



DATE OF ISSUE: 18 FEBRUARY 2011

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

PUBLIC SERVICE VACANCY CIRCULAR NO 07 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

: **National Prosecuting Authority:** Please be advise that the Chief Administrative Assistant: Procurement-Recruit1836 (Disposal) and Secretary-Recruit 1816 Positions - Driver's license is not required as advertises in the previous advert Circular no: 04 (03 Feb 2011). Please be informed that the Personal Assistant- Recruit1808 has been withdrawn, only for the Office of National Direct of Public Prosecution (Pretoria) and NPS Head Office

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DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

- APPLICATIONS** : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056 Application Enquiries: URS Response Handling, tel. 012-811-1900
- FOR ATTENTION** : URS Response Handling
- CLOSING DATE** : 04 March 2011
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department or on the internet at www.gov.za/documents and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) and ID-document [Driver's licence where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post.

OTHER POSTS

- POST 07/01** : **SEAPORTS MANAGER REF NO: 39/2011**
Directorate: Agricultural Product Inspection Services
- SALARY** : All inclusive package of R406 839 per annum
- CENTRE** : Cape Town
- REQUIREMENTS** : Applicants should be in possession of a National diploma or Bachelor's (B.Sc.) degree in Agriculture with Horticulture, Agronomy, Plant Pathology, Entomology, Food Technology, Plant Genetics and/or Animal Health as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Extensive technical experience with regard to the global trade environment, WTO-SPS, WTO-TBT, CBD principles, the Plant Improvement Act, 1976 (Act No. 53 of 1976), the Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997), the Agricultural Products Standards Act, 1990 (Act No. 119 of 1990), the Liquor Products Act, 1989 (Act No. 60 of 1989), the Agricultural Pests Act, 1983 (Act No. 36 of 1983), the Meat Safety Act, 2000 (Act No. 40 of 2000), the Animal Diseases Act, 1984 (Act No. 35 of 1984) and other legislative mandates as well as sufficient experience of management and generic administrative processes. Must be in possession of a valid driver's licence with the ability to drive. Basic computer skills in MS Office software, including MS Excel. Good communication and negotiation skills.
- DUTIES** : The incumbent's responsibility will be to manage, harmonise and co-ordinate all aspects of the Division: Seaport's inspection components in alignment with the key requirement areas of plant health, plant genetics, agricultural products quality assurance, food safety and animal health in compliance with all relevant international obligations and responsibilities as well as the relevant national legislation. Manage the component with regard to generic administrative processes related to personnel, finances, asset control, transport and infrastructure. Ensure that seaports inspections are in compliance with relevant international standards. Represent the Division on relevant committees and forums. Compile Standard Operating Procedures (SOP's) for the relevant divisions and provide inputs towards legislation and policies. The incumbent will serve as a Member of the Broad Management of the Directorate.
- ENQUIRIES** : Mr K.E. Phoku, tel. 012 309 8755.

POST 07/02 : **MANAGER: INTERNATIONAL PLANT HEALTH STANDARD REF NO: 46/2011**
 Directorate: Plant Health

SALARY : R406 839 All inclusive package per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a B.Sc or a B.Agric degree with Plant Pathology, Nematology, Entomology, Plant Protection and/or a related field as a major subject(s) (RVQ 14) (you are required to furnish a credit certificate and/or statement of results). Extensive experience in any of the above fields. Good knowledge and understanding of: taxonomy, biology, epidemiology of pests, mitigation and surveillance systems, the International Plant Protection Convention (IPPC) and its International Standards for Phytosanitary Measures (ISPMs) as well as the World Trade Organisation Agreement on the application of Sanitary and Phytosanitary Measures (WTO-SPS) and legislation relevant to the regulatory environment including the Agricultural Pests Act, 1983 (Act No. 36 of 1983) and its applications, the Public Finance Management Act, 1999 (PFMA), Treasury Regulations, the Public Service Act, 1994 (Act No. 103 of 1994) and the Constitution of the Republic of South Africa Amendment Act, 1997 (Act No. 35 of 1997) as well as a good knowledge and understanding of the South African fresh fruit and vegetable industries and their export/import operations. Management competencies include: Excellent interpersonal relations, negotiation, liaison and dispute settlement skills, the ability to interact on strategic levels with a variety of role-players, people management and empowerment, financial management, problem solving and analysis, excellent communication skills, knowledge management and the ability to work under pressure and to produce results within specific, tight deadlines, the ability to interact on a technical level with stakeholders, good client orientation, sound understanding of challenges facing the South African Agricultural industry and the ability to propose actions for resolutions. Computer literacy (MS Office). Willingness to travel, both nationally and internationally, often at short notice. A valid driver's licence.

DUTIES : The incumbent will manage the official national plant health contact point regarding the National Plant Protection Organisation (NPPO) responsibilities, policies, norms and standards in terms of South Africa's membership of the WTO-SPS and the IPPC. Manage generic administrative processes (budget, personnel and infrastructure) of the division. Build and maintain the profile of the Directorate: Plant Health with internal and external stakeholders and clients in regional and international engagements. Promote regional trade by supporting and engaging with counterparts regionally. Advise on the feasibility of bilateral and multilateral plant health agreements. Monitor effective applications and provide problem solving in this regard. Liaise with scientific committees and write scientific/technical reports, agreements and publications. Commitment to work in multi-disciplinary teams and diverse groups. Support in establishing, managing and maintaining effective national and international communication channels as well as information systems in support of the relevant line functions. Represent the Department/Directorate on relevant agricultural industry and other forums (national and international).

ENQUIRIES : Mr M. Silimela, tel, 012 319 6241.

POST 07/03 : **CHIEF AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 40/2011**
 Directorate: Agricultural Product Inspection Services

SALARY : R206 982 per annum
CENTRE : Oudtshoorn
REQUIREMENTS : Applicants should be in possession of a National diploma or Bachelor's (B.Sc.) degree in Agriculture with Plant Pathology, Entomology, Plant Genetics, Biotechnology, Horticulture, Botany and/or Plant Production as a major subject(s). (you are required to furnish a credit certificate and/or statement of results). Extensive technical experience and knowledge of the following legislation and their application: the Agricultural Pests Act, 1983, (Act No. 36 of 1983), the Plant Improvement Act, 1976, (Act No. 53 of 1976), the Plant Breeders Right Act, 1976, (Act No. 15 of 1976) and the Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997). Knowledge of the following international agreements: WTO-SPS, IPPC and OECD Catagena Protocol. Must be in possession of a valid driver's licence with the ability to drive. Good problem solving, planning, organising, conflict handling, interpersonal relations and communication skills. Incumbents must be capable and willing to conduct inspections

inter alia in rail trucks, on trucks, in ships, in containers, cold storages, etc. He/She must be prepared to travel and work away from home/office at short notice, work irregular hours (shifts) and work overtime. Computer skills in MS Office (Word and Excel) software.

DUTIES : The incumbent will enforce the Agricultural Pests Act, 1983, the Plant Improvement Act, 1976, the Plant Breeders Right Act, 1976, the Genetically Modified Organisms Act, 1997, as well as the provisions of the International Plant Protection Convention (IPPC) relevant to inspections to ensure that regulated articles, plants and plant products comply with the set legislation requirements. This includes the independent planning and conducting of inspection and the auditing of assignees. Inspections include sampling testing, conducting surveys and enforcing requirements of control measures. Sometimes required to conduct inspections away from his/her station as well as overnight away from his/her station when necessary. Render service on short notice and after hours at/or away from his/her station. Execution of generic administrative tasks as well as supervision and training of staff where applicable. Offer regulatory services pertaining to other legislation and international obligations.

ENQUIRIES : Mr M. Reyneke, tel. 021 809 1641.

POST 07/04 : **ASSISTANT DIRECTOR REF NO: 58/2011**
Directorate: Revenue Management

SALARY : R206 982 per annum
CENTRE : Cape Town

REQUIREMENTS : Applicants should be in possession of a three-year tertiary qualification in Accounting or Financial Management with extensive experience in financial management. Knowledge of all applicable financial legislation and regulations, including the South African Statements of Generally Accepted Accounting Practices (GAAP) and the Standards of Generally Recognised Accounting Practice (GRAP). In-depth knowledge of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA), Treasury Regulations and Accrual Accounting. Proven leadership, management and organisational skills. Excellent communication (verbal and written), interpersonal, conflict resolution, analytical and financial management skills. Must be computer literate (MS Office and financial software). Ability to work under pressure and willingness to work overtime when required. A valid driver's licence.

DUTIES : The incumbent's responsibility will be to effectively and efficiently manage levies and debtors administration. Manage the reconciliation of levies and fisheries debt. Supervise and train staff members. Perform financial inspections and field audits. Assist in price increases and increase revenue generating opportunities. Compile, review and submit revenue reports. Manage and implement new procedures and policies. Ensure implementation of internal control procedures for the effective functioning of the unit and the management of risk.

ENQUIRIES : Ms G. Rangayi, tel. 021 402 3334.

POST 07/05 : **ASSISTANT DIRECTOR: SUSTAINABLE COASTAL LIVELIHOODS AND SOCIO-ECONOMIC DEVELOPMENT REF NO: 16/2011**
Directorate: Socio-Economic Development

SALARY : R206 982 per annum
CENTRE : Cape Town

REQUIREMENTS : Applicants should be in possession of a three-year tertiary qualification in Social Science and/or Environmental Development with proven relevant managerial skills and experience. The ability to gather and analyse information, develop and apply policies, work individually and within a team. Must have good interpersonal relations skills, creativity, the ability to work under extreme pressure and handle difficult/challenging situations as well as resolve conflict. Applicants must display a sense of responsibility, initiative and loyalty. In addition, the ability to interpret, give proper and appropriate advice as well as apply policies emanating from the White Paper, the Marine Living Resources Act, 1998 (Act No. 18 of 1998), international treaties and conventions, national and provincial laws and departmental protocols. A valid driver's licence as well as the willingness to travel extensively.

DUTIES : The appointee will be required to interact with a wide range of stakeholders and travel extensively. He/She will provide guidance and leadership to the staff of the Sub-Directorate and will be required to: Implement the White Paper for Sustainable Coastal

Development in South Africa and related policies, National, Provincial and Local Demonstration of Poverty Relief Projects. Work closely alongside the other Sub-Directorates of Marine Aquaculture, Marine Protected Areas and Estuaries, fishing harbours and small-scale fisheries in order to identify socio-economic development impacts and constraints as well as promote sustainable socio-economic growth and development. Manage sustainable livelihoods opportunities for coastal communities. Develop new opportunities and provide technical support to existing coastal livelihood initiatives including national, provincial and local initiatives. Actively seek additional sources of technical and financial support to leverage Government contributions. Identify, promote and manage the non-consumptive use of marine and coastal resources as alternatives to fishing rights through sustainable coastal livelihoods projects and through development of policy and regulations associated to such activities and uses.

ENQUIRIES : Mr Lucas Williams, tel. (021) 402 3567.

POST 07/06 : **SENIOR AGRICULTURAL ECONOMIST 2 POSTS REF NO: 35/2011**
Directorate: International Trade

SALARY : R206 982 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of a four-year Bachelor's degree or a three-year Bachelor's degree plus a Honours degree with two or more of the following as major subjects: Agricultural Economics, Economics, Marketing or Business Economics (you are required to furnish a credit certificate and/or statement of results). Knowledge of and experience in South Africa's international/regional trade relations, South African agriculture and trade policy as well as the macro-economic policy and its impact on the agricultural sector. Knowledge of economics and/or statistical analytical techniques. Good analytical, research, communication (verbal and written) and presentation skills. Computer literacy in MS Office (Word and Excel). A valid driver's licence.

DUTIES : The incumbent will be expected to work on monitoring, analysis and evaluation of economic development that could impact on South Africa's agricultural trade. Report writing and minute-taking at meetings and trade negotiation sessions. Interacting with agricultural industries and stakeholders on trade matters. Research and study to evaluate the impact of developments of trade relations. Drafting of trade research reports.

ENQUIRIES : Ms H. Konstant or Ms S. Maswanganye, tel. (012) 319 8025/8005.

POST 07/07 : **ASSISTANT DIRECTOR REF NO: 54 /2011**
Directorate: Agricultural Information Services

SALARY : R206 982 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of a National diploma or Bachelor's degree in Languages with English as a major subject (you are required to furnish a credit certificate and/or statement of results). Extensive experience in editing, translations, proofreading and compilation of publication material. Managerial experience. Excellent language, editing and writing skills. Good verbal and written communication skills. Good interpersonal relations. Ability to work under pressure, adhere to deadlines and work independently as well as within a team. Computer literacy.

DUTIES : The incumbent will evaluate the content of manuscripts submitted for editing and improve the quality thereof. Manage and supervise the compilation, editing and proofreading of high profile, voluminous publications such as the Annual report and strategic plan as well as flyers and brochures. Manage and supervise the language editing and proofreading of all publication material including articles for external and internal newsletters. Manage and co-ordinate inputs from directorates for Government publications initiated by Government Communication and Information System (GCIS) and/or any other reports/documents. Manage the translations and/or outsourcing of manuscripts submitted for translations (language dependent). Manage, supervise and give guidance to subordinates.

ENQUIRIES : Ms A. Fourie, tel. 012 319 7327.

POST 07/08 : **SENIOR AGRICULTURAL ECONOMIST REF NO: 53/2011**
Directorate: Agricultural Development Finance

SALARY : R206 982 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a four-year Bachelor's degree in Agriculture with Agricultural Economics and/or Rural Finance as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Experience as an Agriculturalist or Agricultural Economist. Sound knowledge and understanding of Micro finance. Ability to work under pressure and independently. Excellent communication (verbal and written) skills. Good negotiation and financial management skills. Computer literacy. A valid driver's licence and willingness to travel.

DUTIES : The incumbent will provide support to the implementation of Agricultural and Rural Finance service programmes. Manage the implementation of project activities. Convene stakeholder meetings. Monitor and evaluate institutions/intermediaries in the Mafisa programmes. Prepare reports as required by the Director. Monitor and evaluate Agricultural and financial service programmes. Handle enquiries and queries related to financial services. Assist in impact assessment studies that may need to be conducted.

ENQUIRIES : Mr D. Kekana, tel. 012 319 7917.

POST 07/09 : **AGRICULTURAL ECONOMIST 2 POSTS REF NO: 36/2011**
Directorate: International Trade

SALARY : R174 117 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a four-year Bachelor's degree or a three-year Bachelor's degree plus Honours degree with two or more of the following as major subjects: Agricultural Economics, Economics, Marketing or Business Economics (you are required to furnish a credit certificate and/or statement of results). A Master's degree in a field relevant to Trade Research will serve as an advantage. Knowledge of South Africa's international/regional trade relations, South African agriculture and trade policy and macro-economic policy and its impact on the agricultural sector. Good communication (verbal and written) skills. Computer literacy in MS Office (Word and Excel). Knowledge of economics and/or statistical analytical techniques. A valid driver's licence.

DUTIES : The incumbent will monitor, analyse and evaluate development that could impact on SA agricultural trade. Report writing and minute-taking at meetings. Interact with agricultural industries and stakeholders on trade matters. Research on SA's international trade in agriculture. World trade research.

ENQUIRIES : Ms H. Konstant or Ms S. Maswanganye, tel. (012) 319 8025/8005.

POST 07/10 : **ENTREPRENEURIAL FACILITATOR REF NO: 48/2011**
Directorate: Business and Entrepreneurial Development

SALARY : R174 117 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a relevant Bachelor's degree or National diploma with Agribusiness, Agricultural Economics, Business Economics and/or Economics as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Applicable working experience. Good knowledge of BBBEE. Project planning and management skills. Analytical, research, report writing, financial, numeracy, interpersonal and relationship building skills. Ability to adapt and learn new concepts. Ability to work under pressure and meet deadlines. Good communication (verbal and written) skills. Proven computer literacy in MS Office Software (Word, Excel, PowerPoint and Outlook). A valid driver's licence.

DUTIES : The incumbent will screen beneficiaries and categorise in terms of growth status, industry, category in terms of ownership and roles (highlight equity), representative status (women, youth, disabled, labour) and needs (skills, capacity factors, eg. markets, access to inputs, resources, acquisitions, etc.). Research and analyse business opportunities, resources and support requirements with regards to strategic options available within the agricultural sector. Conduct viability and feasibility studies on prospective projects on the basis of technical, social economics, environmental and financial, management, market, processes, etc. to aid decision making on types of assistance for project support and facilities linkages (CASP, Mafisa, loans and

guarantees). Monitor and evaluate progress post-institution of interventions to beneficiaries and mentor implementation to ensure success. Support relationships with the beneficiaries assisted with various products offered by the department through regular visits, attention to their challenges and advisory assistance on various enterprise factors as well as information dissemination. Provide support in terms of facilitation of synergistic linkages to support robust development and growth of agribusiness across the value chain. Assess enterprise strengths and weaknesses and offer advice to the department on interventions required. Identify training needs for various groups within the sector. Identify linkages based on a set of tools available in the database from either the internal portfolio or that supplied by service providers and make recommendations. Compile comprehensive reports on the status of enterprises upon visitation or consultation.

ENQUIRIES : Mr M. Mfene, tel, 012 319 8136.

POST 07/11 : **SENIOR FORESTRY SCIENTIST: NATURAL FORESTS REF NO: 19/2011**
Directorate: Forestry Technical and Information Services

SALARY : R174 117 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of a four-year Bachelors degree in Forestry Science and/or Conservation Ecology or a B.Sc. Honours degree in Botany or a similar field with Forest Conservation and Management, Forest Biometry, Forest Mensuration/Inventory, Forest Biome Ecology, Forest Botany, Geology/Soil/Earth Science, Chemistry and/or Mathematics as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Good computer skills, communication (verbal and written) in English and physical fortitude. Experience in research, management, monitoring or regulation within the forest environment. Knowledge of and experience in natural forest dynamics and ecology as well as environmental legislation relating to natural resources. Understanding of biodiversity conservation, experience in the development of management standards and guidelines and strategic planning abilities. A valid driver's licence.

DUTIES : The incumbent will provide scientific inputs in systematic conservation planning for natural forests. Assist with the spatial mapping and floristic classification of natural forests. Maintain databases, including data collection in the field and support the development of a monitoring system for natural forests. Provide scientific subject information on natural forests to key stakeholders and as input for policy formulation, for national and international reporting on natural forests and for the protection of forests through integrated environmental management and other forms of regulation. Contribute towards the formulation of appropriate research and development initiatives for natural forests and assist in forestry awareness raising programmes, symposia and workshops. Maintain current knowledge and expertise about natural forest ecology and management based on science; the relationship between natural forests and global climate change being one key aspect. He/She will participate in research and monitoring activities and assist with the development of guidelines on sustainable natural forest management, e.g. PCI&S. Interact with a wide range of stakeholders within the Department, in other Government institutions and in the non-Government sector. Supervision of contract work and frequent travel within the Republic. Physically demanding field work will at times be required in remote rural areas.

ENQUIRIES : Mr J.J. Bester, tel. 012 336 8171 or
Mr I.J. van der Merwe, tel. 012 336 7731

NOTE : Shortlisted candidates will be subjected to a skills/knowledge test. An employee appointed to this post with suitable academic background and registered with the SACNASP may be recognised in terms of the Occupation Specific Dispensation (OSD) for Scientists5

POST 07/12 : **ANIMAL HEALTH TECHNICIAN REF NO: 51 /2011**
Directorate: Animal Health

SALARY : R174 117 per annum
CENTRE : Skukuza

REQUIREMENTS : Applicants should be in possession of a National diploma or Bachelor's degree in Animal Health with Animal Diseases as a major subject or a National diploma in Nature Conservation/Wildlife Management. Must be registered with the South African

Veterinary Council as an Animal Health Technician. Experience and knowledge in erection, maintenance and repair of livestock fences and patrol roads. The ability to liaise with local farmers and communities. Be able to plan and work independently. Willingness to participate in Government subsidised motor transport. Good computer literacy in MS Office (Word and Excel). A valid driver's licence.

DUTIES : The incumbent will be responsible for animal disease surveillance, detection and monitoring. Animal disease containment and control, including animal and animal products movement control (permits). Assistance with applied wildlife disease investigations and research. Assistance with laboratory and diagnostic services, veterinary public health services, field inspections during culling operations, carcass inspections at abattoir and meat and by-product hygiene and sanitary control. Assistance with veterinary clinical services. Administrative duties.

ENQUIRIES : Dr R. Bengis, tel. 013 735 5641.
NOTE : Given the location and type of this post, i.e. repairing the fence, patrolling and clearing of dirt roads along the Kruger National Park fence, camping in the bush, travelling long distances and being away from home for a long time, this is highly Recommended for male persons; however female persons are not excluded. Accommodation will be at the expense of the incumbent.

POST 07/13 : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 41/2011**
Directorate: Agricultural Product Inspection Services

SALARY : R140 208 per annum
CENTRE : Beitbridge
REQUIREMENTS : Applicants should be in possession of a National diploma or Bachelor's (B.Sc.) degree in Agriculture or Animal Health with Horticulture, Botany, Plant Protection (Entomology and Plant Pathology) and/or Animal Production as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Experience in one of the abovementioned related field. Knowledge of the Agricultural Pests Act, 1983 (Act No. 36 of 1983), the Animal Diseases Act, 1984 (Act No. 35 of 1984), the Meat Safety Act, 2000 (Act No. 40 of 2000), the Plant Improvement Act, 1976 (Act No. 53 of 1976), the Liquor Products Act, 1989 (Act No. 60 of 1989), the Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997), the Agricultural Products Standards Act, 1990 (Act No. 119 of 1990), the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947) and various relevant international guidelines and rules. A valid driver's licence and the ability to drive. Good communication skills with special emphasis on conflict management is required and basic computer knowledge and experience in MS Office (Word and Excel) is essential. Incumbents must be capable and willing to conduct inspections inter alia on trucks, in containers, etc. He/She must be prepared to travel and work away from home/office at short notice, work overtime during the week and weekends and work irregular hours (shifts).

DUTIES : The incumbent will conduct inspections, sampling and other necessary functions, including punitive measures and administration to exercise import and export control over agricultural products regulated by the Agricultural Pests Act, 1983, the Animal Diseases Act, 1984, the Meat Safety Act, 2000, the Plant Improvement Act, 1976, the Liquor Products Act, 1989, the Genetically Modified Organisms Act, 1997, the Agricultural Products Standards Act, 1990, the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 and various relevant international guidelines and rules. Functions will inter alia also include training of and liaison with Customs and Excise, Home Affairs, SAPS, Importers/Exporters and their agents, etc. For this post, special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by passengers and cargo. In addition to inspections, incumbents will also be responsible for detecting unauthorised regulated goods by means of x-ray machines and safekeeping of detector dogs where applicable.

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

POST 07/14 : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 42/2011**
Directorate: Agricultural Product Inspection Services

SALARY : R140 208 per annum
CENTRE : Cape Town

REQUIREMENTS

: Applicants should be in possession of a National diploma or Bachelor's (B.Sc.) degree in Agriculture with Plant Production, Plant Protection (Entomology or Plant Pathology) and/or Horticulture as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Experience in one of the abovementioned related field. Knowledge of the Agricultural Pests Act, 1983 (Act No. 36 of 1983), the Animal Diseases Act, 1984 (Act No. 35 of 1984), the Meat Safety Act, 2000 (Act No. 40 of 2000), the Plant Improvement Act, 1976 (Act No. 53 of 1976), the Liquor Products Act, 1989 (Act No. 60 of 1989), the Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997), the Agricultural Products Standards Act, 1990 (Act No. 119 of 1990), the Fertilizers, Farm Feeds, Agricultural Remedies and the Stock Remedies Act, 1947 (Act No. 36 of 1947) and various relevant international guidelines and rules. A valid driver's licence and the ability to drive. Good leadership skills with special emphasis on communication and conflict management. Basic computer knowledge and experience in MS Office (Word and Excel). Incumbents must be capable and willing to conduct inspections inter alia on trucks, in containers, etc. He/She must be prepared to travel and work away from home/office on short notice, work overtime during the week and weekends and work irregular hours (shifts).

DUTIES

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ENQUIRIES

: Mr B.M. Panda, tel. 021 431 7400.

POST 07/15

: **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN 2 POSTS REF NO: 3/2011**
Directorate: Agricultural Product Inspection Services

SALARY

: R140 208 per annum

CENTRE

: OR Tambo International Airport

REQUIREMENTS

: Applicants should be in possession of a National diploma or Bachelor's (B.Sc.) degree in Agriculture or Animal Health with Botany, Plant Pathology, Pest Control, Animal Diseases and/or Entomology as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Relevant experience in one of the abovementioned related field. Knowledge of the Agricultural Pests Act, 1983 (Act No. 36 of 1983), the Animal Diseases Act, 1984 (Act No. 35 of 1984), the Meat Safety Act, 2000 (Act No. 40 of 2000), the Plant Improvement Act, 1976 (Act No. 53 of 1976), the Liquor Products Act, 1989 (Act No. 60 of 1989), the Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997), the Agricultural Products Standards Act, 1990 (Act No. 119 of 1990), the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947) and various relevant international guidelines and rules. A valid driver's licence and the ability to drive. Good communication skills and basic computer knowledge and experience in MS Office (Word and Excel) are essential. Incumbents must be capable and willing to conduct inspections inter alia on trucks, in containers, etc. He/She must be prepared to do shift work at the airport.

DUTIES

: The incumbent will conduct inspections, sampling and other necessary functions, including punitive measures and administration to exercise import and export control over agricultural products regulated by the Agricultural Pests Act, 1983, the Animal Diseases Act, 1984, the Meat Safety Act, 2000, the Plant Improvement Act, 1976, the Liquor Products Act, 1989, the Genetically Modified Organisms Act, 1997, the Agricultural Products Standards Act, 1990, the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 and various relevant international guidelines and rules. Functions will inter alia also include training of and liaison with Customs and Excise, Home Affairs, SAPS, Importers/Exporters and their agents, etc. as well as

writing of reports and doing inventory control. For this post, special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by passengers and cargo. In addition to inspections, incumbents will also be responsible for detecting unauthorised regulated goods by means of x-ray machines.
Mr L. Mochena, tel. 011 390 7501.

ENQUIRIES

POST 07/16

ADMINISTRATIVE OFFICER REF NO: 56/2011
Directorate: Inshore Fisheries Management

SALARY

CENTRE

REQUIREMENTS

R140 208 per annum
Cape Town
Applicants should be in possession of a Grade 12 Certificate with extensive administrative experience and computer literacy. Knowledge of the Marine Living Resources Act, 1998 (Act No. 18 of 1998), the regulations promulgated thereunder and departmental policies with special reference to commercial fishing rights. Good interpersonal, supervisory, administration, communication, decision making, problem solving and organising skills. Knowledge of marine resources, fisheries policies, financial management and supply chain management. Good understanding of public service systems and procedures. A valid driver's licence.

DUTIES

The incumbent will provide support and assistance in the management, development, implementation and control of administrative processes relating to the allocation and verification of commercial fishing sectors by applying the Marine Living Resources Act, 1998, the regulations promulgated thereunder and departmental policies. Assist to co-ordinate and facilitate stakeholder participation. Facilitate the compilation, maintenance and development of databases which includes the rights register. Assist in managing administrative activities within the sub-directorate. Supervise subordinates.

ENQUIRIES

Ms S. Sojola or Mr M. Mdledle, tel. 021 402 3682/3422.

POST 07/17

SENIOR ADMINISTRATION CLERK REF NO: 57/2011
Directorate: Inshore Fisheries Management

SALARY

CENTRE

REQUIREMENTS

R113 568 per annum
Cape Town
Applicants should be in possession of a Grade 12 Certificate with administrative experience and computer literacy. Knowledge of the Marine Living Resources Act, 1998 (Act No. 18 of 1998), the regulations promulgated there under and departmental policies with special reference to commercial fishing rights. Must have good interpersonal, problem solving and organising skills.

DUTIES

The incumbent will provide support and assistance in the implementation of administrative processes relating to the allocation and verification of commercial fishing sectors by applying the Marine Living Resources Act, 1998, the regulations promulgated thereunder and departmental policies. Assist to co-ordinate and facilitate stakeholder participation. Facilitate the compilation, maintenance and development of databases which includes the rights register.

ENQUIRIES

Ms S. Sojola or Mr M. Mdledle, tel. 021 402 3682/3422.

POST 07/18

SENIOR ACCOUNTING CLERK GRADE I 3 POSTS REF NO: 30/2011
Directorate: Financial Administration

SALARY

CENTRE

REQUIREMENTS

R94 575 per annum
Pretoria
Applicants must be in possession of a Grade 12 Certificate with Accounting as a passed subject (Accounting passed towards obtaining a tertiary qualification is acceptable if proof is attached). Knowledge and experience of processing subsistence and transport advances and claims. Knowledge and experience of PERSAL and BAS. Computer literacy. Sound interpersonal, verbal and writing skills to communicate with clients. Be able to work under pressure and meet deadlines.

DUTIES

The incumbent will verify subsistence and transport advance, claim and sundry payment requests with regard to domestic and international official trips. Capture the transactions on PERSAL and BAS. Handle subsistence and transport enquiries. Handle all administration (including filing) with regard to subsistence and transport advance, claim and sundry payment requests.

ENQUIRIES : Ms F.S. Niedermeier, tel, 012 319 6692.
NOTE : Shortlisted candidates will be subjected to a skills/competency test

POST 07/19 : **ADMINISTRATION CLERK REF NO: 33/2011**
Directorate: Financial Administration

SALARY : R79 104 per annum
CENTRE : Stellenbosch
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. Credible and proven experience in office administrative support, archiving and registry tasks. Computer literacy in MS Office. Good communication (verbal and written) skills. Good interpersonal skills with a strong sense of responsibility and ability to work independently. Ability to work under pressure and interact with persons on various levels.

DUTIES : The incumbent will manage registry supporting registers and systems. Provide support in the filing of financial documents for the debtors sections. Archiving of debtor and financial documents. Manage correspondence. Control usage of office equipment. Attend to procurement and payments. Document control regarding financial batches. Maintain statistical systems for monthly reporting.

ENQUIRIES : Ms S. Heyns, tel. 021 809 1612 .

POST 07/20 : **ACCOUNTING CLERK REF NO: 34/2011**
Directorate: Budgets and Reporting

SALARY : R79 104 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate with Accounting as a passed subject (Accounting passed towards obtaining a tertiary qualification is acceptable if proof is attached). Computer literacy in MS Office (Word and Excel). Good interpersonal and communication (verbal and written) and problem solving skills. The ability to meet deadlines and to accept responsibility.

DUTIES : The incumbent will reconcile Standard Bank Accounts with the Paymaster General Account. Communication with commercial banks to obtain information with regard to unidentified transactions. Allocation of deposits received. Re-call of erroneous EBT payments. Distribution of PERSAL and BAS cheques. Batch control.

ENQUIRIES : Ms B.L. van Greunen, tel. 012 319 6727.

DEPARTMENT OF DEFENCE

- APPLICATIONS** : Department of Defence, Logistic Support Formation, Private Bag X1023, Lyttelton, 0140.
- CLOSING DATE** : 11 March 2011 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The staffing policy of the Department of Defence (i.e. C PERS/DODI 8/99) and content of letter HR SUP CEN/(PSAP)/R/102/1/4/ DD 01 Aug 02 must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83, Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

OTHER POSTS

- POST 07/21** : **SENIOR ADMINISTRATION CLERK GR III 2 POSTS**
- SALARY** : R113 568 per annum
- CENTRE** : Logistic Support Formation, Pretoria.
- REQUIREMENTS** : NQF Level 4: preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Problem solving, analytical thinking, written and verbal communication, computer skills.
- DUTIES** : Record, organise, store and retrieve information. Perform administrative functions. Request information from clients. Provide information to clients.
- ENQUIRIES** : Ms G. Williams, (012) 671-0049.
- POST 07/22** : **SENIOR SECRETARY GR III**
- SALARY** : R113 568 per annum
- CENTRE** : Bank of Lisbon, Pretoria.
- REQUIREMENTS** : NQF Level 2 - 4. Applicants with prior learning either by means of appropriate experience or alternative courses may also apply. Special requirements (skills needed): Secretarial experience will be an advantage. Knowledge of general office administration and ability to operate an efficient and organised office. Knowledge of security regulations. Ability to provide personal assistant service. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Planning, organizing and problem solving skills in an administrative environment. Telephone etiquette. Strong interpersonal skills. Computer literacy (MS Office Suite). Co-ordination and good inter-person skills. Typing skills. Communication skills (written and verbal).
- DUTIES** : Keep and update manager's diary. Arranging appointments for staff members. Render personal assistant and support service to the manager eg take minutes, confirmatory notes, memorandums, letters and the transcription thereof. Prepare briefings and slideshows and make travel arrangements. Manage general office

duties. Accept files and documents, remove outgoing letters and files from the manager's desk daily. Provide a reception, communication and coordination service. Provide an office security service.

ENQUIRIES

: Ms G. Williams, (012) 671-0049.

POST 07/23

: **SENIOR SECRETARY GR II 2 POSTS**

SALARY

: R94 575 per annum

CENTRE

: Logistic Support Formation, Pretoria.

REQUIREMENTS

: NQF Level 2 - 4. Applicants with prior learning either by means of appropriate experience or alternative courses may also apply. Special requirements (skills needed): Secretarial experience will be an advantage. Knowledge of general office administration and ability to operate an efficient and organised office. Knowledge of security regulations. Ability to provide personal assistant service. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Planning, organizing and problem solving skills in an administrative environment. Telephone etiquette. Strong interpersonal skills. Computer literacy (MS Office Suite). Co-ordination and good inter-person skills. Typing skills. Communication skills (written and verbal).

DUTIES

: Keep and update manager's diary. Arrange appointments for staff members. Render personal assistant and support service to the manager eg take minutes, confirmatory notes, memorandums, letters and the transcription thereof. Prepare briefings and slideshows and make travel arrangements. Manage general office duties. Accept files and documents, remove outgoing letters and files from the manager's desk daily. Provide a reception, communication and coordination service. Provide an office security service.

ENQUIRIES

: Ms G. Williams, (012) 671-0049.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

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

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.

OTHER POSTS

POST 07/24 : **ASSISTANT DIRECTOR: FINANCIAL CONTROL & ACCOUNTING REF NO: AP29/2011**

SALARY : R206 982 per annum (All inclusive remuneration package R291 578 p.a.)
CENTRE : Pretoria

REQUIREMENTS : An appropriate degree or diploma in Accounting or equivalent qualification with appropriate experience or Matric with extensive experience in a financial and internal control environment within Public Service. PLUS the following key competencies: Knowledge of: Public Finance Management Act (PFMA), Treasury Regulations, GRAP, Accounting Standards, Basic Accounting Systems - Skills: Advanced computer literacy, Time management skills Numeric Analytical Organising, coordinating and planning skills - Communication: Good Verbal and written communication skills, Ability to communicate at all levels - Creativity: Ability to analyze financial statements/information. Problem solving. Ability to work independently and under pressure. Ability to Negotiate, Report writing.

DUTIES : Manage Pay Master general account and bookkeeping activities. Co-ordinate the compilation of Financial Statements other reports in accordance with PFMA. Reconciliation of and reporting on suspense and control accounts. Ensure timely and proper closer of month and year-end. Development and review of policies and procedures. Monitor the application and effectiveness of internal control. Prepare monthly management reports and reconciliations. Co-ordinate and respond to audit queries. Supervise and develop staff.

ENQUIRIES : Neo Leshabane
CLOSING DATE : 28 February 2011

POST 07/25 : **ASSISTANT DIRECTOR: FINANCIAL RISK CONTROL REF NO: AP41/2011**

SALARY : R206 982 per annum (Total remuneration package of R291 578 p.a.)
CENTRE : Pretoria

REQUIREMENTS : The applicant must be in possession of a B degree or equivalent three year qualification or matric with extensive experience. Membership to the Institute of Risk Management will be an advantage. The applicant must have good interpersonal and excellent communication (verbal/written) skills. The applicant must be computer literate. He/she must be a strategic thinker and be able to conceptualise matters. He/she must be creative, innovative, analytical, and energetic.

DUTIES : The incumbent will be responsible for the development of the risk management policy, strategy and framework, maintain and manage the departmental risk registers on Barnowl, assist in discharging responsibilities of the departmental risk manager, facilitate the risk assessment processes as well as training and awareness.

ENQUIRIES : Mr KE Manda Tel (012) 310 3464
CLOSING DATE : 28 February 2011

POST 07/26 : **ASSISTANT DIRECTOR: PUBLIC ENTITIES (COMPLIANCE) AP43/2011**

SALARY : R206 982 per annum (Total remuneration package of R291 578 p.a.)

CENTRE REQUIREMENTS : Pretoria
: The applicant must be in possession of a B degree or equivalent three year qualification or matric with extensive experience. The applicant must have good interpersonal and excellent communication (verbal/written) skills. The applicant must be computer literate. He/she must be a strategic thinker and be able to conceptualise matters. He/she must be creative, innovative, analytical, and energetic.

DUTIES : The submission of Annual Reports; Financial Statements and Audit Reports of the department's Public Entities to the Minister for tabling in Parliament. Assessing the Audit Reports and Financial Statements and Auditors Management letters to ensure sustainability and implementation of corrective action where necessary. Co-ordinating and assessing of and Quarterly Reports on Income and Expenditure and implementation of corrective action measures. Co-ordinating of budgeting aspects of Public Entities, liaison with Treasury on financial matters pertaining to Public Entities. Daily liaison and communication with Public Entities pertaining to financial and compliance matters. Maintenance of database of financial information on Public Entities.

ENQUIRIES CLOSING DATE : Mr KE Manda Tel: (012) 310 3464
: 28 February 2011

POST 07/27 : **ASSISTANT DIRECTOR: HUMAN RESOURCES PLANNING, RECRUITMENT AND SELECTION REF NO: AP23/2011**

SALARY CENTRE REQUIREMENTS : R206 982 per annum (Total package of R291 578 p.a conditions apply)
: Pretoria
: An appropriate three year Bachelors degree in Human Resource Management or equivalent qualification, plus proven experience in the field of Human Resources, with a specific focus on HR Planning, Recruitment and Selection , Retention Strategies and HR Policy Development and Implementation, Communication, research and report writing skills. Good presentation and organizational skills. Policy and strategy formulation skills. The ability to align HR plan to the strategic plan. Proven applied knowledge of HR policy development and maintenance in terms of the relevant legislative framework.

DUTIES : Key Performance Areas: Facilitate the development and implementation of HR Plan for the Department. Conduct an assessment on the current departmental HR capacity to determine future staffing needs. Coordinate HR strategies into the Departmental HR plan. Coordinate Human Resource Planning Committee meetings. Conduct research and identify policy development areas to be aligned to the HR strategies in support of the HR Plan. Review and monitor the Department's HR Plan. Oversee the provision of a professional and effective Recruitment function to Line Managers. Facilitate the implementation of the Department's retention strategy.

ENQUIRIES FOR ATTENTION CLOSING DATE : Mr D Vukela - Tel: (012) 310 3795
: Mr Daniel Masoga
: 28 February 2011

POST 07/28 : **SENIOR STATE ACCOUNTANT: TRAVEL AND SUBSISTENCE REF NO: AP37/2011**

SALARY CENTRE REQUIREMENTS : R174 117 per annum [Total remuneration package R251 702 p.a.]
: Pretoria
: An appropriate recognized degree/national diploma in Accounting/equivalent NQF6 qualification together with thorough knowledge of public financial accounting or grade 12 certificate with extensive experience in Public Service Financial Accounting. Good financial management skills, Planning and organizing skills, Problem solving skills, Good communication (written and verbal) skills. Candidate must have sound knowledge of PERSAL, Basic Accounting System (BAS) and LOGIS Procurement Integration system. Skills in Public Service Finance, Numeracy, Computer literacy and Accuracy. Good knowledge of Treasury Regulations and Public Finance Management Act. Self-starter, able to work independently without compromising team results.

DUTIES : Approve sundry payments and journals on BAS. Assist in calculating advance amount for domestic and international trips. Assist officials in compiling domestic and international claims. Approve T&S claims and advances captured on PERSAL and BAS. Follow up on outstanding advances and claims. Verifying and checking departmental claims received from Department of International Relations and

Cooperation. Clearing of suspense accounts. Attend to queries with regard to T&S and the Auditors. Development and implementation of financial management polices. Develop and manage staff to ensure that the section has the capacity to carry out its functions.

ENQUIRIES : Ms M Nkosi Tel No: (012) 310-3596
CLOSING DATE : 04 March 2011

POST 07/29 : **SENIOR STATE ACCOUNTANT: CREDITORS REF NO: AP39/2011**

SALARY : R174 117 per annum [Total remuneration package of R251 702 p.a.]
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognized degree/national diploma in Accounting/equivalent NQF6 qualification together with thorough knowledge of public financial accounting or grade 12 certificate with extensive experience in Public Service Financial Accounting. Good financial management skills, Planning and organizing skills, Problem solving skills, Good communication (written and verbal) skills. Candidate must have sound knowledge of PERSAL, Basic Accounting System (BAS) and LOGIS Procurement Integration system. Skills in Public Service Finance, Numeracy, Computer literacy and Accuracy. Good knowledge of Treasury Regulations and Public Finance Management Act. Self-starter, able to work independently without compromising team results.

DUTIES : Approve creditor payments on LOGIS and BAS. Approve sundry payments and journals on BAS. Maintain Telkom register and clearing of Telkom exceptions weekly. Clearing of suspense accounts. Attend to queries with regard to creditors and the Auditors. Development and implementation of financial management polices. Develop and manage staff to ensure that the section has the capacity to carry out its functions.

ENQUIRIES : Ms M Nkosi : (012) 310-3596
CLOSING DATE : 04 March 2011

POST 07/30 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: ORDERS REF NO: AP27/2011**

SALARY : R 174 117 per annum (All inclusive remuneration package of R251 702 p.a.)
CENTRE : Pretoria
REQUIREMENTS : The successful candidate should have a Bachelor's degree or National Diploma in Purchasing/Business/Logistics Management. The following key competence areas are a requirement to the post: LOGIS, BAS, Logis Procurement Integration, Supply Chain Management Principles, Sound Knowledge of PPPFA, BBBEEA, PFMA and Treasury Regulations. Skills: Computer literacy in Excel and Ms Word, good interpersonal relations, presentation, supervisory. Communications: High level of writing and verbal communication. Creativity: Problem solving, able to provide guidance to subordinates and work under pressure.

DUTIES : Approval of Procurement Advices and processing of orders, Maintain LOGIS system (LOGIS Sub-system controller), Perform monthly BAS/LOGIS commitment reconciliation, Monitor the expediting of orders, Supervise and monitor logistics functions, Recording and safekeeping of face values forms (Manual order books), Printing and assessing of LOGIS monthly reports, Broad understanding and knowledge of Supply Chain Management concept and ensure compliance to procurement policy. Ability to interpret and apply policies, strategies and legislation.

ENQUIRIES : Mr KB Matshotshi Tel (012) 310-3015
CLOSING DATE : 04 March 2011

POST 07/31 : **CHIEF ACCOUNTING CLERK: FINANCIAL ACCOUNTS REF NO: AP45/2011**

SALARY : R140 208 per annum [Total remuneration package R210 559 p.a.]
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate or equivalent qualification plus appropriate experience. Candidate must have thorough knowledge of financial matters relating to the listed duties as the minimum requirements for appointment. Skills in Government Finance/ Financial Management, Numeracy, Accounting, Computer literacy and Accuracy. Good knowledge of Basic Accounting System (BAS), PERSAL, Treasury Regulations, Public Finance Management Act.

DUTIES : Recovery of debt. Administer debtors account. Attend to debtors related enquiries. Monthly reporting on outstanding debtors to management. Completion and finalization

of resignations. Attend to resignation related enquiries. Clearing of suspense accounts. Compile and control of departmental claims. Tax and IRP5 updates. Submitting BAS batches at month end.

ENQUIRIES : Mrs C Magagane Tel No: (012) 310-3227
CLOSING DATE : 04 March 2011

POST 07/32 : **STATE ACCOUNTANT: FINANCIAL CONTROL & ACCOUNTING REF NO: AP47/2011**

SALARY : R140 208 per annum [Total remuneration package R210 559 p.a.]
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognized degree/national diploma in Accounting/equivalent NQF6 qualification together with thorough knowledge of public financial accounting or grade 12 certificate with extensive experience in Public Service Financial Accounting.. Candidate must have thorough Knowledge of PERSAL, LOGIS, BAS, PFMA and Treasury Regulations, Knowledge of Financial accounting processes and procedures, Competencies needed: Numerical skills, Problem solving skills, Planning and organizing skills, Communication (verbal and written) skills, Computer literacy. Interpersonal Attributes: Ability to work in a team, Ability to work under pressure and to cope with a high workload, Positive, Accurate, Reliable, Friendly and Trustworthy.

DUTIES : The successful candidate will perform the following tasks: Clearing Bas exceptions on Line, Requesting various reports from Bas and Process journals to correct exceptions. Administration of the entity maintenance functionality on BAS. Check and verify that the credit transfers payments information captured on Bas is correct on Safety net and authorize. Verify reserve stock of the face value forms. Control batch movement and maintain a proper filing system for all payment batches, journal and other related documents, Review and verify all batches for accuracy and completeness. Perform other administrative duties within the sub-directorate.

CLOSING DATE : 04 March 2011

POST 07/33 : **SENIOR PROVISIONING ADMINISTRATION CLERK GR III (PAYMENTS) REF NO: AP31/2011**

SALARY : R113 568per annum (All inclusive remuneration package R178 236 per annum)
CENTRE : Pretoria
REQUIREMENTS : The successful candidate should have a National Diploma in Purchasing/Business/Logistics Management or equivalent qualification. Skills: Accurate accounting skills, computer literate, Logis literate, sound organising and planning, interpersonal relations, verbal and written communication, insight in procurement procedures (PPPFA), insight in financial procedures (PFMA), BAS & Logis, ability to work under pressure, planning & execution, team work, initiative, reliability

DUTIES : Payments: Capture invoices on FIIN, complete BAS advices, register payment documents, register payment stubs, fax stubs to suppliers, file stubs, verify correctness of payment documents, handle enquiries from suppliers, follow up of monthly statements from suppliers, compile monthly BEE report, obtain budget allocations from users for BAS payment advices, compile monthly report of processed payments

ENQUIRIES : Mr KB Matshotshi, Tel. 012-310-3015
CLOSING DATE : 04 March 2011

POST 07/34 : **SENIOR PROVISIONING ADMINISTRATION CLERK GR III: ORDERS REF NO: AP33/2011**

SALARY : R113 568 per annum (All inclusive remuneration package R178 236 per annum)
CENTRE : Pretoria
REQUIREMENTS : The successful candidate should have a National Diploma in Purchasing/Business/Logistics Management or equivalent qualification or Matric with relevant experience. Skills: Accurate accounting skills, computer literate, Logis literate, sound organising and planning, interpersonal relations, verbal and written communication, insight in procurement procedures (PPPFA), insight in financial procedures (PFMA), BAS & Logis, ability to work under pressure, planning & execution, team work, initiative, reliability.

DUTIES : Receiving, Checking and Circulation of Log2 forms, Approval of request on Logis and RQAT, Capture Simultaneous Receipts, Receipt and issuing of store stock items, Recording of order documents to payments and Filling, handle enquiries from suppliers, faxing orders to suppliers and follow up outstanding orders, administration of orders register, keep proper filing for orders, compile monthly report of orders.

ENQUIRIES : Mr KB Matshotshi, Tel. 012-310-3015

CLOSING DATE : 04 March 2011

POST 07/35 : **SENIOR ACCOUNTING CLERK GRADE III: CREDITORS, TRAVEL & SUBSISTENCE REF NO: AP35/2011**

SALARY : R113 568per annum (Total remuneration package R178 236 per annum)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 certificate plus relevant experience. Candidate must have thorough knowledge of financial matters relating to the listed duties as the minimum requirements for appointment. Skills in Government Finance/ Financial Management, Numeracy, Accounting, Computer literacy and Accuracy. Good knowledge of Basic Accounting System (BAS), PERSAL, Treasury Regulations, Public Finance Management Act.

DUTIES : Assist in calculating the advance amount for domestic and international trips. Assist officials in compiling domestic and international claims. Capture advances on BAS. Capture claims on PERSAL. Attend to queries with regard to claims and advances. Follow up on outstanding advances and claims. Capture journals on BAS. Capture sundry payments on BAS. Reconciling and processing claims from the Department of Foreign Affairs.

ENQUIRIES : Ms M Nkosi Tel No: (012) 310- 3596

CLOSING DATE : 04 March 2011

GOVERNMENT PRINTING WORKS

The Department of Government Printing Works is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of positions. The candidature of persons whose appointment/transfer/promotion will promote will representivity will receive preference.'

- APPLICATIONS** : Forward your applications quoting the relevant reference number to. The Division Human Resources Management Government Printing Works, Private Bag x 85; Pretoria; 0001. Alternatively, applications may be hand delivered to Security at front entrance of the Government Printing Works at 149 C/O Bosman & Proes Street, Pretoria, 0001
- FOR ATTENTION** : MS O.M. Sekgothe
- CLOSING DATE** : 04 March 2011 Applications received after the closing date or those that do not comply with the requirements, will not be taken into consideration.
- NOTE** : Short-listed candidate will be subjected to screening and security vetting to determine the suitability for employment. Applications should be submitted on form Z83 and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. No faxed applications will be considered. The successful candidates will be subjected to positive prescribed security clearance and undergoing a competency test. 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 closing date, candidates may regard their application as unsuccessful. The Government Printing Works will not be liable where applicants use incorrect / no reference number(s) on their applications. The shortlisted candidates must be available for interviews and competency test at a date and time determined by the Government Printing Works.

OTHER POSTS

- POST 07/36** : **ADMINISTRATION CLERK 2 POSTS REF NO: GPW11/011**
Division: Publications (Warehouse and Sales)
- SALARY** : R94 575 per annum (Salary Level 5)
- CENTRE** : Pretoria
- REQUIREMENTS** : *Applicants should be in possession of a Senior Certificate or equivalent qualification. *Good interpersonal and communication skills. *Basic knowledge of administrative procedures, financial procedures, and records management procedures. *Good communication, problem solving, and planning skills. *Fluent in English. *The ability to work in a professional and friendly way with personnel and clients. *The ability to work under pressure.
- DUTIES** : *Interaction with clients over the counter *Ensure that clients are furnished with the correct publications or information at all times *Invoicing of cash sales *Issuing of stock *Stock control *Attend to enquiries *Record keeping.
- ENQUIRIES** : Ms Maureen Toka Tel: 012 334 4507
- POST 07/37** : **ADMINISTRATION CLERK 1 POST REF NO: GPW11/012**
Division: Publications
- SALARY** : R94 575 per annum (Salary Level 5)
- CENTRE** : Pretoria
- REQUIREMENTS** : *Applicants should be in possession of a Senior Certificate or equivalent qualification. *Good interpersonal and communication skills. *Basic knowledge of administrative procedures, financial procedures, and records management procedures *Good communication, writing, problem solving, planning and interpersonal relations skills. *The ability to work in a professional and friendly way with clients.
- DUTIES** : *Handling of electronic payments and cash post *Attending to orders placed through Advertisements *Handling of special purchases relating to printing *Preparing reports of a routine nature *Compilation of monthly report on photocopying services *Attending to daily bank statements *Filing of correspondences and making follow-ups *Attending to general enquiries.
- ENQUIRIES** : Ms Maureen Toka Tel: 012 334 4507

POST 07/38

: **ADMINISTRATION CLERK 1 POST REF NO:GPW11/013**

Directorate: Internal Audit

SALARY

: R94 575 per annum (Salary Level 5)

CENTRE

: Pretoria

REQUIREMENTS

: *Applicants should be in possession of a Senior Certificate or equivalent qualification with a good understanding of office administration. *Good interpersonal and communication skills. *Basic knowledge of administrative procedures and records management procedures. *Good telephone etiquette *Ability to communicate well at different levels within the organisation *Good communication, writing, problem solving, planning and interpersonal relations skills. *The ability to work in a professional manner.*The ability to work under pressure.

DUTIES

: *Provide secretarial support to the Director Internal Audit and Audit Committee *Handle telephone calls and messages *Manage the Director's diary *General typing of divisional documents *Collect and redistribute mail * Arrange meetings and events for the unit *Record minutes of all meetings *Administer leave register, training plans, timesheets and telephone accounts *Handle all incoming and outgoing mails and documents *Distribution of minutes to relevant stakeholders *Handle all travelling arrangements *Procure stationery, refreshments and other related standard items *Attend to enquiries.

ENQUIRIES

: Ms C Shibambo Tel: 012-334 4616

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/ Mr B C Mathatho. 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.

OTHER POSTS

- POST 07/39** : **DEPUTY DIRECTOR: OFFICE MANAGER REF NO: HRMC I/11/1**
- SALARY** : An all inclusive salary package of R 378 456 per annum (Level 11)
- CENTRE** : Office of the Deputy Director-General: Human Resources, Head Office: Pretoria
- REQUIREMENTS** : Appropriate tertiary qualification and extensive relevant experience, Knowledge of the activities of the Department / Portfolio of the Deputy Director-General, Understanding of Government policy, legislative and financial processes, Proven ability to plan, organize, manage and execute diverse projects / responsibilities simultaneously / task maturely, Proven database administration skills, Excellent communication (business writing and verbal), meeting management, research, presentation and computer literacy skills (Microsoft packages), Experience in the development and implementation of effective correspondence, call, travel and basic financial management systems, Proven ability to innovate improvements and to apply innovative thinking, Strong work ethic and ability to work under pressure, Excellent interpersonal relations, Proven client focus, Code B driver's . An ability to work extended hours as may be required, as well as a willingness to travel, will be an added advantage.
- DUTIES** : The successful candidate will be responsible for the following specific tasks: Support the Deputy Director-General in the daily management and administration of the Office. Promote the image of the Office at all times. Handle confidential information and correspondence. Develop and implement a filing, correspondence and document tracking, early warning and call management system. Develop and implemented a

basic financial management system, and manage the operational budget and procurement requirements of the Office. Prepare correspondence (including reports after collating inputs from various stakeholders), on behalf of the Deputy Director-General. Manage assigned projects and research topics. Make logistic arrangements for meetings (including development of agendas, minutes and action plans), trips, conferences, workshops, training of Deputy Director-General. Liaise with clients as required. Diary management. Provide hospitality services.

ENQUIRIES

: Ms A A Williamson Tel No: (012) 810-8029

POST 07/40

: **DISTRICT OFFICE MANAGER REF NO: HRMC I/11/2**

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

: District Office, Bhizana: Eastern Cape Province

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 S Mapukata, Tel No (043) 642 2178

POST 07/41

: **SENIOR PERSONNEL PRACTITIONER 4 POSTS**

SALARY

: Basic salary of R174 117 per annum (Level 8). In addition to the stated salary, DHA offers a range of market-related service benefits.

CENTRE

: a) Provincial Manager's Office, Cape Town: Western Cape Province (1 Position) REF NO: HRMC I/11/3a
b) Provincial Manager's Office, King Williams Town: Eastern Cape Province (2 Positions) REF NO: HRMC I/11/3b
c) Provincial Manager's Office, La Lucia: Kwa Zulu Natal Province (1 Position) REF NO: HRMC I/11/3c

REQUIREMENTS

: A Senior Certificate or equivalent qualification plus relevant experience. A three year relevant tertiary qualification (NQF Level 6) will be an advantage, Experience in the Performance Management and Development System, Recruitment, Selection and Appointment, Condition of Service environment, Knowledge and application of applicable HR prescripts and legislations, Knowledge of PERSAL and other HR Systems, Record Management, Knowledge of task planning and allocation, Knowledge and understanding of the Public Service Regulatory Framework, Computer literacy, A valid driver's licence and willingness to travel are essential.

DUTIES

: The successful candidate will be responsible for the following specific tasks: Facilitate the implementation of HR policies and procedures so that the understanding, implementation and practice of policies and procedures across Province is consistent

and standard, Supervise the effective administration of Human Resource functions, amongst others: Condition of Service, Recruitment and Selection, Performance Management Development System, Produce quality reports regarding turnaround times, documents processed and error rates, Maintain the filing and record/document system according to DHA requirements, Provide advice and assistance to staff members in the execution of their daily tasks, Allocate work to staff members and monitor their progress against daily targets or goals, Perform end of day duties to ensure effective reporting, identification of issues and capturing of performance statistics, Identify Human Resource related challenges and ensure attendance thereof, Oversee the performance of the staff members, identify and address performance related issues, Facilitate and direct staff in dealing with leave and other Human Resources administration requirements within the unit, Build and coach an effective team to ensure the processing/administering of all functions, Encourage a culture of customer focus, counter corruption and service delivery, Assist staff in the effective utilisation of technology and technology infrastructure within the functional unit, Provide on the job training and mentoring to all staff relating to the effective operation of their functions (Including new staff), Act as Custodian for all new processes, systems or practices, Ensure that all team members have the tools, templates and relevant equipment to deliver on service requirements.

ENQUIRIES

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

POST 07/42

: **OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER REF NO: HRMC I/11/4**

SALARY

: Basic salary of R174 117 per annum (Level 8). In addition to the stated salary, DHA offers a range of market-related service benefits

CENTRE

: Chief Directorate: Employee Engagement, Head Office, Pretoria

REQUIREMENTS

: An Appropriate three Year Degree/ Diploma in Environmental Health/Public Health, Safety Management or NQF Level 6 equivalent is required. Extensive experience in Occupational Health and Safety environment is required. Knowledge of relevant section of the Compensation for Occupational Injuries and Diseases Act (COIDA, Managing Safety and Health Environment, the Public Service Regulatory Framework. Understanding of the Departmental Legislation and Prescripts. Planning and organising skills, Report Writing Skills, Strong Analytical Skills, Computer Literacy, Counselling Skills, Good Interpersonal Skills, Presentation and Facilitation Skills.

DUTIES

: The successful candidate will be responsible for the following specific tasks: Implement the transmission of risk assessments, giving advice on precautions and control measures, ensuring work equipment is properly maintained and monitoring health and safety standards on all construction sites. Implement improvement of the SHE safety systems/ audits in the department. Conduct OHS site inspections, scaffold and harness inspections, preparing and delivering toolbox talks and accident & incident investigation. Implement absenteeism mitigation progress in the department. Investigate uncovered patterns of injury data that show that many injuries are caused by a specific type of system failure, human error, or weakness in procedures. Provide counseling staff concerning health problems or personal requests or when referred by department heads. Implementation the use of radiation and radioactive material, helping to protect staff and the environment from hazardous radiation exposure. Keep records of incidents and accidents as well as producing statistics. Produce management reports, newsletters and bulletins. Provide safe installation of equipment in the department. Provide education for staff concerning preventative health care and hygiene. Collate information & prepare regular & adhoc health & safety reports. Organize and implement awareness campaigns, initiate and participate in training or education of stakeholders (or responding to requests for such training). Arrange workshops, meetings & seminars and prepare & deliver training on OHS matters.

ENQUIRIES

: Ms S C Moabelo, Tel 012 810 7092

POST 07/43

: **SENIOR ADMINISTRATIVE OFFICER: STRATEGIC SUPPORT REF NO: HRMC I/11/5**

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

: Directorate: Drafting, Head Office, Pretoria

REQUIREMENTS

: An appropriate three year Degree/Diploma with relevant experience. A Grade 12 certificate or equivalent qualification with extensive experience may apply. Extensive

experience in performing administrative functions, Good interpersonal relation, Good verbal and written communication skills. Knowledge of the Departmental policies, practices and functions. The successful candidate must be an innovative thinker and able to function independently or as part of a group. Ability to work under pressure and adhere to deadlines. Ability to work extended hours and willingness to travel may be required. A valid driver's licence is essential.

DUTIES

: The successful candidate will be responsible for the following specific tasks: Perform general administrative activities in support of the unit. Ensure the administration of office correspondence, documents and reports (Compile letters, memorandums, submissions, reports and minutes for the unit. Ensure the maintenance of filing system for the unit. Convene and attend meetings and act as secretary during meetings. Ensure accurate Completion of subsistence claims. Keep track of all incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the unit. Ensure the flow of information and documents in the unit. Ensure that forms and documents related to claims, payments, invoices and consultant fees relevant to the unit are processed. Oversee the performance of the staff members and identify and address minor performance problems (escalate major performance, incapacity or misconduct matters to management). Facilitate and direct staff in dealing with leave and other Human Resources administration requirements within the unit. Build and coach an effective team to ensure the processing/administering of all functions. Encourage a culture of customer focus, counter corruption and service delivery. Assist staff in the effective utilisation of technology and technology infrastructure within the functional unit. Provide on the job training and mentoring to all staff relating to the effective operation of their functions (Including new staff). Act as Custodian for all new processes, systems or practices.

ENQUIRIES

: Adv. L T Sebelemetja, Tel: (012) 810-8032

POST 07/44

: **JOB ANALYST: ORGANISATIONAL DESIGN REF NO: HRMC I/11/6**

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

: Directorate: Organisational Design, Head Office: Pretoria

REQUIREMENTS

: A three year Degree/ Diploma in Public Administration/ Management Services and/or Post matric qualification and experience in the relevant field plus DPSA/ PALAMA Certification as a Job Evaluation Analyst. Knowledge of administrative management processes and procedures, In depth understanding and knowledge of EQUATE System as well as Job Evaluation Guidelines, Experience in management advisory services environment. Knowledge of relevant Departmental Legislations and prescripts, Knowledge of the Public Service Regulatory Framework. Problem Solving, Influencing and Networking Skills, Planning and Organising, Strong Analytical and Investigation Skills. Basic computer Literacy, Conflict Management, Initiation Action, Research Methodology and Analysis Skills, The successful candidate must be self motivated and ability to function independently and work to predetermined deadlines, Report writing, Presentation and Facilitation Skills. Extended working hours and travelling maybe required.

DUTIES

: The successful candidate will be responsible for the following specific tasks: To Render administrative support as Secretariat for the Job Evaluation Unit. Conduct Job Evaluation analysis as prescribed in the PSR. Conduct quality assurance on the analysed job before presenting to the JE Panel. Presentation of Job Evaluation preliminary grading to the JE Panel. Develop and maintain database for JE. Arranging Venues for the Departmental Job Evaluation Panel Meetings. Taking and compilation of minutes. Ensure relevant documentation is available and distributed in advance. Conduct research for the development and redesign of job profiles/ job descriptions, ensure that there is no overlapping in functions, provide expert advice on the development of all forms of jobs profiles to the business units. Design, monitor and maintain the filing system for the job profiles/ job descriptions, Promote awareness on organisational Development efficiently within the department. Provide relevant advice, guidance, accurate and timeous information to enquiries received from business units.

ENQUIRIES

: Mr W D Hlongwane, Tel: (012) 810 8606

- POST 07/45** : **SENIOR WORK STUDY OFFICER: ORGANISATIONAL DESIGN REF NO: HRMC I/117**
- 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** : Directorate: Organisational Design, Head Office: Pretoria
- REQUIREMENTS** : A three year Degree/ Diploma in Public Administration/ Human Sciences and a certificate in Management Services or NQF Level 6 equivalent in Organisation and Work-study plus Certificate in Work Study (Management Services). Experience in management advisory services environment. Knowledge of administrative management processes and procedures, knowledge and in-depth understanding of ORG PLUS 7 programme as well as organisational development and design. Knowledge of relevant Departmental Legislations and prescripts, Knowledge of the Public Service Regulatory Framework. Problem Solving, Influencing and Networking Skills, Planning and Organising, Strong Analytical and Investigation Skills. Basic computer Literacy, Conflict Management, Initiation Action, Research Methodology and Analysis Skills. The successful candidate must be self motivated and ability to function independently and work to predetermined deadlines, Report writing and Business Process Re-engineering Skills. Extended working hours and travelling maybe required.
- DUTIES** : The successful candidate will be responsible for the following specific tasks: To render administrative and Management Advisory Services support within the department. Conduct benchmark exercise with other organisation for best practice. To effectively conduct organisational and work study investigations in the Department. Conduct organisation and post establishment investigations within the department. Conduct holistic work-study investigations within the department. Provide advisory and efficiency on the reviews and creation of new units and the additional establishment. Conduct ad hoc work investigation i.e. work flow recommendations and accommodation utilisation. Develop and redesign job profiles/ job descriptions for newly created, newly defined and existing jobs to be subjected to job evaluation. Conduct research for the development and redesign of job profiles/ job descriptions, ensure that there is no overlapping in functions. Ensure the establishment and maintenance of database for generic job profiles/ job descriptions. Coordinate workshops and briefing on the presentation and signing off of the organisational structures with business units. Maintain the accurate and the comprehensive records of all relevant to the approved organisational design and reviews by the Minister of DPSA and DHA Minister. Ensure adherence to the timeframes for the required information and reporting. Ensure effective relevant approved organisation design dissemination to enquiries received from the Department/ business units. Ensure the coordination of workshops and briefings with business units. Provide advice and guidance to business units on the process and procedures of organisational development, design and reviews. Update manual organisation and post establishment records. Ensure effective utilisation of equipment and other resources. Conduct job evaluation analysis.
- ENQUIRIES** : Mr W D Hlongwane, Tel: (012) 810 8606
- POST 07/46** : **ASSISTANT APPLICATION ADMINISTRATOR, REF NO: HRMC I/11/8**
- 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** : Chief Directorate: Application Management, Head Office: (Pretoria)
- REQUIREMENTS** : An appropriate three year tertiary qualification in Computer Science or an NQF Level 6 equivalent. Extensive experience in Application Maintenance and Support. Solid experience in Application Support and Maintenance environment. Basic experience of systems analysis, prioritising changes, reporting services and testing procedures. Experience and relevant knowledge in different maintenance and database tools, techniques and environment in order to maintain and deliver quality application and documentation. Knowledge of relevant departmental mandates and Legislation relating to applications. Understanding of the maintenance and user challenges presented when applications are amended. Basic Project Management, Verbal and Written Communication, Foresight, analysis and logic, systematic and orderly planning, honesty and integrity, Planning and organising, ability to work in a team and independently, problem solving and analysis, proficient in development environment,

MS Office Suite, Visio, MS Project., Extended working hours, travelling and perform on-call duties maybe required.

DUTIES

: The successful candidate will be responsible for the following specific tasks: To deliver end user application maintenance and support to ensure effective operation of all business systems within Department of Home Affairs. Provide end user application support relating to specified applications. Deliver telephone and physical support to end user community on application related problems, questions, use and assist with resolution of errors. Tract IS Solution defects and their resolutions and make recommendations to Management in terms of trends, research, plan, install, configure, troubleshoot, maintain and upgrade application. Connect users to applications and provide initial training on applications where required. Perform installation services and upgrades for clients in accordance with the appropriate work order. Conduct maintenance of user roles and implement authorisation configurations. Monitor application performance against Service Level Agreements (SLA) and business requirements. Resolve system problems and document resolutions for future reference. Take actions to ensure prevention of defects. Maitain and implement applications in accordance with business requirements. Collect information to analyze and evaluate existing programme change request. Coordinate the customization and adaptation of existing programmes to meet users' requirements. Ensure effective execution of batch jobs, interface and output services.

ENQUIRIES

: Mr J Rakgoale, Tel: (012) 810 8593

POST 07/47

: **PERSONNEL PRACTITIONER REF NO: HRMC I/11/9**

SALARY

: Basic Salary of R140 208 per annum (Level 7). In addition to the stated salary, DHA offers a range of market related service benefits.

CENTRE

: Provincial Manager's Office: King Williams Town (Eastern Cape Province)

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 Recruitment and Selection and Performance Management processes and procedures, Knowledge of employment practices and contracts, Knowledge of HR systems and HR related legislations including the Employment Equity Act and the Skills Development Act, Knowledge of the Public Service Regulatory Framework and the South African Constitution, Knowledge of task planning and allocation, Knowledge of Policy Development and Analysis, Business Process Mapping and Organisational Development, Advanced Computer literacy, Willingness to work extended hours, A valid driver's license and willingness to travel extensively are essential.

DUTIES

: The successful candidate will be responsible for the following specific tasks: To administer the operations of Human Resources services and functions within the Province to ensure the achievement of the daily delivery objectives of the Province, Assist in the provision of generalist human resources advise and support to the Province so that policies, procedures, and tools are in place to enable managers to manage their staff, Assist in the facilitating of the implementation of HR policies and procedures so that the understanding, implementation and practice of policies and procedures across the Province is consistent and standard, Administering of all Service Benefits functions of employees in the Province, Administer logistical support to the Recruitment and Selection function, Facilitate Recruitment and Selection and Performance Management in the Province and administer logistical support related to Recruitment and Selection and Performance Management, Produce quality reports regarding turnaround times, documents processed and error rates, Maintain the filling and record/documented system according to DHA requirements, Provide advice and assistance to managers and staff members regarding all human resources functions, Perform end of day duties to ensure effective reporting, identification of issues and capturing of performance statistics

ENQUIRIES

: Mr S Mapukata, Tel No (043) 642 2178

POST 07/48

: **SECRETARY TO THE DIRECTOR 3 POSTS**

SALARY

: Basic Salary of R140 208 per annum (Level 7). In addition to the stated salary, DHA offers a range of market related service benefits.

CENTRE

: Directorate: Learning Programme Delivery, Head Office: Pretoria Ref No: HRMC I/11/10a

Directorate: Applications Maintenance and Support, Head Office: Pretoria REF NO: HRMC I/11/10b

REQUIREMENTS

: Directorate: Solution Delivery, Head Office: Pretoria REF NO: HRMC I/11/10c
: Secretarial Diploma or an NQF Level 6 equivalent is required with relevant experience in rendering Secretarial support service to senior management. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic knowledge on financial administration. Computer Literacy. Sound organisational and administrative skills. Good people skills. Ability to do research and analyse documents and situations. Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for the following specific tasks: Maintain the Director's day to day diary and setting up meetings and appointments. Provide effective secretarial support services to the Director. Arrange board packs for the meeting. Liaise with the agencies in organising travel and accommodation for the Director. Receive and distribute documents. Capture incoming and outgoing documents. Screen phone calls and handle enquiries. Prepare agenda for meetings and take minutes. Prepare refreshments for the office of Director. Receive guests and accompany them. Draft acknowledgements letters for the Director's consideration and signature. Liaise with the Department's officials on matters relating to the Director. Oversee logistics matters e.g accounts, contracts and petty cash. Ordering of stationary. Maintain electronics and hard copy files. Consolidate monthly reports for the Director. Operates and ensures that office equipment, e.g. fax machines and photocopier are in good working order. Records the engagements of the Director. Compile realistic schedules of appointments.

ENQUIRIES

: Ms M Maswikaneng, Tel No: (012) 810 6006 (Leaning Academy)
: Mr J Rakgoale, Tel No: (012) 810 7159 (Applications Maintenance and Support), Mr G Zwane, Tel No: (012) 810 6027 (Solution Delivery)

POST 07/49

: **ADMINISTRATION CLERK REF NO: HRMC I/11/15**

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

: Directorate: Organisational Design, 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 various filing system, Knowledge of the public Service Regulatory Framework, Computer literacy, Analytical thinking, Planning and organising skills, Communication skills, interpersonal skills, Customer relations, Overtime may be required occasionally.

DUTIES

: The successful candidate will be responsible for the following specific tasks: Prepare meeting packs and distribute them timeously. Maintain filing system. Perform administrative work in support of the unit functions and operations. Update and maintain an up-graded manual and electronic filing system of documents to documents to ensure proper administration and easy access of such information whenever required. Photocopying and faxing documents. Perform basic finance routine tasks such as preparing invoices and bank deposits. Keep record of all incoming and outgoing documents in the unit. Make logistical arrangement (i.e. meeting pack). Make travel and accommodation arrangements for the unit. Co-ordinate courier services and deliveries. Order/ purchase stationery as well as other office suppliers for the unit. Act as general receptionist for the unit.

ENQUIRIES

: Mr W D Hlongwane, Tel: (012) 810 8606

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and any other supporting documents. The department has issued a CV template that should be completed by all applicants and which is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required. Applications that do not comply with the above-mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application was unsuccessful. The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance. Note: Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful the appointment/ transfer will be at own cost.

MANAGEMENT ECHELON

POST 07/50 : **REGIONAL HEAD REF NO: 11/33/CS**

SALARY : R830 502 – R1 007 865 (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : Free State

REQUIREMENTS : A Bachelor's Degree or equivalent qualification; A Postgraduate management qualification will be an advantage; 10 years experience in financial management, human resource management, conflict management and leadership management, of which five (5) years should be at senior management level. Skills and Competencies: Strategic management ability; Program and project management skills; Visionary leadership; Above average communication skills and ability to motivate and direct people; Analytic thinking abilities with attention to detail; High customer service orientation; Good interpersonal skills with ability to build and maintain stakeholder relations; Good negotiation and conflict management skills.

DUTIES : Plan and execute the strategic goals of the region and take initiative in turning the Departmental vision into reality; Take leadership and overall management of the region to ensure high standards of performance are maintained and service delivery is continually improved; Promotes and ensures a strong customer bias and optimizes resources to reach all clients and other stakeholders; Build and maintain professional relationships with internal and external stakeholders within the region and act as a representative of the Department in relevant Provincial structures; Develop and maintain sound employee relations in the region and manage employee performance; Oversee the financial management of the region and ensure efficient budgeting and expenditure.

ENQUIRIES : Ms Q Manchidi ☎ (012) 315 1090

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 : 07 March 2011

- POST 07/51** : **DIRECTOR: COSTING REF NO: 11/25/CFO**
This is a re-advertised post; candidates who previously applied are encouraged to re-apply as post requirements has changed.
- SALARY** : R685 200 – R819 240 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : A Bachelor's degree in Finance/Costing/Econometrics. An additional degree/diploma in law will be an added advantage; 6 years working experience in economic analysis and research; 3 years experience should be at managerial level; Knowledge of econometrics as well as statistical packages; Sound knowledge of Public Finance Management Act (PFMA), Treasury Regulations and relevant prescripts; Knowledge of GRAP/GAAP; A valid driver's license; Skills and Competencies: Financial and change management skills; Business planning and budgeting skills; Strategic management abilities; Service Delivery Innovation (SDI); Programme and project management skills; Negotiation and problem solving skills; Good communication skills; People management and empowerment skills; Client orientation and customer focus skills; and Advanced computer literacy.
- DUTIES** : Ensure effective facilitation of regulatory impact analysis; Monitor and implement the impact of Government policies and legislation; Report regulatory impact analysis findings; Manage workflow and quality of outputs; Management of administrative duties including the supervision and training of staff; Provide recommendations on costing findings; Maintain effective, efficient and transparent systems of financial., risk management as well as internal control; Ensure compliance with regulatory impact assessment templates/models; Compile management comments for audit findings and consider implementation of recommendations; and Manage the budget of the Directorate: Costing.
- ENQUIRIES** : Ms E Zeekoei ☎ (012) 315-1436
- 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** : 07 March 2011

OTHER POSTS

- POST 07/52** : **DEPUTY DIRECTOR: THIRD PARTY FUNDS: GUARDIANS FUND REF NO: 11/30/CFO**
Contract Appointment ending 30 September 2011
- SALARY** : R406 839 – R479 238 per annum (All exclusive). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : A Degree or equivalent qualification in Finance Management/ Accounting; Minimum of five years relevant experience in a financial accounting / management environment, of which a minimum of 3 years should be at management level; A sound knowledge of the Public Finance Management Act, Administration of Estate's Act, Treasury Regulations, Income Tax Act and Guardian's Fund system would be an advantageous; Knowledge of GAAP and Trust Accounting; Knowledge and working experience on a recognized Accounting software package; A valid driver's license. Skills and Competencies: Financial management up to General Ledger, trial Balance and Notes to Financial Statement; Supervisory skills; Strategic management abilities; Sound analytical, statistical and problem solving; Computer literacy (Microsoft Word and Excel); Good communication skills (verbal and written); Good interpersonal skills; Ability to work in a team and independently as well as with internal and external clients; Ability to work under pressure.
- DUTIES** : Financial management of Guardians Fund; Manage and monitor audit action plans, compile management comments for audit findings; Management of administrative duties including the supervision of financial support to the regions; Establish and maintain effective and transparent financial, risk management as well as internal control; Ensuring that all accounting/admin systems are properly adhered to; Assist with the-out of Electronic payments in the Guardians Fund; Assist the Director with any adhoc duties.

ENQUIRIES : Ms. E Zeekoei ☎ 012 315 - 1436
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 : 07 March 2011

POST 07/53 : **ASSISTANT DIRECTOR: GUARDIANS FUND 6 POSTS REF NO: 11/29/CFO**
Contract Appointment ending 30 September 2011

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 : Pretoria (1), Pietermaritzburg (1), Grahamstown (1), Cape Town (1), Kimberley (1) And Bloemfontein (1)

REQUIREMENTS : Three year Bachelor's degree/National Diploma or equivalent qualification in Finance; Three years' relevant financial accounting experience; Knowledge of Public Finance Management Act (PFMA), Treasury regulations, Departmental Financial Instructions (DFI) and Public Service Act and other legislation prescripts; Knowledge/Experience on a recognized Accounting Software will serve as a recommendation; A valid driver's license. Skills and Competencies: Supervisory skills; Planning and organizing (including time management); Leadership qualities; Problem solving and decision making skills; Ability to interpret and apply policies; Computer literacy (MS Office); Communication skills (verbal and written);

DUTIES : Review Cashbooks and Bank Reconciliations; Flag all areas of concern and do follow-up checks; Import data into Accounting software to draw financial statements and analyse; Perform necessary journal entries; Do exceptional reporting and investigate; Perform GFS Vs Cashbook Reconciliations; Investigate/Correct all necessary entries; Responsible for timeous checks on the Suspense Account; Assist in the compilation of management comments for audit findings; Perform adhoc duties.

ENQUIRIES : Ms E Zeekoei ☎ (012) 315 1436
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 : 07 March 2011

POST 07/54 : **ASSISTANT DIRECTOR: GEOGRAPHIC INFORMATION SYSTEM REF NO: 11/24/CFO**

SALARY : R206 982- 243 810 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : A Bachelor's Degree in Geographic Information System or equivalent qualification; Three (3) years experience in Geographic Information System; Knowledge of Public Service and Departmental legislation and prescripts; Experience in using one or more of the following: MapInfo Pro; ArcGIS 9.x; Oracle Spatial. Skills and Competencies: Computer literacy (MS Office); Communication (written and verbal) skills; Strategic and Analytic Thinking; Financial Management; Leadership and interpersonal skills; Problem solving and decision making; Project Management;

DUTIES : Plan data collection of electronic mapping for information on Geographic System; Convert statistical data to map information format; Profile demographics; Populate and convert data; Develop spatial Models

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 : 07 March 2011

POST 07/55 : **SENIOR WORK STUDY OFFICER 2 POSTS REF NO: 11/37/HR**

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

CENTRE REQUIREMENTS : National Officer, Pretoria
 : Diploma in Management Services / Work study or post matric qualification equivalent to NQF level 5/6 and Certificate in Management Services / Work study; At least one year experience in Work Study; Knowledge of the job evaluation system applicable to the Public Service will serve as a recommendation. Skills and Competencies: Customer Focus and Responsiveness; Problem Solving skills; Team participation; Project Management skills; Planning and organising skills.

DUTIES : Develop, Manage and maintain sound and effective organizational structures in alignment with strategic objectives of the Department; Determine, design, improve and reengineer proper business processes, through the utilization of various techniques; Ensure effective and efficient utilization of scarce resources by the Department; Develop Job Profiles and Job Descriptions in line with the Departmental structure; Analyze and grade jobs according to the job evaluation system; Facilitate, develop, implement and maintain norms and standards; Render a business consulting service to the line management of the Department with regard to the service offerings of the Branch i.e. Performance Management, Organizational Development, Learning & Development, Employment Relation and any other matter of service interest.

ENQUIRIES APPLICATIONS : Ms E Zeekoei ☎ (012) 315 1436
 : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 14 March 2011

POST 07/56 : **STATE ACCOUNTANT: REPORTING AND AGENCY SERVICES 3 POSTS REF NO: 11/31/CFO**

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

CENTRE REQUIREMENTS : National Office, Pretoria
 : An appropriate Bachelor's Degree or equivalent qualifications; At least one year experience; Knowledge of the financial management (especially in the public sector); Knowledge of Basic Account System (BAS). Skills and Competencies: Computer literacy (MS Excel); Communication(written and verbal) skills; Planning and organizing skills; Problem solving skill; Leadership and management capabilities; Ability to work under pressure and be self-motivated.

DUTIES : Ensure effective clearing of Agency services control account; Oversea the status of submitted claims to clients departments; Responsible to clarify the outstanding claims and respond with solutions; Keep and maintain database of client department information; Maintain and update the irregular, fruitless & wasteful register; Assist with the compilation of intern / annual financial statements; Ability to plan, coordinate, control, supervise and training of personnel; Provide daily reports to Assistant Director; Ensure adherence to all applicable prescripts and regulations.

ENQUIRIES APPLICATIONS : Ms. E Zeekoei ☎ (012) 315 1436
 : 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 : 7 March 2011

POST 07/57 : **STATE ACCOUNTANT 2 POSTS REF NO: 11/32/CFO**
 Contract Post Ending 30 September 2011): Third Party Funds

SALARY : R140 208 + (37% in lieu of benefits) = R 192 084.96 per annum. The successful candidates will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
 : Bachelor's Degree in Finance or equivalent qualifications in Finance; At least one year experience in Financial Accounting; Knowledge of Public Financial Management Act (PFMA) and National Treasury Regulations; Knowledge/Experience on a recognized Accounting Software will serve as a recommendation. Skills and Competencies: Financial accounting experience; Computer literacy (MS Excel); Communication (written and verbal) skills; Planning and organizing skills; Ability to work under pressure and be self-motivated.

DUTIES : Regional Monitoring/Analyze Month-end regional report submitted to National Office; Ensure effective data verification of guardians fund beneficiary listings; Ensure effective exceptional reporting; Monitor and review Regional GFS vs Cashbook reconciliations; Assist with consolidated Guardians Fund Financial Statements; Assist with internal and external audits and; Adhoc Admin functions.

ENQUIRIES APPLICATIONS : Ms. E Zeekoei ☎ (012) 315 1436

CLOSING DATE : 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

POST 07/58 : **CHIEF ACCOUNTING CLERK REF NO: 11/28/CFO**

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

CENTRE : National Office, Pretoria

REQUIREMENTS : Bachelor’s Degree or equivalent qualifications in Finance and/or Grade 12 plus more than 10 years experience in a financial environment; At least one year relevant experience; Knowledge of Basic Accounting System (BAS), Public Financial Management Act (PFMA) and National Treasury Regulations. Skills and Competencies: Computer literacy (Ms Excel); Communication (written and verbal) skills; Strong leadership and management capabilities; Ability to work under pressure and be self motivated.

DUTIES : Ensure effective clearing control and suspense accounts; Ability to check and authorize journals and claims received from accounting clerks; Responsible for journal and batch control; Monthly balance and reconcile with banks for the whole month; Ensure submission of well prepared claims that met the set standards and quality; Supervise the Accounting Clerks by allocating work, ensuring orderliness in work performance, quality and turnover, ensuring office discipline and providing on-the-job training; Evaluate work performance of sub-directorates; Ensure adherence to all applicable prescripts and regulations.

ENQUIRIES APPLICATIONS : Ms. E. Zeekoei ☎ (012) 315 1436

CLOSING DATE : 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.
07 March 2011

POST 07/59 : **SECRETARY TO THE OFFICE MANAGER REF NO: 11/35/LAS**

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

CENTRE : Cape Town

REQUIREMENTS : Grade 12 (with typing as subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactorily); Knowledge of Financial Provisioning and/or Administration procedures and processes; Knowledge of procedure and processes applied in Office Management; Relevant post school qualification will serve as a recommendation; Short-listed candidates will be required to pass a typing test. Skills and competencies: Computer literacy (Advanced proficiency level in MS Office Programs); Excellent communication skills (written and verbal); Assertiveness and confidence to interact at all levels; Above average planning and organizing skills; Good interpersonal relations with ability to take charge; Resilient team spirited and courteous telephone etiquette; Ability to deal with confidential information; Accuracy and attention to detail.

DUTIES : Provide high quality administrative support to the Office Manager; Administer on-line and physical diary of the Office Manager; Manage information and data including information classified as highly confidential on behalf of the Office Manager through maintaining an accurate and safe filing and retrieval system; Coordinate and render administrative support to all projects and functions in the office of the Chief State Law adviser; Process all claims for the Office Manager and the State Law Advisers; Arrange and coordinate events for the office of the Chief State Law Adviser such as meetings/workshops/conferences and other events; Type and edit correspondence;

Receive and attend to visitors; Handle travel arrangements e.g. passport and visas, accommodation, flight tickets, subsistence and travel claims, money exchange and other tasks as directed by the Office Manager; Compile statistical information for the whole office as directed by the Office Manager; Manage the document tracking system for proper coordination of correspondences; Secretariat of the various committees within the office as assigned by the Office Manager.

**ENQUERIES
APPLICATIONS**

Mr. C Zana ☎ (012) 315 8185

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

CLOSING DATE

14 March 2011

POST 07/60

SECRETARY TO THE DEPUTY CHIEF STATE LAW ADVISER REF NO: 11/36/LAS

SALARY

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

CENTRE

National Office

REQUIREMENTS

Grade 12 (with typing as subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactorily); Knowledge of Financial Provisioning and/or Administration procedures and processes; Knowledge of procedure and processes applied in Office Management; 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

Administer on-line and physical diary of the Deputy Chief State Law Adviser; Manage information and data on behalf of the Deputy Chief State Law Adviser; Ability to plan and schedule day to day tasks of the Deputy Chief State Law Adviser; Manage telephone calls and convey messages; Organize meetings/workshops/conferences and functions; Draft coherent and convincing submissions/report from note; Type, edit and format correspondence and draft.

**ENQUERIES
APPLICATIONS**

Mr. C Zana ☎ (012) 315 8185

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

CLOSING DATE

14 March 2011

POST 07/61

SENIOR ACCOUNTING CLERK REF NO: 11/27/CFO

SALARY

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

CENTRE

National Office, Pretoria

REQUIREMENTS

Grade 12 or equivalent qualification with accounting as a passed subject; Two years relevant experience; Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Skills and Competencies: Computer literacy (Ms Excel, Word, Outlook) and spreadsheet skills (will be tested); Communication (written and verbal) skills; Planning and organizing; Problems solving skills; Ability to work under pressure and meet daily deadlines; Accuracy and attention to detail.

DUTIES

Provide daily, weekly and monthly reports to the Chief Accounting Clerk; Ensure effective verification, follow up and compilation of monthly returns; Management of signing authorities on departmental bank accounts in respect of Third Party Funds; Assist to investigate and report on weekly and monthly exceptions on departmental bank accounts and monthly returns received from offices; Ability to obtain financial management report from JDAS/JMIS; Checking of bank reconciliations for magistrate offices and making follow ups on deficiencies on charges and shortages; Manage the writing - off irrecoverable differed fines; Any other duties assigned.

**ENQUERIES
APPLICATIONS**

Ms E. Zeekoei ☎ (012) 315 -1436

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.
04 March 2011

CLOSING DATE

POST 07/62

LIBRARY ASSISTANT REF NO: NC/05/11

SALARY

R79 104-00 – R93 180-00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

Northern Cape High Court

REQUIREMENTS

Grade 12 or equivalent qualification; At least 1 year experience in legal or community library; Computer literacy (MS Office); Good communication(written and verbal); Good interpersonal relations; Good organization skills; Ability to work under pressure, and as part of a team.

DUTIES

Filing and record keeping of all assets in the Library and Asset register; Ensure that all books and publications are arranged alphabetically; Amendment of loose leaf publications and statutes; Assist with stock taking; Maintenance of registers; Photocopying, handling of enquiries and information sessions; Maintenance of asset, accession and dispatch registers for circuit court; Binding and filing of government gazettes; General tidiness of the library; Any other administrative duties assigned by the Senior Librarian.

ENQUIRIES

Mr M Lebitso ☎ (053) 807 2722.

APPLICATIONS

If applying for more than one post, please state the name of the office and reference number as well as order of preference. A separate application must be submitted for each post. Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed applications will not be considered.

CLOSING DATE

4 March 2011

POST 07/63

ADMINISTRATION CLERK (DCRS) REF NO: NC/06/11

SALARY

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

CENTRE

Magistrate Office, Barkly West

REQUIREMENTS

Grade 12 or equivalent qualification; Administrative experience or at least 6 months appropriate experience in a court environment with regard to court recording, case flow and general administration will be an added advantage; Communication (written and verbal); Computer literacy (MS Office); Good interpersonal relations; Good public relations skills; Efficient and resourceful; Ability to work under pressure and to solve problems; Customer service; Document management.

DUTIES

The maintaining of criminal record books and charge sheets; The writing and tracing of summonses; The writing of witness fees books; The completing and issuing of committal warrants and arrest warrants; The rendering of court requirements; The rendering of assistance in general case flow management; The recording of court proceedings; Filing of cases (charge sheets); Operating court recording equipment, ensure the maintenance and safekeeping thereof; Provide any administrative support as required by the relevant Court Manager.

ENQUIRIES

Mr S G Mhlafu ☎ (053) 531 0621.

APPLICATIONS

If applying for more than one post, please state the name of the office and reference number as well as order of preference. A separate application must be submitted for each post. Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed applications will not be considered.

CLOSING DATE

4 March 2011

POST 07/64

MESSENGER REF NO: NC/07/11

SALARY

R66 750 – R78 630 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

Galeshewe Branch Court

- REQUIREMENTS** : Grade 10 or ABET Level 4 or equivalent qualification; At least six (6) months applicable experience; A valid Driver's Licence, obtained for at least one (1) year; Basic Computer literacy (MS Office); Communication at appropriate level; Sound interpersonal relations; Ability to liaise with team members and members of the Public.
- DUTIES** : Collect and deliver mail; Distribute mail to various offices; Collect post bag from post office; Transport officials to various destinations.
- ENQUIRIES** : Mr D Makhani ☎ (053) 871 3576.
- APPLICATIONS** : If applying for more than one post, please state the name of the office and reference number as well as order of preference. A separate application must be submitted for each post. Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed applications will not be considered.
- CLOSING DATE** : 4 March 2011

DEPARTMENT OF LABOUR

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

APPLICATIONS FOR ATTENTION CLOSING DATE NOTE :

Senior Executive Manager: Private Bag X 117, Pretoria, 0001
 Sub-directorate: Human Resources Operations, Head Office
 28 February 2011
 Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within (8) eight weeks 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). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post.

OTHER POSTS

POST 07/65 : **DEPUTY DIRECTOR: EMPLOYMENT RELATIONS REF NO: HR 4/4/2/1/HO**
 Directorate: Employment Relations, Head Office

SALARY CENTRE REQUIREMENTS :

R 406 839 all inclusive package per annum
 Pretoria
 A relevant three year tertiary or equivalent qualification in Labour Relations plus three to five years Employment Relations experience. Knowledge and Skills: ●Knowledge of Labour Relations Act ●Basic Conditions of Employment Act ●Public Service Act ●Employment Equity Act ●Unemployment Insurance Act ●Public Service Regulations ●Public Service Commission's rules for dealing with complaints and grievances ●Public Service Co-ordinating Bargaining Council's Resolutions ●Interpretation of legislation and policies ●Policy and guideline formulation ●Management skills ●Problem solving skills ●Organisation skills ●Leadership skills ●Budgeting and Financial skills ●Negotiation skills ●Verbal and written communication skills ●Presentation skills.

DUTIES :

●Initiates and provides strategic direction in the implementation and promotion of Employment Relations programmes and interventions ●Manage the finalisation of all grievances and complaints received from employees in the Department ●Manage the finalisation of all misconduct cases in the Department ●Provide training and advocacy on labour related matters in the Department ●Facilitate and provide a secretariat function to the Departmental Appeals Authority ●Manage the resources within the Employment Relations Unit.

ENQUIRIES : Ms T Roos, Tel. 012 309 4720

POST 07/66 : **ADMINISTRATIVE OFFICER: STANDARD SETTINGS REF NO: HR 4/4/1/3/HO**
 Chief Directorate: Labour Relations, Head Office

SALARY CENTRE REQUIREMENTS :

R140 208 Commencing and R196 999 all inclusive per annum
 Pretoria
 A relevant three year tertiary or equivalent qualification in Labour Relations plus one year relevant experience and at least two years experience in the related field.

Experience in the Labour Legislation will be a definite advantage. Knowledge and Skills: ♦Departmental policies and procedures. ♦Good knowledge of the labour legislation especially of the Basic Conditions of Employment Act. ♦Research conditions of employment in different sectors. ♦Computer literacy. ♦Planning and organization skills. ♦Communication skills- written and verbal ♦Problem solving skills ♦ Report writing skills..

DUTIES

: •Be part of secretarial services for the Employment Conditions Commission (ECC) administration, including accommodation and travelling arrangements •Handle all correspondence and administrative responsibilities with the ECC. •Plan and organize workshops, seminars and hearings by Department and ECC. •Take minutes at hearings and information sessions. •Interact with internal and external stakeholders in arranging appointments. •Write and compile submissions. •Handle telephone and e-mail enquiries. •Draft notices for investigation. •Prepare documents for hearings/investigations.

ENQUIRIES

: Mr S Feldman, Tel no (012) 309 4025

POST 07/67

: **ADMINISTRATIVE OFFICER: RISK MANAGEMENT REF NO: HR 4/4/1/4/HO**
Directorate: Risk Management, Head Office

SALARY

: R140 208 Commencing and R196 999 all inclusive per annum

CENTRE

: Pretoria

REQUIREMENTS

: A relevant three year tertiary or equivalent qualification in Risk Management or Internal Audit plus 1 to 2 years working experience in the field of Risk Management or Auditing. Knowledge and Skills: ♦Framework of risk Governance ♦Risk management compliance ♦Risk management principles and philosophy ♦Treasury regulations ♦Public Service regulations ♦Unemployment Insurance Act. ♦Compensation for injuries and deceases Act. ♦ Public finance management Act. ♦Administration and financial management. ♦ Verbal and written communication. Skill. ♦Interpersonal skill. ♦Ability to build high-performance teams. ♦Time management. ♦Planning and Organizing. ♦Report writing and listening skill. ♦Computer literacy.

DUTIES

: •Implement risk analysis and monitoring thereof. •Implement risk compliance •Investigate all fraud and corruption cases •Implement risk management services in the department •Render administrative support services.

ENQUIRIES

: Mr L Gobingca, Tel no (012) 309 4202

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 : 04 March 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 07/68 : **DEPUTY DIRECTOR: MINERAL LAWS ADMINISTRATION**

SALARY : R406 839 per annum, (inclusive package), Level 11

CENTRE : Northern Cape: Kimberley

REQUIREMENTS : A recognised law degree with appropriate extensive experience in Mining and law related field as well as a valid driver's licence, PLUS the following key competencies: Knowledge of: • Minerals and Petroleum Resources Development Act 2002 (Act 28 of 2002) Social and Labour plan, Mine Economics and Broad Based Social Economic Empowerment (BBSEE)(Mining Charter) adjudication; • Mining Titles registration • Mine Environmental management and its relationship with urban development • Rural and Urban Renewal Strategies • Public Administration • Knowledge of past legislations Skills: • Ability to think innovatively with development opportunities • Ability to supervise and manage people • Ability to interpret and apply legislation and related policies • Ability to facilitate workshops and consultation processes as well as to implement desired outcomes • Strong ability to facilitate conflict situations • Community Liaison skills • Listening skills • Provide leadership Communication: • Ability to communicate at a high level in a professional manner • Strong communications skills between Government Departments, Business organizations and Institutions at management level (Stake hold liaison) • Negotiation skills Creativity: • Recognising viable development opportunities • Exploiting synergies to promote development • Recognising conflicts • Lateral thinking to identify linkages

DUTIES : Processing of applications in terms of MPRDA (Act 28 of 2002) • Provide information and submit inputs, liaison and consultation with regards to general policy matters, individual applications, co-ordinates consultation process and acts as lead agent on behalf of the Department regarding certain applications • Provide a general service, information and guidance with regard to the objectives of the MPRDA • Provide information, comment on various issues relating to the granting of mining permit, prospecting and mining rights as well as mining related issues • Provide information, attend meetings and reply to enquiries. • Manage the Mineral Laws administration Sub-Directorate • Ensure attendance to issues of cooperate governance • Draft reports, letters and compile submissions for the Minister/DG/DDG for the granting or refusal of rights • Interpretation of Mineral laws on a daily basis

ENQUIRIES : Mr Pieter Swart ☎053 807 1700

POST 07/69 : **DEPUTY DIRECTOR: SOCIAL PLAN**

SALARY : R406 839 per annum, (inclusive package), Level 11

CENTRE : Northern Cape: Kimberley

REQUIREMENTS : A recognised tertiary qualification with appropriate experience in Mining Engineering or Town and Regulation Planning or Economic Development disciplines as well as a valid driver's licence, PLUS the following key competencies: Knowledge of: • Social

and labour plan, Mine Economics and Broad Based Social Economic Empowerment (BBSEE)(Mining Charter) adjudication; Minerals and Petroleum Resources Development Act 2002 (Act 28 of 2002) • Town planning relative to mining and related risks and solutions • Mine Environmental management and its relationship with urban development • Rural and Urban Renewal Strategies ☐ Skills: • Ability to facilitate workshops and consultation processes and to implement desired outcomes • Strong ability to facilitate conflict situations • Community Liaison skills ☐ Communication: • Strong communications skills between Government Departments, Business organizations and Institutions at management level (Stake hold liaison) ☐ Creativity: • Ability to think innovatively with development opportunities • Recognising viable development opportunities • Exploiting synergies to promote development • Recognising conflicts between surface land development and mining. • Lateral thinking to identify linkages

DUTIES : Processing of applications in terms of MPRDA (Act 28 of 2002) • Co-ordination and facilitation of stake holders (Regional REMDEC, Boards etc) • Alignment and implementation of the Provincial Growth Development Strategies (PGD's) • Monitor the legal operators and take appropriate corrective action where required • Manage the Sub-Directorate including the Help Desk • Manage land use applications

ENQUIRIES : Mr Pieter Swart ☎053 807 1700

POST 07/70 : **DEPUTY DIRECTOR: OUTREACH PROJECT (MONITORING AND EVALUATION)**

SALARY : R406 839 per annum (inclusive package) Level 11
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's degree in Economy and Natural Sciences coupled with extensive experience in management of projects and finance. PLUS the following key competencies: ☐ Knowledge: • Project management, • Government policies as well as National Economic and Development strategies, Mining Sector, Project/programs in DMR and National Economic and Development Strategy ☐ Skills: Computer, • Managerial, • Organising and co-ordination, • negotiation, • analytical ☐ Communication: written and verbal communication at all levels. Well developed interpersonal relationships at all levels ☐ Creativity: Logical, Creative/innovative thinker, • objective, • accurate and diplomatic.

DUTIES : Monitor, evaluate and report on the activities of community task teams established by industry players. • Advice on all matters related to the work of the respective task teams. • Participate and contribute in Department working groups. • Create various community committees in order for government, labour, mining companies to exchange ideas on development. • Generate reports for projects undertaken in communities.

ENQUIRIES : Mr M Masina ☎(012) 444 3867

POST 07/71 : **DEPUTY DIRECTOR: SPECIAL PROGRAMMES AND STATISTICS**

SALARY : R406 839 per annum (inclusive package) Level 11
CENTRE : Pretoria
REQUIREMENTS : Appropriate Bachelor's degree coupled with extensive management experience, Plus the following key competencies: ☐ Knowledge: • Project management, Government policies • National Economic and Development Strategies, Mining Sector, • Project/programs in DMR. ☐ Skills: Computer, • Managerial, • Organising and Co-ordination, • Negotiation, • Analytical and Facilitation as well as Implementation ☐ Communication: Written and verbal communication at all levels. • Well developed interpersonal relationships at all levels ☐ Creativity: Logical, Creative/Innovative thinker, • Objective, • Accurate and Diplomatic

DUTIES : Identify, develop, implement, monitor, evaluate and report on programmes/projects focuses on the upliftment/empowerment of disadvantaged/vulnerable groups. • Advice on all matter related to the upliftment/empowerment/mainstreaming of disadvantaged and vulnerable groups. • Participate, contribute to and represent the department at national and international forums/events. • Lead, execute and/or participate in projects/activities pertaining to national/international focus initiatives (i.e16 days of activism against women and child abuse, etc). • Supervise and develop staff.

ENQUIRIES : Mr M Masina ☎(012) 444 3867

POST 07/72 : **ASSISTANT DIRECTOR: MINERAL LAWS**

SALARY : R206 982 per annum, Level 9
CENTRE : Northern Cape: Kimberley
REQUIREMENTS : An appropriate law degree coupled with coupled with relevant experience as well as a valid driver's licence. PLUS the following key competencies: ☑ Knowledge of: • knowledge of the appropriate laws and policies relating to mining, minerals and the environment, the law of contracts, interpretation of statutes, administrative law. • Minerals and Petroleum Resources Development Act 2002 (Act 28 of 2002) and repealed Minerals Act, (Act 50 of 1991) • Public Finance Management Act (Act 1 of 1999) • Mineral and Petroleum Titles Registration (Act 24 of 1994) • Other previous and current statutes relevant to mining ☑ Skills: • Ability to interpret the mineral and mining agreements • Legislation and policies and render necessary advise • Ability to draft and compile submissions to the Minister/ DG/ DDG and other Departmental officials. • Ability to mediate in and resolve conflict situations • Computer literacy ☑ Communication: • Excellent verbal and written communication skills. • Diplomacy and professional conduct. ☑ Creativity: • Dynamic individual and team player

DUTIES : Administer the administrative process of each right or permit application in compliance with the law and the MPRDA. • Compile submissions for the Minister/ DG / DDG for the granting or refusal of rights. • Research potential conflict between applications, prior rights and land usage to advise in the decision making process. • Conduct site inspections on illegal mining operations and take appropriate corrective action where required. • Assist clients through the process of administrative justice. • Supervise and develop Staff.

ENQUIRIES : Mr Pieter Swart ☎053 807 1700

POST 07/73 : **ASSISTANT DIRECTOR: OUTREACH PROJECT**

SALARY : R206 982 per annum Level: 09
CENTRE : Pretoria
REQUIREMENTS : An appropriate degree coupled with relevant experience in administration of project and finances and the following key competencies: ☑ Knowledge: • Project management. • Government policies • National Economic and Development Strategies, • Mining Sector, • Project/programs in DMR, ☑ Skills: Computer, • Managerial, • Organising and co-ordination, • negotiation, • analytical, • Facilitation and implementation ☑ Communication: written and verbal communication at all levels. Well developed interpersonal relationships at all levels ☑ Creativity: Logical, Creative/Innovative thinker, • Objective, • Accurate and Diplomatic

DUTIES : Assist with the identification, development, implementation, monitoring evaluation and reporting of/on programmes/ projects focuses on community and stakeholder engagement. • Advice on all matters related to community and stakeholders engagement. • Participate, contribute to and represent the Department at various forums/events. • Create and facilitate community forums in partnership with local government and industry. • Compile data of outreach programmes and projects for statistical analysis.

ENQUIRIES : Mr M Masina ☎(012) 444 3867

POST 07/74 : **ASSISTANT DIRECTOR: SPECIAL PROGRAMMES**

SALARY : R206 982 per annum Level 9
CENTRE : Pretoria
REQUIREMENTS : An Appropriate Bachelor's degree coupled with relevant administrative experience. Plus the following key competencies: ☑ Knowledge: Project management, • Government policies • National Economic and Development Strategies, • Mining Sector, Project/programs in DMR ☑ Skills: Computer, • Managerial, • Organising and Co-ordination, • negotiation, • analytical • Facilitation and Implementation ☑ Communication: written and verbal communication at all levels. Well developed

		interpersonal relationships at all levels ☐ Creativity: Logical, Creative/Innovative thinker, • Objective, • Accurate and Diplomatic
<u>DUTIES</u>	:	Assist with Identification, development, implementation, monitoring evaluation and reporting of/on programmes/projects focussed on the upliftment/empowerment of disadvantage/vulnerable groups. • Advice on all matters related to the upliftment/empowerment/mainstreaming of disadvantage and vulnerable groups. • Participate, contribute to and represent the departmental at various forums/events. • Execute and/or participate in projects/activities pertaining to national/international focus initiatives (i.e 16 days of activism against women and child abuse, etc). • Compile data of special programmes and projects for statistical analysis.
<u>ENQUIRIES</u>	:	Mr M Masina ☎(012) 444 3867
<u>POST 07/75</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL PROVISIONS</u>
<u>SALARY</u>	:	R 206 982 per annum, Level 9
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three year tertiary qualification or B.com degree in Accounting and appropriate experience in public finance PLUS the following key competencies: ☐ Knowledge of: • Accounting systems • Public Finance Management Act (PFMA) and Treasury Regulations ☐ Skills: • Computer literacy e.g. Word and Excel • Analytical skills • Numerical Skills • Report/letter writing skills • Deadline driven ☐ Communication: • Excellent verbal and written communication skills. ☐ Creativity: • Conflict Resolutions
<u>DUTIES</u>	:	Exercise administration control over the departmental Rehabilitation Trust Funds and maintain proper records • Review weekly and monthly reconciliation of all receipts and payments done • Record and oversee transactions (deposits and payments) on the accounting system • Handle internal and external enquiries • Compile financial statements and other reports of the Trust Funds • Render secretarial service to the Board of Trustees and any other committee established • Monitor investments and liaise with Fund Managers on all matters regarding investments • Supervise and develop staff
<u>ENQUIRIES</u>	:	Azwihangwisi Negota ☎ 012 444 3369
<u>POST 07/76</u>	:	<u>BUDGET ANALYST</u>
<u>SALARY</u>	:	R206 982 per annum, Level9
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three year diploma or degree in Accounting with extensive experience in a government budgeting environment. PLUS the following key competencies: ☐ Knowledge of: • Government accounting systems • Budget processes and procedures • Public Finance Management Act (PFMA) and Treasury Regulations • Division of revenue Act ☐ Skills: • Computer literacy e.g. Word and Excel • Analytical skills • Numerical • Conflict Resolutions Skills • Report/letter writing skills • Deadline driven ☐ Communication: • Excellent verbal and written communication
<u>DUTIES</u>	:	Compile, analyse and submit budget review and proposals documents for both the department and the public entities during the annual budget process (MTEF, ENE, AENE and Roll Over) • Handle all enquires on budget related matters; • Provide budget advice and consult in terms of the PFMA, Treasury Regulations and Guidelines in preparing budget inputs, virement/ shifting of funds and general financial planning to Responsibility and Programme Managers • Provide training and/ or workshops to relevant Responsibility and Programme Managers
<u>ENQUIRIES</u>	:	☎Azwihangwisi Negota 012 444 3369
<u>POST 07/77</u>	:	<u>HEAD OF ADMINISTRATION</u>
<u>SALARY</u>	:	R202 982 per annum, Level: 9
<u>CENTRE</u>	:	Port Elizabeth
<u>REQUIREMENTS</u>	:	A recognised Bachelor degree or equivalent qualification in either Commerce/Administrative/Financial fields plus relevant experience, PLUS the following key competencies: ☐ Knowledge of: • Knowledge and understanding of legislation, policies and work procedures. • Knowledge of the Mining Industry. • Knowledge of the Public

Service legislation including PFMA. • Background knowledge of MPRDA i.r.o. applications, royalty/prospecting fee payments and financial provisions. • Knowledge of Basic Accounting System (BAS) and Electronic Log sheet System (ELS). ☑ Skills • Supervisory skills • Budget, • Financial Management & Accounting skills • Interpersonal skills • Report writing skills • Organisational skills • Communication Skills • Computer skills • Interpersonal skills • Internal Audit skills • Problem solving ☑ Communication: Ability to communicate at all levels (verbally and Writing) ☑ Creativity: Ability to think proactively • Trustworthy, • objective and innovative; • Ability to work under pressure and as part of a team.

DUTIES : Assist the Regional Manager to manage and control budget expenditure in the region. • Manage and enquiry service/helpdesk to ensure efficient service. • Provide an administrative management services in terms of Supply Chain Management, Human Resource related matters, Risk Management, Housekeeping services and Events Management. • Manage revenue and financial provision collection, recordkeeping and management control systems. • Manage the receiving and recording of applications in terms of the Mineral Petroleum Resources Development Act. • Ensure that Access to information requests are handled in line with the prescripts. • Manage and develop staff. • Manage & maintain an effective registry service to the Regional Office.

ENQUIRIES : Thandiwe Biyela on ☎ (041) 396 3900

POST 07/78 : **PUBLIC LIASON OFFICER (HOTLINE)**

SALARY : R174 117 per annum, Level 8

CENTRE : Pretoria

REQUIREMENTS : An appropriate National Diploma or Degree in Public Relations/ Administration and Management coupled with relevant experience. Plus the following key competencies: ☑ Knowledge of: • Knowledge & understanding of Public service policies, prescripts and regulations (Intergovernmental Relations Framework Act, 2005/PFMA/Batho Pele Principles) ☑ Skills: Computer skills, • Report writing, • Listening and interpretation, • Analytical skills, • organising, • co-ordinating and planning skills, problem solving skills, ☑ Communication: Communication skills ☑ Creativity: Innovative individual and swift thinker . • Ability to do research and analyze documents and situations, • establish and manage a systematic archiving system.

DUTIES : Receive questions and complaints lodged by the public at the Presidential Hotline, • Provide general information to callers, • Forward questions and complaints to relevant functionaries for responses, Follow-up on responses, • Generate reports pertaining to questions and complaints lodged by the public to the Presidential Hotline.

ENQUIRIES : Mr S Kheswa ☎ 012 444 3225

POST 07/79 : **PERSONAL ASSISTANT: DDG: CORPORATE SERVICES**
This is a re-advert; people who applied previously need not re-apply.

SALARY : R140 208 per annum, Level 7

CENTRE : Pretoria

REQUIREMENTS : An appropriate National Diploma/ Degree coupled relevant experience before or after qualification was obtained. Plus the following key competencies: ☑ Knowledge of: • the relevant legislation/policies/prescripts and procedures • Basic knowledge of financial administration. ☑ Skills: • Good telephone etiquette. Computer literacy • Sound organizational skills • Good people skills • High level of reliability • Ability to act with tact and discretion • Self-management and motivated. ☑ Communication: ability to communicate well with people at different levels and from different backgrounds. • Excellent verbal and writing skills ☑ Creativity: • Ability to do research and analyze documents and situations.

DUTIES : Provide secretarial support to the DDG: Corporate Services. • Render administrative support to the DDG: Corporate Services. • Studies the relevant Public Services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms Zinto Mbatha ☎ 012 444 3356

<u>POST 07/80</u>	:	<u>MINERAL LAWS ADMINISTRATION OFFICER</u>
<u>SALARY</u>	:	R140 208 per annum, Level 7
<u>CENTRE</u>	:	Klerksdorp, North-West
<u>REQUIREMENTS</u>	:	An appropriate Law degree coupled with relevant experience and a valid driver's licence. PLUS the following key competencies: ☐ Knowledge of: • In depth knowledge of the Minerals Petroleum Resources Act 2002 and the Mining Charter • Appropriate policies of the department in relation to Mineral development, mineral rights, Black Economic Empowerment • Knowledge regarding the impact of mining and Related activities • NMPS system ☐ Skills: • Strong administrative • Interpretation of the legislation • Interpersonal Skills • Computer Skills • Ability to read and interpret maps ☐ Communication: • Well developed written and verbal communication ☐ Creativity: • Ability to be proactive innovative and efficient
<u>DUTIES</u>	:	Process application in terms of the MPRDA • Investigate illegal mining • Draft submissions to the Director General and Minister in terms of MPRDA • Rendering services at the help desk to assist clients
<u>ENQUIRIES</u>	:	☎ Mr. Dimakatso Ledwaba
<u>POST 07/81</u>	:	<u>ENVIRONMENTAL OFFICER 3 POSTS</u>
<u>SALARY</u>	:	R140 208 per annum, Level: 7
<u>CENTRE</u>	:	Northern Cape: Kimberley X2 and KZN Durban X1
<u>REQUIREMENTS</u>	:	A Bachelor's Degree OR a National Diploma in Environmental Science / Environmental Management coupled with experience in the mine environmental management as well as a valid driver's licence PLUS the following key competencies: ☐ Knowledge of: • Minerals and Petroleum Resources Development Act 2002 (Act 28 of 2002) and other relevant Legislations • Understanding of the Mine Environmental Management Field • Mining procedures, processes and impacts thereof, Mitigation measures including rehabilitation and pollution control measures • Understanding of Policies, Rules and Regulations governing the mining environmental management • Compilation of Environmental Management Reports ☐ Skills: • Presentation, • Interpersonal skills • Computer literacy and Good report writing skills • Negotiation and conflict resolution skills • Ability to work as a team or independently ☐ Communication: • Excellent verbal and written communication skills. • Represent DMR in interdepartmental Committees public speaking & communicate at higher level ☐ Creativity: • A creative, assertive and confident person • Ability to work under pressure • Ability to analyse problems and recommend corrective measures • Innovative thinker • Ability to interpret, apply policies and legislation
<u>DUTIES</u>	:	Evaluating EMPs, scoping, closure reports and advise supervisor accordingly • Liaise with organisation of state, interested and affected parties • Investigate and resolve environmental related problems, queries and complaints • Conduct inspections on mines, assess and manage environmental degradation • Ensure that each mine has adequate financial provision • Participation in forum meetings, sundry meetings
<u>ENQUIRIES</u>	:	Kimberley; Mr Ntsundeni Ravhugoni ☎053 807 1700, Durban; Mr. KG Moodley 031 335 9600
<u>POST 07/82</u>	:	<u>SENIOR ADMINISTRATION CLERK</u>
<u>SALARY</u>	:	R94 575 per annum, Level 5
<u>CENTRE</u>	:	Northern Cape: Springbok
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a matric (Grade 12) coupled with relevant experience in Office Administration. PLUS the following key competencies: ☐ Knowledge of: • Functions of the Public Service • Public Finance Management Act (Act 1 of 1999) • BAS • Minimum Information Security Standards • Proven record in office administration and Management • National Archives and records services Act. • Office Administration. ☐ Skills: • Good interpersonal relation and organisational skills • Advanced practical computer skills in Microsoft office Suite: MS Word, excel, power point and outlook • Ability to work as a team or independently • Good report writing skills • Ability to work under pressure. • Ability to identify problematic areas with regards to all duties relating to the specific job. • Numeracy skills.

		<ul style="list-style-type: none"> ☐ Communication: • Excellent verbal and written communication skills in English • High level of accuracy and attention to detail. • Maintain confidentiality at all times ☐ Creativity: • A creative confident and assertive person • Ability to work without or limited supervision • Ability to use own initiative and be creative
<u>DUTIES</u>	:	Handle duties concerned with the receipt of money; Petty Cash; issuing receipts; Banking of monies, etc. • Updating and compiling Prospecting Fees, Royalty, remittance and Petty Cash Register. • Dispatch and receive mail, opening of mail and binding parcels. • Partially perform duties of a secretary. • Asset verification and Management. • Typing of reports and other documents for official use. • Answering the switchboard. • Attend to general requests from clients; EG. Application forms, prospecting fees, appointments and letters. • Knowledge of MPRDA applications and their minimum requirements • Assist in General office administrative duties (Filling, leave and S&T Claims. • Adhere to PFMA and treasury regulations and other departmental policies and prescripts.
<u>ENQUIRIES</u>	:	Ms Michelle Pitt ☎053 807 1700
<u>NOTE</u>	:	A valid driver's license will be an added advantage
<u>POST 07/83</u>	:	<u>SECRETARY TO THE REGIONAL MANAGER: MINERAL REGULATION</u>
<u>SALARY</u>	:	R94 575 per annum, Level 5
<u>CENTRE</u>	:	North-West (Klerksdorp)
<u>REQUIREMENTS</u>	:	A Senior Certificate (Grade 12) PLUS the following key competencies:☐ Knowledge of: • Computer • Office Administration • Office Procedure • Customer Care ☐ Skills: • Computer Literacy • Good telephone etiquette • Sound planning and organisational skills • Good interpersonal skills • ☐ Communication: • Well developed written and verbal communication ☐ Creativity: • Analytical thinking • Creative thinking
<u>DUTIES</u>	:	Provide secretarial support services to the Regional Manager, that includes Receiving and re-directing telephone calls, receiving incoming and outgoing Records/mail • Render clerical/administrative support services that include typing and preparing Documents. • Follow up on submissions and task directives, receive and distribute correspondence. • Schedule and re-schedule appointments for the Regional Manager. • Liaise with stakeholders on behalf of the Regional Manager • Manage logistical and travel arrangements that include booking of venues for Meetings and arranging refreshments if necessary • Making travel claims and maintaining a logbook for all travels.
<u>ENQUIRIES</u>	:	Mr. Aaron Khariwe ☎ 018 487 9870
<u>NOTE</u>	:	Candidates who are in possession of a post matric qualification in Secretarial or Office Administration will be an added advantage.
<u>POST 07/84</u>	:	<u>ADMINISTRATION CLERK (SPECIAL PROGRAMMES AND OUTREACH PROJECTS)</u>
<u>SALARY</u>	:	R94 575 per annum Level: 05
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate (Grade 12) with appropriate administrative experience PLUS following key competencies: ☐ Knowledge: • Project management. • Government policies • National Economic and Development Strategies, • Mining Sector, • Project/programs in DMR ☐ Skills: • Computer, • Organising and co-ordination, • negotiation, • analytical, • Facilitation and implementation☐ Communication: written and verbal communication at all levels. • Well developed interpersonal relationships at all levels ☐ Creativity: Logical, Creative/innovative thinker, • objective, • accurate and diplomatic.
<u>DUTIES</u>	:	Administer the Chief Directorate's budget. • Administer project (donor) funding. • Represent the Chief Directorate at management support related meetings.
<u>ENQUIRIES</u>	:	Ms N Lisa ☎(012) 444 3311
<u>POST 07/85</u>	:	<u>ADMINISTRATION CLERK (INVENTORY)</u>
<u>SALARY</u>	:	R79 104 per annum, Level 4
<u>CENTRE</u>	:	Head Office

REQUIREMENTS : A Senior certificate or equivalent qualification coupled with relevant experience in warehouse and/or dispatching PLUS the following key competencies: ☐ Knowledge of: • LOGIS PI • Supply Chain Management (SCM) • Public Finance Management Act (PFMA) • Treasury Regulations (TR) ☐ Skills: • Computer Literacy • Financial skills ☐ Communication: • Ability to communicate at all levels • Good Verbal and Written Communication • Telephone etiquette • Liaising with end Users • Ability to negotiate ☐ Creativity: • Prioritising of tasks • Problem Solving • Record keeping • Ability to work under pressure

DUTIES : Receive goods from Distributions • Retrieve goods from departmental store • Dispatch goods • Ensure that bincards are updated accordingly • Ensure safekeeping of warehouse • Ensure that items are issued out to end users within approved turnaround time • Maintain departmental store • Attend to enquiries

ENQUIRIES : Mr R Shingange ☎ 012 444 3091

POST 07/86 : **TELECOM OPERATOR/RECEPTIONIST**

SALARY : R79 104 per annum, Level 4

CENTRE : Northern Cape: Kimberley

REQUIREMENTS : A Senior Certificate (Grade 12) or Equivalent Qualification with appropriate experience. PLUS the following key competencies: ☐ Knowledge of: • MS office packages e.g. Word, Power point, Excel, e-mail, Internet etc. • Office/telephone etiquette • Filing systems ☐ Skills : • Computer literacy • Good organising skills • Interpersonal Skills • ☐ Communication: • Ability to interact with persons on various levels. • Sound written and verbal communication ☐ Creativity: • Ability to do a large variety of work. • Trustworthy, objective and innovative • Ability to work independently.

DUTIES : Perform telecom operation functions. Receive visitors. Keep the reception area tidy, update the regional office telephone lists. • Screening incoming and outgoing calls. • Do admin work e.g. filing, faxing bookings/travel arrangements for officials. • Render secretarial support in the absence of the Secretary.

ENQUIRIES : Ms Michelle Pitt ☎ 053 807 1700

NOTE : People with disabilities are encouraged to apply

POST 07/87 : **ADMINISTRATION CLERK**

SALARY : R79 104 per annum, Level 4

CENTRE : Northern Cape: Springbok

REQUIREMENTS : Applicants must be in a possession of a matric (Grade 12) and experience in office administration. PLUS the following key competencies: ☐ Knowledge of : • Functions of the Public Sector • Public Finance Management Act (Act 1 of 1999) • Minimum information security standards • A proven record in office administration and management ☐ Skills: • Good interpersonal relation and excellent organisational skills • Advanced practical computer skills in Microsoft office Suite: MS Word, excel, power point and outlook • Ability to work as a team or independently • Good report writing skills • Ability to work under pressure. ☐ Communication: • Excellent verbal and written communication skills in English • High level of accuracy and attention to detail. ☐ Creativity: • A creative confident and assertive person • Ability to work without or limited supervision • Ability to use own initiative and be creative.

DUTIES : Typing of reports and other documents for official use • Answering of the switchboard • Preparation of meetings, contracts and minute taking during staff and other Meetings. • Knowledge of applications and their minimum requirements • Assist on general office administrative duties (Filing, leave and S&T claims) • Assist with the posting of letters and daily banking of the office. • Adhere to PFMA and treasury regulations and other departmental policies and prescripts.

ENQUIRIES : Ms Michelle Pitt ☎ 053 807 1700

NOTE : Candidates with a qualification in Administration will have an added advantage People with disabilities are encouraged to apply

POST 07/88 : **SENIOR REGISTRY CLERK**

SALARY : R79 104 per annum, Level: 4

**CENTRE
REQUIREMENTS**

: Northern Cape: Springbok
:
: Applicants must be in a possession of a matric (Grade 12) or equivalent qualification coupled with experience in filing and record management. PLUS the following key competencies: ☐ Knowledge of: • National Archives and Records Service Act • Records management policies and procedures • Minimum information security standards Act • Promotion of access to information Act • Filing systems. • Minerals and Petroleum Resources Development Act (Act 28 of 2002) ☐ Skills: • Advanced practical computer skills in Microsoft office Suite: MS Word, excel, power point and outlook • Ability to work as a team or independently • Clear and correct business writing skills • Ability to work under pressure. ☐ Communication: • Excellent verbal and written communication skills • High level of accuracy and attention to detail. • Maintain confidentiality at all times ☐ Creativity: • A creative confident and assertive person • Ability to work without or limited supervision • Ability to use own initiative and be creative

DUTIES

: Monitor and track the utilisation of files from the registry. • Opening and closing of files. • Maintenance of the file index system and as well as other registers within registry • File all documents accordingly • Ensure that files are traceable at all times. • Safeguard all files and documents and ensure timeous distribution and dispatch. • Assist with opening of mail and the distribution thereof • Relieving of officials within admin sub directorate. • Knowledge of MPRDA applications and their minimum requirements

ENQUIRIES

: Ms Michelle Pitt ☎053 807 1700

NATIONAL PROSECUTING AUTHORITY

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

- APPLICATIONS** : E – Mail addresses and fax numbers are provided for each post respectively. Alternatively, hand deliver to: 123 Hartley, cnr. Westlake Street, Weavind Park, Pretoria, 0001 or post to: Private Bag X 752, Pretoria 0001. All hand delivered applications must be sent to the VGM building at the NPA head office at Silverton in Pretoria. All applications sent by post must be addressed to the following postal address: RESPONSE HANDLING ReruitNumberXXXX, National Prosecuting Authority of South Africa, Private Bag x 752, Pretoria, 0001
- CLOSING DATE** : 25 February 2011, applications will not be accepted after the closing date.
- NOTE** : Applications must be submitted on a Z.83 , obtainable from any Public Service Department, or www.npa.gov.za and must be completed in full. In full means both pages of the Z.83 must be completed and page 2 duly signed. If your Z.83 is not completed as prescribed above, your application will not be accepted. CV's without Z.83 will not be accepted. Hand written Z.83 and CV's must be completed in block letters, if not your application will not be accepted. Each post has a different Recruitment number. Applications without the correct Recruitment number / without a Recruitment number will not be processed. If you apply for more than one post, you must please submit a different/separate application for each post. Applications with multiple posts and Recruitment numbers will not be accepted. Each post has a separate Fax number and e- mail address. When you forward your application by fax/e- mail, ensure that you forward it to the correct fax number / e- mail address. Applications forwarded to the wrong fax number/e- mail address will not be processed. All applications must reach the NPA before the closing date. It is the sole responsibility of the applicant to ensure that their application (s) is with the NPA before the closing date. The NPA can not be held responsible for postal or server delays. Late applications will not be processed. The NPA advise applicants that postal applications be forwarded by registered mail. Fax and Email boxes will be closed at Midnight on the closing date. General: Candidates who would like to receive acknowledgement of receipt, must please complete the information in the correspondence contact details on page 1 of the Z. 83. (To have an acknowledgement sent to your cell phone, provide your cell number in the preferred contact details field). Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in respect of faxed and emailed applications. Please DO NOT contact telephonically the NPA directly after you have faxed/emailed your applications, to enquire if your application(s) have been received. Once your application(s) have been captured on the Response Handling System, an automatic acknowledgement of receipt will be generated to your Preferred Contact Method, as indicated in portion C of your Z.83. If you have not received an acknowledgement of receipt three (3) weeks after the closing date, then you can contact the NPA. Certified copies of qualifications need not to be included in your application(s) now. The certified copies will only be requested from the candidates who are short – listed for an interview. Where an advertisement states that a valid Drivers License is required, then please supply a certified copy of your license. The NPA reserves the right not to fill any particular position. If you do not hear from us within 3 months, please accept your application was unsuccessful. On the Z.83, information is required in respect of Race, Gender and Disability. Applicants are requested to complete these fields on the Z.83 because the NPA uses the information for Employment Equity purposes. Applicants are also requested to duly complete their ID numbers, name and surname information on the Z.83. Enquiries: Directed to the specific NPA Business Unit. Note: Successful candidates will be subjected to a security clearance at least up to a level of Top Secret. Appointment to these posts will be provisional, pending the issue of security clearance. If you can not get a security clearance, your appointment will be re- considered / possibly be terminated. Competency assessments will be conducted for level 12 and higher posts.

OTHER POSTS

- POST 07/89** : **ASSISTANT MANAGER: GENERAL**

(Re-Advertisement)

SALARY : R174 117 per annum (Level 8)
CENTRE : DPP-Bloemfontein
REQUIREMENTS : Grade 12, and at least 5 years relevant experience, preferably within the Criminal Justice System. Strong administrative, decision making, organizational and general office management skills. Communication skills (written and verbal). Good planning and supervisory skills. Computer literacy preferably, with experience of programmes such as MS Access, and MS Excel. Driver's license will be a recommendation. Performance measurement skills.

DUTIES : Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries e.g. responsible for work flow and document tracking in the office, drafting memoranda, drafting o correspondence for members of the public and other organizations and state departments. Pursue complaints lodged to identify issues and to initiate appropriate research and to pursue avenues of enquiry or research as indicated. Supervise the work of subordinates and divide the incoming work amongst administrative assistants. Perform certain less complicated leadership functions in respect of the giving of guidance, technical and specialized advice. Interpreting and application of directives and policy, planning, budgeting, labour relations and performance assessments. Measurement and the exercising of control and guidance. Perform other tasks as may be delegated.

ENQUIRIES : Mr George T Khosa, 051 410 6000
APPLICATIONS : Email: Recruit1806@npa.gov.za or Fax: 012 843-3863 Ref: 1806

POST 07/90 : **PRINCIPAL ADMINISTRATIVE ASSISTANT: FINANCE AND PROCUREMENT**
(Re-Advertisement)

SALARY : R113 568 per annum (Level 6)
CENTRE : Pretoria Head Office (Supply Chain Management)
REQUIREMENTS : Grade 12, at least 2 years relevant experience with LOGIS. Reliable, tolerant and determined. Ability to act independently and work under pressure. Excellent communication and administrative skills. General computer literacy and knowledge of programs in MS Word, MS Excel, MS Outlook and MS Power Point.

DUTIES : Capture the requisition form on LOGIS. Create a Government order on LOGIS. Compile a daily report of the requests received. Compile the monthly report. Calculate the Supply Chain Management price schedule. Liaise with all the relevant stakeholders.

ENQUIRIES : Musa Zondo (Pretoria Head Office) 012 845 6114
APPLICATIONS : Email: Recruit1807@npa.gov.za or Fax: 012 843-3864 Ref: 1807

POST 07/91 : **MESSENGER/DRIVER**
(Re-Advertisement)

SALARY : R79 104 per annum (level 4)
CENTRE : DDPP: Bisho
REQUIREMENTS : Grade 10, or equivalent qualification. Knowledge of and experience in Registry and messenger procedures. Code 8 driver's license.

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

ENQUIRIES : Viola Esterhuizen 040 608-6820
APPLICATIONS : Email: Recruit1809@npa.gov.za Fax: 012 843-3866 Ref: Recruit 1809

POST 07/92 : **CHIEF ADMINISTRATIVE ASSISTANT: PROCUREMENT (SUPPLY CHAIN MANAGEMENT)**
(Re-Advertisement)

SALARY : R140 208 per annum (level 7)
CENTRE : Pretoria Head Office
REQUIREMENTS : Relevant diploma/degree and 2 years experience in Purchasing / Supply Chain Management or any equivalent qualification in Commercial Studies. Knowledge of

PPFFA, PFMA and Supply Chain Management policy. Experience in record keeping. Administrative background and experience. Good computer literacy.

DUTIES : Verifying the requisition on the LOGIS register. Authorizing the requisition form on LOGIS. Verifying the Supply Chain Management price schedule of the suppliers. Authorizing and printing a purchase order for the suppliers and compiling a daily report of all the received requests. Compiling a monthly report of all the received requests. Liaising with all the relevant stakeholders. Attending to enquiries with the business units and the suppliers.

ENQUIRIES : Musa Zondo 012 845 6114
APPLICATIONS : Email: Recruit1814@npa.gov.za Fax: 012 843-3871 Ref: Recruit 1814

POST 07/93 : **ASSISTANT MANAGER: HRM & D (TRAINING AND DEVELOPMENT)**
(Re- Advertisement)

SALARY : R174 117 per annum (Level 8)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Bachelor Degree or equivalent qualification in Human Resource Management/ Social Science or related fields. Working knowledge of legislation applicable to HRM&D. Knowledge and experience of project management. Data management skills. Good planning and organizing skills. Good facilitation and presentation skills. Relevant and demonstrable experience in HRD. Good supervisory skills. Knowledge of document and records management. General computer literacy and knowledge of programs in MS Word, MS Excel, MS Outlook and MS Power Point. Excellent communication and administrative skills. Willing to travel and be able to work extended hours. Team player, reliable, tolerant and determined. Able to act independently. Research and networking skills. Valid driver's license

DUTIES : Assist with effective bursary administration and with the development and implementation of the Workplace Skills Plan. Ensure effective maintenance of training and bursary databases. Analysis and improvement of administrative processes. Ensure compliance with HRM&D policies and procedures. Assist with effective co-ordination of the Induction Programme. Facilitate effective record-keeping and archiving of information. Assist in management of the Graduate Recruitment Programme. Liaise with internal and external stakeholders. Assist in the management of the Internship programme.

ENQUIRIES : Donovan W Marks 012 845 6840
APPLICATIONS : Email: Recruit1829@npa.gov.za or Fax: 012 843 3886 ref: 1829

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number, to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001, Physical Address: Commission House, corner Hamilton & Zivogel Streets, Arcadia.
- FOR ATTENTION** : Ms A West
- CLOSING DATE** : 11 March 2011
- NOTE** : Applications must be submitted, on form Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV and original *certified* copies of qualifications, Identity document and Matric (Grade 12) certificate. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will be subjected to security clearance procedures and reference checking. It is the applicant's responsibility to make sure that foreign qualifications are evaluated by the South African Qualifications Authority (SAQA). No faxed applications will be considered. Candidates whose promotion/transfer will promote representivity will receive preference.

OTHER POSTS

- POST 07/94** : **ADMINISTRATIVE SECRETARY TO THE DEPUTY DIRECTOR-GENERAL CORPORATE SERVICES REF NO: AS-DDG/CS**

- SALARY** : R140 208 per annum
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Ideal Candidate Profile: • Computer literacy with Senior Certificate coupled with typing competency • A certificate or three-year Diploma in Office Administration with extensive experience will be an added advantage • Functional PC skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook • Effective administrative, organisational, communication and multitasking skills • Assertive, trustworthy professional with integrity • A motivated, self-driven, results and project-orientated individual with initiative and commitment to transformation • Ability to work both independently and as part of a team • Willingness to travel and work beyond normal working hours • Ability to work under sustained pressure and delivery satisfactory results • Ability to maintain high levels of confidentiality and interact with people at various levels • A valid Driver's licence will be an added advantage • A top secret security clearance will be required.

- DUTIES** : Key Performance Areas: • The successful candidate's duties will include • Providing administrative support functions for the effective functioning of the DDG: CS's Office • Researching, abstracting and preparing information and supporting documentation for meetings, projects, presentations and reports • Drafting/typing correspondence/documents including PowerPoint presentations • Answering the telephone, making and redirecting calls • Organising office logistics including making travelling and accommodation arrangements for the DDG: CS • Organising meetings/workshops and taking minutes • Maintaining an effective filing system • Acting as receptionist • Follow-up on behalf of DDG: CS on work assigned • Assisting with preparation and administration of the DDG's Office budget and expenditure control • Liaising with selected stakeholders in respect of the Office operations • Relieving the DDG: CS of various administrative tasks.

- ENQUIRIES** : Mr Ayanda Ndondololoz, Tel: 012 352 1074

- POST 07/95** : **IT ADMINISTRATOR**

- SALARY** : R94 575 per annum, level 5
- CENTRE** : Head Office: Pretoria (Directorate: Information Technology)

REQUIREMENTS

: Ideal Candidate Profile: •Senior Certificate (or equivalent IT qualification) • Experience in network operations, administration and secretarial support • Sound knowledge of Supply Chain Management policy • Knowledge of the Public Service System and Public Service Regulations, procedures, standards and PFMA • Computer literacy (MS Word, Excel, PowerPoint, Internet Explorer and Outlook) • Sound customer relations/interpersonal skills • Ability to communicate effectively (written, verbal and electronically) at different levels.

DUTIES

: Key Performance Areas: • The successful candidate's duties will include: • Arrange meetings/workshop that are IT related and manage the diary of the Director: IT • Maintain the filing system and attendance to telephonic enquiries • Acquire IT equipment in accordance with National Treasury Regulations and internal supply chain management policy • Assist the Director: IT with administration of IT budgets, expenditure and reconciling of the invoices • Ensure appropriate records are available and correct procedures are followed before expenditure is authorised. Initiate quarterly budgets reviews • Ensure IT asset tracking including the administration of the pool equipment • Analyse, investigate and provide guidelines on problem areas. Manage ad hoc information technology projects • Play a leading role in license administration • Compile and submit early warning reports, and verify expenditure reports and do follow-ups. Reconcile of invoices • Ensure that appropriate records are available and correct procedures are followed before expenditure is authorised • Verification of expenditure reports and follow-ups

ENQUIRIES

: Mr. S Ngcobo, Tel No: (012) 352-1036

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 07/96 : **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 07/97 : **SECRETARY TO DIRECTOR: EPWP ENVIRONMENT AND CULTURE, EPWP PUBLIC RELATIONS AND COMMUNICATIONS, REF NO: 2011/44**

SALARY : R140 208 per annum

CENTRE REQUIREMENTS : Head Office (Pretoria)
: 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 APPLICATIONS : Ms. M. Skosana, Tel: (012) 337 2200
: 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 07/98 : **SECRETARY TO DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT, REF NO: 2011/45**

SALARY CENTRE REQUIREMENTS : R140 208 per annum
: Pretoria Regional Office
: 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 APPLICATIONS : Ms. K. Tlhakudi, Tel: (012) 310 5946
: The Regional Manager, Department of Public Works Private BagX229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street Pretoria

FOR ATTENTION : Ms. K. Poee

POST 07/99 : **ADMINISTRATIVE OFFICERS: SUPPLIER REGISTER SUPPLY CHAIN MANAGEMENT, (2 POSTS) (12 MONTHS CONTRACT), REF NO: 2011/46**

SALARY CENTRE REQUIREMENTS : R140 208 per annum
: Durban Regional Office
: 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 any other assigned duties in relation to the implementation of the supply chain management.

ENQUIRIES

: Mr T Nkatha, Tel: (031) 3147151

DEPARTMENT OF SCIENCE AND TECHNOLOGY

The main focus of the Department of Science and Technology is on implementing the national research and development strategy. The strategy is implemented through an integrated approach that includes human resource development, knowledge generation, investment in science and technology infrastructure, and the strategic management of the public science and technology system. To assist us in achieving our goals, we wish to appoint dynamic individuals in the following positions in our head Office in Pretoria:

- APPLICATIONS** : To apply go to: <http://www.dst.gov.za>, click on "Careers" then select "Click for the Latest Job Opportunities". Applicants will then be directed to the available positions. Queries may be directed to help@jonti.co.za or call our helpline on 0861 113 460. You can also apply by sending your Z83, CV and application letter through email to HRHelpdesk@dst.gov.za or by post to Private Bag X 894; Pretoria, 0001 or hand deliver it to CSIR Campus, DST Building 52, Meiring Naude Road, Brummeria.
- CLOSING DATE** : 25 February 2011
- NOTE** : Shortlisted candidates will be requested to submit certified copies of all qualifications, identity document and three references. It is the responsibility of the applicant to have his/her foreign qualification evaluated by South African Qualification Authority (SAQA). All qualifications will be verified. Confirmation of final appointment will be subject to a positive security clearance and vetting of qualifications. Due to the high volume of responses anticipated, correspondence will be limited to short listed candidates only. Should you not hear from the department three months after the closing date, consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 07/100** : **DIRECTOR: INFORMATION TECHNOLOGY**
Unit: Informational System
- SALARY** : All inclusive package R685 200 per annum
CENTRE : Pretoria (CSIR/Scientia Campus)
REQUIREMENTS : An appropriate post graduate qualification in Information System/Technology or Computer Science. ITIL Manager's Certificate will be an added advantage. Minimum of Six years experience in Managing and/or directing an IT operation, Substantial exposure to data processing, hardware platforms, and enterprise software applications will be an added advantage. Good Knowledge and understanding of the telecommunication infrastructure, various computer technologies and how they impact the business, at least one computer programming language. Technical hardware and software keeping abreast of latest IT Technology, Broad IT knowledge particular in supporting an IT network environment, understanding how to deploy and manage information systems in support of an organizational objectives. Strong IT technical support, Leadership, Problem solving, Communication, Interpersonal and Project management skills.
- DUTIES** : Management of information Technology solutions delivery and service delivery to the department. Manage and implement IT solutions in the Department. Implementing Information Technology solutions usable to computer end users, Monitoring and evaluation of all IT processes to ensure that the IT value proposition is realized, Resource management.
- ENQUIRIES** : Mr C Covane, Tel 012-843 6614
- POST 07/101** : **DIRECTOR: RISK MANAGEMENT UNIT**
Unit: Office of the Director General
- SALARY** : R685 200 per annum (all-inclusive remuneration package)
CENTRE : Pretoria (CSIR/Scientia Campus)
REQUIREMENTS : An appropriate three-year financial and/or legal degree or equivalent. A Certified Internal Auditor and/or Chartered Accountant and Membership of the Institute of Risk Management will be an added advantage. Six years' working experience in a risk management environment, of which two must be in a senior management position. Sound knowledge of the Public Finance Management Act and Treasury Regulations; knowledge of the Public Sector Risk Management Framework and risk management standards and procedures; and knowledge of corporate governance prescripts. The

incumbent must possess the following skills: project management, negotiation, people management, communication, planning and problem-solving.

DUTIES : The incumbent will manage the implementation of the enterprise risk management within the Department; manage the implementation of the fraud prevention plan; oversee the risk management function in the Department; manage relationships with key risk management stakeholders; coach, mentor and develop the risk management team; and manage the financial resources allocated to risk management unit.

ENQUIRIES : Ms L Mlangeni, tel. 012 843 6823

POST 07/102 : **DIRECTOR: GOVERNANCE**
Unit: Policy, Planning, Governance, Monitoring and Evaluation

SALARY : R685 200 per annum
CENTRE : Pretoria (CSIR/Scientia Campus)
REQUIREMENTS : An appropriate Post graduate Qualification in Management, Accounting or any related discipline. 6 years working experience in Governance. Knowledge of the National System of Innovation and its relation to performance management and evaluation, understanding of the development, implementation and performance management system, strategic management and planning, knowledge of strategic orientation of SETI's, Research and Development Strategy and its goals, Public Finance Management Act, Interpretation of legislation, understanding of corporate or public sector governance and research, Corporate governance. Ability to draft and interpret legislation, Report writing, Finance management, Policy formulation and evaluation, people management, strategic management and Planning skills.

DUTIES : Board appointments and maintenance. Board performance. Appointment of Department based science Councils Chief Executive Officer. Acquisition and transfer of institutions. Development of Governance models. Resource Management.

ENQUIRIES : Mr D Mmakola (012) 843 6745

POST 07/103 : **SENIOR SPECIALIST: POLICY INVESTIGATION**
Unit: NACI

SALARY : R685 200 per annum
CENTRE : Pretoria (CSIR/Scientia Campus)
REQUIREMENTS : A recognized Post-graduate qualification preferably a doctorate in Science or Economics. 6 years applicable experience in public policy or research environment. Good understanding of National System of Innovation, Knowledge of the use of quantitative information in government policy-making, statistical and research methodology is essential as well as Science and Technology and economic indicators. Strong analytical, writing, communication and public policy, computer literacy, networking and liaison, project management skills. Ability to work independently and as part of the team. Innovative/ Creative. Evidence of independent research publication would be an added advantage.

DUTIES : Initiation and management of internal projects. Recruit appropriate service providers. Facilitation of Council and Secretariat activities. Resource management.

ENQUIRIES : Dr K Bharuth-Ram (012) 818 8607

POST 07/104 : **SPECIALIST: POLICY AND STRATEGY ANALYST**
Unit: Policy, Planning, Governance, Monitoring And Evaluation

SALARY : R685 200 per annum
CENTRE : Pretoria (CSIR/Scientia Campus)
REQUIREMENTS : An appropriate post graduate degree in Science, Economics or development studies. 10 years working experience in Policy development and analysis from which four years experience on Management level. Good understanding of the NSI, government policy, knowledge and experience in research methodology and STI knowledge. Ability to network and liaise, policy analysis, written communication and public policy, interpersonal and advanced skills in project management, Computer literacy.

DUTIES : Policy analysis and research. Policy briefs. Management of policy implementation. Policy resource mobilization

ENQUIRIES : Mr D Mmakola (012) 843 6745

OTHER POSTS

- POST 07/105** : **POLICY ANALYSIS SPECIALIST**
Unit: NACI
- SALARY** : R406 839 per annum
CENTRE : Pretoria (CSIR/Scientia Campus)
REQUIREMENTS : An appropriate post graduate qualification in Science, Economics, Social Sciences or Development Studies or in a relevant field. 3 years working experience in a project management position. Knowledge of Policy environment and policy development processes. The National System of Innovation, policy, strategy and legislative analysis and interpretation. Research methodologies and data management. Ability to establish and maintain good relations with key stakeholders, good communication, advanced project management, problem solving and analytical skills.
- DUTIES** : Project Management of Policy Research. Provision of strategic policy Input. Identification of innovation policy priorities. Stakeholder management.
- ENQUIRIES** : Dr K Bharuth-Ram (012) 818 8607
- POST 07/106** : **DEPUTY DIRECTOR: BUSINESS ANALYST**
Unit: Informational System
- SALARY** : All inclusive package R406 839 per annum
CENTRE : Pretoria (CSIR/Scientia Campus)
REQUIREMENTS : An appropriate post graduate qualification in Information System/Technology or Computer Science. ITIL Manager's Certificate will be an added advantage. Minimum of three to five years experience in system development and analysis. Good Knowledge system development lifecycle and methodologies, at least one computer programming language, Technical hardware and software knowledge, keeping abreast of latest IT Technology, Knowledge of various computer technologies and how they impact in the business, Knowledge of software development, Technical understanding in the areas of application programming database and system design. Strong IT technical support, Leadership, Problem solving, time management, programming database development, Communication, Interpersonal and Project management skills.
- DUTIES** : System analysis, design and development based on the user requirements. Provision of direction and standards for system development in DST. Provision of technical system recommendation and testing. System/software Project management. Performing advisory role on the improvements of the DST information/record Management and information system Resource management.
- ENQUIRIES** : Mr C Covane, Tel: 012 – 843 6614
- POST 07/107** : **ASSISTANT DIRECTOR: RISK MANAGEMENT UNIT**
Unit: Office of the Director General
- SALARY** : R206 982 per annum
CENTRE : Pretoria (CSIR/Scientia Campus)
REQUIREMENTS : An appropriate tertiary qualification in internal audit, accounting, risk management or equivalent. Two to three years' working experience in a risk management environment. Technical knowledge in the application of risk management concepts and principles, understanding of the concept of control and corporate governance. Sound knowledge of Public Sector Risk Management Framework. Knowledge of fraud prevention policies and related legislation and in-depth knowledge of the Department. The incumbent must possess the following skills: planning and problem solving skills; good verbal and written communication skills; people management skills; computer literacy, negotiation and presentation skills.
- DUTIES** : The incumbent will assist in the implementation of enterprise risk management and fraud management within the Department; assist in developing, monitoring and managing the risk management policies; maintain and update the risk database; assist in coordinating the Risk Management Committee meetings.
- ENQUIRIES** : Ms S Mmope, tel. 012 843 6836
- POST 07/108** : **ASSISTANT DIRECTOR: INFORMATION SECURITY**
Unit: Informational System

SALARY : R206 982 per annum
CENTRE : Pretoria (CSIR/Scientia Campus)
REQUIREMENTS : An appropriate Degree in Information Systems/Technology or Computer Science, Information security management qualification such as CISSP or CISM, A+, LPI, CCNA, RHCE, N+ will be an added advantage. At least 2 years working experience in Information security support and/or related functions (such IT audit and IT Risk Management), Experience in operational support, hands-on risk, security and vulnerability assessments of IDS/IPS, VPNs and desk top computers will be an added advantage. Knowledge of TPC/IP based networks, Security fundamentals (encryption, PKI, firewalls), FreeBSD, Linus, windows, Web applications and operating systems and understanding of basic networking. Strong network skills, Basic programming skills, Security policy and standards and strong written and oral communication skills.

DUTIES : Implementing and maintaining safe functioning of DTS network security infrastructure. Implementing and maintaining the information Security programme. Coordinate and manage the implementation of information security on desktop computers and servers. Implementation of IT service continuity plan and administering the information security incidents.

ENQUIRIES : Mr C Covane, Tel: 012 – 843 6614

POST 07/109 : **SENIOR SECRETARY**
Sub-Programme: Corporate Service

SALARY : R113 568 per Annum
CENTRE : Pretoria (CSIR/Scientia Campus)
REQUIREMENTS : Senior Certificate and at least a Diploma or Certificate in Office Administration. At least 2 years relevant secretarial experience. Competencies: Computer literacy, good interpersonal, communication skills, organizational skills, ability to work under pressure.

DUTIES : The successful candidate will be responsible for providing secretarial and administrative support to two Managers, daily office management, diary management, minute taking. * Manage routine correspondence and the processing of subsistence and travel allowances (This will include handling of logistics and related services for meetings, travel and accommodation arrangements and assisting with events).

ENQUIRIES : Ms A Makua, Tel: 012 – 843 6795

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** : 28 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 07/110** : **CHIEF DIRECTOR: SOCIAL ASSISTANCE**
Branch: Comprehensive Social Security
- SALARY** : R830 502 p.a. 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
- CLOSING DATE** : The closing date for this post has been extended until 28 February 2011)

OTHER POSTS

- POST 07/111** : **DEPUTY DIRECTOR: GENDER FOCAL POINT**
Directorate: Gender Focal Point
- SALARY** : R406 839 per annum
CENTRE : Pretoria
REQUIREMENTS : Appropriate Bachelors Degree Social Science/Law/Gender Studies/Development Studies or equivalent qualification PLUS credible experience in the gender field. Willingness to travel. Formal training in project management will be an added advantage. Knowledge of women empowerment. Thorough knowledge of gender mainstreaming. A clear understanding of global gender and development issues with specific focus on gender in South Africa. Understanding of international, continental, regional and national instruments on gender development and gender mainstreaming. Competencies needed: Project management. Policy Development. Training and facilitation skills. Problem-solving skills. Financial management. Computer literacy. Good communication (written, verbal and liaison) skills. People management. Report writing skills. Planning and organising skills. Community development and gender mainstreaming. Attributes: Ability to work independently. Innovative and creative. Hard working and diligent. Trustworthy. Friendly. Assertive. □Courteous. Honest. Confident. Team leader.
- DUTIES** : Key Responsibilities: Ensure integration of gender concerns in all the Department's programmes, policies, planning and budgeting processes. Facilitate the development, implementation and monitoring of the Department's Gender Mainstreaming Guidelines. Co-ordinate, plan and monitor gender mainstreaming within the Department. Undertake a rapid analysis of the available programmes to establish the extend of gender-mainstreaming to inform the development of the departmental gender guidelines. Facilitate the establishment of Provincial Gender Focal Points. Provide technical assistance to gender focal points within the Department. Network and liaise with DSD stakeholders (NGO's, FBO's, Civil Society and Private Sector on women empowerment and gender equality) and ensure sustainability of strategic alliances. Serve in the general National Gender Machinery. Facilitate funding for gender related projects. Assess, monitor and evaluate projects funded under auspices of gender and gender mainstreaming. Undertake advocacy and lobbying of programmes as per national, regional and international women and gender instruments including facilitating and coordinating Human and Women's Rights calendar days. Facilitate and co-ordinate the commemoration of the International/ National Day/ Month, 16 Days of Activism and the International Rural Women's Day. Serve as a resource person for the office of the Minister and Director-General on data, issues and speeches around gender mainstreaming within Department and its external stakeholders. Report to relevant stakeholders as and when required. Support the Director with administration of the Gender Focal Point budget to meet to meet its set objectives. Ensure accountability by reporting to all the relevant structures in justifying the usage of resources.
- ENQUIRIES** : Ms I Matlou Tel: (012) 312-7776
- POST 07/112** : **ASSISTANT DIRECTOR: STRATEGIC PLANNING AND POLICY MONITORING**
Directorate: Population and Development Strategy
- SALARY** : R206 982 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.
- CENTRE** : Pretoria
REQUIREMENTS : Appropriate recognized Bachelors Degree (or equivalent qualification in social science/population studies PLUS credible experience in the population and development field. A post-graduate qualification in Population Studies would be an added advantage. Competencies needed: Strategic, operational and project planning skills. Project management skills. Monitoring and evaluation skills. Well-developed communication (written, verbal and liaison) skills. Report writing skills. Computer literacy. Planning and organising skills. Knowledge and understanding of the Population Policy for South Africa and its implementation. Knowledge and

understanding of population trends and dynamics, and the integration of population into development planning.

DUTIES

: Key Responsibilities: Develop and maintain a database to support the monitoring and evaluation of the implementation of the Population Policy. Facilitate surveys in the government sector to collect data and information for the compilation of reports on progress with the implementation of the Population Policy and the ICDP Programme of Action in South Africa. Facilitate strategic and business planning in the Chief Directorate: Population and Development. Monitor and report on progress with the Chief Directorate's business plans. Render technical support and give guidance to policy makers and planners in government departments to integrate population issues into policies, strategies and development planning.

ENQUIRIES

: Ms I Mentz Tel: (012) 312-7957

DEPARTMENT OF TOURISM

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

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to Kone Staffing Solutions at P.O. Box 1132, Rivonia, 2128 or hand delivered to No3 Autumn Street, Rivonia or e-mail to rh@konesolutions.co.za and fax: 086 730 6675
- CLOSING DATE** : 07 March 2011
- NOTE** : In order to be considered, applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Note: short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

OTHER POSTS

- POST 07/113** : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: NDT29/2011**
- SALARY** : R406 839 per annum (an all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognized degree/diploma in Labour Relations plus extensive relevant experience in labour relations or equivalent qualification. Knowledge of prescripts governing Labour Relations e.g. BCEA, LRA, EEA, PSA, SDA, Public Service Regulations, PFMA. Understanding of the collective bargaining process. Basic Financial management, good communication (verbal and written), interpersonal relations and managerial skills.
- DUTIES** : Administer and handle disputes at all institutional levels. Facilitate the handling of grievances and implement the disciplinary code and procedure. Provide support and advice to the department on employee relations issues. Coordinate the development of line managers on employee relations issues. Coordinate and provide technical and secretarial services to the Departmental Bargaining Chamber by giving support to employer and employees. Ensure compliance with relevant legislation and regulatory requirements.
- ENQUIRIES** : Ms E Mkhavele, tel 012 310 3269
- POST 07/114** : **DEPUTY DIRECTOR: SPECIAL PROJECTS REF NO: NDT30/2011**
3 -Year Contract
- SALARY** : R406 839 per annum (an all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognized degree/diploma in Human Resource Management or equivalent qualification plus relevant experience in the field, Social Science and/or related fields. Relevant experience in/and knowledge of OD investigations, restructuring and other special projects. An in-depth understanding of enabling legislation (BCEA, EEA, LRA, SDA, PSA, PSR). Appropriate management experience in the HR environment. Excellent communication (verbal and written) skills. Advanced computer literacy. Ability to manage the compilation of statistics, conduct trend analysis and compile reports.
- DUTIES** : Reporting to the Chief Director: Corporate Affairs, the incumbent will amongst others perform organizational design support services to the department, conduct organizational design investigations emanating from the departmental strategic plans as well as branch plans, conducting functional analysis of branch structures and adjust same in accordance with tourism strategic imperatives, preparations of job descriptions, oversee and co-ordinate and manage process mapping and special projects including OD investigations and the restructuring of the Department in order

to support the strategic objectives and requirements of the Department's core mandate.

ENQUIRIES : Mr A Mafanele, tel. 012 310 3765

POST 07/115 : **ASSISTANT DIRECTOR: SERVICE EXCELLENCE IMPLEMENTATION AND MONITORING REF NO: NDT31/2011**

SALARY REQUIREMENTS : R 206 982 per annum (Total inclusive package of R291 578.00 /conditions apply)
: An appropriate recognized degree/diploma in Tourism or equivalent qualification. A post graduate qualification and relevant experience in the management of tourism programmes will be an added advantage. Knowledge and experience in the development and monitoring of programmes. Conducting of awareness initiatives, private public partnerships, excellent communication (verbal and written), financial management and performance management is critical. Good computer literacy and knowledge of electronic document management system (EDMS) will serve as an advantage. Good interpersonal, willingness to work long hours and organizational skills are considered as important attributes for the post.

DUTIES : Develop and review implementation and monitoring tools. Conduct awareness for the buy in from the industry on the implementation of the service excellence strategy and programmes as well as monitoring, evaluating and reporting on the implementation.

ENQUIRIES : Mr JB Simelane, tel 012 310 3790

POST 07/116 : **ASSISTANT DIRECTOR: SERVICE EXCELLENCE POLICY, PLANNING AND ADVOCACY REF NO: NDT32/2011**

SALARY REQUIREMENTS : R 206 982 per annum (Total inclusive package of R291 578.00 /conditions apply)
: An appropriate recognized degree/diploma in Tourism or equivalent qualification. A post graduate qualification and relevant experience in the management of tourism programmes will be an added advantage. Knowledge and experience in policy formulation and project management. Private Public partnerships, excellent communication (verbal and written), financial management, performance management is critical. Good computer literacy and knowledge of electronic document management system (EDMS) will serve as an advantage. Good interpersonal, willingness to work long hours and organizational skills are considered as important attributes for the post.

DUTIES : Develop and review Service Excellence policies and strategies. Coordinate the development of standards and measurement tools. Initiate the development of partnerships for the Service Excellence initiatives. Coordinate the development of the Consumer Feedback system. Initiate the development of state of service excellence reports.

ENQUIRIES : Ms P Molele, tel 012 310 3347

POST 07/117 : **SENIOR HUMAN RESOURCE PRACTITIONER: DISCIPLINE AND GRIEVANCES REF NO: NDT33/2011**

SALARY CENTRE REQUIREMENTS : R174 117 per annum (Total inclusive package of R251 702 /conditions apply)
: Pretoria
: An appropriate recognized degree/diploma in Labour law/Labour Relations or equivalent relevant qualification plus at least 2 years' working experience in labour relations or Grade 12 plus at least 5 years' relevant experience in Labour Relations. Practical experience in conducting investigations and representing the employer at the disciplinary hearings. Clear understanding of relevant legislation, regulations, policies and collective agreements.

DUTIES : Facilitate the resolution of grievances and disputes investigate allegations of misconduct. Represent the department at disciplinary hearings. Provide support and advice to management and staff on Labour Relations matters. Keep and maintain databases of grievances and disciplinary cases. Compile statistical reports

ENQUIRIES : Mr J Madigwa, tel 012 310 3432

POST 07/118 : **SENIOR ADMINISTRATIVE OFFICER: TOURISM STATISTICS/INDICATORS REF NO: NDT34/2011**

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

REQUIREMENTS : An appropriate recognized degree/diploma or equivalent qualification plus relevant research experience. Good computer literacy and use of standard packages. Good communication skills (verbal and written). Project management and policy formulation skills. Qualitative and quantitative research skills are an essential requirement. Experience specific to the field of Tourism will be an added advantage.

DUTIES : Support the Sub-Directorate: Tourism Statistics/indicators in the development of baseline indicators. Facilitate access to tourism statistics. Assist in the interpretation and application of policies and directives. Manage information and documentation. Assist in the management of the sub-directorate. Provide general administrative support functions. Assist in the management of projects as well as planning and organising the programs of the sub-directorate

ENQUIRIES : Ms K Tlabela, tel 012 310 3463

POST 07/119 : **SENIOR HUMAN RESOURCE PRACTITIONER: RECRUITMENT REF NO: NDT35/2011**

SALARY : R174 117 per annum (Total inclusive package of R251 702 /conditions apply)
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognized degree/diploma in Human Resources Management or equivalent qualification plus relevant experience in HRM field. Knowledge of the recruitment and selection processes. Ability to interpret policies and directives on HR matters. Skills in formulating and writing reports. Ability to plan and organise the activities of the division. Good understanding and functional knowledge of the Public Service Act, Public Service Regulations, Basic Conditions of Employment Act and Employment Equity Act. Experience in the use of Persal System. Good communication (verbal and written), organising and planning skills. Good analytical thinking, innovation, and creative skills. Good computer literacy and use of standard packages. Ability to work under pressure.

DUTIES : Support effective Recruitment, Selection and Placement of competent human resources in the Department. Provide advice and support to line managers on the implementation of the Department's retention policy. Provide support in the development and implementation of the Department recruitment policies. Develop, refine and maintain databases, reports and surveys on Recruitment, Selection and Placement. Provide overall supervision and guidance to staff.

ENQUIRIES : Mr G Ntshane, tel: 012 310 3367

POST 07/120 : **SENIOR ADMINISTRATIVE OFFICER: INTERGOVERNMENTAL COORDINATION AND STAKEHOLDER MANAGEMENT REF NO: NDT36/2011**

SALARY : R174 117 per annum (Total inclusive package of R251 702 /conditions apply)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate plus appropriate working experience in an administrative capacity within an office environment. A degree/diploma in Tourism Management will be an advantage. Knowledge of government administration, procurement, financial procedures and document management. Good Interpersonal, Organising, Planning and Communication (verbal and written) skills. Good computer literacy and use of standard packages. Ability to work individually and in a team. Willingness to work extra hours. Sense of responsibility and loyalty. Ability to work efficiently under pressure.

DUTIES : Coordination of departmental bilateral meetings on cross sectoral policy implications. Provide administrative support in the drafting and coordination of documents for all meetings. Provide secretariat services for meetings/workshops and all stakeholder engagement platforms/forums. Gather, collate and package documents for all meetings. Coordinate procurement of goods and services within the Sub-Directorate. Liaise with other components within the Department and stakeholders regarding sector plans, strategies and programmes. Manage the stakeholder database. Arrange venues, travel and accommodation for meetings/workshops and process payment of invoices.

ENQUIRIES : Ms B.R Peege, tel 012 310 3348

POST 07/121 : **SENIOR PROVINCIAL PROJECT ADMINISTRATOR: DIRECTORATE: PROGRAMME MANAGEMENT NDT37/2011**

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

CENTRE REQUIREMENTS : Eastern Cape (Mthata)
: An appropriate recognized degree/diploma in Public Administration coupled with relevant experience in Office Administration. Experience in finance and procurement procedures, project and contract management. Good communication skills (verbal and written). Organizational and interpersonal skills. Good computer literacy and use of standard packages. Ability to work in a multi-project environment as part of a team. Ability to work under pressure, multi-tasking and self supervision.

DUTIES : Provide administration support to the Directorate: Programme Management. Oversee logistical support to both regional and national offices. Provide procurement support to both regional and national offices. Provide secretarial support to the directorate. Ensure proper document management system is in place and adhered to archiving prescripts. Assist with correspondence and communicate with clients and stakeholders. Assist with the Skills Audit process.

ENQUIRIES : Mr T Sibeko, tel 012 310 3667

POST 07/122 : **ADMINISTRATION OFFICER (TOURISM SERVICE EXCELLENCE) REF NO: NDT38/2011**

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

DUTIES : The Development and maintenance of the stakeholder's database. Provide support in the implementation of service excellence action plans and intervention. Provide administrative support to the directorate. Consolidate all queries from all stakeholders. To provide support for the implementation of consumer feedback mechanism. Compile presentations, submissions, reports and type documents. Prepare and submit travel claims for approval and payment. Liaise with stakeholders with regards to general queries and provide assistance /information. Make logistical arrangements for meetings and workshops. Responsible for the procurement process of goods and services for the Directorate. Make travel arrangements, taking minutes and perform other office administration related functions.

ENQUIRIES : Mr JB Simelane, tel 012 310 3790

POST 07/123 : **DRIVER/MESSENGER 2 POSTS OFFICE OF THE DIRECTOR-GENERAL NDT39/2011**

SALARY CENTRE REQUIREMENTS : R79 104 per annum (Total inclusive package of R 136 420 /conditions apply)
: Pretoria/Cape Town
: A Grade 12 certificate or Abet training with appropriate experience. A valid drivers licence. Ability to read and write clearly. Knowledge of procedures to ensure proper maintenance of vehicles, Good communication (verbal and written) and interpersonal skills. Sound planning and organising skills; Ability to read maps. Willingness to work after hours.

DUTIES : Render a driving and related support function in the office of the Director-General. Collect and deliver documents. Transport employees of the Department and guests of the Director-General in Cape Town office. Render a general support function and record keeping of the utilization of the allocated motor vehicle. Maintain knowledge on the policies and procedures that applies in the work environment. Perform other general office administration related functions if and when required.

ENQUIRIES : Ms N Sebola, tel 012 310 3604
NOTE : Applicants must indicate their preference for the position

DEPARTMENT OF TRADE AND INDUSTRY

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

OTHER POSTS

- POST 07/124** : **ASSISTANT DIRECTOR: PERFORMANCE AUDIT REF NO: ODG/AUDIT 045**

- SALARY** : R 206 982 per annum
- REQUIREMENTS** : Minimum: A three year National Diploma in Auditing / Accounting, B Com Degree with Auditing & Accounting as major subjects. *A three years Performance Audit experience, Extensive knowledge of performance audit principles, concepts and their application. *Knowledge of and training in the Teammate auditing tool. *Knowledge of Public Finance Management Act and Treasury Regulations. *Knowledge of Internal Audit Standards and Government Auditing Standards. *Valid driver's licence, *Computer Literate. *Analytical thinker. *Attention to details. *Good Leadership. *Conflict Management Skills. *Good time management. * Certified Internal Auditor (CIA) or Certified Government Auditing Professional (CGAP) qualification will serve as an added advantage or studying towards the qualification.
- DUTIES** : *Compile engagement letter and project plans for performance audits. *Plan and conduct performance audits in accordance with the approved performance audit methodology. *Assume the role of a project leader and supervise the performance auditors. *Set up and participate in Audit Steering Committee meetings. *Review the working papers during the fieldwork process. *Issue memorandum of informal queries to the client. *Draft Performance Audit reports based on evidence gathered. *Maintain the project file on team mate. * Provide weekly feedback and updates on project status. * Provide inputs and summary documents for the Audit Committee meetings. * Transfer skills to Internal Auditors that participates in a performance audit projects. *Assist with the preparation of Audit Committee packs. * Assist in the identification of performance audit subjects for inclusion in the coverage plan annually.

- POST 07/125** : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY (IT) AUDIT SPECIALIST REF NO: ODG/AUDIT 046**

- SALARY** : R 206 982 per annum
- REQUIREMENTS** : Minimum: National Diploma in IT Auditing / BCom Degree with at least auditing, Information Technology & accounting as major subjects. Ideal: BCom Honours with Information Systems auditing, Internal Auditing and/or accounting as major subjects Valid driver's licence Minimum: 3 - 5 years IT auditing experience Ideal: 5 years IT auditing experience with at least 1 year supervisory experience Knowledge of and training in TeamMate auditing tool. PFMA and treasury regulations. IIA standards and guidelines. MS Office (Word & Excel & PowerPoint). ISACA standards and guidelines. Member of Institute of Internal Auditors (IIA). Certified internal auditor qualification (CIA) or CIA studying towards the qualification. Corporate governance principles Certified Information Systems Auditor (CISA) qualification or studying towards the CISA qualification. Member of ISACA
- DUTIES** : Key responsibilities: Evaluate the operational and strategic risk registers and identify high risk areas in order to determine where audits should take place and provide input to the Strategic documentation of the Internal Audit Unit. Develop the audit scope and compile engagement letters. Set-up meetings with management to discuss engagement letter. Prepare and review system descriptions, work papers, audit findings, and compile a draft report for the Deputy Director's review. Conduct meetings with line managers to settle disagreements regarding audit findings. Complete quality assurance documentation as part of audit process. Provide inputs and summary documents for the audit committee meetings. Compile budget for each IT audit and monitor progress against budget as project progresses. Provide weekly feedback and updates on project status. Skills transfer to staff on audit techniques, procedures and

processes. Provide input into team member's performance agreement and transfer of skills documentation regarding development and training areas. Skills transfer to staff on audit techniques, procedures and processes.

THE PRESIDENCY

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or hand deliver at 535 Proes Street, Arcadia, Pretoria, 0082
- CLOSING DATE** : 04 March 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.

MANAGEMENT ECHELON

- POST 07/126** : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT**
- SALARY** : Salary: An all-inclusive remuneration package of R830 502 per annum (Level 14)
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised degree or equivalent qualification | Senior management and leadership experience | Demonstrated experience in managing the full suite of Human Resource Management functions | Knowledge of Human Resource Management, with specific reference to Strategic Human Resource Management, Strategic leadership skills | Human Resource management skills | Organisational development skills | Financial, programme and project management skills | HR Strategy and planning Customer relationship management | Negotiation and facilitation skills | Verbal and written communication skills
- DUTIES** : Provide strategic leadership in terms of Human Resource Management to the Department through the management of Human Resources, HR strategy and planning, Organizational Development, Labour Relations and Employee Health and Wellness. Develop and implement HR strategy and HR plan for the Presidency. Manage the performance of the Directorates: Human Resource Operations, Organizational Development and Employee Health and Wellness in relation to service delivery and performance standards set for outputs and projects of the Directorates | Manage the Human Resources of the Chief Directorate: Human Resource Management in accordance with the Departmental Human Resource Plan, Performance Management System and Disciplinary and Grievance Codes | Perform financial management functions of the Chief Directorate in accordance with the provisions of the Public Finance Management Act, 1999 (as amended) and Treasury Regulations | Serve as a member of the Senior Management team | Actively contribute to the formulation and implementation of the Departmental Strategic Plan | Communicate, report on and integrate the outputs of the Chief Directorate, internally in the Department and externally with all stakeholders
- ENQUIRIES** : Ms Rose Matlou- Tel: (012) 300 5983
- CLOSING DATE** : 27 February 2011
- NOTE** : Confirmation of final appointment will be subject to positive security clearance. Shortlisted candidates will be subjected to a competency assessment. The successful candidate will be required to enter into a performance agreement and sign a financial disclosure annually.

OTHER POSTS

- POST 07/127** : **REMUNERATION SPECIALIST**
4 Year Contract
- SALARY** : R406 839 per annum (all inclusive package), Level 11
- REQUIREMENTS** : Bachelor's Degree in Commerce or equivalent qualification. Honours Degree or SARA Global Remuneration Practice (GRP) certificate will add as an advantage. Relevant experience in remuneration practice, human resource management and or financial analysis. Sound knowledge of remuneration principles and practice. Excellent

remuneration research, analysis and reporting skills. Strong communication ability at all levels. Capable in administration, experience in remuneration management in either of the three above institutions: national Parliament/Legislature, Judiciary and Traditional leadership structures in South Africa.

DUTIES : Provide remuneration research, administration and reporting support to the Head of Secretariat and the Commission with regard to specified public office bearer positions in different spheres of Government. Conduct research and analysis on remuneration and reward strategy and practices in relevant public office bearer institutions. Execute and update job profiling, grading and benchmarking exercises in respect of relevant positions, authorities, judiciary and traditional leadership structures. Monitor and review all processes relating to remuneration of relevant office bearers. Report to advise the Head of the Secretariat on remuneration strategy developments, trends, practices and suggestions. Liaise with stake holders in the relevant institutions with regard to remuneration issues. Establish direct communication structures with relevant stakeholders. Support the Head of Secretariat and the Commission with regard to specified Public Office Bearer position in different spheres of Government. Prepare submissions in respect of remuneration within the relevant institutions.

ENQUIRIES : Mr P Makapan 012 300 1707

NOTE : Short-listed candidates for the level14 post will be subjected to a competency assessment. The successful candidate will be required to enter into a performance agreement and sign a financial disclosure annually

POST 07/128 : **SENIOR ADMINISTRATIVE OFFICER**
Purpose: To provide secretarial and office administrative support to the Commission's Secretariat.

SALARY : R 161 970 per annum Level 8
REQUIREMENTS : National Diploma in Office Administration or equivalent qualification coupled with secretarial or office administration and at least three years' office management experience. Computer skills, filing and general office management skills and experience. Ability to handle work pressure and stress. Good written and verbal communication skills. Knowledge of MS package , internet and e-mail.

DUTIES : Financial and administration of the Commission. Effective management of the secretariat's staff diaries and asset registry. Make travel arrangements and process claims. Arrange meeting/workshop facilities. Manage general correspondence including drafting standard letters. Operate standard office equipment. Take minutes at secretariat meetings. Receive and transmit messages in the unit. Maintain filing and handling classified documents. Assist with other logistical and administrative tasks as may be required. Maintain the annual program and the leave registry of the Secretariat.

ENQUIRIES : Mr P Makapan 012 300 1707

POST 07/129 : **SENIOR SECRETARY: PRIVATE OFFICE OF THE PRESIDENT 2 POSTS**

SALARY : R 113 568 per annum
CENTRE : Pretoria and Cape Town
REQUIREMENTS : Grade 12, a secretarial qualification with excellent typing skills and a working knowledge of the Microsoft Office Suite (MS Word, PowerPoint, MS Outlook and Internet Explorer. Good organisational, interpersonal and communication skills. The incumbent must be willing to work irregular hours and will have the ability to work with minimum supervision in a highly pressurised environment.

DUTIES : Provide Administrative support to the unit. manage correspondence, fax, record and file documents , evaluating all incoming faxes/ documents, making travel arrangements including submitting claims for subsistence and travel, operating standard office equipment including telephone, fax & photocopy machines, acknowledging of correspondence and assisting with the general logistical requirement of the Presidential Support Services

ENQUIRIES : Mr. Robert Ngobeni (012) 300 5219

NOTE : The successful candidate will be required to undergo a "Top Secret" security clearance.

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

- APPLICATIONS** : Gauteng Shared Service Centre, 75 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222
- CLOSING DATE** : 04 March 2011
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.
- The Cradle of Humankind World Heritage Site (COH WHS) is a 47 000 hectare palaeo-anthropological site of unique international significance located in the north western quadrant of Gauteng. Dinokeng is a developing tourism area in the north eastern quadrant of Gauteng. Both projects are geospatial tourism projects of the Gauteng Provincial Government, which aims to establish the two project areas as eco-tourism destinations thereby contributing to economic growth, the creation of decent jobs and poverty eradication through strategic economic infrastructure investment.
- Requirements: A requirement for all senior and middle management posts is competencies and capabilities in strategic planning, project management, human resource and financial management, monitoring and evaluation. In addition, candidates for these posts may be subjected to a competency assessment. Computer literacy, good written and verbal communication skills, stakeholder engagement and a driver's license is a requirement for all posts. Knowledge of three or more official languages will be an advantage.

OTHER POSTS

- POST 07/130** : **MEDICAL OFFICER GRADE 2: 1 POST REF NO: 70259155**
Directorate: Ikhaya Lethemba (Victim Empowerment Centre)
- SALARY** : R520 971 per annum (all inclusive package which can be structured according to the individual's needs)
- CENTRE** : Johannesburg
- REQUIREMENTS** : MBChB with 5 years post –graduate experience, Experience in Clinical Medico Legal will be an added advantage, Registration with the HPCSA *Skills and abilities*: Excellent Interpersonal Skills, Good knowledge and understanding of the PFMA, Must be able to work well under pressure. Good organizational, financial and budget management skills. Good strategic management skills. Effective performance management and human resource development skills. Excellent report writing skills.
- DUTIES** : Render comprehensive clinical medico legal care to victims of domestic violence and abuse, Attend court as an expert witness, Participate as a team member with relevant role players dealing with sexual and domestic violence survivors as well as child abuse. Must be willing to visit prisons, old age homes and places of safety should a need arise. Commuted overtime is compulsory. Shift work is compulsory.
- ENQUIRIES** : Mr. Steven Moteme, Tel No: (011) 689 3600
- NOTE** : Shortlisted candidates will be subjected to pre-employment checks and a competency assessment.
- POST 07/131** : **SENIOR MEDICAL NURSE GRADE 2 (CENTRE MANAGER) REF NO: 70259156**
Directorate: Ikhaya Lethemba (Victim Empowerment Centre)
- SALARY** : R283 077 per annum (plus benefits)
- CENTRE** : Ikhaya Lethemba (Braamfontein)
- REQUIREMENTS** : Basic Degree/Diploma in nursing or equivalent. Registration with the South African Nursing Council as a Professional Nurse. Appropriate and relevant experience (minimum of 7 years) in Medico-legal service unit. Qualification in Health Service Administration will be an added advantage. Code 8 driver's licence. Skills and Knowledge: Knowledge in legal requirements in public health care and Medico legal health care services. Strong leadership abilities, problem solving skills, good

- communication skills. Basic computer literacy skills and record management. Knowledge and understanding of labour legislation. Ability to work independently.
- DUTIES** : Planning, implementation and evaluation of Medico-Legal Health Care services as per legal requirements. Compile an on-going orientation and induction program for all new staff. Develop a safe patient care therapeutic environment according to occupational health and safety requirements, infection control prescriptions and implemented quality assurance protocol , policies and standards. Maintain management and control measures in regard of all stock items and consumables. Ongoing clinical nursing audits , compile monthly written reports , analyzing of results and implementation of remedial steps. Exercise the necessary control to ensure that medico-legal risks are prevented. Coordinating a multi-disciplinary team to ensure quality nursing care. Guide, supervise all staff in terms of PMDS requirements and guidelines. Responsible for ongoing development and training of all categories of staff. Demonstrate a basic understanding of HR and Financial procedures and practices. Shift work is compulsory.
- ENQUIRIES** : Mr .Steven Moteme, Tel No: (011) 689 3600
- NOTE** : Shortlisted candidates will be subjected to pre-employment checks
- POST 07/132** : **ASSITANT DIRECTOR: VICTIM EMPOWERMENT SERVICES REF NO: 70259157**
Directorate: Ikhaya Lethemba
- SALARY** : R206 982 per annum (plus benefits)
- CENTRE** : Ikhaya Lethemba / Braamfontein
- REQUIREMENTS** : A relevant degree in Social Sciences or Criminology. 2 years management experience. An excellent knowledge of relevant issues in the victim empowerment sector. Knowledge of non-governmental sector and criminal justice system. Proven strong co-ordination skills. Working knowledge of all relevant VEP policies and relevant legislative Acts. Experience in working with and managing volunteers. Valid South African drivers licence.
- DUTIES** : Assist with the operational management of the victim empowerment centre service unit within the one stop centre for victims of violence and crime.. Operational management and co-ordination of the provincial network of police station based victim empowerment centers. Ensuring that police stations are networked with shelters and other relevant NGO's. Representing the Department on provincial level at relevant victim empowerment structures. Ensure a minimum level of quality services to victims of violence and crime. Developing and maintaining interdepartmental relationships with relevant Departments to ensure seamless service delivery to victims.
- ENQUIRIES** : Mr. Motlatsi Raleholi, Tel No: (011) 689 3600
- POST 07/133** : **PROFESSIONAL NURSE GRADE 2: 4 POSTS REF NO: 70259159**
Directorate: Ikhaya Lethemba (Victim Empowerment Centre)
- SALARY** : R172 035 per annum (plus benefits)
- CENTRE** : Ikhaya Lethemba (Braamfontein)
- REQUIREMENTS** : Diploma or Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Experience working in clinical medico legal will be an added advantage. Skills: Knowledge and understanding of clinical medico legal. Knowledge of PEP, VCT and trauma counseling. Excellent report writing and statistical preparation. Record keeping and filing. Strong supervisory skills. Computer literacy, Good networking skills, Ability to work in a multi disciplinary team.
- DUTIES** : Filling of J88 and collection of forensic evidence. Attend to victims of domestic violence and sexual and child abuse. Management of drug cupboards, supervision and training of junior staff. Pre and post counseling in HIV of trauma survivors. Maintain confidentiality and integrity when dealing with specimen. Shift work is compulsory.
- ENQUIRIES** : Mr. Motlatsi Raleholi, Tel No: (011) 689 3600
- NOTE** : Shortlisted candidates will be subjected to pre-employment checks and a competency assessment.
- POST 07/134** : **NURSING ASSISTANT GRADE 2: 4 POSTS REF NO: 70259160**
Directorate: Ikhaya Lethemba (Victim Empowerment Centre)

SALARY : R85 398 per annum (plus benefits)
CENTRE : Ikhaya Lethemba (Braamfontein)
REQUIREMENTS : Trained as a nursing assistant. Registered with the South African Nursing Council as Nurse Assistant. Experience in patient care is necessary. Skills: Knowledge and understanding of clinical medico legal services. Good writing and verbal communication skills, Computer literacy, Ability to operate in a multi disciplinary team. HIV/AIDS education and VCT training.

DUTIES : Assist in the collection of forensic evidence from sexual assault victims. Counselling of traumatised victims. Pre and post counseling of HIV to survivors. Bed making. Shift work is compulsory.

ENQUIRIES : Mr. Motlatsi Raleholi ,Tel No: (011) 689 3600
NOTE : Shortlisted candidates will be subjected to pre-employment checks and a competency assessment.

DEPARTMENT OF FINANCE

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

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

MANAGEMENT ECHELON

POST 07/135 : **SENIOR MANAGER: RISK MANAGEMENT REF NO: 70258001**
This is a 5 year Performances Based Fixed Term Contract
Directorate: Enterprise Risk Management

SALARY : R652 572 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Three years degree/diploma in Finance/Auditing/Administration or related field. Three to five years experience in Risk Management environment of which two years must be at middle management level. Experience in/knowledge of risk management, relevant legislation, accounting standards and financial management. Competencies: Planning & organizing skills, Strategic capability, strategic leadership, decision-making, problem solving, service delivery innovation, and people management.

DUTIES : The incumbent will be responsible for: rendering an efficient risk management service; implement a risk management system; facilitate, co-ordinate and audit a departmental risk programme; manage all internal audits including the business continuity plan of the department; develop a fraud prevention plan; ensure legal compliance in terms of overall risk management processes.

ENQUIRIES : Ms. Brenda. Moiloa, Tel. No: (011) 689 6294
CLOSING DATE : 03 March 2011

POST 07/136 : **CLIENT MANAGER: CONTROL RISK SELF ASSESSMENT REF NO: 70258002**
This is a 5 year Performances Based Fixed Term Contract
Directorate: Enterprise Risk Management

SALARY : R652 572 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Relevant degree plus 6 years experience in internal audit or honours degree plus five years experience. At least 2 years managerial experience is required. CIA/CCSA/CA (SA) would be an advantage. One of the five years internal audit experience should comprise of CRSA and RA facilitation and reporting experience. Person Profile: The role requires strategic leadership, people management and customer relationship management skills. The candidate should have good problem-solving and negotiating skills, be analytical, and have sound business acumen, innovative and decision-making skills. The incumbent should have a sound knowledge of CRSA methodologies and guidelines as well as be a strategic thinker with high business acumen.

DUTIES : Compilation of a strategic 'business plan' for the unit taking technical, human resource, administrative and financial aspects into consideration. The marketing and promotion of CRSA and RA, within the ambit of risk management to GPG departments. Communication with senior client management, and the establishment and maintenance of client relationships. Management of CRSA Unit supervisors and staff. Management of the roll out of CRSA and RA projects of the CSA unit. Liaising with and reporting to GPG Audit Committees. Compile an annual CRSA and RA operational plan and three year rolling plan for each GPG department. Obtain Audit Committee approval of the annual CRSA and RA plans. Management of the roll out of CRSA and RA projects. Management of supervisors and staff within the CRSA unit. Liaising with and reporting to GPG Audit Committees

ENQUIRIES : Ms. Brenda. Moiloa, Tel. No: (011) 689 6294

CLOSING DATE : 03 March 2011

OTHER POSTS

POST 07/137 : **ERP FI SENIOR CONSULTANT REF NO: 70258757**
 Directorate: Technology Support Services

SALARY : R406 839 – R 479 238 per annum (all inclusive package)

CENTRE : Johannesburg

REQUIREMENTS : B. Degree in IT/Commerce highly desirable. Relevant ERP qualification. Project management qualification. 5+ Years comprehensive ERP knowledge required. Relevant industry experience (government service) strongly desired. People management experience desirable. Experience in ERP and IT program management /project management. ERP implementation experience on at least 5 projects. Person Profile: Business acumen, results orientation, innovation, action planning, organizing skills, business process analysis, control/follow up, people management, problem solving, analytical skills, negotiation skills, decision making skills, integrity/honesty, oral communication, written communication, interpersonal skills, serving clients, teaching others.

DUTIES : Works on more than one implementation project at a time. Manages a small project or a portion of a large project. Assists in the development and implementation of the project plan for a project. This includes drafting the project plan (scope, deliverables, timelines and resources), identifying and recruiting team members, and preparing and assisting in the preparation of individual work plans. For assigned area, oversees all project activities leading to the implementation of the requirements. Demonstrates creativity and thought leadership, and use their experience in substantiating the proposed solutions to the client. Contributes to consulting projects by analyzing client's business processes and ERP solution design. Moves logically and creatively from facts to conclusions. Performs configuration and assists clients in testing cycles. Assists the client in ERP and Business Process knowledge transfer.

ENQUIRIES : Ms. Lesego. Maceda, Tel. No: (011) 689 8842

CLOSING DATE : 04 March 2011

POST 07/138 : **ASSISTANT MANAGER: AUDIT COMMITTEE SECRETARIAT REF NO: 70258003**
 Directorate: Enterprise Risk Management

SALARY : R206 982 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Relevant 3-year tertiary qualification, or Degree in finance, accounting or auditing. Appropriate 1-2 years experience in public sector in areas of finance or auditing. Competencies: The role requires creative thinking, customer service orientation and effective communication skills. The candidate should have good planning and organizing skills, problem solving and decision making skills.

DUTIES : To render effective and efficient administrative and secretariat services to the Audit Committee Secretariat and Audit Committee Cluster. Develop the GPG schedule of Audit Committee meetings. To organize Audit Committee meetings and prepare Audit Committee packs .Ensure that the GPG audit committee is used effectively and efficiently as a governance tool within the Province. Amend and implement GPG Audit Committee Charter. Research best practices applicable to GPG environment. Facilitate appointment of Audit Committee members and update database of Audit Committee members. Liaise with internal and external auditors, members and stakeholders.

Develop the annual GPG schedule of Audit Committee meetings. Ensure timeous response of audit queries. Perform secretarial support function.
ENQUIRIES : Ms. Brenda. Moiloa, Tel. No: (011) 689 6294
CLOSING DATE : 03 March 2011

POST 07/139 : **SENIOR AUDITOR: CONTROL RISK SELF ASSESSMENT 3 POSTS REF NO: 70258004**
Directorate: Enterprise Risk Management

SALARY : R206 982 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant degree /diploma plus four years experience in Internal Auditing OR honours degree/higher diploma with three years experience. Studying towards a CIA/CCRSA will be an added advantage. CRSA and RA facilitation and reporting experience is a requirement. Person Profile: The role requires people management and customer relationship management skills. The candidate should have good problem-solving and negotiating skills, be analytical, and have sound business acumen and decision-making skills. The incumbent should also have a sound knowledge of CRSA methodologies and guidelines as well as be a strategic thinker with high business acumen. CRSA facilitation skills is essential.

DUTIES : To assist the CRSA Supervisor and/or Senior Manager in the planning and performance of CRSA and risk assessment (RA) within GPG departments. Planning of CRSA and RA projects within GPG departments. Compile the CRSA/RA report. Facilitation of appropriate client CRSA and RA workshops. Performing CRSA and Risk Assessment according to GAS standards. Supervision of subordinates. Imparting knowledge to colleagues and staff.

ENQUIRIES : Ms. Brenda. Moiloa, Tel. No: (011) 689 6294
CLOSING DATE : 03 March 2011

POST 07/140 : **AUDITOR 2 POSTS REF NO: 70258005**
Directorate: Enterprise Risk Management

SALARY : R174 117 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant degree or diploma plus three years experience OR Honours degree / higher diploma with two years experience. Person Profile: The role requires people management and customer relationship management skills. The candidate will have good problem-solving and negotiating skills, be analytical, and have sound business acumen and decision-making skills. The incumbent should have a sound knowledge of CRSA methodologies and guidelines as well as be a strategic thinker with high business acumen.

DUTIES : To assist the CRSA Supervisor/Senior with the performance of CRSA and risk assessment (RA) within GPG departments. General assistance with CRSA workshop scheduling. Attend to CRSA workshop logistics. Execute and assist with facilitation of CRSA workshops. Document key CRSA workshop proceedings. Liaise and inform the supervisor/senior regularly on the progress of scheduled CRSA workshops. Compile CRSA working paper files. Comply with GAS admin requirements. Maintain accurate time records. Assist with CRSA unit progress reporting.

ENQUIRIES : Ms. Brenda. Moiloa, Tel. No: (011) 689 6294
CLOSING DATE : 03 March 2011

DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT

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

CLOSING DATE : 04 March 2011

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

MANAGEMENT ECHELON

- POST 07/141** : **HEAD: CLINICAL UNIT (MEDICAL) REF NO: 70259152**
Directorate: Internal Medicine Department
- SALARY** : R959 208 per annum (all inclusive package)
CENTRE : Kalafong Hospital
REQUIREMENTS : Full registration with HPCSA as a Specialist Physician, with either M .Med (Int) as a prerequisite. At least 5 years clinical as a Specialist Physician in Internal Medicine. Extensive research capabilities and/or publications in Internal Medicine. Recommendation: An M.D. or PhD in related field would be a recommendation. Able to work effectively as member of a team is essential.
- DUTIES** : Acting as HOD in the event of the present HOD not being available for any reason. Full involvement in patient care on a day to day basis, as Head of a Clinical Unit (general Internal Medicine), including after hour duties. Full involvement in clinic duties: general Internal Medicine, as well as Specialist units, e.g. Diabetes. Lecturing to under- and postgraduate students, including formal lecturing (also organization of Block related activities), exam taking tutoring of postgraduate students. Full participation in the academic programme of the Department, including strategic planning. Full participation in the research projects of the department, including planning, analysis of data and writing up for publication purposes. Participation in Faculty Committee meetings as required.
- ENQUIRIES** : Prof. J.H. Retief / Dr. L.M. Phalatsi, Tel, No: (012) 373-1015 / (012) 318-6500/1

OTHER POSTS

- POST 07/142** : **OPERATIONAL MANAGER: NURSING PNB 3 (SPECIALITY UNIT) ORTHOPEDICS**
REF NO: 70258712
Directorate: Nursing
- SALARY** : R 309 327 per annum (plus benefits)
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : SANC registration as General Nurse and Midwife. 1 Year Diploma in Orthopedic Nursing Science. Minimum of 9 years appropriate\recognizable experience in nursing after registration as a Professional Nurse. Minimum of 5 years experience after registration in the relevant speciality. Recommendations: Strong leadership skills. Good verbal and written communication skills. Conflict management skills. Good interpersonal relationship and ability to work under pressure.
- DUTIES** : Overall supervision and control of quality patient care in the unit. Ensure the formulation and availability of clinical patient care protocols and policies in her department. Efficient implementation and evaluation of patient care programmes in the unit according to departments strategic goals. Ensure adequate and appropriate staffing according to patients needs. Effective monitoring and management of absenteeism. Accountable for overall and effective management of nursing duties. Establish efficient communication with the multidisciplinary team. Responsible for the implementation of disciplinary measures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve team work. Ensure performance, evaluation, management and development of staff. Ensure adherence to quality assurance standards and implementation thereof.
- ENQUIRIES** : Ms. N. Prince Tel No: (011) 898-8321
- POST 07/143** : **OPERATIONAL MANAGER: NURSING PNB 3 (SPECIALITY UNIT) MATERNITY**
REF NO: 70258713
Directorate: Nursing
- SALARY** : R 309 327 (plus benefits)
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : SANC registration as General Nurse and Midwife. 1 Year Diploma in Advanced Midwifery and Neonatal Nursing Science. Minimum of 9 years appropriate\recognizable experience in nursing after registration as a Professional Nurse. Minimum of 5 years leadership experience after registration in the relevant speciality. Recommendation: Strong leadership skills. Good verbal and written communication

skills. Conflict management skills. Good interpersonal relationship and ability to work under pressure

DUTIES : Overall supervision and control of quality patient care in the unit. Ensure the formulation and availability of clinical patient care protocols and policies in her department. Efficient implementation and evaluation of patient care programmes in the unit according to departments strategic goals. Ensure adequate and appropriate staffing according to patients needs. Effective monitoring and management of absenteeism. Accountable for overall and effective management of nursing duties. Establish efficient communication with the multidisciplinary team. Responsible for the implementation of disciplinary measures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve team work. Ensure performance, evaluation, management and development of staff. Ensure adherence to quality assurance standards and implementation thereof.

ENQUIRIES : Ms. T.R. Mohlabane Tel No: (011) 898-8319

POST 07/144 : **FOOD SERVICE AIDS 6 POSTS REF NO: 70258711**
Directorate: Support

SALARY : R 51 825 per annum (plus benefits)

CENTRE : Tambo Memorial Hospital

REQUIREMENTS : Grade 8 or 10 \ Abet level 3 \ basic elementary education. Experience in Food Services will be an advantage. Numerical skills. Good verbal and written communication skills. Good interpersonal relationship. Be willing to work shifts.

DUTIES : Apply hygiene and safety measures in the Food service unit. Liaise with the Personal assistant in the ward, Food service supervisor, Food service manager and hospital staff where applicable. Be prepared to relieve in all areas of the unit when required. Be willing to undergo continuous training and development programs.

ENQUIRIES : Ms. O. Maleka Tel No: (011) 898-8189

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

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

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driver's Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. **NB:** Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course.

MANAGEMENT ECHELON

POST 07/145 : **HEAD: CLINICAL UNIT (OBSTETRICS & GYNAECOLOGY) REF NO: MGMH 200/2011**

SALARY : R 959 208 per annum (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 : 04 March 2011

OTHER POSTS

POST 07/146 : **MEDICAL SPECIALIST REF NO: MEDSPECANAESTH/1/2011**
Department: Anaesthetics

SALARY : The appointment to Grade I (R613 671pa all inclusive salary package) requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. The appointment to Grade II (R701 664.00p.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 Anaesthesiology. The appointment to Grade III (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 Anaesthesiology.

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : Current Registration as a Specialist Anaesthesiologist with the Health Professions Council of South Africa. Additional experience in providing a consultative service as a senior anaesthetist in the sub-specialty areas of Anaesthesia will be considered an advantage. Knowledge. Skills, Training And Competencies Required: Knowledge and skills in Clinical Anaesthesia, Emergency Medical / Surgical Care. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

DUTIES : Assist the Anaesthetic head of department and heads of clinical units with effective overall management of the provision of Anaesthetic services based at IALCH. Assist the head of department and heads of clinical units with the monitoring of these services to identify needs and to advise as to the formulation and implementation of staffing and health care programmes in the areas related to Anaesthesia. Provide a consultative service on Anaesthesia related matters at IALCH within the staffing norms. Provide after-hours (nights, weekends, public holidays) Anaesthetic consultative service for the theatres and units based at IALCH within the prescribed limits. In addition to duties at IALCH, the incumbent would be required to join the Metropolitan Junior Specialist Rotation providing services at other institutions within the Durban Metropolitan area as part of the rotation. Assist the head of department and heads of clinical units with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimise patient care in the theatres and wards with the resources available. Optimise delegated use of Human and other resources. Assist with auditing the activity and outcomes of service of the Anaesthetic Department. Be actively involved in the Departmental undergraduate and post-graduate teaching programmes.

ENQUIRIES : Dr CH Daniel 031 2401802

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 : 04 March 2011

POST 07/147 : **DEPUTY MANAGER: FINANCE (LEVEL 11) REF NO: UTHUNG 01/2011**

SALARY : an all inclusive Package of R406 839.00 per annum (MMS Package)

CENTRE : Uthungulu Health District Office

REQUIREMENTS : B Degree/ National Diploma in Financial Management or accountancy plus 3 years managerial experience in financial Environment/ SCM. Computer literacy Ms Office Software applications. A valid code B driving licence. Aptitude for accounting and working with numbers. Good analytical skills with special attention to risk mitigations. Expert knowledge and understanding of operational framework and the linkage thereof with the financial and SCM systems of the Department. Detail knowledge of the budgeting, budgeting control and financial performance management area of operation, and associated processes. And understanding of the challenges facing the

public health sector. Ability to communicate with stakeholders and role player at all levels in clear and unambiguous language. Good planning and organizational skills and ability to make independent decisions. Extensive analytical skills and high levels of accuracy are required. Knowledge of BAS system and knowledge of DHER.

DUTIES : Key Performance Areas: - Monitor institutional cash flow particularly against budgetary benchmarks and annual procurement plans. Monitor revenue enhancement plans and procedures in order to maximize revenue generation by institutions. Monitor financial instruments and transactions such as vouchers, suspense accounts and journal entries and institute controls in order to maintain financial security. Develop, guide and nurture institutional managers to enable mature and accountable financial management and administration practices. Manage the provision of financial reports & access to BAS by institutional financial role players to maintain system security without prejudicing service delivery. Monitor claims by District Surgeon and NIP sites to ensure that such claims are in accordance with services rendered. Monitor the Supply Chain Management services in the District in accordance with supply chain management legislative and policy framework.

ENQUIRIES : Mrs I.F Mkhize Tel: 035-787 0631
APPLICATIONS : All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag x20034, Empangeni, 3880

FOR ATTENTION : Ms C.B Dladla
CLOSING DATE : 04 March 2011

POST 07/148 : **DISTRICT ENGINEER REF NO: UGU DE 02/2010**
Component: Infrastructure Planning And Coordination Services

SALARY : An all inclusive Salary Package R 406 839 pa (MMS Package) LEVEL: 11
REQUIREMENTS : NTC4/ N4 Certificate in Engineering or equivalent qualification PLUS 10 years of experience of which 6 years must be at Managerial experience. Valid Code EB Drivers Licence (Code 08). Computer literacy: MS Office software applications OR Appropriate B Degree or equivalent qualification PLUS 6 years experience, of which 3 must be at Managerial experience. Valid Code EB Drivers Licence (Code 08). Computer literacy: MS Office software applications Knowledge, Skills And Competencies: Project Management, Safety, Health & Environmental training Sound project management skills Strong technical ability across all disciplines including plumbing, electrical, mechanical, refrigeration and civil aspects. An understanding of the challenges facing the public health sector Ability to translate planning inputs into practical construction and maintenance Ability to prioritize issues and other work related matters and to comply with time frames. High levels of accuracy. Writing of Specifications

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 building sites with engineering consultants to ensure that building practices comply with plans and specifications. Attend Departmental infrastructure planning for a to ensure that the District infrastructure needs are addressed and adequately prioritized Manage the District infrastructure budget to ensure that planned spending patterns meet planned time frames. Oversee the drawing up of maintenance business plans

ENQUIRIES : Mrs N Govender Telephone No: 039 688 3000
APPLICATIONS : The District Manager Ugu Health District, Private Bag X735, Port Shepstone 4240.
FOR ATTENTION : Human Resources
CLOSING DATE : 04 March 2011

POST 07/149 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: UTHUNG 03/2011**

SALARY : R309 327 per annum Plus benefits 13th Cheque, Medical Aid (Optional) and housing allowance (employee must meet prescribed conditions)

CENTRE : Uthungulu District Office
REQUIREMENTS : An appropriate National Diploma/ Degree in Nursing. Registration with Health Professions Council of South Africa. Post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. 9 years appropriate/ recognizable nursing experience after registration as Professional Nurse with the SANC in General nursing in a nursing environment. At least 5 years of the

period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality. A valid code B driving licence. Knowledge, Skills, Training and Competencies Required:- Strong interpersonal and communication skills. Presentation skills. Aptitude towards the compilation of creative and user-friendly training manuals. Ability to make independent decisions. An understanding of challenges facing the public health sector. Ability to translate health care strategies into practical training activities. Ability to acquire new knowledge swiftly.

DUTIES : Key Performance Areas: - Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the professional scope of practice and standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate an basic understanding of HR and financial policies and practices. Compile curricula based on monitoring and evaluation activities within the District in conjunction with health care specialists. Identify, network with and train NGO's Education Department and municipal health bodies to assist in the quest for quality health in the District. Arrange, in conjunction with the District Health Management Team, for delegates to attend training courses. Compile and manage a database of health care training providers which can assist in extending the health care training function inclusive of post training quality assessments. Assist with the training of schools to achieve the status of health promoting schools. Manage all resources allocated to the unit.

ENQUIRIES : Ms J.Y Dube: 035-787 0631/3/4/5
APPLICATIONS : All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag x20034, Empangeni, 3880

FOR ATTENTION : Mr S.D Mzimela
CLOSING DATE : 04 March 2011

POST 07/150 : **OPERATIONAL MANAGER: OPERATING THEATRE (SPECIALTY) REF. NO: BETH 01/2011**

SALARY : R309 327 per Annum Plus 13th cheque: Benefits: Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 12% Rural allowance

CENTRE : Institution: Bethesda Hospital
REQUIREMENTS :

Current registration with South African Nursing Council. Diploma / Degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post – basic nursing qualification, with a duration of a least 1 year accredited with the SANC in Operating Theatre. A minimum of 9 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience in the specific speciality. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team(unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of HR and financial policies and practices.

DUTIES : Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as a part of a multi – disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES : The Chief Executive Officer: Ms P.S Nyawo Tel no. 035 – 595 1004

APPLICATIONS : All applications should be forwarded to: The Chief Executive Officer, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970

CLOSING DATE : 25 February 2011

POST 07/151 : **SENIOR CLINICAL PSYCHOLOGIST REF NO: SNRCLINPSYCH/1/2011**
Department: Department of Behavioural Medicine (Clinical Psychology)

SALARY : R258 342 pa. Scarce Skills Allowance. Other Benefits: 13th cheque, Medical Aid – optional Housing Allowance: Employee must meet prescribed requirements

CENTRE : Inkosi Albert Luthuli Central Hospital (IALCH)

REQUIREMENTS : Master's degree in Clinical Psychology. Registration Certificate with HPCSA and Proof of current registration as a clinical psychologist. At least 2 years post registration work experience. Knowledge, Skills, Training And Competence Required: Sound theoretical knowledge of psychology theory, psychodiagnostic and psychotherapeutic consultations at within a hospital setting as applicable to level of care rendered at Inkosi Albert Luthuli Central Hospital. Supervisory experience. Indepth knowledge of policies, protocols and procedures as is applicable to the profession and the hospital. Good verbal and written communication skills. Computer literacy. Good interpersonal, decision-making and problem solving abilities. Adaptable, empathetic, assertive, self motivated.

DUTIES : To ensure effective and efficient management of all persons referred with for psychological intervention at IALCH according to Batho Pele principles. Conduct assessments of Renal patients. Ensure that safe and effective policies and procedures are in place and fully implemented. Build capacity and engage in skills transfer to other personnel. Engage in effective communication and interaction between departments, personnel, consultants, colleagues, suppliers and other service providers. Deputise in the absence of the manager.

ENQUIRIES : Lokash Viranna Tel No: 031 240 1439

APPLICATIONS : All applications must 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 : 04 March 2011

POST 07/152 : **ASSISTANT MANAGER: FINANCE (LEVEL 9) REF NO: UTHUNG 02/2011**

SALARY : R 206 982 plus Benefits 13th Cheque, Medical Aid (Optional) Housing Allowance (Employee must meet prescribed minimum requirements).

CENTRE : Uthungulu Health District Office

REQUIREMENTS : B Degree or national Diploma in financial management or accountancy plus 3years supervisory experience in financial environment. Detail knowledge of the budgeting, budgeting control and financial performance management area of operation, and associated processes. An understanding of the challenges facing the public health sector. Ability to translate strategic and transformation objectives into practical frameworks. An ability to communicate with stakeholders and role player at all levels in clear and unambiguous language. Good planning and organizational skills and ability to make independent decisions. extensive analytical skills and high levels of accuracy required. Knowledge of DHER. Knowledge of BAS.

DUTIES : Key Performance Areas: -Co-ordinate, manage and collate the budget estimate for all programmes in the Uthungulu District Office. Facilitate the division of the District Office Budget allocation between all programmes in the Uthungulu District Office. Manage and co-ordinate cash flow within the District. Prepare, collate and report on expenditure versus budget for all programmes in Uthungulu District Office. Identify risks and institute control measures to minimize risks in all departments that deal with financial matters. Conduct analyses on expenditure trends to determine whether budgetary allocations are in line with the envisage output performance priorities and targets. Authorize all transactions captured on BAS in the District office

ENQUIRIES : Mr BZD Dumisa Tel: 035-7870631

APPLICATIONS : All applications should be posted to: The District Manager, Uthungulu Health District Office, Private Bag x20034, Empangeni, 3880

FOR ATTENTION : Ms C.B Dladla

CLOSING DATE : 04 March 2011

POST 07/153 : **CLINICAL PSYCHOLOGIST LEVEL: 9 POST REF NO: CLINPSYCH/1/2011**
Department: Department of Behavioural Medicine (Clinical Psychology)

SALARY : R206 982 pa. Scarce Skills Allowance. Other Benefits: 13th cheque, Medical Aid – optional Housing Allowance: Employee must meet prescribed requirements

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital (IALCH)
: Masters degree in Clinical Psychology Registration Certificate with HPCSA and Proof of current registration as a clinical psychologist. Knowledge, Skills, Training And Competence Required: Comprehensive knowledge of psychological diagnosis and treatment. Psychodiagnostic assessment and research methods at master's level Application of theoretical knowledge of assessment and treatment procedures of different communication pathologies as applicable to level of care rendered at Inkosi Albert Luthuli Central Hospital. Sound knowledge of policies, protocols and procedures as is applicable to the profession and the hospital. Good verbal and written communication skills. Computer literacy. Good interpersonal, decision-making and problem solving abilities. Adaptable, empathetic, assertive, self motivated. Experience and knowledge in genetic counselling will be an advantage.

DUTIES : To ensure effective and efficient management of all persons referred for psychological services in accordance with Batho Pele principles at IALCH primarily. To provide genetic counselling services. To manage clients within a multi-disciplinary team framework. Mentoring and supervision of clinical psychology interns. Ensure that safe and effective policies and procedures are in place and fully implemented.

ENQUIRIES APPLICATIONS : Lokash Viranna Tel No: 031 240 1439
: All applications must 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 : 04 March 2011

POST 07/154 : **RADIOGRAPHERS 3 POSTS (IMAGING) REF NO: RADIMAG/1/2011**

SALARY : R113 568 pa plus Scarce Skills Allowance. Other Benefits: 13th cheque, Medical Aid – optional Housing Allowance: Employee must meet prescribed requirements

CENTRE REQUIREMENTS : IALCH
: Diploma/degree in Diagnostic Radiography. Registration with HPCSA, as a diagnostic radiographer. Completed Community service Knowledge, Skills and Competency Requirements You must display knowledge of radiography equipment and procedures. Knowledge of safety protocols in compliance with the Radiation Protection Board. The successful candidate must be prepared to work shifts including night shift, standby & on-call.

DUTIES : The diagnostic Radiographer will be responsible for performing general and specialized Radiography duties in a fully digital, film-less and paper-less imaging environment. He/She will be required to produce good quality images using state of the art imaging equipment. He/she will participate in quality improvement programmes and adhere to implementation of Batho Pele Principles at Inkosi Albert Luthuli Central Hospital which provides both tertiary/quaternary and central health services to the population of Kwa-Zulu Natal

ENQUIRIES APPLICATIONS : Malcolm Matthew 031-240 1950
: All applications must 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

CLOSING DATE : 04 March 2011

POST 07/155 : **CLINICAL TECHNOLOGIST REF NO: CLINTECHVASC/1/2011**
Department: Vascular Surgery

SALARY : R113 568 per annum, Other Benefits: 13th cheque, Medical Aid – optional Housing Allowance: Employee must meet prescribed requirements

REQUIREMENTS : B.Tech Degree or Diploma in Clinical Technology or Cardiovascular perfusion. Current registration with the Health Professions Council of South Africa .Vascular laboratory experience will be of an advantage.

DUTIES : To report to the senior clinical technologist in charge of the laboratory, perform all facets of non-invasive vascular investigations and record results of such tests, attendance and involvement in clinical management meetings and ward rounds,

undertake administrative duties as required for the running of the laboratory, liaise with referring physicians regarding the use of and results of specific investigations, assist in teaching junior staff learning the techniques of non –invasive investigations, responsible for accurate record keeping ,prepare ,inform and educate patients about impending procedures, ensuring equipment calibration ,and functionality, maybe required to service other hospitals in the DFR. Required to perform any other duties requested by the HOD.

ENQUIRIES : Mr B.Pillay-031 2401000
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and be handed in at the HR reception, level 4 Management Building or posted to Private Bag X03 Mayville, 4058.

CLOSING DATE : 25 February 2011

POST 07/156 : **LAUNDRY MANAGER (LEVEL 6) REF. NO. EGUM 04/2011 1 POST**

SALARY : R 113 568 per annum Plus 13th 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). 2 years experience in Laundry / Linen Room environment 2 years Supervisory experience. Knowledge/ Skills Training And Competencies: Required: Good verbal and written communication skills. Interpersonal, organizing, planning and problem solving skills. Ability to work under pressure. Time management.

DUTIES : Key performance areas: Manage day to day running of Laundry / Linen room Staff. Monitor quality of service delivery. Arrange for maintenance of Laundry/Linen facilities and equipment. Stock and equipment control. Basic Human Resource matter within your scope of practice personnel problems. Disciplinary and grievance progress, EPMDS Training of staff. Ensure and maintain a safe and hygienic workplace. Ensure adherence of occupational health and safety Act, environmental health, infection control and other related policies. Active team members of Quality Improvement, Infection Control and other programmes.

ENQUIRIES : MR K.N. Ngcobo (039) 797-8106
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). 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.

CLOSING DATE : 22 February 2011

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

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

APPLICATIONS : Forward your application with reference number 64/10 to the Department of Roads and Public Works, P. O. Box 3132, Kimberley, 8300.

FOR ATTENTION : Ms M. Maphate

CLOSING DATE : 04 March 2011

NOTE : Applications must be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by certified copies of qualifications. No faxed applications will be considered.

OTHER POSTS

POST 07/157 : **MANAGER: PROJECT IMPLEMENTATION & TRAINING REF NO: DRPW 64/10**

SALARY : R 406 839 per annum

CENTRE : Kimberley

REQUIREMENTS : A relevant degree/ National diploma and a minimum of 3-5 years experience in the built environment. Knowledge of labour intensive methods of construction, Project/ programme management. Knowledge of EPWP programmes and training requirements. Knowledge of Government's job creation policies and programmes. Knowledge of the Public Finance Management Act. Strong communication (verbal and written) and interpersonal skills. Computer literacy. Good analytical, planning, organising, problem solving, report writing, presentation skills and a valid EB driver's licence.

DUTIES : Key Performance Areas: Identify suitable projects for use of labour intensive methods; Ensure maximum job opportunities are created on projects; Monitor Service Level Agreement/ Protocol agreements with implementing bodies; Ensure capacity building in labour intensive sector; Identify training needs for all EPWP projects; Assist Municipalities to identify alternative models of implementing EPWP such as large projects model; Manage the National Youth Service Programme and other youth development programmes.

ENQUIRIES : Ms. O.J. Gill Tel. No.: (053) 839 2241

POST 07/158 : **MANAGER: PROJECT MONITORING & REPORTING REF NO: DRPW 65/10**

SALARY : R 406 839 per annum

CENTRE : Kimberley

REQUIREMENTS : A recognised Bachelor's degree/ National diploma and a minimum of 3-5 years experience in the built environment. Knowledge of labour intensive methods of construction, project/ programme management. Knowledge of the EPWP monitoring and evaluation methods. Knowledge of Government's job creation policies and programmes. Knowledge of the Public Finance Management Act. Strong communication (verbal and written) and interpersonal skills. Computer literacy. Good analytical, planning, organising, problem solving, report writing, presentation skills and a valid code EB driver's licence.

DUTIES : Key Performance Areas: Conduct data quality audits to ensure compliance Provide strategic interventions to improve data quality Monitor reporting of projects against targets (sector) Provide weekly progress reports for the programme manager Establish and manage a central database of EPWP beneficiaries Provide monthly reports to Head Office detailing progress on projects being implemented by the department. Prepare monthly reports on projects being implemented by public bodies in the Province.

ENQUIRIES : Ms. O.J. Gill Tel. No.: (053) 839 2241

POST 07/159 : **MANAGER: FACILITY MANAGEMENT**

SALARY : R 406 839 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Kimberley

REQUIREMENTS

: Applicants must be in possession of a three-year tertiary qualification (degree or national diploma) with 1-2 years experience in the property / building environment or Matric plus 8 years experience in the property / building environment ▪ Additional training and courses in property management will be an advantage ▪ Knowledge and understanding of the maintenance of buildings and facility management in general ▪ Knowledge and understanding of GIAMA (Act 19 of 2007) ▪ Knowledge and understanding of the Occupational Health and Safety Act ▪ Knowledge and understanding of National Treasury guidelines on infrastructure funding and Government procurement processes relating to procurement of immovable assets ▪ Knowledge and understanding of the PFMA and Treasury Regulations ▪ Basic space planning skills ▪ Public finance management and budgeting ▪ Knowledge of the Government Procurement Systems ▪ Management and leadership skills ▪ The ability to work under pressure ▪ Computer literacy ▪ Sound analytical skills ▪ Strong verbal and written communication skills ▪ Managerial skills ▪ Strategic planning skills ▪ Spatial design skills ▪ Good interpersonal skills ▪ Strategic Capability and Leadership; Programme and Project Management; Financial Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Monitoring, Evaluation and Performance Management qualities; Change/Diversity management skills; A valid code EB driver's license, computer literacy

DUTIES

: Key Performance Areas: The management of the Facilities Management Unit ▪ Facilitate the process of integrated development planning ▪ Manage the compilation of conditional assessment reports ▪ Determine the functional performance of immovable assets by conducting feasibility studies and property inspections ▪ Develop developmental options for the conversion or re-use of immovable assets ▪ Property life-cycle planning and the optimization of usage of government properties ▪ Manage the safety and security of properties ▪ Manage the beautification and branding of buildings ▪ Monitor the maintenance needs of immovable assets ▪ Management of service providers Monitor strategies and programmes to promote BBBEE and facilitate the participation of women and youth-owned enterprises in the property industry ▪ Ensure the rendering of cost-effective and efficient cleaning, gardening and security services ▪ Developing and managing strategies, formulating and co-ordinating inputs into the development of policies and procedures ▪ Ensure implementation of policies ▪ Liaise with various Departments and organs of state that are responsible for the management of immovable assets in the country.

ENQUIRIES

: Mr. E. Crouch Tel. No.: (053) 8392105

NOTE

: Shortlisted candidates will be expected to undergo a security clearance.

POST 07/160

MANAGER: KEY ACCOUNT MANAGEMENT

SALARY

: R 406 839 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

: Kimberley

REQUIREMENTS

: Applicants must be in possession of a three-year tertiary qualification (degree or national diploma) with 1-2 years experience in the property / building environment or Matric plus 8 years experience in the property / building environment ▪ Additional training and courses in property management will be an advantage ▪ Knowledge and understanding of GIAMA (Act 19 of 2007) Public Land and Property Management ▪ Legislation applicable to state land administration and management ▪ Basic knowledge of the following disciplines: database administration, town planning, property valuation, land surveying, conveyancing ▪ Public Finance Management and Budgeting (e.g. the PFMA and Treasury Regulations) ▪ Managerial skills ▪ Research and information technology skills ▪ An ability to analyze complex matters ▪ Report writing and presentation skills ▪ Innovative thinking ▪ Spatial design skills ▪ Strategic Capability and Leadership; Programme and Project Management; Financial Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Monitoring, Evaluation and Performance Management qualities; Change/Diversity management skills, Valid Code EB driver's license, computer literacy

DUTIES

: Key Performance Areas: Manage the asset management and the strategic property management units ▪ Manage the implementation of GIAMA within the Province ▪ Coordinate the management and implementation of user asset management plans and the development of a custodian and user asset management plan for immovable

properties ▪ Oversee the general management of the comprehensive provincial immovable asset register ▪ Liaise with User Departments, local authorities and sister Directorates ▪ Manage and audit space requirements for User Departments ▪ Monitor the optimal allocation of properties for service delivery objectives to User Departments ▪ Management of service providers ▪ Ensure government receive value for money through the optimal use of private and public properties ▪ Developing and managing strategies, formulating and co-ordinating inputs into the development of policies and procedures▪ Ensure implementation of policies ▪ Liaise with various Departments and organs of state that are responsible for the management of immovable assets in the country.

ENQUIRIES

: Mr. E. Crouch Tel. No.: (053) 8392105

NOTE

: Shortlisted candidates will be expected to undergo a security clearance.

POST 07/161

: **MANAGER: PUBLIC WORKS & EXPANDED PUBLIC WORKS PROGRAMME 5 POSTS**

SALARY

: R 406 839 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

: Frances Baard: Kimberley (Ref. DRPW 55/10), Pixley Ka Seme District: De Aar (Ref no DRPW 56/10), Siyanda District: Upington (DRPW 57/10), Namaqua District: Springbok (Ref. DRPW 58/10), John Taolo Gaetsewe: Kuruman (Ref. DRPW 59/10)

REQUIREMENTS

: A recognized Degree/Diploma or a tertiary qualification in one or more of the built environment disciplines (e.g. Architecture, Quantity Surveying), a minimum of three years middle management experience, a service orientated, pro-active and team orientated person with excellent negotiation, communication and analytical skills, Strategic Capability and Leadership; Programme and Project Management; Financial Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Monitoring, Evaluation and Performance Management qualities; Change/Diversity management skills; A valid code EB driver's license, computer literacy.

DUTIES

: Key Performance Areas: Support the Public Works Manager as key contact between Public Works and assigned client Departments in the management of the infrastructure portfolio. Provide inputs towards the compilation, operation and execution of annual business plans for the District. Rendering assistance to assigned client Departments in formulating their asset plans, rendering assistance to assigned client departments in formulating the accommodation requirements and budget appropriately. Providing inputs toward the compilation of annual building programs per assigned client department for Capital Works and planned maintenance projects including EPWP. Co-ordination and management of the Expanded Public Works Programme in the District. Facilitation of District Forum meetings on EHWP implementation Represent the Department on EHWP Regional/District Forums Support Municipalities on EHWP initiatives Provide regular reports 9EPWP & Public Works) as required by the programs Coaching and developing personnel reporting to him/her.

ENQUIRIES

: Ms. O.J. Gill Tel. No.: (053) 8392241

NOTE

: Shortlisted candidates will be expected to undergo a security clearance.

POST 07/162

: **MANAGER: INSTITUTIONAL SUPPORT 5 POSTS**

SALARY

: R 406 839 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

: Frances Baard: Kimberley (Ref. DRPW 50/10), Pixley Ka Seme District: De Aar (Ref no DRPW 51/10), Siyanda District: Upington (DRPW 52/10), Namaqua District: Springbok (Ref. DRPW 53/10), John Taolo Gaetsewe: Kuruman (Ref. DRPW 54/10)

REQUIREMENTS

: B-Degree or National Diploma with 3-5 years management experience; Knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Employment Equity, Labour Relations Acts; Public Service Act and Regulations, Strategic Capability and Leadership; Programme and Project Management; Financial Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Monitoring, Evaluation and Performance Management qualities;

Change/Diversity management skills; A valid code EB driver's license, computer literacy.

DUTIES : Key Performance Areas: Overall management of all resources attached to the Divisions: Human Capital Management, Administration and Financial Management. Deal with personnel provision and maintenance aspects i.e. Recruitment, Establishment Control, Job Evaluation, Compensation Management, Training & Development, Labour Relations matters, Performance Management and Employment Equity. Render budget, financial account and supply chain management services. Provide efficient and effective general support services to the region. Provide IT helpdesk services, facilities and record management services. Data acquisition, analysis and management information/reporting.

ENQUIRIES : Ms. A. Mpotsang Tel. No.: (053) 8392113

NOTE : Shortlisted candidates will be expected to undergo a security clearance.

POST 07/163 : **ASSISTANT MANAGER: PROJECT IMPLEMENTATION & TRAINING REF NO: DRPW 61/10**

SALARY : R 206 982 per annum

CENTRE : Kimberley

REQUIREMENTS : A recognised Diploma/Bachelor's degree and three years experience in the built environment. Knowledge of labour intensive methods of construction, project/ programme management. Knowledge of EPWP programmes and training requirements. Knowledge of the Public Finance Management Act. Good communication (verbal and written) and interpersonal skills. Computer literacy. Good analytical, planning, organising, problem solving, report writing, presentation skills and a valid Code EB driver's licence.

DUTIES : Key Performance Areas: Assist public bodies to identify suitable projects for use of labour intensive methods; Identify training needs for all EPWP projects; Assist public bodies in preparing and submitting plans for beneficiaries on projects to the relevant Sector Departments and SETA's Facilitate and coordinate training activities on EPWP projects; Monitor training activities and provide training compliance reports to the Manager Assist in the management of National Youth Service Programme and other youth development programmes.

ENQUIRIES : Ms. O.J. Gill Tel. No.: (053) 839 2241

POST 07/164 : **ASSISTANT MANAGER: PROJECT MONITORING & REPORTING REF NO: DRPW 60/10**

SALARY : R 206 982 per annum

CENTRE : Kimberley

REQUIREMENTS : A recognised Bachelor's degree/ National diploma and a minimum of 3-5 years experience in the built environment. Knowledge of labour intensive methods of construction, project/ programme management. Knowledge of the EPWP monitoring and evaluation methods. Knowledge of Government's job creation policies and programmes. Knowledge of the Public Finance Management Act. Strong communication (verbal and written) and interpersonal skills. Computer literacy. Good analytical, planning, organising, problem solving, report writing, presentation skills and a valid code EB driver's licence.

DUTIES : Key Performance Areas: Conduct data quality audits to ensure compliance Provide strategic interventions to improve data quality Monitor reporting of projects against targets (sector) Provide weekly progress reports for the programme manager Establish and manage a central database of EPWP beneficiaries Provide monthly reports to Head Office detailing progress on projects being implemented by the department. Prepare monthly reports on projects being implemented by public bodies in the Province.

ENQUIRIES : Ms. O.J. Gill Tel. No.: (053) 8392241

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

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

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. Short-listed candidates will be subjected to a practical test.

OTHER POSTS

POST 07/165 : **CLINICAL PROGRAMME CO-ORDINATOR (MATERNAL, CHILD AND WOMEN'S HEALTH)**

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

CENTRE REQUIREMENTS : Central Karoo District Office, Beaufort West
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Inherent requirements of the job: Valid code B/EB driver's licence. Willingness to travel. Competencies (knowledge/skills): Must be fluent in at least two of the three official languages of the Western Cape. Computer literacy.

DUTIES : Key result areas/outputs: Strategic and operational management, co-ordination monitoring, evaluation and support of Mother and Child and Women's Health programmes. Manage training and skills development programmes. Effective, efficient and sustainable financial planning and co-ordination of programmes. Effective, efficient and sustainable liaison framework with other program managers, sub district managers, health providers and supervisors. Plan and co-ordinate clinical training programs and skills development. Administrate and manage the effective use of reliable data through surveillance and data.

ENQUIRIES APPLICATIONS FOR ATTENTION CLOSING DATE : Mrs JE Phillips, tel. no. (023) 414-3590
: The District Manager, Eden District Office, Private Bag X6592, George, 6530.
: Ms S Pienaar
: 11 March 2011

POST 07/166 : **CLINICAL PROCUREMENT SPECIALIST**
Directorate: Professional Support Services

SALARY : R 206 982 per annum
CENTRE : Head Office, Western Cape Medical Supplies Centre.
REQUIREMENTS : Minimum educational qualification: Health related Degree/Diploma. Experience: Extensive experience of clinical products and evaluation. Extensive knowledge of medical supplies and their application within a healthcare environment. Warehousing experience. Competencies (knowledge/skills): Sound management skills. Proven report writing skills. Knowledge of negotiating with suppliers. Knowledge of Procurement prescripts. Computer literacy (Ms Word, Excel and PowerPoint).

DUTIES : Key result areas/outputs: Co-ordination of evaluation of medical consumables for purchase. Liaise with users and suppliers of medical consumables. Conduct research and training with respect to medical consumables and supplies. Assess application of contract management. Advise bid committee and delegates at Head Office level. Ensure effective medical consumables supply management. Ensure compliance to Supply Chain Management prescripts. Management of inventory in the warehouse. Manage Human Resources for the unit.

ENQUIRIES APPLICATIONS CLOSING DATE : Mr W Erasmus, tel. no. (021) 483-8408.
: The attention of Ms C Versfeld to the Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.
: 25 February 2011

POST 07/167 : **ACCOUNTING CLERK: FINANCE**
Chief Directorate: Financial Management, Sub-Directorate: Financial Accounting
(Section: Banking)

SALARY : R 94 575 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject. Experience: Appropriate experience in the Financial Environment. Competencies (knowledge/skills): Knowledge of the Basic Accounting System (BAS). Knowledge of Assets & Liabilities Suspense Accounts. Knowledge of the Public Finance Management Act, Treasury Regulations and Instructions. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Computer literacy in MS Office (Word & Excel). An aptitude for figures.

DUTIES : Key result areas/outputs: Clearing and follow-up of amounts on the Paymaster General Account. Clearing of Asset and Liability Suspense accounts. Capturing of Journals on BAS relating to Banking procedures. Reconciliation of revenue received. Payments of Creditors via Nedbank Business in respect of petty cash replenishments and Beneficiary Payments. Safekeeping of Documentation. Follow up of banking related enquires. Ad hoc Tasks requested by supervisor.

ENQUIRIES : Mr W Erasmus, tel. no. (021) 483-8408.
APPLICATIONS : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Versfeld
CLOSING DATE : 4 March 2011