

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENT	ANNEXURE	PAGES
AGRICULTURE, FORESTRY AND FISHERIES	A	03 – 05
DEFENCE	B	06 -07
ENVIRONMENTAL AFFAIRS	C	08 – 12
HEALTH	D	13 – 17
HIGHER EDUCATION AND TRAINING	E	18 – 19
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	F	20 – 24
MINERALS RESOURCES	G	25 – 31
OFFICE OF THE PUBLIC SERVICE COMMISSION (OPSC)	H	32
PUBLIC WORKS	I	33 – 39
RURAL DEVELOPMENT AND LAND REFORM	J	40 – 42
TRADE AND INDUSTRY	K	43
THE PRESIDENCY	L	44

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	M	45 – 46
GAUTENG	N	47 – 86
KWAZULU-NATAL	O	87 – 95
NORTH WEST	P	96 – 103
WESTERN CAPE	Q	104 - 106

DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

- APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 or phone 012-811-1900/1 or 012-811 9909/10.
- FOR ATTENTION** : URS Response Handling
- CLOSING DATE** : 18 February 2011
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department or on the internet at www.gov.za/documents and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) and ID-document [Driver's licence where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post.

OTHER POSTS

- POST 05/01** : **SENIOR MARINE CONSERVATION INSPECTOR 2 POSTS REF NO: 43/2011**
Directorate: Specialised Unit
- SALARY** : R140 208 per annum
- CENTRE** : Cape Town
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate, applicable experience in both Law enforcement and investigation. Experience in receiving, dealing and investigating public complaints. Knowledge of the Marine Living Resources Act (Act No. 18 of 1998) or Criminal Procedure Act (Act No. 51 of 1977). Must have good skills in communication (both verbal and written) and conflict resolution and computer literacy. Candidates must be willing to work shifts, weekends, overtime, work at sea, travel when required and be in possession of a valid driver's licence.
- DUTIES** : The incumbent's responsibility will be to participate in Special Operation/investigations to prevent the illegal harvest and trade of marine products and to safeguard endangered species. Conduct sea, coastal, aerial and land patrols to prevent illegal harvesting of marine resources. Implementation and enforcement of the Marine Living Resources Act (Act No. 18 of 1998), Regulations and other relevant legislations. Institute criminal proceedings against offenders including issuing of written notices to appear in court, and give evidence. Conduct investigations of case and transgressions under MLRA 18/1998, Conduct investigations pertaining commercial rights holders, react on the information/complaints received. Conduct inspection in the fishing industries, restaurants, fish shops, etc. Assist with and initiate investigations by utilizing surveillance techniques. Complete documents pertaining to criminal cases (such as dockets, charge sheets, evidence collection and handling evidence). Working in high risk areas at times, and in harsh environment conditions. Monitor the landing of commercial and recreational fish and fishing vessels, Travel to other centre when required and frequently work outside normal office hours.
- ENQUIRIES** : Mr T Maratsane, Tel. 021 402 3508.
- NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

- POST 05/02** : **SENIOR MARINE CONSERVATION INSPECTOR 6 POSTS REF NO: 44/2011**
Directorate: Compliance
- SALARY** : R140 208 per annum
CENTRE : Cape Town x 1 Gansbaai x 2 Hermanus x 1 Mossel Bay x 1
Port Elizabeth x 1
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate, applicable experience in law enforcement. Experience in receiving, dealing and investigating public complaints. Must have Good computer skills, be willing to work shifts and travel when required and be in possession of a valid driver's licence.
- DUTIES** : The incumbent's responsibility will be to enforce provisions of Marine Living Resources Act (Act No. 18 of 1998), Regulations and other relevant Acts. Liaising with the general public and fishing industries. Conducting inspections on land and at fishing processing facilities and restaurants. Execute coastal, sea, and air patrols. Institute criminal proceedings and give evidence in a court of law. Investigate environmental crime. Conduct joint operations and special investigations in conjunction with other law enforcement organisations.
- ENQUIRIES** : For Cape Town, Gansbaai and Hermanus contact Mr M. Dlulane Tel, 021 402 3441. For Mossel Bay and Port Elizabeth contact Ms D. Augustus Tel. 041 585 4051
- NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
- POST 05/03** : **SENIOR MARINE CONSERVATION INSPECTOR REF NO: 45/2011**
Directorate: Compliance
- SALARY** : R140 208 per annum
CENTRE : Cape Town
- REQUIREMENTS** : Applicant must be in possession of Grade 12 Certificates, applicable experience in law enforcement. Experience in dealing and following-up on public complaints. Must have good computer skills, be willing to work shifts and travel when required. And be in possession of a valid driver's licence.
- DUTIES** : The incumbent's responsibility will be to enforce provisions of Marine Living Resources Act (Act No. 18 of 1998), Regulations and other relevant Acts. Conduct paper trail inspection at factories and fishing processing facilities. Consolidate plans, reports and other statistical information. Follow-up on outcomes of cases registered with South African Police Services (SAPS). Conduct joint operations and special investigations in conjunction with other law enforcement organisations.
- ENQUIRIES** : Mr M Dlulane Tel. 021 402 3441
- NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
- POST 05/04** : **PLANT HEALTH OFFICER REF NO: 29/2011**
Directorate: Plant Health
- SALARY** : R140 208 per annum
CENTRE : Pretoria
- REQUIREMENTS** : The Applicants must be in possession of a B.Sc. or B.Sc. Agricultural degree with Plant Pathology and /or Entomology/Zoology as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Knowledge and experience in any of the following areas: Plant Quarantine research/ education/ trade environment, or Agricultural knowledge and Information management, or science/agricultural communication, or International Agricultural Markets or International Agricultural Trade. Good interpersonal relations and a team player as the candidate will be responsible for international and national liaison. Knowledge of the World Trade Organisation (WTO) Agreement on the Application of Sanitary and Phytosanitary Measures (SPS Agreement) and the International Plant Protection Convention (IPPC) role and purpose in international agricultural trade. Good written and verbal communication and liaison skills. Good organisational skills and the ability to work well under pressure. Computer literacy MS Office software (MS Outlook, Word, PowerPoint and Excel). Must be in a possession of a valid driver's license and the ability to drive. The candidate must be willing to travel and work away from home/office, often at short notice.
- DUTIES** : The incumbent will be responsible for information exchange relating to the National Plant Protection Contact Point communication responsibilities within the framework of

the IPPC. Dissemination of notifications of phytosanitary non-compliance regarding import and export of plants and plant products. Assist in the maintenance of a WTO-SPS notification and information management system. Assist in preparations for technical bilateral meetings with trading partners. Assist in communication with international and national stakeholders regarding matters concerning International Standards on Phytosanitary Measures (ISPMs) and quarantine principles relating to the IPPC. Assist in the maintenance and development of appropriate knowledge and information management systems.

ENQUIRIES

: Mr M. Silimela Tel, 012 319 6241

DEPARTMENT OF DEFENCE

- APPLICATIONS** : Department of Defence & Military Veterans, Defence Legal Service Division, Private Bag X161, Pretoria, 0001.
- CLOSING DATE** : 04 March 2011 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The staffing policy of the Department of Defence (i.e. C PERS/DODI 8/99) and content of letter HR SUP CEN/(PSAP)/R/102/1/4/ DD 01 Aug 02 must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83, Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

OTHER POST

- POST 05/05** : **LEGAL ADMINISTRATION OFFICER MR5 (LEGISLATIVE DRAFTING AND MOU)**
Defence Legal Services Division
The post is advertised in the DOD and broader Public Service
- SALARY** : R205 221 – R506 292 per annum. Note: Salary will be determined in accordance with experience (OSD). Applicants must attach service certificates to determine salary in accordance with experience.
- CENTRE** : PTA Head Office, Pretoria
- REQUIREMENTS** : NQF Level 7. LLB Degree (Bachelor of Laws). At least 8 years appropriate post qualification legal experience. Special requirements (skills needed): Knowledge of Legislative process and Parliamentary rules. Knowledge of the Constitution, Interpretation Act, Constitutional Law, Legal Writing and Drafting. Knowledge of Jutastat and Law. Understanding of government prescripts and legislations. Computer literacy-, analytical-, presentation-, problem solving-, negotiation-, people management-, research-, interpersonal relation-, and communication skills (verbal and written).
- DUTIES** : Draft and review legislation and subordinate legislation ie •Conduct review of existing regulatory framework of DOD •Propose amendments to align regulatory framework with the needs of DOD and recent legislative development •Liaise with all role players on proposed legislative amendments •Prepare draft Bills for consideration by higher authority •Liaise with the State Law adviser on certification of Bills •Liaise with parliamentary Legal Advisers on amendments proposed by Parliament •Research applicable law •Liaise with various services and divisions for specialized inputs regarding specialized legislative matters •Draft Cabinet Memoranda regarding approval of Bills for introduction. Provide sound legal advice/opinion on legislation and MOUs ie •Determine the applicable law •Prepare legal advice on interpretation of legislation and MOUs •Draft responses to parliamentary question and public comments on legislation. Draft and review MOUs ie •Conduct review of existing MOUs for compliance with the law •Advise on compliance of MOUs with domestic law and international obligations/law •Liaise with State Law Adviser (International) on certification of MOUs •Prepare submissions to the Sec Def on legal aspects of MOU.

Assist in the management of the legislative programme of the DOD ie •Draft the DOD's legislative programme annually •Prepare submissions to MOD for approval of the legislative programme; •Liaise with the office of the leader of Government Business and Cabinet Secretariat on DOD's legislative programme •Liaise with Parliamentary Officer on DOD's legislative programme and respond to parliament queries.

ENQUIRIES

: Col G.S. Soldaat, Tel: (012) 355 5383

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

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

MANAGEMENT ECHELON

POST 05/06 : **DEPUTY DIRECTOR-GENERAL: CLIMATE CHANGE REF NO: AP6017/2011**
Five- year contract – renewable based on performance

SALARY : R937 317 per annum (An all-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : A recognized four year degree in Natural or Physical Sciences, Environmental Management, Development Planning or an equivalent and relevant qualification plus extensive and proven senior/executive management experience; A relevant post graduate qualification will serve as an added advantage; Excellent understanding of environment and climate change issues; Extensive knowledge of climate change mitigation and adaptation methodologies, tools and implementation issues across relevant economic sectors, including legal and policy frameworks and the economics and technical requirements of low carbon development, carbon financing, climate change impacts, adaptation etc; Extensive working knowledge of Environmental Management legislation, policies, regulations and procedures; Experience in national policy development and implementation; Strategic management and leadership skills; Strong people management, and project management skills ; Ability to work under pressure; Analytical skills and experience in problem solving; Financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations; A valid drivers licence and willingness to travel, both nationally and internationally.

DUTIES : The successful candidate will report to the Director-General and take overall responsibility for providing strategic management and leadership to the Climate Change Branch, with a focus on the following strategic deliverables: Leading the development, implementation, management and promotion of effective national mitigation and adaptation response policies on Climate Change; Coordinate and inform the development of national Climate Change response plans for key sectors; Coordinate, research, monitor, evaluate and report on national and/or international Climate Change mitigation and adaptation responses as well as impacts of our response measure to other countries and any such impacts of the response measures of others on South Africa.; Represent the Department on Climate Change related issues at various National and International fora; Contribute to Departmental strategic, business and government planning processes; Manage branch performance, human and financial resources of the Branch.

ENQUIRIES : Mr I Abader – Tel (012) 310 3055

APPLICATIONS : The Director-General, Department of Environmental Affairs, Private Bag x 447, Pretoria, 0001 (or hand-delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 2nd Floor, North Tower).

FOR ATTENTION : Mr JM Kutu

CLOSING DATE : 21 February 2011

NOTE : The Department reserves the right not to make an appointment.

OTHER POSTS

POST 05/07 : **DEPUTY DIRECTOR: HUMAN RESOURCES PLANNING, RECRUITMENT AND SELECTION REF NO: AP15/2011**

SALARY : R406 839 per annum (all inclusive remuneration packages)

CENTRE : Pretoria

REQUIREMENTS : A recognised three year degree/diploma in Human Resources Management or a relevant qualification of an equivalent NQF level , plus proven experience in the field of Human Resources, with a specific focus on HR Planning , Recruitment and Selection , Retention Strategies and HR Policy Development and Implementation ; Experience in managing service providers and dealing with Auditors; A good understanding of general Human Resources Management legislation and policy framework , and knowledge of the specific regulatory framework applicable within the Public Service ; Experience in the development and implementation of policies, procedures , processes and systems Good communication (interpersonal and report writing) and stakeholder liaison skills; People management skills. (Note: Candidates may be subjected to assessment test)

DUTIES : Reporting to the Director : Human Resources Management ,the successful candidate will oversee the overall management of the Sub-directorate : HR Planning, Recruitment and Selection and perform the following key functions : Facilitate the development , approval and implementation of an HR Plan for the Department ; Manage the overall recruitment and selection function and provide support in the recruitment and placement of competent human resources in Department ; Provide support in the development and effective implementation of the Department's retention strategy; Maintain relevant reports and databases to enable effective management decision making; Provide support and advice to Line Managers on Human Resources Management matters and ensure compliance to applicable HR legislation and policies; Oversee the development , implementation , monitoring and continuous review of appropriate HR policies and procedures; Manage service level agreements entered into with various service providers; Manage staff within the Sub-Directorate.

ENQUIRIES : Mr D Vukela - Tel: (012) 310 3795

APPLICATIONS : Forwarded for the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 1st Floor Room 106, Information Centre, North Tower.

FOR ATTENTION : Mr D Masoga

CLOSING DATE : 18 February 2011

POST 05/08 : **POLICY ANALYST: INTERNATIONAL SUSTAINABLE DEVELOPMENT REF NO: AP6015/2011**

SALARY : R 406 839 per annum (an all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A three year degree/diploma in environmental sciences, sustainable development or relevant qualification• A postgraduate qualification would be an advantage. Extensive relevant experience in international sustainable development , including environmental sector related multi-lateral and cooperation agreement and an awareness/knowledge of South Africa and government's priorities• Broad understanding and knowledge of environmental and sustainable development issues (globally, regionally, locally)• Ability to conduct research, gather and analyze information and draft documents• The 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 various stakeholders. 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• Ability to work under pressure• Willingness to travel nationally and internationally.

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 sustainable development and environmental sector related multi-lateral and cooperation agreements, 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 sustainable development issues and related environmental sector multi-lateral and cooperation agreements 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 sustainable development and environmental sector related multi-lateral and cooperation• Facilitate arrangements for ongoing review of national implementation strategies and action plans relevant to South Africa's international sustainable development• Provide and facilitate arrangements for the implementation, monitoring, evaluation and implementation of sustainable development programmes and compile reports thereon• Provide support to the delegation attending the negotiations•

ENQUIRIES : Mr T Ramaru, Tel: 012 310 3331
APPLICATIONS : The Director-General, Department of Environmental Affairs, Private Bag x 447, Pretoria, 0001 (or hand-delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 2nd Floor, North Tower).

FOR ATTENTION : Mr G Moroke
CLOSING DATE : 18 February 2011

POST 05/09 : **GISC PROFESSIONAL PRODUCTION GRADE A: INFORMATION & DECISION SUPPORT: COASTAL PLANNING & ENVIRONMENTAL PROTECTION REF NO: OC 01/2011**

SALARY : R340 068 – R 366 345 per annum (All inclusive package)
CENTRE : Cape Town
REQUIREMENTS : B-degree in Computer Science / equivalent qualification and relevant experience • Extensive knowledge and practical experience of GIS and spatial data management (proof to be submitted) with knowledge of Arcview-GIS and ArcIMS software packages • Able to develop Internet web content • Knowledge and experience in Access, SQL , ASP or related programming languages will be a strong recommendation • Ability to independently analyze data and coastal environmental documents; be innovative and able to work independently • Possession of good communication (both verbal and written), project management, conflict management, financial management and negotiation skills • The ability to interpret and apply the information and decision-support needs as required in the White Paper for Sustainable Coastal Development in South Africa and the Integrated Coastal Management Act • Possession of a valid driver's license. Advantages: • Knowledge of Coastal management processes and principles; Integrated Environmental Management and Environmental Impact Assessment; functioning of coastal ecosystems as well as the impacts of human activity will be an added advantage.

DUTIES : Develop and implement various GIS and Decision support tools for integrated coastal management (this will have to cater for the needs of the entire Chief Directorate Integrated Coastal Management) • Work closely with the Department's Communications, State of the Environment and Information Technology Sections to ensure that the South African Coastal Information Centre (SACIC) is fully integrated into the DEA system; system upgraded and maintained and information is kept relevant • Implement recommendations in terms of the "Towards a State of the Coast (SOC) Report" and initiate new projects / programmes to address the shortcomings • Coordinate SOC reporting with the national State of the Environment reporting initiative • Devise a comprehensive strategy to deal with State Coastal Assets and illegal structures on Coastal Public Property• Supervise the ad hoc work and Ministerial submissions related to the above fields carried out by the Directorate.

ENQUIRIES : Dr N Malan Tel: 021 819 2490
APPLICATIONS : Deputy Director-General: Oceans and Coasts, Department of Environmental Affairs, PO Box 52126, V&A Waterfront 8002 or 2 East Pier Building, East Pier Road, Victoria and Alfred Waterfront, Cape Town, 8001.

FOR ATTENTION : Human Resources
CLOSING DATE : 15 February 2011

POST 05/10 : **CONTROL ENVIRONMENTAL OFFICER ON CLIMATE CHANGE: MITIGATION REF NO: AP6050/2010**
Component: Branch: Climate Change

SALARY : (Appropriated salary will be determined according to the regulatory framework)
CENTRE : Pretoria

REQUIREMENTS : Tertiary qualification in an appropriate field related to this position (e.g. environmental management/science, etc), • Experience in international liaison and co-ordination and awareness of SA and government's priorities would be an added advantage • Understanding and knowledge of environment and climate change adaptation issues (globally, regionally and locally) • Ability to work under pressure • Communication skills (written and spoken) • Advance negotiations skills, presentation skills and public speaking • Ability to develop & interpret policies Ability to conduct research, gather and analyze information and draft documents Creativity and operation of specific computer software packages Budget control

DUTIES : The person who will be appointed in this post will conduct research and prepare policy discussion documents, project proposals and implementation reports. In addition, the person will be required to facilitate stakeholder consultations and lobbying necessary for the formulation of negotiating positions and reporting on the environment and climate change mitigation programmes. The person would be required to: Research and prepare policy and discussion documents to inform South African negotiating positions for climate change in the relevant multilateral institutions, organizations, forums and partnerships; Research and prepare policy and discussion documents for stakeholder consultation to inform South African foreign policy on climate change and related issues 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 climate change and related issues; Facilitate arrangements for and conduct research to inform stakeholder consultation in the formulation, ongoing review of South African climate change adaptation and national implementation strategies and action plans; Provide and facilitate arrangements for the implementation, monitoring, evaluation on implementation of climate change mitigation on programmes and compile reports thereon; Provide support to the delegation attending the negotiations; Report back to stakeholders on the outcomes of negotiations and implications thereof Coordinate research and preparations of draft position papers; Support the Department's input on development cooperation agreements; and Coordinate reporting on climate change and related issues.

ENQUIRIES : Mr Maesela Kekana, Tel no. 012-310-3120

APPLICATIONS : The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001.

FOR ATTENTION : Gregory Moroke

CLOSING DATE : 18 February 2011

NOTE : The remuneration package for all the above posts includes a basic salary (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 may be structured according to the individual's personal needs within the rules of the structuring of the flexible portion. The persons appointed to these positions will be subjected to security clearance, the signing of a performance agreement and an employment contract. The employment contract is renewable on performance. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

POST 05/11 : **CONTROL ENVIRONMENTAL OFFICER: PERMITTING REF NO: AP09/2011**

SALARY : An appropriated salary will be determined according to the regulatory framework.

CENTRE : Pretoria

REQUIREMENTS : The incumbent must have a Bachelor's Degree in Environmental Management field or Natural Science. A postgraduate degree will be an added advantage. She/He must have an understanding of the policy and legislative framework governing pollution and waste management. Three or more years experience in reviewing or conducting environmental impact assessment is a pre-requisite. Experience in project management will be an advantage. Skills Required: Interrogation of technical reports, Report writing, good interpersonal relations, well-developed communications skills, analytical thinking, business writing skills, advanced computer skills. Excellent time management and discipline in terms of keeping to deadlines. The incumbent will be required to travel and must be able to work independently and efficiently under pressure.

DUTIES : To process applications for the authorization of waste management activities, waste delisting requests and any other technical inquiries pertaining to authorization of

waste management facilities. To monitor and audit waste management facilities. To review audits reports. To promote the regionalization of waste management facilities. To provide support to provinces on waste management facilities licencing. To support the development and implementation of an efficient and effective administrative system for authorization process. To support the development and maintenance of a register of waste management facilities and ensure that all waste management facilities are licensed within regulated timeframes.

ENQUIRIES : Mr M Tshitangoni (012 310 3380)
APPLICATIONS : Forwarded for the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 1st Floor Room 106, Information Centre, North Tower.

FOR ATTENTION : Mr D Moyane
CLOSING DATE : 21 February 2011

POST 05/12 : **CONTROL ENVIRONMENTAL OFFICER: BACKLOG AND REMEDIATION PROJECT MANAGEMENT REF NO: AP11/2011**

SALARY : An appropriated salary will be determined according to the regulatory framework
CENTRE : Pretoria
REQUIREMENTS : Appropriate tertiary qualification in Bachelors Degree or an equivalent qualification in one or more of the following: Chemistry, toxicology and Soil Science plus three or more years of experience in waste management specifically remediation of contaminated land. Other key aspects of the position are: sound understanding of the policy and legislative framework governing pollution and waste management in South Africa, extensive experience in project management and environmental risk assessments. Skills required: Excellent report writing, good interpersonal relations, well-developed communications skills, analytical thinking, interrogation of technical reports, business writing skills, basic computer skills. The incumbent must be able to work independently and efficiently under pressure and be prepared to travel within the country.

DUTIES : The successful applicant will among others perform the following: Put systems in place to ensure that all identified unauthorised waste are licensed and establish and implement systems for effective implementation of contaminated land legislation in South Africa including development of norms and standards for remediation of contaminated land; undertake risk analysis for identified contaminated sites; ensure that remediation standards are set and adhered to and manage various projects for the remediation of contaminated sites.

ENQUIRIES : Mr Mpho Tshitangoni. (012 310 3380)
APPLICATIONS : Forwarded for the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 1st Floor Room 106, Information Centre, North Tower.

FOR ATTENTION : Mr Dumisani Moyane
CLOSING DATE : 21 February 2011

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.
- CLOSING DATE** : 28 February 2011 (Applications received after the closing date will not be considered).
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates 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

OTHER POSTS

- POST 05/13** : **SYSTEMS DEVELOPER REF NO: NDOH 12/2011**
Chief Directorate: Pharmaceutical and Related Product Regulation and Management. Directorate: Operations and Administration
- SALARY** : An all inclusive remuneration package of R406 839 per annum including choice of basic salary between 70% and 75% 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 Middle Management Service guidelines.
- CENTRE REQUIREMENTS** : Pretoria
*A recognised four-year Bachelor's degree/National diploma or equivalent NQF 6 Certificate In Computer Science or Information Technology *Microsoft MCSE desired – obtained or studying towards *Broad knowledge of different information technology systems, network and administration *Knowledge of server and desktop operating systems *Knowledge of and experience in Microsoft Environment, computer viruses and security, approved programming languages, application SDLC and Programming *Knowledge of and experience of Windchill as well as the operating and maintenance of electronic document management systems (EDMS) will be added advantages *Excellent communication skills *Time- and stress-management team building skills *Computer skills including the ability to operate computerised accounting, spreadsheets, word-processing, graphics and website development programmes at a high proficient level *Analytical and problem solving skills *Good interpersonal relations *Good project management and organisational skills *Valid Code B driver's licence.
- DUTIES** : Will be responsible for installing and maintaining computer hardware, software and networks at the Pharmaceutical and Related Product Regulation and Management, including monitoring and management of the Pharmaceutical and Related Product Regulation and Management, server room. This includes maintenance of existing applications/databases in Pharmaceutical and Related Product Regulation and Management, the design and development of new applications/ databases and support for the EDMS system. *Develop and maintain applications/systems: *Analyse application requirements and user needs *Draw up design specifications as basis for amendments to functional and technical specifications *Identify tools to implement the solution *Modularise the application *Develop and code prototype of the application *Test *Deploy *Training *Support *Identify/solve Information Technology system EDMS and application problems *Identify, compile and maintain SOP's

*Pharmaceutical and Related Product Regulation and Management *Server Room Maintenance *Network Maintenance *Software Maintenance: *Ensure that only legal and approved software applications are loaded on the server and installed on desktops connected to the Pharmaceutical and Related Product Regulation and Management network *Ensure that licensing requirements for software are adhered to *Disaster Recovery.

ENQUIRIES : Mrs E Taute at tel (012) 395-8034

POST 05/14 : **MEDICINES CONTROL OFFICER GRADE 1 4 POSTS REF NO: NDOH 13/2011**
Chief Directorate: Pharmaceutical and Related Product Regulations and Management, Directorate: Clinical Evaluations and Trials

SALARY : R305 055 per annum (plus competitive benefits)

CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised four-year degree/National diploma in Pharmacy or equivalent NQF 6 Certificate in Pharmacy/ Medicine or health related qualification *Knowledge and application of Medicines and Related Substance Control Act 101 of 1965 and its related Regulations *Knowledge of a database management will be advantageous *Good planning and organisational skills *Good interpersonal relations *Good communication skills (written and verbal) *Computer literacy *Ability to work independently and under pressure *A valid Code B driver's licence.

DUTIES : *Assess evaluation reports of various regulatory authorities where co-operative arrangements have been established *Evaluate packages inserts (old process and generics) and perform regular updates and develop/evaluate Generic Package Insert Templates and Patient Information Leaflets (PIL) as per council decisions *Establish a priority review fast track for medicine applications in line with the Department of Health policy *Liaise with external evaluators on any clinical evaluation matters *Take minutes of the recommendations of the Central Clinical Committee *Prepare reports for Medicines Control Council and Technical Committees *Manage responses from applicants *Attend meetings of the Clinical Committee and its sub-committees *Interview members from industry to explain Central Clinical Committee/ Council decisions and other queries and give advice when so required *Attend registrability working group meetings and provide input *Handle applicants queries.

ENQUIRIES : Mr T Sehloho at tel (012) 395-8765.

POST 05/15 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: NDOH 9/2011**
Chief Directorate: Legal Services

SALARY : R242 253-588 816 per annum (MR 6) (Salary notch/package to be determined according to relevant experience – OSD)

CENTRE : Pretoria

REQUIREMENTS : A recognized legal B degree qualification (B Juris, B Proc or LLB). Knowledge of and experience in drafting legislation and legal opinions coupled with a minimum of five (5) years post qualification legal experience, three (3) of which should be at a managerial level. Experience in the management of litigation. Experience in legal research. Understanding of legislation of the Public Service and the Department. Good communications skills (written and verbal). Good office administration, planning and organizational skills. Computer literacy (MS Word, Excel, PowerPoint, etc.). A valid Code B driver's licence

DUTIES : *Render professional legal support to the Minister and the Department *Drafting of legislation (both primary and secondary) applicable to the Department *Continuous review of legislation administered by the Department *Conduct research and provide legal opinions and advice to line functionaries *Provide litigation support to the Department *Draft, scrutinize and edit contracts, memoranda of understanding and international agreements.

ENQUIRIES : Ms H Phasha at tel. (012) 395 8492.

POST 05/16 : **ASSISTANT DIRECTOR: ACCOUNTS MANAGEMENT REF NO: NDOH 11/2011**
Chief Directorate: Financial Services and Deputy Chief Financial Officer. Directorate: Financial Management
Contract Ending 30 June 2013
This is a re-advertisement of the post with reference numbers NDOH 53/2010 and Public Service Vacancy Circular no 44 post 98 with closing date 29 November 2010.

Applicants who previously applied for the post must re-apply if they are still interested.

SALARY : R206 982 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A three-year degree/National diploma with Accountancy as a major subject or an equivalent NQF 6 Certificate *At least four (4) years appropriate financial experience of which at least two (2) years were in a bookkeeping section of a government department at the level of Senior State Accountant *In-depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act and Government banking procedures as well as Basic Accounting System (BAS) *Workable knowledge of Persal suspense and control accounts, travel and subsistence claims, debtors management and the compilation of the Annual and Interim Financial Statements *Computer literacy *Supervisory skills *Good planning and organisational skills *Good interpersonal relations *Good communication skills (written and verbal) *A valid Code B driver's licence will be an added advantage.

DUTIES : *Compile annual and interim financial statements for the National Department of Health as well as for the King George V Silver Jubilee Fund *Monitor Conditional Grants transfers and sundry payments *Execute delegated authority with regard to the approving of sundry payments *Monitor that debts are taken on after receipt of all relevant documentation required *Monitor that staff follow up debts in writing on a monthly basis *Monitor that staff write off irrecoverable debts monthly *Monitor that travel and subsistence advances and claims are captured timeously *Assist with policy formulation and interpretation of instructions/ regulations/ circulars on travel and subsistence *Monitor banking, petty cash and revenue *Monitor that banking is done in accordance with Treasury Regulations and that receipts are issued timeously *Ensure that the face value forms in the storeroom are safeguarded *Advise staff on how to clear related control accounts and monitor that monthly reconciliations are performed *Confirm that petty cash for "head office" is administered correctly and perform frequent inspections on the cash at hand *Check receipt books monthly *Monitor that all revenue received for a particular month is transferred to SARS by not later than 4 working days before month end in which it was collected *Monitor that the classification of revenue transferred is forwarded to National Treasury timeously *Authorising sundry payments on Safetynet *Ensure that Foreign Payments are captured on BAS *Authorise telegraphic payments, etc via Safetynet *Supervisory tasks:- ensure that staff receive proper training, evaluate the performance of Section Heads quarterly, address and rectify unacceptable behaviour, exercise delegated authority *Writing of or updating financial policies relating to the functions of the Division.

ENQUIRIES : Ms S W Pretorius at tel (012) 395-8868.

POST 05/17 : **LEGAL ADMINISTRATION OFFICER REF NO: NDOH.8/2011**
Chief Directorate: Legal Services

SALARY : R190 902-470 970 per annum (MR 5) (Salary notch/package to be determined according to relevant experience – OSD)

CENTRE : Pretoria
REQUIREMENTS : A recognized legal B degree qualification (B Juris, B Proc and or LLB). Knowledge of and experience in drafting legislation and legal opinions coupled with a minimum of three (3) years post qualification legal experience. Experience in the management of litigation. Experience in legal research. Understanding of legislation applicable to the Public Service and the Department. Good communications skills (written and verbal). Good office administration, planning and organizational skills. Computer literacy (MS Word, Excel, PowerPoint, etc.). A valid Code B driver's licence

DUTIES : *Render professional legal and administrative support to the Minister and the Department *Drafting of legislation (both primary and secondary) applicable to the Department *Continuous review of legislation administered by the Department *Conduct research and provide litigation support to the Department *Draft, scrutinize and edit contracts, memoranda of understanding and international agreements.

ENQUIRIES : Ms H Phasha at tel. (012) 395 8492.

POST 05/18 : **CHIEF REGISTRY CLERK REF NO: NDOH.10/2011**
Branch: CFO and Corporate Services: Directorate: Human Resources Administration

This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post)

SALARY : R140 208 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate (Grade 12) or equivalent NQF 4 Certificate. At least three years working experience in a registry environment including document tracking and co-ordinating of activities. Sound and in-depth knowledge of relevant prescripts, as well as an understanding of the legislative framework governing the Public Service. Knowledge of record keeping and archive procedures. Basic computer skills. Good communication skills (written and verbal). Good planning, organisational and interpersonal skills. Good telephone etiquette and administrative skills. A valid Code B driver's licence.

DUTIES : *Ensure the smooth, efficient and effective flow of documents between the unit
*Receive and distribute post and documents *Record documents in the required databases/registers *Maintain manual and electronic filing system for important documents *Tracking documents *Maintaining registry filing system *File required documents in accordance with the relevant prescripts *Tracking files and documents when required *Update filing system regularly *Safekeeping of information by means of manual card system *Render a general support function to the unit *Render assistance with logistical arrangement *Photocopying of documents as requested *Receive and fax documents *E-mailing and distributing documents *Opening of files and binding documents *Processing forms/captured information *Render a general registry support within the directorate *Opening of new files for the newly appointed employees *Amalgamation of the new and old files *Placing of the documentation on the general files (M-file) *Opening of confidential files *Handling of enquiries regarding the registry files *Supervise staff.

ENQUIRIES : Ms A van der Walt tel. (012) 395 8578

POST 05/19 : **WORK STUDY OFFICER 2 POSTS REF NO: NDOH.6/2011**

SALARY : R140 208 per annum (plus competitive benefits).
CENTRE : Chief Directorate: CFO and Corporate Services: Directorate: Human Resources Administration: Sub-directorate: Organisational Development, Pretoria.

REQUIREMENTS : An appropriate recognized National Diploma in Organizational and Work-study/Management Services/Industrial Engineering/Operational Management/ Production Management or any degree/National Diploma inclusive of ten weeks Management Services certificate. Experience in Job evaluation training, job description development and work study investigation. Knowledge of the Administration of Persal. Thorough understanding and knowledge of policy formulation and co-ordination and the ability to work in a team. Good presentation, analytical interpersonal, planning and organizational skills. Good communication skills (written and verbal). Computer literate. A valid Code B driver's licence.

DUTIES : *Provide a management advisory service on the organisational structure *Align the organisational structure to the functional structure *Assist in conducting research on the organisational structure *Assist with the analysing of the research proposal of the organisational structure *Consult with the relevant stakeholders/role players *Finalize the organisational structure * Undertake efficiency promotion exercises *Analyse current methods *Make proposals on improved methods *Finalise the improved methods *Conduct monitoring and evaluation on the improved methods *Assist in designing and controlling of forms for the department *Maintain filing systems *Develop, review and analyse policies, norms and standards *Implement Job Evaluation in accordance with the Public Service Regulations *Conduct the development of job descriptions and benchmark with other Departments and provinces *Maintenance of Job Evaluation, Job Descriptions and Work Study Investigations *Implement and maintain databases *Investigate and determine personnel establishment.

ENQUIRIES : Mr D Gerber/Ms E Jacobs at tel. (012) 395 8619/8589.

POST 05/20 : **STATE ACCOUNTANT (EXPENDITURE-FINANCE) REF NO: NDOH 7/2011**

SALARY : R140 208 per annum (plus competitive benefits).

- CENTRE** : Chief Directorate: Compensation Commissioner for Occupational Diseases, Johannesburg.
- REQUIREMENTS** : A three-year Bachelor's degree/National Diploma in Finance or equivalent NQF 6 Certificate in Finance. At least two years relevant experience in financial accounting. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations, GAAP and ODMWA. Extensive knowledge of Pastel accounting. Good communication skills (written and verbal). Presentation and leadership skills. Good interpersonal relations. Supervisory skills will be an added advantage.
- DUTIES** : *Authorizing of cancellation and re-instatement of pensioners and closing of pension files *Monitoring of State Accounts *Payment of beneficiaries *Allocation of unclaimed benefits *Check and sign letters to beneficiaries notifying them of payment *Reconciliation of State Account *Reconciliation of mines account *Prepare management reports.
- ENQUIRIES** : Ms T Khaka at tel. (011) 713 6911.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

- APPLICATIONS** : Please forward your application, quoting the reference number to: the Director General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 or hand deliver to: 123 Schoeman street, Cnr Schubart & Schoeman Street, Pretoria.
- CLOSING DATE** : 14 January 2011, Applications received after the closing date or faxed applications will not be considered
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. Correspondence Will Only Be Entered Into With Short-Listed Applicants

MANAGEMENT ECHELON

- POST 05/21** : **CHIEF DIRECTOR: FINANCIAL PLANNING AND INFORMATION REF NO: K73069/1**
 These posts are being re-advertised and candidates who applied previously are welcome to re-apply
 Chief Directorate: Financial Planning And Information Systems
 Branch: University Education
 This Chief Directorate, within the University Education Branch, is responsible to co-ordinate and manage the development and maintenance of an appropriate funding framework and management information system for a diverse university system.

- SALARY** : All inclusive remuneration package R 790 953 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The minimum requirement is a Bachelor's degree in a relevant field as well as at least 3 years experience in a senior management position. The successful candidate will be expected to sign a performance agreement. The appointee will work closely with universities, other state departments and agencies and other sections within the Department of Higher Education and Training. This is a senior position that requires a dynamic individual with leadership and strategic management, project management, problem solving, report writing and communication skills. The successful candidate should have good knowledge and understanding of the university sector, related legislation and policies including the funding framework and earmarked grants, knowledge of MS Word and Excel. Good knowledge and understanding of the Public Finance Management Act (PFMA), public sector, budgeting are additional requirements for the position.

- DUTIES** : The scope of the Chief Directorate's work will include but not be limited to: *Manage the Review of the Funding Framework, including earmarked funding; *Develop/ revise financial policies and financial instruments for earmarked grants for universities such as infrastructure, teaching and research development, foundation provision, clinical training grants etc; *Analyse university investment trends in terms of equity, efficiency and policy compliance criteria; *Oversee the analysis and publish information on the resourcing of the university system *Analyse university investment trends in terms of equity, efficiency and policy compliance criteria *Oversee the calculation of funding for universities and the publishing of the annual Ministerial Statement on Funding; *Oversee the management of and support for the work of Ministerial Committees/ working groups *Support the work of the Health Sciences Review Committee regarding clinical training grants and the training of health professionals; *Oversee the collection, analysis and dissemination of system-wide and institutional data, including the ongoing development, enhancement and maintenance of the higher education management information system (HEMIS) *Strategic planning for the Chief Directorate; * The incumbent should be able to perform in a team environment. He/she must also be able to innovatively identify and explore areas of synergy with other components of Higher Education organizations.

- ENQUIRIES** : Ms K Seforo 012 312 5027

- NOTE** : The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his\her financial interests and be subject to security clearance.

POST 05/22

CHIEF DIRECTOR: UNIVERSITY POLICY REF NO: K73069/2

These posts are being re-advertised and candidates who applied previously are welcome to re-apply

Chief Directorate: University And Policy Development

The Higher Education branch of the Department of Education is responsible for developing and implementing appropriate legislation and policies to create and sustain a quality higher education system. The successful candidate will be responsible for the strategic leadership and operational management, within a team environment, of the functions of the Chief Directorate for Higher Education Policy and Development Support.

SALARY

: All inclusive remuneration package R 790 953 per annum

CENTRE

: Pretoria

REQUIREMENTS

: The position requires familiarity with the workings of the higher education and an understanding of the policy framework and transformation agenda in higher education. The minimum requirement for the position is a Bachelor's degree in a relevant field, as well as at least three years experience in a senior management position. The successful candidate will be expected to sign a performance agreement. The successful candidate will be innovative and flexible and have the ability to lead and co-ordinate a team of professionals in undertaking a range of tasks requiring analytical, interpretative and negotiating skills, as well as interacting with the leadership of the higher education system.

DUTIES

: The scope of the Chief Directorate's work will include but not be limited to:*Providing policy development and implementation in areas such as the regulation of private higher education institutions, articulation between the higher education and further education and training systems, qualification systems in higher education, curriculum development, research support, support for the Higher Education response to HIV and AIDS, quality assurance, open and distance learning; and including the dissemination of best practice;*The management of relations between the Department and higher education constituencies, the facilitation governance and leadership programmes for constituencies in higher education, including the dissemination of best practice and their participation in policy development;*Provide policy development and coordination for the internationalisation of the South African higher education system, facilitating international opportunities, such as scholarships and fellowships, promotion of linkages between South African and international higher education institutions and support for inter-governmental initiatives in higher education.

ENQUIRIES

: Ms K Seforo 012 312 5027

NOTE

: The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his\her financial interests and be subject to security clearance.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. The CV must be typed, 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 has been unsuccessful. The department reserves the right not to fill this position.

MANAGEMENT ECHELON

POST 05/23 : **DIRECTORS 2 POSTS REF NO: 11/10/CS**
Director: Superior Courts Efficiency
Director: Regional Courts Efficiency

SALARY : R685 200 – R819 240 per annum (all inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
: A four year Law Degree; Six years' management experience with specific reference to the legal, judicial, policy, research or court administration. A valid driver's license; Skills and Competencies: Strategic capability and leadership; Planning and organizing; Communication skills; Programme and Project management; People management and empowerment; Change management; Financial management;

DUTIES : Manage the development of policy and interventions/programmes to support case flow management system; Continuous assessment of courts performance and facilitate intervention strategies to reduce case backlogs; Provide HRP support services, identify and approach relevant office in as far as HR matters concerns; Facilitate the simplification of civil and criminal courts processes and procedures; Ensure systems development and integration for efficiency in courts (Digital Court Recording Machines, Video Remands, Integrated Case Management System); Facilitate and review the national regulatory frameworks on court services to improve performance; Coordinate national integration of justice partners' efforts on case management and implementation of cluster priorities; Develop service standards and facilitate SLA frameworks on court operations management and monitor adherence to service standards; Coordinate Court services information and process for decision support; Support the judiciary in the interface with justice stakeholder.

ENQUIRIES APPLICATIONS : Mr. R Gcelu ☎ (012) 315 1457
: 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 : 21 February 2011

NOTE : Preference will be given to women candidates and people with disability; and applicant must indicate or mentioned which post they are applying for.

OTHER POSTS

POST 05/24 : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT (CMC) REF NO: 11/11/HR**

SALARY : R206 982 - R243 810 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
: A three year tertiary qualification in Human Resource or equivalent qualification; In depth knowledge and experience in recruitment and selection; Extensive knowledge of legal framework in recruitment and selection; Extensive knowledge of service benefits and performance management; Three (3) years experience in Human Resource Management Skills and competencies: Interviewing and communication; Computer literacy (MS Office); Customer focus; Problem solving; Ability to work under pressure; Ability to work independently as well in a team; Extensive knowledge of PERSAL.

DUTIES : Plan and execute recruitment for permanent and temporary filling of the position in the department; Participate in policy formulation and project interactive; Ensure that recruitment processes are in line with the HR policies; Supervise a team of recruitment, service benefits and performance management professionals; Ensure good co-ordination of various related activities.

ENQUIRIES APPLICATIONS : Ms F Mahungu at ☎ (012) 315 1042
: Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 21 February 2011

POST 05/25 : **ASSISTANT DIRECTOR: POLICY PLANNING: REF NO: 11/02/CS**

SALARY : R206 982 – R243 810 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
: Bachelors Degree National Diploma or Equivalent Qualification; 3 years administrative experience in strategy formulation, implementation, monitoring and evaluation; Experience in Project Management; A valid driver's license. Skills and Competencies: Advanced computer proficiency; Good communication (written and verbal) skills; Report writing skills; Facilitation and Project Management skills; Innovative and creative; Research and analytical skills; Ability to interact effectively at senior management level; Supervisory skills.

DUTIES : Process and manage the procurement of goods and services and effect timeous payment of service providing; Planning and co-ordination of the projects on Judicial reform of the Sheriff's profession and Policy; Provide administrative support to the projects; Monitor the projects resources and expenditure trends; Liaise with the stakeholders involved in the projects;

ENQUIRIES APPLICATIONS : C. Patrick (12) 315 115
: Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 21 February 2011

POST 05/26 : **COURT MANAGER REF NO: 01/11/LMP**

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

CENTRE REQUIREMENTS : Magistrate Court Modimolle
: Three (3) year qualification in Administration and/ or National Diploma Service Management plus the module on Case Flow Management or relevant equivalent qualification; Three years Managerial or Supervisory experience; A valid EB driver's license; Computer literacy. The following will serve as strong recommendations: Knowledge and experience in office and district administration, knowledge of financial management and the PFMA. Skills and Competencies: Strong Leadership And Management Capabilities; Strategic Capabilities; Good communication (verbal and written).

DUTIES : Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Implement the departmental policies at the courts; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and

statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage the communication and relations with the internal and external stakeholders; Manage service level agreements;

ENQUIRIES : Mr. Maakamedi T.P ☎ 015 287 2147
Ms. Mongalo M.P ☎ 015 287 2034/5
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
CLOSING DATE : 21 February 2011

POST 05/27 : **ADMINISTRATIVE OFFICER REF NO: 02/11/LMP**

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

CENTRE : Magistrate Court Musina
REQUIREMENTS : Bachelor's degree or equivalent qualifications; Two years experience in Administration; A valid code B drivers' license. Skills and Competencies: Computer literacy (MS Office); Good interpersonal skills; Ability to work under pressure; Attention to detail; Experience in Court Administration will serve as an added advantage;

DUTIES : Supervisor of the Clerks in Court (clerk of court, finance, procurement, family court and administration); Checking the work done in the Civil and Criminal Courts; Checking the work done in finance section (MMT through JDAS and Vote Account); Reconcile Witness Fees, and MMT; Monitor and control the capturing of cases through E-Scheduler; Checking work done in Registry, Estates, Family court; and Provisioning; Manage the Performance Management System in the Office; Compile statistics to indicate performance and trends; Manage finances at offices by complying with PFMA, DFI, and other instructions issued from time to time by CFO; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Supervise administrative staff on a daily basis; Co-ordinate and manage the financial and human resources of the Office.

ENQUIRIES : Mr. Maakamedi TP ☎ 015 287 2034 or
Ms. Phalane MR ☎ 015 287 203

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

CLOSING DATE : 21 February 2011

POST 05/28 : **SENIOR COURT INTERPRETERS 2 POSTS REF NO: 03/11/LMP**

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

CENTRE : Magistrate Seshego and Magistrate Mankweng
REQUIREMENTS : Grade 12 or equivalent qualification plus five (5) years experience in court interpreting; 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, N.Sotho, Tsonga and Venda; Fluency in Zulu, Swazi and Shona will be an added advantage: Skills and Competencies: Computer literacy (MS Office); Good communications (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 Court records up to date; Supervise Court Interpreters; Perform any other duty that he/she may be assigned to in terms of rationalization of functions by the office.

ENQUIRIES : Mr Nxumalo LT ☎ 015 287 2080

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private

Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

CLOSING DATE : 21 February 2011
NOTE : Separate applications must be made for each centre if applying for more than one post and failure to do this will result in consideration given to the first choice only.

POST 05/29 : **HUMAN RESOURCE OFFICER: SERVICE CONDITIONS REF NO: 04/11/LMP**

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

CENTRE : Regional Office, Limpopo
REQUIREMENTS : Grade 12 or equivalent recognized qualification; Relevant experience. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good organizing skills; Accuracy and attention to details

DUTIES : Administer all Service Benefit Functions; Capture applications for leave on Persal System; Audit Leave Files; State Guarantee; Transfers; Amend leaves on Persal System; housing Allowance; Respond to enquiries of clients, both verbal and written; Assist clients with regard to Service Benefit processes; Compile statistics.

ENQUIRIES : Mr. Maakamedi T.P ☎ 015 287 2147
Ms. Mongalo M.P ☎ 015 287 2034/5

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

CLOSING DATE : 21 February 2011

POST 05/30 : **SENIOR ACCOUNTING CLERK, 4 POSTS REF NO: 11/12/MAS**

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

CENTRE : National Office: Pretoria
REQUIREMENTS : Grade 12 or equivalent qualification with Mathematics or Accounting as a passed subject; Relevant experience. Skills and Competencies: Computer literacy (especially MS Word, Excel, Power Point and Outlook); Ability to work independently and in a highly pressurized environment; Communication (written and verbal) skills; The ideal candidate should be honest and reliable, responsible, accountable and believe in transparency; Interpersonal relations.

DUTIES : Administer and maintain the Guardians Fund Books and Registers; Responsible for the office safe; Manage and administer deposits and prepare the receipting of all deposits; Draw bank statements check all entries and obtain relevant details of beneficiaries; Draw and update the EFT register, cashbook and main ledger; Compile and update SARS Accounts and prepare IT3B certificates; Attend to suspense accounts; Manage and administer daily payments, compile payment sheets and covering letters; Write cheque, prepare a daily cheque list and update the cash book; Attend and respond to correspondence; Compile Statistics; Attend to client services and attend to public enquiries; Recover and ensure all State monies are banked; Reconciliation of Accounts and Agency payments; Handle internal internal and external enquires; Assist with General Office Duties.

ENQUIRIES : Ms. M Moreki (012) 315 1781

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 : 21 February 2011

POST 05/31 : **PROVISIONING ADMINISTRATION CLERK REF NO: 05/11/LMP**

SALARY : R 79 104 – R 93 180 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office, Limpopo
REQUIREMENTS : Grade 12 with Mathematics or Accounting as a passed subject or equivalent qualification; Relevant experience. Skills and competencies: Good communication (verbal and written); Interpersonal relations; A code EB driver's (code 8) license;

Computer Literacy (MS Office); Knowledge of Supply Chain Management; Knowledge of JYP System.

DUTIES

: Perform a variety of administrative duties related to the core functions of the unit, Management of stores and issue stock to end users, JYP, Process invoice for payment, Update supplier banking details, requesting of stationary and Liaising with creditors; Provide administrative support related to Asset management and Client Services, Procurement; Render support functions to the supervisory personnel of the unit through: taking minutes, filing, and data capturing, purchasing, ordering and receiving of goods; Prepare and capture document for payment.

ENQUIRIES

APPLICATIONS

: Mr. Maakamedi TP ☎ 015 287 2147/2026
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

CLOSING DATE

: 21 February 2011

DEPARTMENT OF MINERAL RESOURCES

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

CLOSING DATE : 18 January 2011

FOR ATTENTION : Mr S Matlakala / Ms E Makhale

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

MANAGEMENT ECHELON

POST 05/32 : **CHIEF DIRECTOR: FINANCE & SUPPLY CHAIN MANAGEMENT**

SALARY : R790 953 per annum, Level 14

CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised B. Comm and/or equivalent qualification. A Post Degree Qualification in Financial or Business Management/Administration and/or Procurement Management is an added advantage. Extensive experience at a Senior Management level with finance function. Track record in preparation and management of strategic, business and budget plans. A valid driver's licence. PLUS the following key competencies: ☐ Knowledge of: • PFMA; DORA; Accounting Standards – GRAP; Treasury Regulations; • Change Management with knowledge of Public Service & Departmental organisational matters. • Programme management with a service delivery orientation and effective budget management. ☐ Skills: • Ability to implement internal controls and systems to ensure sound financial management. Good communication at all levels (both written & verbal) • Excellent numerical skills; • Strong Leadership, Managerial, Communication & Interpersonal skills. • Strong Organisational skills • Client Focused • Negotiation & Consultation skills • Problem solving & Analysis • Strategic Capability • Creativity & Innovation ☐ Communication: • Good Listener and Communicator (written and verbal) • Assertive and able to communicate with people at different levels ☐ Creativity: • Self Driven & Innovative • Problem Solving; Coaching & Empowerment of others • Objective & Diplomatic • Organisational Knowledge Custodianship

DUTIES : Manage the functions of the Chief Directorate: Finance & Supply Chain Management • Give strategic direction and guidance with respect to Financial and Supply Chain Management • Support the CFO and other senior managers in the execution of their functions in terms of PFMA and Treasury Regulations. • Liaise with the relevant role-players in the financial environment regarding transversal financial matters. • Ensure effective & efficient financial management/administration by collaborating in the development of training programmes or by providing direct training in financial matters to officials of the Department. • Manage the Chief Directorate: Finance & Supply Chain Management.

ENQUIRIES : Mr N E Ragimana ☎(012) 444 3863

OTHER POSTS

POST 05/33 : **INSPECTORS OF MINES: OCCUPATIONAL MEDICINE**

SALARY : R406 839 (inclusive package) Level 11

CENTRE : Free State Region (Welkom)

REQUIREMENTS : A / An B. Cur Degree and be a registered nurse / occupational nurse coupled with occupational health experience in appropriate environment PLUS the following key competencies: ☐ Knowledge of: • Understanding of occupational health and medical field with regard to mining activities • Understanding of medical facilities and operations • Knowledge of the Mine Health and Safety Act ☐ Skills • Ability to

evaluate operation of appropriate medical examinations and facilities • Management skills • Ability to understand and interpret information • Report writing and communication skills • Negotiating skills • Ability to conduct basic research • Computer skills (MS Office) ☑ Communication: • Ability to communicate verbally and in writing and in presentations ☑ Creativity: • To implement innovative ways of reducing mining engineering accidents

DUTIES

: The appointee's primary responsibility will be to: conduct health systems audit and inspections; conduct incidents and enquiries; enforce compliance to the Mine Health and Safety Act 1996 (Act No 29 of 1996). In addition, he /she will: • Conduct inspections and audits (surface and underground) • Conduct enquiries and investigations into occupational medical conditions and facilities in order to determine the causes and check the systems to ensure compliance with legislation to prevent accidents. attend safety meetings connected to health and safety situations in the mines. • analyse medical statistics and discuss them with managers and make recommendations • Handle and process complaints regarding health and safety matters on mines and persons affected by mining activities. • Receive, record and analyse annual medical reports from occupational medical practitioners. • Make inputs to develop strategies required to monitor mines in respect of legal compliance • Play a role in the formulation of health and safety regulation, guidelines and various regulatory mechanisms. • Participate in tripartism structures and develop strategies towards the promotion of tripartism in the mining industry • Deal with records of mines closing down. • Receive and record SAMODD forms and analyse data for statistical purposes.

**ENQUIRIES
NOTE**

: Ms J Erasmus ☎057 391 1300
: Appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of a valid code 08 driver's licence

POST 05/34

: **INSPECTORS OF MINES: MINE EQUIPMENT 5 POSTS**

**SALARY
CENTRE
REQUIREMENTS**

: R406 839 per annum (inclusive package) Level 11
: North West X1 (Klerksdorp), Mpumalanga X1 (Witbank), Limpopo X3 (Polokwane)
: Applicants must be in possession of a Government Certificate of Competency in Electrical and/or Mechanical Engineering with appropriate experience in the Industry, or the person must be a Professional Engineer (Electrical or Mechanical) PLUS the following key competencies:(Knowledge of: Mine Health and Safety Act (Extensive Knowledge of Mine Equipment used on all types of mines, surface and underground(Knowledge of Winders, Boilers, Elevators and Chairlifts (Basic knowledge of Labour relations and human resources (Communication: Ability to communicate verbally and in writing at all levels, to mine officials and public on the Mine Health and Safety Act as well as matters regarding types of mines equipment used in the mining industry, exemptions, permissions and proposed legislation.(Creativity: Ability to analyse workload and work related problems and to draft and implement a strategy to ensure an improvement)

DUTIES

: The appointees' primary responsibility will be to enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996) • Conduct inspections and audits • Conduct inquiries and investigation into accidents and incidents • Give inputs on regional action plans to develop strategies required to monitor legal compliance by mines • Give support and assistance in the promotion of health and safety in the mining industry • Play a role in the formulation of health and safety legislation, guidelines and various regulatory mechanisms • Participate in tripartite structures and develop strategies towards the promotion of tripartism within the mining industry • Manage information systems • Support and develop a transformation process within the regional office.

ENQUIRIES

: North West: Mr T Ngwenya ☎018 487 9867;Mpumalanga: Mr L Bezuidenhout ☎013 656 1448; Limpopo: Mr N Phakathi ☎015 287 4741

NOTE

: The appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of at least a valid code 08 driver's licence. • A person with Professional Engineer qualifications without Government Certificate of Competency for Mines will be employed on salary level 9 until he obtained the GCC. Applicants with part A of a Government Certificate of Competency in Electrical and/or Mechanical Engineering with appropriate experience in the Mining Industry or with a BSc degree (Mechanical / Electrical) with relevant mining experience can also apply

but will be employed on a four years contract, Level 9 (R206 982 per annum) until he obtained the GCC.

<u>POST 05/35</u>	:	<u>INSPECTORS OF MINES: MINE HEALTH AND SAFETY 4 POSTS</u>
<u>SALARY</u>	:	R406 839 (inclusive package) Level 11
<u>CENTRE</u>	:	North West x1 (Rustenburg); Mpumalanga x2 (Witbank); Limpopo x1 (Polokwane)
<u>REQUIREMENTS</u>	:	A Mine Manager's Certificate of Competency (Metalliferous and/or Coal), or be registered as a Professional Mining Engineer PLUS the following key competencies: ☑ Knowledge of: • Mine Health and Safety Act • Extensive knowledge and experience of both underground and surface mining • Understanding of the Department's policies aimed at optimal utilisation of mineral resources • Basic knowledge of labour relations and human resources management ☑ Skills: • High-level management • Risk assessment techniques • Conflict resolution • Negotiation • Planning and organising • Budget control • Computer literacy ☑ Communication: • Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhanced ☑ Creativity: • Innovative and creative thinking abilities • Ability to work under pressure
<u>DUTIES</u>	:	The appointees' primary responsibility will be to enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996) • Conduct inspections and audits • Conduct inquiries and investigation into accidents and incidents • Give inputs on regional action plans to develop strategies required to monitor legal compliance by mines • Give support and assistance in the promotion of health and safety in the mining industry • Play a role in the formulation of health and safety legislation, guidelines and various regulatory mechanisms • Participate in tripartite structures and develop strategies towards the promotion of tripartism within the mining industry • Manage information systems • Support and develop a transformation process within the regional office.
<u>ENQUIRIES</u>	:	North West: Mr T Ngwenya ☎018 487 9867 Mpumalanga: Mr L Bezuidenhout ☎013 656 1448; Limpopo: Mr N Phakathi ☎015 287 4741
<u>NOTE</u>	:	The appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of at least a valid code 08 driver's licence.
<u>POST 05/36</u>	:	<u>INSPECTORS OF MINES: OCCUPATIONAL HYGIENE 5 POSTS</u>
<u>SALARY</u>	:	R406 839 (inclusive package) Level 11
<u>CENTRE</u>	:	Limpopo x1(Polokwane); Free State x1(Welkom); Mpumalanga x2 (Witbank); KZN x1(Durban)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an Advanced Chamber of Mines Certificate in Ventilation with appropriate experience in the Mining Industry, PLUS the following key competencies:(Knowledge of: Mine Health and Safety Act (Extensive Knowledge of hygiene measurements used on all types of mines, surface and underground; (Basic knowledge of Labour relations and human resources (Communication: Ability to communicate verbally and in writing at all levels, to mine officials and public on the Mine Health and Safety Act as well as matters regarding types of mines equipment used in the mining industry, exemptions, permissions and proposed legislation.(Creativity: Ability to analyse workload and work related problems and to draft and implement a strategy to ensure an improvement) Recommendation/Note: 1) The appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of a valid code 08 driver's licence. 2) A person with intermediate Chamber of Mines Certificate in ventilation will be employed on a four years contract, Level 9 (R206 982 per annum) until he obtains the Advanced Chamber of Mines Certificate.
<u>DUTIES</u>	:	The appointees' primary responsibility will be to enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996) • Conduct inspections and audits • Conduct inquiries and investigation into accidents and incidents • Give inputs on regional action plans to develop strategies required to monitor legal compliance by mines • Give support and assistance in the promotion of health and safety in the mining industry • Play a role in the formulation of health and safety legislation, guidelines and various regulatory mechanisms • Participate in tripartite structures and develop strategies towards the promotion of tripartism within the mining industry • Manage information systems • Support and develop a transformation process within the regional office.

ENQUIRIES : Limpopo Mr. NJ Phakathi ☎Tel No 015 287 4741 / 082 441 9030 Mpumalanga: Mr L Bezuidenhout ☎013 656 1448;Free State Ms J Erasmus ☎057 391 1300; KZN Mr SM Jivhuho ☎031 335 9626

POST 05/37 : **DEPUTY DIRECTOR: MARKETING**

SALARY : R 406 839 per annum, Level 11

CENTRE : Pretoria

REQUIREMENTS : An appropriate three years tertiary qualification (Diploma/ Degree) in Marketing, Communication or Public Relations coupled with extensive experience after qualification was obtained. Minimal work experience in the communication or media environment will be an advantage. Plus the following key competencies:

- Knowledge and understanding of public service policies and functions. Events Management practices. Government protocol practices. Procurement processes. Financial Processes (PFMA). Advertising and corporate branding. Policy development. Project management.
- ☐ Skills: • Communication skills (verbal and written), Management and organisational skills, Computer literacy. Sound organizational skills. Show commitment, reliable and ability to work under pressure. Exceptional communication skills (verbal and written). Analytical skills. Good people skills. Facilitation and implementation, policy development and implementation. High level of reliability. Ability to act with tact discretion. Self-management and motivation. Effectively communicate departmental programmes. Good budget Management skills.
- ☐ Communication: Language skills and the ability to communicate well with people at different levels and from background.
- ☐ Creativity: • Highly innovative and brand conscious. Innovative and creative thinker with track proven record of delivery and ability to manage several projects running concurrently with ease and to see them through from conception to conclusion. Ability to do research and analyze documents and situations, establish and manage a systematic archiving system. Lead and work in a team environment during department's events.

DUTIES : KRA's: • Develop, coordinate, maintain and implement DMR comprehensive Marketing Strategy and plans. Manage advertising, marketing and corporate branding. Administer budget and disbursement of funds for events, campaigns and exhibitions. Provide advice and guidance on the interpretation and application of the Department's communications strategy and policies pertaining to marketing.

ENQUIRIES : Ms Z Jakuja ☎ 012 444 3279

POST 05/38 : **ASSISTANT DIRECTOR: FINANCIAL AUDITS**

SALARY : R206 982 per annum Level 09

CENTRE : Pretoria

REQUIREMENTS : B Degree or equivalent with Auditing and Accounting as majors; coupled with extensive 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) Leadership Skills Interviewing and investigation skills • Analytical Skills • Information evaluation • Decision making and conceptual thinking • Ability to act with tact and discretion.
- ☐ Communication: • Communication skills (Written and Verbal) • Ability to communicate well with management at different levels
- ☐ Creativity: • Problem solving • Innovative • Creative thinking
- ☐ Ability: • Work under pressure • Prioritise tasks and organising • Ability to motivate teams
- ☐ Conduct: • Integrity, Confidentiality, and Professionalism

DUTIES : Plan allocated audit projects – creating an audit file for safekeeping of documents, compile or review systems descriptions of audit able areas, perform risk assessments and test controls to ensure that they address identified risk (adequacy of controls), identify controls for inclusion in the Audit Program. • Report on work performed in the form of audit findings – identify inadequate, ineffective and inefficient controls for reporting purposes, identify root causes and provide recommendations to address control weaknesses identified, prepare draft audit findings for conclusion in the audit report • Identify internal process improvement opportunities e.g. updating the methodology, perform administrative tasks in support of audits, e.g. capturing of project timesheets, writing minutes at project meetings, e.t.c • Perform administrative tasks in support of audits, e.g. capturing of project timesheets, writing minutes at project meetings, et.c. Supervise and develop staff.

ENQUIRIES : Mr M Mphuthi ☎(012) 444 3216

POST 05/39 : **ASSISTANT DIRECTOR: SUBSISTENCE AND TRAVEL MANAGEMENT**

SALARY : R206 982 per annum, Level: 9
CENTRE : Pretoria
REQUIREMENTS : A Degree / National Diploma in Accounting / Auditing or Finance related field with extensive experience in Subsistence and Travel Management. Must be computer literate and be able to work extended time and under pressure. PLUS the following key competencies: ☑ Knowledge of : • BAS • PERSAL, PFMA, Treasury Regulations and other relevant Legislation ☑ Skills: • Good interpersonal Skills, Analytical, Computer Skills in Excel ☑ Communication: • Good verbal and written communication. ☑ Creativity: • Problem solving skills, innovative and able to work under pressure.

DUTIES : KRA's: Ensure compliance to PFMA, Treasurer Regulation, policies and prescripts.
• Check, verify and authorize the transactions on BAS and Persal. • Verify and approve calculations done on international trips • Check and review the completeness and the accuracy of weekly and monthly reports • Monitor the book out register to ensure the adherence to the set turnaround time. • Assist in reviewing and developing the S and T policies. Human Resource Mentor and supervise the staff and also ensuring the staff • Handle all correspondence related to Subsistence and Travel verbally and in writing for internal and external clients and provide Auditor-General with information when requested

ENQUIRIES : Mr Gideon Tshivhase 012 444 3092

POST 05/40 : **LEGAL ADMINISTRATION OFFICER 2 POSTS**

SALARY : R157 299 - R190 902 per annum, Level: MR-4 - MR-5
CENTRE : Head Office Pretoria
REQUIREMENTS : A / An A recognised legal degree and at least five years relevant experience gained after obtaining the qualification, PLUS the following key competencies: ☑ Knowledge of: • Administrative and Constitutional Law • Acts and regulations relevant to the Public Service • Legal drafting and interpretation • Court procedure ☑ Skills: • Research • Problem solving ☑ Communication: • Excellent verbal and written communication ☑ Creativity • Creative thinker Recommendation/ Proven ability to work under pressure Willingness to travel and work overtime as and when required

DUTIES : Draft ,review and amend legislation ,agreements, policies and other Legal documents • Conduct research and provide legal advice and opinions • Administer the process of appeals. • Facilitate, administer and monitor the process of litigation • Coordinate and monitor the implementation of access to information Act.

ENQUIRIES : MR P ALBERTS ☎ (012) 444-3288
NOTE : It will be expected from shortlisted applicants to write a report during the election and interview process

POST 05/41 : **COMMUNICATION OFFICER EVENTS MANAGEMENT**

SALARY : R140 208 per annum, Level 7
CENTRE : Pretoria
REQUIREMENTS : A relevant tertiary degree or diploma in events management or Public Relations/ Communication plus at least (1) year experience after qualification was obtained Plus the following key competencies: ☑ Knowledge of: • Events management practices, Government Protocol Practices, Government Procurement processes, Financial Processes, Knowledge and understanding of DMR policies, functions, projects etc. Government policies Project/programs in DMR. ☑ Skills: Management and organizational and co-ordination skills, Excellent planning and organisational skills. Excellent time management as well as project co-ordination skills. Excellent written and verbal communication skills. Computer skills, Interpersonal skills, Facilitation and implementation and Problem solving skills. Able to work under pressure and meet tight deadlines. Able to work long and often irregular hours and travel to events when necessary ☑ Communication: Communication (verbal and written). ☑ Creativity: Innovation. Attend functions and events to ensure that operations run smoothly; troubleshooting should any problems or issues arise during the course of the function/event. Conceptualise and execute the production of promotional and

corporate gifts and branding, liaising with suppliers, negotiating costs and delivery dates, organise exhibitions etc

DUTIES : Organise, co-ordinate and host external and internal functions, conferences and special occasions, from planning through to closure, including responsibilities such as calculating budgets, choosing locations, arranging schedules, managing the RSVP list, choosing venues, selecting menus, sourcing accommodation and arranging transportation for attendees, and creating and distributing marketing material. Develop an events management policy for the DMR and create a database of events management supplier database.

ENQUIRIES : Ms Z Jakuja ☎ 012 444 3279

POST 05/42 : **CHIEF ACCOUNTING CLERK (GENERAL EXPENDITURE)**

SALARY : R140 208 per annum, Level 7
CENTRE : Pretoria
REQUIREMENTS : A Degree/ National Diploma in Finance/ Accounting related field with relevant working experience in Expenditure Management. PLUS the following key competencies: ☑ Knowledge of: • BAS, SAFETY WEB and LOGIS • PFMA • Treasury Regulations and other relevant legislation ☑ Skills: • Good interpersonal skills, Analytical, Leadership Skills, Computer Skills in Excel and Client Orientation ☑ Communication: • Good verbal and written communication ☑ Creativity: • Problem solving skills and able to work under Pressure

DUTIES : Check and correct SCOA allocations. Pre authorise on BAS, LOGIS and Safety Web. Verify bank details. Create entities on BAS. Assist with queries. Do Creditor Reconciliations. Detect Irregular expenditures. Check registers, compile reports for compliance certificate, supply monthly stats, reconcile suspense accounts and Supervise staff.

ENQUIRIES : Mr Lennon Nemakorani ☎ 012 444 3107

POST 05/43 : **SENIOR ACCOUNTING CLERK: PAYROLL AND ALLOWANCES**

SALARY : R113 568 per annum, Level: 6
CENTRE : Pretoria
REQUIREMENTS : A Degree / National Diploma in Accounting / Auditing or Finance related field with relevant experience in Salaries. Must be computer literate and be able to work extended time and under pressure. PLUS the following key competencies: ☑ Knowledge of: • BAS • PERSAL, PFMA, Treasury Regulations and other relevant Legislation ☑ Skills: • Good interpersonal Skills, Analytical, Computer Skills in Excel ☑ Communication: • Good verbal and written communication. ☑ Creativity: • Problem solving skills, innovative and able to work under pressure.

DUTIES : Capture and ensure that all salary related transactions on PERSAL and BAS systems are correct • Recall salaries, re-allocate, do calculations, capture the correct amount on the system and process payments • Do calculations with respect to back pay, medical, mortgage bond, refunds, garnishee orders, pension and reinstate the correct amount on persal system • Handle, monitor and follow up on service termination processes (resignations/dismissals, transfers, retirement and deceased) • Opening, drawing, binding and filing of files, document/advices and supplementary Permanent/temporary/month end reports • Dispatching, record and monitor payroll certificates to different pay points and outside institutions and inform Directorate Human Resource management on payroll certificates changes • Handle all correspondence related to salaries verbally and in writing for internal and external clients and provide Auditor-General with information when requested

ENQUIRIES : Mr Gideon Tshivhase 012 444 3092

POST 05/44 : **SENIOR ACCOUNTING CLERK (SUBSISTENCE AND TRAVEL MANAGEMENT)**

SALARY : R113 568 per annum, Level: 6
CENTRE : Pretoria
REQUIREMENTS : A Degree / National Diploma in Accounting / Auditing or Finance related field with relevant experience in Travel Management. Must be computer literate and be able to work extended time and under pressure. PLUS the following key competencies: ☑ Knowledge of: • BAS • PERSAL • PFMA, Treasury Regulations and other relevant Legislation ☑ Skills: • Good interpersonal Skills, Analytical, Computer Skills

in Excel ☐ Communication: • Good verbal and written communication.
☐ Creativity: • Problem solving skills, innovative and able to work under pressure.
Recommendation: Knowledge and experience on BAS, PERSAL and Excel.

DUTIES : Check, verify and capture local and international travelling claims/advances On Persal and BAS • Verify all requests and issue orders numbers on daily basis and ensure that the allocations are correct. • Follow up on documentation for emergency order numbers and check the completeness of documents received from the branches. • Check the completeness and accuracy of the documents and ensures that set turnaround times are met • Handle all correspondence with regard to claims, advances payments, receipts and timely provide Management and Auditor-General with requested information.

ENQUIRIES : Mr Gideon Tshivhase ☎ 012- 4443092

POST 05/45 : **SECRETARY TO DIRECTOR: COMMUNICATION**

SALARY : R113 568 per annum, Level: 06
CENTRE : Pretoria
REQUIREMENTS : An appropriate relevant Office Management qualification (Diploma) / or relevant Communication related qualification plus at least (1) year experience before or after qualification was obtained Plus the following key competencies: • Knowledge on the relevant legislation/policies/prescripts and procedures. Basic knowledge of financial administration. Minute taking, typing☐ Skills: • Good telephone etiquette. Computer literacy. Sound organizational skills. Good writing skills. Good people skills. High level of reliability. Ability to act with tact discretion. Self-management and motivation. ☐ Communication: Language skills and the ability to communicate well with people at different levels and from background. Good telephone etiquette. ☐ Creativity: • Ability to do research and analyze documents and situations, establish and manage a systematic filing system. Show Interest in communication and media relations issues. Minimal work experience in the communication or media environment will be an advantage.

DUTIES : Provide secretarial to the Director: Communication. Render administrative support to the office of the Director: Communication. Study relevant Public Services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Manage the Diary and adhere to confidentiality.

ENQUIRIES : Ms Z Jakuja ☎ 012 444 3279

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001.
- FOR ATTENTION** : Ms A West
- CLOSING DATE** : 18 February 2011
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department and should be accompanied by a comprehensive CV and certified copies of qualifications and ID document. It is the applicant's responsibility to ensure that foreign qualifications are evaluated by the South African Qualifications Authority (SAQA). No faxed applications will be considered. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 05/46** : **DEPUTY DIRECTOR-GENERAL: LEADERSHIP AND MANAGEMENT PRACTICES REF NO: DDG/LMP/11**
This is a re-advertisement, applicants who previously applied for this post may re-apply if they are still interested.
- SALARY** : All-inclusive remuneration package of R 976 317 per annum (The package includes a basic salary (60% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 40% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Ideal Candidate Profile: • An appropriate post-graduate degree or equivalent qualification (NQF level 7) in the fields of Public Administration or Human Resource Management • Extensive Senior Management experience • Skills and Competencies: In-depth knowledge of Legal and Public Service Regulatory Framework governing labour relations and human resource management • Proven experience at senior management level and knowledge of handling public management, administration and human resource practices, corporate governance and financial management • People management, project management, presentation, excellent writing and communication skills • Sufficient computer skills in the Microsoft Office Suite, e.g. Excel, Word and PowerPoint • A valid driver's licence.
- DUTIES** : Key Performance Areas: Provide secretariat functions and do information management for the HoD evaluation process in the Public Service • Evaluate public service leadership and management practices • Evaluate human resource management practices and make recommendations • Investigate and adjudicate grievances • Evaluate the state of labour relations and dispute resolution practice in the Public Service and recommend improvements • Deal with complaints, grievance trends and conduct investigative research as well as provision of advice on labour relations in the Public Service • To manage the Branch: Leadership and Management Practices with a view to promote sound leadership, human resource management and labour relations practices.
- ENQUIRIES** : Ms BP Lerumo , (012) 352 1195
- NOTE** : Conditions of Appointment: • The successful candidate will be required to obtain a top secret security clearance issued by the National Intelligence Agency • Short-listed candidates will be required to undergo a competency assessment to determine their suitability for the post • The OPSC will verify the qualifications and conduct reference checking of the short-listed candidates.

DEPARTMENT OF PUBLIC WORKS

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

FOR ATTENTION : Ms M Masubelele

CLOSING DATE : 11 February 2011

NOTE : (All SMS positions total packages to be structured in accordance with the rules of the senior Management service). It will be expected of the candidate to sign a performance agreement and be subjected to security clearance.

MANAGEMENT ECHELO

POST 05/47 : **CHIEF DIRECTOR: EPWP MONITORING AND EVALUATION SPECIALIST EPWP MONITORING AND EVALUATION REF NO: 2011/27**
 Job Purpose: To coordinate EPWP Monitoring and evaluation processes and practices in the Department

SALARY : All-inclusive salary package of R790 953, per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : Tertiary qualification in the Social Sciences or related field (preferably post-graduate), appropriate relevant practical experience in developing of M&E Frameworks, knowledge on EPWP issues, knowledge of monitoring and evaluation processes, research methodologies, administration of service level agreements, project management, report writing, policy analysis skills, interpersonal and diplomacy skills, database management, problem solving skills, decision making skills. Ability to communicate at all levels, including senior management, good interpersonal relationships, ability to work under stressful situations. Willing to travel extensively.

DUTIES : The successful candidate will develop monitoring and evaluation frameworks and implementation models, systems and plans, oversee data entry and integration with departmental policies and strategies, communicate on monitoring and evaluation strategies and methodologies, provide technical assistance on monitoring and evaluation to all clients, commission relevant evaluation research, provide information and results on monitoring and evaluation as and when required, manage the budget allocated to the Chief Directorate in line with PFMA & Treasury guidelines.

ENQUIRIES : Mr. S.W. Henderson, Tel. 012-310-5110

POST 05/48 : **CHIEF DIRECTOR: PORTFOLIO PERFORMANCE AND MONITORING ASSET INVESTMENT MANAGEMENT REF NO: 2011/28**
 Job Purpose: To effectively manage and co-ordinate Portfolio Performance and Monitoring with regard to all client Departments.

SALARY : All-inclusive salary package of R790 953 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : Tertiary qualification in Asset Management, Commerce or Business administration with extensive experience in Asset and Property Management. The successful candidate must have further knowledge in , Financial Management, Supply Chain Management, A prerequisite would be the following skills mainly; report writing , communication, facilitation , time management, Programme & Project Management skills, Ability to work effectively and efficiently under pressure, ability to meet tight deadline whilst delivering excellent results, ability to communicate at all levels, participate at an execution level. Ability to adapt work schedule in accordance with professional requirement.

DUTIES : The successful candidate assist the DDG: Asset Management Investment Management with the formulation and implementation of branch strategies, implement roll out of GIAMA to Provincial and National government departments, develop strategies to assess User and NDPW accommodation requirements, maximise the states asset portfolio to ensure revenue generation, develop and implement strategies to rehabilitate unutilized buildings, contribute to rural development, develop plans and plan programmes and budgets to ensure government buildings are optimally maintained. Manage the co-ordination and

administration of the Chief Directorate, ensure capacity and sustainability of staff within the component, and manage the budget and expenditure of the component.
Ms. S. Subban, Tell: 012 337 2114

ENQUIRIES

:

POST 05/49

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CHIEF DIRECTOR: PRESTIGE REF NO: 2011/29

Office Of The Director General

Key Purpose: To effectively and efficiently manage offices, residential accommodation, maintenance and procurement household and office furniture for prestige clients.

SALARY

:

All-inclusive salary package of R790 953, per annum

CENTRE

:

Head Office (Pretoria)

REQUIREMENTS

:

Three year National Diploma or a degree qualification in Social and Management Sciences or related fields. A tertiary qualification in Property Management or related field will be an added advantage. Extensive experience in property and client relations environment and willing to adapt work schedule in accordance with professional requirements. The candidate should have the following knowledge areas: PFMA Act, market research, property economics, MTEF, client relations management, BAS and WCS. The procurement directive and procedures is also essential. The candidate must have the following skills: coordination, advanced report writing, presentation, communication, budgeting, policy analysis and development.

DUTIES

:

The incumbent will be overall responsible for the management and coordination of all Prestige accommodation activities in the Department through; the effective and efficient management on procurement, optimal utilization and maintenance of offices, residential accommodation and household furniture for Prestige clients, the effective monitoring of Capital, Planned and Unplanned Building programme for Prestige accommodation. Develop and implement proactive plans, strategies, systems, process and guidelines on the provisioning of high standard prestige services. The effective management of administrative functions of the Prestige section and interaction with internal service providers. The interaction with Prestige clients, other State institution, Private entities, Service Providers and Contractors.

ENQUIRIES

:

Mr. S.C. Zaba, Tel: 012 337 2531/2238

POST 05/50

:

DIRECTOR: AFRICAN COOPERATION INTERNATIONAL RELATIONS AND STRATEGIC PROJECTS REF NO: 2011/30

Key Purpose: To effectively manage the development of business plans and policies to provide strategic guidelines on department's participation in multi lateral and bilateral built environment processes at Head Office.

SALARY

:

All inclusive salary package of R652 572 per annum.

CENTRE

:

Head Office (Pretoria)

REQUIREMENTS

:

An appropriate recognized three year tertiary qualification in International Relations, Political Science or Public Administration, supported by extensive appropriate experience in International Relations. Good track record in the management of strategic policy driven programmes. Understanding of government foreign policy programmes and initiatives; Understanding and knowledge of international and diplomatic conventions and protocols as well as the built environment industry. Person must have outstanding negotiation, organizational and networking skills. A good analytical, innovative, strategic and creative thinker. Ability to work under pressure. Must be highly motivated and be prepared to work irregular and long hours.

DUTIES

:

Initiate, manage and maintain beneficial bilateral and multilateral agreements with African countries in line with broad government imperatives and departmental service delivery objectives. Manage the Department's participation at various international intergovernmental fora on built environment initiatives, particularly SADC, NEPAD and the AU. Provide strategic inputs and advice to top management and relevant units within the Department on activities and initiatives concerning African Cooperation. Manage and give strategic advice regarding foreign and other special projects. Liaise with all sections in the Department to effect maximum synergy. Represent the Department at meetings, seminars and conferences. Facilitate and coordinate access to international development resources (ODA). Head the Directorate, manage the budget attached to the section, compile a business plan and provide strategic leadership to staff.

- ENQUIRIES** : Mr. P. Molefe: Tel: 082 908 4701
- POST 05/51** : **DIRECTOR: IT SUPPORT SERVICES REF NO: 2011/31**
- SALARY** : All inclusive salary package of R652 572 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A Degree or Diploma in IT or an extensive working experience in IT Infrastructure Management and Network, Knowledge of customer Relationship Management (CRM), Knowledge of COBIT and ITIL, Project Management skills, sound HR management skills, Financial management skills, good communication and report writing abilities.
- DUTIES** : The successful candidate will be responsible for: plan, deploy and maintain a functional network infrastructure for core applications, communications, and internetworking technologies, design, deploy and maintain IT infrastructure asset management systems and all IT security management , manage desktop support activities, manage IT customer relations (CRM), manage configuration management process, manage the communications function on IT related infrastructure issues, manage the IT Procurement process, manage IT training across the Department, provide input to the Service Level Agreement process for infrastructure, prepare tender specification, investigate new technologies and advise on current trends, manage risks for IT infrastructure related matters, prepare , invite and adjudicate tender specifications and serve on the tender evaluation committees, manage investigation into new technologies, contribute into the formulation of the enterprise architecture, manage relations with outside solution providers.
- ENQUIRIES** : Ms. N Mosupye (012) 337 3000 ext 2746
- POST 05/52** : **DIRECTOR: MONITORING & EVALUATION 2 POSTS REF NO: 2011/32**
Office of the Director-General
Key Purpose: Develop, manage and coordinate overall monitoring and evaluation activities within the department.
- SALARY** : All inclusive salary package of R652 572 per annum.
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Tertiary qualification in Social Science/Statistics or related field. Extensive working experience at managerial level, with at least three years in the M&E field. Clear understanding of relevant Acts, Regulations and Government Policies. Sound understanding of the Government-Wide Monitoring and Evaluation Framework and related legislative prescripts, including implementation of Outcomes Based Monitoring and Evaluation system. Broader knowledge of the Public Service. Extensive experience related to research (methodology), data analysis (methods and tools), policy interpretation and analysis. In-depth knowledge of microcomputer programmes e.g Windows, Excel, Power Point, etc. Skills Required: Proven analytical and report writing skills, including the interpretation of qualitative and quantitative financial and non financial data, project management, statistical analysis, multivariate analysis, communication , problem solving and interpersonal skills. Ability to work under tremendous pressure and meet deadlines.
- DUTIES** : Manage the M&E Directorate - human and capital resources. Lead the continual review and improvement of monitoring systems, design and configuration of the Departmental Performance Monitoring and Evaluation Framework. Co-ordinate and manage Programme Performance Evaluation. Monitor and analyze the implementation of strategic plan, business plans, ENE, policies and procedures to ensure compliance to reporting requirements. Develop relevant monitoring and evaluation tools, methodologies and processes – e.g. policy/framework, M&E implementation plans, indicators, databases, structured reporting framework (data collection), data verification processes, etc. Evaluate quarterly and annual performance reports, highlight deviations and accordingly advice management to ensure effective decision making and minimizing audit findings. Prepare consolidated departmental performance reports as required by oversight structures that includes Presidency, Parliament, Auditor-General and National Treasury. Assist with the review process of the strategic plan to ensure compliance to reporting requirements. Benchmarking M&E best practices, local and internationally. Conduct project site visits (spot-checks) and capture site visit reports. Provide overall management support within the Office of the Director-General.
- ENQUIRIES** : Ms. P. Makhetha Tel (082) 697 0921

- POST 05/53** : **DIRECTOR: STRATEGIC PLANNING STRATEGIC MANAGEMENT UNIT (SMU)**
REF NO: 2011/33
- SALARY** : All inclusive salary package of R652 572 per annum.
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Tertiary qualification related to built environment and extensive experience, Willing to adapt work schedule with professional requirements, be prepared to travel and a Valid drivers license. The successful candidate must have the following knowledge: Strategic Management process, business planning processes, applicable legislations, norms and standard related to the build environment industry, including the Public Financial Management Act, Treasury Instructions, Public Service Act, Public Services Regulations and the Minimum Information Security Standard Act. Skills: Management skills, marketing and liaising skills, advanced communication, advanced report writing, Programme and Project Management and Computer Literacy.
- DUTIES** : The successful candidate will be responsible for effective development and implementation of the strategic business planning processes of the Department, the provision of the strategic business planning support to Head Office and Regional offices, the effective assessment and review of the implementation and impact of the management process, undertake ongoing monitoring and evaluation of the Department programmes reviews, provide ongoing support to the business unit, prepare and submit Executive reports, prepare and submit environmental scanning report which include policy analysis and relevant government policy.
- ENQUIRIES** : Ms Mandisa Fatyela-Lindie, Tel: (082) 854 7267
- POST 05/54** : **DIRECTOR: INSPECTORATE & COMPLIANCE REF NO: 2011/34**
Office of the Chief Financial Officer
- SALARY** : All inclusive salary package of R652 572 per annum.
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Tertiary qualification in Financial Management or related qualification and appropriate experience Knowledge of Financial Prescripts (GAAP & GRAP), Governmental Financial Systems (PERSAL, PMIS,WCS,LOGIS, BAS), Public Finance & Management Act, the successful candidate must have the following skills: Administrative skills, Managerial Skills, Report writing, communication skills, Interpersonal skills, problem solving skills. Ability to work under stressful conditions, ability to communicate at all levels, A valid drivers license.
- DUTIES** : The successful candidate will be responsible for effective monitoring of compliance with the treasury regulations, national accounting standards or GAAP and other financial prescripts impacting on Finance and Supply Chain Management, ensure the development and implementation of policies, procedure and standards of control, assess internal control on finance and supply chain systems for non compliance, develop and oversee systems for uniform handling of non- compliance issues and proper reporting, develop/ implement corrective action plans for resolution of problematic issues, overseeing and monitoring the implementation of compliance programs, Compile and presents reports on the functioning of the directorate, manage performance evaluation of sub- ordinates to identify and provide training.
- ENQUIRIES** : Ms. C. Motsisi, Tel (012) 310 5167
- POST 05/55** : **DIRECTOR: INDUSTRY RESEARCH ASSET INVESTMENT MANAGEMENT REF NO: 2011/35**
Job Purpose: To identify and analyse financial indicators, economic market trends and statistics to inform investment management and disinvestment options, benchmarks and best practices for State's immovable Property
- SALARY** : All-inclusive salary package of R652 572 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Tertiary qualification in the Built Environment, Commerce or Business Administration with extensive experience in built environment. Extensive relevant experience in research, analysis, preparation and presentation of papers. The successful candidate must have thorough understanding of government's socio economic policy and principles, in depth understanding of all aspects of the built, property and construction environment, Property & Facilities management, Financial Management, Investment Management, Programme & Project Planning. Communication skills,

Programme & Project Management, Relationship Management, negotiation and problem solving. The candidate must have the ability to communicate at all levels, ability to work under stressful situation, willing to adapt work schedule in accordance with professional requirements. A valid drivers license.

DUTIES

: The successful candidate will be required to define, research and analyze financial, economic and social trends of the economy and their impact on the on the construction and property sectors as well as on the State's immovable asset portfolio through: a definition of the scope of economic data management and implementation; commissioning and navigating researches on better asset management practices; participating with related public and private organizations; keeping abreast of emerging innovations and trends in the asset management; supporting asset management planning; inventory management and performance management; exploring and identifying the procedures for monitoring and managing the cost relating to the letting of state assets. The successful candidate will also be required to ensure the successful implementation of asset management programmes and disclosure of state assets through commissioning and navigating research on immediate improvements in the availability and accessibility of reliable data, identifying relevant documentation for recording movement of immovable assets, adopt proven reconciliation methods to compare assets in the register and the general ledger, explore a broader assets information strategy with the aim of meeting future needs of the department by delivering improved property information through the use of technology and integrated systems to provide single point data entry, assist in transforming the way in which property-related information is communicated to clients and stakeholders, provide support on asset register improvements, explore, develop and produce PIMS training manuals. The incumbent will also be required to ensure the development and implementation of analytical tools and models that would assist government and the private sector in planning and decision making, as well as research and recommend relevant software to enhance analysis and decision making. The successful official will also be required to provide business innovation intelligence and strategy to ensure best practice and optimum business processes, and suggest strategies on income generation and assets classes, commission and navigate production of manuals on property economics, and market intelligence for both the public and private sector whilst fostering relationships with academic institutions.

ENQUIRIES

: Mr. P. Chiapasco, Tel: 012 337 3485

POST 05/56

: **DIRECTOR: VALUATION SERVICES REF NO: 2011/36**
Job Purpose: The incumbent will be responsible to provide Valuation services with regard to the State's fixed property portfolio

SALARY

: All inclusive salary package of R615 633 per annum

CENTRE

: Head-Office (Pretoria)

REQUIREMENTS

: An appropriate degree or equivalent qualification in Property Valuation. Registration with the South African Council of Valuers (in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a Professional Valuer or Associated Professional Valuer without restrictions. Minimum of 5 years experience as a Professional Valuer. A valid driver's licence. Knowledge of valuation of all types of property, PFMA, procurement directives and procedures, programme and project planning, market research, title deeds and survey diagrams. Effective communication, advanced report writing, computer literacy, planning and organising, numeracy, diplomacy, interpersonal, problem solving and presentation skills. Innovative, creative, hardworking, self motivated, ability to work under pressure, ability to communicate at all levels, analytical thinking, conflict resolution, research, facilitation and a self starter. Willingness to work long hours and adapt work schedule in accordance with professional requirements.

DUTIES

: The incumbent will be responsible to manage Valuation Services with regard to the Department's property portfolio. Establish and manage a valuation programme for the property portfolio of the Department comprising, inter alia, municipal, accounting and market valuation of the portfolio. Undertake select valuations of the State's property portfolio from time to time. Manage the outsourcing of valuations to private valuers. Scrutinise valuations prepared by departmental and private valuers. Manage the submission of valuations to the Secretariat of the Land Affairs Board and liaise with the Board on valuation matters. Manage the scrutiny of municipal valuation rolls and provide advice to Regional Offices in lodging objections in respect of properties

under the Department's control. Establish and manage mentorship and learnership programmes. Promote the interests of the valuers' profession in general. Provide input into the appointment of Land Affairs Board members and the functioning of the Board.

ENQUIRIES : Mr. P.F. Chiapasco, Tel. 012-337-2485.

POST 05/57 : **DIRECTOR: MECHANICAL ENGINEER REF NO: 2011/37**
Job Purpose: To provide professional leadership and service on matters pertaining to Department Mechanical Engineering related activities and projects to enhance department service delivery initiatives

SALARY : All-inclusive salary package of R652 572 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Tertiary qualification in Mechanical Engineering and extensive experience or professional experience Mechanical Engineering. Relevant management and supervisory experience. The candidate must register with Engineering Council South Africa. Knowledge of Mechanical Engineering best practice, Project Management, Occupational Health and Safety Act, Public Finance Management Act, Supply Chain Management, contract management. Programme and project management, interpersonal and diplomacy skills, negotiation skills, conflict resolution, advanced technical report writing, ability to work under stressful situations, ability to communicate at all levels, A valid drivers license.

DUTIES : The successful candidate will undertake researches on the latest development of policies, responsible for the establishment of internal production unit and supervise all designed project internally. professional guideline and standards, ensure that all policies, guidelines and standards implemented are aligned to the Departments strategic objective, monitor and ensure the implementation and continuous adherence to professional guideline and standards, develop and maintain professional best practices parameters and quality standards, advice on the designing of cost effective modification of projects, draft and manage service level agreements, provide tender specification for development of tender documents.

ENQUIRIES : Mr. O. Molotsi, Tel: 012 337 2446

OTHER POST

POST 05/58 : **ASSISTANT DIRECTOR: KEY ACCOUNT MANAGEMENT (SAPS & OTHERS) 2 POSTS REF NO: 2011/38**

SALARY : R206 982 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A recognised tertiary qualification preferably in Administration and relevant experience within a built or property management environment. A hands-on service-orientated, proactive, with sound client relations background. Be knowledgeable in customer relations, service level agreement management, programme management and problem solving. An understanding of the various facets of property or construction industries. Strong supervisory abilities with emphasis on strong strategic planning, programme management, report writing and client relationship management. Knowledge of the PFMA and other relevant legislations. A valid drivers licence. Computer literacy. Good verbal and written communication skills.

DUTIES : Assist with the compilation, operation and implementation of annual business plans for the Directorate. The successful candidate will serve as key contact point between the Department of Public Works and the assigned client Departments to ensure one stop service centre in providing accommodation to user Departments. Render support on strategic initiatives and trouble shoot on deliverables. Advice, interact and source information from service providers and Regional Offices. Ensure correct registration and alignment of capital, maintenance and leasing projects. Facilitate and co-ordinate regular forums with clients. Alignment of the building programme with MTEF's budget cycle in consultation with the client. Render assistance to assigned client Departments in formulation of accommodation requirements and asset management plans. Ensure efficient turnaround times on projects and strategic initiatives in line with customer care principles. Ensure effective utilization of all government resources allocated to his/her unit. Coaching and developing personnel reporting to him or her. The post will also require official traveling and the successful candidate must be willing to travel to regions as and when required.

ENQUIRIES

: Mr. M. Mabinja, Tel: (012) 337 2295

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, 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
- CLOSING DATE** : 18 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 05/59** : **DEPUTY MANAGER: COMMITTEES MANAGEMENT REF NO: S8/3/2011/97**
Directorate: Demand and Acquisition Management
- SALARY** : R206 982 per annum, Level 9
- CENTRE** : Pretoria
- REQUIREMENTS** : Relevant diploma/Degree with five years working experience in Supply Chain Management (Acquisition Management). * Extensive knowledge of the public sector procurement processes, rules and regulations. * Sound understanding of the PFMA, PPPFA and Treasury Regulations and other related prescripts. * Supervisory skills. * Good verbal and written communication skills, interpersonal relations, time management, office management and administration skills. * Knowledge of the LOGIS and BAS transversal system will be an added advantage. * Good computer literacy in Microsoft Office Suite and accounting systems. * Ability to work under pressure and deliver to tight deadlines. * Valid code 8 driver's license is a requirement.
- DUTIES** : *Overall management of National Bid Adjudication Committee within the Department. * Organise and administer the Bid Committee meeting. * Provide protocol guidelines to the Bid Adjudication Committee of the Department. * Prepare and distribute bid submissions to Bid Adjudication Committee members. * Compile minutes for bids during every seating. * Implement and monitor Supply Chain Management policies and Procedures that govern the functionality of the Bid Adjudication Committees, with respective delegated authority.* Liaise and co-ordinate client offices on the outstanding bid committee matters. * Monitor internal control measure to ensure compliance with policies and procedures of the Department. * Provide mentoring to subordinate in terms of Acquisition management committee's function. * Assist with the management and monitoring of the Adjudication committee of the Department. * Assist in the preparation of management information, statistics and reporting on committees to all relevant stakeholders

POST 05/60 : **SENIOR STATE ACCOUNTANT (PAYABLES) REF NO: S8/3/2011/100**
 Directorate: Financial Accounting and Reporting

SALARY : R174 117 per annum, Level 8
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of an appropriate recognised three year tertiary qualification in finance from recognised institution or Matric with at least extensive experience in finance. * Profound knowledge and extensive experience in reconciliation of accounts, Knowledge of Logis, BAS or any Financial Accounting System will be added advantage. * Must be computer literate. * Supervisory skills. * Good interpersonal skills * Excellent verbal and written communication skills. * Knowledge of Treasury or Financial regulations, and PFMA

DUTIES : * Reconciliation of key accounts payments.*Authorise payments on Logis, BAS, including journals thereof. * Manage Payments inquiries for the section. * Co-ordinate the process of procurement of goods and services for the section.* Monthly reporting. * Daily Reconciliation of Payments. * Assisting in compiling Annual Financial Statements inputs. * Manage the performance of Staff within the Section

ENQUIRIES : Mr T Mathebula Tel: (012) 312 8261

POST 05/61 : **SUPPLY CHAIN PRACTITIONER: COMMITTEES REF NO: S8/3/2011/97**
 Directorate: Demand and Acquisition Management

SALARY : R140 208 per annum, Level 7
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate or equivalent with three years working experience in supplier's database environment.* Degree or Diploma will be an added advantage. * Knowledge of the public sector procedures, rules and regulations. * Understanding of PFMA, Treasury Regulations and other related prescripts. * Excellent verbal and written communication skills, Interpersonal relations, time management and office administration management. * Knowledge and understanding of the LOGIS system. *Working experience in database management and supplier performance management. * Good computer literacy in Microsoft Office Suite. * Ability to work under pressure and deliver to tight deadlines. Valid Driver's license is a requirement.

DUTIES : * Assist with maintenance of the Departmental database. * Update the database on a regular basis. * Capture supplier registration forms. * Conduct accreditation process of the service providers. * Assist supervisor with the managing banking details of the service providers. Create suppliers in the LOGIS system. * Assist suppliers with the registration matters. * Check and verify the credibility of information provided by the supplier on an on-going basis. * Keep proper records of supplier details. * Provide support and assistance to clients with usage of the database. * Assist in managing the performance of service providers. * Assist supervisor in the preparation of management information, statistics and reporting on service provider's information

POST 05/62 : **SENIOR PROVISIONING CLERK: SERVICE PROVIDER MANAGEMENT 2 POSTS REF NO: S8/3/2011/96**
 Directorate: Demand and Acquisition Management

SALARY : R113 568 per annum, Level 6
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate or equivalent and two years working experience in supplier's database environment.* Degree or Diploma will be an added advantage. * Knowledge of the public sector procedures, rules and regulations. * Understanding of PFMA, Treasury Regulations and other related prescripts. * Excellent verbal and written communication skills, Interpersonal relations, time management and office administration management. * Knowledge and understanding of the LOGIS system. *Working experience in database management and supplier performance management. * Good computer literacy in Microsoft Office Suite. * Ability to work under pressure and deliver to tight deadlines.

DUTIES : Assist with the maintenance of the Departmental database.* Update the database on a regular basis. * Capture supplier registration forms. * Assist in accreditation process of service providers. * Assist in managing banking details of service providers. * Create suppliers in the LOGIS system. * Assist suppliers with the registration matters. * Check and verify the credibility of information provided by the supplier on an on-going basis.* Keep proper records of supplier details. * Provide

support and assistance to clients with usage of the database. * Assist in managing the performance of service providers. * Assist supervisor in the preparation of management information, statistics and reporting on service provider's information

DEPARTMENT OF TRADE AND INDUSTRY

- APPLICATIONS** : To apply for the above position, please go to <http://www.thedti.gov.za> and click on the Careers at the DTI button. Should you experience any problems in submitting your application, please follow the Support link on the Careers site or contact the Recruitment Office on 012 394 1809 for an alternative application method.
- CLOSING DATE** : 11 February 2010

OTHER POST

- POST 05/63** : **SENIOR STATE ACCOUNTANT: BUDGET REF: GSSSD/MAN ACC 008**
- SALARY** : Commencing salary: R174 117 per annum
- REQUIREMENTS** : Three years relevant qualification in Finance 1-3 years budget or relevant experience
 Knowledge of public service budget process An ability to work accurately under pressure and to meet deadlines Good planning and reporting skills Good organizational skills Attention to details Proven working experience of Excel, Ms Word and BAS systems Ability to work independently Proven report writing skills
- DUTIES** : Management of sub-ordinates Capturing and balancing the budget and changes thereto on the computerized financial system. Maintaining a schedule of changes to the budget. Perform analytical analysis on the budgets and expenditure. Compiling of Medium Term Expenditure Frame, Roll-overs, Adjustment Estimates and Estimates on National Expenditure Compile submission to National Treasury on issues relating to budget approvals Ad hoc duties within the office of Chief Financial Officer as and when requested by management Provide inputs on directorate budget submissions and management reports Manage and maintain current budget

THE PRESIDENCY

APPLICATIONS : The Presidency, Private Bag X1000, Pretoria, 0001 or hand deliver at 535 Proes, Arcadia, Pretoria

FOR ATTENTION : Ms M Makgae

CLOSING DATE : 11 February 2011, 16:30

NOTE : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

OTHER POSTS

POST 05/64 : **MANAGER: OFFICE OF THE DDG'S PRIVATE OFFICE (DEPUTY DIRECTOR)**
REF NO: 73093/1

SALARY : R406 839 per annum, Level 11

REQUIREMENTS : An appropriate Bachelor's degree (or equivalent qualification), coupled with proven appropriate experience | Communication, research and report-writing skills | Experience in office administration | Advanced computer literacy in MS Office | Interpersonal relations skills | Experience in office administration and policy formulation, analysis and implementation | Knowledge of Diplomatic Protocol and Government processes | The willingness to travel and work long hours.

DUTIES : Manage resources and staff of the DDG's office | Undertake the strategic planning process of the Branch | Ensure that unit programmes are aligned to the strategy of the Branch and Presidency | Ensure branch compliance with Presidency prescripts, such as finance, procurement, strategic planning and quarterly reports, and ensure that deadlines are met | Overall management of correspondence that flows into the DDG's and CD's office | Provide content and logistical support to the DDG's work, eg drafting letters and briefing notes | Liaise with other Branches to secure information for engagements and meetings | Organise and manage internal communication within the Branch, such as branch meetings, diary planning, meetings and others.

ENQUIRIES : Ms Charmaine Fredericks, tel. (012) 300-5288.

POST 05/65 : **DEPUTY DIRECTOR: RECRUITMENT AND SELECTION REF NO: 73093/2**
Directorate: Human Resource Operations

SALARY : R406 839 per annum, Level 11

REQUIREMENTS : An appropriate Bachelor's degree (or equivalent qualification at NQF level 6) | A minimum of 5 years' supervisory experience related to Human Resource Management (including Recruitment and Selection) | Proven managerial experience at middle management level | Proven applied knowledge of Human Resource policy development and maintenance in terms of the relevant labour legislative framework (ie Public Service Act, Public Service Regulations and relevant labour legislation) | Proven computer literacy (including PERSAL and MS Office Suite) | Good planning and organisational skills | Good communication skills (written and verbal) and interpersonal relations | The ability to work under pressure.

DUTIES : The successful candidate will head the Sub-directorate: Talent Acquisition and will be responsible for HR-related functions, including: | Developing and maintaining Human Resource policies and strategies in all HR-related practices and ensuring adherence to the Human Resource regulatory framework | Providing strategic support to the Director: Human Resources Management in promoting the optimal development and utilisation of human resources within the Presidency | Co-ordinating human resource information and knowledge management relating to Talent Acquisition for the purpose of reporting and audits | Liaising with relevant stakeholders on all levels within and outside the Department.

ENQUIRIES : Ms Cleopatra Maubane, tel. (012) 300-5868.

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

- APPLICATIONS** : Please quote the reference number and forward your application to the following address: Bhisho: The Head of the Department, Social Development Private Bag X 0039, Bhisho, 5605 or hand delivered at Human Resources Ground Floor, Phalo House@ Bhisho
- FOR ATTENTION NOTE** : Mr Mapuza.
: 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.

MANAGEMENT ECHELON

- POST 05/65** : **CHIEF OPERATION OFFICER**
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)
- CENTRE** : Bhisho
- REQUIREMENTS** : A degree in Social Work or Development Studies and 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 within the new paradigm and relevant policy legislation and its relationship with national, local, civil society and other stakeholders • Knowledge of current international trends in Social Development issues • A valid code (08) driver's license
- DUTIES** : Key Performance Area: Take full responsibilities for operations of the department at District level including program administration, Social Welfare and Community Development and Research • Responsible for district management including service delivery at that level • Oversee the implementation of departmental transformation agenda • Ensure implementation of Batho Pele principles and related customer care management • Manage partnership with both business and civil organization including donor funding.
- ENQUIRIES** : Ms B. Nxusani at 040 – 6089215.
- CLOSING DATE** : 11 February 2011
- NOTE** : If you have not been contacted within three months after the closing date of this advertisement, please consider that your application was unsuccessful.
- POST 05/66** : **SENIOR MANAGER REF NO: 723/4**
Directorate: Financial Planning Services
- SALARY** : R652 572 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)

**CENTRE
REQUIREMENTS**

: Bhisho
: A recognized Bachelor's degree or National Diploma in Economics/Public Financial Management/Accounting/Internal Audit/Risk Management • At least four (4) proven experience and strong background at the middle management level in Financial Management • Computer literacy and knowledge of government's financial accounting systems • Good understanding of PFMA, Treasury regulations and Procurement processes • Understanding the planning and budgeting processes in government • Excellent verbal and written communication skills • Proven project management skills • Ability to promote teamwork • Conversancy with all reporting prescripts applicable in finance and procurement environment • A valid driver's license • Good interpersonal relations

DUTIES

: Manage financial planning services through preparation and submission of MTEF for Directorates in line with their strategic objectives • Ensure development and control of budget for the Department • Manage development and implementation of policies and strategies in line with PFMA and Treasury Regulations • Ensure effective utilization of all resources within the area of responsibility • Formulate, develop, maintain and advise on policies in respect of management accounting • Compile and co-ordinate MTEF estimates of departmental expenditure and monitor the departmental MTEF process • Provide Secretarial services to the Departmental Budget and Finance Committees • Manage the process of shifting funds, adjustment estimates and roll – overs • Overall monitoring and analysis of monthly expenditure and prepare monthly expenditure report with variances for submission to Provincial Treasury • Manage revenue collection system • Review/ authorise departmental banking, cash management and related transactions • Respond and make follow ups on audit queries • Manage finance risks identified in the risk profile • Ensure smooth running of the Directorate

ENQUIRIES

: Ms B. Nxusani at 040 – 6089215.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ECONOMIC DEVELOPMENT**

- APPLICATIONS** : Gauteng Shared Service Centre, 75 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222
- CLOSING DATE** : 22 February 2011
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.
- The Cradle of Humankind World Heritage Site (COH WHS) is a 47 000 hectare palaeo-anthropological site of unique international significance located in the north western quadrant of Gauteng. Dinokeng is a developing tourism area in the north eastern quadrant of Gauteng. Both projects are geospatial tourism projects of the Gauteng Provincial Government, which aims to establish the two project areas as eco-tourism destinations thereby contributing to economic growth, the creation of decent jobs and poverty eradication through strategic economic infrastructure investment. Requirements: A requirement for all senior and middle management posts is competencies and capabilities in strategic planning, project management, human resource and financial management, monitoring and evaluation. In addition, candidates for these posts may be subjected to a competency assessment. Computer literacy, good written and verbal communication skills, stakeholder engagement and a driver's license is a requirement for all posts. Knowledge of three or more official languages will be an advantage.

MANAGEMENT ECHELON

- POST 05/67** : **PROGRAMME MANAGER: DINOKENG (DIRECTOR) REF NO: 7258350**
Programme: Executive Management
- SALARY** : R652 572 per annum (all inclusive package) (Level 13)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A relevant Bachelor degree or equivalent qualification or experience. Programme and management; strategic leadership; financial management; people management; change management; and knowledge management. The successful candidate will be subjected to a security clearance.
- DUTIES** : Strategic leadership and management of the Dinokeng Programme.
- ENQUIRIES** : Mr F Jiyane (011) 355-1478

OTHER POSTS

- POST 05/68** : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: 70258354**
Programme: Administration
- SALARY** : R406 839 – R479 238 per annum (all inclusive package), Level 11
- CENTRE** : Johannesburg
- REQUIREMENTS** : A relevant Bachelors degree or equivalent qualification or experience and at least 3 years of management or supervisory experience. Project management and implementation processes. Excellent administrative and secretariat skills and experience. Knowledge of PFMA, Treasury Regulations, Procurement Procedures, documentation management and administrative policies and systems.
- DUTIES** : Coordinate and supervise administration staff, responsible for oversight of financial and administrative systems to support project implementation, manage secretariat services for cooperative governance committees, stakeholder engagement and projects.
- ENQUIRIES** : Ms Nina Layton (011) 355-1697
- POST 05/69** : **DEPUTY DIRECTOR: DINOKENG GAME RESERVE REF NO: 70258352**
Programme: Dinokeng

SALARY : R406 839 – R479 238 per annum (all inclusive package), Level 11
CENTRE : Johannesburg
REQUIREMENTS : Relevant Bachelor degree or equivalent technical qualification or experience in nature conservation or a related discipline, three years' experience of game reserve establishment or management, good project and contract management, stakeholder engagement and team skills.

DUTIES : Manage the establishment and expansion of a multi-stakeholder collaborative game reserve, including co-operative and contractual relationships with a variety of government entities and private stakeholders.

ENQUIRIES : Mr K Tlebere (011 355-1911)

POST 05/70 : **DEPUTY DIRECTOR: TOURISM HUBS REF NO: 70258351**

SALARY : R406 839 – R479 238 per annum (all inclusive package), Level 11
CENTRE : Johannesburg
REQUIREMENTS : A relevant Bachelor or equivalent qualification or experience. Knowledge and experience in Public Private Partnerships (PPPs) and infrastructure development work, drafting agreements and contract management, and project management. At least 3 years of management experience, preferably experience in PPPs, including working knowledge of relevant policy, legal and regulatory frameworks.

DUTIES : Management of all stages of the PPP process in terms of treasury regulations and guidelines including contract compliance work and infrastructure development. Investor relations, project management and planning as well as advice and support to other project managers in promoting investment opportunities in local communities.

ENQUIRIES : Mr K Tlebere (011) 355-1911

POST 05/71 : **ASSISTANT DIRECTOR: DINOKENG GAME RESERVE REF NO: 70258353**

SALARY : R206 982 – R250 035 per annum (plus benefits), Level 9
CENTRE : Johannesburg
REQUIREMENTS : A Bachelor degree in nature conservation or a related discipline or equivalent qualification or experience. Knowledge or experience in advocacy, stakeholder management, drafting agreements, conservation and game reserve development, project management, policy development and strategic planning processes. Experience in contract management and infrastructure procurement will be an advantage.

DUTIES : Engage extensively with land owners, their organisations and other stakeholders, prepare and manage land owner and stakeholder agreements, manage the use of state land in the game reserve, procure game reserve infrastructure and game and ensure optimal extension of the game reserve.

ENQUIRIES : Mr K Tlebere (011) 355-1911

POST 05/72 : **ASSISTANT DIRECTOR: VISITOR ORIENTATION CENTRES (PUBLIC PRIVATE PARTNERSHIPS) REF NO: 70258355**
Programme: Cradle of Humankind World Heritage Site

SALARY : R206 982 – R250 035 per annum (plus benefits), Level 9
CENTRE : Johannesburg
REQUIREMENTS : A relevant Bachelors degree or equivalent qualification or experience and at least 3 years work experience. Knowledge and experience of public private partnerships (PPPs), including working knowledge of relevant policy, legal and regulatory frameworks

DUTIES : Technical support for all stages of the PPP procurement process in terms of treasury regulations and guidelines (visitor Orientation Centres), roads and bulk infrastructure development, prepare and manage landowner and stakeholder agreements, manage land use permissions.

ENQUIRIES : Mr Mags Pillay (011) 355 1578

POST 05/73 : **ASSISTANT DIRECTOR: INTEGRATED ENVIRONMENT AND CONSERVATION MANAGEMENT REF NO: 70258356**
Programme: Research and Planning

SALARY : R206 982 – R250 035 per annum (plus benefits), Level 9

CENTRE REQUIREMENTS : Johannesburg
 : A Bachelor degree in conservation, environment, geology/geohydrology, or planning, or equivalent qualification or experience . Knowledge and experience of policy development, strategic planning and project implementation processes. At least 3 years of work experience.

DUTIES : Project management of identified conservation and environmental projects; monitoring of fossils sites and surface and ground water in the COH WHS; State of Environment Reporting and management of all environmental and conservation matters in both project areas.

ENQUIRIES : Ms S Chettiar (011) 355-1222

POST 05/74 : **ASSISTANT DIRECTOR: TOURISM AND INVESTMENT MONITORING AND EVALUATION REF NO: 70258357**

SALARY CENTRE REQUIREMENTS : R206 982 – R250 035 per annum (plus benefits), Level 9
 : Johannesburg
 : A relevant Bachelor degree or equivalent qualification or experience. Knowledge and experience of research, strategic planning, project implementation and project management processes. At least three years of work experience.

DUTIES : Assist with management of the tourism demand, tourism supply and tourism and investment research projects. Manage the updating of the tourism supply research database. Produce quarterly tourism trend analysis reports focusing on key domestic and international source markets. Produce quarterly reports on global events affecting tourism.

ENQUIRIES : Ms S Chettiar (011) 355-1222

POST 05/75 : **ASSISTANT DIRECTOR: MARKETING AND PUBLIC RELATIONS REF NO: 70258358**
 Programme: Fundraising, Events and Marketing

SALARY CENTRE REQUIREMENTS : R206 982 – R250 035 per annum (plus benefits), Level 9
 : Johannesburg
 : A relevant Bachelor degree or equivalent qualification or experience and at least three years of relevant work experience. Knowledge and experience of tourism marketing, public relations and corporate communications. Excellent writing and design skills.

DUTIES : Management of an annual media and PR plan; manage ATL and BTL media coverage, press releases and production of marketing collateral. Management of corporate communications.

ENQUIRIES : Ms R Lakha-Singh (011) 355 1402

POST 05/76 : **ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT (STATE ACCOUNTANT) REF NO 70258359**
 Programme: Finance

SALARY CENTRE REQUIREMENTS : R140 208 – R165 159 per annum (plus benefits)(Level 7)
 : Johannesburg
 : An appropriate Bachelor degree or equivalent three year qualification or experience. Knowledge of SAP and experience in government finance processes and procedures is an added advantage.

DUTIES : Ensure compliance to National, Provincial and Internal Procurement Regulations and Policies (e.g. PFMA), Treasury Regulations, PPPFA and BBBEEA) as well as the implementation thereof. Ensure timeous payment of service providers. Provider monthly status reports pertaining to the Procurement to Payment cycle. Facilitate entity and vendor registration.

ENQUIRIES : Ms P Mundiya (011) 355-1400

DEPARTMENT OF EDUCATION

APPLICATIONS : District Addresses – 2011
 District Ekurhuleni North [EN]: Physical Address: 78 Howard Avenue, Munpen Building, BENONI Enquiries: Flora Agulhas TEL: (011) 746-8180
 District Ekurhuleni South [ES]: Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal, ALBERTON Enquiries: Nkosinathi Shandu TEL: (011) 389-6083

District Gauteng East [GE]: Physical Address: Corner 2nd Avenue & 3rd Street, Old FNB Building, SPRINGS Enquiries: Corlette Maluleke TEL: (011)736 -0718
 District Gauteng North [GN]: Physical Address: 89 Yorkcor Park Building, Watermeyer Street, VAL DE GRACE, PRETORIA Enquiries: Ria van de Merwe TEL: (012) 846 -3754
 District Gauteng West [GW]: Physical Address: Cnr. Boshoff & Human Street, KRUGERSDORP Enquiries: Louisa Dhlamini TEL: (011) 660-4581
 District Johannesburg Central [JC]: Physical Address: Cnr Morola & Chris Hani Road, Soweto College, PIMVILLE Enquiries: R Nemukula TEL : (011)983-2155
 District Johannesburg East [JE]: Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, SANDTON Enquiries: Elizabeth Moloko: TEL: (011) 666-9109
 District Johannesburg North [JN]: Physical Address: Cnr Biccard & Jorrison Street FNB Building, BRAAMFONTEIN or Boipelo EDC, 1089 Mokoena Street, KLIPSPRUIT, SOWETO Enquiries: Roseline Vaughan TEL:(011)694-9378/011 933-4299
 District Johannesburg South [JS]: Physical Address: 100 Northern Parkway, Crownwood Ormonde JOHANNESBURG Enquiries: Patrick Sesane: TEL:(011) 835 1373/1768
 District Johannesburg West [JW]: Physical Address: 20 Madeline Street FLORIDA Enquiries: Elizabeth Motsamai TEL: (011) 831-5333
 District Sedibeng East[SE]: Physical Address: SL& M Building Cnr Joubert & Kruger Street, VEREENIGING Enquiries: Pierre Zeeman TEL: (016) 440-1748
 District Sedibeng West [SW]: Physical Address: Sebokeng College 6 Samuel Street; Zone 18, SEBOKENG Enquiries: Erna Rust TEL: (016) 594 9207
 District Tswane North [TN]: Physical Address: Wonderboom Junction 11 Lavender Street PRETORIA Enquiries: Grace Chauke TEL: (012) 543 1044
 District Tswane South [TS]: Physical Address: President Tower Building Between van der Walt & Andries Street PRETORIA Enquiries: Margie van der Walt TEL: (012) 321 0530
 District Tshwane West [TW]: Physical Address: Klipgat Road Old Hebron College Enquiries: Thabo Tshetlo TEL: (012 725 1394/5)

CLOSING DATE

: 18 February 2011, Applications for SES Vacancy should be hand delivered to Districts where posts are advertised from 02 February 2011 to Friday, 18 February 2011 between 8H00 and 16H00 daily

NOTE

: The ONLY acceptable application form to be used is the Z83 obtainable from any public service department or from the website which must be completed in full. A certified copy of ID and qualifications must be attached. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed.

OTHER POSTS

POST 05/77

: **SENIOR EDUCATION SPECIALIST- (MATHS LITERACY)**
 Sub-Directorate: Curriculum Delivery
 Section: FET

SALARY CENTRE

: R227 547 p.a. (Plus Benefits)
 District – (Ref: GW001) Gauteng West(X2 Post),) (Ref: GN001) Gauteng North, (ES001) Ekurhuleni South, (Ref: JE001) (Johannesburg East)

REQUIREMENTS

: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES

: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of

assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES

: Gauteng West: Ms. L. Dhlamini (011) 660-4581
Gauteng North: Ms. M Nhlapo 012 846 3718
Ekurhuleni South: Mr. N. Shandu 011 389 6083
Johannesburg East: Ms. Elizabeth Moloko 011 666 9109

POST 05/78

: **SENIOR EDUCATION SPECIALIST- (GRADE R) REF: GW 002**
Sub-Directorate: Curriculum Delivery
Section: ECD & Foundation Phase

SALARY

: R 227 547 p.a. (Plus Benefits)

CENTRE

: District – Gauteng West

REQUIREMENTS

: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES

: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES

: Ms. L. Dhlamini (011) 660-4581

POST 05/79

: **SENIOR EDUCATION SPECIALIST-(TECHNOLOGY) REF: GW 003**
Sub-Directorate: Curriculum Delivery
Section: Intermediate Phase

SALARY

: R227 547 p.a. (Plus Benefits)

CENTRE

: District – Gauteng West

REQUIREMENTS

: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES

: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation

of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES

: Ms. L. Dhlamini (011) 660-4581

POST 05/80

: **SENIOR EDUCATION SPECIALIST REF: GW 004**

Sub-Directorate: Curriculum Delivery
Section: Exams

SALARY

: R227 547 p.a. (Plus Benefits)

CENTRE

: District – Gauteng West

REQUIREMENTS

: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Through understating of NCS Report 550, NQF, OBE Policies, National Assessment Protocol, Curriculum 2005 and its review and other related legislative framework. Experience and knowledge in teacher development and curriculum development policy and practice. Ability to work independently, in a team and under pressure. Ability to work independently as well as in a team. Good written and verbal communication skills. Valid Driver's License.

DUTIES

: Assist centres of learning in conducting examinations. Administer concessions for LSEN during assessment/examinations. Appoint and train invigilators. Capture entries and grade changes. Manage the delivery of examination paper and the collections of scripts. Administer the remark, recheck and viewing process. Administer applications for certification. Deal with queries from the public regarding results and certification.

ENQUIRIES

: Ms. L. Dhlamini (011) 660-4581

POST 05/81

: **SENIOR EDUCATION SPECIALIST- (LITERACY) REF: GW 005**

Sub-Directorate: Curriculum Delivery
Section: ECD & Foundation Phase

SALARY

: R227 547 p.a. (Plus Benefits)

CENTRE

: District – Gauteng West

REQUIREMENTS

: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES

: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES

: Ms. L. Dhlamini (011) 660-4581

POST 05/82

: **SENIOR EDUCATION SPECIALIST- (CONSUMER & HOSPITALITY STUDIES REF: GW 006**

Sub-Directorate: Curriculum Delivery
Section: FET

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – Gauteng West ()
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ms. L. Dhlamini (011) 660-4581

POST 05/83 : **SENIOR EDUCATION SPECIALIST(HIV/AIDS COORDINATOR) REF: SE 001**
Sub-Directorate: E-Learning & Curriculum Support Programmes
Section: Education Support Systems

SALARY : R 227 547 p.a. (Plus Benefits)
CENTRE : District – Sedibeng East
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Knowledge and understanding of school support systems. Knowledge of department constitutional mandate, relevant policies and its relationship with the national department of education and other related legislative framework. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A Valid Driver's License.

DUTIES : Co-ordinate the implementation of education support system (for Learners including career guidance, Educators, SGB's, SMT's) policy and plans. Promote and develop sports programmes in schools. Promote and develop Youth, Arts & Cultural Programmes. Ensure safe and health promoting environments in institutions (e.g. HIV/AIDS).

ENQUIRIES : Mr. Pierre Zeeman (016) 440-1748

POST 05/84 : **SENIOR EDUCATION SPECIALIST (SCHOOL HEALTH COORDINATOR) REF: SE 002**
Sub-Directorate: E-Learning & Curriculum Support Programmes
Section: Education Support Systems

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – Sedibeng East
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Knowledge and understanding of school support systems. Knowledge of department constitutional mandate, relevant policies and its relationship with the national department of education and other related legislative framework. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A Valid Driver's License.

- DUTIES** : Co-ordinate the implementation of education support system (for Learners including career guidance, Educators, SGB's, SMT's) policy and plans. Promote and develop sports programmes in schools. Promote and develop Youth, Arts & Cultural Programmes. Ensure safe and health promoting environments in institutions (e.g. HIV/AIDS).
- ENQUIRIES** : Mr. Pierre Zeeman (016) 440-1748
- POST 05/85** : **SENIOR EDUCATION SPECIALIST- ARTS & CULTURE REF: GW 007**
Sub-Directorate: E-Learning & Curriculum Support Programmes
Section: Education Support Systems
- SALARY** : R227 547 p.a. (Plus Benefits))
CENTRE : District – Gauteng West
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Knowledge and understanding of school support systems. Knowledge of department constitutional mandate, relevant policies and its relationship with the national department of education and other related legislative framework. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A Valid Driver's License.
- DUTIES** : Co-ordinate the implementation of education support system (for Learners including career guidance, Educators, SGB's, SMT's) policy and plans. Promote and develop sports programmes in schools. Promote and develop Youth, Arts & Cultural Programmes. Ensure safe and health promoting environments in institutions (e.g. HIV/AIDS).
- ENQUIRIES** : Ms. L. Dhlamini (011) 660-4581
- POST 05/86** : **SENIOR EDUCATION SPECIALIST- (LIBRARY SERVICES)**
Sub-Directorate: E-Learning & Curriculum Support Programmes
Section: Multimedia, Learning and Support Material
- SALARY** : R227 547 p.a. (Plus Benefits)
CENTRE : District –(Ref: ES 002) Ekurhuleni South, (Ref: GW 008) Gauteng West
REQUIREMENTS : An appropriate recognized 3 year B-degree/Teaching Diploma REQV13 or equivalent qualification plus a minimum of at least 5 years experience in the management of MLTSM or related discipline with reference to the post description. Must be registered with SACE. In-depth knowledge of education management and interaction with legislative framework and policy. In- depth knowledge, interpretation of policy. Knowledge of the National Curriculum Statements NCS and other related legislative framework. Ability to work independently as well as in a team. Good written, verbal communication skills and negotiation skills. Awareness & sensitivity to cultural and ethnic diversity. Problem solving & analysis skills. Valid Driver's License.
- DUTIES** : Facilitate the evaluation, selection and distribution and reprint of appropriate existing support material. Develop additional learning materials and teaching support materials for the programmes. Review the status of educator preparation and programme implementation. Conduct an impact evaluation and synthesize surveys conducted. Co-ordinate the provisioning of library services and TELI.
- ENQUIRIES** : Ekurhuleni South: Mr. N. Shandu 011 389 6083
Gauteng West: Ms. L. Dhlamini 011 660-4581
- POST 05/87** : **SENIOR EDUCATION SPECIALIST**
Sub-Directorate: E-Learning & Curriculum Support Programmes
Section: Education Support Systems
- SALARY** : R 227 547 p.a. (Plus Benefits)
CENTRE : District - (Ref: TS001) Tshwane South, (Ref: TN004) Tshwane North, (Ref: GN002) Gauteng North, (Ref: JE002) Johannesburg East
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Knowledge and understanding of school support systems. Knowledge of department constitutional mandate, relevant policies and its relationship with the national department of education and other related legislative framework. Ability to work independently as well as in a team and

under pressure. Good written and verbal communication skills. A Valid Driver's License.

DUTIES : Co-ordinate the implementation of education support system (for Learners including career guidance, Educators, SGB's, SMT's) policy and plans. Promote and develop sports programmes in schools. Promote and develop Youth, Arts & Cultural Programmes. Ensure safe and health promoting environments in institutions (e.g. HIV/AIDS).

ENQUIRIES : Tshwane South: Ms M. Van der Walt 012 401 6363/6365
Gauteng North: Dr. M.F Sethosa 012 846 3689
Tshwane North: Ms. G Chauke 012 543 1044
Johannesburg East: Ms. E Moloko 011 666 9109

POST 05/88 : **SENIOR EDUCATION SPECIALIST- (ENGLISH FAL) REF: JN 001**
Sub-Directorate: Curriculum Delivery
Section: FET

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – Johannesburg North ()
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ms R. Vaughan (011) 694-9300

POST 05/89 : **SENIOR EDUCATION SPECIALIST- (BUSINESS STUDIES AND ECONOMICS) REF: JN 002**
Sub-Directorate: Curriculum Delivery
Section: FET

SALARY : R 227 547 p.a. (Plus Benefits)
CENTRE : District – Johannesburg North
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of

assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES

: Ms. R. Vaughan (011) 694-9300

POST 05/90

: **SENIOR EDUCATION SPECIALIST- (NUMERACY)**

Sub-Directorate: Curriculum Delivery
Section: ECD and Foundation Phase

SALARY
CENTRE

: R227 547 p.a. (Plus Benefits)
: District – (Ref: GN 003) Gauteng North, (Ref: JS001) Johannesburg South (Ref: JE003) Johannesburg East, (SW 001) Sedibeng West

REQUIREMENTS

: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES

: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES

: Gauteng North: Ms. A. Mampane 012 846 3684
Johannesburg South: Mr. P. Sesane 011 247 5957
Johannesburg East: Ms. E. Moloko 011 666 9109
Sedibeng West: Ms. E. Rust 016 594 9207

POST 05/91

: **SENIOR EDUCATION SPECIALIST-(AFRICAN LANGUAGE-ISIZULU) REF: GN 004**

Sub-Directorate: Curriculum Delivery
Section: Intermediate Phase

SALARY
CENTRE
REQUIREMENTS

: R227 547 p.a. (Plus Benefits)
: District – Gauteng North ()
: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES

: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional

assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Mr. J. Untiedt 012 846 3751

POST 05/92 : **SENIOR EDUCATION SPECIALIST-(TECHNOLOGY)**

Sub-Directorate: Curriculum Delivery

Section: Senior Phase

SALARY : R227 547 p.a. (Plus Benefits)

CENTRE : District – (Ref: GN 005) Gauteng North, (Ref: SE 003) Sedibeng East

REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Gauteng North: Ms. T. Mashile 012 846 3785
Sedibeng East: Mr. P. Zeeman 016 440-1748

POST 05/93 : **SENIOR EDUCATION SPECIALIST-(MATHEMATICS) X 2 POSTS REF: GN 006**

Sub-Directorate: Curriculum Delivery

Section: FET

SALARY : R227 547 p.a. (Plus Benefits)

CENTRE : District – Gauteng North

REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to

accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES

: Ms. M. Nhlapo 012 846 3718

POST 05/94

: **SENIOR EDUCATION SPECIALIST- (PHYSICAL SCIENCE)**

Sub-Directorate: Curriculum Delivery

Section: FET

SALARY

: R227 547 p.a. (Plus Benefits)

CENTRE

: District – (Ref: GN 007) Gauteng North, (Ref: ES 003) Ekurhuleni South, (Ref: SW 002) Sedibeng West, (Ref: GE 001) Gauteng East, (Ref: JN 003) Johannesburg North, (Ref: JW 001) Johannesburg West, (Ref: EN 001) Ekurhuleni North

REQUIREMENTS

: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES

: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES

: Gauteng North: Ms. M. Nhlapo 012 846 3718

Ekurhuleni South: Mr. N Shandu 011 389 6083

Sedibeng West: Ms. E. Rust 016 594 9207

Gauteng East: Ms. C Maluleke 011736 0718/0735

Johannesburg North: Ms. R. Vaughan 011 694 9300

Johannesburg West: Ms. E. Motsamai 011 831 5333

Ekurhuleni North: Ms. F. Agulhas 011 746 8180

POST 05/95

: **SENIOR EDUCATION SPECIALIST-(LIFE ORIENTATION)**

Sub-Directorate: Curriculum Delivery

Section: FET

SALARY

: R227 547 p.a. (Plus Benefits)

CENTRE

: District – (Ref: GN 008) Gauteng North, (Ref: JE 004) Johannesburg East

REQUIREMENTS

: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES

: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment

system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Gauteng North: Ms. M. Nhlapo 012 846 3718
Johannesburg East: Ms. E. Moloko 011 666 9109

POST 05/96 : **SENIOR EDUCATION SPECIALIST- (ASSESSMENT)**
Sub-Directorate: Curriculum Delivery
Section: FET/ABET

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – (Ref: EN 002) Ekurhuleni North, (Ref: JW 002) Johannesburg West. (Ref: TW 001) Tshwane West

REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support all assessment of the learning area programmes, activities and projects in FET/ABET. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs.

ENQUIRIES : Ekurhuleni North: Ms. F. Agulhas 011 746 8180
Johannesburg West: Ms E. Motsamai 011 831 5333
Tshwane West: Mr. T. Tshetlo 012 725 1394

POST 05/97 : **SENIOR EDUCATION SPECIALIST- (ENGINEERING& GRAPHIC DESIGN) REF: ES 004**
Sub-Directorate: Curriculum Delivery
Section: FET

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – Ekurhuleni South ()

REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes

place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES

: Mr. N.Shandu 011 389 6083

POST 05/98

: **SENIOR EDUCATION SPECIALIST- (EMS) REF: ES 005**

Sub-Directorate: Curriculum Delivery
Section: ABET

SALARY

: R227 547 p.a. (Plus Benefits)

CENTRE

: District – Ekurhuleni South

REQUIREMENTS

: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES

: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES

: Mr. N.Shandu 011 389 6083

POST 05/99

: **SENIOR EDUCATION SPECIALIST- (ENGLISH FAL)**

Sub-Directorate: Curriculum Delivery
Section: FET

SALARY

: R227 547 p.a. (Plus Benefits)

CENTRE

: District – (Ref: ES 006) Ekurhuleni South, (Ref: JE 005) Johannesburg East

REQUIREMENTS

: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES

: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation

of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ekurhuleni South: Mr. N.Shandu 011 389 6083
Johannesburg East: Ms. E Moloko (011) 666-9109

POST 05/100 : **SENIOR EDUCATION SPECIALIST- (TOURISM)**
Sub-Directorate: Curriculum Delivery
Section: FET

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – (Ref: ES 007) Ekurhuleni South, (Ref: EN 003) Ekurhuleni North
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ekurhuleni South: Mr. N. Shandu 011 389 6083
Ekurhuleni North: Ms. F. Agulhas 011 746 8180

POST 05/101 : **SENIOR EDUCATION SPECIALIST- (ENGLISH & AFRIKAANS)**
Sub-Directorate: Curriculum Delivery
Section: Intermediate Phase

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – (Ref: ES 008) Ekurhuleni South, (Ref: JS 002) Johannesburg South
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of

guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ekurhuleni South: Mr. N.Shandu 011 389 6083
Johannesburg South: Mr. P. Sesane (011) 247 5957

POST 05/102 : **SENIOR EDUCATION SPECIALIST- (ARTS AND CULTURE) REF: ES 009**
Sub-Directorate: Curriculum Delivery
Section: Intermediate Phase

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – Ekurhuleni South
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Mr. N. Shandu 011 389 6083

POST 05/103 : **SENIOR EDUCATION SPECIALIST- (VISUAL ARTS & DESIGN) REF: ES 0010**
Sub-Directorate: Curriculum Delivery
Section: FET

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – Ekurhuleni South
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs.

ENQUIRIES : Ekurhuleni South: Mr. N.Shandu 011 389 6083

POST 05/104 : **SENIOR EDUCATION SPECIALIST- (LIFE SKILLS) REF: ES 0011**
Sub-Directorate: Curriculum Delivery
Section: FET

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – Ekurhuleni South
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver’s License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs.

ENQUIRIES : Mr. N.Shandu 011 389 6083

POST 05/105 : **SENIOR EDUCATION SPECIALIST- (MATHEMATICS & MATHS LITERACY) REF: SW 003**
Sub-Directorate: Curriculum Delivery
Section: FET

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – Sedibeng West
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver’s License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ms. E. Rust (016) 594-9207

POST 05/106 : **SENIOR EDUCATION SPECIALIST- (ASSESSMENT)**
Sub-Directorate: Curriculum Delivery
Section: Senior Phase

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – (Ref: SW 004) Sedibeng West, (Ref: TW 002) Tshwane West
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Sedibeng West: Ms. E. Rust 016 594 9207
Tshwane West: Mr. T. Tshetlo 012 725 1374

POST 05/107 : **SENIOR EDUCATION SPECIALIST- (NGUNI LANGUAGES-ZULU & XHOSA)**
REF: SW 005
Sub-Directorate: Curriculum Delivery
Section: FET

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – Sedibeng West
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ms. E. Rust (016) 594-9207

POST 05/108 : **SENIOR EDUCATION SPECIALIST- (SOCIAL SCIENCE) REF: TS 002**
Sub-Directorate: Curriculum Delivery
Section: Senior Phase

SALARY : R 227 547 p.a. (Plus Benefits)
CENTRE : District – Tshwane South ()
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ms.M van der Walt (012) 401 6363

POST 05/109 : **SENIOR EDUCATION SPECIALIST- (GEOGRAPHY)**
Sub-Directorate: Curriculum Delivery
Section: FET

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – (Ref: TS 003) Tshwane South, (Ref: JW 003) Johannesburg West
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Tshwane South: Ms. M. van der Walt 012 401 6363
Johannesburg West: Ms. E Motsamai 011 831 5333

POST 05/110 : **SENIOR EDUCATION SPECIALIST- (LIFE SKILLS) REF: TS 004**
Sub-Directorate: Curriculum Delivery
Section: ECD & Foundation Phase

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – Tshwane South
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ms. M. van der Walt 012 401 6363

POST 05/111 : **SENIOR EDUCATION SPECIALIST- (LANGUAGE: XITSONGA) REF: TS 005**
Sub-Directorate: Curriculum Delivery
Section: ECD & Foundation Phase

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – Tshwane South ()
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ms. M. van der Walt 012 401 6363

POST 05/112 : **SENIOR EDUCATION SPECIALIST- (PHYSICS)**
Sub-Directorate: Curriculum Delivery
Section: FET

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – (Ref: JS 003) Johannesburg South, (Ref: EN 004) Ekurhuleni North

<u>REQUIREMENTS</u>	:	An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.
<u>DUTIES</u>	:	Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.
<u>ENQUIRIES</u>	:	Johannesburg South: Mr. P. Sesane (011) 247 5957 Ekurhuleni North: Ms. F Agulhas 011 746 8180
<u>POST 05/113</u>	:	<u>SENIOR EDUCATION SPECIALIST- (ACCOUNTING) REF: JS 004</u> Sub-Directorate: Curriculum Delivery Section: FET
<u>SALARY</u>	:	R227 547 p.a. (Plus Benefits)
<u>CENTRE</u>	:	District – Johannesburg South ()
<u>REQUIREMENTS</u>	:	An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.
<u>DUTIES</u>	:	Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.
<u>ENQUIRIES</u>	:	Mr. P. Sesane (011) 247 5957
<u>POST 05/114</u>	:	<u>SENIOR EDUCATION SPECIALIST- (SPORTS CO-ORDINATOR) REF: JS 005</u> Sub-Directorate: E-Learning & Curriculum Support Programmes Section: Education Support Systems
<u>SALARY</u>	:	R227 547 p.a. (Plus Benefits)
<u>CENTRE</u>	:	District – Johannesburg South
<u>REQUIREMENTS</u>	:	An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Knowledge and understanding of

school support systems. Knowledge of department constitutional mandate, relevant policies and its relationship with the national department of education and other related legislative framework. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A Valid Driver's License.

DUTIES : Co-ordinate the implementation of education support system (for Learners including career guidance, Educators, SGB's, SMT's) policy and plans. Promote and develop sports programmes in schools. Promote and develop Youth, Arts & Cultural Programmes. Ensure safe and health promoting environments in institutions (e.g. HIV/AIDS).

ENQUIRIES : Mr. P. Sesane (011) 247 5957

POST 05/115 : **SENIOR EDUCATION SPECIALIST- (ENGLISH & AFRIKAANS) REF: JE 006**
Sub-Directorate: Curriculum Delivery
Section: ECD Foundation Phase

SALARY : R227 547 p.a. (Plus Benefits)

CENTRE : District – Johannesburg East ()

REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ms. E Moloko (011) 666-9109

POST 05/116 : **SENIOR EDUCATION SPECIALIST- (VISUAL ARTS & GRAPHIC DESIGN) REF: JE 007**
Sub-Directorate: Curriculum Delivery
Section: FET

SALARY : R227 547 p.a. (Plus Benefits)

CENTRE : District – Johannesburg East

REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of

assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ms. E Moloko (011) 666-9109

POST 05/117 : **SENIOR EDUCATION SPECIALIST- (MATHEMATICS) REF: JE 008**
Sub-Directorate: Curriculum Delivery
Section: FET

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – Johannesburg East ()
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ms. E Moloko (011) 666-9109

POST 05/118 : **SENIOR EDUCATION SPECIALIST- (NUMERACY) REF: JE 009**
Sub-Directorate: Curriculum Delivery
Section: ABET

SALARY : R 227 547 p.a. (Plus Benefits)
CENTRE : District – Johannesburg East
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and

transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES

: Ms. E Moloko (011) 666-9109

POST 05/119

: **SENIOR EDUCATION SPECIALIST- (LIFE SCIENCE) REF: JE 0010**

Sub-Directorate: Curriculum Delivery

Section: FET

SALARY

: R227 547 p.a. (Plus Benefits)

CENTRE

: District – Johannesburg East

REQUIREMENTS

: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES

: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES

: Ms. E Moloko (011) 666-9109

POST 05/120

: **SENIOR EDUCATION SPECIALIST- (ECONOMICS)**

Sub-Directorate: Curriculum Delivery

Section: FET

SALARY

: R227 547 p.a. (Plus Benefits)

CENTRE

: District – (Ref: JE 0011) Johannesburg East, (Ref: TW 003) Tshwane West

REQUIREMENTS

: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES

: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

- ENQUIRIES** : Johannesburg East: Ms. E Moloko (011) 666-9109 Tshwane West: Mr. T. Tshetlo
012 725 1394
- POST 05/121** : **SENIOR EDUCATION SPECIALIST- (Literacy Indigenous Languages) Ref: JE 0012**
Sub-Directorate: Curriculum Delivery
Section: ECD Foundation Phase
- SALARY** : R227 547 p.a. (Plus Benefits)
CENTRE : District – Johannesburg East ()
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.
- DUTIES** : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.
- ENQUIRIES** : Ms. E Moloko (011) 666-9109
- POST 05/122** : **SENIOR EDUCATION SPECIALIST- (AFRIKAANS & FOREIGN LANGUAGES) REF: JE 0013**
Sub-Directorate: Curriculum Delivery
Section: FET
- SALARY** : R227 547 p.a. (Plus Benefits)
CENTRE : District – Johannesburg East ()
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.
- DUTIES** : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.
- ENQUIRIES** : Ms. E Moloko (011) 666-9109

- POST 05/123** : **SENIOR EDUCATION SPECIALIST- (ASSESSMENT: L1- L4) REF: JE 0014**
Sub-Directorate: Curriculum Delivery
Section: FET/ABET
- SALARY** : R227 547 p.a. (Plus Benefits)
CENTRE : District – Johannesburg East ()
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.
- DUTIES** : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.
- ENQUIRIES** : Ms. E Moloko (011) 666-9109
- POST 05/124** : **SENIOR EDUCATION SPECIALIST (AFRIKAANS & FOREIGN LANGUAGES) REF: JE 0015**
Sub-Directorate: Curriculum Delivery
Section: FET
- SALARY** : R227 547 p.a. (Plus Benefits)
CENTRE : District – Johannesburg East ()
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.
- DUTIES** : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.
- ENQUIRIES** : Ms. E Moloko (011) 666-9109
- POST 05/125** : **SENIOR EDUCATION SPECIALIST**
Sub-Directorate: E-Learning and Curriculum Support Programmes

Section: LTSM

<u>SALARY</u>	:	R227 547 p.a. (Plus Benefits)
<u>CENTRE</u>	:	District – (Ref: GE 002) Gauteng East, (Ref: JC 001) Johannesburg Central, (TN 005) Tshwane North
<u>REQUIREMENTS</u>	:	An appropriate recognized 3 year B-degree/Teaching Diploma REQV13 or equivalent qualification plus a minimum of at least 5 years experience in the management of MLTSM or related discipline with reference to the post description. Must be registered with SACE. In-depth knowledge of education management and interaction with legislative framework and policy. In- depth knowledge, interpretation of policy. Knowledge of the National Curriculum Statements NCS and other related legislative framework. Ability to work independently as well as in a team. Good written, verbal communication skills and negotiation skills. Awareness & sensitivity to cultural and ethnic diversity. Problem solving & analysis skills. Valid Driver's License.
<u>DUTIES</u>	:	Facilitate the evaluation, selection and distribution and reprint of appropriate existing support material. Develop additional learning materials and teaching support materials for the programmes. Review the status of educator preparation and programme implementation. Conduct an impact evaluation and synthesize surveys conducted. Co-ordinate the provisioning of library services and TELL.
<u>ENQUIRIES</u>	:	Gauteng East: Ms. C Maluleke (011) 736-0718 Johannesburg Central: Mr. R Nemukula 011 983 2155 Tshwane North: Ms. G Chauke 011 543 1044
<u>POST 05/126</u>	:	<u>SENIOR EDUCATION SPECIALIST (HIV & AIDS)(X 5 POSTS) REF: GE 003</u> Sub-Directorate: E-Learning and Curriculum Support Programmes
<u>SALARY</u>	:	R227 547 p.a. (Plus Benefits)
<u>CENTRE</u>	:	District – Gauteng East
<u>REQUIREMENTS</u>	:	An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Knowledge and understanding of school support systems. Knowledge of department constitutional mandate, relevant policies and its relationship with the national department of education and other related legislative framework. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A Valid Driver's License.
<u>DUTIES</u>	:	Co-ordinate the implementation of education support system (for Learners including career guidance, Educators, SGB's, SMT's) policy and plans. Promote and develop sports programmes in schools. Promote and develop Youth, Arts & Cultural Programmes. Ensure safe and health promoting environments in institutions (e.g. HIV/AIDS).
<u>ENQUIRIES</u>	:	Ms. C Maluleke (011) 736-0718
<u>POST 05/127</u>	:	<u>SENIOR EDUCATION SPECIALIST-(E-LEARNING)</u> Sub-Directorate: E-Learning and Curriculum Support Programmes Section: E-Learning
<u>SALARY</u>	:	R227 547 p.a. (Plus Benefits)
<u>CENTRE</u>	:	District – (Ref: GE 004) Gauteng East X2, (Ref: JE 0016) Johannesburg East
<u>REQUIREMENTS</u>	:	An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Knowledge and understanding of school support systems. Knowledge of department constitutional mandate, relevant policies and its relationship with the national department of education and other related legislative framework. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the relevant field will be an added advantage. Valid Driver's License.
<u>DUTIES</u>	:	Implement E-learning policy. Integration of E-Learning methodologies within the context of outcome-based education
<u>ENQUIRIES</u>	:	Gauteng East: Ms. C Maluleke 011 736 0718 Johannesburg East: Ms. E. Moloko 011 666 9109

POST 05/128 : **SENIOR EDUCATION SPECIALIST (ACCOUNTING) REF: JW 003**
Sub-Directorate: Curriculum Delivery
Section: FET

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – Johannesburg West ()
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ms. E. Motsamai (011) 831-5333

POST 05/129 : **SENIOR EDUCATION SPECIALIST (CAT/IT)**
Sub-Directorate: Curriculum Delivery
Section: FET

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – (Ref: JW 004) Johannesburg West, (TN 006) Tshwane North, Tshwane West (Ref: TW 004)
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Johannesburg West: Ms. E. Motsamai (011) 831-5333
Tshwane North: Ms. G Chauke (012) 543 1094
Tshwane West: Mr. T. Tshetlo 012 725 1394

POST 05/130 : **SENIOR EDUCATION SPECIALIST (XITSONGA/TSHIVENDA) REF: JW 005**
Sub-Directorate: Curriculum Delivery
Section: FET

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – Johannesburg West
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ms. E. Motsamai (011) 831-5333

POST 05/131 : **SENIOR EDUCATION SPECIALIST (AFRIKAANS)**
Sub-Directorate: Curriculum Delivery
Section: FET

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – (Ref: JW 006) Johannesburg West, (Ref: JC 002) Johannesburg Central, (Ref: TW 005) Tshwane West
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ms. E. Motsamai (011) 831-5333
Johannesburg Central Mr. R. Nemukula 011 983 2155
Tshwane West Mr. T. Tshetlo 012 725 1394

POST 05/132 : **SENIOR EDUCATION SPECIALIST (AFRICAN INDIGENOUS LANGUAGES) REF: JW 007**
Sub-Directorate: Curriculum Delivery
Section: ECD & Foundation Phase

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – Johannesburg West
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ms. E. Motsamai (011) 831-5333

POST 05/133 : **SENIOR EDUCATION SPECIALIST (ASSESSMENT) REF: JW 008**
Sub-Directorate: Curriculum Delivery
Section: ECD & Foundation Phase

SALARY : R 227 547 p.a. (Plus Benefits)
CENTRE : District – Johannesburg West ()
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ms. E. Motsamai (011) 831-5333

POST 05/134 : **SENIOR EDUCATION SPECIALIST (GRADE R) REF: JW 009**
Sub-Directorate: Curriculum Delivery
Section: ECD & Foundation Phase

SALARY : R 227 547 p.a. (Plus Benefits)
CENTRE : District – Johannesburg West ()
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ms. E. Motsamai (011) 831-5333

POST 05/135 : **SENIOR EDUCATION SPECIALIST (AFRICAN LANGUAGES) REF: JW 0010**
Sub-Directorate: Curriculum Delivery
Section: Intermediate Phase

SALARY : R 227 547 p.a. (Plus Benefits)
CENTRE : District – Johannesburg West ()
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ms. E. Motsamai (011) 831-5333

POST 05/136 : **SENIOR EDUCATION SPECIALIST (ENGLISH) REF: JW 0011**
Sub-Directorate: Curriculum Delivery
Section: Intermediate Phase

SALARY : R 227 547 p.a. (Plus Benefits)
CENTRE : District – Johannesburg West

- REQUIREMENTS** : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.
- DUTIES** : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.
- ENQUIRIES** : Ms. E. Motsamai (011) 831-5333
- POST 05/137** : **SENIOR EDUCATION SPECIALIST (SOCIAL SCIENCE) REF: JW 0012**
Sub-Directorate: Curriculum Delivery
Section: Intermediate Phase
- SALARY** : R 227 547 p.a. (Plus Benefits)
CENTRE : District – Johannesburg West
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.
- DUTIES** : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.
- ENQUIRIES** : Ms. E. Motsamai (011) 831-5333
- POST 05/138** : **SENIOR EDUCATION SPECIALIST (ECONOMIC AND MANAGEMENT SCIENCE) REF: JW 0013**
Sub-Directorate: Curriculum Delivery
Section: Senior Phase
- SALARY** : R 227 547 p.a. (Plus Benefits)
CENTRE : District – Johannesburg West
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and

knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ms. E. Motsamai (011) 831-5333

POST 05/139 : **SENIOR EDUCATION SPECIALIST- (ABET-L4) REF: JW 0014**
Sub-Directorate: Curriculum Delivery
Section: FET/ABET

SALARY : R227 547 p.a. (Plus Benefits)
CENTRE : District – Johannesburg West
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ms. E. Motsamai (011) 831-5333

POST 05/140 : **SENIOR EDUCATION SPECIALIST- (ENGLISH/AFRIKAANS) REF: TN 001**
Sub-Directorate: Curriculum Delivery
Section: ECD & Foundation Phase

SALARY : R 227 547.00 p.a. (Plus Benefits)
CENTRE : District – Tshwane North
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under

pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ms. G Chauke (012) 543-1044

POST 05/141 : **SENIOR EDUCATION SPECIALIST- (MATHEMATICS & PHYSICAL SCIENCE)**
REF: TN 002
Sub-Directorate: Curriculum Delivery
Section: FET

SALARY : R 227 547 p.a. (Plus Benefits)
CENTRE : District – Tshwane North
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ms. G Chauke (012) 543-1044

POST 05/142 : **SENIOR EDUCATION SPECIALIST- (DRAMA, DANCE, MUSIC, VISUAL ART & DESIGN) REF: TN 003**
Sub-Directorate: Curriculum Delivery
Section: FET

SALARY : R 227 547.00 p.a. (Plus Benefits)
CENTRE : District – Tshwane North
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

- DUTIES** : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.
- ENQUIRIES** : Ms. G Chauke (012) 543-1044
- POST 05/143** : **SENIOR EDUCATION SPECIALIST- (CONSUMER & HOSPITALITY STUDIES, TOURISM) REF: SE 004**
Sub-Directorate: Curriculum Delivery
Section: FET
- SALARY** : R 227 547 p.a. (Plus Benefits)
CENTRE : District – Sedibeng East
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.
- DUTIES** : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.
- ENQUIRIES** : Mr. Zeeman (016) 440-1748
- POST 05/144** : **SENIOR EDUCATION SPECIALIST-(TECHNOLOGY) REF: TW 006**
Sub-Directorate: Curriculum Delivery
Section: Senior Phase
- SALARY** : R 227 547.00 p.a. (Plus Benefits)
CENTRE : District – Tshwane West
REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.
- DUTIES** : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes

place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Mr. T. Tshetlo 012 725 1394

POST 05/145 : **SENIOR EDUCATION SPECIALIST- (English HOME & FAL) Ref: TW 007**
Sub-Directorate: Curriculum Delivery
Section: FET

SALARY : R 227 547.00 p.a. (Plus Benefits)

CENTRE : District –Tshwane West

REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Mr. T. Tshetlo 012 725 1394

POST 05/146 : **SENIOR EDUCATION SPECIALIST REF: TW 008**
Sub-Directorate: Special Projects

SALARY : R 227 547.00 p.a. (Plus Benefits)

CENTRE : District –Tshwane West

REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. In-depth knowledge of education. Ability to work independently, in a team and under pressure. Good written and verbal communication skills. Computer skills and qualification/experience in MS Projects will be an added advantage. Valid Driver's License.

DUTIES : Implementation of special projects (e.g. SSIP, LETO). Monitoring of special interventions in institutions. Administration of unit (e.g. Tutor claims). Co-ordinate all projects delegated by the Office of the Director

ENQUIRIES : Mr. T. Tshetlo 012 725 1394

POST 05/147 : **SENIOR EDUCATION SPECIALIST- AGRICULTURAL SCIENCE REF: TW 009**
Sub-Directorate: Curriculum Delivery
Section: FET

SALARY : R 227 547.00 p.a. (Plus Benefits)

CENTRE : District –Tshwane West ()

REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Mr. T. Tshetlo 012 725 1394

POST 05/148 : **SENIOR EDUCATION SPECIALIST: AFRIKAANS REF: TS 006**
Sub-Directorate: Curriculum Delivery
Section: Intermediate Phase

SALARY : R 227 547.00 p.a. (Plus Benefits)
CENTRE : District – Tshwane South

REQUIREMENTS : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, OBE, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.

ENQUIRIES : Ms. M. van der Walt 012 401 6363

DEPARTMENT OF FINANCE

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

CLOSING DATE : 18 February 2011

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these

instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

OTHER POSTS

POST 05/149 : **MANAGER: BEE DEVELOPMENT REF NO: 70258438**
Directorate: Procure to Pay
Person Profile: Skills: Strong people management skills. Operational Management of the unit in terms of the Balanced Scorecard (BSC); Cost control and Management; Strong ethics, Excellent communication skills applicable across all levels within the GDF and GPG Departments. Excellent verbal and writing communication are essential

SALARY : R 406 39 – R 479 239 per annum (All inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : An appropriate Bachelor's Degree or equivalent qualifications in Supply Chain Management. A minimum of 5 years managerial experience, preferably in a BEE development environment. A sound knowledge of BEE Legislation i.e. PPPFA of 2000 and Regulations; B-BBEE Act 53 of 2003 and the Code Of Good Practice, A valid driver's licence.

DUTIES : Formulate and operationalise strategies for BBBEE development in collaboration with the Commodity and Procurement teams, identify and implement preferential procurement interventions. Manage the facilitation of the provision of generic training and development of BEE SMME vendors. Manage the reporting process in all areas as required by legislation, regulations and any other GPG requirements. Manage the liaison with external stakeholders such as BEE SMME companies, other private and public business partners; Government Departments etc. thereby, establishing collaborative partnerships that will promote BBBEE. Manage the unit and all matters related to formative and summative performance appraisals, including the development of staff and a BSC for the unit. Managing the compilation of the sub-programme budget as well as controlling the expenditure. To liaise closely with and provide relevant support to all procurement sub programmes. Facilitate the identification of BBBEE projects and to coordinate the implementation of these projects. Manage the monitoring of preferential procurement spend targets and BBBEE initiatives and commitments.

ENQUIRIES : Mr. Pule. Mogagabe, Tel. No: (011) 689 8015

POST 05/150 : **ENTITY MAINTENANCE: TEAM LEADER REF NO: 70258439**
Directorate: Procure to Pay
Person Profile: The incumbent must be analytical, a problem solver, client oriented and customer focus, strive for continuous improvement, good communication skills, change management, facilitation, administrative, decision making, numerical, and be computer literate. A valid driver's license would be advantageous.

SALARY : R206 982 - R250 035 per annum (Plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Experience between 3-5 years in vendor management, Knowledge of account payables, Sundry payment processing, GPG processes, BEE/SMME sector, SAP, SRM, BAS systems and Vendor registration. A relevant business degree or equivalent qualifications would be advantageous.

DUTIES : Lead a team of entity maintenance capturers and authorisers on SAP, BAS Sundries and SRM. Handle all queries and customer complaints. Provide daily statistics to management and compile monthly reports. Monitor and evaluate staff performance. Registering of entities and individual applications on SAP/BAS. Compile statistical report of registered entities and individual vendors. Validation of vendor information through desk-based and field research

ENQUIRIES : Mr. Anthony. Klaaste, Tel. No: (011) 689 6559

DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT

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

CLOSING DATE : 16 February 2011

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

MANAGEMENT ECHELON

POST 05/151 : **CHIEF DIRECTOR REF NO: 70258330**
Directorate: Statutory Social Work

SALARY : R790 953 per annum (All inclusive remunerative package. The package can, with applicable rules, be structured according to the individual's needs.)

CENTRE : Johannesburg Head Office
REQUIREMENTS : A Bachelor's Degree or equivalent qualification and/or post graduate qualification in Social Work PLUS credible, relevant senior management and developmental experience. Proven strategic leadership and business partnering; research, policy management, development, monitoring and evaluation; problem solving and decision - making; communication; analytical and advanced program / resource management skills. Knowledge of the Department's constitutional mandate and relevant policies, legislation; and its relationship with National and other stakeholders. Knowledge of Statutory Social Work matters. Thorough understanding of the demographics of the Gauteng Province and the extent to which social work can address the inequitable socioeconomic realities within such. Proven track record of leading change management initiatives and applying innovative thinking. Excellent interpersonal relations. Code B driver's license. Computer literacy.

DUTIES : Overall management of the Chief Directorate: Statutory Social Work (including overseeing the development and implementation of business plans outlining critical strategic/ service delivery improvement interventions to be effected in accordance with the relevant legislation, the department's strategic plan and service delivery needs; acquiring funding for such in accordance with Public Finance Management requirements and management of resources towards the achievement of strategic objectives), and manage the performance and performance agreements of managers in immediate span of control . Facilitate the optimal development and functioning of individuals, families, groups and communities in the province towards the upliftment of communities, especially those marginalized in the past. Promote the development, implementation, monitoring, evaluation, improvement and marketing of need - based, sustainable social work policies, programs and services aimed at empowering Focus Groups (children, families, youth, women, aged persons with disabilities): In accordance with all relevant legislations, Administer legislation, and promote the development, implementation, monitoring, evaluation, improvement and marketing of need based, sustainable policies, programs and services aimed at promoting crime prevention through development and restorative justice. Building of sound and sustainable relationships / partnership with all business sectors towards achievement of Departmental objectives. Oversee the collation and analysis of data on intervention, and reconfiguration for report purposes.

ENQUIRIES : Mr. A. Daya (011) 227 0089

OFFICE OF THE PREMIER

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

CLOSING DATE : 10 February 2011

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

OTHER POSTS

POST 05/152 : **ASSISTANT DIRECTOR: GOVERNMENTAL RELATIONS REF NO: 70258339**

Directorate: Governance

CENTRE
SALARY
REQUIREMENTS

- : Johannesburg
- : R206 982 per annum (plus benefits)
- : Relevant 3 years tertiary and/or equivalent qualification, Public Sector experience, 2 years minimum in the analytical and research tasks in Governmental Relations. Knowledge of Gauteng Provincial Government core priorities and in-depth understanding of Governmental Relations processes (Intergovernmental Relations and International Relations). Good administrative, research, analytical, strategic leadership, projects, financial, client management, planning and organising, information/records management, interpersonal and problem solving skills.

DUTIES

- : To provide administrative, analytical and research support in respect of governmental relations issues, assistant in the development of policy frameworks, including strategies and plan of action regarding Governmental Relations, assists in monitoring implementation of Governmental Relations programmes and projects. Conduct research and analysis of information in relation to Governmental Relations in the Province. Responsibilities for logistics arrangements of meetings, taking minutes, follow up on decision taken. Procurement of goods and services.

ENQUIRIES
NOTE

- : Mr. P. Netshandama, Tel No: (011) 355 6067
- : Appointment is subjected to the signing of a performance agreement contract. The successful candidate will be required to submit to a security clearance check.

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

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

NOTE : An application for Employment Form (Z83) must be completed and Forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za certified copies of ID documents educational qualifications, certificates of service and professional registration certificates – not copies of certified copies and proof of current registration must be submitted together with your CV. The reference number must be indicated in the column provided on the form Z83. e.g. ref BETH01/2010. Failure to comply with the above instruction will disqualify Applications. Please note that due to the large number of applications received applications will not be acknowledged. However should you not receive any response after four (4) weeks from the closing date of this advert, you must consider your application as unsuccessful. The contents of this circular minute should be brought to the notice of all eligible officers and employees on your establishment without delay. Also notify all candidates who qualify for the post in this circular minute even if they are absent from their place of work. Person with disabilities should feel free to apply for the posts.

OTHER POSTS

POST 05/153 : **PHARMACIST REF NO: NCHC 06/2011**

SALARY : R381 093-per annum-Grade 1
R416 700 -per annum- Grade 2 (5 Years minimum experience after registration as a Pharmacist with South African Pharmacy Council)

CENTRE REQUIREMENTS : Newtown CHC
: A National Degree / or Diploma in Pharmacy, PLUS Current registration as a pharmacist with South African Pharmacy Council. Valid drivers' license (Manual vehicle). Sound understanding of relevant Legislation, Acts, Policies, Procedures and Delegations pertaining to Pharmacy including Essential Drug List (EDL) and Standard Treatment Guidelines (STG's) and District Health system Knowledge of the principles of drug therapy and the functions and operations of a Drugs and Therapeutics committee.

DUTIES : Execute all duties, functions and responsibilities within applicable legislation. Ensure drug supply is managed effectively within the CHC and attached clinics. Supervision and control of Pharmacy Bulk store. Maintain accurate, appropriate patient records and statistics as per legal requirements. Assist with the coordination and control of the pharmacy's ART programme. Deputize for Pharmacy manager in her absence and assist with the various management functions. Provide medical information, education and counseling to all patients and all health professionals. Engage in effective communication with other departments and personnel in order to ensure that a quality service is rendered. Perform standby duties during weekends, after hours and public holidays with own transport arrangement, be willing to work long hours if the need arises. Exercise control of expenditure by ensuring non-wastage of pharmaceuticals and other resources. Supervise and provide training to assistants and other junior staff. Provide necessary orientation, training, assessing, disciplining and monitoring of all staff. Promote Batho Pele principles in the execution of duties for effective service delivery.

ENQUIRIES APPLICATIONS : Ms A Nagesher @ 031 510 9818/19
: Direct your application quoting the above reference number to: The Chief Executive Officer, Newtown CHC, Private Bag X039, Inanda, 4310. Hand delivered applications, Newtown CHC, A1345 King Bhekuzulu Road –Inanda

FOR ATTENTION CLOSING DATE : Ms N.C Mbambo
: 14 February 2011

POST 05/154 : **SENIOR CLINICAL PSYCHOLOGIST (LEVEL 10): REF NO. GS 8/11**

SALARY : R258 342 per annum, 13th cheque, plus scarce skills allowance, medical-aid (optional), homeowners allowance (employee must meet the prescribed requirements)

CENTRE : Greys Hospital (Pietermaritzburg)

REQUIREMENTS : A Masters Degree in Clinical Psychology Registration Certificate with the HPCSA Proof of current registration as a Clinical Psychologist, At least 2 years post-registration as a Clinical Psychologist Knowledge, Skills, and Experience Required: Comprehensive knowledge of psycho-diagnostics and therapeutic interventions suitable to a hospital setting. Sound knowledge of policies, protocols and procedures applicable to the profession and the hospital. Supervisory experience. Ability to co-ordinate psychological intervention in specialist medical areas. Good verbal and written communication skills. Computer literacy, Good interpersonal, decision-making and problem-solving skills. Self-motivation and dedication to service ethic.

DUTIES : Ensure effective and efficient management of all persons referred for psychological services. Manage patients within a multi-disciplinary team framework. Ensure compliance with policies and procedures Actively engage in ad hoc supervision and training of junior staff. Deputies in the absence of the manager. Engage in consultation-liaison with other departments/ hospitals when required.

ENQUIRIES : Shantal Singh : 033 8973135

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 : 18TH February 2011

POST 05/155 : **PROF NURSE: OPERATING THEATRE (SPECIALITY) 8 POSTS REF NO: PSH 3/11**

SALARY : Remuneration: Grade 1 – R210 630 p.a. PLUS 12% rural allowance A minimum of 4 years appropriate/recognizable experience in nursing After registration as Professional Nurse with SANC in General Nursing Grade 2 – R259 056 p.a. PLUS 12% rural allowance A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the speciality after obtaining the one (1) year post basic qualification in the relevant speciality

CENTRE : Port Shepstone Hospital

REQUIREMENTS : Minimum Education Requirements For The Post, Senior Certificate Degree / Diploma in General Nursing and Midwifery. A Post Basic qualification in Operating Theatre Nursing Science with a duration of at least 1 year registered with SANC. Current registration with the South African Nursing Council as a professional nurse/midwife SANC receipt for 2011 not bank receipt. Knowledge, Skills And Experience: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. Good communication, leadership, Interpersonal and problem solving skills Knowledge of Code of Conduct and Labour Relations Ability to function well within a team Conflict management and negotiation skills Decision making and problem solving skills. Skills in organizing, planning and supervising Knowledge of Batho Pele Principles and Patients Rights Charter

DUTIES : Kra's: To execute duties and functions with proficiency within prescripts of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures To participate in Quality Improvement Programmes and Clinical Audits. Uphold Batho Pele and Patients Rights Principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labour relation issues. Manage and supervise effective utilization of all resources e.g Human, financial, material etc. Implementation and management of Infection Control and Prevention protocols. Assist with performance reviews i.e EPMS as well as Student progress reports.

ENQUIRIES : Ms. B.C. Ndlovu (039) 688 6111 Nursing Manager

APPLICATIONS : Mr. N. Shude, Hospital Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240

CLOSING DATE : 11th February 2010 at 16h00

NOTE : If you have not been contacted within two (2) weeks hereof, please consider your application as not being accepted. Instructions To Applicants: Application form (Z83) and C.V. with certified copies of ID, educational qualifications, to be submitted for the attention of:

POST 05/156 : **CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: GROUT 02/2011**

SALARY : Grade 1- Notch R 210 630 pa Plus 8% Rural Allowance, BENEFITS, 13th Cheque, home owner's allowance, Allowance and medical aid optional [employee must meet prescribed conditions]

CENTRE : Ilembe Health District (Groutville Clinic)

REQUIREMENTS : Grade 12 (Senior certificate), Degree / Diploma in General Nursing Plus 1 year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care (PHC) Current registration with SANC as General Nurse and Primary Health care, A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Code EB Drivers licence (Code 8) relevant legal framework such as Nursing Acts, Mental Act, OH&S Act, Batho Pele and Patients Rights Charter, Labour Relations Act, grievance procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good insight of procedures and policies pertaining to nursing care

DUTIES : Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Always promoting scientific quality nursing care by functioning as a therapeutic team co-coordinating between hospital and community and preventing medico-legal hazards. Ensuring proper utilization and safekeeping basic medical equipment. Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account. Ensure Batho Pele principles are implemented

ENQUIRIES : MS PO NKOSI (Operational Manager: GROUTVILLE CLINIC) Contact no: 032-5599057

APPLICATIONS : Please forward applications to: The District Manager, Ilembe Health District Office, Private Bag x10620, Kwa Dukuza 4450

FOR ATTENTION : Ms JL Mhlongo

CLOSING DATE : 11 February 2011

POST 05/157 : **CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: BALL 03/2011**

SALARY : Grade 1- Notch R 210 630pa Benefits, 13th Cheque, home owner's allowance and medical aid is optional [employee must meet prescribed conditions]

CENTRE : Ilembe Health District (Ballito Clinic)

REQUIREMENTS : Grade 12 (Senior certificate), Degree / Diploma in General Nursing Plus 1 year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care (PHC) Current registration with SANC as General Nurse and Primary Health care, A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Code EB Drivers licence (Code 8) relevant legal framework such as Nursing Acts, Mental Act, OH&S Act, Batho Pele and Patients Rights Charter, Labour Relations Act, grievance procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good insight of procedures and policies pertaining to nursing care

DUTIES : Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Always promoting scientific quality nursing care by functioning as a therapeutic team co-coordinating between hospital and community and preventing medico-legal hazards. Ensuring proper utilization and safekeeping basic medical equipment. Encourage research by assisting in regional and departmental projects

always making sure that the community needs are taken into account. Ensure Batho Pele principles are implemented

ENQUIRIES APPLICATIONS : Mrs N Naidooi (Operational Manager: PHC CLINICS) Contact no: 032- 4373600
Please forward applications to: The District Manager, Ilembe Health District Office, Private Bag x10620, Kwa Dukuza 4450

FOR ATTENTION CLOSING DATE : Ms JL Mhlongo
11 February 2011

POST 05/158 : **CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: KDC 04/2011**

SALARY : Grade 1- Notch R 210 630 pa Benefits,13th Cheque, home owner's allowance and medical aid is optional [employee must meet prescribed conditions]

CENTRE REQUIREMENTS : Ilembe Health District (Kwadukuza Clinic)
Grade 12 (Senior certificate),Degree / Diploma in General Nursing Plus 1year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care (PHC) Current registration with SANC as General Nurse and Primary Health care, A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Code EB Drivers licence(Code 8) relevant legal framework such as Nursing Acts, Mental Act, OH&S Act,Batho Pele and Patients Rights Charter, Labour Relations Act, grievance procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good insight of procedures and policies pertaining to nursing care

DUTIES : Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Always promoting scientific quality nursing care by functioning as a therapeutic team co-coordinating between hospital and community and preventing medico-legal hazards. Ensuring proper utilization and safekeeping basic medical equipment. Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account. Ensure Batho Pele principles are implemented

ENQUIRIES APPLICATIONS : Mrs N Naidooi (Operational Manager: PHC Clinics) Contact no: 032- 4373600
Please forward applications to: The District Manager, Ilembe Health District Office, Private Bag x10620, Kwa Dukuza 4450

FOR ATTENTION CLOSING DATE : Ms JL Mhlongo
11 February 2011

POST 05/159 : **CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: OTIMATI 01 /2011**

SALARY : Grade 1- Notch R 210 630pa Plus 8%Rural Allowance,Benefits,13th Cheque, home owner's allowance, Allowance and medical aid optional [employee must meet prescribed conditions]

CENTRE REQUIREMENTS : Ilembe Health District (Otimati Clinic)
Grade 12 (Senior certificate),Degree / Diploma in General Nursing Plus 1year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care (PHC) Current registration with SANC as General Nurse and Primary Health care, A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Code EB Drivers licence(Code 8) relevant legal framework such as Nursing Acts, Mental Act, OH&S Act,Batho Pele and Patients Rights Charter, Labour Relations Act, grievance procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good insight of procedures and policies pertaining to nursing care

DUTIES : Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Always promoting scientific quality nursing care by functioning as a therapeutic team co-coordinating between hospital and community and preventing medico-legal hazards. Ensuring proper utilization and safekeeping basic medical

equipment. Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account. Ensure Batho Pele principles are implemented

ENQUIRIES : MS A.Z Nkwanyana (Operational Manager: Umphumulo clinics) Contact no: 032-4814124/32

APPLICATIONS : please forward applications to: The District Manager, Ilembe Health District Office, Private Bag x10620, Kwa Dukuza 4450

FOR ATTENTION : Ms JL Mhlongo

CLOSING DATE : 11 February 2011

POST 05/160 : **HOSPITAL MANAGER: LEVEL 09: REFERENCE AM 01/2011**
Cluster: Amajuba District Health Office

SALARY : R206 982 per annum Other Benefits: 13th Cheque Medical Aid (Optional) Housing Allowance: Employee must meet prescribed requirements

CENTRE : Niemeyer Memorial Hospital

REQUIREMENTS : 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). Recommendations:- Training programmes and/ or experience in management in a Health Facility would be an added advantage. Knowledge, Skills, Training And Competence Required:- The incumbent of this post will report to the District Manager: Amajuba District, and will be responsible to ensure manage a Hospital in a manner that is cost- effective, co-ordinated and sustainable in order to ensure effective delivery of Health services in the various disciplines catered for the Hospital, and as such the ideal candidate must:- -Have leadership and management ability inclusive of planning organization and decision making. -Possess knowledge of Human Resources Management, Finance management Systems and Acts and Regulations relating to the Public Service and Health Service -Possess knowledge of Health legislation and policies. -Have an excellent communication skill both written and verbal -Possess good working knowledge of functioning of hospitals and public sector institutions. -Be computer literate -Have an excellent human relations and good interpersonal skills. -Have an excellent human relations and good interpersonal skills. -Possess knowledge and competency in managing human, physical and financial resources. -Have report writing and analytical skills. -Possess good knowledge of performance management.

DUTIES : Key Performance Areas:- -Provide leadership for the management team to ensure the delivery of high quality compassionate care for patients as part of the Provincial Health Care network. -Demonstrate sound ethics in management by directing conduct that promotes the broader interest of the community and environment. - Manage the institution in a cost-effective and efficient manner and ensure that systems are established and maintained to enable this. -Ensure the co-ordination of all health services within the catchments area. -Formulate strategic plans and ensure the execution of measurable and achievable strategies and operational activities for optimal service delivery. -Monitor the performance of the institution in line with the package of care. -Plan and effect institutional human resource strategy in line with policy framework of the Public Service. Ensure compliance with 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, Store and other Hotel Services) in line with Provincial regulations and guidelines. -Provide effective leadership to motivate staff and promote teamwork.- Manage performance and ensure the management of sound staff relations. -Ensure good governance programmes and community participation which includes the effective functioning of hospital boards. -Manage public private partnerships and private funded initiatives. -Provide optimal health care for the communities the 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 Kwa-Zulu Natal Department of Health's 5 year plan. -Manage and control the finances allocated to the office and the team in line with Public Finance Management Act No 1 of 99 and other prescripts of the Department of State Expenditure and Finance. -Ensure the implementation of clinical protocol and guidelines in the management of patients. -Ensure good governance programme and community participation which includes the effective functioning of hospital boards.

ENQUIRIES : Ms S C C Mabaso: 034-328 7000
APPLICATIONS : All applications should be forwarded to: The Human Resource Manager: Amajuba District Office: Private Bag x 6661, Newcastle, 2940
FOR ATTENTION : Mr D P Mbatha
CLOSING DATE : 18 February 2011

OFFICE OF THE PREMIER

The OTP KZN is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representivity (race, gender and disability). The candidature of the person whose appointment or promotion that promotes the representivity in the Office, will receive preference

APPLICATIONS : Applications must be forwarded to: The Manager: Human Resources Support, Office of the Premier, Private Bag X9037, PIETERMARITZBURG, 3200 OR hand delivered to: The Manager: Human Resources Support, Office of the Premier, 1st floor, Invesco Centre, 16 Chatterton Road, PIETERMARITZBURG, 3201 and marked for the attention of Mr GB Sithole. (Contact tel. no.: (033) 328 1738).

NOTE : Applications must be submitted on the employment form (form Z.83), obtainable from any Public Service department, stating the reference number and must be accompanied by certified copies of all educational qualifications (not copies of certified copies), a comprehensive curriculum vitae as well as certified copies of ID document and a driver's license •One application form must be sent for each post applied for •late submission of applications will not be considered •Only hard copies of applications, hand delivered or received by post (registered or ordinary mail) or courier, will be considered •No late or faxed applications will be accepted •The Office of the Premier may subsequently require the submission of electronic copies of the application •The Office of the Premier reserves the right not to make an appointment and no correspondence may •Failure to comply with the above instructions will result in the disqualification of your application

MANAGEMENT ECHELON

POST 05/161 : **PRINCIPAL STATE LAW ADVISOR REF NO: 015071/01/11**
 Directorate: Legislation and Labour Law

SALARY : OSD LP-10: (Inclusive Remuneration Package Scale: R713 052 to R1 081 869 per annum commensurate with qualifications and experience)

CENTRE : Pietermaritzburg

REQUIREMENTS : An LLB or equivalent degree in Law •Applicants must be admitted Advocates or Attorneys with at least 10 years' relevant experience, preferably in the public law sector, gained after obtaining an LLB or equivalent degree in Law. (The OSD for Legal production specialist stream was introduced to assist in the recruitment and retention of production specialists in the legal profession (including State Law Advisors) who have gained at least 10 years' active legal experience and whose job description requires him/ her to be at least 80% actively involved in more complex legislative advisory services (in the case of Principal State Law Advisors) Knowledge and Skills: •Knowledge of the Public Service Act and Regulations and PFMA •Computer literacy •In addition to an all-round knowledge of law, applicants must possess in-depth knowledge and experience in Constitutional Law, Administrative Law, Labour Law and Interpretation of Statutes •Proven ability and skill in the drafting, legal editing and certification of legislation (Bills, Regulations and Proclamations) and the furnishing of well-researched and well-motivated legal opinions is imperative •Experience in the process of rationalisation of laws, legal research and review; and legislative drafting and labour law training (preferably formal qualifications in legislative drafting and labour law), are essential •As the successful candidate will also be responsible for the management of the Directorate: Legislation and Labour Law Advice, management experience would be a recommendation •Proficiency in English is essential •The ability to organise and work independently under pressure whilst displaying intuitive, analytical and creative thought is essential.

DUTIES : Legally editing and certifying all Provincial legislation (Bills, Regulations, Proclamations) •Drafting, legally editing and certifying all legislation (Bills, Regulations, Proclamations) and notices for the Office of the Premier •Undertaking legal research •Furnishing legal opinion in respect of legislation and labour law •Liaising with the KZN Provincial Legislature and the Portfolio Committees of the

Provincial Legislature •Liaising with State Law Advisors nationally and in other Provinces •Co-ordinating and facilitating Legislative Drafting Training and Labour Law Training •Assisting with the management and facilitation of the ongoing review and rationalisation of provincial laws •Performing the function of Secretariat for the KZN Public Sector Lawyers' Forum •Chairing and performing the function of Secretariat for Monthly Meetings of the Directorate: Legislation and Labour Law Advice •The successful candidate will also be responsible for the management of the Directorate: Legislation and Labour Law Advice and its human and financial resources.

CLOSING DATE

: 04 March 2011

NOTE

: Failure to provide certified copies of qualifications, certified copy of proof of admission as Advocate or Attorney and all required information (including two recent examples of legislation drafted and two recent examples of legal opinions furnished by applicants) will result in the application submitted being given no further consideration.

POST 05/162

: **PRINCIPAL STATE LAW ADVISOR REF NO: 015072/01/11**

Directorate: Constitutional Matters and Language Services

SALARY

: OSD LP-10 (Inclusive Remuneration Package Scale: R713 052 to R1 081 869 per annum commensurate with qualifications and experience)

CENTRE

: Pietermaritzburg

REQUIREMENTS

: An LLB or equivalent degree in Law •Applicants must be admitted Advocates or Attorneys with at least 10 years' relevant experience, preferably in the public law sector, gained after obtaining an LLB or equivalent degree in Law. (The OSD for Legal production specialist stream was introduced to assist in the recruitment and retention of production specialists in the legal profession (including State Law Advisors) who have gained at least 10 years' active legal experience and whose job description requires him/ her to be at least 80% actively involved in more complex legislative advisory services (in the case of Principal State Law Advisors). Knowledge and Skills: •Knowledge of the Public Service Act and Regulations and PFMA •Computer literacy •In addition to an all-round knowledge of law, applicants must possess in-depth knowledge and experience in Constitutional Law, Administrative Law, and Interpretation of Statutes •Proven ability and skill in the drafting, legal editing and certification of legislation (Bills, Regulations and Proclamations) and the furnishing of well researched and well-motivated legal opinions is imperative •Experience in the process of rationalisation of laws, legal research and review; and legislative drafting training (preferably formal qualifications in legislative drafting), are essential •As the successful candidate will also be responsible for the management of the Directorate: Constitutional Matters and Language Services, management experience would be a strong recommendation •Proficiency in English and at least one other official language of the Province (isiZulu, Afrikaans or IsiXhosa) is essential •The ability to organise and work independently under pressure whilst displaying intuitive, analytical and creative thought is essential.

DUTIES

: Dealing with the monitoring and implementation of the Constitution in the Province •Implementation of PAIA (the Promotion of Access to Information Act) and PAJA (the Promotion of Administrative Justice Act) in the Province •Acting as the Deputy Information Officer, or one of the Deputy Information Officers, appointed for the Office of the Premier in terms of PAIA (the Promotion of Access to Information Act) •Undertaking legal research •Furnishing legal opinion in respect of the Constitution •Monitoring Constitutional litigation and liaising with the Constitutional Court •Establishing and maintaining a Manual on the Executive Acts of the Premier •Drafting, legally editing and maintaining a register of all Premier's Acts and Premier's Minutes (Executive Acts of the Premier) in terms of the Constitution (national) •In consultation with the relevant special advisor(s) to the Premier (if any), advising the Premier in relation to reservations about the constitutionality of a Bill for possible referral of the Bill back to the Provincial Legislature (section 121 of the Constitution) •Keeping a register of duplicate originals of all Bills assented to and signed by the Premier (such a Bill becomes a provincial Act) •Ensuring prompt publication of provincial Acts in the Provincial Gazette •Managing the Sub-directorate: Language Services which is responsible for translations (into isiZulu, Afrikaans and isiXhosa) and the proof-reading and publication of the Provincial Gazette •Managing the Sub-directorate: Records Management (subject to Departmental reorganisation) •Liaising with the printers of the Provincial Gazette

(whether commercial or the Government Printer) and administering, reviewing and (subject to applicable policy and procurement legislation) renewing the agreement for the printing of Provincial Gazette •Ensuring accessibility of updated provincial legislation to citizens •Legally editing international Records of Understanding to which the Provincial Government is a party or signatory •Liaising with the legal component in the Presidency •Co-ordinating and facilitating training iro PAIA and PAJA •Assisting with the management and facilitation of the ongoing review and rationalisation of provincial laws •Chairing and performing the function of Secretariat for Monthly Meetings of the Directorate: Constitutional Matters and Language Services •The successful candidate will also be responsible for the management of the Directorate: Constitutional Matters and Language Services and its human and financial resources.

ENQUIRIES : Provincial Chief State Law Advisor, Adv. J Wolmarans, 033-341 3375 or 082-903-8251

CLOSING DATE : 04 March 2011

NOTE : Failure to provide certified copies of qualifications, certified copy of proof of admission as Advocate or Attorney and all required information (including two recent examples of legal opinions furnished by applicants) will result in the application submitted being given no further consideration Information For The: Membership of the KwaZulu-Natal Association of ABOVE 2 POSTS Public Sector Lawyers (KAPSL)(www.KAPSL.org) or an indication by prospective applicants that they agree with the KAPSL Code of Ethics and will consider applying for membership of KAPSL, will be a recommendation. (KAPSL is the representative body of the organised legal profession in the public sector in KwaZulu-Natal. The Association is an independent voluntary professional association regulated by its own Constitution. KAPSL attempts to set high standards for the provision of legal support services in the public sector in accordance with a strict and laudable Code of Ethics which is justifiable for purposes of disciplinary action against members of the Association). (The OSD for Legal production specialist stream was introduced to assist in the recruitment and retention of production specialists in the legal profession (including State Law Advisors) who have gained at least 10 years' active legal experience and whose job description requires him/her to be at least 80% actively involved in more complex legislative advisory services (in the case of Principal State Law Advisors). Prospective applicants are invited to visit the website of the Chief Directorate: State Law Advisory Services at: <http://CDSLAS.bravepages.com> for further information.

POST 05/163 : **MANAGER: ADMINISTRATIVE SUPPORT REF NO: 015004/01/11**
Chief-Directorate: Office of the Chief of Staff

SALARY : Inclusive Remuneration Package: R652 572 - R780 228 pa (a portion of the package can be structured according to the individual's personal needs) plus a non pensionable allowance of R3980 p.m.

CENTRE : Pietermaritzburg

REQUIREMENTS : Bachelor's Degree/National Diploma in Public Administration/Management or equivalent qualification •3-5 years managerial experience •A valid Driver's licence. Knowledge and Skills: •Knowledge of the Public Service Act and Regulations and PFMA •Computer •Verbal and Written communication skills (writing skills) •Working experience/knowledge of Ministry operations •working knowledge of the political and parliamentary processes in South Africa •Strategic planning and Organisational skills •Research and Analytical skills •Leadership •Financial management •Time management

DUTIES : Provide an effective and efficient support service to the Executive Authority •Manage the Office of the Executive Authority •Ensure that the registry and document management systems are maintained effectively •Assist the Executive Authority with the preparation of briefing notes, memoranda (classified) and other documentation required •Facilitate, edit and ensure the distribution of Cabinet memoranda/submissions to the Executive Council and/or the Provincial Legislature to ensure that key issues are adhered to •Liaise with external and internal clients, to co-ordinate the activities of the Executive Authority's office •Brief the Executive Authority on matters pertinent to his portfolio to ensure that he is prepared regarding all issues affecting the Department

ENQUIRIES : Mr TB Ngobese – Tel: 033 341 3320

CLOSING DATE : 04 March 2011

NOTE : The above Manager Post (salary level 13) will be subject to a security clearance check, a compulsory competency assessment test, the signing of a performance agreement and the completion of financial disclosure forms.

OTHER POST

POST 05/164 : **ASSISTANT MANAGER: CABINET CLUSTERS REF NO: 015004/01/11**
Directorate: Cabinet Office

SALARY : R206 982 – R250 035 per annum Salary Level 9

CENTRE : Pietermaritzburg

REQUIREMENTS : Bachelors Degree preferably in Law / Public Administration/Political science/Policy or relevant qualification •3-5 years relevant experience (preferably administrative experience) in the Public Service •a valid driver's licence Knowledge and Skills: Cabinet processes, Public Service Act and Regulation, PFMA, Constitution, computer literacy, departmental strategic and business objectives •communication (verbal and written), good organizing abilities, ability to work independently, problem solving, facilitation, programme and project management skills.

DUTIES : Provide secretariat and administrative support to the Technical Clusters, Cabinet sub-committees and technical task teams •Follow-up and give feedback on the status of the implementation of Technical Cluster decisions •Monitor the compliance of cabinet memoranda with the Cabinet Manual •Provide support in driving the cluster programme of action •Conduct secondary policy research to the technical cluster on behalf of the cluster.

ENQUIRIES : Mr CL Dladla – Tel: 033 341 3501

CLOSING DATE : 11 February 2011 (for posts no. 3 & 4)

NOTE : Standard directions to candidates apply

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : Applications must be forwarded to the: The Acting Chief Director: Corporate Services, Department of Agriculture and Rural Development, Private Bag X2039, Mmabatho, 2735, for the attention of Ms Monaisa. Faxed and late applications will not be considered.
- CLOSING DATE** : 18 February 2011
- NOTE** : Applications must be submitted on the prescribed form Z83 (fully completed) obtainable from any Public Service Office, and should be accompanied by certified copies of qualifications and Identity Document together with a detailed CV. The Department of Agriculture and Rural Development is committed to the achievement of diversity and equity in employment. Female candidates are encouraged to apply. Note: Short listed candidates will be subjected to security clearance and the successful candidate to be appointed will be expected to sign a performance agreement with the Executing Authority. Failure to comply with the above requirements will result in the disqualification of the application. If no correspondence is received within three months of the closing date, kindly consider your application had been unsuccessful.

MANAGEMENT ECHELON

- POST 05/165** : **CHIEF DIRECTOR: CORPORATE SERVICES**
- SALARY** : R790 953 per annum (all-inclusive remuneration package)
- CENTRE** : Mafikeng (Head Office)
- REQUIREMENTS** : * An appropriate recognized 3-year Bachelor's degree or equivalent qualification in Human Resource Management, Development and Communication Services * Sound knowledge of, skills and extensive experience in Human Resource Management, Development and Communication services * Programme and project management * Strategic leadership and financial management skills * Managerial ability * Strong interpersonal and communication skills * Client orientation and customer focus.
- DUTIES** : *Manage the Human Resource Development * Manage the Human Resource Management function * Manage communication services * Maintain reporting on all statutory plans * Manage the Chief Directorate's resources * Be responsible for policy formulation and development and overall management and accountability of the Chief Directorate.
- ENQUIRIES** : Mr MP Mogotlhe, Tel: (018) 389 - 5146
- POST 05/166** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT**
- SALARY** : R652 572 per annum (all-inclusive remuneration package)
- CENTRE** : Mafikeng (Head Office)
- REQUIREMENTS** : An appropriate recognized three year Bachelor's degree or equivalent qualification, coupled with knowledge and experience in Human Resource Management *Sound knowledge of Human Resource legislation and policies *Managerial ability *Strong interpersonal and verbal and written communication skills *Knowledge of strategic planning and budgeting processes *Client orientation and customer focus *Computer literacy *Excellent planning and organizational skills.
- DUTIES** : Manage Human Resource Management function, which includes the following activities: Human Resource Administration *Human Resource Planning *Personnel Control and Labour Relations *Manage the Directorate's budget and other resources *Develop strategic and operational plans for the Directorate *Give input into policy and strategic issues as required by the Department
- ENQUIRIES** : Mr PJ Mothupi, Tel: (018) 389 - 5495

DEPARTMENT OF PUBLIC SAFETY

This Department 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 and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

- CLOSING DATE** : 19 February 2011
- NOTE** : (a) Applications must be accompanied by signed Z83 and a recent updated comprehensive CV as well as originally certified copies of all qualification(s) and ID-document and the names of three referees. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post, must direct their enquiries to Ms Gadifele Noge, Assistant Director: Recruitment Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful. (h) Previous employment records will be verified. Appointed candidates will be subjected to security and vetting. Recommended MMS and SMS personnel shall be subjected to competency assessment as well.

MANAGEMENT ECHELON

- POST 05/167** : **DIRECTOR: RISK MANAGEMENT REF NO: 30/2010**
- SALARY** : Remuneration Package of R652 572 pa* The inclusive Remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, medical fund and a flexible portion in terms of applicable rules* The successful candidate must enter into a performance agreement and sign an employee contract* The successful candidate shall also be subjected to competency assessment.
- CENTRE** : Head office – Mmabatho
- REQUIREMENTS** : Relevant three (3) year degree/MBA. CCSA or any equivalent Risk Management qualification plus five years experience as a professional risk manager. Extensive knowledge of Control and Risk Management Frameworks, Public Service Regulations and Prescripts, Acts and Legislations, King III Report on corporate governance, Risk management systems (Barn Owl, preferably) and processes. Financial Management, Human Resource Management and Project Management. Advanced computer literacy. Excellent communication (verbal and writing), management, analytical, negotiation, presentation, mentoring and coaching skills .Total quality management.
- DUTIES** : Develop an Enterprise Risk Management Strategy. Coordinate all risk management activities i.e. Fraud Prevention, OHS, Compliance and BCP. Facilitate risk identification, assessment, and analysis. Facilitate control assessment and establish risk registers. Monitor execution of risk registers and table status reports in the Departmental Management Committee and PACC. Assist in the establishment of service standards in compliance to the Batho Pele Principles. Conduct fraud awareness training within the Department. Provide advisory services to management on Risk Management matters. Allocate and ensure efficient use of resources.
- ENQUIRIES** : MS D. Tshabalala @ (018) 387 2346
- APPLICATIONS** : The Head of Department, Department of Public Safety, Private Bag x19, MMABATHO 2735
- FOR ATTENTION** : Ms. Gadifele Noge: Office No. 146, 1st Floor, New Head Office Complex-Old Parliament Building Modiri Molema Road

OTHER POSTS

- POST 05/168** : **DEPUTY DIRECTOR (SOCIAL CRIME) REF NO: 22/2010**
- SALARY** : Remuneration Package of R406 839pa* The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, medical fund and a flexible portion in terms of applicable rules* The successful candidate must enter into a performance agreement and sign an employee contract.
- CENTRE** : Head office- Mafikeng
- REQUIREMENTS** : Grade12/Matriculation certificate. B. Degree in Social Sciences, Policing, Ethics, Criminology, Mass education or equivalent qualification. Driving license. At least three (3) years appropriate experience in the criminal justice system, public safety, or victim empowerment field. Knowledge of National Crime Prevention Strategy. South African Police Act, White Paper on Safety and Security, Social Research/monitoring and impact evaluation. Public Service Administration and Management. Project Management. Human Resource Management and Financial administration. Coordination/stakeholder mobilization skills. Computer skills. Driving skills. Public speaking. Excellent report writing skills. Negotiation skills. Coordination and interpersonal relations.
- DUTIES** : To manage the Sub-Directorate Social Crime Prevention. To coordinate implementation of provincial crime prevention strategies. To monitor and evaluate social crime prevention initiatives. To manage resources of the Sub-Directorate.
- ENQUIRIES** : Ms.AL Kwape @ (018) 381 9126/83
- POST 05/169** : **DEPUTY DIRECTOR (SAFETY PROMOTION) REF NO: 52**
- SALARY** : Remuneration Package of R406 839pa.The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employee contract.
- CENTRE** : Head office- Mafikeng
- REQUIREMENTS** : Grade 12 / Matriculation Certificate. B. Degree in Social Sciences, Policing, Ethics, Criminology, Mass education or equivalent qualification. At least three (3) years management experience. Valid Driving license. Computer, Events management, Coordination / stakeholder mobilization, public speaking, excellent report writing and Driving skills. High impact public values and education campaigns. Knowledge of National Crime Prevention Strategy, South African Police Act, White Paper on Safety and Security, Moral Regeneration and Public values & education campaigns, Social Research / monitoring and impact evaluation, Public Service Administration and Management, Project Management, Human Resource Management and Financial management.
- DUTIES** : To manage the sub-directorate Safety Promotion (programmes & projects personnel, other resources). To coordinate departmental and interdepartmental (i.e. Provincial) social crime prevention campaigns/events in the mobilization of communities against crime. To evaluate the impact of campaigns
- ENQUIRIES** : Ms. A. L Kwape @ (018) 381 9126/83
- POST 05/170** : **ASSISTANT DIRECTOR (SAFETY PROMOTION) REF NO: 23/2010**
- SALARY** : R206 982 pa
- CENTRE** : Head office – Mafikeng
- REQUIREMENTS** : Senior Certificate / Matriculation certificate. B. Degree in Social Sciences, Criminology, Community Development or equivalent qualification. Computer literacy. Driving License. At least two (2) years experience in the criminal justice system, community development or public education field. National Crime Prevention Strategy. Community Mobilization. Monitoring and Evaluation / Social Research. Coordination skills. Workshop facilitation skills. Monitoring and evaluation / research skills. Basic management skills. Computer literacy Driving skills. Report writing. Negotiation skills. Public Education. Social crime prevention campaigns. Resource mobilization.

- DUTIES** : To coordinate departmental social crime prevention campaigns. To coordinate interdepartmental social crime prevention campaigns. To coordinate provincial events. To evaluate the impact of campaigns. To supervise junior personnel. To manage resources.
- ENQUIRIES** : Ms. A. L Kwape @ (018) 381 9126/83
- POST 05/171** : **ASSISTANT DIRECTOR (COMMUNITY POLICE RELATIONS) REF NO: 25/2010**
- SALARY** : R206 982 pa
- CENTRE** : Head office – Mafikeng
- REQUIREMENTS** : Senior Certificate / Matriculation certificate. B. Degree in Social Sciences, Criminology, Public Relations, Law, Police Studies or equivalent qualification. At least two (2) years experience in the criminal justice system, public safety, customer care, offender rehabilitation or victim empowerment field. Computer literacy. Driving License. National Crime Prevention Strategy. Community Mobilization. South African Police Service Act. White Paper on Safety and Security. Monitoring and Evaluation / Research. Mass mobilization. Capacity building. Basic management skills. Computer literacy. Driving skills. Public Education. Report writing. Intergovernmental relations. Social crime prevention campaigns. Resource mobilization.
- DUTIES** : To promote community police relations. To facilitate capacity building of community – based structures. To facilitate transformation of Community Police Forums into Community Safety Forums. To mobilize communities against crime. To monitor and evaluate the impact of community participation in the criminal justice system. To supervise junior personnel.
- ENQUIRIES** : Ms. A. L Kwape @ (018) 381 9126/83

DEPARTMENT OF SPORT, ARTS AND CULTURE

The Department is an equal opportunity, affirmative action employer. It is our intent to promote representativeness (race, gender and disability) in the Department through the filling of posts. Candidates whose transfer/ promotions/appointment will promote representativeness will receive preference.

- APPLICATIONS** : Applications should be forwarded to: The Head of Department, Department of Sport, Arts and Culture, Private Bag X90, MMABATHO, 2735 or delivered to Gabomotho Building, between Mmabatho Convention Centre and Broadcasting Centre, for attention of Director: Admin Support Services.
- CLOSING DATE** : 18 February 2011
- NOTE** : The Department reserves the right not to fill the posts. Please note that some of these posts are being re-advertised and for that reason, persons who previously applied are encouraged to re-apply. Applications must be accompanied by signed Z83 and recent updated comprehensive CV, certified copies of all qualification(s) and ID document as well as the names of three referees. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of foreign qualifications must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Candidates requiring additional information regarding advertised posts should direct their enquiries to the relevant persons as indicated in the advertisement. Applications received after the closing date will not be considered. If you have not received response from the Department within 3 months from the closing date, kindly consider your application to be unsuccessful.

OTHER POSTS

- POST 05/172** : **DEPUTY DIRECTOR: INTERNAL COMMUNICATION**
- SALARY** : R406 839 per annum Salary level: 11
- CENTRE** : Head Office, Mafikeng
- REQUIREMENTS** : A recognised Bachelor's degree in Public Relations, Marketing, Journalism or equivalent qualification. Relevant work experience. Knowledge of Public Relations, Marketing and Communications and government processes. Knowledge of PFMA. The ability to work independently and under pressure with little or no supervision. Experience and skills in writing, editing & proofreading of reports and publications

including speeches. Well developed interpersonal and problem- solving skills as well as an ability to coordinate work within a team environment, as well as ability to interact confidently with people at all levels in the organisations, networking, cultural diversity, creative and innovative skills. Be prepared to work long and irregular hours. A code 08 driver's licence is a must.

DUTIES : Development and implementation of the department's corporate internal communication strategy including policies. Development and update of department's calendar of events. Liaise with relevant stakeholders to organise and manage communication for all internal events and celebrate commemorative days. Development of content for intranet update, production of internal newsletter and annual report compilation. Assist with speech writing with tight deadlines. Develop brand and advertising strategy including policies if needed. Manage personnel in the sub unit. Monitor own unit's expenditure. Provide general communication support.

ENQUIRIES : Ms. Shirley Montsho – 018 3882763

POST 05/173 : **DEPUTY DIRECTOR: MUSEUMS AND HERITAGE**

SALARY : R406 839 per annum Salary level 11

CENTRE : Head Office, Mafikeng

REQUIREMENTS : Applicants must be in possession of an appropriate degree in Arts coupled with 4 years relevant experience on an assistant director level in information of data analysis and data processing. The ability to work with a Geographical Information System, in depth knowledge of Policy formulation, the ability to analyse policy and legislative documentation as well as financial and projects management are essential requirements. Applicants must also have excellent communication skills, be computer literate and have a driver's license.

DUTIES : The management of the Human and material resources of the sub-directorate. The development and formulation of policy regarding the role of museums, monuments and other manifestation of the South African and North West cultural heritage in the socio-economic development of the South African society Research and interpret existing policy in the fields of culture and heritage. Create awareness among the public and other stakeholders regarding heritage and cultural conservation. Manage and control financial human resources – compile administrative and capital budgets. Maintain and revise business systems, databases and procedures. Develop a draft policy for the province, regarding heritage and cultural conservation. Manage the establishment or consolidation of the Provincial Heritage Resource Authority. (PHRA) and the Provincial Geographic Names Council. Monitor legacy, oral history and indigenous knowledge systems.

ENQUIRIES : Dr. Kenneth Lesedi, 018 388 2802

POST 05/174 : **DEPUTY DIRECTOR: RECORDS ADMINISTRATION**

SALARY : R406 839 per annum Salary level 11

CENTRE : Head Office, Mafikeng

REQUIREMENTS : Three-year Diploma/Bachelor's degree in Humanities/Social sciences studies. A postgraduate diploma in Records and Archival Studies will be an added advantage. 3-5 years experience in Records Management at a supervisory level in the Public Service. Successful completion of Records Management course for Records Managers will serve as a recommendation. Experience in Performance Management Development System. Knowledge of current archival policies, legislation and Public Service records systems, good communication skills, managerial skills, computer skills. Valid driver's licence and willingness to travel.

DUTIES : Manage the records services sub-Directorate. Promote the development of function-specific Records Classification Systems in all provincial Governmental bodies (including electronic records). Ensure the development and implementation of systematic Records Disposal Programmes in all Provincial Governmental bodies. Manage the monitoring and evaluation of Records Management practises. Promote and implement Records Management capacity building strategies and programmes in the province. Manage financial and human resource in a sub programme. Provide leadership to the North West Records Managers Forum. Develop and implement Records Management policy. Ensure that all Provincial Governmental Bodies comply with the Records Management Legislative Framework, supporting regulations and policy guidelines.

ENQUIRIES : Ms. Tinyiko Sempe, 018 388 3966

<u>POST 05/175</u>	:	<u>DEPUTY DIRECTOR: SPECIAL PROGRAMMES</u>
<u>SALARY</u>	:	R406 839 per annum Salary level 11
<u>CENTRE</u>	:	Head Office, Mafikeng
<u>REQUIREMENTS</u>	:	Relevant three-year degree or diploma in social sciences studies with 3-4 years relevant experience on an assistant director level in special programmes or related field. Proven experience with regard to policy development, implementation as well as knowledge of Public Service Legal Framework related to Special Programmes. An ability to articulate ideas to a variety of audiences. Should be an excellent communicator (verbal and written) with good presentation and facilitation skills. Extensive experience in community programmes, field of special needs (Elderly, Disabled, Substance Abuse, Youth & Women Social Development including other marginalised groups, as well as HIV & AIDS). Good research and project management skills. A valid driving license is needed.
<u>DUTIES</u>	:	Ensure co-ordination, integration and corroboration of special programmes, including community-based programmes with local authorities and NGOs. Develop and facilitate the implementation of departmental policy and operational plans in line with the national framework regarding HIV & AIDS, Youth Gender, Employment Equity, Women, Elderly, Disability and Substance Abuse. Ensure capacity building of all stakeholders, community-based structures and NGOs with regard to the legislative framework and related mandates. Ensure monitoring and evaluation of the programme. Implement advocacy, prevention and awareness strategies/programmes as well as develop and implement appropriate interventions and action plans. Engage in continuous professional support of functionaries and fulfil all statutory function applicable to the relevant programmes.
<u>ENQUIRIES</u>	:	Dr. Kenneth Lesedi, 018 388 2802
<u>POST 05/176</u>	:	<u>ASSISTANT DIRECTOR: EVENTS MANAGEMENT</u>
<u>SALARY</u>	:	R206 982 Salary level: 9
<u>CENTRE</u>	:	Head Office, Mafikeng
<u>REQUIREMENTS</u>	:	A recognised Bachelor's degree in Public Relations, Marketing, Journalism or equivalent qualification. Relevant work experience. Knowledge of Public Relations, Marketing and Communications and government processes. The ability to work independently and under pressure with little or no supervision. Knowledge of report writing, events management and projects management, marketing management and publication production. Knowledge of desktop publishing and other systems. Be prepared to work long and irregular hours. The ability to work independently and under pressure with little or no supervision. A code 08 driver's licence is essential.
<u>DUTIES</u>	:	Implement internal communication strategy and policy. Develop the Events Management Strategy and ensure effective events management. Coordinate departmental events and projects. Ensure departmental corporate image and identity. Supervision of staff, budget control. Development and update of department's calendar of events.
<u>ENQUIRIES</u>	:	Ms. Shirley Montsho – 018 3882763
<u>POST 05/177</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMME</u>
<u>SALARY</u>	:	R206 982 per annum Salary level 9
<u>CENTRE</u>	:	Head Office, Mafikeng
<u>REQUIREMENTS</u>	:	Appropriate tertiary qualification in Social Work/Psychology. Registered with Social Work Council/HPCSA. Valid driver's license. At least 2 years experience in working in an integrated Employee Health and Wellness programme. Management experience and ability to develop interpret and apply policies. An additional qualification in EAP would be an added advantage. Report-writing, communication (verbal and written), presentation, facilitation and analytical skills.
<u>DUTIES</u>	:	Develop, review and implement employee health and wellness programmes, policies and strategies. Assist with the coordination of activities in the EHWP unit as a whole including HIV/AIDS. Monitor employee health and wellness programmes. Be responsible for Safety, Health, Risk and Quality Assurance (SHERQ). Manage the performance of staff and ensure assessment of their performance regularly. Provide support to management on health and wellness issues.
<u>ENQUIRIES</u>	:	Ms. Keitumetse Moepe, 018 388 2742

<u>POST 05/178</u>	:	<u>ASSISTANT DIRECTOR: ARCHIVES ACQUISITION AND PROCESSING</u>
<u>SALARY</u>	:	R206 982 per annum Salary level 9
<u>CENTRE</u>	:	Head Office, Mafikeng
<u>REQUIREMENTS</u>	:	Bachelor's degree in Humanities/Social Sciences with majors or recognised accredited qualification in Archival/Records Administration. 2-3 years relevant experience. Supervisory and organisational skills, research knowledge, good written and verbal communication and interpersonal skills. Language proficiency in two of the official languages spoken in the North West Province. Computer literacy, valid driver's license and willingness to travel, Project management, Presentation and facilitation skills. Basic knowledge of staff supervision, thorough knowledge of Archives and Records Management legislation and policies.
<u>DUTIES</u>	:	Supervise the Acquisition and processing of archives which will include the following activities: arrangement and description of archives, Data coding, Reading room service. Manage the archival holdings within the context of the North West Province, including oral history and heraldry programmes. Promote and ensure community access to archival material and forge partnership with tertiary institutions, tribal authorities and civil societies in the Province. Supervise public awareness and use of archival resources in the Province by client and stakeholders nationally, provincially and locally. Manage the preservation and conservation of archives material in the Province. Provide line function specific in-service training to supervisees. Develop and co-ordinate monthly, weekly, quarterly report, PMDS and work plans of subordinates.
<u>ENQUIRIES</u>	:	Mr Siphon Zulu, 018 388 3649
<u>POST 05/179</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER (DEMAND AND ACQUISITION)</u>
<u>SALARY</u>	:	R174 117 per annum Salary level 8
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	Matric Certificate with at least 4 years relevant experience OR Three year Diploma/Degree with 2 years experience majoring in purchasing management/SCM/Financial Management. Knowledge of Walker System, Supply Chain Management, PFMA and its Regulations, PPPFA and its Regulations, Pro-Quote, Procure Systems and Basic Accounting System. Valid driver's license. Good communication skills (verbal and written), negotiations skills, customer relations skills and conflict management.
<u>DUTIES</u>	:	Ensure compliance with SCM prescripts, processes, procedures and delegations. Monitor reliability of suppliers. Ensure compliance with norms and standards. Contract/Service Level Agreement (SLA). Monitor monthly expenditure. Identify procurement risks. Recognize and deals with conflict of interests. Provide assistance with the eliminations of fraud and corruption. Maintain a register of non preferred suppliers. Provide secretarial service to Departmental Procurement Committees. Prepare comparative price schedules for bids to be considered. Advertise bids and supervise obtaining of quotations (pro-quote system) and evaluations of bids (procure systems). Manage performance of subordinates.
<u>ENQUIRIES</u>	:	Mr GM Mothusi - 018 388 2693
<u>POST 05/180</u>	:	<u>PRINCIPAL ARCHIVIST: APPRAISAL & DISPOSAL</u>
<u>SALARY</u>	:	R174 117 per annum Salary level 8
<u>CENTRE</u>	:	Head Office, Mafikeng
<u>REQUIREMENTS</u>	:	Bachelor's degree in Humanities/Social Sciences with majors or recognised accredited qualification in Archival/Records Administration. 2 years relevant experience. Supervisory and organisational skills, research knowledge, good written and verbal communication and interpersonal skills. Language proficiency in two of the official languages spoken in the North West Province. Computer literacy, valid driver's license and willingness to travel, Project management, Presentation and facilitation skills. Basic knowledge of staff supervision, thorough knowledge of Archives and Records Management legislation and policies.
<u>DUTIES</u>	:	Supervise the development and implementation of Records management systems and disposal programmes in all governmental bodies. Analyse, review and approve draft classification systems, records management practices and procedures. Co-

ordinate and conduct inspections of records management practices in governmental bodies. Supervise staff in the division. Appraise records as to issue appropriate disposal authorities. Provide training courses in records management and conduct presentations. Provide line function specific in-service training to supervisees. Co-ordinate the provincial records managers forum.

POST 05/181

: **SENIOR ARCHIVIST 4 POSTS**
(Archives & Records Administration)

SALARY

: R140 208 per annum Salary level 7

CENTRE

: Head Office, Mafikeng

REQUIREMENTS

: Bachelor's degree in Humanities/Social Sciences with majors or recognised accredited qualification in Archival/Records Administration. 1-2 years relevant experience. Research knowledge, good written and verbal communication and interpersonal skills. Language proficiency in two of the official languages spoken in the North West Province. Computer literacy, valid driver's license and willingness to travel, Project management, Presentation and facilitation skills. Knowledge of Archives and Records Management legislation and policies.

DUTIES

: Implement the Archives arrangement and description in terms of the Provincial Descriptive Cataloguing procedures. Responsible for preservation and conservation practices. Analyse, review and approve draft classification systems. Assist in implementation of disposal programmes in all governmental bodies. Participate in activities of promotion and awareness programmes, oral history programmes and reading room services. Assist with training of Records or registry personnel in governmental bodies.

ENQUIRIES

: Mr Siphon Zulu, 018 388 3649

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

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

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

MANAGEMENT ECHELON

POST 05/182 : **MEDICAL SPECIALIST GRADE 1 TO 3 (EMERGENCY MEDICINE) 2 POSTS**
Chief Directorate: General Specialist and Emergency Services

SALARY : Remuneration package: Grade 1: R 613 671 per annum, Grade 2: R 701 664 per annum, Grade 3: R 814 305 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Emergency Medical Services: George (1 post)
Groote Schuur Hospital, Observatory (1 post)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Emergency Medicine. Experience: Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Emergency Medicine. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Emergency Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Emergency Medicine. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Excellent knowledge of emergency care protocols. Ability to manage clinical staff and resources effectively. Good communication skills. Technical knowledge and experience in undertaking research. Computer literacy.

DUTIES : Key result areas/outputs: Manage all patients at appropriate level of care and management of chronic diseases. Provide roadside to bedside definitive emergency care within defined emergency time frames. Institute Trauma and Violence Prevention Programs and teaching emergency care. Provide responsive and appropriate information technology for the department. Undertake local emergency care research. Develop integrated support and management structures to render effective clinical service. Strengthen monitoring and evaluation capability and capacity.

ENQUIRIES : Prof L Wallis, tel.no. (021) 948-9908

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

FOR ATTENTION : Mr A Horak

CLOSING DATE : 25 February 2011

OTHER POSTS

POST 05/183 : **DEPUTY DIRECTOR (HAST)**

SALARY : Remuneration package: R 406 839 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Central Karoo District Office, Beaufort West

REQUIREMENTS : Minimum educational qualification: An appropriate B-Degree (Management) or equivalent qualification. Experience: Experience in Health Program Services. Previous experience in the HIV/AIDS, STI and TB Programs. Financial planning and management experience. Inherent requirements of the job: A valid driver's license.

Willingness to travel within the District and to Cape Town. Competencies (knowledge/skills): Knowledge of protocols and guidelines, Acts and procedures. Computer literacy.

DUTIES : Key result areas/outputs: Effective, efficient and sustainable financial planning and control of National Conditional grant funding, donor funding and provincially earmarked funding in the HIV and Aids, STI & TB programmes. Manage Human Resources of the HIV&AIDS, STI & TB component. Manage NGO's and Donor Funded Projects (e.g. Global Fund, EU, PEPFAR). Monitoring and evaluation of HIV&AIDS, STI & TB Programs. Community involvement and responsibility.

ENQUIRIES : Dr R Crous, tel.no. (044) 803-2700

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

FOR ATTENTION : Ms S Pienaar

CLOSING DATE : 25 February 2011

POST 05/184 : **PRIMARY HEALTH CARE MANAGER**

SALARY : R 406 839 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Saldanha-bay Sub-District, Vredenburg (West Coast District)

REQUIREMENTS : Minimum educational qualification: Appropriate health related qualification (Diploma / Degree). Experience: Extensive appropriate experience in District Health Services or Health Service Management. Inherent requirements of the job: Valid driver's licence and willingness to travel within the District. Competencies (knowledge/skills): The ability to function independently. The ability to function effectively within a multi-disciplinary team. Good interpersonal, leadership and communication skills. Experience with statistical data. Computer Literacy (MS Office, Word, Excel and PowerPoint).

DUTIES : Key result areas/outputs: Strategic and Operational management of PHC services in the Saldanha-bay Sub District. Strategic and Operational management of Clinical and support services at sub-district level. Adequate financial planning and control. Effective Human Resource Management. Effective and efficient management of all health programmes at sub-district level and the implementation of Health Policy. Liaison and interaction with micro/specific and macro/general environment.

ENQUIRIES : Dr N Fortuin, tel. no. (022) 709-7224.

APPLICATIONS : The attention of Mr CJ Matshoza, to the District Director: West Coast District, Private Bag X15, Malmesbury 7299.

CLOSING DATE : 18 February 2011

POST 05/185 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**

SALARY : R338 010 (PN-B4) per annum

CENTRE : Khayamandi Community Day Centre, Stellenbosch Sub-District, (Cape Winelands District)

REQUIREMENTS : Minimum educational requirement: Basic R425 qualification (diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC (R48). Registration with a professional council: Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills. The ability to function independently as well as in a Multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in depth knowledge of nursing and public service legislation. Ability to effectively communicate in two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel).

DUTIES : Key result areas/outputs: Facilitate the development of community participation programmes and facility-based services. Ensure that prescribed policies and procedures are implemented and adhered to. Manage and promote the professional

development of personnel at PHC level and promote research in nursing. Manage Khayamandi Community Day Centre, attached clinics and mobile clinics. Ensure quality patient care, efficient financial control and the effective use of all resources. Identify nursing care needs and set standards for patient care. Participation in Human Resource Management and Skills Development and assist with budget control and financial management.

ENQUIRIES : Ms DM Johnson, tel no. (021) 808-6187.
APPLICATIONS : The District Director, Cape Winelands Health District Office, Private Bag X3079, Worcester, 6849.
CLOSING DATE : 18 February 2011

POST 05/186 : **CLINICAL PROGRAMME CO-ORDINATOR (COMMUNITY BASED SERVICES)**

SALARY : R 244 185 (PN-A5) per annum plus a non-pensionable rural allowance of 12% of basic annual salary.

CENTRE : Central Karoo District Office, Beaufort West
REQUIREMENTS : Minimum educational qualification: Basic R 425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Inherent requirement of the job: A valid driver's licence and willingness to travel. Competencies (knowledge/skills): Ability to work with the NPO sector. Good communication skills in two of the three official languages of the Western Cape. Appropriate knowledge of financial prescripts, protocols, guidelines, Acts and procedures. Computer literacy. Experience in statistical data.

DUTIES : Key result areas/outputs: Co-ordinate and facilitate all Community Based Services in the Central Karoo District. Ensure effective and efficient monitoring and evaluation of the Community Based Services. Co-ordinate the effective, efficient and sustainable financial planning and control of CBS funding. Provide support to all Sub-district personnel and ensure intersectoral and interdepartmental collaboration and networking with all relevant role players. Facilitate the development of awareness and community participation programmes regarding CBS. Consolidate and prepare all programme reports on a monthly, quarterly, bi-annual and annual basis for Provincial Department of Health as prescribed. Ensure health promotion and prevention programs in the district. Community involvement and responsibility.

ENQUIRIES : Dr R Crous, tel.no. (044) 803-2700
APPLICATIONS : The District Manager: Eden District, Private Bag X6592, George, 6530
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 25 February 2011