlisted candidates. Appointment is subject to the undergoing of a competency test and security clearance and personnel suitability checks as prescribed by the DPSA. The PGWC is an Equal Opportunity Employer. Disabled candidates are also encouraged to apply.

## MANAGEMENT ECHELON

- POST 04/193** : **DIRECTOR: LITIGATION REF.DOTP01/2011/A**  
Chief Directorate: Legal Services
- SALARY** : R652 572 per annum (all inclusive salary package) (Level 13)
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : LLB or equivalent degree, with admission as an Advocate or Attorney • A minimum of 4 years' appropriate post-qualification experience in a legal practice or public sector component • Proven knowledge of South African Constitutional Law and comparative systems, Administrative law, Law of Contract, Labour Law, Interpretation of statutes, Civil and Criminal Procedure, Public Service Act and Regulations, Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, Promotion of Access to Information Act, Promotion of Administrative Justice Act, relevant procurement prescripts, Intergovernmental Relations Framework Act, Legislation and Rules pertaining to superior and lower courts, and the Law of Evidence • Good written and verbal communication skills in at least two of the official languages of the Western Cape Province of which one must be English • Well-developed research and legal writing skills • Well-developed innovative problem-solving and analytical skills • Negotiating and conflict resolution skills • Computer literacy skills.
- DUTIES** : Provision of strategic legal advice in respect of intended or pending litigation • Management of referral to, and handling of litigation matters by the State Attorney • Management of preparation of High Court and Constitutional Court cases • Active participation in consultations with internal clients, advocates and other stakeholders • Maintaining database of litigation • Provision of advice on contingent liabilities • Presenting functional training • Identification of litigation trends and patterns and related risk management • Management of staff and resources of the Directorate, development and management of strategic and business plans of the Directorate, assisting in the development and management of strategic and business plans of the Chief Directorate, and the ongoing evaluation of the directorate's performance.
- ENQUIRIES** : Mr L Buter, Tel. 021 483-4674

**POST 04/194** : **DIRECTOR: LEGAL ADVISORY SERVICES (GOVERNANCE & ECONOMIC CLUSTER) REF.DOTP02/2011/A**

**SALARY** : R652 572 per annum (all inclusive salary package) (Level 13)

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : LLB or equivalent degree, with admission as an Advocate or Attorney • A minimum of 4 years' appropriate post-qualification experience in a legal practice or public sector component • Proven knowledge of South African Constitutional Law and comparative systems, Administrative law, Law of Contract, Labour Law, Interpretation of statutes, Civil and Criminal Procedure, Public Service Act and Regulations, Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, Promotion of Access to Information Act, Promotion of Administrative Justice Act, relevant procurement prescripts, Intergovernmental Relations Framework Act and the Law of Evidence • Good leadership, communication, presentation and organising skills, the ability to work well within a team • Good written and verbal communication skills in at least two of the official languages of the Western Cape of which one must be English • Well-developed research and legal writing skills • Well-developed innovative problem solving and analytical skills • Negotiating and conflict resolution skills.

**DUTIES** : Management of provision of legal advisory services provided • Advising and drafting legal opinions • Negotiating, drafting and/or editing contracts • Scrutiny, drafting and editing of legal correspondence • Managing litigation matters relating to opinions rendered or contracts drafted or edited • Advising on legal content in cabinet submissions • Presenting functional training • Management of staff and resources of the Directorate, development and management of strategic and business plans of the Directorate, assisting in the development and management of strategic and business plans of the Chief Directorate, and the ongoing evaluation of the directorate's performance.

**ENQUIRIES** : Mr L Buter, Tel. 021 483-4674

#### **DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**APPLICATIONS** : Forward your application to Ayanda Mbanga Response Management, PO Box 833, Greenpoint 8051 or hand-delivered and placed in the Ayanda Mbanga Response Management Job Application box located at 4 Dorp Street, foyer entrance, Ground floor, Cape Town

**FOR ATTENTION** : Judy Johnstone

**CLOSING DATE** : 18 February 2011

**NOTE** : Remuneration packages comprise a basic salary, 13th cheque, car allowance, medical assistance and pension fund contribution. Remuneration packages are flexible and a portion of the package can be structured according to your personal needs. Z83 forms (obtainable from any Government department), [www.capegateway.gov.za](http://www.capegateway.gov.za) must: Be completed in full, clearly reflect the reference number and/ or name of the position, be signed, accompanied by a comprehensive CV, and copies of ID, driver's licence and highest qualification. Applications without the above will not be considered. CV's will not be returned. No late, faxed or e-mailed applications will be accepted. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Further communication will be limited to shortlisted candidates. Appointment is subject to the undergoing of a competency test and security clearance and personnel suitability checks as prescribed by the DPSA. The PGWC is an Equal Opportunity Employer. Disabled candidates are also encouraged to apply.

#### **OTHER POSTS**

**POST 04/195** : **ASSISTANT MANAGER: PROPERTY DATA REF NO U2/10/159**  
Job Purpose: To arrange for the vesting, registration and transfer of ownership and to source, analyze, update, maintain and report on all Property Data of the Provincial Property Portfolio.

**SALARY** : R174 117 (Level 8) per annum

**CENTRE** : Provincial Public Works Branch Directorate: Property Planning Cape Town

**REQUIRMENTS**

: A relevant degree/diploma (or equivalent qualification). Candidates who do not meet the minimum advertised qualification requirement, but who have the necessary competencies to successfully perform in this post, may also apply. A valid driver's license is a requirement. Experience: 3-5 years appropriate data and management experience. Competencies: Knowledge of Property registration processes, GIAMA and the management of a large database • computer literacy (MS Word, Excel, PowerPoint, Live link, E-Works, IE-Works & BAS) • ability to interpret SG Diagrams and title deeds • sound interpersonal relations • ability to work independently • excellent written and verbal communication skills in at least two of the three official languages in the Western Cape Province,

**DUTIES**

: Update and maintain all the data on the provincial immovable asset register in compliance with national (GIAMA) and accounting standards (including collecting, verifying and reporting on all data pertaining to the Provincial property portfolio) • ensure vesting of ownership of properties in the name of the Provincial Government of the Western Cape through vesting, registration and transfer processes • manage the geographical Information System (including identification of Provincial Properties through spatial data) • manage and supervision of component.

**ENQUIRIES**

: Mrs M Blake Tel (021) 483-5479