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

**PUBLIC SERVICE VACANCY CIRCULAR NO 06 OF 2011**

**1. Introduction**

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

**2. Directions to candidates**

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

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

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

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

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

**AMENDMENTS**

- Department of Mineral Resources:** Kindly note that the closing date for the posts advertised in PSVC 05 of 2011 is 18 February 2011 not as stated and the closing for the post of Chief Director: Finance has been extended to 25<sup>th</sup> February 2011.
- Western Cape Department of Health:** Please note that a driver's licence will no longer form part of post 03/66, Senior Administrative Officer (Labour Relations), Worcester Hospital (Chief Directorate: General Specialist and Emergency Services).

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## DEPARTMENT OF CORRECTIONAL SERVICES

*The Department of Correctional Services is an Equal Opportunity Affirmative Action Employer. In support of the Department's Equity Targets, applicants need to indicate race, gender and disability status on the application forms/CV.*

- APPLICATIONS** : Applications must be sent to the relevant addresses as indicated: National Head Office: Post Advertisement, Department of Correctional Services, Private Bag X136, Pretoria, 0001: Ms Masela D (012 307 2152) / Ms Moerane C (012 307 2540) or Mr S Baloyi (012 307 2505)  
Free State/Northern Cape Region: Head Recruitment, Private Bag X20530, Bloemfontein, 9300: Ms Mholo J (051 404 0268/051 404 0270)  
Eastern Cape Region: Head Recruitment, Private Bag X9013, East London, 5200: Mr Mwehle ZP (043 706 7923)  
Gauteng Region: Head Recruitment, Private Bag X393, Pretoria, 0001: Mr Masango SS (012 420 0174) or Ms Moeketsane L (012 4200179)  
Limpopo/Mpumalanga/North West Region: Head Recruitment, Private Bag X142, Pretoria, 0001: Ms Maphosa G (012 323 4818)  
Western Cape Region: Head Recruitment, Private Bag X01, Edgemead, 7404: Ms Sanders M (021 550 6059)  
KwaZulu/Natal Region: Head Recruitment, Private Bag X9126, Pietermaritzburg, 3200: Mr Langer N or Rupram Y (033 355 7370)
- CLOSING DATE** : 18 February 2011
- NOTE** : Application must be accompanied by a Z83 form/internal application form, certified copies of ID, driver's licence, qualifications and CV. No e-mail and/or faxed application forms will be accepted. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Communication will be restricted to short listed candidates only.

## OTHER POSTS

- POST 06/01** : **DEPUTY DIRECTOR: MANGER: CORRECTIONS**
- SALARY** : R472 674 per annum all inclusive package
- CENTRE** : Gauteng Region (Johannesburg)
- REQUIREMENTS** : Recognised and appropriate three-year degree/diploma coupled with relevant experience of offender administration. Top secret security classification. Analytical abilities. Good communication skills. Ability to plan/organise. Valid drivers licence. Completion of Basic Training/Correctional Services Learnership.
- DUTIES** : Process documentation to/from correctional centres and community corrections. Manage classified information. Control the use of and access to 14 series files. Ensure that only vetted personnel are allowed access to security files. Manage policy documentation of DCS. Establish/Maintain library of DCS policy documents and directives and update policy documents and directives according to 19 relevant 19s received. Promote security awareness. Investigate incidents. Manage the emergency support unit. Be responsible for logistical, personnel and financial administration.
- ENQUIRIES** : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
- POST 06/02** : **DEPUTY DIRECTOR: CONTROLLER**
- SALARY** : R472 674 per annum all inclusive package
- CENTRE** : Limpopo, Mpumalanga/North West Region: Kutama Senthumule (Thohoyandou): APOPS
- REQUIREMENTS** : Recognized and appropriate three year degree/diploma in Management and Administration coupled with nine (9) years Departmental experience and sound proof of administration. Correctional Services basic training, leadership, computer literacy , good interpersonal skills, conflict resolution skills, excellent project management skills, excellent communication skills ( written and verbal) and organizational skills. Analytical skills (must be able to develop new procedures and processes). Experience in the PPP environment and Contract Management will be an added advantage. English plus one or more of the official languages. Valid driver's license.
- DUTIES** : Manage compliance with the provisions of the Public Finance Management Act (Act 1 of 1999) as amended. Managing/approval and processing of the invoice/payment on daily capturing of information (Fixed an Index components), verification of monthly invoices and submission of the monthly invoice to Directorate Contract Management. Manage all Human Resource functions in the

office of the Controller in respect of development, discipline, granting of leave, sick leave, and vocation leave and performance system. Logistical Management in terms of Departmental policies and procedures. Monitoring compliance on the daily operations through monitoring and verifying information provided by the Contractor. Reporting to the National Commissioner, through reporting channels, on the daily management and operation of the Contractor (Joint Venture). Authorize the Director of the Contractor (Joint Venture) to segregate or to apply mechanical restraints of Inmates in terms of Act 111 of 1998, Section 30 and 31 respectively. The Controller is further responsible for inquiring into and adjudication of all disciplinary actions taken against Inmates in terms of Act 111, Section 24. The Controller is responsible to report to the Commissioner on the daily running of the correctional centre by or on behalf of the Director and to investigate and report to the Commissioner on any allegations against custodial officials duties at the correctional centre. Responsible for compiling monthly and annual Operational and Empowerment reports. Monitoring Standard Requirements in terms of the Concession Contract. Ensure Empowerment by monitoring compliance in terms of the Concession Contract between the Department and the Contractor. Keeping data, reports, drawings, models, specifications and other material safely. Monitoring compliance by issuance of Observation Notices, recommending fixed and variable penalties and refer alleged breaches to Directorate Contract Management.

**ENQUIRIES** : Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region

**POST 06/03** : **DEPUTY MANAGER: NURSING (LEVEL 1 & 2 HOSPITALS)**  
Limpopo/Mpumalanga/North West Region

**SALARY** : R468 069 per annum, all inclusive package  
**CENTRE** : Regional Office  
**REQUIREMENTS** : Recognized and appropriate degree / diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a professional Nurse. Knowledge of nursing care process and procedure, nursing statutes and other relevant legal frameworks, including grievances procedure and disciplinary code and procedure. Communication, report writing, liaison, coordination, facilitation, problem solving, planning and organizing skills. Valid driver's license.

**DUTIES** : Provide direction and supervision in the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practices). Practice nursing and health care in accordance with the relevant acts and regulations. Manage and utilize human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness to respond to patients needs, requirements and expectations (Batho Pele Principle). Maintain the quality of nursing data and information and utilize it to advise, advance and evaluate the quality and cost-effectiveness of nursing care.

**ENQUIRIES** : Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region

**POST 06/04** : **MEDICAL OFFICER GRADE 1 KWAZULU/NATAL REGION**

**SALARY** : R455 634 per annum, All inclusive package  
**CENTRE** : KwaZulu/Natal Region (Durban Med A)  
**REQUIREMENTS** : Recognised and appropriate MBChB degree coupled with traceable experience in a Health Services environment. Registration as Medical Practitioner with the Health Professions Council of South Africa Public health experience will be an advantage. Good interpersonal relations. Financial management. Computer literacy. Leadership skills .Programme management and evaluation skills. Valid driver's licence.

**DUTIES** : Render basic personal healthcare services to offenders. Provide clinical care and relevant Primary Healthcare Programmes. Render Medico-legal Services. Maintain good medical practice. Adhere to medical standards. Write reports and keep records. Effectively utilise resources. Provide emergency medical care, including after hours. Refer patients to authorised and recognised healthcare providers. Provide training where necessary. Liaise with internal and external counterparts regarding healthcare delivery. Adhere to Departmental policies and orders, Implement policy. Implement the national drug policy, including adherence to essential drug list .Perform any other duties as prescribed by the Department of Correctional Services . Supervisory responsibility to medical practitioners in the region (full-time and sessional medical practitioners).

**ENQUIRIES** : Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region

<b><u>POST 06/05</u></b>	:	<b><u>COORDINATOR: EDUCATION AND TRAINING KWAZULU/NATAL REGION</u></b>
<b><u>SALARY</u></b>	:	R428 850 per annum, All inclusive package
<b><u>CENTRE</u></b>	:	Regional Office
<b><u>REQUIREMENTS</u></b>	:	Recognised and appropriate three-year degree/diploma in Education coupled with relevant experience Postgraduate degree will be an added advantage. Professional Ability to plan and organise Sound communication skills. Valid driver's licence. Registration with the South African Council of Educators.
<b><u>DUTIES</u></b>	:	Be responsible for the administration of education and training. Manage budget of education and training. Advise the Regional Commissioner. Be responsible for personal development within the region .Be responsible for the total establishment for the region. Initiate policy with regard to sport and recreation, libraries and life skills programmes. Manage the education and training system. Liaise with external role-players regarding education and recreation opportunities.
<b><u>ENQUIRIES</u></b>	:	Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
<b><u>POST 06/06</u></b>	:	<b><u>DEPUTY DIRECTOR: POLICY CO-ORDINATION CDC: AFRICAN CORRECTIONAL SERVICES ASSOCIATION AND SOUTHERN AFRICAN DEVELOPMENT COMMUNITY</u></b>
<b><u>SALARY</u></b>	:	R406 839 per annum all inclusive package
<b><u>CENTRE</u></b>	:	National Head Office
<b><u>REQUIREMENTS</u></b>	:	Recognised and appropriate three year degree/diploma in Correctional Services Management /International Relations/Development Studies/ Africa Politics/ Public Administration/ Criminology coupled with operational experience in Correctional Services and experience in policy development. A valid driver's licence. Analytical ability, insight, listening and presentation skills. Computer literate. Ne7gotiation and planning skills.
<b><u>DUTIES</u></b>	:	Ensuring continuity of work of high level bodies and achievement of objectives. Electronic preparation of and drafting of documents at strategic level for approval by the CDC and to integrate documents and prepare submissions and reports at strategic level. To draft content and create electronic Power Point presentations, with speakers notes, on issues as determined by the CDC. To undertake public policy analysis in order to identify policy gaps and opportunities in the field of International Relations, to advise in relation to qualify control over policies and to advise the CDC on issues related to policy in International Relation. To provide executive summaries and advice on documentation and processes from International Relations. Liaison with internal and external stakeholders in relation to content preparation and coordination of process. To provide staff officer function to the CDC in relation to KRA's and managerial responsibilities in relation to resource searching, documentation processing, briefing of the CDC on operational plan delivery within the Branch, provide policy advise to the CDC and provide managerial advise to the CDC. To head the Office of the CDC, ensure a system of office management, ensure preparation of office schedule/systems, ensure management of personnel functions-duty clerk, handling of notices, certification of salary slips, submissions to Personnel Office, arrangements for leave reservations, distribution of newsletter, submission of exam results to Personnel office, ensure convening of , preparation of agenda and ensuring minute taking of regular office meetings, and supervise the staff of the office including in-service training of administrative and secretarial staff. To ensure each member of office has a job description, ensure preparation by each office member of work plan by due date-two weeks into financial year, and ensure scheduling of performance assessments of office staff for the year.
<b><u>ENQUIRIES</u></b>	:	Ms Masela D (012 307 2152) / Ms Moerane C (012 307 2540) or Mr S Baloyi (012 307 2505): Head Office
<b><u>POST 06/07</u></b>	:	<b><u>DEPUTY DIRECTOR: AREA COORDINATOR CORPORATE SERVICES KWAZULU/NATAL REGION</u></b>
<b><u>SALARY</u></b>	:	R406 839 per annum, All inclusive package
<b><u>CENTRE</u></b>	:	KwaZulu/Natal Region (Pietermaritzburg)
<b><u>REQUIREMENTS</u></b>	:	Recognised and appropriate three-year degree/diploma in Human Resource Management/diploma in Correctional Services Management coupled with traceable management experience Proven knowledge of Human Resource polices and procedures in the Public Services, Labour Relation Policies and Procedures in the Public Service, disciplinary procedure and code are essential, as are excellent verbal and written communication skills and strong leadership qualities. Negotiation skills and the ability to organize are required. A valid driver's licence.

- DUTIES** : The candidate must have extensive knowledge and experience in the field of human resource to ensure that the personnel are administered, utilized and developed according to policy directives. Be responsible for performance management, manage special personnel enhancement and support programmes in the Management Area.
- ENQUIRIES** : Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
- POST 06/08** : **DEPUTY DIRECTOR: MANAGER SPIRITUAL CARE SERVICES (LEVEL 11) 2 POSTS**
- SALARY** : R406 839 per annum, all inclusive package  
**CENTRE** : Free State/Northern Cape Region (Kimberley, Grootvlei)  
**REQUIREMENTS** : Recognized and appropriate three year degree or diploma in Theology from an accredited theological institution or equivalent qualification. Ordination as a minister of religion/faith. Sound management experience as a minister of religion/faith. Knowledge of Correctional Ministry, Knowledge of different religions and practices. Knowledge of strategic and operational planning, policy formulation and implementation, Sound communication, interpersonal and leadership skills, Must be computer literate.
- DUTIES** : Manage and co-ordinate spiritual care services. Implement, monitor and evaluate policies and procedures. Empower spiritual care personnel. Develop and present needs based spiritual care programmes. Market spiritual care services and establish partnerships with internal and external stakeholders. Provide and facilitate supportive service to personnel. Sound financial management in terms of the PFMA. Manage spiritual care infrastructure. Implement the moral renewal programme for offenders. Liaise with internal and external stakeholders to enhance social reintegration services.
- ENQUIRIES** : Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
- POST 06/09** : **DEPUTY DIRECTOR: AREA COORDINATOR CORPORATE SERVICES**
- SALARY** : R406 839 per annum, all inclusive package  
**CENTRE** : Free State/Northern Cape Region (Kimberley)  
**REQUIREMENTS** : Recognized and appropriate three year degree or diploma in Human Resource Management coupled with extensive management experience. Sound knowledge of Human Resource and related matters. Strategic capability, analytical and negotiation skills. Knowledge of the disciplinary procedures and code of all relevant legislations. Knowledge of PFMA.
- DUTIES** : The incumbent will be accountable for managing Human Resources Provisioning, Utilization, Development, special programmes (EAP, HIV/AIDS, and Equity) and Employee relations in the management area. The incumbent will also be responsible for budget management of corporate services as well as strategic issues. Performance management and monitoring is also a key responsibility. Employee wellness programmes will also be implemented by this incumbent.
- ENQUIRIES** : Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
- POST 06/10** : **AREA COORDINATOR FINANCE AND SUPPLY CHAIN MANAGEMENT**
- SALARY** : R406 839 per annum, All inclusive package  
**CENTRE** : Free State/Northern Cape Region (Kimberley)  
**REQUIREMENTS** : Recognized and appropriate degree or diploma in Accounting or Financial Management coupled with proven management experience. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, relating to Financial Management and Accounting. Procurement Administration and Public Finance Administration on management level. Excellent verbal and written communication skills, strong leadership qualities, initiative and drive. A valid driver's license.
- DUTIES** : The Department requires the services of a person with extensive knowledge of, exposure to and experience in the financial and procurement management environment to exercise control in this regard. As the Head Finance, the candidate must assist the Area Commissioner in the execution of his duties in terms of the Public Finance Management Act, 1999 (PFMA). This includes by ensuring optimal utilization of resources, support with regard to the management of regional budgets within the framework of relevant legal directives and regulations, performing budget control and ensuring enforcement of financial discipline, performing responsibilities for logistics and procurement management.
- ENQUIRIES** : Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region

<b><u>POST 06/11</u></b>	:	<b><u>COORDINATOR: COMMUNICATION KWAZULU/NATAL REGION</u></b>
<b><u>SALARY</u></b>	:	R406 839 per annum, All inclusive package
<b><u>CENTRE</u></b>	:	Regional Office
<b><u>REQUIREMENTS</u></b>	:	Recognised and appropriate three-year degree/diploma in Communications Science or Relevant qualification coupled with relevant experience Knowledge of Isizulu as one of the languages. Knowledge and perspectives of incidents in correctional centres. Valid driver's licence. Dynamism, professionalism, ability to plan and organise. Excellent communication skills. Must be computer literate.
<b><u>DUTIES</u></b>	:	Assist in the development and implementation of Regional Communication plan (Public Relations, Media Production and Media Services). Keep each unit informed of the Regional Plan. Manage and facilitate incident reporting in the Region. Financial management of the communication section taking into consideration allocated funds (economizing and commercializing) Logistical Management with regard to communication activities. Monitoring of external media. Implementation of the community strategy. Adherence to the strategic communication objectives of the DCS in the Region. Management of expenditure within the allocated budget.
<b><u>ENQUIRIES</u></b>	:	Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
<b><u>POST 06/12</u></b>	:	<b><u>PHARMACIST GRADE 1</u></b>
<b><u>SALARY</u></b>	:	R 381 093 all inclusive package
<b><u>CENTRE</u></b>	:	KwaZulu/Natal Region (Ebongweni)
<b><u>REQUIREMENTS</u></b>	:	Recognised and appropriate four-year degree/diploma in Pharmacy. Registration with the South African Pharmacy Council as a Pharmacist. Communication, resource management and risk management skills. Computer literacy. Knowledge of the public health and pharmaceutical system will be a strong recommendation.
<b><u>DUTIES</u></b>	:	Manage the pharmacy facility in terms of applicable legislation, regulations and policies, Manage resources (financial, human, information, pharmaceutical stock and equipment). Perform risk management and networking (internal and external). Facilitate health workers education.
<b><u>ENQUIRIES</u></b>	:	Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
<b><u>POST 06/13</u></b>	:	<b><u>CLINICAL PSYCHOLOGIST 4 POSTS</u></b>
<b><u>SALARY</u></b>	:	R364 725 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Baviaanspoort (Emthonjeni), Krugersdorp, Modderbee (Devon), Zonderwater Med B)
<b><u>REQUIREMENTS</u></b>	:	Recognised and appropriate three years Degree/Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council as a Professional Nurse. Knowledge of nursing care process and procedure, nursing statutes and other relevant legal frameworks, including grievances procedures and disciplinary code and procedures. Communication, report-writing, liaison, co-ordination, facilitation, problem solving, planning and organising skills. Valid drivers licence.
<b><u>DUTIES</u></b>	:	Supervise the routine examination of offenders and treatment of minor ailments according to scope of practice. Supervise the assistance of immobile offender patients. Supervise the administration of medicine and other treatments. Supervise first aid and emergency services. Supervise sterilisation of equipments/facilities. Supervise the updating of offenders' records. Counsel offender patients. Supervise medicine control. Maintain safe custody by nursing personnel. Identify offenders for medicines. Note medical condition as instructed by doctors. Manage logistical, finance and personnel administration.
<b><u>ENQUIRIES</u></b>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
<b><u>POST 06/14</u></b>	:	<b><u>ASSISTANT DIRECTOR DH CARE SERVICES GAUTENG REGION</u></b>
<b><u>SALARY</u></b>	:	R364 725 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Johannesburg Med A)
<b><u>REQUIREMENTS</u></b>	:	Recognised and appropriate M-Degree in Psychology and registration as Psychologist with the Health Professional Council of South Africa (HPCSA). Dynamism, Professionalism, ability to plan/organise. Good communication skills. Completion of Basic Training/Correctional Services Learnership
<b><u>DUTIES</u></b>	:	Management of social work in prisons. Management of psychological services. Management of spiritual and moral development. Logistical administration. Personnel administration. Financial administration

**ENQUIRIES** : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region

**POST 06/15** : **OPERATIONAL MANAGER: NURSING (PHC) 3 POSTS**

**SALARY** : R309 327 per annum  
**CENTRE** : Limpopo, Mpumalanga/North West Region (Bethal, Barberton, Polokwane)  
**REQUIREMENTS** : Recognized and appropriate three years degree/diploma in Nursing or an equivalent qualification that allows registration with the south African nursing council as a professional nurse. Current registration with the south African nursing council as a professional nurse. Knowledge of nursing care process procedure, nursing statutes and other relevant legal frameworks, including grievances procedure and disciplinary code and procedure. Communication. Report – writing, liaison, co – ordination, facilitation, problem solving, planning and organizing skills. Valid driver's license.

**DUTIES** : Provide direction and supervision in the implementation of the nursing plan (clinical practice/ quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practices) . Practice nursing and health care in accordance with the relevant laws and regulations. Manage and utilize human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele Principles). Maintain the quality of nursing data and information and utilize it to advice. Advance and evaluate the quality and cost – effectiveness of nursing care.

**ENQUIRIES** : Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region

**POST 06/16** : **MANAGER EDUCATION AND TRAINING 2 POSTS**

**SALARY** : R227 547 per annum  
**CENTRE** : Limpopo/Mpumalanga/North West Region (Klerksdorp, Barberton)  
**REQUIREMENTS** : Recognized and appropriate three year degree/diploma in Education coupled with relevant experience. Post graduate degree will be an added advantage. Must be professional. Ability to plan and organize. Sound communication skills. Valid driver's license.

**DUTIES** : Responsible for the administration of education and training. Manage budget of education and training. Advice the Area Commissioner. Responsible for personnel development within the area. Responsible for the total establishment of the area. Initiate policy with regard to sport and recreation, libraries and life skills programmes. Manage education and training system. Liaise with external role-players regarding education and recreation opportunities.

**ENQUIRIES** : Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region

**POST 06/17** : **OPERATIONAL MANAGER: NURSING (PHC) 6 POSTS**

**SALARY** : R 244 185 per annum  
**CENTRE** : Gauteng Region (Baviaanspoort, Boksburg Med A, Leeuwkop Med A, Modderbee CC x2, Pretoria C- Max)  
**REQUIREMENTS** : Recognised and appropriate three years Degree/Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council as a Professional Nurse. Knowledge of nursing care process and procedure, nursing statutes and other relevant legal frameworks, including grievances procedures and disciplinary code and procedures. Communication, report-writing, liaison, co-ordination, facilitation, problem solving, planning and organising skills. Valid drivers licence.

**DUTIES** : Provide direction and Supervision in the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators of quality nursing (quality of practices). Practice nursing and health care in accordance with the laws and regulations. Manage and utilize of human material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele principles). Maintain the quality of nursing data and information and utilise it to advice, advance and evaluate the quality and cost-effectiveness of nursing care.

**ENQUIRIES** : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region



<b><u>POST 06/18</u></b>	:	<b><u>ASD: MANAGER FACILITIES AND SECURITY (LEVEL 9)</u></b>
<b><u>SALARY</u></b>	:	R 215 454 per annum
<b><u>CENTRE</u></b>	:	Limpopo, Mpumalanga/North West Region (Witbank, Klerksdorp)
<b><u>REQUIREMENTS</u></b>	:	Recognized and appropriate three year degree/diploma in Management/Administration coupled with proven relevant experience of offender administration. Analytical ability, good communication skills and ability to plan/organize. Must be computer literate. Valid drivers' license. Completion of Basic Training/ Correctional Services Learnership.
<b><u>DUTIES</u></b>	:	Implementation of the policy to relevant role-players. Supervision of access control to correctional centres grounds. Supervise the manning of watch towers. Supervise escorts of inmates to courts, doctors, hospital etc. Quality assessment of security services. Improve standards of physical security in the management area. Ensure security in the storage of information/documents and warrants. Management of security in the management area. Management of emergency support team. Management of infrastructure for security service. Communication with interest groups. Ensure service level standards for accommodation of inmates. Ensure the separation of high risk offenders.
<b><u>ENQUIRIES</u></b>	:	Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>POST 06/19</u></b>	:	<b><u>CENTRE COORDINATOR OPERATIONAL SUPPORT</u></b>
<b><u>SALARY</u></b>	:	R215 454 per annum
<b><u>CENTRE</u></b>	:	Free State/Northern Cape Region (Kroonstad: Odendaalsrus)
<b><u>REQUIREMENTS</u></b>	:	Recognized and appropriate three year degree/diploma coupled with relevant experience. Deal with requests by offering assistance with troublesome offenders and counselling agitated/suicidal inmates. Fire fighting and first aid skills. Good knowledge of medical, social work, education, psychological and religious activities in a prison environment. Good interpersonal and negotiation skills. Strategic planning ability. Completion of Basic Training/Correctional Services Learnership
<b><u>DUTIES</u></b>	:	Execute control regarding the functions which include safe custody, physical care, treatment and community re-integration of offenders. Execute control regarding the establishment and rendering of security. Advise the Head of Correctional Centre regarding policy directives. Manage safe custody (internal and external security). Manage development and care, asset maintenance and health care services.
<b><u>ENQUIRIES</u></b>	:	Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
<b><u>POST 06/20</u></b>	:	<b><u>CENTRE COORDINATOR STAFF SUPPORT</u></b>
<b><u>SALARY</u></b>	:	R215 454 per annum
<b><u>CENTRE</u></b>	:	Free State/Northern Cape Region (Kroonstad: Odendaalsrus)
<b><u>REQUIREMENTS</u></b>	:	Recognized and appropriate three year degree/diploma coupled with relevant experience. Analytical ability. Ability to plan/organize and Sound communication skills. Completion of Basic Training/Correctional Services Learnership
<b><u>DUTIES</u></b>	:	Personnel Management: Supervise the work undertaken by the personnel clerk and registration clerk. Act as labour relations officer for the centre. Act as information officer for the correctional centre. Responsible for the equipment used by the component. Determine duty register/leave arrangements. Allocate staff to specific duties. Financial administration, budgeting of funds and being accountable for expenditure in terms of the component. Merit assessment of staff. Act as loss control officer for the centre. Supervise utility staff.
<b><u>ENQUIRIES</u></b>	:	Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
<b><u>POST 06/21</u></b>	:	<b><u>ASD: AREA COORDINATOR CORRECTIONS</u></b>
<b><u>SALARY</u></b>	:	R 215 454 per annum
<b><u>CENTRE</u></b>	:	Limpopo, Mpumalanga/North West Region (Witbank)
<b><u>REQUIREMENTS</u></b>	:	Recognized and appropriate three year degree/diploma in Management/Administration coupled with proven relevant experience of offender administration. Analytical ability. Sound communication skills (verbal and written). Ability to plan/organize. Must be computer literate. Valid drivers' license. Completion of Basic Training/Correctional Services Learnership
<b><u>DUTIES</u></b>	:	Manage case management administration. Manage unit management in the correctional centre. Manage centre administration regarding the admission and release of inmates. Control over movement of offenders in the correctional centre. Effective utilization of available offenders' accommodation. Manage correctional programmes. Manage personnel, logistics and financial management administration.
<b><u>ENQUIRIES</u></b>	:	Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region

<b><u>POST 06/22</u></b>	:	<b><u>DH CASE MANAGEMENT ADMIN 2 POSTS</u></b>
<b><u>SALARY</u></b>	:	R215 454 per annum
<b><u>CENTRE</u></b>	:	Free State/Northern Cape Region (Kroonstad: Hennenman, Groenpunt Youth Centre)
<b><u>REQUIREMENTS</u></b>	:	Recognized and appropriate three year degree/diploma coupled with relevant experience. Ability to plan/organize and sound communication skills. Completion of Basic Training/Correctional Services Learnership
<b><u>DUTIES</u></b>	:	Manage admission and release of inmates. Control inmate's movement. Administrate inmate's cash. Maintain inmate's records. Administrate fine/bail payments. Administrate prison labour. Maintain safe custody by personnel. Manage inmates' privileges.
<b><u>ENQUIRIES</u></b>	:	Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
<b><u>POST 06/23</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER CORRECTIONS (LEVEL 9)</u></b>
<b><u>SALARY</u></b>	:	R215 454 per annum
<b><u>CENTRE</u></b>	:	Free State/Northern Cape Region (Grootvlei)
<b><u>REQUIREMENTS</u></b>	:	Recognized and appropriate three year degree/diploma coupled with experience of offender administration. Valid driver's licence. Analytical ability. Sound communication skills. Ability to plan and organize.
<b><u>DUTIES</u></b>	:	Manage case management administration and unit management in the correctional centre. Manage admission and release of inmates. Control over the movement of offenders and detainees in the correctional centre. Effective utilization of available inmate accommodation. Manage correctional programmes. Manage personnel, logistical and financial management administration.
<b><u>ENQUIRIES</u></b>	:	Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
<b><u>POST 06/24</u></b>	:	<b><u>ASSISTANT DIRECTOR: MANAGER: FACILITIES AND SECURITY (LEVEL 9)</u></b>
<b><u>SALARY</u></b>	:	R215 454 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Boksburg)
<b><u>REQUIREMENTS</u></b>	:	Recognized and appropriate three year degree/Diploma coupled with experience of offender administration. Valid drivers licence. Analytical ability. Good communication skills and ability to plan/organise. Computer literacy. Valid drivers licence. Completion of Basic Training/Correctional Services Learnership
<b><u>DUTIES</u></b>	:	Implement the policy to relevant role players. Supervisor access control to correctional centres grounds. Supervise the manning of watch towers. Supervise the escort of inmates to courts, doctors, hospitals etc. Qualities assess security services. Improve standard of physical security in the management area. Manage emergency support team. Manage infrastructure for security service. Communicate with interest groups. Ensure service level standards for accommodation of inmates. Ensure the separation of high risk offenders.
<b><u>ENQUIRIES</u></b>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
<b><u>POST 06/25</u></b>	:	<b><u>ASSISTANT DIRECTOR: CENTRE COORDINATOR: CORRECTIONS (LEVEL 9)</u></b>
<b><u>SALARY</u></b>	:	R215 454 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Johannesburg Female)
<b><u>REQUIREMENTS</u></b>	:	Recognised and appropriate three-year degree/diploma coupled with at least five years 10elevant experience .Sound communication skills. Valid driver's licence. Computer literacy. Knowledge of the Public Finance Management Act and Treasury Regulations. Completion of Basic Training/Correctional Services Learnership
<b><u>DUTIES</u></b>	:	Provide leadership and guidance to all staff in unit. Ensure continuity and consistency in case management. Facilitate induction programs for new prisoners. Implement and maintain a structured day for staff and inmates. Maintain static and dynamic security in the unit. Manage resources to ensure that all activities are consistent with achieving a cost-effective operation. Review work procedures and duty sheets to ensure their appropriateness. Appraise staff performance. Maintain staff rotation within the unit. Prepare duty rosters. Supervise staff in executing their duties. Provide support to case officers and case managers. Chair case management committee meetings. Allocate prisoners managers. Evaluate the effectiveness of case interventions. Monitor the progress of case plans and ensure that case files are up to date. Identify and deal with security issues Maintain/improve on the security of the unit and compile unit contingency plans Identify and report training needs of staff. Induction of new staff at unit. Participate in senior management meetings. Ensure that prisoners

are issued with appropriate clothing and bedding. Management of the cleansing laundry, bedding and linen. Maintain overall discipline of prisoners & officials in the Unit

**ENQUIRIES** : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region

**POST 06/26** : **ASSISTANT DIRECTOR: MANAGER: CORRECTIONS (LEVEL 9)**

**SALARY** : R215 454 per annum  
**CENTRE** : Gauteng Region (Pretoria)  
**REQUIREMENTS** : Recognised and appropriate three-year degree/diploma coupled with at least five years relevant experience .Sound communication skills. Valid driver's licence. Computer literacy. Knowledge of the Public Finance Management Act and Treasury Regulations.

**DUTIES** : Provide leadership and guidance to all staff in unit. Ensure continuity and consistency in case management. Facilitate induction programs for new prisoners. Implement and maintain a structured day for staff and inmates. Maintain static and dynamic security in the unit. Manage resources to ensure that all activities are consistent with achieving a cost-effective operation. Review work procedures and duty sheets to ensure their appropriateness. Appraise staff performance. Maintain staff rotation within the unit. Prepare duty rosters Supervise staff in executing their duties. Provide support to case officers and case managers. Chair case management committee meetings. Allocate prisoners managers. Evaluate the effectiveness of case interventions Monitor the progress of case plans and ensure that case files are up to date. Identify and deal with security issues. Maintain/improve on the security of the unit and compile unit contingency plans Identify and report training needs of staff. Induction of new staff at unit. Participate in senior management meetings. Ensure that prisoners are issued with appropriate clothing and bedding. Management of the cleansing laundry, bedding and linen. Maintain overall discipline of prisoners & officials in the Unit

**ENQUIRIES** : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region

**POST 06/27** : **PRINCIPAL SOCIAL WORKER GRADE 3: 7 POSTS**

**SALARY** : R 211 179 per annum  
**CENTRE** : Gauteng Region (Johannesburg Med C, Leeuwkop Med A, Pretoria Central x3, Pretoria COMCOR, Zonderwater)  
**REQUIREMENTS** : Recognised and appropriate three year BA Degree in Social Work. Registration with the South African Council of Social Services Professionals. Valid drivers licence. Conversant with Acts, Policies and Legislation pertaining to Social Work practice. Ability to interpret policy or legislative matters and operate within the management areas. Sound communication, negotiation, conflict management and strategic management skills. Ability to co-ordinate and collaborate with internal and external stakeholders.

**DUTIES** : The ensuring of service levels for social work services. The ensuring of service level standards for services. The ensuring of service level standards for religious care. The planning of activities. The management of infrastructure for social work services. Management of finances. The management of personnel

**ENQUIRIES** : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region

**POST 06/28** : **CLINICAL NURSE PRACTITIONER (PHC) GRADE 1**

**SALARY** : Salary: R210 630 per annum  
**CENTRE** : Limpopo, Mpumalanga and North West Region (Klerksdorp)  
**REQUIREMENTS** : Recognized and appropriate three-year degree/diploma in Nursing or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse. Primary healthcare qualification will be a strong recommendation. Dynamic and professional. Ability to plan/organize. Sound communication skills. Resource management skills. Analytic Skills. Observant. Problem-solving and decision making skills.

**DUTIES** : Render comprehensive Primary Healthcare within a prison environment. Co-ordinator with both internal and external role-players in providing Healthcare Services. Manage resources (human, finance, equipment and information). Ensure compliance to relevant legislation, policy holder.

**ENQUIRIES** : Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region

<b><u>POST 06/29</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER (PHC) GRADE 1: 14 POSTS</u></b>
<b><u>SALARY</u></b>	:	R210 630 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Baviaanspoort Med A X 2, Boksburg Juvenile, Johannesburg Med A, Leeuwkop Med A, Modderbee CC, Devon X 2, Pretoria Central, Pretoria C-Max, Pretoria Local, Pretoria Odi), Johannesburg Med B x2
<b><u>REQUIREMENTS</u></b>	:	Recognised and appropriate three years Degree/Diploma in Nursing or an equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council as a Professional Nurse. Knowledge of nursing care process and procedure, nursing statutes and other relevant legal frameworks, including grievances procedures and disciplinary code and procedures. Communication, report-writing, liaison, co-ordination, facilitation, problem solving, planning and organising skills. Valid drivers licence.
<b><u>DUTIES</u></b>	:	Supervise the routine examination of offenders and treatment of minor ailments according to scope of practice. Supervise the assistance of immobile offender patients. Supervise the administration of medicine and other treatments. Supervise first aid and emergency services. Supervise sterilisation of equipments/facilities. Supervise the updating of offender's records. Counsel offender patients. Supervise medicine control. Maintain safe custody by nursing personnel. Identify offenders for medicines. Note medical condition as instructed by doctors. Manage logistical, finance and personnel administration.
<b><u>ENQUIRIES</u></b>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
<b><u>POST 06/30</u></b>	:	<b><u>CASE MANAGEMENT SUPERVISOR 5 POSTS</u></b>
<b><u>SALARY</u></b>	:	R209 178 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Baviaanspoort Max, Boksburg (Heidelberg), Johannesburg Med A, Leeuwkop Med C, Modderbee (Devon))
<b><u>REQUIREMENTS</u></b>	:	Recognised and appropriate three-year degree or diploma coupled with at least five years relevant experience on supervisory level. Valid drivers licence. Ability to plan/organise.
<b><u>DUTIES</u></b>	:	Admit and release prisoners. Control prisoners' movement. Administer prison labour maintenance of safe on safe custody by personnel.
<b><u>ENQUIRIES</u></b>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
<b><u>POST 06/31</u></b>	:	<b><u>CENTRE COORDINATOR STAFF SUPPORT</u></b>
<b><u>SALARY</u></b>	:	R209 178 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Boksburg Med C)
<b><u>REQUIREMENTS</u></b>	:	Recognise and appropriate three-year degree/diploma coupled with at least five years relevant experience on production level. Valid drivers licence. Top secret security classification. Analytical ability. Good communication skills. Professionalism and ability to plan/organise.
<b><u>DUTIES</u></b>	:	Personnel Management. Supervise the work undertaken by the personnel clerk. Act as labour relations officer for the identity. Supervise the work undertaken by the registration clerk. Act as information officer for the prison. Logistical Responsible for the equipment used by the component personnel. Determine duty register/leave arrangements. Allocate staff to specific duties. Be responsible for financial administration and budgeting of funds. Be accountable for expenditure in terms of the component. Be responsible for merit assessments of staff. Act as loss control officer for the prison. Supervise utility staff.
<b><u>ENQUIRIES</u></b>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
<b><u>POST 06/32</u></b>	:	<b><u>MANAGER: PRODUCTION WORKSHOPS &amp; AGRICULTURE</u></b>
<b><u>SALARY</u></b>	:	R206 982 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Leeuwkop, Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Recognized three year degree/diploma in Agriculture coupled with relevant experience. Valid drivers licence. Analytical ability. Good communication skills and ability to plan/organise. Computer literacy.
<b><u>DUTIES</u></b>	:	The co-ordination of agricultural policy. The quality assessment of agricultural services. The development/maintenance of agricultural service standards in the management area. The management of agricultural production. The management of agricultural labour. The management of the environment. The management of agricultural equipment. The management of occupational safety. The co-ordination of production workshops' policy. The quality assessment of production workshop services. The development/maintenance of workshop

production standards in the Management area. The management of workshop production. The development of human resources. The management of workshop equipment.

**ENQUIRIES** : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region

**POST 06/33** : **ASD: AREA COORDINATOR FINANCE AND SUPPLY CHAIN MANAGEMENT 2 POSTS**

**SALARY** : R206 982 per annum  
**CENTRE** : Free State/Northern Cape Region (Colesburg, Upington)  
**REQUIREMENTS** : Recognized and appropriate degree or diploma in Accounting or Financial Management coupled with proven management experience. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations, relating to Financial Management and Accounting. Procurement Administration and Public Finance Administration on management level. Excellent verbal and written communication skills, strong leadership qualities, initiative and drive.

**DUTIES** : The Department requires the services of a person with extensive knowledge of, exposure to and experience in the financial and procurement management environment to exercise control in this regard. The Head Finance, the candidate must assist the Area Commissioner in the execution of his duties in terms of the Public Finance Management Act, 1999 (PFMA). This includes by ensuring optimal utilization of resources, support with regard to the management of budgets within the framework of relevant legal directives and regulations, performing budget control and ensuring enforcement of financial discipline, performing responsibilities for logistics and procurement management.

**ENQUIRIES** : Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region

**POST 06/34** : **ASSISTANT DIRECTOR CASE MANAGEMENT COMMITTEE**

**SALARY** : R206 982 per annum  
**CENTRE** : Regional Office  
**REQUIREMENTS** : Recognised and appropriate three-year degree/diploma in Management/Administration coupled with at least five years relevant experience on supervisory level. Ability to plan and organise. Sound communication skills. Computer literacy. Case Management Committee and/or Case Management Administration experience.

**DUTIES** : Assess offenders in terms of risks, security classification and allocation for labour activities. Manage Offender Rehabilitation Path (ORP) which include the compilation of the offenders sentence plan implementation and monitoring thereof. Manage activities of case assessment teams and case intervention teams. Ensure the implementation of the sentence plan. Submit reports to the Head of Correctional Centre/Correctional Supervision and Parole Board for consideration of possible placement of an offender on parole/correctional supervision. Manage disciplinary procedures for offenders. Manage transfer of offenders to and from other correctional centre. Manage financial and logistical activities.

**ENQUIRIES** : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region

**POST 06/35** : **ASSISTANT DIRECTOR: EAP**

**SALARY** : R206 982 per annum  
**CENTRE** : Regional Office  
**REQUIREMENTS** : Recognized and appropriate three year degree/diploma in relation to the EAP work field. Relevant experience in EAP. Post graduate qualification in Social Work or Clinical Psychology will serve as strong recommendation. Registration with the relevant regulatory body is mandatory. Computer literate. Counselling, presentation and communication skills. Professionalism. Ability to plan and organise. Valid drivers licence.

**DUTIES** : Regularly assess the needs of the province and it's employees. Prepare annual program budget Monitor monthly expenses• Evaluate EAP process and quality. Evaluate attainment of objectives. Maintain effective and confidential record keeping Maintain data integrity. Networking with Head Office. Regularly assess the needs of employees and their families. Provide short term problem solutions. Follow-up and return to work services. Intake assessment and referral. Maintain standard operating procedures and practices with an emphasis on confidentiality, ethics, timorousness' and quality of services. Ensure implementation of annual program promotion. Training to referral agents. Preventative education programs. The monitoring of performance of EAP in the region. The drawing up of strategies to improve identified sub standard performance in the region. The

evaluation of service levels. Provide ongoing supervision and support for all Employee assistant practitioners in the region. Monitor the implementation of the code of conduct and Batho Pele principles.

**ENQUIRIES** : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region

**POST 06/36** : **ASSISTANT DIRECTOR: AREA COORDINATOR DEVELOPMENT & CARE**

**SALARY** : R206 982 per annum  
**CENTRE** : Free State/Northern Cape Region (Colesburg)  
**REQUIREMENTS** : Recognized and appropriate three year degree or diploma in Human Resource Management coupled with extensive management experience. Sound knowledge of Human Resource and related matters. Strategic capability, analytical and negotiation skills. Knowledge of the disciplinary procedures and code of all relevant legislations. Knowledge of PFMA.

**DUTIES** : The incumbent will be accountable for managing Human Resources Provisioning, Utilization, Development, special programmes (EAP, HIV/AIDS, Equity) and Employee relations in the management area. The incumbent will also be responsible for budget management of corporate services as well as strategic issues. Performance management and monitoring is also a key responsibility. Employee wellness programmes will also be implemented by this incumbent

**ENQUIRIES** : Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region

**POST 06/37** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT 2 POSTS**

**SALARY** : R206 982 – R250 035 per annum  
**CENTRE** : Free State/Northern Cape Region (Goedemoed, Kroonstad)  
**REQUIREMENTS** : Recognized and appropriate three year degree/diploma coupled with relevant Sound communication skills (written verbal). Must be computer literate. Valid driver's licence.

**DUTIES** : Train and develop interventions at all levels. Compile the business plan for HRD. Conduct training needs analysis. Compile monthly training statistics and annual training reports. Deliver effective HRD administration. Manage learnership programmes and conduct assessment on learners on the Correctional Science Learnership NQF Level 4. Manage internship programmes. Facilitate HRD programmes in the management area. Program and schedule training interventions. Evaluate training as well as monitor training and logistical arrangement of training courses. Assist with the marketing of bursaries

**ENQUIRIES** : Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region

**POST 06/38** : **ASD: MANAGER EMPLOYEE OCCUPATIONAL HEALTH AND SAFETY**

**SALARY** : R206 982 per annum  
**CENTRE** : Regional Office Free State/Northern Cape Region  
**REQUIREMENTS** : Recognized and appropriate three year degree/diploma. Coupled with proven experience as an occupational health and safety officer. Computer literate. Valid driver's license.

**DUTIES** : Identifying training needs in OHS. Ensure availability of legislation. Implementation of SHE programmes. Manage an administration system, data baselines and record keeping. Internal and external project planning in respect of OHS Act. Coordinate environmental management. Coordinate application for exemptions of non-compliance. Facilitate the reporting of incidents/accidents to the Department of Labour. Monitor activities of mandatory contractors or service providers. Monitor the functioning of OHS committee throughout the region. Conducting of risk assessment hazards.

**ENQUIRIES** : Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region

**POST 06/39** : **ASSISTANT DIRECTOR: MANAGER SPECIAL CATEGORIES**

**SALARY** : R206 982 per annum  
**CENTRE** : Regional Office  
**REQUIREMENTS** : Recognized and appropriate three year degree/diploma in Management/Administration coupled with relevant experience. Valid driver's licence. Analytical ability. Sound communication skills. Dynamism and professional. Ability to plan and/organize.

**DUTIES** : Ensure proper administrations of General Clubs and sub-clubs in the region. Assist sub-clubs to maintain sound financial practices. Ensure that malpractices, losses, damages, and corruption are investigated and prosecuted where need be. Enforce sound inventory management of General Clubs and Sub-clubs in the region. Monitor periodic stock-taking and inventory control of club assets. Enforce adherence to prescripts of all applicable laws in recruitment of private

persons to work at clubs, payment of VAT, TV license fees, etc. Ensure that monitoring and control functions are done periodically to ensure compliance to prescripts. Ensure that all functionaries working for sub-clubs are trained and constantly updated on new development in the administration of clubs. Monitor scheduling of club committee meeting. Give overall guidance on the administration of Clubs & Messes. Perform any other task that would ensure compliance to administrative procedures in managing Clubs & Messes

- ENQUIRIES** : Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
- POST 06/40** : **ASD: MANAGER SPECIAL PROGRAMS LIMPOPO/MPUMALANGA/NORTH WEST REGION: FREE STATE/NORTHERN CAPE REGION: GAUTENG REGION**
- SALARY CENTRE** : R206 982 per annum  
: Limpopo/Mpumalanga/North West Region 4 Posts (Bethal, Polokwane, Rustenburg, Rooigrond) Free State and Northern Cape Region (Grootvlei, Upington) Gauteng Region (Johannesburg) 2 Posts
- REQUIREMENTS** : Recognized and appropriate three year degree/diploma in Management/Administration. Coupled with management experience of social work, sport, and psychology and prison management. Valid driver's license. Computer literate. Good communication, interpersonal, planning and organising skills.
- DUTIES** : Management of EAP programmes in the management areas. The management of equity affairs in the management areas. Management of the sports policy of management areas. The management of clubs and mess. Management of personnel investigations. Prepare annual program budget. Submission of recommendations on the countering of maladministration. Monitoring of the transformation process within the management areas. Personnel, Finance, logistics administration.
- ENQUIRIES** : Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region  
: Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region  
: Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
- POST 06/41** : **ASSISTANT DIRECTOR: MANAGER EQUITY**
- SALARY CENTRE** : R206 982 per annum  
: Regional Office
- REQUIREMENTS** : Recognized and appropriate three year degree/diploma in Human Resource Management coupled with relevant experience. Training in Persal and recruitment policies. Analytical ability. Supervisory experience of human resource administration and management. Good communication skills and ability to plan/organize. Valid driver's license.
- DUTIES** : Mainstreaming of gender sensibility in the region. Ensuring that gender issues are mainstreamed in the region. Managing projects and programs pertaining to equity. Development of a gender sensitive organizational culture. Management of equity affairs in the management areas. Provision of gender sensitivity in the region. Ensuring the gainful employment of disabled persons in the region. Monitoring the operationalisation of equity including gender policies. Monitoring of the transformation process within the region. Co-chair the provincial transformation unit. Updating of data base with regard to equity. Updating of equity plan for the management areas. Personal administration. Maintenance of performance plans of subordinates. Assessment of subordinates. Financial and logistical administration.
- ENQUIRIES** : Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
- POST 06/42** : **MANAGER: COMMUNICATION 2 POSTS**
- SALARY CENTRE** : R206 982 per annum  
: Free State/Northern Cape Region (Kimberley, Upington)
- REQUIREMENTS** : Recognized and appropriate three year degree/diploma in Communications Science coupled with relevant experience. Knowledge and perspectives of incidents in prison. Valid drivers' license. Dynamism, professionalism, ability to plan and organize. Good communication skills. Computer literate.
- DUTIES** : Assist in the development and the implementation of the national communication plan ( within the allocated budget.
- ENQUIRIES** : Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
- POST 06/43** : **ASSISTANT DIRECTOR: HR UTILIZATION 2 POSTS**
- SALARY** : R206 982 per annum

<b><u>CENTRE</u></b>	:	Gauteng Region (Modderbee, Leeuwkop)
<b><u>REQUIREMENTS</u></b>	:	Recognised and appropriate three-year degree/diploma in Management/administration coupled with relevant experience. Dynamic and professional. Ability to plan and organise. Sound communication skills. Valid drivers licence.
<b><u>DUTIES</u></b>	:	The management of policy on HR provisioning. The management of recruitment objectives for entry level posts. The management of promotion posts to DD level. The management of bursaries. The management of course nominees. The management of personnel information. The management of transfers. The management of work study. The management of personnel. The management of infrastructures for personnel administration
<b><u>ENQUIRIES</u></b>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
<b><u>POST 06/44</u></b>	:	<b><u>MANAGER: AGRICULTURE</u></b>
<b><u>SALARY</u></b>	:	R206 982 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Zonderwater)
<b><u>REQUIREMENTS</u></b>	:	Free State and Northern Cape Region (Grootvlei)
<b><u>REQUIREMENTS</u></b>	:	Recognized and appropriate three year degree/diploma in Agriculture coupled with relevant management experience. Valid drivers licence. Analytical ability. Good communication skills and ability to plan/organise. Computer literacy.
<b><u>DUTIES</u></b>	:	The co-ordination of agricultural policy. The quality assessment of agricultural services. The development/maintenance of agricultural service standards in the management area. The management of agricultural production. The management of agricultural labour. The management of the environment. The management of agricultural equipment. The management of occupational safety. The co-ordination of production workshops' policy. The quality assessment of production workshop services. The development/maintenance of workshop production standards in the Management area. The management of workshop production. The development of human resources. The management of workshop equipment
<b><u>ENQUIRIES</u></b>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
<b><u>POST 06/45</u></b>	:	<b><u>ASSISTANT DIRECTOR: JOB ANALYST</u></b>
<b><u>SALARY</u></b>	:	R206 982 per annum
<b><u>CENTRE</u></b>	:	Regional Office
<b><u>REQUIREMENTS</u></b>	:	Recognised and appropriate three-year degree/diploma coupled with at least five years relevant experience. Ability to plan and organise. Valid drivers' licence.
<b><u>DUTIES</u></b>	:	The evaluation of newly created posts. The evaluation of vacant posts. The evaluation of posts on request. Act as secretary to JE panels. The management of documentation.
<b><u>ENQUIRIES</u></b>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
<b><u>POST 06/46</u></b>	:	<b><u>ASD: MANAGER HUMAN RESOURCE DEVELOPMENT</u></b>
<b><u>SALARY</u></b>	:	R206 982 per annum
<b><u>CENTRE</u></b>	:	Limpopo/Mpumalanga/North West Region (Bethal)
<b><u>REQUIREMENTS</u></b>	:	Free State and Northern Cape Region (Goedemoed, Kroonstad)
<b><u>REQUIREMENTS</u></b>	:	Appropriate recognized three year degree/diploma in the relevant field coupled with a traceable experience in Human Resource Development environment. Extensive training experience will serve as a recommendation. A valid driver's license is essential. Experience in the Correctional environment will be an added advantage. Good communication skills, training experience and ability to organize/plan. Management and computer skills.
<b><u>DUTIES</u></b>	:	Facilitate and co-ordinate the development of Human Resources according to the needs of DCS in the management area. Ensure the implementation of Human Resource Development policies Responsible for training programmes, self development, training research and career planning. Manage training; identify personnel for attending courses, transport arrangement. Manage lecturers, examinations, in-service training programmes, develop activities and infrastructural requirements for Human Resource Development. Manage personnel and finance. Develop community service programs. Logistical administration. Allocation of staff to specific duties. Disciplinary action against offending staff. Personnel development/16relevant16s16 of staff. Financial administration. Budgeting of staff.
<b><u>ENQUIRIES</u></b>	:	Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region



Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region  
Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region

- POST 06/47** : **MANAGER EMPLOYEE RELATIONS 2 POSTS**
- SALARY** : R206 982 per annum  
**CENTRE** : Free State and Northern Cape Region (Groenpunt, Grootvlei)  
**REQUIREMENTS** : Recognized and appropriate three year degree/diploma in Labour Relations coupled with relevant experience in a collective bargaining and labour relations environment. Sound knowledge of labour legislation and labour relations practices. The incumbent should be able to proactively identify likely causes and solutions to employee related problems. Good negotiation, conflict management strategic capability, administrative, analytical, communication and presentation skills. Valid driver's licence. Must be computer literate.
- DUTIES** : Manage labour unrest. Manage collective bargaining. Manage the grievances procedure/disciplinary system. Undertake labour relations research. Plan activities. Management of personnel and finance.
- ENQUIRIES** : Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
- POST 06/48** : **ASD: MANAGER HUMAN RESOURCE SUPPORT**
- SALARY** : R206 982 per annum  
**CENTRE** : Limpopo/Mpumalanga/North West Region (Klerksdorp)  
**REQUIREMENTS** : Recognized and appropriate three year degree/diploma in Management/Administration coupled with proven relevant experience. Presentation, computer literate, interpersonal, problem solving and good communication skills. Valid driver's license.
- DUTIES** : Responsible for the administration of education and training. Manage budget of education and training. Advise the Area Commissioner. Responsible for personnel development within the area. Responsible for the total establishment of the area. Initiate policy with regard to sport and recreation, libraries and life skills programmes. Manage education and training system. Liaise with external role-players regarding education and recreation opportunities.
- ENQUIRIES** : Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region
- POST 06/49** : **ASSISTANT DIRECTOR: MANAGER HUMAN RESOURCES ADMINISTRATION**
- SALARY** : R206 982 per annum  
**CENTRE** : Free State and Northern Cape Region 5 POSTS (Goedemoed, Upington, Kroonstad, Groenpunt x2) Gauteng Region 3 POSTS (Modderbee, Zonderwater, Leeuwkop)
- REQUIREMENTS** : Recognized and appropriate three year degree/diploma in HRM/ Administration coupled with relevant experience. Dynamic and professional. Ability to plan and organize. Sound communication skills (verbal written). Must be computer literate. Valid driver's licence.
- DUTIES** : Enhance coordination of policy. Communicate policy matters. Evaluate policy amendment inputs. Manage human resources. Follow-up on correspondences. Technical preparation of documents. Arrange meetings. Maintain post establishment and documents detailing training. Undertake personnel administration. Administrate finance and primary measurements. Administrate performance of merit assessments. Manage leave and absence.
- ENQUIRIES** : Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region  
Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
- POST 06/50** : **ASD: INSPECTION SERVICES**
- SALARY** : R206 982 per annum  
**CENTRE** : Regional Office  
**REQUIREMENTS** : Recognized three year degree or diploma in Management/Administration coupled with relevant experience in correctional services or public service environment. Good verbal and written communication skills. Decision making and problem solving skills. Coordination and analytical skills. Good interpersonal relations. Sound knowledge of Public Service and policies. Objectivity. Computer literate. Valid drivers' license.
- DUTIES** : Assist in the planning and compilation of the annual inspection programme. Assist in the evaluation and identification of critical/risk areas that must form part of the inspection programme. Determine compliance with relevant legislation, policies and procedures through conducting inspections. Establish the causes for

non compliance and make recommendations for the rectification of deviations from policy. Determine the extent to which internal control measures are effective in the prevention of deviations from the policies and procedures. Submit reports on inspection findings to enable management to make informed decisions. Assist institutions that are being inspected with the correct interpretation of policy. Determine whether the theoretical policy frame work is reconcilable with the practical operations. Assist in the development and maintenance of inspection tool. Assist with the proper management of finances and other resources allocated to the inspection section.

**ENQUIRIES** : Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region

**POST 06/51** : **ASD: CONTROLLER REPRESENTATIONS**

**SALARY** : R206 982 per annum  
**CENTRE** : Regional Office  
**REQUIREMENTS** : Recognised and appropriate National Diploma in Correctional Management, or BA Degree with penology and criminology as majors, or any recognized three year diploma/certificate in security management. Coupled with two years supervisory experience in custodial duties and a minimum of 1 year in security matters. Valid driver's license. Must be computer literate. Be dynamic and professional. Administrative support, planning, organizing, and sound communication skills

**DUTIES** : Ensure smooth quality assessment of prison administration in the region. Ensuring uniformity in dealing with inmate matters. Administering presentations. Ensures correct planning of activities, management of finances and management of resources.

**ENQUIRIES** : Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region

**POST 06/52** : **ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY CDC: AFRICAN CORRECTIONAL SERVICE ASSOCIATION AND SOUTHERN AFRICAN DEVELOPMENT COMMUNITY**

**SALARY** : R206 982- 250 035 per annum  
**CENTRE** : National Head Office  
**REQUIREMENTS** : Recognized and appropriate three year degree/diploma coupled with administrative support experience. Valid driver's licence. Ability to work under pressure. Must be computer literate. Good administrative, planning, organizing, communication, analytical thinking, conflict management, listening, report writing skills, negotiation and presentation skills..

**DUTIES** : Ensure smooth administration of documentation in relation to both document flow system in the Office of the Chief Deputy Commissioner and records management/filing systems. Ensure quality control in relation to documentation drafting and content and appropriate route lists. Develop administrative procedures for the Chief Deputy Commissioner's office and compliance by Regional Commissioner's with return dates required on tasks allocated. Ensure the drafting of routine letters/ memos; develop standard format letters for receipt of correspondence and documentations, proactively acknowledging correspondence and indicating referral to relevant person/process, typing of letters/memos on instruction of Chief Deputy Commissioner or office staff. Process content of incoming and outgoing documentation, thorough studying of incoming documentations and advising the Chief Deputy Commissioner, coordinating relevant documentation and ensuring processing. Indication of return dates and urgency/priority of content of documents. Ensure appropriate filing of documents and thorough return of documents to component of origin for filing. Filing of documents required for current use in office. Open new files in accordance with filing system, keep computerized register of filing systems and access documentations required by members of the office. Responsible for the financial and logistical management of the office including monthly budgeting and costing processes, allocation of funds and amendment of estimates and acquisition of office equipment. Provide financial management support to the Chief Deputy Commissioner in relation to budgeting and expenditure.

**ENQUIRIES** : Ms Masela D (012 307 2152) / Ms Moerane C (012 307 2540) or Mr S Baloyi (012 307 2505): Head Office

**POST 06/53** : **SENIOR ADMIN OFFICER: MANAGER CLUBS 2 POSTS**

**SALARY** : R174 117 per annum  
**CENTRE** : Free State and Northern Cape Region (Groenpunt, Goedemoed)  
**REQUIREMENTS** : Recognized and appropriate three year degree/diploma in Management/Administration/Finance coupled with relevant experience. Valid drivers' license

<b><u>DUTIES</u></b>	:	The incumbent will be responsible for ensuring that the policy and procedures governing clubs and canteens are fully implemented. The incumbent will be responsible for assisting clubs and canteens to improve their management practices nationally. Ensure that all clubs and canteens prepare annual financial statements for audit purposes. Assist clubs and canteens with their finances and administrative activities. The candidate must be able to verify the income, expenditure and investments of clubs. Conduct ongoing monitoring and evaluation activities for clubs and canteens. Manage people reporting and state funds in accordance with the provisions of the PFMA. The candidate must be able to liaise with internal and external stakeholders
<b><u>ENQUIRIES</u></b>	:	Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
<b><u>POST 06/54</u></b>	:	<b><u>SENIOR ADMIN OFFICER: MANAGER MESS 2 POSTS</u></b>
<b><u>SALARY</u></b>	:	R174 117 per annum
<b><u>CENTRE</u></b>	:	Free State and Northern Cape Region (Groenpunt, Kroonstad)
<b><u>REQUIREMENTS</u></b>	:	Recognized and appropriate three year degree/diploma, coupled with relevant experience. Valid driver's licence. Dynamism and professionalism. Ability to plan/organize. Sound communication skills. Trained as a caterer. Supervisory experience.
<b><u>DUTIES</u></b>	:	Control catering activities at the mess kitchen. Set strategic objectives and standards. Control training and development of inmates as cooks. Manage administrative duties. Advice management
<b><u>ENQUIRIES</u></b>	:	Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
<b><u>POST 06/55</u></b>	:	<b><u>SENIOR ADMIN OFFICER: MANAGER AGRICULTURE 3 POSTS</u></b>
<b><u>SALARY</u></b>	:	R174 117 per annum
<b><u>CENTRE</u></b>	:	Free State and Northern Cape Region (Goedemoed (Med A) x 2, Virginia)
<b><u>REQUIREMENTS</u></b>	:	Recognized and appropriate three year degree/diploma in Agriculture coupled with relevant experience. Presentation, interpersonal, problem solving and good communication skills, Must be computer literate. A drivers license.
<b><u>DUTIES</u></b>	:	Quality assessment of agricultural services, Develop/maintain agricultural services standards in the management area, Manage plant production, agricultural labour, environment, agricultural equipment and occupational safety. Manage the budget allocation. Train personnel. Manage personnel, logistics, finance and administration
<b><u>ENQUIRIES</u></b>	:	Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
<b><u>POST 06/56</u></b>	:	<b><u>SENIOR HUMAN RESOURCE: PERSAL CONTROLLER 2 POSTS</u></b>
<b><u>SALARY</u></b>	:	R174 117 per annum
<b><u>CENTRE</u></b>	:	Limpopo, Mpumalanga and North West Region (Regional Office, Rustenburg)
<b><u>REQUIREMENTS</u></b>	:	Recognized and appropriate three year degree/diploma coupled with relevant experience in Human Resource/ PERSAL environment. PERSAL training and valid driver's license will be essential. Analytic ability, environmental exposure, presentation, negotiation, evaluation and planning skills. Computer literate.
<b><u>DUTIES</u></b>	:	Management of PERSAL in their respective components. Ensure that all PERSAL users and supervisors in the management area are properly trained and ensure continuous training as and when enhancements are affected. Registration of supervisors and users and allocation of specific functions in relation to their jobs and levels. Monitoring the interactions between the users and supervisors. Authorisations of the suspense file transactions and verification with source documents. Evaluation and recommendations to the PERSAL controller and monitor changes to the system in line with the SCC system. Maintenance of the post establishment on PERSAL (including aspects such as employment out of adjustment). Human Resource Utilization (promotions, movements, transfers, relocations, translation in rank, demotion and service termination). Service benefits e.g salary payment, allowance, medical assistance, remunerated overtime, rewards for performance, housing assistance and bursaries. The planning of activities and the management of personnel and finance.
<b><u>ENQUIRIES</u></b>	:	Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>POST 06/57</u></b>	:	<b><u>MOVEABLE ASSETS MANAGER 2 POSTS</u></b>
<b><u>SALARY</u></b>	:	R174 117 per annum
<b><u>CENTRE</u></b>	:	Free State/ Northern Cape Region (Grootvlei, Kimberley)
<b><u>REQUIREMENTS</u></b>	:	Recognized and appropriate three year degree/diploma or Artisan diploma. Coupled with experience in building administration. Computer literate. Professionalism, ability plan/organize and good communication skills.

- DUTIES** : Management of asset maintenance at the correctional centre. Co-ordination of the policy, The quality assessment of building services, Development/maintenance of building work standard, The management of capital and maintenance of projects, occupational safety, finances and personnel.
- ENQUIRIES** : Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
- POST 06/58** : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING CDC: AFRICAN CORRECTIONAL SERVICE ASSOCIATION AND SOUTHERN AFRICAN DEVELOPMENT COMMUNITY**
- SALARY** : R174 117 per annum  
**CENTRE** : National Head Office  
**REQUIREMENTS** : Recognized and appropriate three-year degree/diploma in Accounting or Financial Management coupled with three (3) years relevant management experience in Government Financial Systems. Sound communication skills. Valid driver's licence. Must be Computer literate. Dynamic and professional. Ability to plan and organise events properly. Knowledge of the Public Finance Management Act, Treasury Regulations, LOGIS and BAS. Proven experience in a BAS and LOGIS environment. Understanding of all government prescripts.
- DUTIES** : Facilitate financial meetings and other meetings deemed necessary by the CFO. Plan and execute financial accounting functions/inspection. Undertake financial investigations. Keep financial accounting system on standard. Ensure proper asset management. Ensure effective, efficient, transparent and economical utilization of resources. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Responsible for effective budget estimates, budget allocation, spending plan, IYM, ENE and MTEF submissions in the office of the CFO. Submit applicable documents in ensuring zero balances on the ledgers for the month. Handle Z59 claims. Processing of CFO's subsistence and travel claims. Executes the responsibility of official as stipulated in Section 45 of the Public Finance Management Act.
- ENQUIRIES** : Ms Masela D (012 307 2152) / Ms Moerane C (012 307 2540) or Mr S Baloyi (012 307 2505): Head Office
- POST 06/59** : **SOCIAL WORKER GRADE 2 13 POSTS**
- SALARY** : R172 488 per annum  
**CENTRE** : Limpopo, Mpumalanga and North West Region (Rooigrond x 5, Klerksdorp x 2, Witbank x 4, Barberton x 2)
- REQUIREMENTS** : Recognised and appropriate BA degree in Social Worker. Registration with the South African Council for Social Services. Valid driver's license. Eleven years' relevant experience after registration with the South African Council for Social Services. Conversant with acts, policy/legislative matters and operating within the management areas. Sound communication, negotiation, conflict and strategic management skills. Ability to co-ordinate and collaborate with internal and external stakeholders. Computer literacy.
- DUTIES** : Provide needs-based social work services to offenders through individual attention, group work and community work. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions.
- ENQUIRIES** : Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region
- POST 06/60** : **SCO: UNIT MANAGEMENT (LEVEL 8)**
- SALARY** : R170 850 per annum  
**CENTRE** : Limpopo, Mpumalanga/North West Region 7 Posts (Klerksdorp x 3, Barberton x 3, Rooigrond)
- REQUIREMENTS** : Recognized and appropriate three year degree / diploma coupled with at least five years (5 years) relevant experience on production level. Sound communication skills (written and verbal). A valid driver's license is essential. Knowledge of the Public Finance Management Act and Treasury Regulations. Completion of Basic Training/ Correctional Services Learnership.
- DUTIES** : The implementation of unit management within the unit. Ensure the training of staff pertaining to unit management principles. Implementation of procedures to improve the level of communication between the different units, Head of Correctional Centre, CMC and other role-players. Management of Prisoner Development Staff (PDS). Implementation of structured day program for the unit which includes the roistering of programs in conjunction with the PDS. Implementation of the three meal system as part of the structured day program. Ensure that case files are opened for all offenders and that sentence plans are compiled in conjunction with the CMC. Structured day programs must make provision for the content of sentence plans. Compilation of case notes and the

	:	recording thereof on the case files. Assessment of offenders in conjunction with the CMC. Registering of structural needs to enhance the implementation of unit management. Management of Financial, personnel and logistical related matters. Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 06/61</u></b>	:	<b><u>SCO: HEAD CORRECTIONAL CENTRE</u></b>
<b><u>SALARY</u></b>	:	R170 850 per annum
<b><u>CENTRE</u></b>	:	KwaZulu/Natal Region (Maphumulo)
<b><u>REQUIREMENTS</u></b>	:	Recognised three-year degree/diploma or relevant qualification. At least 5 (five) years experience on production level. Sound Communication skills. Valid driver's licence. Must be computer literate. Completion of Basic Training/Correctional Services Learnership
<b><u>DUTIES</u></b>	:	The management of operational support. Management of Corrections. Management of staff support. Management of human resource and management of budget programmes. Work with the prediction of future criminal behaviour. Formulate policies.
<b><u>ENQUIRIES</u></b>	:	Mr Langer N/Rupram Y (033 355 7370): KwaZulu/Natal Region
<b><u>POST 06/62</u></b>	:	<b><u>MANAGER: IT 3 POSTS</u></b>
<b><u>SALARY</u></b>	:	R140 208 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Boksburg)
<b><u>REQUIREMENTS</u></b>	:	Recognized and appropriate three year degree/Diploma coupled with equivalent qualification with relevant experience. Sound knowledge of suite products and Network peripherals. Ability to work in cultural diversified environment. Good interpersonal and communication skills. Ability to work independently for long hours.
<b><u>DUTIES</u></b>	:	Monitor performance of network connections. Perform software and hardware rollout projects. Provide first line helpdesk and desktop support. Install and upgrade software and hardware products. Configure and set up computing and network equipment. Provide technical advice and support to information technology users. Perform restore backups on sites. Enforce and monitor strict adherence to information communication technology policies.
<b><u>ENQUIRIES</u></b>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
<b><u>POST 06/63</u></b>	:	<b><u>NETWORK CONTROLLER 3 POSTS</u></b>
<b><u>SALARY</u></b>	:	R 140 208 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Modderbee, Baviaanspoort, Regional Office)
<b><u>REQUIREMENTS</u></b>	:	Recognized and appropriate three year degree/diploma in IT or equivalent qualification coupled with relevant experience. Sound knowledge of suite products and Network peripherals. Ability to work in cultural diversified environment. Good interpersonal and communication skills. Ability to work independently for long hours.
<b><u>DUTIES</u></b>	:	Monitor performance of network connections. Perform software and hardware rollout projects. Provide first line helpdesk and desktop support. Install and upgrade software and hardware products. Configure and set up computing and network equipment. Provide technical advise and support to information technology users. Perform restore backups on sites. Enforce and monitor strict adherence to information communication technology policies.
<b><u>ENQUIRIES</u></b>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
<b><u>POST 06/64</u></b>	:	<b><u>PERSONNEL MANAGER</u></b>
<b><u>SALARY</u></b>	:	R140 208 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Modderbee x1, Pretoria x2, Baviaanspoort x3)
<b><u>REQUIREMENTS</u></b>	:	Recognised and appropriate three year degree/diploma in Human Resource Management. Coupled with relevant experience. Valid drivers licence.
<b><u>DUTIES</u></b>	:	Maintenance of duty register. Recording of leave, Forwarding of personnel information to the DH Personnel. Forwarding of personnel requests to DH Personnel. Drawing up of duty schedules. Calculating of overtime worked. Reporting of overtime worked via G224 to the MA Personnel Office. All cases of absenteeism without leave to be reported to the DH Staff Services and initiators. Issuing leave forms to staff. Forwarding of leave forms for processing by staff of the DH Personnel. Refers to applications for transfers, housing subsidies, accommodation, bursaries, grievances, disciplinary proceedings and any other miscellaneous information required

<b><u>ENQUIRIES</u></b>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
<b><u>POST 06/65</u></b>	:	<b><u>CLUB TREASURER</u></b>
<b><u>SALARY</u></b>	:	R140 208 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and/or recognized three year degree/Diploma and/ or equivalent experience. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Membership management. Financial management. Sport and recreation promotion. Management of financial outlets. The management of personnel
<b><u>ENQUIRIES</u></b>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
<b><u>POST 06/66</u></b>	:	<b><u>SOCIAL WORKER GRADE 1 25 POSTS</u></b>
<b><u>SALARY</u></b>	:	R140 253 per annum
<b><u>CENTRE</u></b>	:	Limpopo, Mpumalanga and North West Region (Rooigrond x 7, Klerksdorp x 3, Rustenburg x 5, Witbank, Polokwane x 3, Thohoyandou x 6 )
<b><u>REQUIREMENTS</u></b>	:	Recognised and appropriate BA degree in Social Worker. Registration with the South African Council for Social Services. Valid driver's license.
<b><u>DUTIES</u></b>	:	Provide needs-based social work services to offenders through individual attention, group work and community work. Conduct research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions.
<b><u>ENQUIRIES</u></b>	:	Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>POST 09/67</u></b>	:	<b><u>PROFESSIONAL NURSE: GENERAL NURSING GRADE 1 48 POSTS</u></b>
<b><u>SALARY</u></b>	:	R 139 878 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Pretoria (Atteridgeville) x 3, Pretoria C Max, Pretoria Local x 2, Baviaanspoort (Emthonjeni, Baviaanspoort Med x 2, Zonderwater Med A, Zonderwater Med B x 9, Boksburg ( Heidelberg ) x 5, Boksburg ( Juvenile) x 2, Johannesburg Female x4, Johannesburg Med A x 6, Johannesburg Med C x 7, Krugersdorp x 2, Leeuwkop Med A x 3)
<b><u>REQUIREMENTS</u></b>	:	Recognised and appropriate three year Degree or Diploma in Health Services. Registration with the South African Nursing Council as registered nurse. Dynamism, Professionalism, ability to plan/organise. Good communication skills. Resource Management, analytical skills, observant, problem solving and decision making.
<b><u>DUTIES</u></b>	:	Render comprehensive Primary Health Care within a prison environment. Coordinate with both internal and external role players in providing health care services. Manage resources (Human, Finances, equipment and information). Ensure compliance to relevant legislation and policy procedures.
<b><u>ENQUIRIES</u></b>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
<b><u>POST 06/68</u></b>	:	<b><u>PROFESSIONAL NURSE (GENERAL NURSING) 22 POSTS</u></b>
<b><u>SALARY</u></b>	:	R139 878 – R162 156 per annum
<b><u>CENTRE</u></b>	:	Limpopo, Mpumalanga/North West Region (Klerksdorp x4, Rustenburg x8, Bethal x 5, Witbank x 4, Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Recognized and appropriate three – year degree/ diploma in Nursing or equivalent qualification that allows registration with the south African nursing council as a professional nurse. Current registration with the south African nursing council (SANC). Knowledge of nursing care process and procedures, nursing statutes and other relevant legal frameworks, including grievance procedure and disciplinary code and procedure. Communication, report- writing, liaison, co- ordination, facilitation, problem – solving, planning and organizing skills.
<b><u>DUTIES</u></b>	:	Provide direction and supervision in the implementation of the nursing plan (clinical practice/ quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the relevant laws and regulations. Utilize human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele Principles). Maintain a constructive working relationship with nursing and other stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region

<b><u>POST 06/69</u></b>	:	<b><u>TECHNICAL EDUCATIONIST M+3 22 POSTS</u></b>
<b><u>SALARY</u></b>	:	R114 936 – R344 025 per annum
<b><u>CENTRE</u></b>	:	Limpopo, Mpumalanga/North West Region (Klerksdorp, Thohoyandou x9, Bethal, Rustenburg x 8, Barberton x2, Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Recognized and appropriate three years degree/diploma in Education coupled with relevant experience. Post graduate degree will be an added advantage. Valid driver's license. Registration with the South African Council of Educators.
<b><u>DUTIES</u></b>	:	Implement educational programmes for offenders. Implement education policy at correctional facilities in the management areas. Set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure services level standards for education and training. Manage finances and personnel.
<b><u>ENQUIRIES</u></b>	:	Ms Maphosa G (012 323 4818): Limpopo/Mpumalanga/North West Region
<b><u>POST 06/70</u></b>	:	<b><u>EDUCATIONIST FORMAL EDUCATIONIST M+311 POSTS</u></b>
<b><u>SALARY</u></b>	:	R114 936 – R344 025 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Zonderwater Med B, Boksburg Med A, Johannesburg Female, Johannesburg Med C x 2, Modderbee CC X 4, Modderbee (Devon x 2)
<b><u>REQUIREMENTS</u></b>	:	Recognise and appropriate three-year degree/diploma in Education coupled with relevant experience. Post graduate degree will be an added advantage. Valid drivers licence. Registration with the South African Council of Educators.
<b><u>DUTIES</u></b>	:	Implement educational programmes for offenders. Implement educational policy at correctional facilities in the management area. Set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage finances and personnel.
<b><u>ENQUIRIES</u></b>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
<b><u>POST 06/71</u></b>	:	<b><u>EDUCATIONIST M+3 6 POSTS</u></b>
<b><u>SALARY</u></b>	:	R114 936 per annum
<b><u>CENTRE</u></b>	:	Eastern Cape Region (Cradock)
<b><u>REQUIREMENTS</u></b>	:	Recognized and appropriate three year degree /diploma majoring with Business Studies (Grade 10-12). Registered with SACE. Computer Literate and understanding of National Curriculum Statement (NCS) Policy as well as ABET Act. Understanding of correctional system environment.
<b><u>DUTIES</u></b>	:	Render tuition in Business Studies Grade 10-12. Conduct formative and summative assessment. Manage classroom activities. Implementation of education policy at correctional facilities in the management area. Setting standards for education services in accordance with government education departments. The quality assessment of educational services. Ensuring of service level standard for education and training. Manage of finances.
<b><u>ENQUIRIES</u></b>	:	Mr Mwehle ZP (043 706 7923): Eastern Cape Region
<b><u>POST 06/72</u></b>	:	<b><u>EDUCATIONIST M+3</u></b>
<b><u>SALARY</u></b>	:	R114 936 per annum
<b><u>CENTRE</u></b>	:	Eastern Cape Region (Sada: Bustersdorp)
<b><u>REQUIREMENTS</u></b>	:	Recognised and appropriate three year degree /diploma majoring with Afrikaans with a qualification Computer Literacy and be able to teach Computer from Abet L1 – Grade 12. Registered with SACE.
<b><u>DUTIES</u></b>	:	Formulation of policy. Educational programmes for offenders. Implementation of education policy at correctional facilities in the management area. Setting standards for education services in accordance with government education departments. The quality assessment of educational services. Ensuring of service level standard for education and training. Manage of finances.
<b><u>ENQUIRIES</u></b>	:	Mr Mwehle ZP (043 706 7923): Eastern Cape Region
<b><u>POST 06/73</u></b>	:	<b><u>EDUCATIONIST M+3</u></b>
<b><u>SALARY</u></b>	:	R114 936 per annum
<b><u>CENTRE</u></b>	:	Eastern Cape Region (Cradock x 2)
<b><u>REQUIREMENTS</u></b>	:	Recognised and appropriate three year degree /diploma majoring with Mathematics and be able to teach Business Studies (Grade 10 - 12). Registered with SACE. Computer Literate
<b><u>DUTIES</u></b>	:	Formulation of policy. Educational programmes for offenders. Implementation of education policy at correctional facilities in the management area. Setting standards for education services in accordance with government education

departments. The quality assessment of educational services. Ensuring of service level standard for education and training. Manage of finances.

**ENQUIRIES** : Mr Mwehle ZP (043 706 7923): Eastern Cape Region

**POST 06/74** : **CLERK: TRANSPORT**

**SALARY** : R113 568 per annum  
**CENTRE** : Eastern Cape Region (Sada, Mthatha)  
**REQUIREMENTS** : Recognised and appropriate 3 year degree/ diploma coupled with relevant experience in supply chain management (Fleet Management). A driver's license.

**DUTIES** : Operate the transport policy in the Management Area. Undertake/manage transport inspections and investigations. Manage transport. Attend required management meetings for the Management Area. Plan activities management of transport infrastructure.

**ENQUIRIES** : Mr Mwehle ZP (043 706 7923): Eastern Cape Region

**POST 06/75** : **CLERK ACCOUNTING SYSTEM**

**SALARY** : R113 568 per annum  
**CENTRE** : Regional Office  
**REQUIREMENTS** : Recognized and appropriate three year degree/diploma in Accounting or Financial Management coupled with relevant experience. Sound communication skills. Computer Literacy. The ability to plan and organize properly. Knowledge of PFMA, treasury regulations and BAS. Project management and presentation skills. Proven experience in a BAS environment. A valid drivers license.

**DUTIES** : Plan and execute management accounting inspections. Execute the responsibilities of officials, as stipulated in section 45 of PFMA. Compile, coordinate and distribute MTEF allocation. Load and balance the budget on BAS. Undertake in-year monitoring and overall expenditure control.

**ENQUIRIES** : Mr Mwehle ZP (043 706 7923): Eastern Cape Region

**POST 06/76** : **PROCUREMENT ADMINISTRATION**

**SALARY** : R113 568 per annum  
**CENTRE** : Eastern Cape Region (St Albans)  
**REQUIREMENTS** : Recognized and appropriate three year degree/diploma coupled with relevant experience. Knowledge of Supply Chain Management legislation and related prescripts. Knowledge of government procurement processes. Good managerial skills. Experience in the procurement field. Good communication skills. Computer literate. A valid driver's license.

**DUTIES** : Manage the administration of the procurement process with regard to capital equipment in a fair, equitable, transparent, competitive and cost-effective manner. Manage that specifications and bid documents are in order prior to the invitation of bids. Manage the advertisement of bids. Manage the evaluation of bids and the submission of recommendation to the relevant bid adjudication committee. Attend recommendation meetings at national treasury. Attend SABS-meetings. Liaise with external and internal clients.

**ENQUIRIES** : Mr Mwehle ZP (043 706 7923): Eastern Cape Region

**POST 06/77** : **CLERK: MESS 12 POSTS**

**SALARY** : R 113 568 per annum  
**CENTRE** : Gauteng Region (Pretoria)  
**REQUIREMENTS** : Recognized and appropriate three year degree/Diploma in finance/administration coupled with relevant equivalent experience. Valid driver's licence

**DUTIES** : Check and control income and expenditure, journals, creditors, debtors, internal transfers, trial balance, bank reconciliation, VAT 201, UIF,IRP5's, audit statements "draft", control till rolls, sampro, compensation commissioner, fuel, deductions on persal, cash books for sport clubs, quest houses, vehicles, safe, stamps, speed points, phone cards, salaries, crèche, golf club and swimming pool. Manage personnel leave credits.

**ENQUIRIES** : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region

**POST 06/78** : **AUXILIARY SUPPORT**

**SALARY** : R 113 568 per annum  
**CENTRE** : Gauteng Region (Pretoria)  
**REQUIREMENTS** : Recognized and appropriate three year degree/diploma or equivalent qualification coupled with relevant experience. Communication skills. Ability to work independently for long hours. Valid drivers licence



- DUTIES** : The processing of documentation. The communication of written information. The management of telephonic communication. The rendering of personnel support to Management areas. The rendering of logistical support to Management areas. The rendering of cleaning services to Management area office. The management of personnel. The management of finances
- ENQUIRIES** : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
- POST 06/79** : **CLERK: HR ADMINISTRATION**
- SALARY** : R 113 568 per annum  
**CENTRE** : Gauteng Region (Johannesburg x3, Leeuwkop x 3)  
**REQUIREMENTS** : Grade 12 and/or degree/diploma in Human Resource Management. Coupled with relevant experience. Valid drivers licence.
- DUTIES** : The quality assessment of personnel services. Manage remuneration control. Manage housing subsidies. Ensure management of official accommodation. Management of leave. The exercising of control over the establishment. The management of Persal. Management of data integrity. The management of finances
- ENQUIRIES** : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
- POST 06/80** : **CLERK: HUMAN RESOURCE DEVELOPMENT TRAINERS 5 POSTS**
- SALARY** : R 113 568 per annum  
**CENTRE** : Gauteng Region (Johannesburg x 2, Pretoria, Leeuwkop x 2)  
**REQUIREMENTS** : Recognized and appropriate three year degree/Diploma coupled with relevant experience in the field of training and development. Valid drivers licence. Analytical ability. Good communication skills and ability to plan/organise. Computer literacy.
- DUTIES** : Application of HR development policies in the management area. Administration of training programmes. Administration of lectures. Administration of examinations. Undertaking of training research. Administration of in-service training programmes. Administration of self development activities. Administration of bursaries/study loans. Administration of infrastructural requirements for HR Development
- ENQUIRIES** : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
- POST 06/81** : **SECRETARY**
- SALARY** : R113 568 per annum  
**CENTRE** : Eastern Cape Region (Regional Head Finance)  
 Gauteng Region (Area Commissioner's Office: Krugersdorp)  
**REQUIREMENTS** : Grade 12 and relevant experience as a secretary. Good communication and inter-personal skills. Computer literate with excellent understanding of Windows 98/2000, MS Word, Excel, Outlook and Power Point. Ability to work under pressured. Willingness to work overtime.
- DUTIES** : Answer and screen telephone calls. Type/compile memorandums and presentations. Execute office and general administrative duties. Manage electronic document tracking system. Acknowledge receipt of documents. Assist with filing system. Maintain diary and manage appointments. Record and issue minutes. Arrange meetings/conferences/workshops with relevant stakeholders including private sector representatives upon request. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Ensuring submission of travel claims for the Director.
- ENQUIRIES** : Mr Mwehle ZP (043 706 7923): Eastern Cape Region  
 Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
- POST 06/82** : **PROCUREMENT SUPPORT**
- SALARY** : R113 568 per annum  
**CENTRE** : Eastern Cape Region (St Albans x2, Sada)  
**REQUIREMENTS** : Recognized and appropriate three year degree/diploma coupled with relevant experience. Knowledge of Supply Chain Management legislation and related prescripts. Knowledge of government procurement processes. Good managerial skills. Experience in the procurement field. Good communication skills. Computer literate. A valid driver's license.
- DUTIES** : Manage the administration of the procurement process with regard to capital equipment in a fair, equitable, transparent, competitive and cost-effective

manner. Manage that specifications and bid documents are in order prior to the invitation of bids. Manage the advertisement of bids. Manage the evaluation of bids and the submission of recommendation to the relevant bid adjudication committee. Attend recommendation meetings at national treasury. Attend SABS-meetings. Liaise with external and internal clients.

- ENQUIRIES** : Mr Mwehle ZP (043 706 7923): Eastern Cape Region
- POST 06/83** : **CATERER 2 POSTS**
- SALARY** : R 113 568 per annum  
**CENTRE** : Gauteng Region (Krugersdorp)  
**REQUIREMENTS** : Recognized three year degree/Diploma and/ or equivalent experience. Valid driver's licence.
- DUTIES** : Check and control income and expenditure, journals, creditors, debtors, internal transfers, trial balance, bank reconciliation, VAT 201, UIF,IRP5's, audit statements "draft", control till rolls, sampro, compensation commissioner, fuel, deductions on persal, cash books for sport clubs, quest houses, vehicles, safe, stamps, speed points, phone cards, salaries, crèche, golf club and swimming pool. Manage personnel leave credits.
- ENQUIRIES** : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
- POST 06/84** : **CLUB MANAGER**
- SALARY** : R 113 568 per annum  
**CENTRE** : Gauteng Region (Pretoria x 1, Leeuwkop x 2, Modderbee X 2)  
**REQUIREMENTS** : Grade 12 and/or recognized three year degree/Diploma and/ or equivalent relevant experience. Valid driver's licence
- DUTIES** : Check and control income and expenditure, journals, creditors, debtors, internal transfers, trial balance, bank reconciliation, VAT 201, UIF,IRP5's, audit statements "draft", control till rolls, sampro, compensation commissioner, fuel, deductions on persal, cash books for sport clubs, quest houses, vehicles, safe, stamps, speed points, phone cards, salaries, crèche, golf club and swimming pool. Manage personnel leave credits.
- ENQUIRIES** : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
- POST 06/85** : **LEGAL ADMIN OFFICER**
- SALARY** : R 108 030 per annum  
**CENTRE** : Free State and Northern Cape Region (Kroonstad)  
**REQUIREMENTS** : Recognized and appropriate four-year Legal degree or equivalent Legal qualifications. Valid driver's licence. Knowledge of legal research, legal drafting or other appropriate experience. Creative legal thinking and problem-solving. Must be computer literate. Ability to work independently. Knowledge of the Correctional Services environment.
- DUTIES** : Provide advice on legal matters within the management area. Do research on applicable legislation/case law. Formulate legal opinions for submission. Draft formal legal opinions in specific format for state attorney/state law advisor. Act as an internal appeal channel. Manage litigation to be dealt with, e.g. Arbitrations, motions, civil claims and labour relations issues. Furnish legal advice to top management. Receive request from functionaries for legal assistance and provision thereof. Provide legal training. Handle legal administration. Represent DCS on various forums.
- ENQUIRIES** : Ms Mholo J (051 404 0268/051 404 0270): Free State/Northern Cape Region
- POST 06/86** : **LOCKSMITH**
- SALARY** : R 103 806 per annum  
**CENTRE** : Gauteng Region (Leeuwkop)  
**REQUIREMENTS** : An appropriate trade Diploma or Certificate underwritten by the Manpower Training Act (Red Seal) coupled with relevant experience.
- DUTIES** : Training of Artisans. Repair, maintenance and inspection of all prison types locks. Braising, welding and soldering. Cutting of keys.
- ENQUIRIES** : Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
- POST 06/87** : **PAINTERS**
- SALARY** : R103 806 per annum  
**CENTRE** : Gauteng Region (Leeuwkop, Modderbee)

<b><u>REQUIREMENTS</u></b>	:	An appropriate trade Diploma or Certificate underwritten by the Manpower Training Act (Red Seal) coupled with relevant experience.
<b><u>DUTIES</u></b>	:	Training of prisoners as well as apprentices. Execute modern paint techniques and be responsible for quality control and maintenance.
<b><u>ENQUIRIES</u></b>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
<b><u>POST 06/88</u></b>	:	<b><u>PLUMBERS 9 POSTS</u></b>
<b><u>SALARY</u></b>	:	R103 806 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Leeuwkop, Modderbee x 2, Zonderwater, Johannesburg x 4, Boksburg)
<b><u>REQUIREMENTS</u></b>	:	An appropriate trade Diploma or Certificate underwritten by the Manpower Training Act (Red Seal) coupled with relevant experience.
<b><u>DUTIES</u></b>	:	Training of prisoners as well as apprentices. Be responsible for general gas welding works detail plans. Additional duties include: servicing and repairing cold and warm water supply. Handling quotations and general administration work. Executing water 18 elevant, air flow and smoke test.
<b><u>ENQUIRIES</u></b>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
<b><u>POST 06/89</u></b>	:	<b><u>MACHENIST</u></b>
<b><u>SALARY</u></b>	:	R 103 806 per annum
<b><u>CENTRE</u></b>	:	Gauteng Region (Leeuwkop)
<b><u>REQUIREMENTS</u></b>	:	An appropriate trade Diploma or Certificate underwritten by the Manpower Training Act (Red Seal) coupled with relevant experience.
<b><u>DUTIES</u></b>	:	Training of prisoners as well as apprentices. Handle quotations and general administrative duties, maintain patrol vehicle and lawnmowers as well as do general faulty finding.
<b><u>ENQUIRIES</u></b>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region
<b><u>POST 06/90</u></b>	:	<b><u>DRIVER (LEVEL 5) CDC: AFRICAN CORRECTIONAL SERVICES ASSOCIATION AND SOUTHERN AFRICAN DEVELOPMENT COMMUNITY</u></b>
<b><u>SALARY</u></b>	:	R94 575 per annum
<b><u>CENTRE</u></b>	:	National Head Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12.Valid driver's license .3 years driving experience. Knowledge of Government regulations. Good interpersonal relations .Skills: communication, listening, Completion of an Advanced drivers course will be an advantage.
<b><u>DUTIES</u></b>	:	Collect and deliver documents from the post office. Distribute documents in and outside of the Department. Maintain the vehicle allocated to the office of the Chief Deputy Commissioner. Keep accurate record of all the official trips, complete the log book.
<b><u>ENQUIRIES</u></b>	:	Ms Masela D (012 307 2152) / Ms Moerane C (012 307 2540) or Mr S Baloyi (012 307 2505): Head Office
<b><u>POST 06/91</u></b>	:	<b><u>CONTROL ROOM OPERATOR</u></b>
<b><u>SALARY</u></b>	:	R78 294 per annum
<b><u>CENTRE</u></b>	:	Regional Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Previous working experience in a security control room within a security environment will be an advantage. Skill and confidence to operate under pressure and in emergencies, with the ability to make responsible decisions without compromising security. Punctuality, neatness, commitment and friendliness'. Good communication skills in English and one (1) other language. Good human relation skills, including the ability to work with the public. Computer literacy and technology orientation. Discretion and trustworthiness. The ability to work shifts and concentrate for long hours. Ability to be strict and firm.
<b><u>DUTIES</u></b>	:	Operate access control equipment, as well as CCTV and intercom systems. Enrol personnel and visitors on the biometric fingerprint reader system. Monitor the movement of people, goods and services. Record and report all incidents. Work according to standard operating procedures. Log data and report faults. Monitor all security equipment. Motivate fellow staff and use a hands-on approach to assist and operate in crisis situations.
<b><u>ENQUIRIES</u></b>	:	Mr Masango SS (012 420 0174)/Ms Moeketsane L (012 4200179): Gauteng Region

## DEPARTMENT OF ENERGY

- APPLICATIONS** : The Director-General, Department of Energy, Private Bag X19 Pretoria, and 0001or hand delivered to Trevenna Building, Corner Mentjies and Schoeman Street. Sunnyside
- FOR ATTENTION** : Mr N Ncongwane/Mr A Marakalala
- CLOSING DATE** : 25 February 2011
- NOTE** : Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful.

## OTHER POSTS

- POST 06/92** : **EXECUTIVE ASSISTANT TO THE CHIEF OPERATING OFFICER**
- SALARY** : R 406 839 per annum (inclusive package) Level: 11
- CENTRE** : Pretoria
- REQUIREMENTS** : A three year tertiary qualification in administration, economic, human sciences or equivalent qualification with relevant working experience PLUS the following key competencies • Knowledge of • PFMA and Treasury Regulations • Governmental Budgeting • Good Governance Principles and Programmes of the Department of Energy • Skills: • Must understand, interpret and deliver on assignments with minimal supervision • Must have at least intermediate Microsoft Excel, Word, Internet, e-mail and related computer skills. Excellent writing and editing skills, and attention to detail are critical. Excellent interpersonal communication skills are also essential • Communication • Ability to communicate at a high level • Ability to find solutions to problems. • Formulate ideas and motivations Innovative thinker • Interpret and apply policy • Creativity
- DUTIES** : KRA's: • Consolidate, oversee and analyse the Branch's budget to ensure delivery in Terms of key strategic objectives • Manage and consolidate Branch's inputs/ reports, follow-up on decisions • Agreements/ commitments and manage documents • Oversee the organising of workshops/ strategic planning sessions as well • As well as performing secretariat functions in meetings • Scrutinise submissions/ reports and make recommendations to the Chief Operating Officer
- ENQUIRIES** : Ms T Zungu ☎012 444 4366

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

- APPLICATIONS** : The CEO, Government Communication and Information System, Private Bag X745, Pretoria, 0001 or hand delivered to Midtown Building, 356 Vermeulen Street, Pretoria.
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 25 February 2011
- NOTE** : Applications must be accompanied by a Z83 and a comprehensive CV, as well as certified copies of qualifications and ID document. Correspondence will be limited to successful candidates only. If you have not been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Disabled applicants are encouraged to apply.

**OTHER POSTS**

- POST 06/93** : **DEPUTY DIRECTOR: ACCOUNT EXECUTIVE**  
Directorate: Marketing, Advertising and Media Buying
- SALARY** : All inclusive salary package: R406 839 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An organized, process driven individual with strong relationship management skills is required to execute media buying activities at GCIS. A suitable candidate will be required to purchase media space and time as well as the provision of strategic advice resulting in the optimal combination of media for government clients. Qualification: A relevant qualification in Media Buying/ Media Planning or Marketing and Communication majoring in Media Buying and Planning. Experience: 3 - 5 years industry experience preferably gained executing media strategy, planning and media buying activities for big brand clients. Proven ability to translate campaign briefs into implementable strategies. Demonstrate effective management of large campaigns within budget and time constraints. Job knowledge: Practical Media Buying and Planning background. A clear knowledge of the media landscape across all media products. Understanding of how to utilise a cross section of media to meet campaign objectives in the most optimal manner. Practical understanding of a broad target market and innovative tactics to reach diverse audiences. Strong end to end administration tasks as part of the media buying and planning process. Able to translate research into practical methods to reach desired target audience. Competencies required: Media Buying/Planning background. Outstanding time management and organization ability. Be an assertive, self motivated and driven individual. Possess strong communication skills, both in written and spoken format. Must be a persuasive individual who is comfortable with negotiating timelines and deliverables with internal and external stakeholders. Ability to assess needs of incoming campaigns and act decisively to mobilize resources. Excellent administrative abilities. Outstanding interpersonal abilities. High attention to detail. Computer literacy in MS Office suite. Working knowledge of Telmar (TNT/RBP/Programs/Plans). Working knowledge of Media Manager. Exposure to Chase/ Navision or equivalent campaign management platforms. Conduct activities in a highly ethical manner.
- DUTIES** : Keep abreast with latest research figures across all media, e.g. circulation, audience ratings, etc. Kept abreast of media trends in the marketplace. Build and maintain relationships with government clients, internal and external to GCIS. Build and maintain relationships with a diverse set of media owners. Correctly identify target audience/s and most suitable approaches to reach them. Construct media strategies and plans through the proper use of market segmentation methodology. Identify most suitable media platforms to ensure clients message is seen and heard by audience. Use of Telmar to develop media plans /schedules. Negotiate with media owners to obtain best rates and media space across all media. Work alongside media owners to refine schedules, producing optimal media plans/schedules for clients. Construct quotations, cost estimates and campaign budgets. Monitor media to ensure that campaigns are implemented in line with objectives. Full financial reporting and budget management of campaigns implemented. Manage the entire media buying and planning administrative process. Attend meetings and do presentations where required.
- ENQUIRIES** : Mr Frank Theunissen, tel. (012) 314 2305

**POST 06/94** : **PROJECT MANAGER: SOCIAL PROTECTION AND COMMUNITY DEVELOPMENT, AND HUMAN DEVELOPMENT CLUSTERS**

**SALARY** : All inclusive salary package: R406 839 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Qualification: An appropriate Bachelor's degree in project management and/or communication or related studies; Project management and coordination skills: High-level knowledge and experience in all aspects related to project management. An ability to effectively coordinate and manage project teams, negotiate with clients and senior management. Exposure in implementing project management in the context of strategic planning and a learning organisation. Sound understanding of government policy: General knowledge of government' mandate and a keen interest in current and government affairs. Proven writing and facilitation skills: Excellent report-writing skills and ability to write high-level project reports to management. Proven capability to facilitate strategic planning sessions. Proven experience in customer relationship management: Ability to interact and maintain relationships with high-level clients requesting for GCIS assistance. A proven team player. High level of computer literacy skills and working knowledge of Microsoft Project.

**DUTIES** : The incumbent will be required to: Effectively and efficiently coordinate communication campaigns/projects (multi-sectoral projects) in the Social Protection & Community Development Cluster, and Human Development Cluster, as well as other allocated projects. He/she will provide dedicated on-site and hands-on project management support to the project management community in the organisation: project supervisors, project leaders and project teams. Setting up project management structures and processes. Adhere to, improve and streamline project management procedures and systems for continual improvement. Project planning for line-function business plans. Provide guidance, strategic and operational support to GCIS staff in the planning and implementation of projects. Draft reports to client departments, GCIS project teams and senior management.

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

**NOTE** : The successful incumbent must be able to work under pressure without constant supervision and be willing to work overtime when required.

## DEPARTMENT OF HEALTH

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

**APPLICATIONS** : Direct your application quoting the above relevant reference number to : The Director-General, Department of Health, Private Bag X828, Pretoria, 0001. Hand delivered applications may be submitted at Reception (Application Box), Civitas Building, corner of Andries and Struben Streets.

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

## OTHER POSTS

**POST 06/95** : **MEDICINES REGISTRATION OFFICER GRADE 1 (2 POSTS 262310) REF NO: NDOH 16/2011) (5 POSTS 262320) REF NO NDOH 17/2011 (1 POST 262330) REF NO NDOH 18/2011**  
Chief Directorate: Pharmaceutical and Related Product Regulation and Management. Directorate: Medicines Evaluation and Research

**SALARY** : R305 055 per annum (plus competitive benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : **(2 POSTS – 262310) REF NO NDOH: 16/2011) (5 POSTS – 262320) REF N NDOH 17/2011:** An appropriate recognized four-year Bachelor's degree in Pharmacy or an equivalent NQF 7 Certificate \*Knowledge and application of the Medicines and Related Substances Act (Act 101 of 1965) and the Regulations pertaining to the Act is essential \*At least one (1) year experience in the medicine regulatory environment will be an added advantage \*Working knowledge, understanding and application of an electronic document management system \*Competence in the use of word processors, spreadsheets and related computer software is essential \*A high degree of dedication, accurate work as well as good organisational skills \*Innovative thinking, initiative and leadership qualities are recommended \*Good interpersonal relations \*Good communication skills (written and verbal).  
**(1 POST – 262330) REF NO NDOH 18/2011):** An appropriate recognized four-year Bachelor degree in Pharmacy or Botanical Sciences or equivalent NQF 7 Certificate in Phytochemistry or Phytotherapy \*Knowledge and application of the Medicines and Related Substances Act (Act 101 of 1965) and the Regulations pertaining to the Act is essential \*Knowledge of alternative and traditional medicines will be an advantage \*At least one (1) year experience in the medicine regulatory environment will be an added advantage \*Competence in the use of word processors, spreadsheets and related computer software is essential \*A high degree of dedication, accurate work as well as good organisational skills \*Innovative thinking, initiative and leadership qualities are recommended \*Good interpersonal relations \*Good communication skills (written and verbal).

**DUTIES** : **(2 POSTS – 262310) (REF NO: NDOH 16/2011) (5 POSTS – 262320) (REF NO: NDOH 17/2011):** \*Assessment and evaluation of applications for the registration of generic medicines including the evaluation of bioequivalence protocols and data \*Assessment and evaluation of applications for the amendment of registered medicines \*Recording and maintenance of statistics on work received and done \*Participate in the organisation and co-ordination of work in the unit \*Undergo training for skills development and personal advancement \*Drafting of policy documents and maintenance of policy and ensuring compliance by the applicants \*Development of standard operating procedures (SOP's), regulations and guidelines for the registration of medicines and their updates \*Communication and consultation with representatives from

the public, including the industry, to explain/discuss policy and administrative issues \*Prepare documentation/submissions for, and provide support to the expert committees and Council \*Participate in unit meetings for discussions and decision-making \*Perform allocated administrative registration functions \*Perform such other functions as the Unit Manager or the Director may allocate from time to time.

**(1 POST – 262330) (REF NO: NDOH 18/2011):** \*Assessment and evaluation of applications for the registration of complementary medicines including call-up submissions \*Capturing of data for all applications submitted for registration and amendment of complementary medicines including call-up submissions \*Acknowledge receipt of applications submitted for registration of complementary medicines \*Participate in the organisation and co-ordination of work in the unit \*Undergo training for skills development and personal advancement \*Assist in the development of standard operating procedures (SOP's), regulations and guidelines for the registration of complementary medicines \*Supporting the Complementary Medicines Committees technically and administratively \*Prepare documentation for Complementary Medicines Committee meetings (CMC) \*Compilation of minutes of committee proceedings \*Assist in preparation of documentation for tabling at council meetings and compilation of minutes of council proceedings pertaining to Complementary Medicines \*Assist clients with information pertaining to administrative and technical aspects of medicine regulation specifically complementary medicines \*Attend unit, directorate and chief directorate meetings and participate in discussions and decision-making \*Develop the Complementary Medicines Unit \*Perform such other functions as the Director may allocate from time to time.

**ENQUIRIES** : Mr F F Hlangwane at tel (012) 395-8317  
**CLOSING DATE** : 7 March 2011 (Applications received after the closing date will not be considered).

**POST 06/96** : **SENIOR INTERNAL AUDITOR REF NO: NDOH 14/2011**  
 This is a re-advertisement of the post with reference numbers NDOH 2/2010 and Public Service Vacancy Circular no 04 post 17 with closing date 22 February. Applicants who previously applied for the post must re-apply if they are still interested.

**SALARY** : R174 117 per annum (plus competitive benefits)  
**CENTRE** : Office of the Director-General. Directorate: Internal Audit. Pretoria.  
**REQUIREMENTS** : \*A three year Bachelor's degree or equivalent NQF 6 Certificate in commerce, economics science, accounting, public administration and project management \*Two (2) to three (3) years auditing experience \*Knowledge of accounting, auditing, service delivery concepts and techniques, terminology procedures, government policies and regulations as well as Standards of Institute of Internal auditors \*Knowledge of audit computer language (ACL) programme and Teammate will be added advantages \*Computer literacy \*Good communication skills (written and verbal) \*Good planning, organisational and analytical skills \*Good negotiation, problem solving and conflict management skills \*Good management and supervisory skills \*Ability to gather relevant information through interviews and analytical review of documents \*Must be prepared to travel, work irregular hours and under pressure \*A valid Code B driver's licence will be an added advantage.

**DUTIES** : \*Timely and accurate completion of compliance/ performance audits as per annual plan \*Implement audit coverage plans linked to identified risks \*Guide and supervise audit team on audit assignments to ensure that objectives are attained \*Ensure that audit work conforms the Institute of Internal Audits (IIA) Standards and other guidelines/procedures set by the department \*Review audit working papers/audit evidence and audit work performed, ensuring that objectives of the audit are met \*Implement training schedule for team members twice in a year \*Implement training programme \*Ensure that project appraisal forms are completed for all team members \*Promote and improve the image of the Internal Audit Unit by submitting Client Satisfaction questionnaires to the Auditees when/after the final report is issued so that completed questionnaires can be evaluated for service delivery improvement \*Assist Audit supervisor with the drafting of summary audit reports to management and audit committee or other stakeholders \*Display alertness/awareness to red flags of fraud or opportunities such as control weakness, that could allow fraud, corruption and other irregularities to be perpetrated \*Ensure proper use of relevant audit software to accomplish the objectives of the audit e.g. ACL \*Conduct follow-up audits on all previous compliance and/or performance audit projects and management consulting-assignments to determine the adequacy, effectiveness and timeliness of actions taken by the clients on the reported audit findings.

**ENQUIRIES** : Mr M M Komape at tel (012)395-8427.



**CLOSING DATE** : 28 February 2011 (Applications received after the closing date will not be considered).

**POST 06/97** : **PERSONAL ASSISTANT II REF NO: NDOH 19/2010**  
This post is advertised in the Public Service only. Applicants who are not employed in the Public Service will not be considered for the post)

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

**CENTRE** : Chief Directorate: Strategic Planning. Directorate: Strategic Planning. Pretoria.

**REQUIREMENTS** : \*Senior Certificate (Grade 12) or equivalent NQF 4 Certificate \*A secretarial diploma or equivalent qualification \*At least two years experience in rendering a support service (secretarial duties, office administration and management) to a SMS member on a Chief Director level \*Knowledge of and experience in procurement procedures and financial management \*Ability to work under pressure and willingness to work irregular hours \*Extensive computer knowledge \*Excellent planning and organisational skills \*Good telephone etiquette \*Good interpersonal relations \*Good communication skills (written and verbal) \*Valid Code B driver's licence will be an added advantage.

**DUTIES** : \*Render secretarial and administrative support service in the office of the Chief Director \*Manage the Chief Director's diary \*Handle all telephone calls within the Chief Director's office \*Confirm appointments and meetings \*Manage the reception area and welcome visitors \*Plan and organise meetings, workshops etc. including venues and catering where indicated \*Provide comprehensive support to manager regarding meetings including the taking of minutes \*Draft standard submissions, memos, letters and render typing services to the Chief Director \*Maintain a filing and record-keeping system \*Make travel and logistical arrangements for the Chief Director, including processing of subsistence and transport documents and claims \*Order and purchase stationary \*Keep abreast of all applicable prescripts/policies and procedures.

**ENQUIRIES** : Mr James Makeke at tel (012) 395-8410

**CLOSING DATE** : 28 February 2011 (Applications received after the closing date will not be considered).

## DEPARTMENT OF HOME AFFAIRS

*The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of positions. Candidates whose appointment/transfer/promotion will further the objective of representivity will receive preference.*



- APPLICATIONS** : Forward your application, quoting the relevant reference number, to: The Director-General: Department of Home Affairs, Private Bag X114, Pretoria 0001. Alternatively, applications may be hand-delivered to Security at the front entrance of the Department of Home Affairs at 270 Maggs Street, Waltloo, Silverton, for attention: Mr J S Modipa. In the event of a hand-delivery, applicants must sign an application register as proof of their submission. NB: •Please submit a separate application and documentation for each position
- CLOSING DATE** : 28 February 2011, Applications received after the closing date or those that do not comply with the requirements, will not be taken into consideration.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and should be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document (with an original certification stamp). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver's licence is a requirement, applicants must attach certified copies of such licences. No faxes or e-mailed applications will be considered. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Are you looking for an exciting and challenging career in a rapidly changing organisation? The Department of Home Affairs has embarked on an extensive turnaround programme, aimed at developing a culture of responsiveness and improved service delivery. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a world-class service. If you have what it takes to serve the needs of South Africa's citizens, residents and visitors - and your credentials meet the requirements of any of the following positions - then respond before the closing date. Join our leadership team in transforming our vision into a reality. Successful candidates will be required to undergo a competency assessment, enter into a performance agreement and be subjected to security clearance procedures. All of the positions require the following core management competencies: Strategic Capability and Leadership, Client Orientation and Customer Focus, Knowledge Management, Communications, Financial Management, People Management and Empowerment, Honesty and Integrity, Service Delivery Innovation, Program and Project Management, Problem Solving and Analysis, Change Management, Presentation , Numerical skills.

## MANAGEMENT ECHELON

- POST 06/98** : **DIRECTOR: TRAVEL DOCUMENTS AND CITIZENSHIP, REF NO: HRMC C/11/1**  
Chief Directorate: Back Office Status Services
- SALARY** : All-inclusive salary package of R685 200 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. (Level 13)
- CENTRE REQUIREMENTS** : Head Office, Pretoria  
: A relevant three year Degree/Diploma with extensive experience in a Public Administration Management or General Management position, Experience in Operations Management, Experience in a management position with a proven track record of managing a team, Experience in a Civic Services environment will be added advantages, In-depth understanding of the South African Citizenship Act, the South African Passport and Travel Documents Act, the Immigration Act as well as the Refugee Act, Proven knowledge and application of the Public Finance Management Act and Treasury Regulations, Knowledge of the Public Service Act and Regulations, Understanding of Human Resources Legislation and prescripts (Labour Relations Act, Employment Equity Act), Knowledge and understanding of the South African Constitution. Computer literacy, A valid driver's license and willingness to travel extensively and work extended hours are essential.

- DUTIES** : The successful candidate will be responsible for the following specific tasks: Provide strategic direction and guidance and manage the implementation of strategic objectives within the directorate, Ensure effective prioritisation of resource and monitor the delivery of the operational plan against the agreed objectives and timeframes, Report on the performance of the directorate against the operational plan, Develop technical expertise within the directorate and provide inputs into the legislative developments as well as advice and give guidance on legislative, policy and technology aspects relating to Travel Documents and Citizenship, Identify projects and initiatives to improve the processing turnaround times for Travel Documents and Citizenship, Represent the directorate at management and other government forums/meetings as required/delegated, Establish, implement and maintain operational frameworks regarding the processing of travel documents and citizenship, Liaise with business units in area of responsibility to monitor, evaluate and review the implementation of the frameworks across the Department, Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations and turnaround times, Develop, facilitate, sign-off and manage Service Level Agreements with all relevant stakeholders and manage the performance of the Directorate against agreed Service Level Agreements, Ensure the implementation of the E-passport as well as the security of the passport and citizenship issuing processes, Identify service delivery deficiencies and record action plans to mitigate risks and those dependencies, Manage the implementation of quality control measures and monitor duplications, error rates and data quality and identify bottlenecks, Compile an annual budget, obtain approval and monitor expenditure against the agreed budget and objectives of the directorate, Ensure compliance to Supply Chain Management and Asset Management prescripts, policies and procedure, Ensure compliance with all audit requirements and monitor and ensure compliance to legislations, regulations and Departmental policies and procedures, Fulfil the duties assigned to the post as Responsibility Manager in accordance with the Public Finance Management Act, Manage the implementation of the employment equity plan and effective talent management processes as well as the implementation of compliant performance management and decide on appropriate rewards and/or promotion on the basis of performance and contribution against agreed targets, Manage grievance procedures and uphold consistent discipline, Coach and motivate subordinates and ensure that employees are equipped with the required skills to perform optimally and are committed to the vision and goals of the Department
- ENQUIRIES** : Mr W D Hlongwane, Tel No: (012) 810-8606
- POST 06/99** : **DIRECTOR: FINGERPRINT VERIFICATION, REF NO: HRMC C/11/2**  
Chief Directorate: Back Office Identity Documents Processing
- SALARY** : All-inclusive salary package of R685 200 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. (Level 13)
- CENTRE REQUIREMENTS** : Head Office, Pretoria,  
: A relevant three year Degree/Diploma with extensive experience in Operations Management or Public Administration, Experience in a management position with a proven track record of managing a team, Extensive relevant experience within the Public Service would be an advantage, Demonstrated knowledge and understanding of workforce planning and optimization, Sound knowledge and understanding of the Citizenship Act and the Identification Act, Knowledge and understanding of fingerprint legislation, standards of fingerprint evidence and fingerprint development techniques, Proven knowledge and application of the Public Finance Management Act (PFMA) and Treasury Regulations, Knowledge of the Public Service Act and Regulations, Understanding of Human Resources legislation and prescripts (Labour Relations Act, Employment Equity Act), Knowledge and understanding of the South African Constitution. Computer literacy, A valid driver's licence and willingness to travel extensively and work extended hours are essential.
- DUTIES** : The successful candidate will be responsible for the following specific tasks: Provide guidance and leadership to the fingerprint verification unit in the achievement of strategic and operational objectives, Monitor performance against service level agreements and ensure effective service delivery to internal and external requirements, Interpret and maintain statistical information regarding service level standards, bottlenecks, volumes, trends and error rates, Monitor the performance of the SLA between the Front Office and the unit and take corrective action where required, Develop and implement quality assurance and data quality strategies and actions, Ensure the effective and uniform implementation of Standard Operating Procedures and effective operational

control measures to ensure quality of fingerprints, accuracy of records, prevention of corruption and limit non-financial losses and to ensure effective strategy execution, Ensure all fingerprints are accurately verified, captured and stored on relevant systems, Recommend and implement performance improvement initiatives, Revisit, review and streamline all processes to ensure accuracy and efficiency in operation execution, Keep up to date with industry and operations developments and make recommendations for business transformation opportunities, Compile an annual budget, obtain approval and monitor expenditure against the agreed budget and objectives of the directorate, Ensure compliance to Supply Chain Management and Asset Management prescripts, policies and procedure, Ensure compliance with all audit requirements and monitor and ensure compliance to legislations, regulations and Departmental policies and procedures, Fulfil the duties assigned to the post as Responsibility Manager in accordance with the Public Finance Management Act, Manage the implementation of the employment equity plan and effective talent management processes as well as the implementation of compliant performance management and decide on appropriate rewards and/or promotion on the basis of performance and contribution against agreed targets, Manage grievance procedures and uphold consistent discipline, Coach and motivate subordinates and ensure that employees are equipped with the required skills to perform optimally and are committed to the vision and goals of the Department.

**ENQUIRIES**

: Mr W D Hlongwane, Tel No: (012) 810-8606

**OTHER POSTS**

**POST 06/100**

: **DEPUTY DIRECTOR: BIRTH AND DEATH, REF NO: HRMC C/11/3**  
Directorate: Births, Marriages and Deaths

**SALARY**

: An all inclusive salary package of R 378 456 (Level 11).

**CENTRE**

: Head Office, Pretoria

**REQUIREMENTS**

: A relevant three year degree/Diploma with extensive experience in Operations Management Experience in Civic Services would be an advantage, In-depth knowledge of the Citizenship Act, the Passport Act, the Birth, Marriages and Deaths Acts, the Identification & Identity Documents Act as well as the Immigration Act, Management experience with a proven record of managing a team, Proven knowledge and application of the Public Finance Management Act and Treasury Regulations, Knowledge of the Public Service Act and Regulations, Understanding of Human Resources legislation and prescripts (Labour Relations Act, Employment Equity Act), Knowledge and understanding of the South African Constitution. Computer literacy, A valid driver's licence and willingness to travel extensively and work extended hours are essential.

**DUTIES**

: The successful candidate will be responsible for the following specific tasks: Ensure the effective administration of matters relating to births and deaths, Manage service delivery between front office and back office, Manage and ensure implementation of document management processes, systems and policies, Serve as a custodian of project management within the unit to ensure effective project management implementation to best practice standards, Manage continuous process review and optimisation within the unit to ensure effective service delivery according to stakeholder requirements, Manage leave and other Human Resources administration requirements within the unit including implementation of effective talent management i.e. acquisition, retention, development, performance management and capacity planning, Build and maintain an effective team to ensure the processing/administering of all stakeholder functions, Encourage, reward and propagate a culture of customer focus, empowerment, corruption free service delivery, Ensure the effective utilisation of technology and technology infrastructure within the functional unit, Determine financial needs, compile the budget and monitor expenditure to ensure planned activities are within budget, Compile tactical plans aligned to business requirements to ensure effective strategy execution, Recommend and implement performance improvement initiatives and revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution, Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements and keep up to date with compliance and regulatory requirements.

**ENQUIRIES**

: Mr L T Sigama, Tel No: (012) 810 7609

**POST 06/101**

: **DEPUTY DIRECTOR: INVESTIGATION, REF NO: HRMC C/11/4**  
Branch: Counter Corruption and Security

**SALARY**

: An all inclusive salary package of R 378 456 (Level 11).

**CENTRE**

: Eastern Cape Province

<b><u>REQUIREMENTS</u></b>	:	A three year degree/ National diploma in Law or Public Management and Administration or an NQF level 6 equivalent is required with extensive experience in an investigation environment. Knowledge of the Public Service Regulatory Framework, Public Finance Management Act (PFMA) and Treasury regulations, South African Constitution, Minimum Information Security standards (MISS), National Intelligence Strategy Act, Labour legislation, Criminal Procedure Act. Safety and Security legislation. Knowledge and understanding of methods, practices, regulations and Acts applicable to administrative support services. A valid driver's license and willingness to travel are essential.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following specific tasks: Oversee the effective coordination of various investigations functions and services. Coordinate information and monitor statistics with regards to investigations. Monitor investigations functions and proactively report and implement safety measures. Review quality management reports and take corrective action where required. Develop quality assurance and data quality strategies and actions. Monitor quality and accuracy of output delivery by implementing periodic sampling and other tools. Monitor the performance of the sub-directorate against Service Level Agreements. Build and maintain an effective team to ensure the processing/administering of all financial investigations functions. Review and ensure effective capacity planning. Provide input and monitor budget for the unit. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit.
<b><u>ENQUIRIES</u></b>	:	Mr T Mabaso, Tel No: (012) 810-7286
<b><u>POST 06/102</u></b>	:	<b><u>ASSISTANT DIRECTOR: PREVENTION AWARENESS, REF NO: HRMC C/11/5</u></b> Branch: Counter Corruption and Security
<b><u>SALARY</u></b>	:	Basic Salary of R206 982 per annum (Level 9). In addition to the stated salary, DHA offers a range of market related service benefits
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three year degree/diploma and/or a qualification at NQF level 6 and/or Senior Certificate with extensive. Experienced experience in a security/ intelligence/ investigations environment in working with highly sensitive classified information. Extensive experience in administration or investigation management environment. Knowledge of departmental policies and procedures, Knowledge and experience within a security environment. Knowledge of prevention and combating of Corrupt Activities Act, Public Service Act, South African Constitution, Minimum Information Security Standards (MISS), protected disclosures Act, PFMA and Treasury Regulations. Knowledge of data base management processes, Research Methodology, Policy Analysis, Computer literacy, Communication Skills, Report Writing skills, Presentation skills. A valid driver's license and willingness to travel are essential.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following specific tasks: To co-ordinates corruption awareness programmes within the Department. Participate in the review and development of corruption prevention plans and programmes. Provide input on the development of effective and user friendly campaign and exhibition material. Facilitate and monitor the roll-out of awareness campaign both within the department and the broader public. Facilitate workshops and conduct presentations for business units and external stakeholders on all matters concerning the prevention of unlawful and corrupt practices in DHA. Ensure the development of awareness communication material (i.e. brochures, pamphlets, posters, etc) and compliance programmes that they are effectively distributed. Implement strategies, policies and procedures for the prevention of corrupt practices and fraudulent activities. Utilise information (trends and statistics) identified by the analysis unit to formulate effective awareness campaigns. Develop, refine and implement a Corruption Reporting Mechanism. Identification and reporting of possible risk areas. Sharing of findings with Internal Audit and Counter Corruption & Security business units to ensure monitoring of identified risk areas. To prevent unlawful and irregular conduct whilst ensuring compliance to departmental policies, procedures by all DHA employees, it's clients as well as national and international stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms N Pitsi, Tel No: (012) 810-8542

**POST 06/103** : **ASSISTANT DIRECTOR: PORT OF ENTRY, REF NO: HRMC C/11/6**

**SALARY** : Basic Salary of R206 982 per annum (Level 9). In addition to the stated salary, DHA offers a range of market related service benefits

**CENTRE** : Cape Town International Airport

**REQUIREMENTS** : A Diploma in Operations Management or Public Management and Administration or an NQF level 6 equivalent is required, Extensive experience in an immigration or law enforcement environment. Supervisory experience is required. Knowledge of international conventions and agreements relating to Ports of Entry, Knowledge of the Immigration Act, Refugees Act, Understanding of departmental legislation and prescripts as well as Human Resources prescripts Public Service Act, the South African Constitution, Computer literacy, Leading and Supervisory Skills, Communication Skills, Liaison and Interpersonal skills, Report Writing Skills, Planning and Organising, A valid driver's licence and willingness to travel are essential.

**DUTIES** : The successful candidate will be responsible for the following specific tasks: Effectively implement policies, processes and procedures in order to enhance service delivery at Port of Entry. Maintain statistics, identify trends and analyse data in order to assess the number of people entering the ports so that effect strategies can be developed. Monitor developments in the Port of Entry related area and outcomes from international conventions, legislation, technology changes and other developments and assess impact and make recommendation on strategic initiatives. Ensure the provision of effective Port of Entry services to all internal and external stakeholders. Implement and monitor compliance with legislation and international agreements and conventions at all Ports Of Entry relating to operating hours and opening/closing of ports. Liaise with Border Control Operational Coordinating Committee, provide information and ensure that all the port of entry requirements are complied with Implement the reporting and governance framework for the Port of Entry and submit reports to Deputy Director Port of entry. Provide guidance, advice and support to Immigration personnel at the port of entry. Manage leave, performance management, talent management and other Human Resources administration requirements within the unit. Build and maintain an effective team to ensure the effective provision of all port of entry functions. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation.

**ENQUIRIES** : Mr P Mellet, Tel: (021) 488 1404

**POST 06/104** : **ASSISTANT DIRECTOR: INSPECTORATE REF NO: HRMC C/11/7**

**SALARY** : Basic Salary of R206 982 per annum (Level 9). In addition to the stated salary, DHA offers a range of market related service benefits

**CENTRE** : Regional Office: Witbank, Mpumalanga Province

**REQUIREMENTS** : A Diploma in Operations Management or Public Management and Administration or an NQF level 6 or a Senior Certificate Senior Certificate with recognition of Prior Learning (RPL) or equivalent is required, Extensive experience in an immigration environment. Knowledge and understanding of the Refugee Act, Immigration Act, Public Service Act, Public Finance Management Act (PFMA) and Treasury regulations, Criminal Procedure Act, the South African Constitution, Understanding of departmental legislation as well as Human Resources legislation and prescripts, Computer literacy, Planning and Organising Skills, Communication Skills, Interpersonal skills, Report Writing Skills, Strong Analytical Skills, Presentation Skills, A valid driver's licence and willingness to travel are essential.

**DUTIES** : The successful candidate will be responsible for the following specific tasks: Ensure effective investigations of transgressions of the Immigration Act and Refugees Act. Ensure effective service delivery to internal and external requirements. Ensure the effective coordination of various functions and services within the Region including investigation of late registrations of birth with Civic Services. Monitor the performance of the Region against Service Level Agreements. Review quality management reports and take corrective action where required. Develop quality assurance and data quality strategies and actions. Monitor quality and accuracy of output delivery by implementing periodic sampling and other tools. Coordinate information, monitor and analyse trends and statistics of inspections/investigations within the Region. Liaise with central law enforcement regarding priorities, cases to be referred to IMU and special cases. Liaise with law enforcement agencies and other relevant stakeholders to ensure smooth and effective processing of cases identified in the Region. Determine status of illegal foreigners within the Region. Liaise with deportation unit to effect deportations. Liaise with regions in area of responsibility to ensure

that consistent and uniform operating procedures are applied in the Region. Implement the reporting and governance framework for the Region and submit reports to the Zone Head Inspectorate. Manage leave, performance management, talent management and other Human Resources administration requirements within the unit. Build and maintain an effective team to ensure the processing/administering of inspectorate functions within the Region. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the Regional Functions.

- ENQUIRIES** : Mr R Steyn, Tel No (013) 753 9500
- POST 06/105** : **DISTRICT OFFICE MANAGER 16 POSITIONS**  
Please note: these positions are re-advertisements of posts advertised in the Human Resource Management Circular Minute No O2 of 2010
- SALARY** : Basic Salary of R 206 982 per annum (Level 9). In addition to the stated salary, DHA offers a range of market related service benefits.
- CENTRE** : Eastern Cape (2 Positions)  
District Office: Mount Ayliff (1 Position) REF NO: HRMC C/11/8a  
b) District Office: Ntabankulu (1 Position) REF NO: HRMC C/11/8b  
LIMPOPO PROVINCE (3 Positions)  
c) District Office: Mankweng(1 Position) REF NO: HRMC C/11/8c  
d) District Office: Nebo (1 Position) REF NO: HRMC C/11/8d  
e) District Office: Lephalale (1 Position) REF NO: HRMC C/11/8e  
MPUMALANGA (3 Positions)  
f) District Office: Belfast(1 Position) REF NO: HRMC C/11/8f  
g) District Office: Nkomasi (1 Position) REF NO: HRMC C/11/8g  
h) District Office: Bethal (1 Position) REF NO: HRMC C/11/8h  
KWA-ZULU NATAL (8 Positions)  
i) District Office: Nquthu (1 Position) REF NO: HRMC C/11/8i  
j) District Office: Nkandla (1 Position) REF NO : HRMC C/11/8j  
k) District Office: Commercial Road (1 Position) REF NO: HRMC C/11/8k  
l) District Office: Hluhluwe (1 Position) REF NO: HRMC C/11/8l  
m) District Office: Eshowe (1 Position) REF NO: HRMC C/11/8m  
n) District Office: Nongoma (1 Position) REF NO: HRMC C/11/8n  
o) District Office: Vryheid (1 Position) REF NO: HRMC C/11/8o  
p) District Office: Pongola (1 Position) REF NO: HRMC C/11/8p
- REQUIREMENTS** : An appropriate three year tertiary qualification and/ or a Senior Certificate with extensive experience in a Customer Service environment in a supervisory/management position. Knowledge of Workflow planning and capacity planning. Knowledge of Civic Services Regulations, the Immigration Act and Refugee Act will be an added advantage. Knowledge and understanding of the Public Service prescripts and the South African Constitution. Experience in resource management as well as understanding of Human Resources legislations and prescripts. Knowledge of occupation Health and Safety Act. Experience in Financial Management As well as understanding of the Public Finance Management Act (PFMA) and Treasury Regulations. A valid driver's licence and willingness to travel are essential.
- DUTIES** : The successful candidate will be responsible for the following specific tasks: Manage effective operations within a Regional Office. Develop and maintain an Operational plan complemented by action plans for service delivery in the Office. Support, provide inputs and advice on policy development and ensure the effective implementation thereof. Revisit, review and streamline all processes to ensure accuracy and efficiency in providing Civic and Immigration services. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Ensure the effective and uniform implementation of Standard Operating Procedures. Inform the Regional Manager about work progress, problems and corrective measures applied. Ensure sound financial and revenue management within the Office in line with the PFMA and Treasury Regulations. Provide inputs into the IS infrastructure planning and management and ensure effective implementation. Ensure effective risk and compliance management by physically inspecting and conducting office based auditing of procedures and controls. Establish and manage relationships with all relevant stakeholders to support service delivery in the Region. Attend to and ensure resolution of enquiries and/or complaints.
- ENQUIRIES** : Mr W D Hlongwane, 012-810-8606

<b><u>POST 06/106</u></b>	:	<b><u>COUNTER CORRUPTION &amp; SECURITY (ANALYST), REF NO: HRMC C/11/9</u></b>
<b><u>SALARY</u></b>	:	Basic Salary of R206 982 per annum (Level 9). In addition to the stated salary, DHA offers a range of market related service benefits
<b><u>CENTRE</u></b>	:	Branch: Counter Corruption and Security, Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Bachelor Degree or an NQF level 6 equivalent is required with extensive experience in data management and analysis within a security/ intelligence/ investigation environment, Experience in the management and coordination of information gathering processes as well as case development. Knowledge of security/ intelligence/ investigations principles and processes. Knowledge of data base management processes. Knowledge of Counter-Corruption Legislation. Understanding of government protocol. Knowledge of the Minimum Information Security Standards (MISS). Knowledge of Protection of Information Act. Knowledge of South African Constitution, Research Methodology and Analysis , Communication Skills, Liaison and Interpersonal skills, Computer literacy, Report Writing Skills, Planning and Organising.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following specific tasks: Conduct research on trends identified, nationally and internationally concerning irregularities, unlawful conduct, breaches and syndicate activities relating to core process and business conducted by DHA. Interpret raw data into meaningful connected information to be used in the department. Provide findings on research and prepare recommendations based on identified trends. Provide feedback on trends, risk areas, system weaknesses, and process inefficiencies to the business. Maintain and update detailed records of statistical databases. Ensure safe keeping of the analysed information as per classification (top secret, highly confidential and confidential). Maintain corruption and security information systems. Liaise and provide support to internal business units. Participate in the review of corruption plans and programs.
<b><u>ENQUIRIES</u></b>	:	Ms B Nkanyane, Tel No: (012) 810-8164
<b><u>POST 06/107</u></b>	:	<b><u>CONTROL SECURITY OFFICER 3 POSTS REF NO: HRMC C/11/10</u></b>
<b><u>SALARY</u></b>	:	Basic Salary of R206 982 per annum (Level 9). In addition to the stated salary, DHA offers a range of market related service benefits
<b><u>CENTRE</u></b>	:	a) Eastern Cape Provincial Manager's Office, King Williams' Town (1 Position) Ref No: HRMC C/11/10a b) Mpumalanga Provincial Manager's Office, Nelspruit (1 Position) Ref No: HRMC C/11/10b c) Northern Cape Provincial Manager's Office: Kimberley (1 Position) Ref No: HRMC C/11/10c
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate or equivalent qualification plus relevant experience within a security environment. A three year relevant tertiary qualification (NQF Level 6) will be an advantage. Supervisory experience would be an advantage. Knowledge of prescribed Physical Security and access control procedures. Knowledge of the Public Service Regulatory Framework. Knowledge of Public Finance Management Act (PFMA). Knowledge of the South African Constitution and legislation related to Public Security and access control. Knowledge of the Minimum Information Security Standards Act (MISS and Minimum Physical Security Standards (MPSS). Shift work may be required. A Valid driver's license and willingness to travel will be an added advantage.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following specific tasks: Improve physical security in the province by conducting security evaluations. Provide recommendation and monitor implementation. Improve information security in the province by conducting information security audits. Provide recommendation and monitor implementation. Facilitate training of physical and information security staff on procedures and guidelines. Support the identification of physical and information security trends, risks and security threads in the Province. Support the conducting of security investigations and the development of physical security related tender specification. Facilitate the development of physical and information security related financial processes. Oversee the maintenance of security risk assessment and the compilation of security related submissions and reports on the progress of security contracts in relation to compliance. Supervise the implementation and practice of planned and unplanned physical security inspections. Implement physical security uniformity guidelines for the entire Province. Ensure efficient and effective application and utilisation of resources within the unit. Ensure effective risk and compliance management.
<b><u>ENQUIRIES</u></b>	:	Mr W Makokomale, (012) 810-8948



<b><u>POST 06/108</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: PORT CONTROL 2 POSTS REF NO: HRMC C/11/11</u></b>
<b><u>SALARY</u></b>	:	Basic salary of R 174 117 per annum (Level 8). In addition to the stated salary, DHA offers a range of market related service benefits
<b><u>CENTRE</u></b>	:	a) Sub-directorate: Land and Rail, Head Office, Pretoria (1 Position) Ref No: HRMC C/11/11a b) Sub-directorate: Maritime and Aviation, Head Office, Pretoria (1 Position) Ref No: HRMC C/11/11b
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate or equivalent qualification plus relevant experience. A three year relevant tertiary qualification (NQF Level 6) will be an advantage. Knowledge of the Immigration Act, Refugee Act and other relevant departmental legislations and prescripts , Public Service Regulatory Framework, Public Finance Management Act (PFMA) and Treasury regulations, The South African Constitution, Service Delivery Innovation, Client Orientation and Customer Focus, Honesty and integrity, Communication skills, Interpersonal skills, Travelling may be required and willingness to work extended hours. A valid driver's license is required and willingness to travel are essential.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following specific tasks: Maintain and Monitor Statistics, Identify trends and Analyse data pertaining to Administrative fines and appeals. Develop quality assurance and data quality strategies. Provide guidance and advice on the Implementation of Legislation, International Agreements and Conventions. Monitor compliance, adherence, interpretation of the Immigration Act and related legislation in the processing of Administrative fine appeals. Ensuring that the unit has processes to manage performance information and reporting. Manage leave, performance, talent and other Human Resources administration requirements within the unit. Supervise staff on compliance to all relevant regulatory, internal and external compliance. Manage and Coordinate logistical arrangements within the unit and manage the routing and tracking of documents on a continuous basis. Keep up to date with compliance and relevant stakeholders within and external to the organisation to ensure accurate implementation.
<b><u>ENQUIRIES</u></b>	:	Ms N Mulaudzi, Tel: (012) 810-6369
<b><u>POST 06/109</u></b>	:	<b><u>SENIOR TRAINING OFFICER: COMPUTER TRAINING (LEARNING ACADEMY): REF NO: HRMC C/11/12</u></b> Chief Directorate: Learning Provisioning
<b><u>SALARY</u></b>	:	Basic salary of R 174 117 per annum (Level 8). In addition to the stated salary, DHA offers a range of market related service benefits
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised three-year Degree/ Diploma or equivalent qualification in the field of Information Technology and appropriate training experience. Education, Training and Development Practitioner's (ETDP) certificate, Assessors and Moderators Qualifications will be an added advantage. Knowledge of the Skills Development Act, Skills Development Levies Act, SAQA and NQF. Knowledge of the National Skills Development Strategy. The following functional competencies are essential: Presentation and facilitation skills, Liaison and co-ordination skills, Good communication and interpersonal skills, Good written communication and especially report writing skills, Research skills, Advanced computer literacy, willingness to work extended hours. A valid driver's license is required and willingness to travel are essential.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following specific tasks: Conduct needs analyses. Conduct computer training. Manage, facilitate and coordinate both end user and Department of Home Affairs specific systems computer training. Develop and revise training programmes and Conduct impact analyses. Develop and maintain an action plan for computer training. Research, develop and conduct NQF aligned computer training programmes. Liaison with Management/ Supervisors in the Department and other stakeholders. Determine work procedures and methods and conduct NQF aligned assessments.
<b><u>ENQUIRIES</u></b>	:	Ms H M Fouché, Tel No: (012) 810-6074
<b><u>POST 06/110</u></b>	:	<b><u>CHIEF/CONTROL IMMIGRATION OFFICER (INSPECTORATE) 2 POSTS</u></b>
<b><u>SALARY</u></b>	:	Basic salary of R 174 117 per annum (Level 8). In addition to the stated salary, DHA offers a range of market related service benefits
<b><u>CENTRE</u></b>	:	a) District Office: Springbok, Northern Cape Province (1 Position) Ref No: HRMC C/11/13a b) Regional Office: Johannesburg, Gauteng Province (1 Position) Ref No: HRMC C/11/13b

- REQUIREMENTS** : A Senior Certificate or equivalent qualification plus relevant experience. A three year relevant tertiary qualification (NQF Level 6) will be an advantage. Extensive experience in an immigration environment. Knowledge and understanding of all Acts and Regulations administered by the Department. Knowledge and understanding of Criminal Procedure Act. Knowledge of International treaties. Knowledge of the Public Service Regulatory Framework. Knowledge of the South African Constitution. Liaison and interpersonal skills, problem solving skills. Customer orientation, planning and organizing skills. Strong analytical skills, computer literacy, good written and verbal communication skills, diplomacy, honesty and integrity. Supervisory experience. A valid driver's license and willingness to travel are essential.
- DUTIES** : The successful candidate will be responsible for the following specific tasks: Supervise the arrest and detention of illegal foreigners and ensure compliance with Departmental Acts. Oversee the tracing, arrest and detention of illegal foreigners within the Republic. Monitor the process of the deportation of illegal foreigners out of the country. Provide guidance and support to Immigration Officers on Immigration matters. Enable prosecution of transgressors of the legislation. Ensure adherence to and effective implementation of policy and legislation regarding Immigration matters. Report to Head Office on the training requirements for immigration officers, trends and statistics on the detention and deportation of illegal foreigners and prohibited persons. Liaise with stakeholders at various levels to ensure proper service delivery. Oversee maintenance of records and cases thereof. Ensure efficient and effective utilisation of resources and effectively supervise the work daily tasks. Coach the team (including new staff) to ensure the effective processing/administering of all functions. Encourage and recognise customer focus, counter corruption and service delivery. Act as a role model for all new processes, systems or practices and assist staff with technology and equipment. Ensure that all team members have the tools, templates and relevant equipment to deliver on service requirements. Direct staff, coordinate and administer staff leave, performance agreements, recruitment and distribution of payslips. Monitor team's performance and take corrective action where required or escalate in accordance with DHA guidelines. Produce monthly reports and statistics regarding the volume of documents processed. Manage records/documentation according to DHA policies and requirements.
- ENQUIRIES** : Mr J De Wet, Tel: (011) 242 9050 (Gauteng)  
Mr R Abrams, Tel: (053) 807 6723 (Northern Cape)
- POST 06/111** : **CHIEF/CONTROL IMMIGRATION OFFICER: PORT OF ENTRY 4 POSTS**
- SALARY** : Basic salary of R 174 117 per annum (Level 8). In addition to the stated salary, DHA offers a range of market related service benefits
- CENTRE** : a) Alexander Bay Boarder Post, Northern Cape Province (1 Position) Ref No: HRMC C/11/14a  
b) Lanseria Airport, Gauteng Province (1 Position) Ref No: HRMC C/11/14b  
c) Nakop Boarder Post, Northern Cape Province (1 Position) Ref No:  
d) Nerston Border Post, Mpumalanga Province (1 Position) Ref No: HRMC C/11/14d
- REQUIREMENTS** : A Senior Certificate or equivalent qualification plus relevant experience. A three year relevant tertiary qualification (NQF Level 6) will be an advantage. Computer literacy. Liaison and interpersonal skills. Research and report writing skills. Good written and verbal communication skills. Policy analysis, formulation and implementation skills. Sound knowledge of key legislation administered by the Department. Sound knowledge of the importance of immigration in public administration. Supervisory experience. A valid driver's licence and willingness to travel are essential.
- DUTIES** : The successful candidate will be responsible for the following specific tasks: Certain leadership functions, such as giving guidance and advice to subordinates. Perform all Immigration functions. Ensuring the adherence to policy and legislation regarding Immigration matters. Compiling memoranda and submissions. Monitoring and co-ordinating training of Immigration personnel. Liaison with other Government Departments and Non-Governmental Organisations at various levels pertaining to Immigration matters. Exercising and regulating control over activities of subordinates.
- ENQUIRIES** : Mr R Abrams, Tel: (053) 807 6723 (Northern Cape)  
Mr J De Wet, Tel: (011) 242 9050 (Gauteng)  
Mr R Steyn, Tel: (013) 753 9500 (Mpumalanga)
- POST 06/112** : **SENIOR ADMINISTRATIVE OFFICER (MOVABLE ASSET): REF NO: HRMC C/11/15**  
Chief Directorate: Finance and Asset Management

<b><u>SALARY</u></b>	:	Basic salary of R 174 117 per annum (Level 8). In addition to the stated salary, DHA offers a range of market related service benefits
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three year Degree/ Diploma in Asset Management, Public Administration and Finance, Sound knowledge and understanding of Public Finance Management Act (PFMA) and Treasury regulations, Knowledge and experience of dealing with asset management, asset accounting and depreciation, Knowledge of BAS or LOGIS will be an added advantage, Knowledge of the Public Service Regulatory Framework, Knowledge of the South African Constitution, Supervisory skills, Computer literacy( Ms Word, Excell, PowerPoint) , Planning and organizing skills, Conflict management skills, Analytical skills, Willingness to work irregular hours. A valid driver's license and willingness to travel are essential.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following specific tasks: Administer effective auditing, bar coding and maintenance of DHA assets in head office and provinces. Updating of the asset register with asset data including asset barcodes, conditions and maintenance. Perform physical verification of assets in head office and the province. Administer maintenance and depreciation of assets. Validate all assets within the department and ensure that controls are in place with a focus on loss, prevention and fraud detection. Assist in reconciling differences between physical assets and asset register and prepare reports. Assist in establishing norms and processes for letting of assets. Report on record lost, stolen, damaged assets, loss and Write-off for investigation and replacement. Develop corrective action plans and manage these through completion. Oversee successful system and process enhancements, updates and amendments. Monitor and participate in the implementation of efficiency improvement projects. Compile reports of identified obsolete, redundant and damaged assets; transfer these items to suspense register. Take on precautions measures to prevent unauthorised and wasteful fruitless expenditure. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation.
<b><u>ENQUIRIES</u></b>	:	Mr M Chabalala, Tel: (012) 810 7012
<b><u>POST 06/113</u></b>	:	<b><u>ADMINISTRATIVE OFFICER REF NO: HRMC C/11/16</u></b>
<b><u>SALARY</u></b>	:	Basic Salary of R140 208 per annum (Level 7). In addition to the stated salary, DHA offers a range of market related service benefits
<b><u>CENTRE</u></b>	:	Lindela Holding Facility
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate or equivalent qualification plus relevant experience. A three year relevant tertiary qualification (NQF Level 6) will be an advantage, Knowledge of various filing systems and the National Archives Act, Knowledge of the Public Service Regulations Act, Knowledge of Office and Business Administration, Computer Skills, Planning and organizing skills, Verbal and Written Communication, Customer Focus, Time Management, Willingness to work extended hours,
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible or, amongst others, the following specific tasks: Provide administrative support to the project teams. Liase with stakeholders relevant to the office. Manage documentation for meeting, presentations and reports. Maintain office logistical matters for the Immigration Services Support Unit. Handle queries from the consultants. Monitor the administration office correspondence documents and reports. Responsible for organise meetings and workshops and record documents thereafter. Draft and type correspondence and documents. Monitor the flow of information and documents in the office. Monitor and coordinate communication to and from the office. Assist in process forms and documents related to claims, payments, invoices and consultant fees to the office. Monitor the transport, travel and accommodation arrangement of officials in the Unit. Assist and supervise all arrangements for functions, events, meetings, workshops and forums inclusive of booking the venue, sending invitations and arranging equipment and catering requirements. Ensure the administration office is kept clean at all times. Identify and report irregularities, unlawful conduct or breaches.
<b><u>ENQUIRIES</u></b>	:	Ms A S Mohube, Tel: (011) 662 0500
<b><u>POST 06/114</u></b>	:	<b><u>NETWORK OPERATOR 2 POSTS REF NO: HRMC C/11/17</u></b> Chief Directorate: Infrastructure Management
<b><u>SALARY</u></b>	:	Basic Salary of R140 208 per annum (Level 7). In addition to the stated salary, DHA offers a range of market related service benefits
<b><u>CENTRE</u></b>	:	Head Office, Pretoria

- REQUIREMENTS** : A three year Degree/ Diploma in Information Technology / Computer Engineering or an NQF level 6 equivalent is required. N+ or CCNA/ CNNP will be an added advantage. Experience in networking (i.e. Data lines, Routers, Switches, Satellites, 3G and related connectivity technologies would be an added advantage). Extensive experience in networking support environment is required. Knowledge of database administration and servers. Knowledge of network hardware and software systems. Relevant operating systems. A valid driver's licence is required.
- DUTIES** : The successful candidate will be responsible or, amongst others, the following specific tasks: Implement, maintain and monitor the network communication infrastructure e.g. routers, switches, and data lines. Interface with staff to resolve network connectivity problems. Facilitate the maintenance of data points (cabling) and network communication devices such as Fibre, UTP, etc .Responsible for operational oversight and maintenance of network communication devices. Monitor the network performance. Identify and analyze network events from network monitoring systems. Analyse network hardware problems and undertake necessary maintenance. Configure and install network devices (router switches, etc).
- ENQUIRIES** : Ms N Mosoeu, Tel: (012) 810 8112
- POST 06/115** : **IMMIGRATION OFFICER: INSPECTORATE 6 POSTS REF NO: HRMC C/11/18**
- SALARY** : Basic salary of R113 568 per annum (Level 6). In addition to the stated salary, DHA offers a range of market related service benefits
- CENTRE** : a) Lindela Holding Facility, Krugersdorp, Gauteng Province (4 Positions) REF NO: HRMC C/11/18a  
b) Regional Office: Vereeniging, Gauteng Province (1 Position) REF NO: HRMC C/11/18b  
c) Regional Office: Johannesburg, Gauteng Province (1 Position) REF NO: HRMC C/11/18c
- REQUIREMENTS** : A Senior Certificate or equivalent qualification plus relevant experience. A three year relevant tertiary qualification (NQF Level 6) will be an advantage. Computer literacy is essential. Good interpersonal relations, liaison and interpersonal skills, Problem Solving Skills, Customer orientation, Good Planning and Organising Skills. Good written and verbal communication skills must be diplomatic and have honesty and integrity. Knowledge and understanding of all Acts and Regulations administered by the Department. Knowledge and understanding of Criminal Procedure Act. Knowledge of International Treaties. Knowledge of the Public Service Regulatory Framework. Knowledge of the South African Constitution. Experience in an immigration environment and Public Service. Experience in an enforcement environment would be an added advantage. Willingness to work extended hours may be required. A valid driver's license and willingness to travel are essential.
- DUTIES** : The successful candidate will be responsible or, amongst others, the following specific tasks: Trace, arrest and detain illegal foreigners within the Republic. Process the deportation of illegal foreigners. Execute inspections in loco without warrant if allowed by law. Execute in loco investigations on search warrants. Prosecution of transgressors of the legislation. Issue notices to appear in front of Director-General to transgressors. Issue the admission of guilt fines to transgressors. Conduct interviews and investigation of foreigners who are suspected to be illegal in the country. Issue orders to illegal foreigners to depart from the country. Process application for the extension of detention warrants. Monitor the records of all cases. Execute operations and internally and external stakeholders. expenses incurred from illegal foreigners in relation to their deportation, detention, maintenance and custody.
- ENQUIRIES** : Mr S Mapukata, Tel: (043) 642 1178 (Eastern Cape Province)  
Ms A S Mohube, Tel: (011) 662 0500 (Gauteng Province)
- POST 06/116** : **IMMIGRATION OFFICER: PORT OF ENTRY 2 POSTS REF NO: HRMC C/10/19**
- SALARY** : Basic salary of R113 568 per annum (Level 6). In addition to the stated salary, DHA offers a range of market related service benefits
- CENTRE** : a) Alexander Bay, Northern Cape Province(1 Position) Ref No: HRMC C/11/19a  
b) Lanseria Airport, Gauteng Province (1 Position) Ref No: HRMC C/11/19b
- REQUIREMENTS** : A Senior Certificate or equivalent qualification plus relevant experience. A three year relevant tertiary qualification (NQF Level 6) will be an advantage. Willingness to work in a team environment. Computer literacy is essential. Good interpersonal relation. Good written and verbal communication skills. Knowledge of the key legislation administered by the Department. Knowledge of the importance of immigration in public administration. Experience in an enforcement

environment will be an advantage. Ability to work under pressure. Willingness to work irregular hours. A valid driver's license and willingness to travel are essential.

**DUTIES** : The successful candidate will be responsible or, amongst others, the following specific tasks: Rendering immigration services at the Port of Entry. Assisting in the identification and deportation of illegal foreigners. Engaging with Law Enforcement Agencies in joint operations. Assisting in the implementation of Departmental policies and legislation on immigration matters. Compiling memoranda and reports on immigration matters. Performing a variety of tasks related to National Immigration Branch (NIB) line functions e.g. clearing the arrival and departure of foreign nationals and South African citizens. Compiling statistics on a daily basis.

**ENQUIRIES** : Mr R Abrams, Tel: (053) 807 6723 (Northern Cape)  
Mr J De Wet, Tel: (011) 242 9050 (Gauteng)

**POST 06/117** : **SENIOR ADMINISTRATION CLERK 2 POSTS REF NO: HRMC C/11/20**  
Sub-Directorate: Skills Development

**SALARY** : Basic salary of R113 568 per annum (Level 6). In addition to the stated salary, DHA offers a range of market related service benefits

**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : A Senior Certificate or equivalent qualification plus relevant experience. A three year relevant tertiary qualification (NQF Level 6) will be an advantage. Knowledge of the departmental legislations and prescripts, Knowledge of the Human Resource Development Strategic Framework, Knowledge of the Public Service Regulatory Framework, Understanding of Skills Development Legislative Framework, Computer literacy, Interpersonal Skills, Analytical thinking, Planning and Organising skills, Verbal and written communication skills, Customer relations, multi tasking, the ability to work in a team, Willingness to work extended hours and travelling may be required.

**DUTIES** : The successful candidate will be responsible or, amongst others, the following specific tasks: Provide advice to employees (NYS Programmes and Bursaries). Perform basic finance routine tasks such as preparing payment advices for bursaries. Provide general administrative support in the unit. Record-Keeping /Filing and compilation of statistics. Handling correspondence and queries relating to the Internship/ NYS programmes and bursaries. Monitoring of quarterly assessment reports for Interns or NYS. Reporting to management on all activities pertaining to the internship/ NYS/ Learnerships programmes and bursaries. Creating and maintaining a database of interns/ NYS participants and bursaries. Coordinate the recruitment process of Interns and NYS. Appointment/ Termination of Interns/ NYS participants on Persal.

**ENQUIRIES** : Ms M Mono, Tel: (012) 810 7611

**POST 06/118** : **REGISTRY CLERK REF NO: HRMC C/11/21**  
Directorate: Records Management

**SALARY** : Basic salary of R113 568 per annum (Level 6). In addition to the stated salary, DHA offers a range of market related service benefits

**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : A Senior Certificate or equivalent qualification plus relevant experience. A three year relevant tertiary qualification (NQF Level 6) will be an advantage, Knowledge of archives act and record management practices, processes and procedures, Basic Knowledge of the Public Service Regulatory Framework, Basic Knowledge of the Public Finance Management Act, Basic Knowledge of the Constitution of Republic of South Africa, Liaison and interpersonal skills, Research and Report Writing Skills, Planning and Organising skills, Computer Literacy, Ability to work extended working hours may be required.

**DUTIES** : The successful candidate will be responsible or, amongst others, the following specific tasks: Ensure that records are safe and filled in a proper and correct manner. Review, analyse the application for pillar code incoming and outgoing paper and electronic correspondence including faxes. Ensuring that written authority from the National Archivist is requested before the disposal of files. Control, maintain and apply the filing system, the master list of archives, registry procedures and practice. Ensure that the correspondence is conducted on correct files and mail is posted, protect files against person, fire, heat water and insects. Maintain registers of files opened, files closed, circulars, remittances, registered mail, certified mail and letter deliveries. Assist with the receipt, opening, sorting, distribution and dispatch of mail, open and label files. Provide prompt service to staff and timely dispatch of correspondence, provide reference and search assistance to staff with regard to requests, requiring a knowledge of coding and cross referencing both on paper and electronic. Post of documents to

different sections in head offices as well out of department to the Provinces. Responsible for the safe-keeping of files. Open of files. Archiving of files. Drawing of files requested for the counter (list). Filing of files when returning to Registry. Attending the documents and correspondence receive and dispatched. Mr S Mkhulise, Tel: (012) 810 6438

**ENQUIRIES**

:

**POST 06/119**

:

**DRIVER/ MESSENGER REF NO: HRMC C/11/22**

Directorate: Records Management

**SALARY**

:

Basic salary of R 94 575 per annum (Level 5). In addition to the stated salary, DHA offers a range of market related service benefits

**CENTRE**

:

Head Office, Pretoria

**REQUIREMENTS**

:

A Senior Certificate or equivalent qualification plus relevant experience. Knowledge of relevant Legislation, Minimum Information Security Standards (MISS) Act. Proven client focus and orientation. Sound Interpersonal skills. A Valid drivers' license is essential. PDP is required. Extensive traveling is required and Willingness to work extended hours.

**DUTIES**

:

The successful candidate will be responsible or, amongst others, the following specific tasks: Drive departmental officials, internal and external clients and official visitors as may be requested. Maintain accurate and up to date schedule trip sheets; i.e. logs official trips, daily mileage, gas consumption. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Handle routine and ad-hoc administrative tasks relevant to the execution of the function; i.e. collect office consumables. Collect, distribute and control movement of documents. Ensure proper control over movement of documents. Report incident and accidents timeously and compile vehicle condition report and other records required by Management. Coordinate and liaise with Asset Management to ensure that minor/ major vehicle maintenance are carried out.

**ENQUIRIES**

:

Mr S Mkhulise, Tel: (012) 810 6438

**INDEPENDENT COMPLAINTS DIRECTORATE**

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

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

**FOR ATTENTION** : Ms T Marumo

**CLOSING DATE** : 25 February 2011

**NOTE** : Applications should be submitted on a Z83 obtained from any Public Service Department Accompanied by a comprehensive CV, certified copies of Qualifications, ID and Driver's license. If you have not been contacted within 3 months after the closing date of these advertisements, please accept that your application was unsuccessful, as Communication will be made with the short listed candidates only.

**OTHER POST**

**POST 06/120** : **REGISTRY CLERK (HRM) REF NO: Q9/2011/04**

**SALARY** : R79 104 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants should be in a possession of a Senior Certificate or equivalent qualification plus experience in knowledge of National Archives and Records Service Act. PERSAL will be added advantage.

**DUTIES** : Key competencies include: Open, sort and distribute daily mail, Dispatch mail, Drawing files, filing documents, tracing and maintain files (SP,SL,SH,SE), Managing files in the Registry, Arranging filing system, Keeping and updating registers both manual and on computer, Responsible for operating and control over fax and photocopying machine, Knowledge of Basic Employment Act and PERSAL, Ability to work under pressure, Computer literacy (Ms Word, Excel and Power Point), Good planning and organizing skills and providing support to the Human Resource Directorate.

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

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

## DEPARTMENT OF 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 and accompany the Z83 and all other supporting documents required. Applications that do not comply with the above mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position.

## OTHER POSTS

**POST 06/121** : **DEPUTY DIRECTOR: THIRD PARTY FUNDS 2 POSTS REF NO: 11/17/CFO**  
Contract appointment ending 30 November 2011

**SALARY** : R406 839 - R479 238 per annum. The successful candidate will be required to sign a performance agreement

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : Degree in Financial Management/Accounting or equivalent qualification; 5 years relevant experience in a financial accounting/management environment of which 3 years must be at a middle management level; A sound knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations, advanced spreadsheet skills and working knowledge of financial statements; Knowledge of GRAP/GAAP, accrual accounting as well as modified cash and accounting; Knowledge of Department Deposit Account System (JDAS) and Management Information System; Knowledge of Department of Justice and it's Third Party Funds (TPF) functions and services and Departmental Financial Instructions (DFI); Experience in bank and cash book reconciliations; Experience in TPF administration of the Department; A valid driver's license. Skills and Competencies: Supervisory skills; Apply strategic thinking; Budget and financial management skills; Communications skills; Conflict resolution skills; Planning and organizing skills; Decision making skills; Project management skills.

**DUTIES** : Compilation of monthly, quarterly and interim financial statements and Annual Financial Statements on Third Party Funds; Compilation of information required for the monthly, quarterly and interim financial statements and Annual Financial Statements for the Vote Accounts; Development and maintenance of Financial administration systems; Audit facilitation & compile management comments for audit findings, consider implementation of recommendations and prepare, manage and monitor audit action plans; Contract Management; Management of administrative duties; Management of Assistant Directors; Development and maintenance of strategies, policies and procedures; TPF AFS Project support and implementation; Establish and maintain effective, efficient and transparent systems of financial, risk management as well as internal control.

**ENQUIRIES** : Ms E Zeekoei (012) 315-1436

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, 1<sup>st</sup> Floor, Momentum Building, East Towers, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 21 February 2011

**POST 06/122** : **DEPUTY DIRECTOR: AREA COURT MANAGER REF NO: 11/05/KZN**

**SALARY** : R406 839 – R479 238 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Kzn High Court Pietermaritzburg

**REQUIREMENTS** : A 3-year qualification in Administration and/or a National Diploma in Services Management plus the module in Case Flow Management or equivalent qualification. 6 year's relevant experience of which 3 should have been at managerial or supervisory level; A valid code EB driver's licence; Skills and



Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Strong leadership skills; Strategic capabilities; The following will serve as recommendations: Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA).

**DUTIES** : Co-ordinate and manage financial and human resources of offices, strategic and business planning processes as well as the facility, physical resources, information and communication related to courts; Professional management of the library; Implement the Departmental policies on courts; Compile and analyze court statistics to show performance and trends; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Facilitate strategic projects intended to improve court management; Communicate and relate with internal and external stakeholders.

**ENQUIRIES** : Ms T.M. Ramela ☎ (031) 372 3000

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X54372, Durban, 4000

**CLOSING DATE** : 28 February 2011

**POST 06/123** : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 11/15/FA**  
Division: Office of the Chief Family Advocate

**SALARY** : R260 421 – R632 976 per annum. (Salary will be in accordance with OSD determination)

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : LLB Degree or 4 year recognized legal qualification; At least 8 years appropriate post qualification legal experience; Sound knowledge of South African Legal System; Knowledge of Government and Departmental policies and strategy would be an advantage; Knowledge of the Public Finance Management Act, and budgetary/financial management will also be an advantage; Knowledge of Family Law particularly the work of the Family Advocate; A valid driver's license. Skills and Competencies: Policy development and management; Legal drafting; Legal Research, planning and decision making skills; Dispute resolution; Strategic capability and leadership skills; Interpersonal skills; Report writing; Project Management' Computer literate (MS Office); Communication (written and verbal) skills;

**DUTIES** : Develop plans and strategic intervention related to the implementation of relevant legislation; Coordinate and Liaise with relevant stakeholders/role players on the effective implementation of legal framework related to International Child Abduction and the Children's Act; Develop legal documents, memoranda, reports and government notices; Monitor and evaluate reports related to the implementation of the legislation; Provide reports on the institutional performance reports related to relevant legislation; Analyse legislation and provide recommendation for appropriate interventions; Draft legal opinion and guidelines or any other policies to facilitate the implementation of the relevant legislation; Draft key documents related to the implementation of relevant legislation; Manage and coordinate the planning, monitoring and coordination of relevant legislation; Draft Legal Research documents, memoranda, reports and government notices; Manage Legal Research and ensure submission of strategic recommendations on appropriate interventions of relevant stakeholders/role players for the effective implementation of the relevant legislation; Manage staff within the Sub-Directorate; Manage consultants or external service providers engaged on specific projects within the Sub-Directorate; Compile and Provide Monthly reports; MTSF Related Quarterly Reports; Parliamentary Reports; Regional, Sub-Regional and International Conventions/Declarations to South Africa is party to relating to relevant legislation and any other reports related to relevant legislation; Scrutinize legislation related to responsibilities; Respond to parliamentary questions; Handle ad hoc tasks in line with instructions.

**ENQUIRIES** : Ms C Patrick ☎ (012) 315-1150

**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** : 28 February 2011

**POST 06/124** : **COURT MANAGER 3 POSTS REF NO: 11/06/KZN**

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

**CENTRE** : Magistrate Courts: Hlanganani (1), Nkandla (1) And Maphumulo (1)

- REQUIREMENTS** : A 3-year qualification in Administration and/or a National Diploma in Services Management plus the module in Case Flow Management or equivalent qualification; 3-year's managerial or supervisory experience; A valid code EB driver's licence; The following will serve as strong recommendations: Knowledge of and experience in office and district administration; Knowledge of financial management; Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer Literacy
- 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 stake holders; Manage service level agreement.
- ENQUIRIES** : Mrs T.M. Ramela ☎ 031 372 3000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X54372, Durban, 4000
- CLOSING DATE** : 28 February 2011
- POST 06/125** : **COURT MANAGER REF NO: 11/07/KZN**  
Re-advertisement
- SALARY** : R206 982 – R243 810 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : High Court, Durban
- REQUIREMENTS** : A 3-year qualification in Administration and/or a National Diploma in Services Management plus the module in Case Flow Management or equivalent qualification; 3-year's managerial or supervisory experience; A valid code EB driver's licence; The following will serve as strong recommendations: Knowledge of and experience in office and district administration; Knowledge of financial management; Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer Literacy
- 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 stake holders; Manage service level agreement.
- ENQUIRIES** : Mrs T.M. Ramela ☎ 031 372 3000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X54372, Durban, 4000
- CLOSING DATE** : 28 February 2011
- POST 06/126** : **COURT MANAGER REF NO: 201/03/MP**
- SALARY** : R206 982 – R243 810 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Kriel
- REQUIREMENTS** : A 3-year qualification in Administration and/or a National Diploma in Services Management plus the module in Case Flow Management or equivalent qualification; 3-year's managerial or supervisory experience; A valid code EB driver's licence; The following will serve as strong recommendations: Knowledge of and experience in office and district administration; Knowledge of financial management; Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer Literacy
- 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 stake holders; Manage service level agreement.

**ENQUIRIES** : Mrs T.M. Ramela ☎ 031 372 3000  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X54372, Durban, 4000  
**CLOSING DATE** : 28 February 2011

**POST 06/127** : **ASSISTANT DIRECTOR: THIRD PARTY FUNDS: FINANCIAL OPERATIONS 5 POST REF NO: 11/16/ CFO**

**SALARY** : R206 982 + (37% in lieu of benefits) = R283 565.34 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Johannesburg  
**REQUIREMENTS** : Degree or National Diploma in Financial Management/ Accounting or equivalent qualification; Three years relevant experience; Knowledge of Public Finance Management Act, Treasury Regulations, Departmental Financial Instruction (DFI), Public Service Act, other Legislation and prescripts; Experience in Third Party Funds (TPF), bank and cashbook reconciliations; A valid driver's license. Skills and Competencies: Applied strategic thinking; Supervisory skills; Applied Technology skills; Budget and financial management skills; Communication and information management skills; Diversity management skills; Conflict and conflict resolution skills; Networking and building bonds skills; Planning and organizing skills; Problem solving skills; Project management skills.

**DUTIES** : Implementation of Third Party Funds systems Nationally; The monitoring, evaluation, guidance, technical support and continuous reporting on performance of Third Party Funds Nationally; Compile management comments for audit findings, consider implementation of recommendations and prepare, manage and monitor audit action plans; Ensure effective and efficient transport systems of financial risk management as well as internal control; Extensive travel to various provinces to ensure the above.

**ENQUIRIES** : Ms. E. Zeekoei ☎ (012) 315 1436  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: The Department of Justice and Constitutional Development Private Bag X81, Pretoria, 0001. OR Application Box, First Floor, Reception, East Tower, Momentum Building, Pretoria, 0001

**CLOSING DATE** : 21 February 2010

**POST 06/128** : **ASSISTANT DIRECTOR: THIRD PARTY FUNDS 4 POSTS REF NO: 11/18/CFO**  
 Contract appointment ending 30 November 2011  
 Division: Financial Management

**SALARY** : R206, 982 + 37% = R283 565.34 per annum in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria  
**REQUIREMENTS** : Degree in Financial Management/Accounting or equivalent qualification; Minimum of 3 years relevant experience in a financial accounting/management environment of which one year should be at junior/middle management level; A sound knowledge of Public Finance Management Act, Treasury Regulations, the Justice Deposit Account System (JDAS), the Justice Management Information System (JMIS), advanced spreadsheet skills (will be tested) and a working knowledge of financial statements; Knowledge of GRAP/GAAP, accrual accounting as well as modified cash and accounting; Knowledge of the department of Justice and Constitutional Development and its Third Party Funds functions and services would be an advantage; Experience in bank and cash book reconciliations; Experience in TPF administration at a National, Regional or Justice Office Level; Knowledge of the Departmental Financial Instructions (DFI); A valid driver's license. Skills and Competencies: Applied strategic thinking; Supervisory skills; Applied Technology skills; Budget and financial management skills; Communication and information management skills; Diversity management skills; Conflict resolution skills; Networking and building bonds skills; Planning and organizing skills; Decision making skills; Project management skills.

**DUTIES** : Compilation of monthly and annual financial statements on Third Party Funds; Development and maintenance of financial administration systems; Compile management comments for audit findings, consider implementation of

recommendations and prepare, manage and monitor audit action plans; The validation of TFP PPP invoices; Reporting on TPF PPP operations internally and externally; Management of administrative duties; Development and maintenance of strategies, policies and procedures; Establish and maintain effective, efficient and transparent systems of financial, risk management as well as internal control.

**ENQUIRIES** : Ms. E. Zeekoei ☎ (012) 315 1436  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource, Department of Justice and Constitutional Development Private Bag X81, Pretoria, 0001. OR Application Box, First Floor, Reception, East Tower, Momentum Building, Pretoria, 0001  
**CLOSING DATE** : 21 February 2011

**POST 06/129** : **ASSISTANT MANAGER: PROJECT OFFICE MANAGEMENT REF NO: 11/19/HR**

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

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : Relevant three years Bachelor's Degree or equivalent qualification; Three years administrative experience; Knowledge of departmental strategic goals, policies and prescripts; Knowledge of the Public Service and the workings of Government; Knowledge of corporate services in Government. Skills and Competencies: Research and negotiation skills; Project management; Excellent communication (verbal and written) skills; Computer literacy (MS Office, Intranet and Internet); Presentation skills; Problem solving and decision making; Creative and analytical thinking; Customer service orientation; Ability to work independently, yet function as part of a team when required; Ability to work under pressure and meet deadlines; Understanding confidentiality in Government; Policy analysis and implementation; Report writing.

**DUTIES** : Support the DDG in communicating departmental strategic objectives and vision, mission and values; Provide logistical support services for the integrated branch meetings and operations; Conduct follow – ups on DDG's instructions to ensure prompt execution by relevant branches; Liaise with Senior Managers, National Office and other stakeholders with regard to Corporate Services matters; Record and attend to the proceedings of strategic tasks; Attend to and record less – complicated Corporate Services enquiries; Disseminate regular information to all departmental branch heads; Maintain good human relations with other departmental branches; Compile memoranda regarding all matters related to Corporate Services; Ensure the correct application of regulations, resolutions, policies or any other legal source of directive related to the specific fields; Provide policy formulation inputs for the DDG:CS Office.

**ENQUIRIES** : Ms E. Zeekoei ☎ 012 315 1436  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: 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, 0001  
**CLOSING DATE** : 28 February 2011

**POST 06/130** : **PERSONAL ASSISTANT: REF NO: 11/22/MAS**  
 Division: Master of the High Court

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

**CENTRE** : Master of High Court, Mafikeng

**REQUIREMENTS** : Grade 12 with typing as subject or Secretarial Certificate or any other raining/qualification that will enable the person to perform the work satisfactory; knowledge of Financial and administration management and/or Human Resources administration procedures and processes; knowledge of procedure and processes applied in Office Management; Skills and competencies. Planning and organizing; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs); Language skills and ability to communicate well with people at different levels and from different backgrounds; Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation; Proper usage of office equipments.

**DUTIES** : Make travel arrangements; Process travel and subsistence claims for the manager and members of the Unit; Coordinate Units activities and reporting; Records appointments and events in the diary of the manager; Operate office equipment like fax machines, photocopies, etc. and ensures that it is in good

working order; Source information which may be of importance to the manager (e.g. news paper, clippings, internet articles and circulars; Provides support to manager regarding meetings; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager; Draft routine correspondence submissions, reports and other correspondence and notes; Keep a complex document filing and retrieval system.

**ENQUIRIES APPLICATIONS** : Ms M. Moreki ☎ (012) 315 1351  
 : Quoting the relevant reference number, direct your application to: Postal address: The 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** : 28 February 2011

**POST 06/131** : **SENIOR ADMINISTRATION CLERK REF NO: 11/ 23/MAS**

**SALARY** : R79 104 – R93 108 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Master Of The High Court: Mafikeng  
**REQUIREMENTS** : Grade 12 or equivalent qualification; Relevant administrative experience. Skills and Competence: Computer literacy (MS Office); Good communication skills (written and verbal); Problem solving skills; Good interpersonal relations; Attention to detail.

**DUTIES** : Handle routine work done at the office; Deal with correspondence; Maintain records; Apply Public Service and treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties

**ENQUIRIES APPLICATIONS** : Ms. M Moreki ☎ (012) 315 1351  
 : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, Street, Pretoria  
**CLOSING DATE** : 28 February 2011

**POST 06/132** : **TYPIST 2 POSTS REF NO: 11/20/SA**

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

**CENTRE** : State Attorney: Bloemfontein  
**REQUIREMENTS** : Grade 12 or equivalent qualification with Typing as a passed subject; An appropriate Word Processing Course successfully completed; Skills and Competencies: Computer literacy (with focus on Excel); Good communication skills (verbal and written); Accuracy; Ability to work under pressure.

**DUTIES** : Type and send faxes; Answer incoming telephone calls; Control diaries and appointments; Dictaphone typing; Support services to attorneys; Attend to incoming and outgoing correspondence and assist with filling.

**ENQUIRIES APPLICATIONS** : Ms. K Ngomani (012) 357 8661  
 : 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** : 28 February 2011

**POST 06/133** : **ACCOUNTING CLERK REF NO: 11/21/SA**

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

**CENTRE** : State Attorney: Bloemfontein  
**REQUIREMENTS** : Grade 12 or equivalent qualification with Accountancy/Bookkeeping as a passed subject; Relevant experience in Finance; Knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Skills and Competencies: Computer literacy (with focus on Excel); Good communication skills (verbal and written); Numerical skills; Financial/ Accounting skills.

**DUTIES** : Verify information on Accounts; Compiling and capturing of payments advices on BAS; Work according to Financial Instructions; Compile and distribute agency service accounts; Responsible for receiving and banking; Reconcile accounts; Assist with general office duties; Handle internal and external enquiries;

**ENQUIRIES APPLICATIONS** : Ms. K Ngomani (012) 357 8661  
 : 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.  
28 February 2011

**CLOSING DATE**

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## DEPARTMENT OF MINERAL RESOURCES

- APPLICATIONS** : The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007, or hand delivered to 70 Mentjies and Schoeman Street, Trevenna Campus, Sunnyside
- CLOSING DATE** : 25 February 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.

## OTHER POSTS

- POST 06/134** : **INSPECTOR: MINE EQUIPMENT**
- SALARY** : R 406 839 per annum Level 11
- CENTRE** : Eastern Cape
- REQUIREMENTS** : Applicants must be in possession of a Government Certificate of Competency (Mining) 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  Skills: Mechanical and Electrical Engineering relating to Mining Operations  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: Computer Literacy and ability to work under pressure; Note: Candidates without the required certificate of competency will be considered at a lower level as follows: National Higher Diploma/B Tech Degree in Mechanical or Electrical Engineering, salary level 09 (R 206 982 per annum) on a four years contract. These appointments will be subject to a pre medical examination of fitness. Candidates must be in possession of a valid Code 08 driver's license)
- DUTIES** : The appointee's primary responsibility will be the enforcement of the Mine Health and Safety Act, 1996 (Act No 29 of 1996). Administering all mine equipment related activities. Conducting inspections and safety audits on mine. Conducting statutory Inspections on mine equipment, Evaluating Codes of Practices in terms of guidelines and instructions issued by Chief Inspector of Mines. Conducting inquiries and investigations into accidents, incidents of health threatening occurrences at mines and establish latent causes. Managing information systems supporting and developing a transformation process within the regional office.
- ENQUIRIES** : Mr T M Doyle (Eastern Cape) ☎ 041-396 3940
- POST 06/135** : **MINERAL LAWS ADMINISTRATION OFFICER: MPTRO**
- SALARY** : R174 117 per annum, Level 8
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate legal qualification or a National Diploma in Deeds Registration Law coupled with appropriate experience PLUS the following key competencies:  Knowledge of: • Sound knowledge of the current and repealed mining legislations. • Understanding of the legislative framework including knowledge of the Mining Titles Registration Act, 1967 as amended, Mineral and Petroleum Resources Development Act, 2002 and other relevant legislations. • Sound knowledge of the new and old survey system. • Sound knowledge of the deeds registration system. Knowledge of the mineral and petroleum rights, permits and permissions  Skills: • Examination of deeds, rights, permits, plans, diagrams and other documents lodged for execution, registration, recording, noting or filing. Interpretation of diagrams and sketch-plans. Computer

skills. ☐ Communication • Report writing skills ☐ Creativity: Analytical thinker.  
• Ability to provide general legal advice by means of direct verbal and written contacts. • Ability to work under pressure.

**DUTIES** : Examination and registration of rights, permits, permissions, plans, diagrams and other documents lodged for execution, registration, recording, noting or filing in the Mineral and Petroleum Titles Registration Office. • Keep and maintain records including capturing of registration and recording information on the Departmental electronic system. • Conduct investigations in respect of applications for land development.

**ENQUIRIES** : Mr G Cutshwa ☎ 012 444 3963

**NOTE** : The successful candidate will be required to travel from time to time.

**POST 06/136** : **SENIOR ADMINISTRATION CLERK (BID ADMINISTRATION)**

**SALARY** : R 94 575 per annum, Level: 5

**CENTRE** : Head office (Pretoria)

**REQUIREMENTS** : A senior certificate coupled with relevant Bid administration experience. A qualification in supply chain Management would be an added advantage. PLUS the following key competencies: ☐ Knowledge of:  
• PFMA • SCM • PPPFA • Treasury regulation ☐ Skills: • Computer Literacy • Financial skills • Numeric skills • Planning and organisational skills ☐ Communication: • Good verbal and written communication • Good interpersonal relations ☐ Creativity : • Analytical thinking • Ability to work under pressure • Problem solving • Self driven/motivated

**DUTIES** : Advertise approved Bids • Prepare Bidding documents • Prepare certificates of attendance and handouts for briefing sessions. • Take minutes of evaluation process • Extend closing date for bids and inform prospective bidders. • Update bid register and whiteboard. • Compile regret letters to the unsuccessful bidders. • Compile request for order

**ENQUIRIES** : ☎Mr.T.Baloyi 012 444 3025

**POST 06/137** : **SENIOR REGISTRY CLERK**

**SALARY** : R79 104 per annum, Level: 4

**CENTRE** : Mpumalanga (Witbank)

**REQUIREMENTS** : A Senior Certificate coupled with experience in a Government Administration environment PLUS the following key competencies: ☐ Knowledge of: • Filing • Treasury Regulations. • Public Finance Management Act • Government administration ☐ Skills: • Report and letter writing. • Computer Literacy ☐ Communication: • Interpersonal relations. • Communications skills (verbal and written) ☐ Creativity: Creative • Initiative – develop systems and control measurements Recommendation: Candidates in possession of a National Diploma or Degree in Business Management or Administration will have an added advantage.

**DUTIES** : Recording of incoming and out going mail, • Maintaining a proper and effective filing system according to MPRDA, • Processing of applications lodged in terms of MPRDA, • Effective control communication services in the Registry (Postage services) • Relieving the Telekom operator when necessary.

**ENQUIRIES** : Ms. Cecile Tissot ☎ 013-6561448



## OFFICE OF THE PUBLIC SERVICE COMMISSION

*The Office of the Public Service Commission (OPSC) is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. Candidates whose appointment/transfer/promotion will promote representivity will therefore receive preference. An indication by applicants in this regard 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** : 28 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). Failure to submit the requested documents will result in the application not being considered. 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 06/138** : **CHIEF DIRECTOR: SERVICE DELIVERY AND COMPLIANCE EVALUATION**  
**REF NO: CD SDCE/11**
- SALARY** : All inclusive remuneration package of R 790 953 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)
- REQUIREMENTS** : An appropriate recognized Bachelor's degree or equivalent qualification (NQF level 6) in Public Management/Social Sciences or related disciplines, plus extensive management experience. An appropriate postgraduate qualification will be an added advantage. Experience in relevant applied research, evident in the type of research undertaken, as well as relevant publications and presentations. Strong research and research supervision skills. Excellent project management and problem-solving abilities. Exceptional understanding of the policy environment within which Public Service delivery takes place. Excellent communication (written and verbal) skills. Financial Management skills. Good people management skills and the ability to work with and across teams. Good liaison skills and the ability to manage relations with different stakeholders. A valid driver's licence.
- DUTIES** : Key Performance Areas: ●Plan, implement and support the use of effective mechanisms that promote participatory governance in the Public Service● Assess the Public Service's adherence to selected policies● Conduct performance and management audits in the Public Service● Coordinate the monitoring of service delivery sites through on-site inspections● Provide strategic leadership to the component● Ensure that performance target of the component are achieved● Manage resources efficiently and effectively in accordance with Public Service policies and prescripts. Although the candidate will be based in Pretoria, the post requires extensive travelling, both domestically and internationally. Conditions Of Appointment: ●Pass a top secret security clearance by the National Intelligence Agency● Candidates who make it to the final short-listing will be expected to undergo a competency assessment to determine their suitability● Subject to verification of qualifications and reference checking.
- ENQUIRIES** : Mr Indran A. Naidoo (012) 352 1039
- POST 06/139** : **REGIONAL DIRECTOR REF NO: RD WCRO/11**
- SALARY** : All inclusive remuneration package of R 652 572 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 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** : Western Cape Regional Office

<b><u>REQUIREMENTS</u></b>	:	The successful candidate must have an appropriate recognized Bachelor's Degree or equivalent qualification (NQF level 6) in the fields of Human Resources or Public Sector Management or Legal or Social Sciences • Knowledge of Public Service Regulatory Framework that pertains to Senior Management Service • Proven experience in applied research • Ability to analyse and summarise complex debates • Ability to plan and co-ordinate activities at executive level • Good writing and communication skills • Ability to prepare concise, accurate reports • Presentation skills • Appropriate people management experience • Ability to handle and manage confidential information • Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word, PowerPoint • Valid driver's licence and ability to travel
<b><u>DUTIES</u></b>	:	Key Performance Areas: • Carry out monitoring, evaluation and investigation in the areas of service delivery, human recourse practices and other areas of Public Administration • Promote a high standard of professional ethics in the Public Administration • Investigate grievances and make recommendations to the Public Service Commission (PSC) • Manage the evaluation of HODs in the province, which includes quality assurance of the Performance Agreements and the evaluation process • Advise the PSC on any matter regarding the execution of its mandate and performance of its functions in the Western Cape Province • Provide corporate support service in the Regional Office of the PSC • Liaise with the Head Office of the PSC and provincial departments on line function activities • Support the resident Commissioner in carrying out the roles and functions of the PSC in the Western Cape Province • Submit contributions on the PSC's work in the Western Cape Regional Office for inclusion in the Annual Report.
<b><u>ENQUIRIES</u></b>	:	Ms Mmathari Mashao (012) 352 1012
<b><u>NOTE</u></b>	:	Conditions Of Appointment: • Pass a top secret security clearance by the National Intelligence Agency • Candidates who make it to the final shortlist will be expected to undergo a competency assessment to determine their suitability. • Subject to verification of qualifications and reference checking.
<b><u>POST 06/140</u></b>	:	<b><u>DIRECTOR: SUPPLY CHAIN MANAGEMENT AND SECURITY SERVICES</u></b> <b><u>REF NO: D/SCM&amp;SS/11</u></b>
<b><u>SALARY</u></b>	:	All inclusive remuneration package of R 652 572 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 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.
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year degree/ or equivalent tertiary qualification (NQF level 6) in Public Management/Administration, Logistics/Purchasing Management or related field • 3-5 years appropriate management experience • Extensive appropriate experience in Procurement and SCM • Extensive knowledge of government procurement legislation, policies and procedures • Extensive knowledge of Supply Chain Management prescripts issued by National Treasury, Preferential Procurement Policy Framework Act (PPPFA) and Public Finance Management Act (PFMA) • Knowledge of the Broad Based Black Economic Empowerment Strategy and Act • Knowledge and experience in anti-corruption measures and related matters • Knowledge of security and Minimum Information Security Standards (MISS) • Presentation skills Verbal/written communication skills • Good interpersonal skills • Computer literate • Solid experience in the Microsoft Office Suite • A valid driver's license.
<b><u>DUTIES</u></b>	:	Key Performance Areas: • Manage an effective and efficient SCM system • Ensure timely, economical and accurate procurement of goods and services • Provide technical and advisory services on SCM issues • Oversee monthly reporting on SMME and BEE to National Treasury • Oversee updating of the supplier database • Exercise control over contract management • Oversee and manage the provision of logistical services • Manage transport and Government Garage (GG) vehicles • Manage provision of office accommodation, facilities and maintenance • Implement and manage proper records management system in line with MISS • Render a professional security service to the OPSC in terms of physical, communication, computer and document security. Conduct security appraisals with South African Police Service (SAPS) and National Intelligence Agency (NIA) • Conduct information security appraisals with NIA and accommodation security appraisals with South African Communication Security Agency (SACSA) • Promote awareness on security, health and safety within the OPSC • Develop, implement and review procurement, logistics, facilities and security policies, procedures and manuals.
<b><u>ENQUIRIES</u></b>	:	Ms Bontle Lerumo, Tel no (012) 352 1194/5

**NOTE**

: Conditions Of Appointment: • Security clearance by the National Intelligence Agency • Candidates who make it to the final shortlist will be expected to undergo a competency assessment to determine their suitability. • Subject to verification of qualifications and reference checking. Although the candidate will be based in Pretoria, the post requires extensive travelling.

## DEPARTMENT OF PUBLIC WORKS

*The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.*



**CLOSING DATE** : 25 February 2011 (unless otherwise indicated per post)

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

## OTHER POSTS

**POST 06/141** : **SENIOR ADMINISTRATIVE OFFICER: KEY ACCOUNT MANAGEMENT (SAPS & ICD), REF NO: 2011/43**

**SALARY** : R174 117 per annum

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : Recognised tertiary qualification (RVQ 13) in administration with a minimum of five (3) years working experience relevant to the above. An basic understanding of the various facets of the built environment and property industry. Sound budgeting, financial management and administrative skills. Be knowledgeable in client relations and programme management. Good written and verbal communication skills. Ability to work under pressure, sometimes irregular hours and meet tight deadlines.

**DUTIES** : The incumbent will be required to assist the Assistant Director in programme management of the accommodation portfolio of the client departments. Assist the Directorate in its facilitation role when the Client Department compiles its User Asset Management Plans (UAMP). Compile Procurement Instructions, cost analysis document on leases, Pre-design information requests (PDIR), draft feedback letters to client departments, draft internal memoranda and submissions to various internal clients and constantly follow-up on outstanding matters until finalisation. Ensure effective and timeous response to correspondence and complaints. Provide inputs with regard to the compilation and submission of budget proposals and allocation of funds. Analyse and monitor expenditure levels in line with MTEF allocations. Provide assistance with reporting functions in support of the provision of accommodation and property needs of the user Departments by engaging with internal service providers. Assist with the marketing of DPW service delivery strategies to the client. Interrogation of Reports (i.e. Programme Management Schedules, Lease Implementation Programme and Site Delivery Programme). Assist with ad hoc tasks as and when required.

**ENQUIRIES** : Ms. Buhle Myeza, Tel (012) 337 2809

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

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

**POST 06/142** : **SECRETARY TO DIRECTOR: EPWP ENVIRONMENT AND CULTURE, EPWP PUBLIC RELATIONS AND COMMUNICATIONS, REF NO: 2011/44**

**SALARY** : R140 208 per annum

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : National Senior Certificate and relevant experience. Secretarial Certificate and National Diploma in Administration .will be an added advantage. Excellent verbal and written communication skills. Strong coordinating skills. Good report writing skills. Good general office management skills. Willingness to work outside normal

working hours. Strong sense of professionalism. Ability to deal with internal and external stakeholders. Proficiency in the use of Word, Excel and PowerPoint as well as touch typing. The following will serve as added advantage: Knowledge of LOGIS, WCS/PMIS (Short-Listed candidates may be required to undergo a series of competency tests).

**DUTIES** : Key Responsibilities: Ensure the smooth functioning of the Director's office. Set up and manage system to co-ordinate the flow of correspondence. Track and follow up issues on behalf of the Director and his/her Managers. Ensure proper preparations of reports/correspondence/ documents. Ensure that the administrative matters in the office of the Director are dealt with timemously. Manage the director's diary, take, compile and edit minutes and reports. Making travel and catering arrangements. Manage the Director's fax, telephone and record-keeping systems

**ENQUIRIES** : Ms. M. Skosana, Tel: (012) 337 2200  
**APPLICATIONS** : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at Corner Bosman & Church Street, Public Works House Building, Pretoria.

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

**POST 06/143** : **SECRETARY TO DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENTY REF NO: 2011/45**

**SALARY** : R140 208 per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENTS** : National Senior Certificate and relevant experience. Secretarial Certificate and National Diploma in Administration .will be an added advantage. Excellent verbal and written communication skills. Strong coordinating skills. Good report writing skills. Good general office management skills. Willingness to work outside normal working hours. Strong sense of professionalism. Ability to deal with internal and external stakeholders. Proficiency in the use of Word, Excel and PowerPoint as well as touch typing. The following will serve as added advantage: Knowledge of LOGIS, WCS/PMIS (Short-Listed candidates may be required to undergo a series of competency tests).

**DUTIES** : Key Responsibilities: Ensure the smooth functioning of the Director's office. Set up and manage system to co-ordinate the flow of correspondence. Track and follow up issues on behalf of the Director and his/her Managers. Ensure proper preparations of reports/correspondence/ documents. Ensure that the administrative matters in the office of the Director are dealt with timemously. Manage the director's diary, take, compile and edit minutes and reports. Making travel and catering arrangements. Manage the Director's fax, telephone and record-keeping systems

**ENQUIRIES** : Ms. K. Tlhakudi, Tel: (012) 310 5946  
**APPLICATIONS** : The Regional Manager, Department of Public Works Private BagX229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street Pretoria

**FOR ATTENTION** : Ms. K. Pooe

**POST 06/144** : **ADMINISTRATIVE OFFICERS: SUPPLIER REGISTER SUPPLY CHAIN MANAGEMENT, 2 POSTS REF NO: 2011/46**  
 12 Months Contract

**SALARY** : R140 208 per annum  
**CENTRE** : Durban Regional Office  
**REQUIREMENTS** : An appropriate 3 year degree or diploma with appropriate experience in Procurement /Supply Chain Management. Knowledge of Supply Chain Management Framework, the PFMA and Treasury Regulations, PPPFA, Prescripts on CIDB and understanding of Advertising process, Suppliers Database Management, Scheduling of the Bid Committees and committee secretarial functions and Reporting at Regional level, Good communication skills-written and verbal. Knowledge of government procurement systems, Computer literacy (MS Office packages). Strong communication at regional level. People management. Relevant research skills. Organizational management. Performance management. Knowledge and application of relevant procurement legislation \ policies.

**DUTIES** : Compile reports , conduct internal procurement research and provide advisory support to Project Managers, Works Managers and Project Leaders on procurement processes on Built Environment (Capital & Maintenance) , Asset Management (Leasing, Acquisitions and Disposal). Ensure adherence to prescripts in all submissions to Supply Chain Management Committees. Supervise Supply Chain Management processes (Advertising, Database Administration), Supervise and Manage staff work performance. Custodian for all records of awards approved by Supply Chain Management Committees. Perform

**ENQUIRIES**

any other assigned duties in relation to the implementation of the supply chain management.  
: Mr. T. Nkatha, Tel: (031) 3147151

## DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

**CLOSING DATE** : 25 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 POST

**POST 06/145** : **ACCOUNTING CLERK (PAYABLES) REF NO: S8/3/2011/113**

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

**CENTRE** : Directorate: Financial Accounting And Reporting (Pretoria)

**REQUIREMENTS** : Applicants must be in possession National Senior Certificate or equivalent qualification plus appropriate experience. \* Knowledge and experience on BAS, or any other financial systems, sundry payments. \* Experience on Cashier duties will be added advantage. \* Computer literate (packages such as Microsoft, Excel, Ms Word, GroupWise). \* Good interpersonal skills. \* Excellent verbal and written communication skills. \* The following will serve as recommendations: \* Knowledge of Treasury or Financial regulations, and PFMA.

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

**ENQUIRIES** : Mr X Jonkers Tel: (012) 312 8423

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

**DEPARTMENT OF SOCIAL DEVELOPMENT**

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

- APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms J Malala
- CLOSING DATE** : 18 February 2011
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment. It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Applicants must please note that they will be required to show proof of original qualifications during the selection process. Correspondence will be limited to successful candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates must be prepared to undergo competency assessment. "The Department of Social Development supports people with disabilities.

**MANAGEMENT ECHELON**

- POST 06/146** : **CHIEF DIRECTOR: SOCIAL ASSISTANCE**  
Branch: Comprehensive Social Security
- SALARY** : R830 502 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelors Degree (or equivalent qualification) PLUS relevant senior management experience in the social security/assistance field. Experience in policy development in any of the social assistance areas as well as experience in managing multi-disciplinary teams. Knowledge of social security especially social assistance. Economics or a legal background will be an added advantage. Competencies needed: Policy analysis, formulation and research skills. Analytical and problem-solving skills. Communication (written and verbal) skills. Financial management skills. Programme and project management skills. People management and empowerment skills. Client orientation and customer focus skills. Service delivery innovation. Strategic planning skills. Computer user knowledge and experience. Attributes: Ability to work under pressure. Ability to work in a team and independently. Ability to cope with a high workload. Discipline. Assertiveness. Innovative and creative. Diplomacy.
- DUTIES** : Key Responsibilities: Develop social security policies and strategies with respect to children, youth and families to provide for appropriate social assistance. Develop policies and strategies with respect to people with disabilities and the elderly to provide for appropriate social assistance. Develop policies and strategies with respect to people in destitute to provide for appropriate social assistance and social relief of distress. Assess the social, political and economic benefits and costs of social assistance policies. Ensure the integration of social assistance and social insurance Ensure monitoring and evaluation of the implementation of policies and their impact assessments. Develop policy and legislation in respect of reviews, appeals and adjudication of social assistance. Develop policy and legislation regarding inspectorate services of social assistance grants.
- ENQUIRIES** : Mr S Jehoma Tel: (012) 312-7746

**OTHER POSTS**

- POST 06/147** : **MANAGER: SOCIAL WORK POLICY DEVELOPER GRADE I SOCIAL CRIME PREVENTION**  
Directorate: Social Crime Prevention
- SALARY** : R410 262 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.



<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree in Social Science or equivalent qualification. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social policy development. Competencies needed: Financial management skills. Monitoring and evaluation skills. Planning and organising skills. Networking skills. Project management skills. Presentation skills. Communication (written and verbal) skills. Professional counselling skills. People management skills. Policy analytical and development skills. Ability to compile complex reports. Attributes: Ability to work under pressure. Ability to work in a team and independently.
<b><u>DUTIES</u></b>	:	Key Responsibilities: Develop/facilitate the development of policies for rendering a social work service in departments. Manage and develop quality assurance system for monitoring and evaluation of programmes and services, pertaining to the Child Justice System. Monitor and evaluate whether the policy and objectives for diversion of children at risk and conflict with the law are being realized. Contribute to developing capacity and programme content of diversion practices. Provide an advisory role to the Head of Social Crime Prevention on all matters related to quality assurance. Facilitate preparation of documents and reports reflecting findings and recommendations of quality assurance activities undertaken. Facilitate organizational and programmatic site visits, which include reviews of relevant documentation and interviewing of clients. Facilitate a self assessment process allowing programmes and organizations to submit written and oral evidence for purposes of quality.
<b><u>ENQUIRIES</u></b>	:	Mr S Maselesele, Tel (012) 312 7066
<b><u>POST 06/148</u></b>	:	<b><u>PROVINCIAL COORDINATOR</u></b> Two-year contract position Independent Tribunal for Social Assistance Appeals
<b><u>SALARY</u></b>	:	R406 839 per annum This inclusive remuneration package consists of a basic salary, the states contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<b><u>CENTRE</u></b>	:	Free State
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised Bachelor's Degree or equivalent qualification PLUS sufficient experience in case analysis and/or social security. Basic knowledge in the legal field. Knowledge of Public Policy or Social Security Law will be an added advantage. Knowledge in social security and relevant Legislation. Competencies needed: Analytical skills. Client orientation and customer focus skills. Negotiation skills. Public relations skills. Financial management skills. Project management skills. Communication (written, verbal and presentation) skills. Monitoring and evaluation skills. Presentation and facilitation skills. Coordination skills. Research skills. Computer literacy. Attributes: Ability to work under pressure. Ability to work independently and as part of a team. Adaptability. Confident. Compliant. Self-starter.
<b><u>DUTIES</u></b>	:	Key Responsibilities: Coordinate activities of the Appeals Tribunal in the province. Manage the Appeals Tribunal schedule for appeals adjudication. Provide weekly, monthly and quarterly statistical and management reports to Head Office. Manage close collaboration with stakeholders including provincial departments, SASSA, State Attorney, Public Protector, etc. Conduct an analysis of all appeal case files and profiles accordingly. Ensure that all critical information or data is received and conduct a thorough analysis on every case and classify with a view to solicit relevant information prior to appeal hearings. Prepare and present case summaries reports on all cases for the adjudication process. Develop the necessary management system to streamline activities of the case management administration support. Manage the provision of general support for tracking and/or ensuring attendance of appellants for appeal hearing. Provide technical guidance to the Secretariat function. Manage the support and/or administrative staff in the office. Provide periodic briefings to the MEC on appeals related activities.
<b><u>ENQUIRIES</u></b>	:	Mr A Malope-Tel: (012) 312 7789
<b><u>POST 06/149</u></b>	:	<b><u>DEPUTY DIRECTOR: CONTENT DEVELOPMENT</u></b> Directorate: External Communication and Marketing
<b><u>SALARY</u></b>	:	R406 839 per annum This inclusive remuneration package consists of a basic salary, the states contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<b><u>CENTRE</u></b>	:	Pretoria

<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree or equivalent qualification in the Humanities PLUS sufficient experience in communications and writing speeches. Experience in Journalism will be an added advantage. Knowledge of Government policies and Prescript. Knowledge of the South African political landscape and the socio economic environment. A wide network of contacts within the research and academic world. Competencies needed: Creative writing skills. Communication (written and verbal) skills, Research and analytical skills. Planning and organising skills. Monitoring and evaluation skills. Presentation and facilitation skills. Project management skills. People management skills. Problem solving skills. Financial management skills. Negotiation skills. Attributes: Must have passion for writing. Ability to work under pressure. Ability to work in a team and independently. Compliant. Integrity. Assertiveness.
<b><u>DUTIES</u></b>	:	Key Responsibilities: Conduct research for information to be used in speeches, speaking notes for consideration by the Minister. Liaise with the Ministry regarding forthcoming public events in order to prepare speeches and keep track of calendar. Draft speeches and notes for consideration by Principals. Liaise with Ministry to ensure receipt of speeches, notes and effect changes as directed. Summarise documents and prepare fact sheets for use by Principals. Conduct research and provide profiles of events to be visited by Minister and prepare notes thereof. Keep a database and files of Ministerial speeches and speaking notes.
<b><u>ENQUIRIES</u></b>	:	Mr K Sathekge Tel: (012) 312-7555
<b><u>POST 06/150</u></b>	:	<b><u>FINANCIAL ASSISTANT</u></b> Chief Directorate: Communications
<b><u>SALARY</u></b>	:	R174 117 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate (Grade 12) and/ or an appropriate recognised three year Bachelor's degree or equivalent qualifications PLUS credible experience (depending on the qualification obtained) in financial management as well as government provisioning and procurement procedures. Competencies needed: Knowledge of the Public Finance Management Act, Treasury Regulations, Provisioning Administration Manual, State Tender Board directives (ST37 & ST36) as well as the Division of Revenue Act. Management skills. Organising and planning skills. Communication (written, verbal and liaison skills. Computer software knowledge and experience. Presentation skills. Exposure to project management and strategic processes will be an added advantage.
<b><u>DUTIES</u></b>	:	Key Responsibilities: Effectively controls and monitors the budget, provisioning administration and procurement functions of the Chief Directorate by:- Compiling monthly cashflow and expenditure projections for submission to the Directorate: Budgeting Planning and Monitoring. Facilitating the compilation of the zero based budget inputs from senior managers for timeous submission to the Directorate: Budgeting Planning and Monitoring. Providing the projections on personnel expenditure in collaboration with the Directorate: Human Resource Management. Compiling a monthly report on the financial position of the Chief Directorate which reflects the expenditure trends according to the Basic Accounting System (BAS) expenditure reports and the manual expenditure system with projections for the remainder of the financial year, for tabling at the EXCO meetings. Maintaining the day to day expenditure records on the manual system according to source documents received. Facilitating the verification of monthly BAS expenditure reports to ensure that discrepancies such as incorrect postings are identified and reported. Facilitating the implementation of an effective asset management system for the Chief Directorate as well as the proper safe guarding thereof. Providing advice to senior managers in respect of all logistical functions in collaboration with the Subdirectorates: Logistics. Liaising with the Sub Directorate: Internal Control in terms of the implementation of departmental policies, procedures, processes and internal control mechanisms in line with the Public Finance Management Act, 1999, Treasury Regulations and other related prescripts and guidelines which will affect the Chief Directorate. Facilitating the compilation and co-ordination of inputs from the Chief Directorate to the annual financial statements of the Department. Facilitating the timeous response to audit queries and ensuring that set due dates are met. Providing assistance with the completion and controlling of payment advices, VAS2's, travel and subsistence advances and claims.
<b><u>ENQUIRIES</u></b>	:	Mr A Phahlamohlaka Tel No: (012) 312-7475
<b><u>POST 06/151</u></b>	:	<b><u>SENIOR SECRETARY GRADE III</u></b> Directorate: Litigation and Contract Management
<b><u>SALARY</u></b>	:	R113 568 per annum

<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 or equivalent Certificate PLUS sufficient experience in the administrative/secretarial field. Candidates on the shortlist will be required to undergo a computer literacy/typing test to assess written communication skills. Knowledge of document tracking, storage and retrieval. Knowledge of filing systems. Knowledge of provisioning administration prescripts. Competencies needed: Planning and organising skills. Ability to interpret directives. Interpersonal skills. Problem solving skills. Typing skills. Communication (written and verbal) skills. Cost consciousness. Knowledge of document tracking, storage and retrieval. MS Office Suite. Knowledge of filing systems. Telephone etiquette. Knowledge of provisioning administration prescripts. Attributes: Friendly. Confident. Accurate. Adaptable. Independent. Ability to work under pressure and to cope with a high workload.
<b><u>DUTIES</u></b>	:	Key Responsibilities: Answer the telephone, make telephone calls on behalf of the senior managers and canalise telephone calls to the relative unit. Receive clients or visitors. Arrange meetings, workshops and appointments and provide administrative support. Manage the diary of the senior managers. Arrange journeys and accommodation and compile and submit subsistence and travel claims. Scan, manage and draft correspondence, documentation, supporting registers and filing. Take notes, keep minutes and do typing. Act as Chief User Clerk.
<b><u>ENQUIRIES</u></b>	:	Ms N Lekgetho Tel: (012) 312-7094
<b><u>POST 06/152</u></b>	:	<b><u>PAYMENT CLERK</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R79 104 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent qualification. Knowledge and experience in LOGIS and BAS system. Knowledge of Supply Chain Management will serve as an added advantage. Competencies needed: Communication (written, verbal and liaison) skills. Good client relations skills. Attributes: Accurate. Compliant. Ability work under pressure. Disciplined. Friendly and trustworthy. Ability to work independently and in a team.
<b><u>DUTIES</u></b>	:	Key Responsibilities: Check all payment transactions for payment by finance. Check and control all statements received for suppliers for discrepancies. Register payment advices in payment book. Capture issues and receipts on-line. Verify and capture supplier's banking details. Capture balance adjustments.
<b><u>ENQUIRIES</u></b>	:	Ms P Nchabeleng Tel: (012) 312-7083
<b><u>POST 06/153</u></b>	:	<b><u>GENERAL ASSISTANT</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R55 830 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Minimum qualification: Grade 10 (ABET). Good client relations; Ability to work in a team; Knowledge of Stores will be an added advantage. Competencies needed: Customer care skills. Planning and organising skills. Communication (written and verbal) skills. Computer literacy. Interpersonal skills.
<b><u>DUTIES</u></b>	:	Key Responsibilities: Warehouse and Transit with receiving and delivery of stock and other items to Chief Users. Packing of stock in bins in the warehouse. Movement of furniture between offices. Collect and transport goods from suppliers. Assist with other provisioning functions.
<b><u>ENQUIRIES</u></b>	:	Ms P Nchabeleng Tel No: (012) 312-7083

### THE PRESIDENCY

**APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or hand deliver at 535 Proes Street, Arcadia, Pretoria, 0082

**FOR ATTENTION** : Ms Makgae

**CLOSING DATE** : 25 February 2011

**NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or e-mailed applications will be considered. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

### OTHER POSTS

**POST 06/154** : **DEPUTY DIRECTOR: CONDITIONS OF SERVICE**  
Directorate: Human Resource Operations

**SALARY** : All-inclusive remuneration package of R406 839 per annum (salary level 11)

**CENTRE** : Pretoria

**REQUIREMENTS** : Appropriate Bachelor's degree or (equivalent qualification at NQF level 6); Proven extensive experience in Conditions of Service and Organisational Establishments, of which a minimum of 5 years were in a supervisory capacity; Proven managerial experience on middle management level; Proven applied knowledge of Human Resource policy development and maintenance in terms of the relevant legislative framework (i.e. Public Service Act, Public Service Regulations and relevant DPSA directives); Proven computer literacy (including PERSAL and MS Office Suite); Good planning and organisational skills; Good communication skills (written and verbal) and interpersonal relations; Ability to work under pressure.

**DUTIES** : The successful candidate will head the Sub Directorate: Shared Services and will be responsible for HR related functions, including: Developing and maintaining Human Resource policies and strategies in all HR related practices and ensure adherence to the Human Resource regulatory framework. Provide strategic support to the Director: Human Resources Operations in respect of HR administration with relation to the following HR practices: maintaining personnel information systems relating to pension administration, remuneration and employee benefits, Leave and Ill-health Retirement (PILIR), injury-on-duty, overtime, allowances, appointments, and establishment administration within the Presidency; Co-ordinating human resource information and knowledge management relating to Conditions of Service and Organisational Establishments for the purpose of reporting and audits including the overall management of the Human Resource Registry. Liaise with relevant stakeholders on all levels within and outside the Department.

**ENQUIRIES** : Mr T Koena 012 300 5896

**POST 06/155** : **WEB DEVELOPER**

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

**CENTRE** : Pretoria

**REQUIREMENTS** : Computer Science degree/National Diploma or equivalent at NQF6 and 2 to 5 Years appropriate experience. Experience in providing advanced web and applications development. Excellent knowledge in web graphic designing. Advanced knowledge in the usage of web and applications development tools. Ability to provide server administration, maintenance, disaster recovery & information security. Ability to manage web projects. Ability to gather the right website content and publishing resources. Problem solving & analysis. Knowledge of online security measures. Ability to work with external service providers to provide cost effective solutions. Must have excellent PHP , MYSQL, JQUERY development skills with exposure to Object Oriented principles. Strong Knowledge of web technologies (HTML/HTML5, JAVASCRIPT, JQuery, CSS, XHTML) WEB 2.0 knowledge, Solid Open Source Knowledge, CMS customization and development. Have demonstrated a flair for programming and systems intergration on different web servers (WAMP, MAMP)

**DUTIES** : Planning, developing, testing & implementation of all internal and external online communications platforms. Managing the image of the website and the intranet

Research latest web trends and ensure that all Presidency New Media systems are always up to date. Ensure the ongoing development of all online systems are in line with best practice. Technical, hosting and information security for the website and intranet. Ensure the ongoing development and implementation of new online systems. Provide server administration, maintenance, back-up and disaster recovery for the website and intranet. Monitor the usage of online mediums Ensure systems are in place for the timely publishing of the content on the website; ensure CMS is always running and updated for ease of use by all content providers. Assist in managing the content for internal and external online platforms.

**ENQUIRIES** : Kassiani Lythrangomitis 012 308 1724

**POST 06/156** : **SENIOR ADMININSTRATIVE OFFICER (OFFICE OF THE DDG PRIVATE OFFICE)**

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

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate National Diploma (NQF6) or equivalent, Extensive administrative and financial management experience. Organizational, communication (verbal and written) and coordination skills. Good computer literacy with relevant computer packages (Ms-Word, MS Excel, PowerPoint and Outlook)

**DUTIES** : Assist the DDG and unit heads with the financial management of the branch. Ensure compliance with procurement prescripts and all financial requirements. Assist with budgeting and compliance with MTEF process. Continuous monitoring of expenditure. Ensure that the Branch remains within Budget.

**ENQUIRIES** : Mr T Koena 012 300 5896

**POST 06/157** : **DRIVER: HOUSEHOLDS**

**SALARY** : R79 014 per annum salary level 4

**CENTRE** : Pretoria

**REQUIREMENTS** : ABET (L1-3). Experience in general administration will be a recommendation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Valid driver's license. Specialist requirements (Skills needed): Basic computer skills. Basic numeric, good communication and planning skills. Organise own work and good driving skills. Ability to read, understand and adhere to the road rules and regulations.

**DUTIES** : Deliver and collect correspondence. Transporting of personnel and guests. Fueling the vehicles, ensuring that periodic scheduled vehicle maintenance is completed and reported, preparing trip reports, preparing accident and incident reports as necessary, assisting passengers and persons with disabilities in and out of the vehicle, providing other services as requested by management when not engaged in transportation service. Keep the assigned vehicle(s) clean inside and outside. Maintain accurate, up-to-date records on trip sheets. Assist with any other tasks delegated by the supervisor.

**ENQUIRIES** : Ms Thoko Huma (012) 342 4000

**PROVINCIAL ADMINISTRATION: FREE STATE**  
**DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS**  
*Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.*

- APPLICATIONS** : Quoting the reference number, applications must be forwarded to the Head of the Department, Department of Economic Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand to Ms. K Molusi or C. Machaea in Room 105, Agriculture Building, Zastron Street, Bloemfontein.
- CLOSING DATE** : 18 February 2011 at 16:00
- NOTE** : Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

**MANAGEMENT ECHELON**

- POST 06/158** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DETEA 11/02/01**
- SALARY** : An all-inclusive salary package of R652 572 per annum (salary level 13). The total package includes 60% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines. This appointment is subject to the signing of security clearance, annual performance agreement, SMS Contract and Financial Disclosure vetting.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An appropriate three year degree/diploma in Public Management, B. Admin or equivalent qualifications. •Relevant extensive managerial experience in Supply Chain Management environment. •Valid driver's license.
- DUTIES** : Manage and coordinate the sourcing and purchasing decision of all goods and services in the Department •Maintain, monitor and manage relationships between acquisition management and suppliers •Evaluate that spending of goods and services is according to the Demand Management Plan •Coordinate supplier scheduling, delivery time frames, and supplier continuity •Develop and maintain manuals on SCM policies and procedures •Source goods and services within a fair, equitable, transparent, competitive, and cost-effective system •Set performance standards with respect to service delivery to departmental clients.
- ENQUIRIES** : Mr. T. L. Ramaema, Tel. No: 051 400 4731
- POST 06/159** : **CHIEF EXECUTIVE OFFICER REF NO: DETEA 11/02/02**
- Free State Development Corporation (FDC), the provincial development and investment agency that has a primary role of the promotion and development of small, medium and micro enterprises to assist the Free State based small, medium and micro enterprises with funding by advancing loans, to assist Free state based small, medium and micro enterprises in financial distress.
- SALARY** : Negotiable
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A post- graduate degree in Business Administration or equivalent. Valid driver's license. Computer literacy. Recommendations: A minimum of ten (10) years executive management experience in the commercial/financial or development field. •Business development, analytical, financial, interpersonal, communication as well as negotiation skills are required.
- DUTIES** : Establish FDC as the development and investment agency of choice. •Deliver Shareholder's Value •Provide Leadership. •Strategic Management of

Stakeholders •Provide financial and business support service to SMME's and Corporatives •Facilitate and promote investment and exports in the Free State Province •Ensure Financial Viability. •Aligning FDC strategy with FDPGDS •Determine and Drive Company Strategy •Align strategy with strategic Provincial Plan •Establishing FDC as an employer of choice.

**ENQUIRIES** : Ms. FH Nhlapo, Tel. No: 051 400 4707

**DEPARTMENT OF THE PREMIER**

*Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.*

**APPLICATIONS** : Posted to: Mr. B. Modise, Department of the Premier, Human Resources Advice, Co-ordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or e-mail to: modiseb@premier.fs.gov.za or Hand delivers to: Brian Modise, Room 22, Ground floor, Lebohang Building, Bloemfontein

**CLOSING DATE** : 18 February 2011

**NOTE** : A comprehensive CV should be submitted as application. The following information should also be included in the CV: Completed qualifications, Race, Gender, Disability-if applicable, Citizenship, driver's license and indication of criminal offences. (Separate application for every vacancy). Applications without a reference number will not be considered. Only short listed candidates will be requested to submit a Z83-form, certified copies of qualifications, driver's license and identity document on the day of interviews. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

**MANAGEMENT ECHELON**

**POST 06/160** : **MANAGER: MEDIA STRATEGY AND LIAISON REF NO: M: MS&L**  
This appointment is subject to the signing of an employment contract, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations.

**SALARY** : Level 13 – An all inclusive salary package of R652 572 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE REQUIREMENTS** : Bloemfontein  
The candidate must be in possession of a relevant tertiary qualification in the Communication field and/or relevant experience in the key responsibilities attached to the post. Recommendation: Ability to communicate in a tactful, influential manner, verbally and in writing, informally and formally. Writing skills. Knowledge of policy development and analysis. Knowledge of the South African Media and Strategic Communication Principles.

**DUTIES** : The candidate must have knowledge, skills, training and competencies of the following: Render a professional and enabling strategic support service to the Department of the Premier. The promotion of an environment conducive to upholding the positive image of the Premier, Executive Council and Senior Management and the rendering of advice in relation thereto. The provision of strategic direction and leadership with regard to the research, development, implementation and monitoring of an appropriate Communication Strategy for Media in the Province. The research, development and implementation of all other Policies and Strategies, such as the Editorial Policy, Media Liaison Strategy etc. The alignment, compliance and enforcement of all Policies and Strategies across the spectrum of all Departments in the Province. The provision of final quality assurance for speeches and documents drafted for the Premier, Executive Council and Senior Management. The publicizing and propagation of the provincial government through all forms of media by activating and nurturing sound relations between provincial government and the media by maintaining the

media on a constant government information diet conveyed through press releases and media statements and announcements. The roll-out of media liaison involving the organization of press briefings, press conferences and accreditation at government events and the distribution of press information kits. The facilitation of the interaction of organizational stakeholders with the media. Ensuring and managing media monitoring, analysis, evaluation and interpretation. Liaise with and create a network with stakeholders such as Government Communications and Information Services (GCIS), Departmental Heads of Communication and Media Communicators. To manage all resources of the component.

**ENQUIRIES** : Mr. W. Ngobeni, Telephone number: (051) 405 4917

**DEPARTMENT OF POLICE, ROADS AND TRANSPORT**

***Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.***

**APPLICATIONS** : Mr AJ Venter, Head: Corporate Administration, Department of the Premier, PO Box 517, Bloemfontein, 9300, Room 403, Lebohang Bldg., St Andrew Street, Bloemfontein, 9301

**FOR ATTENTION** : Ms J Kleynhans  
**CLOSING DATE** : 21 February 2011

**NOTE** : Applications must be submitted on the prescribed Z83 form, obtainable from any public service Department. All applications must be accompanied by a comprehensive CV, certified copies of all educational qualifications and supporting documents such as an identity document, drivers' licence etc. Applications must be submitted on or before the closing date. Faxed or e-mailed applications will not be considered. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to a personnel suitability check.

**MANAGEMENT ECHELON**

**POST 06/161** : **HEAD OF DEPARTMENT: DEPARTMENT OF POLICE, ROADS AND TRANSPORT REF NO: HOD:PRT**

**SALARY** : R1 275 732 all inclusive remuneration package per annum PLUS a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance. These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations

**CENTRE** : Bloemfontein  
**REQUIREMENTS** : The candidate must be in possession of an appropriate recognized Bachelor's Degree (or equivalent qualification) as well as extensive managerial experience at a senior management level. The candidate must have: knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa. Recommendation: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.

**DUTIES** : To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. \*To function as Accounting Officer of the Department in terms of the Public Finance



Management Act and the Treasury Regulations. \* Any other responsibility required by law. This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard. Ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio. Provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally. To develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department. Such other responsibilities as may be directed.

**ENQUIRIES**

: Mr AJ Venter, Tel. 051 – 405 4926

**PROVINCIAL TREASURY**

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**APPLICATIONS**

: Mr AJ Venter, Head: Corporate Administration, Department of the Premier. PO Box 517, Bloemfontein, 9300, Room 403, Lebohang Bldg., St Andrew Street, Bloemfontein, 9301, Fax: 051 – 405 4955, E-mail: joann@premier.fs.gov.za

**FOR ATTENTION**

: Ms J Kleynhans

**CLOSING DATE**

: 21 February 2011

**NOTE**

: Applications must be submitted on the prescribed Z83 form, obtainable from any public service Department. All applications must be accompanied by a comprehensive CV, certified copies of all educational qualifications and supporting documents such as an identity document, drivers' licence etc. Applications must be submitted on or before the closing date. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to a personnel suitability check.

**MANAGEMENT ECHELON**

**POST 06/162**

: **CHIEF EXECUTIVE OFFICER: PROVINCIAL TREASURY REFERENCE NO: CEO: PT**

**SALARY**

: R1 275 732 all inclusive remuneration package per annum PLUS a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance. These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations

**CENTRE**

: Bloemfontein

**REQUIREMENTS**

: The candidate must be in possession of an appropriate recognized Bachelor's Degree (or equivalent qualification) as well as extensive managerial experience at a senior management level. The candidate must have: knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa. Recommendation: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.

**DUTIES**

: To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication

systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. \* Any other responsibility required by law. This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard. Ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio. Provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally. To develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department. Such other responsibilities as may be directed.

**ENQUIRIES**

: Mr AJ Venter Tel. 051 – 405 4926

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

**NOTE** : An application for Employment Form (Z83) must be completed and Forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) certified copies of ID documents educational qualifications, certificates of service and professional registration certificates – not copies of certified copies and proof of current registration must be submitted together with your CV. 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.

**MANAGEMENT ECHELON**

**POST 06/163** : **HEAD: CLINICAL UNIT (OBSTETRICS & GYNAECOLOGY) REF NO: MGMH 200/ 2011**

**SALARY** : R959 208 (All Inclusive Salary Package)  
**CENTRE** : Mahatma Gandhi Memorial Hospital  
**REQUIREMENTS** : Specialist qualification in Obstetrics and Gynaecology. Current registration with Health Professions Council of South Africa as a Specialist in Obstetrics and Gynaecology. Three (03) years experience as a Specialist in Obstetrics and Gynaecology after registration with the HPCSA as a medical specialist. Experience must include the training and supervision of registrars in laparoscopic and vaginal gynaecological surgery. Knowledge, Skills, Training and competencies required: Advanced knowledge of Obstetric and Gynaecology emergency care. Ability to work as part as a team. Knowledge of relevant health and labour legislation. Proven leadership skills. Epidemiological skills and aptitude. Strong interpersonal and communication skills. Ability to prioritize issues and work related matters. Proven ability to perform laparoscopic and vaginal gynaecological surgery in order to provide a comprehensive gynaecological service to the local community. Engage in own research and supervise research of registrars.

**DUTIES** : Key Performance Areas: Provision quality, cost effective and efficient 24 hour Obstetric & Gynaecology service in keeping with Batho Pele Principles. Assist with the training and guidance of medical students, interns, medical officers, registrars, consultants and other staff categories, including the running of an academic / in-service programme for the doctors in the Department. Maintain accurate and appropriate health records in accordance with legal and ethical principles and ensure that junior staff complies with the above. Assist the Medical Manager in ensuring that the Operational Plan of the hospital is implemented. Co – ordinate and attend to medico – legal issues pertaining to Obstetrics & Gynaecology Department. Manage performance of doctors in the Department of Obstetrics and Gynaecology. Participate in processes for the recruitment of doctors in the Department of Obstetrics and Gynaecology. Oversee perinatal and maternal mortality audit. Oversee an Obstetrics and Gynaecology outreach programme for the clinics and District Hospital referring to Mahatma Gandhi Hospital. Liaise with the District Office, and the HOD of the Department of Obstetrics and Gynaecology at the Medical School and other stakeholders in order to contribute to providing an high-quality obstetrics and gynaecology service throughout the District.

**ENQUIRIES** : Dr C. Persad – Tel (031) – 502 1719 ext 2011  
**APPLICATIONS** : All applications should be forwarded to: The Chief Executive Officer, Mahatma Gandhi Memorial Hospital, Private Bag X 13, Mount Edgecombe, 4300

**FOR ATTENTION** : Ms M. Dube  
**CLOSING DATE** : 11 February 2011

**POST 06/164** : **MEDICAL SPECIALIST REF NO: MEDSPECPAEDMED/1/2011**  
 Department: Paediatric Medicine

**SALARY** : The appointment to Grade I (R613 671p.a. all inclusive salary package) requires appropriate qualification plus registration with the Health Professions Council of

South Africa as a Medical Specialist in Paediatrics. One year in General Paediatrics will be an advantage. The appointment to Grade 2 (R701 664p.a. all inclusive salary package) requires appropriate qualification, registration certificate plus 5 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Paediatrics. The appointment to Grade 3 (R814 305p.a all inclusive salary package) requires appropriate qualification, registration certificate plus 10 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Paediatrics.

**CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
: Registration as a Specialist Paediatrician with the Health Professions Council of South Africa. Knowledge. Skills, Training and competencies required: Clinical, procedural, training skills appropriate to speciality. Leadership and counselling skills.

**DUTIES** : Provide Paediatric specialty services in Haematology Oncology at IALCH including in-patient and follow up services. Supervise Paediatric registrars in undertaking patient management. Maintain statistics of patient care to assist with resource allocation and participate in departmental audit programmes and unit administration. Undertake training in the Specialty of Paediatric Haematology or Haematology Oncology. Assist with staff development, evaluation, and progress reporting. Participate in undergraduate teaching in the Department of Paediatrics, Nelson R Mandela School of Medicine.

**ENQUIRIES APPLICATIONS** : Dr R Thejpal 031 2401536  
: All applications should be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058

**CLOSING DATE** : 18 February 2011

**POST 06/165** : **MEDICAL OFFICER GRADE 2 (2 POSTS) VRH 23/2011**  
Permanent position

**SALARY** : An all inclusive salary package of R520 971.00 per annum Plus fixed overtime and rural allowance

**CENTRE REQUIREMENTS** : Vryheid District Hospital  
: Degree in Health Science (MBCHB) Current Registration with HPCSA as a Medical Officer. A minimum of five years appropriate/recognizable experience after registration as Medical Officer with HPCSA. Knowledge of General management principles of all pediatric and neonatal patients. Good communication skills. Ability to work in a multi-disciplinary team. Resilience and ability to cope with change. Knowledge of all applicable legislations and regulations pertaining to Mental Health and General Health. Knowledge of General management principles of all pediatric and neonatal patients.

**DUTIES** : Clinical medical services including ward rounds, outpatient clinics and emergency department. Participation in the training programme as well as teaching and supervision of junior staff. Participation in departmental audit activities. Conduct Research. Maintain and continuously improve professional and ethical standards. Deal with emotional, social and physical aspects of disease for patients and relatives; Deal with Management of cases sent by the courts; Submit clinical reports (periodicals) in time to relevant departments; and Be involved in 'outreach', 'health promotion' and other clinical activities. Work with/co-ordinate health care teams to contribute towards a multidisciplinary approach.

**ENQUIRIES APPLICATIONS** : Dr F.S Idika: 034-9822111 ext 227  
: All applications should be forwarded to: The Human Resource Manager, Vryheid District Hospital Private Bag X9371, Vryheid 3100 OR Hand Delivered to: Coswald Brown Street, Human Resource Section

**FOR ATTENTION** : Ms N.W.P Mabizela

**CLOSING DATE** : 25 February 2011

**POST 06/166** : **PRINCIPAL: COLLEGE OF EMERGENCY CARE (LEVEL 11): REF NO. G09/2011**  
Custer: Health Delivery: Emergency Medical and Rescue Services

**SALARY** : An all inclusive salary package of R483 594 per annum  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : Critical Care Assistance (CCA) programme or a recognised National Diploma OR a recognised B-Tech Degree in Emergency Medical Service; PLUS Registration with HPCSA as a Paramedic or ECP; PLUS A minimum of three (3) years after registration with the HPCSA as a Paramedic or ECP ; PLUS A minimum of two (2) years in an education management position. Unendorsed valid Code C1 driver's licence (Code 08). Recommendations:- Training programmes and/or

experience in Project Management and Human Resource Management will serve as a recommendation. Knowledge, Skills, Training And Competence Required:- The incumbent of this post will report to the General Manager: Emergency Medical and Rescue Services, and will be responsible to managing the EMRS College to satisfy the demand for competent and compassionate EMRS practitioners for the delivery of emergency services, and as such the ideal candidate must:- Have in depth knowledge and understanding of the emergency medical and rescue education environment and the linkage thereof to the requirements of the health sector. Have expert knowledge of the legislative and policy framework informing the area of operation. Have the ability to capture in writing the essence of findings in concise, clear language and present these findings to relevant stakeholders. Have the ability to prioritise issues and other work related matters and to comply with time frames set. Be computer literate with a proficiency in MS Office Software Application.

**DUTIES** : Key Performance Areas:- Manage the development and application of EMRS education programmes. Develop policy, norms and standards, within the National Legislative and Policy framework, to regulate the provision of EMRS education programmes. Monitor and evaluate EMRS education services rendered to ensure that the required standards and practices are maintained exceeded. Ensure the effective and efficient utilisation of resources allocated to the College, including the development of staff.

**ENQUIRIES** : Mr N W Sithole: 033-846 7242  
**APPLICATIONS** : All applications should be forwarded to: The General Manager: Human Resource Management Services OR Hand Deliver to: KZN Department Of Health 330 Langalibalele Street, Private Bag X 9051, Natalia Building, PIETERMARITZBURG, Room 107, 6<sup>th</sup> Floor, 3200 South Tower

**FOR ATTENTION** : Miss V Padayachee

**POST 06/167** : **MEDICAL OFFICER – GRADE 1,2 OR 3 REF NO: GTN 05/2011**

**SALARY** : Grade 1 – R455,634 - R490,851 Grade 2 – R520, 971 – R569, 649 : Grade 3 – R604, 605 – R733, 716 All inclusive salary package (This inclusive package consists of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules) Additional Benefits: Commuted Overtime (Subject to approval), Plus, Rural Allowance (22% of basic salary).

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

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

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

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

**CLOSING DATE** : 25 February 2011

**POST 06/168** : **MEDICAL OFFICER GRADE 1, 2, 3 (ART ROVING TEAM) REF NO: PSH MO 10/2011**

**SALARY** : This inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) Grade I R 455 634.00, Grade II R 520 971.00 and Grade III R 604 605 other benefits: 22% Rural Allowance No. Of Post: 1 (One)

**CENTRE** : Port Shepstone Hospital (Serving all Clinics referring to Port Shepstone, Muchison And St'andrews Hospital District: UGU Health District Office

**REQUIREMENTS** : Grade I Requires appropriate qualification plus registration with HPCSA as a Medical Practitioner Requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa Current registration with HPCSA as a Medical Practitioner Grade II requires appropriate qualification ,registration certificate plus 5 years experience after registration with the HPCSA as a Medical Practitioner Requires 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa Current registration with HPCSA as a Medical Practitioner Grade III requires appropriate qualification, registration certificate plus 10 years experience after registration with HPCSA as a Medical Practitioner Requires 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa Current registration with HPCSA as a Medical Practitioner A valid driver's license Code EB Non-South African citizen applicants-a VALID WORK PERMIT in conformance with HR Circular 49/2008 obtainable from any government department Knowledge, Skills Trainging And Competencies: Sound clinical knowledge. Knowledge of ART/TB procedure and protocol Assessment, Analysis and Management Skills Knowledge of sound ethical medical practice Good interpersonal skills Ability to work under pressure

**DUTIES** : Key Performance Areas: To provide clinical care to patients as part of a multidisciplinary ART roving team To participate in developing and meeting the strategic objectives of the Antiretroviral roll out programme Assist with the development, maintaining and upgrading of ART clinical protocols Ensure the provision of safe ethical and high quality medical care Supervise the roving team

**ENQUIRIES** : Dr OO Olowokoron Tel: 039 688 3000

**APPLICATIONS** : The District Manager Ugu Health District, Private Bag X735, Port Shepstone 4240.

**FOR ATTENTION** : Human Resources

**CLOSING DATE** : 25 February 2011

**POST 06/169** : **MEDICAL OFFICER GRADE 1, 2, 3 (ART ROVING TEAM) REF NO: GJH MO 11/2011**

**SALARY** : This inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) Grade I R 455 634.00, Grade II R 520 971.00and Grade III R 604 605 other benefits: 22% Rural Allowance

**CENTRE** : GJ Crookes Hospital (Serving all Clinics referring to GJ Crookes, Port Shepstone Hospital District: UGU Health District Office

**REQUIREMENTS** : Grade I Requires appropriate qualification plus registration with HPCSA as a Medical Practitioner Requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa Current registration with HPCSA as a Medical Practitioner Grade II requires appropriate qualification ,registration certificate plus 5 years experience after registration with the HPCSA as a Medical Practitioner Requires 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa Current registration with HPCSA as a Medical Practitioner Grade III requires appropriate qualification, registration certificate plus 10 years experience after registration with HPCSA as a Medical Practitioner Requires 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa Current registration with HPCSA as a Medical Practitioner A valid driver's license Code EB Non-South African citizen applicants-a VALID WORK PERMIT in conformance with HR Circular 49/2008 obtainable from any

government department Knowledge, Skills Training And Competencies: Sound clinical knowledge. Knowledge of ART/TB procedure and protocol Assessment, Analysis and Management Skills Knowledge of sound ethical medical practice Good interpersonal skills Ability to work under pressure

**DUTIES** : Key Performance Areas: To provide clinical care to patients as part of a multidisciplinary ART roving team To participate in developing and meeting the strategic objectives of the Antiretroviral roll out programme Assist with the development, maintaining and upgrading of ART clinical protocols Ensure the provision of safe ethical and high quality medical care Supervise the roving team

**ENQUIRIES** : Dr OO Olowookorun Tel: 039 688 3000

**APPLICATIONS** : The District Manager Ugu Health District, Private Bag X735, Port Shepstone 4240.

**FOR ATTENTION** : Human Resources

**CLOSING DATE** : 25 February 2011

**POST 06/170** : **MEDICAL OFFICER REF NO: MORENAL/1/2011**  
Department: Nephrology

**SALARY** : Salary Grade 1: Medical Officer – R455 634 per annum (All inclusive Salary Package)excluding Commuted Overtime Experience: No experience required The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Salary Grade 2: Medical Officer – R520 971 per annum (All inclusive Salary Package) excluding Commuted overtime Experience: 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 2 requires a minimum of six years(6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Salary Grade 3: Medical Officer – R604 605 per annum (All inclusive Salary Package) excluding commuted Overtime Experience: 10 years registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of 11 years(11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa

**CENTRE** : Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS** : Current registration with Health Professions Council as a Medical Practitioner. Applicants must be registered as a Medical Practitioner with the HPCSA. A minimum of 2 years post registration experience of Internal medicine would be an advantage. Knowledge Skills and Experience Required: Sound clinical knowledge of Internal medicine with ability to deal with all medical emergencies Knowledge of ethical medical practice. Ability to assess, diagnose and manage patients especially with regard to peritoneal dialysis , haemodialysis and renal transplantation.

**DUTIES** : Examination, diagnosis and management of patients. After-hours clinical participation. Facilitation of staff training and on-going medical education. Facilitating and co-ordinating quality improvement imperatives (morbidity and mortality meetings, clinical audits).

**ENQUIRIES** : Prof Assounga 031 240 1325

**APPLICATIONS** : All applications should be forwarded to: The Human Resource Manager, and should be handed to our HR exception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058

**CLOSING DATE** : 25 February 2011

**POST 06/171** : **PHARMACIST GRADE 1, 2, 3 (ART ROVING TEAM) REF NO: GJH P 12/2011**  
District: UGU Health District

**SALARY** : This inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) Grade 1 R 381 093, Grade 2 R 416 700 and Grade 3 R 455 634 other benefits: 17% Rural Allowance

**CENTRE** : GJ Crookes Hospital (Serving all clinics referring to GJ CROOKES HOSPITAL and some referring to PORT SHEPSTONE HOSPITAL)

**REQUIREMENTS** : Grade I: Requires appropriate qualification plus registration with SAPC as a Pharmacist Requires 1 year relevant experience after registration as a Pharmacist with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community

Service as required in South Africa Current registration with SAPC as a Pharmacist

Grade II: Requires an appropriate qualification, registration with SAPC as a Pharmacist plus 5 years experience after registration with SAPC as a Pharmacist. Requires 6 year relevant experience after registration as a Pharmacist with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa Current registration with SAPC as a Pharmacist

Grade III: Requires an appropriate qualification, registration with SAPC as a Pharmacist plus 13 years experience after registration with SAPC as a Pharmacist. Requires 14 years relevant experience after registration as a Pharmacist with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa Current registration with SAPC as a Pharmacist A valid driver's license Code EB Non-South African citizen applicants-a VALID WORK PERMIT in conformance with HR Circular 49/2008 obtainable from any government department Knowledge, Skills Training and Competencies: Sound knowledge of legislation, protocols and standard operating procedures applicable to Pharmacy practice Supervisory, team building and analysis skills Appropriate clinical and theoretical knowledge Professional concern for excellence Computer literacy Interpersonal, communication, planning and organizing skills

**DUTIES** : Key Performance Areas: Provide high quality pharmaceutical services to patients and health professional within all applicable legislation Maintain accurate and appropriate record in line with legal and accounting requirements Engage in effective communication with all stakeholders to ensure that a high quality of service is rendered Maintain optimal use and proper care of all resources Provide out-reach services in the community Provide pharmaceutical services as part of multidisciplinary ART roving tem

**ENQUIRIES** : Mrs. N Pillay Tel: 039 978 7000  
**APPLICATIONS** : The District Manager Ugu Health District, Private Bag X735, Port Shepstone 4240.

**FOR ATTENTION** : Human Resources  
**CLOSING DATE** : 25 February 2011

**POST 06/172** : **DISTRICT ENGINEER (LEVEL 11) REF NO: ZUL 02/2011**  
Component: District Infrastructure Planning & Coordination Service

**SALARY** : An all inclusive package of R 406839 p.a.  
**CENTRE** : Zululand District Office  
**REQUIREMENTS** : Appropriate B Degree/National Diploma in Engineering (Civil) or equivalent qualification; plus. 5 years managerial experience in a technical management environment; plus Computer Literacy: MS Office Software Applications; plus Valid Code EB Drivers License (Code 08) Knowledge, Skills, Training and Competencies Required: Sound project management skills. Strong technical ability across all disciplines including plumbing, electrical, mechanical and civil aspects. An understanding of the challenges facing the public health sector. Ability to translate planning inputs into practical construction and maintenance results. Ability to prioritise issues and other work related matters to meet time frames. High levels of accuracy.

**DUTIES** : Key Performance Areas: Oversee the development and implementation of plans to upgrade hospital buildings and equipment. Inspect and approve sites planned for the construction of new clinics to establish the suitability thereof to the environment and surrounding infrastructure. Perform periodic inspections of buildings sites with engineering consultants to ensure that building practices comply with plans and specifications. Attend Departmental infrastructure planning to ensure that the District's infrastructure needs are addressed and adequately prioritized. Manage the District's infrastructure budget to ensure that planning spending patterns meet planned time frames.

**ENQUIRIES** : Miss LM Mntambo TEL: 035 874 2461  
**APPLICATIONS** : All applications should be forwarded to: Zululand Health District Office, P/Bag X81, ULUNDI 3838

**FOR ATTENTION** : Mrs BJ Nene  
**CLOSING DATE** : 25 February 2011

**POST 06/173** : **PHARMACIST GRADE 1 REF.NO VRH 29/2011**  
Permanent position

**SALARY** : An all inclusive salary package of R 381 093 per annum  
**CENTRE** : Vryheid District Hospital



**REQUIREMENTS** : National Diploma / Degree in pharmacy plus Current registration with South African Pharmacy Council as a Pharmacist. Knowledge of public Sector Pharmacy, as well as relevant acts, regulations, District Health System , Essential Drug list and the National Drug policy. Knowledge and experience in providing in patient services, stock control functions, Inputting and dispensing prescriptions for local clinics, and working in the pharmacy stores. Sound communication, interpersonal management, leadership and organizational skills. Knowledge of the principles of drug therapy and the functions and operations of a drug therapeutics committee. Knowledge and understanding of antiretroviral therapy. Computer literacy.

**DUTIES** : Provide an accurate, efficient and cost effective pharmaceutical service. Distribute medication to clinics, wards and inpatients. Manufacture and compound pharmaceutical products including pre- packing and relabeling of medication. Maintain accurate and appropriate patient record / statistics. Provide medicine information, counseling education service to health professionals and patients. Supervise and provide training to the Pharmacist Assistant. Exercise control over expenditures and ensure non-wastage of pharmacy resources. Manage waste disposal. Deputize for the Pharmacy Manager when required.

**ENQUIRIES** : Ms N.S Khambule: 034-9822111 ext 214

**APPLICATIONS** : All applications should be forwarded to: The Human Resource Manager, Vryheid District Hospital Private Bag X9371, Vryheid 3100 OR Hand Delivered to: Coswald Brown Street, Human Resource Section

**FOR ATTENTION** : Ms N.W.P Mabizela

**CLOSING DATE** : 25 February 2011

**POST 06/174** : **PHARMACIST 1 POST REF NO: PHARM/1/2011**

**SALARY** : Salary Grade: R381 093 per annum (all inclusive package) Experience: Not applicable South African Citizen One year relevant experience after registration as Pharmacist with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa  
Salary Grade 2: R416 700 per annum (all inclusive package) Experience: 5 years experience after registration with SAPC as a pharmacist Six years relevant experience after registration as Pharmacist with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa  
SALARY Grade 3: R455 634 per annum (all inclusive package) Experience: 13 years experience after registration with SAPC as a pharmacist 14 years relevant experience after registration as a Pharmacist with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa

**CENTRE** : Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS** : Candidates must be registered with the S.A. Pharmacy Council as a Pharmacist and have current registration as a Pharmacist with the SAPC. Knowledge, Skills, Training and Competence Required: Sound knowledge of all aspects of public sector pharmacy, including aseptic procedures and cytotoxic reconstitution. A thorough understanding of the relevant acts, regulations, standard operating procedures & policies, Good Pharmacy Practice, the National Drug Policy & District Health System. Must be fully computer literate, and possess good communication, organizational and interpersonal skills.

**DUTIES** : Provide an accurate, efficient and cost effective Pharmaceutical service, including in- and out- patient dispensing, ward pharmacy, manufacturing, tablet prepackaging, aseptic procedures, cytotoxic reconstitution, therapeutic drug monitoring, TPN formulation, manipulation of Radiopharmaceuticals and on-call duties. You will promote effective security measures within the department, provide necessary training to staff and maintain the department's policies & procedures.

**ENQUIRIES** : Doug Joiner Tel: 031-2401055

**APPLICATIONS** : All applications should be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058

**CLOSING DATE** : 25 February 2011

**POST 06/175** : **OPERATIONAL MANAGER NURSING – PHC STREAM REF. NO. EGUM 01/2011 1 POST**  
Gateway Component

**SALARY** : R309 327 per annum Plus 13<sup>th</sup> Cheque Medical Aid (Optional) Housing Allowance, Employee must meet prescribed requirements

**CENTRE** : Institution: E G & Usher Memorial Hospital

- REQUIREMENTS** : An appropriate B Degree/National Diploma or equivalent qualification in nursing, PLUS Minimum of 9 years appropriate / recognizable experience in nursing after registration as Professional with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in Clinical Health Assessment, Treatment and Care. PLUS Current Registration with SANC, PLUS Valid Drivers License (Code 8), PLUS Proof of current and previous work experience endorsed by Human Resources. Recommendations: At least 1 year supervisory experience in a PHC setting. Knowledge/ Skills Training and Competencies Required: Report writing abilities. Financial management skills. Empathy and counseling skills and knowledge. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public sector. An ability to translate information objectives into practical plans. An ability to prioritize issues and other work related matters and to comply with timeframes. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly.
- DUTIES** : Key performance areas: Provision of quality advanced comprehensive community health care through provision of preventative, curative and rehabilitative service. Manage and monitor proper utilization of human, financial, physical and material resources. Ensure education is given to client, community and staff. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Provision of administrative services by planning, organizing clinic and ensure completion of statistics, ordering and control of medication. Promote scientific quality nursing care. Participate in the Departmental programmes and projects. Initiate treatment, implementation of programmes and evolution of patients' clinic conditions. Maintain constructive working relationships with all stake holders. Willing to relieve in other clinics if need arise. Monitor and evaluate HR performance EPMSDs. Collection, analyzes, interpret stats and make decisions based on collected available statistics.
- ENQUIRIES** : Matron MIYA (Nursing Manager) Tel (039) 797-8100
- APPLICATIONS** : Direct your application quoting the relevant reference number to: Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).
- CLOSING DATE** : 25 February 2011
- NOTE** : Please note due to large number o applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.
- POST 06/176** : **QUALITY ASSURANCE MANAGER (CLINICAL PROGRAMME COORDINATOR) REF. NO. EGUM 02/2011 (1 POST) GATEWAY CLINIC**
- SALARY** : R244 185 – R 274 830 per annum Plus 13<sup>th</sup> Cheque Medical Aid (Optional) Housing Allowance, Employee must meet prescribed requirements
- CENTRE** : Institution: E G & Usher Memorial Hospital
- REQUIREMENTS** : Degree/Diploma in General Nursing & Midwifery. Degree/Diploma in Nursing Management. Minimum of 7 years appropriate recognizable experience after registration as a General Nurse. Current SANC receipt i.e. for 2010. 3 Years Supervisory experience. Recommendations: Valid driver's license. Knowledge/ Skills Training And Competencies Required: Working knowledge of health policies and current Public Service related Legislation. High level of interpersonal relationship. High level of verbal and written communication. Presentation and facilitation skills. Ability to liaise with management. Assertiveness and diplomacy. Computer literacy in Microsoft package (Word processing and Spreadsheet). Problem solving. Practical experience in Quality Assurance and Accreditation.
- DUTIES** : Key performance areas: Promote quality culture within the hospital and clinics. Responsible for meeting specific measurable targets. Develop appropriate intervention program, work plans and action plans, which will support the attainment of quality compassionate patient care. Develop a process for addressing generic problems with the hospital and clinics. Maintain records of specific problems with intervention and time frames. Provide ongoing feedback to Senior Management to ensure the process towards accreditation remain on track. Facilitate and monitor implementation of clinical quality improvement programmes. Ensure and monitor the compliance of the Hospital to Quality Programmes. Ensure that priority programmes attain positive outcomes. Drive implementation of service delivery Improvement Plan leading to Premier Service Awards.
- ENQUIRIES** : Matron Miya (Nursing Manager) Tel (039) 797-8100
- APPLICATIONS** : Direct your application quoting the relevant reference number to: Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506,

Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

**CLOSING DATE** : 25 February 2011

**NOTE** : Please note due to large number o applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.

**POST 06/177** : **DATA CAPTURER REF NO: EGUM 03/2011 1 POST INFORMATION SERVICES (FIO)**

**SALARY** : R66 750 per annum Plus 13<sup>th</sup> Cheque Medical Aid (Optional) Housing Allowance, Employee must meet prescribed requirements

**CENTRE** : Institution: E G & Usher Memorial Hospital

**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent). Computer Certificate. Knowledge/ Skills Training and Competencies required: Good interpersonal relationships. Computer literacy skills in MS Office, MS Excel, MS Word and PowerPoint. Good communication skills both written and verbal. Capturing and typing skills. Database management. Ability to operate equipment e.g. fax machine and photocopy machine.

**DUTIES** : Key performance areas: Receive information and statistics/data from various facilities on daily basis. Validate data entry. Follow-up on non-submission. Capture statistics/data on the Programmes/Software. Monthly submissions and statistics. Collate processed data and update it on the institutional database. Respond to information requests in consultation with the supervisor. Conduct basic statically analysis. Check gaps in the collection tool before capturing it on the system.

**ENQUIRIES** : MRS. N. JACOB (FIO) Tel (039) 797-8100

**APPLICATIONS** : Direct your application quoting the relevant reference number to: Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

**CLOSING DATE** : 25 February 2011

**NOTE** : Please note due to large number o applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.

**POST 06/178** : **ASSISTANT MANAGER NURSING REF NO: SMKX 02/2011**  
Component: Compliance Unit

**SALARY** : R309 327 Per Annum (Level 10) other benefits: 13<sup>th</sup> Cheque, Rural Allowance: 8% Medical Aid: Optional Housing Allowance: Employee Must Meet Prescribed Requirement

**REQUIREMENTS** : Minimum of 09 years recognizable experience in nursing after registration as a Professional Nurse with SANC. Degree / Diploma in Nursing Administration. At least 3 years of the period referred to above must be appropriate / recognizable as Infection controller. Current SANC receipt and proof of payment for 2011 registration. Proof of experience / Service record as Infection controller. Knowledge, Skills, Training and Competencies: Sound knowledge of nursing care delivery approaches. Sound knowledge of labour relations, Infection prevention controller. Analytic thinking, decision-making and conflict management skills. Good communication and interpersonal skills. Sound knowledge of the relevant legislation, policies and prescripts. Ability to formulate patient care policies. Ability to facilitate and co-ordinate.

**DUTIES** : Key Performance Areas: Develop and implement strategic to improve quality of care in the institution with a particular emphasis on quality and infection prevention and control. Facilitate and co-ordinate institutional projects such as make me look like a hospital, quality improvement and service core standards. Manage the compliance unit within the hospital. Develop and implement strategies to ensure that emergency equipment and essential equipment is available and functional. To ensure proper training on medical equipment is given to staff.

**ENQUIRES** : Mrs. T.J Vezi TEL: 035-450 8200 Ext. 8205

**APPLICATIONS** : All applications should be forwarded to: The Chief Executive Officer, St Mary's KwaMagwaza Hospital, Private Bag X 808 MELMOTH, 3835

**FOR ATTENTION** : Mr. X.A Buthelezi

**CLOSING DATE** : 28 February 2011

**POST 06/179** : **PROFESSIONAL NURSE (GRADE1) SPECIALITY-THEATRE DAY/ NIGHT DUTY 2 POSTS REF NO: VRH 24/2011**

**SALARY** : All inclusive package of R210 630 per annum plus rural, Home Owner Allowance (prescribed requirement to be met) and 13th cheque

**CENTRE** : Vryheid District Hospital

**REQUIREMENTS** : Diploma/Degree in General Nursing and Midwifery. 1 year Post basic qualification in the Speciality i.e. Operating Theatre Nursing Science. Proof of current registration with South African Nursing Council (SANC) as General Nurse, Midwife and Theatre Nurse. A minimum of 4 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Personal attributes: demonstrate ethical nursing practices, professionalism, responsiveness, proactiveness accuracy, flexibility, initiative, co-operation, supportive, and assertive. Conflict management and negotiation skills. Problem solving skills. Good communication skills. Ability to work in a team

**DUTIES** : To provide optimal, holistic specialized nursing care with set standards and within the professional /legal framework. To perform and supervise the clinical nursing practice in accordance with the scope of practice and patient care policies, protocols, quality standards as determined by the relevant health facility. To provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient based on scientific principles. Ensure the provision a safe and therapeutic environment for patients, staff and public through implementation of Infection Prevention and Control standards, Occupational, Health and Safety Act and prevention of medico-legal risks. Create and maintain complete and accurate patient records and registers. Ensure the provision of accurate statistical information for data management. Ensure the implementation and monitoring of Quality Assurance within the unit. Protect and advocate Patient's rights and Batho Pele principles to ensure client satisfaction. Ensure the effective utilization of human resources through direct and indirect supervision of nursing staff. Maintain professional growth/ethical standards and development of self and that of co-workers through adherence to code of conduct, relevant directives/regulations and evaluation of work performance. Provide and participate in orientation and ongoing in-service training. Ensure the proper utilization, monitoring and control of pharmaceuticals, levels of consumables and equipment with emphasis on cost containment within allocated budget. Ensure all medical/surgical and life support equipment is checked for working order and referred for repairs; availability of basic essential equipment through the motivation of replacement/new equipment; and asset control registers are maintained. Ensure the implementation of Priority Health Programmes and District Health Package with regard to surgical and anaesthetic services at the relevant health facility. To liaise and communicate with the multidisciplinary team as well as other departments with in the hospital regarding strengthening of service delivery.

**ENQUIRIES** : Mrs N.A Sibisi (034) 9822111 ext 231

**APPLICATIONS** : Applications should be forwarded to: The Human Resource Manager Private Bag x 9371 Vryheid 3100

**FOR ATTENTION** : Ms N.W.P Mabizela

**CLOSING DATE** : 25 February 2011

**POST 06/180** : **PROFESSIONAL NURSE (GRADE 1) SPECIALITY: PAEDS (DAY AND NIGHT) REF NO: VRH 25/2011**

**SALARY** : R210 630 per annum plus rural, Home Owner Allowance (prescribed requirement to be met) and 13th cheque

**CENTRE** : Vryheid District Hospital

**REQUIREMENTS** : Diploma/Degree in General Nursing and Midwifery. Post basic qualification in the Speciality i.e. Child Nursing Science. Proof of current registration with South African Nursing Council (SANC) as General Nurse, Midwife and Paediatric Nurse. A minimum of 4 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH &S Act, Batho Pele and Patients. Rights Charter, Labour Relations Acts, grievance procedures etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counseling. Financial and budgetary knowledge .Good insight of procedures and policies pertaining to nursing care. Computer skills in basic programmes.

**DUTIES** : To provide optimal, holistic specialized nursing care with set standards and within the professional /legal framework. To perform and supervise the clinical nursing practice in accordance with the scope of practice and patient care policies, protocols, quality standards as determined by the relevant health facility. To provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient based on scientific principles. Ensure the provision a safe and therapeutic environment for patients, staff and public through implementation of Infection Prevention and Control standards, Occupational, Health and Safety Act and prevention of medico-legal risks. Ensure the implementation of Priority Health Programmes. Create and maintain complete and accurate patient records and registers. Ensure the provision of accurate statistical information for data management. Ensure the implementation and monitoring of Quality Assurance within the unit. Protect and advocate Patient's Rights and Batho Pele principles to ensure client satisfaction. Ensure the effective utilization of human resources through direct and indirect supervision of nursing staff. Maintain professional growth/ethical standards and development of self and that of co-workers through adherence to code of conduct, relevant directives/ regulations and evaluation of work performance. Provide and participate in orientation and ongoing in-service training. Ensure the proper utilization, monitoring and control of pharmaceuticals, levels of consumables and equipment with emphasis on cost containment within allocated budget. Ensure all medical/surgical and life support equipment is checked for working order and referred for repairs; availability of basic essential equipment through the motivation of replacement/new equipment; and asset control registers are maintained.

**ENQUIRIES** : Mrs N.A Sibisi (034) 9822111 ext 231

**APPLICATIONS** : All applications should be forwarded to : The Human Resource Manager, and should be handed to our HR Offices or posted to Private Bag X 9371 Vryheid 3100

**CLOSING DATE** : 25 February 2011

**POST 06/181** : **PROFESSIONAL NURSE (ADVANCED MIDWIFE) GRADE 1 (PNB1) REF NO: GTN06/2011**

**SALARY** : R210 630 other benefits 13<sup>th</sup> Cheque, Plus 12% Rural Allowance Medical Aid (Optional) Housing Allowance (Employee must meet prescribed requirement)

**CENTRE** : Greytown Hospital

**REQUIREMENTS** : A minimum of 4 years appropriate recognizable experience in Nursing after registration as a professional Nurse and Midwife with the South African Nursing council Degree/ diploma in General Nursing Highest educational qualification Current registration with SANC as a General Nurse, Midwife and advanced midwifery Basic qualification accredited with the SANC in terms of Government Notice 425(i.e. diploma degree in nursing) or equivalent qualification that allows registration with the SANC as a professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in the Advance midwifery and neonatal nursing science. Knowledge, Skills Training And Competencies Required: Understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing in accordance with the scope of practice and nursing standards. Knowledge of S.A.N.C. Rules and Regulations. Sound knowledge of the scope of practice in the area of performance. Knowledge of code of conduct and labour relations and related policies. Basic understanding of HR and financial policies and procedures.

**DUTIES** : Key Performance Areas: Participate in quality improvement programme and clinical audit Display concern for patients, promoting, advocating and facilitation proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Ensure the implementation, monitoring & evaluation of all MCWH programme including PPIP& PATH Maintain clinical competence by ensuring that scientific principles of care are implemented Be able to work shifts. Maintain accurate and complete patient records. Ensure proper utilization of resources and exercise care over government property. Supervision of subordinate in execution of the duties. Demonstrate effective communication with patient, supervisors, other health professionals and junior colleagues, including more complex report writing when required Ensure that the BFHI is sustained, promoted & supported

**ENQUIRES** : Mr K.N. Mkhize, Tel no: 033 413 9410

**APPLICATIONS** : Applications forwarded to: Human Resource Manager, Private bag X 5562 Greytown 3250

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

**CLOSING DATE** : 25 February 2011

**POST 06/182** : **PROFESSIONAL NURSE (THEATRE) GRADE 1 REF NO: GTN07/2011**  
**SALARY** : R210 630 other benefits 13<sup>th</sup> cheque, plus 12% rural allowance medical aid( optional) housing allowance  
**CENTRE** : Greytown Hospital  
**REQUIREMENTS** : A minimum of 4 years appropriate recognizable experience in Nursing after registration as a professional Nurse and Midwife with the South African Nursing council Degree/ diploma in General Nursing Highest educational qualification Current registration with SANC as a General Nurse, Midwife Post-basic nursing qualification, with duration of at least 1 year accredited with the SANC Diploma in Operating Theatre Technique Knowledge, Skills Training and Competencies Required: Knowledge of Nursing care process and procedures, nursing statute, and other relevant legal framework. Good verbal written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills.  
**DUTIES** : Key Performance Areas: Ensure compliance with all National, Provincial and Professional prescripts that governs operation theatre. Prepare and book patients for operations Ensure implementation of quality standards, policies, protocols and procedures in the operation theatre Provide comprehensive, quality Nursing and Medical care. Identify, develop and control risk management in the unit. Maintain accurate and complete records including monitoring and evaluation of all patients in the theatre. Provision of safe and therapeutic environment. Implementation of quality prevention and control measures in operation theatre Work as part of multidisciplinary team to ensure good quality care. Be able to take calls at night Ensure adherence to infection control policies Be able to scrub for procedures in Theatre  
**ENQUIRIES** : Mr BES Shabalala, Tel no: 033 413 9410  
**APPLICATIONS** : Applications forwarded to: Human Resource Manager, Private bag X 5562 Greytown 3250  
**FOR ATTENTION** : Ms L.A Mkhize Tel: 033 413 9484  
**CLOSING DATE** : 25 February 2011

**POST 06/183** : **PROFESSIONAL NURSE (PAEDS) GRADE 1(PN-B1) REF NO: GTN08/2011**  
**SALARY** : R210 630 other benefits 13<sup>th</sup> cheque, plus 12% rural allowance medical aid( optional) housing allowance  
**CENTRE** : Greytown Hospital  
**REQUIREMENTS** : A minimum of 4 years appropriate recognizable experience in Nursing after registration as a professional Nurse and Midwife with the South African Nursing council Degree/ diploma in General Nursing Highest educational qualification Current registration with SANC as a General Nurse, Midwife Post-basic nursing qualification, with duration of at least 1 year accredited with the SANC Diploma in Paediatric Nursing Knowledge, Skills Training and Competencies Required: Knowledge of Nursing care process and procedures, nursing statute, and other relevant legal framework. Good verbal written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills.  
**DUTIES** : Key Performance Areas: Participate in the development and implementation of clinical policies, procedures and guidelines for IMCI, etc. Manage nursing staff development and performance by implementing EPMDS. Ensure effective and efficient management of CHIP Programme. Ensure effective implementation of infection control practices by all health staff including support service and cleaning staff. Ensure implementation, monitoring and evaluation of all programmes Ensure and support implementation of all quality care programmes. Ensure BFHI status is supported and sustained. Ensure implementation of discipline in line with Labour Relation Act. Develop and implement effective communication system. Collection, verification and submission of relevant data. Compilation of Reports at due times.  
**ENQUIRIES** : Mr K.N. Mkhize Tel no: 033 413 9410  
**APPLICATIONS** : Applications forwarded to: Human Resource Manager, Private bag X 5562 Greytown 3250  
**FOR ATTENTION** : Ms L.A Mkhize Tel: 033 413 9484  
**CLOSING DATE** : 25 February 2011

**POST 06/184** : **CLINICAL NURSE PRACTITIONER 3 POSTS REF NO: GTN 09/2011**  
**SALARY** : R210 630 per annum other benefits: 13<sup>th</sup> cheque, medical aid (optional), 12% rural allowance, housing allowance (employee must meet the prescribed requirements)  
**CENTRE** : Greytown Hospital (Pine Street Clinic)  
**REQUIREMENTS** : Diploma/ degree in nursing or equivalent qualification that allows registration with the SANC as professional plus 1 year accredited with the SANC in terms of

Government Notice No R48 in the relevant specialty (Diploma in Primary Health Care) A minimum of 4 years appropriate experience as professional nurse with the SANC in General Nursing Current SANC Receipt (2011) Knowledge, Skills And Competences: Knowledge of SANC rules and regulations Communication skills and decision-making Ability to provide mentoring and coaching to her/ his supervises Leadership and supervisory skills

**DUTIES** : Key Performance Areas: Provision comprehensive of services according to PHC core package Provision of quality advanced comprehensive community health care through provision of preventative, curative and rehabilitative services. Provision of administrative services Involvement with community meetings and committees Provision of educational services through clinical teaching, training and continuous evaluation of employees Provision of clinical services Responsible for screening, diagnosis and management of patients as primary health care level Initiate treatment, implementation of programmes and evaluation of patients clinical conditions Initiate community participation Work as part of multidisciplinary team to ensure quality nursing care and target on priority programmes indicators are achieved Involved in clinical audits.

**ENQUIRIES** : Mrs. S.G. Ngubane  
**APPLICATIONS** : Applications forwarded to: Human Resource Manager, Private bag X 5562 Greytown 3250

**FOR ATTENTION** : Ms L.A Mkhize Tel: 033 413 9484  
**CLOSING DATE** : 25 February 2011

**POST 06/185** : **CHIEF PHYSIOTHERAPIST REF NO VRH 26/2011**

**SALARY** : R174 117 per annum plus Home Owner Allowance (prescribed requirement to be met) and 13th cheque

**CENTRE** : Vryheid District Hospital  
**REQUIREMENTS** : An appropriate degree / diploma in physiotherapy. Registration with HPCSA as a physiotherapist (independent practice) 4 years experience in the physiotherapy discipline. Hospital (certificates of service to be attached). Knowledge of physiotherapy diagnostic assessment, therapeutic procedures and equipment. Knowledge of institutional administrative tasks and duties / ethical code of conduct / scope of practice / relevant acts, policies and regulations, health and safety basics / infection control /emergency procedures. Clinical competence. Analytical thinking and problem solving skills. Functional computer literacy skills. Good written and verbal communication skills. Supervisory skills. Team building and motivation. Ability to plan and organize resources.

**DUTIES** : Supervision of junior and senior physiotherapists and other support Staff. Give expert clinical advice and factual information of a professional nature on institutional physiotherapy procedures. Assist the head of department in dissemination of information to staff and assist with problem solving. Conduct performance management audits and ensure controls are in place for an efficiently run department. Development and implementation of departmental policies and procedures. Ability to teach and supervise staff and function within a multi-disciplinary team. Ensure a cost effective physiotherapy service. Identify, plan and implement quality improvement programmes.

**ENQUIRIES** : Dr F.S Idika (034) 9822111 ext 272  
**APPLICATIONS** : All applications should be forwarded to: The Human Resource Manager, and should be handed to our HR Offices or posted to Private Bag X9371 Vryheid 3100

**CLOSING DATE** : 25 February 2011

**POST 06/186** : **CCMT DRUG CO-ORDINATOR (LEVEL 7) REF.NO VRH 27/2011**

**SALARY** : R140 208 per annum plus Home Owner Allowance (prescribed requirement to be met) and 13th cheque.

**CENTRE** : Vryheid District Hospital  
**REQUIREMENTS** : Diploma (higher than Senior certificate/Grade 12 but lower than Degree/ National Diploma) or Senior Certificate (grade 12) Plus current Registration with the S.A.P.C as Pharmacist Assistant (Post Basic) 3-5 years experience Valid Drivers license Possess a good knowledge of Departmental Policies and Protocols, and Knowledge of departmental equipment. Posses high level of accuracy. Possess good communication and numeracy skills. Have ability to take and carry out instructions with minimal supervision. Possess good Computer literacy skills. Possess good interpersonal skills, organizational and time management. Have ability to work under pressure without compromising quality of work.

**DUTIES** : Order, receipt, store and distribute pharmaceuticals (especially ARVs) within the district. Monitor stock levels of medication and promote good Drug Supply Management Principles within the clinics. Be prepared to visit all clinics within Abaqulusi Districts. Review all the clinic orders for medication before being

submitted to PPSD or the Mother Hospital. Collect and maintain departmental records, statistics and information. Provide basic primary health education to individuals and provide counseling to patients on the safe and effective use of medication. Participate in and attend continuing education and development seminars/workshops. Maintain good housekeeping in the pharmaceutical environment (Hygiene and Cleanliness). Provide training on Drug Supply Management if necessary. Monitor adherence of patients to chronic medication. Monitor collection of chronic medication by patients and identify defaulters. Compile a list of defaulters and notify the PHC Manager and Pharmacy Manager. Monitor uncollected chronic medication and return to pharmacy. Liase with the PHC Clinic Manager regarding challenges to drug supply management

- ENQUIRIES** : Ms N Khambule 034 9822111 ext 214
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be handed in at HR Section, or posted to Private Bag X9371 Vryheid 3100
- CLOSING DATE** : 25 February 2011
- POST 06/187** : **SENIOR CLINICAL TECHNOLOGIST: CARDIOLOGY REF NO: SNRCLINCARD/1/2011**  
Department: Cardiology
- SALARY** : R140 208 per annum, Plus 13<sup>th</sup> cheque, Medical Aid – optional Housing Allowance: Employee must meet prescribed requirements
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : National Diploma in Clinical Technology (Cardiology) Current Registration with HPCSA as a Clinical Technologist (Cardiology). Knowledge, Skills, Training and Competencies Required: Knowledge of both paediatric and adult diagnostic and therapeutic procedures. Basic knowledge and skills in and electrophysiology studies is advantageous. Good communication, organisational and interpersonal skills. Ability to work independently and in a team. Knowledge of ethical code of conduct, patient's right and Batho Pele Principles.
- DUTIES** : To perform clinical services in the cardiology unit including:- cardiac catheterization, exercise stress testing, Holter ECG, head- up-tilt test, pacemaker follow-up clinic, standby duties including weekends and public holidays as per departmental rotation. Train in electrophysiology studies and echocardiography. Train and supervise student clinical technologist
- ENQUIRIES** : Mrs. NA Chiliza - (031) 240 1436
- APPLICATIONS** : All applications should be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 405
- CLOSING DATE** : 25 February 2011
- POST 06/188** : **CLINICAL TECHNOLOGIST- CARDIOVASCULAR PERFUSIONIST 2 POSTS REF NO: CLINTECHPERF/1/2011**  
Department: Cardiovascular Perfusionist
- SALARY** : R113 568 p.a, Plus 13<sup>th</sup> cheque, Medical Aid – optional Housing-Allowance: Employee must meet prescribed requirements
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : National Diploma in Clinical Technology- Cardiovascular Perfusion. Current registration with HPCSA as a Clinical Technologist. Trained in Cardiovascular Perfusion in a unit registered by the Professional Board of Clinical Technology. Knowledge, Skills, Training and Competencies required: A clear understanding of cardiopulmonary bypass techniques, and life support systems in theatre and the intensive care unit. Good management of Intra-aortic balloon pump and its associated functions. A good understanding of paediatric and neonatal perfusion procedures. A working knowledge of blood gas analyzers.
- DUTIES** : To provide a clinical service encompassing cardiopulmonary bypass techniques and procedures during open heart surgery. To actively participate in the academic program run by the department for post-graduate training, and training of student Perfusionist. To engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at a scientific congress.
- ENQUIRIES** : Mr. V Mathai 031 2402015
- APPLICATIONS** : All applications should be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058
- CLOSING DATE** : 25 February 2011
- POST 06/189** : **SENIOR RADIOGRAPHER (NUCLEAR MEDICINE) 2 POSTS REF NO: SENRADNUCMED/1/2011**



Department: Nuclear Medicine

- SALARY** : R140 208 per annum other benefits: 13<sup>TH</sup> Cheque, Medical Aid: Optional and Homeowners' Allowance: Employee must meet prescribed requirements.
- CENTRE** : Institution: Inkosi Albert Luthuli Central Hospital (IALCH)
- REQUIREMENTS** : Tertiary qualification in Radiography: Nuclear Medicine. Registration with HPCSA as a Radiographer: Nuclear Medicine. Proof of current Registration. One (1) year recent post registration experience in Nuclear Medicine Radiography. Knowledge, Skills, Training and Competence Required: Sound knowledge of nuclear medicine procedures and equipment. Protocol compilation skills. Good verbal and written communication skills. Sound knowledge of Radiation Safety/Protection Regulations. Knowledge of Quality Assurance. Computer literacy. Patient empathy. PET imaging will be an advantage.
- DUTIES** : Co-ordinate and undertake nuclear medicine radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex nuclear medicine procedures including PET studies. Supervise in-service training of students and/ or radiographers. Supervise subordinates and/ or other support personnel within the department. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Play an important role concerning discipline, counselling and guidance to junior staff. Promote team work in the department. Ensure the objectives of Batho Pele are met
- ENQUIRIES** : Dr Fozy Peer 031 240 1881
- APPLICATIONS** : All applications should be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058
- CLOSING DATE** : 25 February 2011
- POST 06/190** : **PHARMACIST ASSISTANT BASIC GRADE 2 (ART ROVING TEAM) REF NO: PSH PA 13/2011**
- SALARY** : R90 753 per annum, Other benefits : 13<sup>th</sup> Cheque Medical Aid (Optional) Housing allowance (employee must meet prescribed requirements)
- CENTRE** : Port Shepstone Hospital ((Serving all clinics referring to Port Shepstone, Murchison And St Andrew's Hospitals) District: UGU Health District
- REQUIREMENTS** : Grade 12 Certificate Registration with the SAPC as a Pharmacist Assistant (Basic) OR registration with SAPC to study towards a Post Basic Pharmacist Assistant qualification Knowledge, Skills Training and Competencies: High level of accuracy Ability to take and carry out instructions with minimal supervision, Ability to work under pressure without compromising quality If work Willingness to undergo further training Inter-personnal relations
- DUTIES** : Key Performance Areas: Requisition for and prepare medicine for dispensing as part of multidisciplinary ART roving team Stock management-do expiry checks, stock rotation, stock take and maintain stock and stock security Maintain accurate and appropriate statistics and records Perform all duties in accordance with regulations and standard operating procedures and schedule Pre-pack pharmaceuticals under the supervision of a pharmacist Maintain good housekeeping in the pharmaceutical environment Provide basic primary health education to individuals and provide counseling to patients on the safe and effective use of medication especially ARV'S
- ENQUIRIES** : Mrs. Ludwig 039 688 6000
- APPLICATIONS** : The District Manager Ugu Health District, Private Bag X735, Port Shepstone 4240.
- FOR ATTENTION** : Human Resources
- CLOSING DATE** : 25 February 2011

**PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF HUMAN SETTLEMENTS**

*The North West Department of Human Settlements is an affirmative action employer with the intention of promoting representativity (race, gender & disability) through the filling of posts.*

- APPLICATIONS** : Completed applications should be forwarded to: The Director Human Resource Management: Department of Human Settlements, Public Private Bag x 2145 Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Besemmer Street , Industrial Site Mafikeng (Behind the Crossing Shopping Complex)
- FOR ATTENTION** : Mr Mandla Khumalo.
- CLOSING DATE** : Friday, 18<sup>th</sup> February 2011
- NOTE** : Direction to applicants: Applications must be submitted on the prescribed form, Z83 (Fully completed) obtainable from any Public Service office and should be accompanied by the following documents: certified copies of qualification and identification document, a CV with competencies, experience and with full names, addresses and telephone numbers of at least three referees Applicants' with foreign qualifications must submit a SAQA evaluation report on the qualification. 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 interviews on a date, time and place as determined by the Department. Failure to comply with the above requirements will result in the disqualification of the application. nb: The Department reserves the right not to make appointments & correspondence will only be limited to shortlisted candidates.

**MANAGEMENT ECHELON**

- POST 06/191** : **CHIEF FINANCIAL OFFICER**  
Human Settlements Branch  
Post Purpose: Provide effective professional leadership and ensure the Establishment and implementation of sound Financial management, accounting, procurement and Provisioning and Internal Control Systems and Processes for the Department in compliance with relevant Legislative Requirements.
- SALARY** : R790 953 pa (The package includes 60% basic salary, the State's contribution to the GEPF and flexible portion that may be structured in terms of applicable guidelines. The appointment of the successful candidate is subject to SMS Competency and the signing of a performance agreement.)
- CENTRE** : Provincial Head Office, Mahikeng
- REQUIREMENTS** : Post matric qualification in financial or business management/administration. Minimum of ten years managerial experience of which at least five must be as a Senior Manager within Financial Function. Knowledge: PFMA, MFMA, Treasury Regulations and Guidelines Public Service Anti – Corruption & Fraud Prevention Measures Government Accounting & Financial System Departmental Policies & Guidelines Organizational & Government Structures Principles & Practices of Financial Accounting, Financial Planning Budgeting Principles, methodologies and practice of costing
- DUTIES** : Establish and maintains Financial Management Structures. Support and advice the Head of Department (Accounting Officer) pertaining to matters that have strategic and financial implications and assists other Senior Managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and Treasury Regulations. Oversee the final draft budget preparation process, provide advise and support to stakeholders and review the final draft budget prior to submission to the relevant authorities Manages engagements with assurance providers (auditors) including responding to matters raised. Reviews and manages the finalization of quarterly and Annual Financial Statements. Provide Financial & Supply Chain Management strategic support to internal stakeholders. Ensures the effective and efficient, economical and transparent use of Financial and other Departmental resources( including assets) Utilises applicable Systems for monitoring and reporting of procurement, expenditure, assets and Liabilities Manage the financial/procurement function in the Department and to ensure sound financial management in the Department.
- ENQUIRIES** : Mr TZ Mokhatla Tel no: 018 – 397 0411/ 0409

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

*The WCED promotes and applies the principles of Employment Equity and is committed to effective and efficient service delivery. Persons with disabilities are welcome to apply and an indication in this regard on the application for employment form (Z 83) will be appreciated. Applicants with disabilities, that are shortlisted, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process. You are hereby invited to become a member of a dynamic management team where your competencies and personal qualities can empower our schools, communities and fellow employees.*

- APPLICATIONS** : Forwarding address for applications: Please forward your application(s) to: Western Cape Education Department, Recruitment and Selection Centre Private Bag X 9183 Cape Town 8000, or hand deliver to the WCED Client Services, Grand Central Towers, Cape Town, 2nd floor and place in the post box marked: Recruitment and Selection Centre.
- CLOSING DATE** : Closing date for applications: Friday, 25 February 2011 by 16:00. Applications will not be accepted after the closing time and date. It is the sole responsibility of the applicant to ensure that their application(s) reach the WCED by the closing date and time.
- NOTE** : Applicants must complete an application form (Z 83) that must be duly completed with all the required information as requested on the form. The application form Z 83 must be signed and dated by the applicant to ensure that the application is a legitimate application. The application form Z 83 is obtainable from the website of the WCED at <http://www.wced.gov.za> or from any Public Service Department. The post number and/or name of the post applied for must be indicated on your application form. Applicants must submit a detailed up to date CV with an exposition of their training, experience, competencies and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. Applicants must submit certified copies of their original qualifications (degrees, diplomas, certificates etc), valid drivers licence (if applicable) and their ID document to their application forms. Applicants must also submit certified copies of their service certificates which indicate the exact dates of previous employment if these exact dates are not mentioned in their CV's. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit to his/her application. Kindly note that the aforementioned supporting documents will not be returned. Applications without a completed application form (Z 83) and/or the requested documents/information will not be considered. General Information: This vacant post is a Senior Management position: The appointment will be subject to security clearance and the signing of an annual performance agreement. Furthermore, the appointment is subject to personnel suitability checks that include qualifications, previous employment, criminal records and credit verification as well as reference checking, as directed by the Department of Public Service and Administration. Candidates will be subjected to a competency assessment before final decisions are made in respect of the filling of this post. We offer an attractive all-inclusive remuneration package that consists of a basic salary and a flexible portion. Communication: Communication will be limited to those applicants who have been short-listed. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their application(s) was/were unsuccessful. Selection Process: It is expected of shortlisted candidates to be available for selection interviews on a date, time and place as determined by the WCED. Candidates will be required to complete a work assignment. The WCED reserves the right not to make an appointment to any advertised posts. Under no circumstances must applications be handed to employees of the WCED or any other person to hand in applications at the Recruitment and Selection Centre Office. Postal applications should also not be marked for the attention of the person who has been identified to deal with the enquiries of applicants. Late applications that are received as a result of ignoring this rule will not be considered. Important note: Unidentified, late, e-mail, and/or fax applications will not be considered. Enquiries: Enquiries must be directed to the persons as indicated in the advertisement. Experience has shown that some applicants wait till the very last moment to submit their applications, with the expectation that the speed post and/or courier service will ensure that their applications are delivered on time to the WCED. This does not always happen. Applicants are therefore urged to make allowance for possible postal delays to ensure that their application(s) reach the WCED on time. In this regard please ensure that the envelope(s) are

correctly addressed. The WCED cannot be held responsible for postal delays.

Competencies: The following inherent general competency requirements are attached to all SMS posts in respect of knowledge, skills and personal attributes:

Knowledge of: Advanced knowledge of public policy analysis and public policy development processes • advanced knowledge of strategy development, strategy management and strategy monitoring and review processes • advanced knowledge of modern systems of governance and administration • advanced knowledge of public finance, human resource • advanced knowledge of public communication, public education, public participation and public discourse management processes • knowledge of the latest advances in public management theory and practice • knowledge of the policies of the government of the day • knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape • Knowledge of Constitutional, legal and institutional arrangements governing the South African public sector • Knowledge of intergovernmental and international relations • Knowledge of communication, media management, public relations, public participation and public education.

Skills: Strong conceptual and formulation skills • a high level in-house advisor • strong leadership skills with specific reference to the ability to display thought leadership in complex applications • team building and strong interpersonal skills • excellent verbal and written communication skills • outstanding planning, organising and people management skills • Presentation skills at senior management level • computer literacy.

Personal attributes: A highly developed interpretative and conceptualisation/ formulation ability • the ability to render advice and guidance in an objective and dedicated manner • the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances • the ability to persuade and influence • the ability to lead and direct teams of professionals and service providers.

General key performance areas at senior management level: The following inherent general key performance areas are applicable to all these posts in respect of strategic - , human resource – and financial management:

Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the respective Branch/Chief Directorate/Directorate • Participation in the Branch's/Chief Directorate's/Directorate's strategic planning process • Active involvement in the development and management of the strategic and business plans for the relevant Branch/Chief Directorate/Directorate • To evaluate the performance of the Chief Directorate/Directorate on a continuing basis against predetermined key measurable objectives and standards • To report to the relevant Branch Head/Chief Directorate on a regular basis on the activities of the Chief Directorate/Directorate and on matters of substantial importance to the Department • To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate/Directorate, and of the resources employed by it.

Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Chief Directorate's/Directorate's Business Plan • Motivate, train and guide staff within the Chief Directorate/Directorate, to achieve and maintain excellence in service delivery • Actively manage the performance, evaluation and rewarding of staff within the Chief Directorate/Directorate • Monitor information capacity building within the Chief Directorate/Directorate • Active involvement in the compilation of a human capital plan, a service delivery improvement programme and an information resources plan for the relevant Chief Directorate/Directorate • Promote sound labour relations within the Chief Directorate/Directorate • Actively manage and promote the maintenance of discipline within the Chief Directorate/Directorate.

Financial Management: Active participation in the budgeting process at Chief Directorate/ Directorate level • Preparing of the Annual and Adjustment Budgets for the Chief Directorate/ Directorate • Direct responsibility for the efficient, economic and effective control and management of the Chief Directorate's/Directorate's budget and expenditure • Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Chief Directorate/Directorate • Reporting to the Superintendent-General/Chief Director on all aspects of the Chief Directorate's/ Directorate's finances • Performing diligently all duties assigned by the Branch Head/Chief Director • Overall responsibility for the management, maintenance and safekeeping of the Chief Directorate's/ Directorate's assets • Ensuring that full and proper records of the financial affairs of the Chief Directorate/ Directorate are kept in accordance with any prescribed norms and standards.

NB: It is expected of incumbents of senior management posts to work under pressure, work longer hours, to travel frequently and to meet strict deadlines.

## MANAGEMENT ECHELON

<b><u>POST 06/192</u></b>	:	<b><u>PS 2: DIRECTOR: DISTRICT OFFICE – NORTH</u></b>
<b><u>SALARY</u></b>	:	All-inclusive remuneration package of R685 200 per annum (salary level 13).
<b><u>CENTRE</u></b>	:	Parow, Cape Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate B-degree and 6 years proven relevant management experience in an education environment • Valid drivers' licence; Advanced knowledge of the South African Schools Act; Knowledge of all legislation related to the Key Performance Areas as they affects districts; Proven excellence in management of district support and/or school management
<b><u>DUTIES</u></b>	:	Key performance areas: Line Management: Manage research, information systems, quality assurance, district business planning, strategy processes and render a district level corporate service; To ensure quality education and effective education institutions at circuit level; Facilitate IMG advice to District Management, Circuit Team Managers and IMG managers; Facilitate SLES advice to District Management, Circuit Team Managers and SLES advisors; Facilitate Curriculum advice to District Management, Circuit Team Managers and Curriculum advisors; Ensure the application of QA (IQMS and related M&E systems); Manage planning, strategy and budgeting processes; Provide corporate support services at district level; Manage operational interfaces with Head Office and external agencies; Oversee all education provisioning (including infrastructure, learner transport and LTSM) for institutions, and institution rationalisation programmes.
<b><u>ENQUIRIES</u></b>	:	Ms L Rose at (021) 467 – 2088/9

## 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*

<b><u>NOTE</u></b>	:	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.
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## OTHER POSTS

<b><u>POST 06/193</u></b>	:	<b><u>ASSISTANT DIRECTOR: HEALTH (INSPECTORATE)</u></b> Directorate: Professional Support Services
<b><u>SALARY</u></b>	:	R 206 982 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An appropriate tertiary qualification in Health Sciences. Experience: Extensive experience in Health Science practise, and appropriate exposure to related Health service management and/or appropriate experience in a mental healthcare environment. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Inherent requirement of the job: A valid unendorsed Code B/EB driver's license and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Insight into Private Health Establishment Regulations, as amended. Demonstrable computer literacy and excellent report writing skills. Excellent people, technical, conceptual and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as the other Departmental institutions. Ability to think critically and analytically, function independently and within a team context. Conflict management skills. A proven record of confidence, initiative, and self-motivation and possess strong leadership qualities. Knowledge of budgeting process and financial management. Ability to communicate in at least two of the three official languages of the Western Cape
<b><u>DUTIES</u></b>	:	key result areas/outputs: Conduct health facility inspections, and resultant decision-making procedure in the Western Cape Province, in accordance with municipal, provincial (Regulation 187, as amended) and national legislation. Effectively and efficiently communicate with all stakeholders and advise health facility management on technical, clinical and operational aspects relating to corrective steps where facilities do not conform to governing regulations. Offer support to the licensing process of Health Establishments in the province, under

the direction of the Deputy Director: Licensing and Inspectorate. Supervise support staff and assist with the management of the duties of the division. Supervise the correct procedure in levying and collection of inspection fees from private health care facilities in terms of applicable health legislation.

**ENQUIRIES** : Ms RZ De Silva, tel. No (021) 483 -9259  
**APPLICATIONS** : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.  
**FOR ATTENTION** : Ms C Versfeld  
**CLOSING DATE** : 11 March 2011

**POST 06/194** : **ASSISTANT DIRECTOR (FINANCE AND SUPPLY CHAIN MANAGEMENT)**

**SALARY** : R 206 982 per annum.  
**CENTRE** : Oudtshoorn Hospital and Sub District (Eden District)  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Accounting or Mathematics as a passed subject. Experience: Extensive appropriate experience in Financial and Supply Chain Management. Extensive working experience and skills in LOGIS, BAS and other SCM and Finance Systems. Inherent requirement of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Relevant knowledge, skills and experience of financial and procurement systems, processes, procedures, prescripts and legislative framework (PFMA, NTR's, PTI's, etc). The ability to communicate in at least two of the three official languages of the Western Cape. Good leadership and managerial skills. Ability to analyse and provide solutions to problems. Ability to work under pressure and independently.

**DUTIES** : Key result areas/ outputs: Develop and monitor budgets within the Oudtshoorn Hospital and Sub District. Manage the achievement of the Oudtshoorn Hospital and Sub District's Financial and Supply Chain Management strategic objectives and operational goals. Budgeting, expenditure and revenue control within the relevant financial legislative framework. Coordinate, manage and compile budget input(s). Responsible for the overall management of financial resources and supply chain management. Monitoring and control over own revenue – supervise the revenue generation process. In-depth analysis of expenditure trends, variance analysis and the implementation of remedial steps. Interpretation and application of Financial and Supply Chain Management policies, regulations and instructions as practice in the public sector. Ensuring proper management of procurement processes and delegation of authorities, contract management, asset management and stock-take within the Sub District. Manage Sub District's Bidding Processes. Develop and implement comprehensive equipment plan. Liaise closely with LOGIS and BAS system Controllers. Authorize transactions and commitments within delegated powers. Manage the performance and development (training) of staff.

**ENQUIRIES** : Dr P Rüşenbaum, tel. no. (044) 203-2700  
**APPLICATIONS** : The District Manager, Eden District Office, Private Bag X6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 5 March 2011

**POST 06/195** : **SENIOR PERSONNEL PRACTITIONER (AUDIT COMPLIANCE)**

**SALARY** : R 174 117 per annum.  
**CENTRE** : Cape Winelands District Office, Worcester  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Extensive experience in all aspects of Human Resource Management in the Public service with the emphasis on all aspects of personnel administration. Inherent requirement of the job: Valid driver's licence and willingness to work away from home on continuous basis. Competencies (knowledge/skills): The ability to work independently in the execution of the duties attached to this post. The ability to identify irregularities in the application of human resources policies and practices by means of analytical and innovative thinking. Sound negotiation and communication skills. Extensive Persal knowledge and experience. Computer literacy (MS Word, Excel and Power Point)

**DUTIES** : Key result areas/outputs: Interpret administrative directives and policy pertaining to Human Resource management. Perform personnel investigations at health facilities in the Cape Pinelands Health District in terms of the correct application of Human Resource legislation, policies, practices and conditions of service as well as collective agreements. Training of HRM staff. Provision of HR advisory and support service to health facilities within the Cape Winelands Health District. Provision of Hr relief function at Health facilities within the Cape Winelands Health District. Perform adhoc investigations, e.g. administration irregularities, etc.

**ENQUIRIES** : Ms L Jendrissek, tel no. (023) 348-8117

**APPLICATIONS** : To the District Director, Cape Winelands District Office, Private Bag X3079,  
Worcester, 6849

**FOR ATTENTION** : Mr M Mafata

**CLOSING DATE** : 11 March 2011

**POST 06/196** : **ADMINISTRATION CLERK (FINANCE)**

**SALARY** : R94 575 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in two of the three official languages of the Western Cape. Computer literate in Ms Word and Excel. Knowledge and understanding of BAS and PERSAL. Communication and interpersonal skills. Knowledge of Treasury Regulations and Instructions.

**DUTIES** : Key result areas/outputs: Maintenance cleaning of assets and liabilities accounts. Management of Debtor accounts on BAS (Basic Accounting System). Capturing/Maintenance of staff Debt accounts. Drawing and capturing of Journals. Requesting of objectives and assets and liabilities reports.

**ENQUIRIES** : Ms M J Mouton, tel. no. (021) 938-4029

**APPLICATIONS** : The Chief Director: Tygerberg/Dental Hospital, Private Bag X3 Tygerberg,  
7505

**FOR ATTENTION** : Ms V Meyer

**CLOSING DATE** : 04 March 2011