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

PUBLIC SERVICE VACANCY CIRCULAR NO 10 OF 2011

1. Introduction

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

2. Directions to candidates

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

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

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

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

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

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DEPARTMENT OF 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** : 18 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 10/01** : **ANIMAL HEALTH TECHNICIAN REF NO: 51/2011**
Directorate: Animal Health
- SALARY** : R 174 117 per annum
- CENTRE** : Skukuza
- REQUIREMENTS** : Applicants should be in possession of a National diploma in Animal Health with Animal Diseases as a major subject. A National diploma in Nature Conservation / Wildlife Management is a recommendation (you are required to furnish a credit certificate and/or statement of results). Registered with the South African Veterinary Council. Willing to participate in Government Subsidised Motor Transport. A valid driver's licence. Fire arms proficient and have a weapons competency certificate. Able to plan and work independently in remote areas in a National park where potentially dangerous animals are free roaming. Computer literacy in MS Office (Word and Excel) and have working knowledge of GPS and Cyber tracker technology. Knowledge of animal diseases and their clinical presentation. Knowledge and experience of Veterinary Public Health in the field and at an abattoir. Knowledge of basic Veterinary skills such as managing and manipulating animals for collection of blood and other tissue specimens. Able to liaise with local farmers and communities.
- DUTIES** : The incumbent's responsibility will be Animal disease surveillance, detection and monitoring. Animal disease containment and control, including animal and animal products movement control (permits). Provide assistance with applied wildlife disease investigations and research. Provide assistance with laboratory and diagnostic services. Provide a Veterinary public health inspection service in the field during culling operations, carcass inspection at abattoir and meat and by-product hygiene and sanitary control. Provide assistance with Veterinary clinical services. Deal with vagrant or problem animals. Manage basic administrative duties, budgeting, office and personnel administration. Communication and advice to all key customers. Extension and informal training to customers.
- ENQUIRIES** : Dr R. Bengis or Dr L. de Klerk-Lorist, tel. 013 735 5641.

- NOTE** : Given the location and type of this post, bush knowledge and bush skills are important attributes. Applicants must be aware that it may be necessary to camp in the bush, travel long distances and be away from home for extended periods. For the above reasons the position is probably more suitable for male persons, but female persons are not excluded. Departmental housing is available for the successful candidate at Skukuza.
- POST 10/02** : **PERSONAL ASSISTANT REF NO: 37/2011**
Directorate: Water Use and Irrigation Development
- SALARY** : R 140 208 per annum
CENTRE : Silverton
REQUIREMENTS : Applicants should be in possession of a Grade 12 Certificate with a Secretarial diploma and extensive experience. Good interpersonal relations and excellent verbal and written communication skills. Computer literacy and extensive experience in an office administration environment.
- DUTIES** : The incumbent's responsibility will be to manage incoming and outgoing mail (including e-mails). Compile and update mail register and follow-up documents. Send, receive and dispatch e-mail messages. Administer the diary/time (electronically and manually) of the Director. Obtain and schedule all relevant appointments and meetings on a weekly/monthly basis as well as reschedule appointments/meetings when required. Type and edit correspondence. Determine types of reports to be compiled compile report and ensure good quality of reports. Bind and distribute report, co-ordinate and follow-up the flow of correspondence/files/documents between the offices to tract or monitor tasks as required by the Director. Gather information and prepare documentations for meetings, projects, presentations and reports. Arrange meetings, workshops, functions, venues, equipment and refreshments. Handle the Director's travel arrangements, accommodation and Subsistence and Travel claims. Compile agendas and take minutes at identified meetings.
- ENQUIRIES** : Ms M.J. Gabriel, Tel. 012 846 8567
NOTE : Candidates will be subjected to a practical typing test.

DEPARTMENT OF CORRECTIONAL SERVICES

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

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

OTHER POSTS

POSTS UNDER PUBLIC SERVICE ACT

- POST 10/03** : **DEPUTY DIRECTOR: PROGRAMME AND DESIGN OFFENDER ARTS AND CULTURE**
Directorate: Skills Development
- SALARY** : R406 839 all inclusive package
CENTRE : National Head Office
REQUIREMENTS : Recognized three year degree/diploma in Arts and Culture and/or experience of Arts and Culture, Sound managerial experience, Ability to formulate policy, Negotiation, Financial, Communication, Networking, Writing and creative skills, Valid driver's licence.
- DUTIES** : Formulation, Development, Implementation and maintenance of policies and procedures for offender Arts and Culture. Programme design and development, Liaison with internal/external (National and International) stakeholders with regards to the latest trend and practices on Arts and Culture programmes, Marketing of the directorate offender Sports, Recreation, Arts and Culture (Internally/Externally). Networking with internal and external stakeholders. Manage the budget of the Sub-Directorate: Programme Design and Development. Take effective and appropriate steps to prevent, within that official's area of responsibility, any unauthorized, irregular, fruitless and wasteful expenditure. Manage the personnel of the sub-directorate programme. Identity post establishment needs to ensure the provision of Arts and Culture services based on accountability sound management practices and adequate funding.
- ENQUIRIES** : Ms Masela D (012 307 2152); Mr S Baloyi (012 307 2505); Ms C Moerane (012 307 2540): Head Office
- POST 10/04** : **DEPUTY DIRECTOR: POLICY CO-ORDINATION**
Directorate: Office of the Chief Finance Officer
- SALARY** : R406 839 all inclusive package
CENTRE : National Head Office

<u>REQUIREMENTS</u>	:	Recognised and appropriate three-year degree/diploma in Economics and Management Sciences with Accounting/Cost and Management Accounting or Internal Audit as majors. Five (5) years experience in a financial environment of which at least three (3) years should have been at middle management level .Sound management experience. Valid driver's license. Knowledge and understanding of policy and legislation. Knowledge of public administration act and regulations. Project management skills. Computer literacy .Network/liaison with stakeholders. Knowledge of policy implementation process and methods *Report writing *Problem solving skills.
<u>DUTIES</u>	:	Provide advice and support to management and operational staff with regard to strategic planning. Develop, facilitate, co-ordinate and maintain department's strategic planning process. Co-ordinate and maintain operational planning process. Co-ordinate research. To undertake public policy analysis in order to identify policy gaps and opportunities in the field of Finance. Provide executive summaries and advice on documentation and processes from Finance. Facilitate and co-ordinate availability of policies. Monitor and control deliverables within agreed objectives. Manage processes of compliance. To head the office of the CFO, ensure a system of office management, ensure preparation of office schedules/systems, ensure management of personnel functions – duty clerks, handling of notices/newsletters, certification of salary slips/pay sheets, plan leave reservations, submission of exam results, provide on-the-job training, compile and monitor job descriptions and performance assessments. Ensure proper asset management. Monitor and manage the budget of the office. Arrange meetings. Prepare agendas/presentations. Records and follow up on management decisions.
<u>ENQUIRIES</u>	:	Ms Masela D (012 307 2152); Mr S Baloyi (012 307 2505); Ms C Moerane (012 307 2540): Head Office
<u>POST 10/05</u>	:	<u>DD: PROGRAMME/PROJECT CO-ORDINATION</u> Directorate: Office of the EPMO (Enterprise Project Management Office)
<u>SALARY</u>	:	R406 839 per annum all inclusive package
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	A recognised and appropriate three year degree or diploma in Management, Administration or a relevant equivalent qualification. Relevant experience in the Programme/Project Management environment. Excellent analytical skills in the following areas: Computer Literate with understanding of MS Office (MS Word, MS Project, MS Excel etc.), project management, presentation, planning, organizing, research, strategic thinking, conflict management, problem solving, negotiation, written and verbal communication •Must have good interpersonal skills, have the ability to work under pressure and be willing to work extended hours when required. Must have a valid driver's license.
<u>DUTIES</u>	:	Ensuring continuity of work of high level bodies and achievement of objectives. Preparation of electronic documents at strategic level for approval by the Head of the EPMO. Integrating documents and preparing submissions and reports at strategic level. Drafting content and creating electronic Power Point presentations, Project charts on issues as determined by the Head of the EPMO. Advising in relation to quality control on Programmes/Projects. Providing executive summaries and advice on documentation and processes from the department. Liaising with internal and external stakeholders in relation to content preparation and coordination of process. Coordinating interaction between the offices of the National Commissioner and other Branches. Processing and disposing of all relevant correspondence received in the office of the Head of the EPMO. Providing staff officer function to the Head of the EPMO in relation to key responsibility areas and managerial responsibilities in relation to resource searching, documentation processing, briefing of the Head of the EPMO on operational plan delivery within the Branch, providing Programme/Project and managerial advice to the Head of the EPMO. Heading the Office of the Head of the EPMO by ensuring a system of office management, ensure preparation of office schedule, ensuring management of personnel functions, handling of notices, preparation of agenda and ensuring minute taking of regular office meetings, following up on management decisions and supervising staff within the office including in-service training of administrative staff.

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

POST 10/06 : **DEPUTY DIRECTOR: POLICY CO-ORDINATION**
Directorate: office of the GITO

SALARY : R406 839 per annum all inclusive package
CENTRE : National Head Office
REQUIREMENTS : Recognised and appropriate three year degree or diploma in Management, Administration or a relevant equivalent qualification. Relevant experience in the Information and Communication Technology environment. Excellent analytical skills in the following areas: Computer Literate with understanding of MS Office (MS Word, MS Project, MS Excel etc.), project management, presentation, planning, organizing, research, strategic thinking, conflict management, problem solving, negotiation, written and verbal communication •Must have good interpersonal skills, have the ability to work under pressure and be willing to work extended hours when required. Must have a valid driver's license.

DUTIES : Ensuring continuity of work of high level bodies and achievement of objectives. Preparation of electronic documents at strategic level for approval by the GITO. Integrating documents and preparing submissions and reports at strategic level. Drafting content and creating electronic Power Point presentations, Project charts on issues as determined by the GITO. Advising in relation to quality control on policies. Providing executive summaries and advice on documentation and processes from the department. Liaising with internal and external stakeholders in relation to content preparation and coordination of process. Coordinating interaction between the offices of the National Commissioner and other Branches. Processing and disposing of all relevant correspondence received in the office of the GITO. Providing staff officer function to the GITO in relation to key responsibility areas and managerial responsibilities in relation to resource searching, documentation processing, briefing of the GITO on operational plan delivery within the Branch, providing policy and managerial advice to the GITO. Heading the Office of the GITO by ensuring a system of office management, ensure preparation of office schedule, ensuring management of personnel functions, handling of notices, preparation of agenda and ensuring minute taking of regular office meetings, following up on management decisions and supervising staff within the office including in-service training of administrative staff.

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

POST 10/07 : **CHIEF ARTISAN: GRADE 1 PRODUCTION WORKSHOP**
Eastern Cape Region

SALARY : R212 421 per annum
CENTRE : Eastern Cape Region (East London)
REQUIREMENTS : Recognized and appropriate three year degree/diploma in Agriculture Sciences/ Economic Sciences and /or experience of agriculture and production workshop management . Valid driver's license. The incumbent must be dynamic and professional. Must also be able to plan and organise events properly. Sound communication. Must be computer literate. Must have thorough knowledge of project management.

DUTIES : Coordinate policy. Assess agriculture and production workshop services. Develop / maintain production workshops and service standards in the management area. Manage production workshop labour. Manage environment. Manage production workshop equipment. Manage Occupational Safety (OHS Act). Manage personnel and finances.

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

POST 10/08 : **ASSISTANT DIRECTOR: MANAGER: SOCIAL WORK SERVICES**
Eastern Cape Region

SALARY : R211 179 per annum
CENTRE : Eastern Cape Region (Grahamstown, Kirkwood)
REQUIREMENTS : BA Degree in Social Work and relevant experience. Registration with the South African Council for Social Services. Valid driver's license. Conversant with acts, policies and legislation pertaining to social work practice. Ability to interpret

policy/legislative matters and operate within the management area. Good communication, negotiation, conflict management and strategic management skills. Ability to co-ordinate and collaborate with internal and external stakeholders. Must be computer literate.

DUTIES : Provide needs based social work services to offenders through individual attention, group work, community work, research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work interventions.

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

POST 10/09 : **CLINICAL NURSE PRACTITIONER: GRADE I 2 POSTS**
Eastern Cape Region

SALARY : R210 630 per annum
CENTRE : Eastern Cape Region: St Albans (Patensie)
REQUIREMENTS : Recognised and appropriate Diploma / Degree in Nursing plus Primary Health Care qualification. Registration with the South African Nursing Council as a registered nurse. Minimum of 4 years experience as a nurse. Sound communication skills. Resource management, analytical, observant & leadership skills. Valid driver's license

DUTIES : Manage the provision of comprehensive primary health care within a prison environment. Co-ordinate with both internal and external role players in providing health care services. Manage resources (human, finances, equipment and information). Ensure and monitor compliance to relevant legislation, policies and procedures.

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

POST 10/10 : **ASD: ADMINISTRATIVE SECRETARY**
Directorate: Office of the Head of the EPMO

SALARY : R206 982 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognised and appropriate three year diploma, degree or equivalent Qualification plus at least financial and administrative experience in the Public Service. Background in the Information & Communication Technology (ICT) environment would be an added advantage. Good Planning, Organising and Communication skills (written and verbal). Good interpersonal relations. Project Administration skills. Good negotiation and conflict management skills. Good Report writing skills. Supervisory and Management skills. Computer Literate with understanding of MS Office (MS Word, MS Project, MS Excel etc.). Must have a valid driver's license.

DUTIES : Ensure smooth administration of documentation in relation to both filing system and document flow system in the Office of the Head of the EPMO, appropriate route lists, development of administrative procedures for the Branch, compliance by members of the branch with return dates; ensure quality control over the documentation forwarded to the Head of the EPMO's office. Ensuring convening, agenda preparation, minute taking, and development of action plan and reporting system on decisions taken in meetings. Ensure the financial and logistical management of the office including budgeting and costing processes. Ensure the drafting of routine letters and memos, receipt of correspondence and documentation, proactively acknowledging correspondence. Processes content of incoming and outgoing documentation. Ensure compliance with return. Ensure appropriate filing of documents. Ensure logistical provisioning for the Office. Provide Financial Administration support to the Head of the EPMO in relation to the Branches budgeting, expenditure and, financial reporting on office spending on a monthly basis. Liaise with various stakeholders

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

POST 10/11 : **ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY**
Directorate: Office of the GITO

SALARY : R206 982 per annum
CENTRE : National Head Office

<u>REQUIREMENTS</u>	:	Recognise and appropriate three year diploma, degree or equivalent Qualification plus at least financial and administrative experience in the Public Service. Background in the Information & Communication Technology (ICT) environment would be an added advantage. Good Planning, Organising and Communication skills (written and verbal). Good interpersonal relations. Project Administration skills. Good negotiation and conflict management skills. Good Report writing skills. Supervisory and Management skills. Computer Literate with understanding of MS Office (MS Word, MS Project, MS Excel etc.). Must have a valid driver's license.
<u>DUTIES</u>	:	Ensure smooth administration of documentation in relation to both filing system and document flow system in the Office of the GITO, appropriate route lists, development of administrative procedures for the Branch, compliance by members of the branch with return dates; ensure quality control over the documentation forwarded to the GITO's office. Ensuring convening, agenda preparation, minute taking, and development of action plan and reporting system on decisions taken in meetings. Ensure the financial and logistical management of the office including budgeting and costing processes. Ensure the drafting of routine letters and memos, receipt of correspondence and documentation, proactively acknowledging correspondence. Processes content of incoming and outgoing documentation. Ensure compliance with return. Ensure appropriate filing of documents. Ensure logistical provisioning for the Office. Provide Financial Administration support to the GITO in relation to the Branches budgeting, expenditure and, financial reporting on office spending on a monthly basis. Liaise with various stakeholders.
<u>ENQUIRIES</u>	:	Ms Masela D (012 307 2152); Mr S Baloyi (012 307 2505); Ms C Moerane (012 307 2540): Head Office
<u>POST 10/12</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND INTERVENTION</u> Directorate: Correctional Programmes
<u>SALARY</u>	:	R206 982 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognized and appropriate three year degree / diploma in Human Science/ Correctional Service Management and/or, coupled with knowledge and experience in monitoring and evaluation. Knowledge and experience in analyzing/interpretation of statistical information. Knowledge and experience in personnel management. Knowledge and experience in financial management. Computer literacy. Sound communication skills (verbal and written). Good administrative skills. Valid driver's license.
<u>DUTIES</u>	:	Review the policy and policy procedures on Correctional Programmes. Coordinate inputs from processes of the monitoring and evaluation of the Correctional Programmes. Ensure that amendments to Correctional Programmes are informed by monitoring and evaluation processes of correctional programmes. Ensure the implementation of amendments into the Correctional Programmes. Ensure an effective working relationship with the component responsible for monitoring and evaluation of correctional programmes. Compile reports related to the scope of the portfolio. Manage financial, human and logistical resources.
<u>ENQUIRIES</u>	:	Ms Masela D (012 307 2152); Mr S Baloyi (012 307 2505); Ms C Moerane (012 307 2540): Head Office
<u>POST 10/13</u>	:	<u>ASD: ADMINISTRATIVE SECRETARY</u> CDC: Corporate Services Re-Advertisement: People who previously applied need not apply again
<u>SALARY</u>	:	R206 982 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognise three year degree in social science or equivalent qualification and/or relevant experience. Valid Drivers licence. Computer literacy. Administrative support. Planning, organizing, Good communication, analytical thinking, conflict management, listening and report writing skills.
<u>DUTIES</u>	:	Ensure smooth administration of documentation in relation to both document flow system in the office of the CDC: Corporate Services and records management filing system. Ensure documentation quality control in relation to documentation drafting and content and appropriate route lists. Development of administrative

procedures for the Branch and compliance by members of the branch. Corporate Services with the return dates required on tasks allocation.. Ensure the drafting of routine letter memorandums. Development of standard format letters for receipt of correspondence and documentation reactivity acknowledging correspondence including referral to relevant person//process and typing of letters/memorandums on instruction of the CDC: Corporate Services. Process the content of incoming and outgoing documentation, through study of incoming documentation and advising the CDC: Corporate Services.

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

POST 10/14 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION**
Directorate: Correctional Programmes

SALARY : R206 982 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognized and appropriate three year degree / diploma in Human Science/ Correctional Service Management and/or experience in monitoring and evaluation. Knowledge and experience in personnel management. Knowledge and experience in financial management. Computer literacy. Sound communication skills (verbal and written). Good administrative skills. Valid driver's license.

DUTIES : Monitoring of the implementation of Correctional Programmes. Evaluation of the statistical information on correctional programmes. Evaluation of correctional programmes. Networking with both internal and external stakeholders and /or role players. Management of resources, Financial, Logistical and Human resources. Participation in the strategic planning.

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

POST 10/15 : **ASSISTANT DIRECTOR: SENTENCE PLANNING**
Directorate: Correctional Programmes

SALARY : R206 982 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognized and appropriate three year degree / diploma in Human Science/ Correctional Service Administration and/or experience in monitoring and evaluation. Knowledge and experience in personnel management. Knowledge and experience in financial management. Computer literacy. Sound communication skills (verbal and written). Good administrative skills. Valid driver's license.

DUTIES : Review the policy and policy procedure on correctional programmes. Facilitate implementation of the policy on correctional programmes. Amend the correctional sentence plan (CSP) and correctional sentence plan revision framework (CSPRF). Facilitate the implementation of the CSP and CSPRF. Manage financial, logistical and human resources. Participate in the development of strategic and operational plans.

ENQUIRIES : Ms Masela D (012 307 2152); Mr S Baloyi (012 307 2505): Head Office

POST 10/16 : **ASSISTANT DIRECTOR: OPERATIONAL TRAINING: LOGISTICS**
Directorate: Logistics

SALARY : R206 982 per annum
CENTRE : National Head Office
REQUIREMENTS : Applicable three year degree/diploma and/or experience in supply chain management. At least 2 years proved LOGIS training experience. Valid Code 08 driver's license. Computer Literacy (MS Excel/MS Word/MS PowerPoint/MS Outlook). Completed the LOGIS System Controllers course successfully. Knowledge of the Public Finance Management Act, Treasury Regulations and Logistical Information System (LOGIS). Knowledge of the LOGIS Web/ LBIS/LOGIS Balanced Scorecard/ Procurement Integration/Vulindlela.

DUTIES : Management of operational training plan and scheduling of training needs for LOGIS. Ensure infrastructure availability for LOGIS operational training facilities nationally. Management of human resources. Nomination and submission of appointments of national trainers for LOGIS operational training function. Assist

with the formulation and development/maintenance of operational training material W.R.T the LOGIS. Monitor and evaluate LOGIS training material. Assist and provide training information and advice to the DD Logistical Systems management and Training. Evaluate LOGIS training information and advise to managers/trainers of the LOGIS on a national basis. Assist with the alignment of LOGIS operational training with Departmental policies with regard to the budget needs. Manage/Assist decentralized trainers with the utilization of the LOGIS training database. Provide training with regard to LOGIS to top management/middle management. Responsible for management of the submission of statistics on LOGIS training to management. Responsible for submission of inputs to management on operational training interventions. Execution of monitoring visits to practice to evaluate logistic administration. Facilitate LOGIS /other supply chain management training courses. Facilitate training courses on LBIS/LOGIS Web and newly released LOGIS functionalities and asset management to users countrywide. Compile and submit annual estimations/Manage funds LOGIS training nationally.

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

POST 10/17 : **ASSISTANT DIRECTOR: OFFENDER INFORMATION**
Directorate: Information Management

SALARY : R206 982 per annum
CENTRE : National Head Office

REQUIREMENTS : Recognized and appropriate three year degree/diploma and/or relevant experience in the field of. Correction Administration. The candidate must be customer orientated. Valid driver's license. Computer Literate. Knowledge of financial management. Have sound communication skills. Ability to work under pressure and have sound administrative abilities (e.g. report writing skills, record keeping of processes and meetings) Understand the Information Management Life Cycle (IMLC) and how it should be managed in a department. Ability to facilitate and manage networking processes with DCS business (Branches, Directorates) to identify information needs. Experience in Project Management, especially in the planning processes pertaining to the user requirements identification, testing and implementation of Information Systems. Knowledge of the Promotion of Access to Information Act as well as other relevant legislations and DCS policies. Operational knowledge of DCS (Community Corrections and Admission and Release) will be an added advantage.

DUTIES : Management of DCS Information Systems and support users with the system functionalities Management of Information System (Management Information Systems) and envisioned Corporate Performance Monitoring Systems. Monitor the data integrity levels of Offender Information Systems Escalate the problems to relevant responsibility manager (HEAD Office and Region) for operational action to address problem. Ensure availability of information/statistics for decision making support. Represent policymakers as well as operational system users when new systems are developed and when any enhancement is done on the operational systems. Participate and facilitate the in User Requirement Specification session in coordination and cooperation with business and systems development Ensure that the user requirements of business for their systems needs are incorporated and reflected in the end product (new system or system enhancement).Conduct Alfa and Beta testing when needed. Assist in the development of the test plans. Present Training, co-ordination and the implementation of applications. In cooperation with system development and business develop operational user manuals that will be used during trainings. Be able to perform administrative duties; taking minutes at meetings, own document management, organize and chair meetings with users where needed. Ensure compliance with policy and internal control measures Setting service standards measures Ensure compliance with policy and internal control Establish a trust and good working relationships with the system owners (business) and systems development to ensure that the information needs of the user are identified, documented and incorporated in the Information plan as well as their operational systems. Monthly and quarterly report to supervisor on activities, achievement and progress made in projects.

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

<u>POST 10/18</u>	:	<u>ASSISTANT DIRECTOR: FUNDS AND SCHEMES</u> Directorate: Facilities Funds
<u>SALARY</u>	:	R206 982 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognised and appropriate three year degree/diploma in financial management and/or at least five (5) years experience. Knowledge of the Public Finance Management Act (PFMA), Computer literacy and knowledge of different computerized financial systems, Valid driver's License.
<u>DUTIES</u>	:	Manage the financial administration of the Facilities Fund. Manage Transformation of Facilities Fund. Develop Policy and Procedures of Facilities Fund. Managing of investment of Facilities Fund. Marketing of Facilities Fund. Improvement of benefits of the members from Facilities Fund. Managing of State Budget. Managing and control of assets of Facilities Fund and State.
<u>ENQUIRIES</u>	:	Ms Masela D (012 307 2152); Mr S Baloyi (012 307 2505); Ms C Moerane (012 307 2540): Head Office
<u>POST 10/19</u>	:	<u>ASSISTANT DIRECTOR: CLUBS AND MESSSES</u> Directorate: Facilities Funds
<u>SALARY</u>	:	R206 982 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognised and appropriate three year degree/diploma in financial management and/ or Five (5) years experience in financial management, experience in club and messes financial management will be an added advantage, knowledge of the Public Finance Management Act (PFMA), Computer literacy and knowledge of Pastel or Turbo Cash financial program, Valid Driver's License code 8.
<u>DUTIES</u>	:	Develop Policy and Procedures of Clubs and Messes. Facilitate Transformation of Clubs and Messes. Inspection of Clubs and Messes. Improvement of benefits of the members from Facilities Fund and General Club. Managing of assets of Clubs in Department of Correctional Services. Training of Treasures and Mess officials.
<u>ENQUIRIES</u>	:	Ms Masela D (012 307 2152); Mr S Baloyi (012 307 2505): Head Office
<u>POST 10/20</u>	:	<u>ASSISTANT DIRECTOR: MANAGER HR UTILIZATION</u> Eastern Cape Region
<u>SALARY</u>	:	R206 982 per annum
<u>CENTRE</u>	:	Eastern Cape Region (Sada)
<u>REQUIREMENTS</u>	:	Recognized and appropriate three year Degree/Diploma and/or relevant experience in Personnel Management, Human Resource Management, Behavioural Science or equivalent qualification with extensive experience in administration. Sound knowledge of Human Resources and related matters. Strategic capability, analytical and negotiation skills. Knowledge of the disciplinary procedure and code relevant legislation. Knowledge of PFMA. Valid driver's license
<u>DUTIES</u>	:	Control cost effective personnel administration and utilization. Co-ordinate the operation of personnel functions in the Department. Implement national human resources management policy in the region. Inspect personnel administration in the region. Manage remuneration control, housing subsidies, official accommodation, leave administration, transfers, finance and personnel.
<u>ENQUIRIES</u>	:	Mr Mwehle ZP (043 706 7923): Eastern Cape Region
<u>POST 10/21</u>	:	<u>ASSISTANT DIRECTOR: MANAGER: HR SUPPORT</u> Eastern Cape Region: Kirkwood
<u>SALARY</u>	:	R206 982 per annum
<u>CENTRE</u>	:	Eastern Cape Region (Kirkwood)
<u>REQUIREMENTS</u>	:	Recognized and appropriate three year degree/diploma and/or relevant experience. Dynamic and professional. Ability to plan and organize. Sound communication skills. Must be computer literate. Valid driver's license.
<u>DUTIES</u>	:	Manage performance management function in the management area. Manage personnel awards and achievement bonuses. Manage personnel, finances and logistics.

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

POST 10/22 : **SENIOR ADMIN OFFICER: PROJECT COORDINATOR RESEARCH AND DESIGN**
Directorate: Correctional Programmes

SALARY : R174 117 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognized and appropriate three year degree / diploma in Human Science and or knowledge in research and programme development. Knowledge on monitoring and evaluation tools. Knowledge on financial management. Computer literacy. Sound communication skills (verbal and written). Good administrative skills. Valid driver's license.

DUTIES : Coordination of research on programmes targeting offending behaviour. Assist with the benchmarking of correctional programmes targeting offending behaviour (nationally and internationally). Coordination of the design, development and sourcing of programmes targeting offending behaviour for all categories of offenders including youth and females. Coordination of the quality assurance of correctional programmes by external service providers. Assistance with the endorsement of internally developed correctional programmes. Coordination and assistance with the training of relevant officials on the implementation of the Correctional Programmes. Coordination of networking with internal and external stakeholders and role players in relation to correctional programmes. Assistance with the management of resources. Render support in the management of different projects. Render administrative support in strategic planning of the Directorate.

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

POST 10/23 : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING**
Directorate: Office of the Chief Finance Officer

SALARY : R174 117 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognized three-year degree/diploma in Accounting or Financial Management and/or three (3) years relevant management experience in Government Financial Systems. Sound communication skills. Valid driver's license. Must be computer literate. Dynamic and professional. Ability to plan and organise events properly. Knowledge of the Public Finance Management Act, Treasury Regulations, LOGIS and BAS. Proven experience in a BAS and LOGIS environment. Understanding of all government prescripts.

DUTIES : Facilitate financial meetings and other meetings deemed necessary by the CFO. Plan and execute financial accounting functions/inspection. Undertake financial investigations. Keep financial accounting system on standard. Ensure proper asset management. Ensure effective, efficient, transparent and economical utilization of resources. Ensure effective control over the collection and allocation of all revenue. Ensure financial data integrity on BAS. Responsible for effective budget estimates, budget allocation, spending plan, IYM, ENE and MTEF submissions in the office of the CFO. Submit applicable documents in ensuring zero balances on the ledgers for the month. Handle Z59 claims. Processing of CFO's subsistence and travel claims. Executes the responsibility of official as stipulated in Section 45 of the Public Finance Management Act

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

POST 10/24 : **SENIOR ADMIN OFFICER: PROJECT COORDINATOR: MONITORING AND EVALUATION**
Directorate: Correctional Programmes

SALARY : R174 117 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognized and appropriate three year degree / diploma in Human Science/ Correctional Service Management and/or experience on monitoring and evaluation. Coupled with experience in financial management. Computer literacy.

		Sound communication skills (verbal and written). Good administrative skills. Valid driver's license.
<u>DUTIES</u>	:	Coordinate the monitoring of the implementation of Correctional Programmes. Coordinate the evaluation of the statistical information on correctional programmes. Coordinate the evaluation of correctional programmes. Coordinate the networking with both internal and external stakeholders and / or role players. Assist with the management of resources, financial and Logistical. Assist with report writing on the analysis of the monitoring and evaluation of the implementation of correctional programmes.
<u>ENQUIRIES</u>	:	Ms Masela D (012 307 2152); Mr S Baloyi (012 307 2505); Ms C Moerane (012 307 2540); Head Office
<u>POST 10/25</u>	:	<u>SENIOR ADMIN OFFICER: PROJECT COORDINATOR PRE –RELEASE PROGRAMMES</u> Directorate: Correctional Programmes
<u>SALARY</u>	:	R174 117 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognized and appropriate three year degree / diploma in Human Science/ Correctional Service Management and/or extensive experience in working with pre-release programmes. Knowledge of monitoring and evaluation. Knowledge of coordination of statistics. Computer literacy. Sound written and verbal communication skills. Good administrative skills. Valid driver's license.
<u>DUTIES</u>	:	Assist in the compilation of annual work programme on pre-release programmes. Conduct analysis of statistics on the attendance of pre-release programmes by offenders. Assist with research and updating of pre-release programme to ensure that it is in line with latest trends and developments. Network with both internal and external stakeholders in the field of pre-release. Participate in monitoring compliance with relevant policies. Participate in evaluating the impact of pre-release programmes. Submit inputs on the budget for pre-release programmes. Manage inventory. Attend workshops, seminars and conferences relevant to the scope of correctional programmes. Participate in the execution of the operational plan of the directorate. Execute ad hoc tasks.
<u>ENQUIRIES</u>	:	Ms Masela D (012 307 2152); Mr S Baloyi (012 307 2505); Ms C Moerane (012 307 2540); Head Office
<u>POST 10/26</u>	:	<u>SENIOR STATE ACCOUNTANT 2 POSTS</u> Directorate: Management Accounting Programme Controller: Corrections (Budget), Programme Controller: Personnel and Revenue (Budget)
<u>SALARY</u>	:	R174 117 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognised three year degree/diploma in a financial management related field with Cost and Management Accounting as a major subject and/or a minimum of three (3) years experience in budget Management. Computer literacy (in particular Windows, Microsoft Word, Microsoft Excel and Microsoft PowerPoint) is essential for this position. Valid driver's license. Extensive knowledge of the Public Finance Management Act and Treasury Regulations. Sound knowledge of Government transversal systems and the budgeting process. Strong leadership qualities, initiative and drive. Excellent verbal and written communication skills. Willingness to work outside normal working hours.
<u>DUTIES</u>	:	Support the Assistant Director Budgets with analysis and control of budget and expenditure to be able to advise senior managers on the best decision to take to ensure economical, effective and efficient utilization of budget allocated to achieve the strategic objectives of the Department. Maintain the master copy of the relevant programmes approved budget and ensure timely and accurate distribution, capturing and maintenance thereof on the financial system. Provide monthly in year monitoring inputs on the relevant programme with regard to state of expenditure as well as anticipated expenditure. Interrogate and report on deviations per month against the anticipated breakdown per month of anticipated revenue and expenditure for that financial year. Advise managers on detecting planning deviations and report areas of risk to programme manager. Advise managers on the reprioritisation of funds to ensure that they are directed and utilised in the core business areas which will result in the best achievement of the

departmental objectives. Report relevant and critical financial management information to management and external stakeholders. Ensure that the Department complies with the Public Financial Management Act, Treasury Regulations and Treasury Guidelines for the compilation and submission of Monthly In Year Monitoring reports, Adjusted Estimates of National Expenditure (AENE), Virements as well as Final appropriation statement. Advise on adherence to policy and procedure in respect of budget control. Ensure effective utilization and control over resources of the sub-directorate. Execute responsibilities of officials as stipulated in section 45 of the PFMA.

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

POST 10/27 : **SENIOR ADMIN OFFICER: GARNISHEE**
Directorate: PERSAL Management

SALARY : R174 117 per annum
CENTRE : National Head Office
REQUIREMENTS : Recognized and appropriate degree/ diploma in Human Resources Management and/or relevant experience in the implementation of Emolument Attachment Orders. Communication Skills, Interpersonal skills, Computer literacy, Knowledge of Regulations, Prescripts and applicable Acts, policies and procedures, Conflict management, Sense of confidentiality, Dedication, Planning and organising, Team leadership.

DUTIES : Management of Emolument Attachment Orders, ensure validity of the emolument attachment orders, liaison with internal and external stakeholders, management of resources, approval of transactions on PERSAL, Creation of beneficiaries codes, monitor the updating of the incoming Emolument Attachment Orders register, interpretation of Court orders, register all Emolument Attachment Orders served by the Sheriff, ensure that all Emolument Attachment Orders received are implemented.

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

POST 10/28 : **SENIOR ADMINISTRATIVE OFFICER: DEVELOPMENT AND CARE**
Gauteng Region

SALARY : R174 117 per annum
CENTRE : Regional Office
REQUIREMENTS : Recognized and appropriate three year degree/Diploma and/ or equivalent qualification experience. Communication skills. Ability to work independently for long hours. Valid driver's licence.

DUTIES : The co-ordination of policy. The quality assessment of development services. The ensuring of service levels for development services. The planning of activities. The management of infrastructure for development services. The management of finances. The management of personnel

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

POST 10/29 : **SENIOR ADMIN OFFICER: HUMAN RESOURCE DEVELOPMENT**
Gauteng Region

SALARY : R174 117 per annum
CENTRE : Gauteng Region (Leeuwkop)
REQUIREMENTS : Recognized and appropriate three year Degree/Diploma and/ or relevant experience. Valid driver's licence. Analytical ability. Good communication skills and ability to plan/organise. Computer literacy.

DUTIES : Application of HR development policies in the management area. Administration of training programmes. Administration of lectures. Administration of examinations. Undertaking of training research. Administration of in-service training programmes. Administration of self development activities. Administration of bursaries/study loans. Administration of infrastructural requirements for HR Development.

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

POST 10/30 : **SENIOR ADMIN OFFICER: AGRICULTURE 2 POSTS**
Gauteng Region

SALARY : R174 117 per annum
CENTRE : Gauteng Region (Leeuwkop, Zonderwater)
REQUIREMENTS : Recognized and appropriate three year Degree/Diploma in Agriculture and/ or relevant experience. Valid driver's licence. Analytical ability. Good communication skills and ability to plan/organise. Computer literacy.

DUTIES : The co-ordination of agricultural policy. The quality assessment of agricultural services. The development/maintenance of agricultural service standards in the management area. The management of agricultural production. The management of agricultural labour. The management of the environment. The management of agricultural equipment. The management of occupational safety. The co-ordination of production workshops' policy. The quality assessment of production workshop services. The development/maintenance of workshop production standards in the Management area. The management of workshop production. The development of human resources. The management of workshop equipment.

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

POST 10/31 : **SENIOR ADMINISTRATION OFFICER: HUMAN RESOURCE ADMINISTRATION**
Gauteng Region

SALARY : R174 117 per annum
CENTRE : Gauteng Region (Baviaanspoort)
REQUIREMENTS : Recognise and appropriate Degree/Diploma in Human Resource Management and/ or relevant Human Resource experience. Valid driver's licence.

DUTIES : The quality assessment of personnel services. Manage remuneration control. Manage housing subsidies. Ensure management of official accommodation. Management of leave. The exercising of control over the establishment. The management of Persal. Management and data integrity. The management of finances.

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

POST 10/32 : **SENIOR ADMIN OFFICER: DATA ANALYSIS AND DISTRIBUTION MANAGEMENT**
Eastern Cape Region

SALARY : R174 117 per annum
CENTRE : Regional Office
REQUIREMENTS : Recognized and appropriate 3-year degree/diploma and or relevant experience. Training skills, Computer Literacy. A valid driver's license. Successful completion of a computerized PAS course. Good communication and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and regulations, Treasury Regulations and Provisioning Administration System (PAS)

DUTIES : Inspect the computerized PAS in the Region. Receive and evaluate complaints of users on PAS and make recommendations for possible solutions. Assist with policy formulation and management. Assist with CN co-ordination. Manage computerized PAS reports.

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

POST 10/33 : **SENIOR ADMINISTRATION OFFICER: MANAGER: HR ADMINISTRATION**
Eastern Cape Region

SALARY : R174 117 per annum
CENTRE : Eastern Cape Region (Mthatha)
REQUIREMENTS : Recognized and appropriate three year degree/diploma and/or relevant experience. Dynamic and professional. Ability to plan and organize. Sound communication skills. Must be computer literate. Valid driver's license.

DUTIES : Enhance coordination of policy. Communicate policy matters. Evaluate policy amendment inputs. Manage human resources. Follow-up on correspondences.

Technical preparation of documents. Arrange meetings. Maintain post establishment and documents detailing training. Undertake personnel administration. Administrate finance and primary measurements. Administrate performance of merit assessments. Manage leave and absence
Mr Mwehle ZP (043 706 7923): Eastern Cape Region

ENQUIRIES

POST 10/34

SENIOR ADMINISTRATION OFFICER: HIV \ AIDS
Eastern Cape Region

SALARY

CENTRE

REQUIREMENTS

R174 117 per annum
Eastern Cape Region (St Albans)
Recognized and appropriate three year degree/ diploma and/or relevant experience in Social Science, Health or equivalent qualification, with relevant experience in HIV / Aids programme management. Certificate in HIV \ Aids related issues will be added advantage. Valid driver's license. Must be computer literate. Experience in financial management. Experience in management related functions. Sound communication skills. Be willing to travel extensively. Policy formulation, monitoring and evaluation. Programme design, development and coordination. Project management. Liaison, networking and capacity building \training skills.

DUTIES

Monitor and evaluate implementation of comprehensive HIV\ AIDS programmes and service for offenders at the management areas and correctional centre level. Monitor and evaluate implementation of relevant HIV\ AIDS policies and procedures. Provide statistical data and other relevant information to the regional office as well as reports to management area and correctional centre, management and regional level. Manage resources to the position.

ENQUIRIES

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

POST 10/35

PROFESSIONAL NURSE (GENERAL NURSING) 3 POSTS
Eastern Cape Region

SALARY

CENTRE

REQUIREMENTS

R172 035 per annum
Eastern Cape Region (Mthatha, Lusikisiki X 2)
Recognized and appropriate three year degree/diploma and experience in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a professional nurse. Current registration with the South African Nursing Council (SANC) Knowledge of nursing care process and procedures, nursing statutes and other relevant legal frameworks, including grievance procedure and disciplinary code and procedure .Communication, report-writing, liaison, co-ordination, facilitation, problem solving, planning and organizing skills. Valid driver's license

DUTIES

Provide direction and supervision in the implementation of the nursing plan (clinical practice/ quality patient care) .Implement standards, practices, criteria and indicators for quality nursing (quality of practice) Practice nursing and health care in accordance with the relevant laws and regulations. Utilize human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care, including an awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele Principles). Maintain a constructive working relationship with nursing and other stakeholders.

ENQUIRIES

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

NOTE

Applications: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be accompanied by certified copies of qualifications and ID (not older than 3 months). Please send a separate and complete application for each post you apply for. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered

POST 10/36

CORRECTIONAL OFFICER: WIDOW AND ORPHAN FUND
Directorate: Facilities Funds

SALARY

CENTRE

R140 208 per annum
National Head Office

<u>REQUIREMENTS</u>	:	Grade 12 with at least three (3) years experience in financial administration, Computer literacy, valid driver's license
<u>DUTIES</u>	:	Financial administration of Widow and Orphan Fund. Assist with marketing of Widow and Orphan Fund. Transformation of Widow and Orphan Fund. Administration of investments of Widow and Orphan Fund. Payment of beneficiaries of Widow and Orphan Fund monthly. Recordkeeping of beneficiaries of Widow and Orphan Fund. Taking minutes of Widow and Orphan Fund meetings.
<u>ENQUIRIES</u>	:	Ms Masela D (012 307 2152); Mr S Baloyi (012 307 2505); Ms C Moerane (012 307 2540): Head Office
<u>POST 10/37</u>	:	<u>ADMIN CLERK: FUNDS AND SCHEMES</u> Directorate: Facilities Funds
<u>SALARY</u>	:	R140 208 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Grade 12 with at least Three (3) years experience in financial administration, Computer literacy, valid driver's License.
<u>DUTIES</u>	:	Financial administration of Facilities Fund. Compiling of assets of Facilities Fund. Assist with marketing of Facilities Fund. Assist with Transformation of Facilities Fund. Administration of investments of Facilities Fund.
<u>ENQUIRIES</u>	:	Ms Masela D (012 307 2152); Mr S Baloyi (012 307 2505); Ms C Moerane (012 307 2540): Head Office
<u>POST 10/38</u>	:	<u>PAO: FLEET MANAGEMENT</u> Directorate: Logistics
<u>SALARY</u>	:	R140 208 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Grade 12, and relevant experience in economics and management science (transport/fleet management, logistics, public administration, etc), 1 year experience in Fleet Management, Micro Soft Office, Drivers licence Code 08
<u>DUTIES</u>	:	Liaise with Service Providers; Monitor the utilization of departmental fleet, subsidised, and Ministerial vehicles; Liaise with National Department of Transport on issues relating to transport management; verification, Spot checks and disposal of fleet.
<u>ENQUIRIES</u>	:	Ms Masela D (012 307 2152); Mr S Baloyi (012 307 2505); Ms C Moerane (012 307 2540): Head Office
<u>POST 10/39</u>	:	<u>PAO: PROCUREMENT</u> Directorate: Logistics
<u>SALARY</u>	:	R140 208 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Grade 12 and/or relevant experience in Economic and Management Science (Logistics, Public Administration, Commerce etc.) and 1 year experience in supply chain management. Computer literacy (MS Word/MS Excel). Knowledge of the Public Finance Management Act, Treasury Regulations and related prescripts. Logistical Information System (LOGIS).
<u>DUTIES</u>	:	Placement of orders. Generate procurement advices. Conduct enquiries on orders and commitments placed. Maintain and update database of prospective suppliers. Administer quotations awarded from R30 000 to R500 000.
<u>ENQUIRIES</u>	:	Ms Masela D (012 307 2152); Mr S Baloyi (012 307 2505); Ms C Moerane (012 307 2540): Head Office
<u>POST 10/40</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION WORKSHOPS AND AGRICULTURE</u> Directorate: Production Workshops and Agriculture
<u>SALARY</u>	:	R140 208 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or Diploma in Public Administration. Sufficient applicable administrative experience, with a minimum of 3 years experience. Good communication, writing and typing. (Must have a typing speed of at least 40 words per minute – Typing speed of successful shortlisted candidates will be tested). Computer literate with

excellent understanding of Windows Office 2007, MS Word, Excel, PowerPoint and Outlook. The ability to work under pressure in a professional and friendly manner. Knowledge of Logis and BAS system will be an added advantage.

DUTIES : Manage procurement processes of all stationary and office equipment. Management of travelling allowances and claims. Act as Duty Clerk (managing of attendance register and management of Z8 leave). Managing the filing, updating and safekeeping of correspondence and records. Provide organizational support function to the Sub-Directorate Agriculture. Typing of memorandums, letters, reports and presentations. Management of general administration for the Directorate and Sub Directorate Agriculture.

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

POST 10/41 : **ADMINISTRATIVE OFFICER: OFFENDER INFORMATION**
Directorate: Information Management

SALARY : R140 208 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 and relevant experience. Must be computer literate. Must be customer orientated. Knowledge of the Promotion of Access to Information Act. Understanding of the Information Management Life Cycle (IMLC) and working knowledge of Project Management and planning. Knowledge of relevant legislations and policies of the Department of Correctional Services. Must have sound communication and interpersonal skills. Operational knowledge of DCS (Community Corrections and Admission and Release) will be an added advantage.

DUTIES : Represent policymakers as well as operational system users when new systems are developed and when any enhancement is done on the operational systems. Responsible to remain conversant with the functionalities of the Operational Systems that he/she will be responsible to support. Ensure that systems users understand their roles and responsibility as owners of their operational system. Conduct training of users on relevant Operational Systems. In cooperation with system development and business develop operational user annuals that will be used during trainings. Perform data audits at community correction centres, as well as correctional centres to promote data integrity and compliance with the certification of data protocols. Provide statistics as requested from business through the use of relevant data sources e.g. Management Information System. Participate and facilitate the in User Requirement Specification session in coordination and cooperation with business and systems development. Ensure that the user requirements of business for their systems needs are incorporated and reflected in the end product (new system or system enhancement). Conduct Alfa and Beta testing when needed. Assist in the development of the development of the test plans. Be able to perform administrative duties; taking minutes at meetings, own document management, organize and chair meetings with users where needed. Establish a trust and good working relationships with the system owners (business) and systems development to ensure that the information needs of the user are identified, documented and incorporated in the Information plan as well as their operational systems. Monthly and quarterly report to supervisor on activities, achievement and progress made in projects

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

POST 10/42 : **ADMINISTRATION OFFICER 2 POSTS**
Directorate: Correctional Programmes:

SALARY : R113 568 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12. Knowledge and experience of financial management. Computer literacy. Sound communication skills (verbal and written). Good administrative skills. Valid driver's license. Knowledge and experience on logistical procedures

DUTIES : Documentation control: Handling of mail, handling of classified documents, filing and control over incoming and outgoing documents. Performing of logistical administrative support: Requisition of supplies, inventory control, arranges accommodation and transport, arrange work sessions and workshops for the Directorate. Performing of financial administrative support: Assist in the shifting and allocation of funds, processing of claims for staff. Performing of personnel

administrative support: maintenance of duty register. Performing of general administration tasks: compilation of minutes, arrange for meetings and compile agenda, compilation of memorandums.

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

POST 10/43 : **SECRETARY**
Directorate: PERSAL Management
Directorate: Formal Education
Eastern Cape Region

SALARY : R113 568 per annum
CENTRE : National Head Office
Eastern Cape Region (Regional Office)

REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate with at least one year experience providing secretarial service. Skills and competencies: Good communication skills (verbal and written) • Computer skills (MS Word, Excel, PowerPoint) • Ability to work under pressure • Administrative and organizational skills • Sound interpersonal relations • Telephone etiquette • Typing skills • Good filing skills • Accuracy and attention to details • Ability to provide personal assistant services • Ability to conceptualize and initiate new innovative approaches to optimize secretarial services • Planning, organizing and problem solving skills in an administrative environment . Diploma in Secretarial/Admin/Office Management will serve as an added advantage

DUTIES : The incumbent will provide secretarial and general administrative support to the Director • Answer and screen telephone calls • Compile presentations, Complete and update decision registers • and• follow up on decisions taken at meetings• Proper filing of documents • Manage diary / appointments and due dates / returns , duty register, telephone bills, payroll sheet • Arranging meetings / conferences / workshops, venues and liaise with the relevant stake holders • Arrangements for conferences, courses, meetings • Record and issue minutes • Travelling arrangements and claims • Manage electronic document tracking system • Distribute and keep track of all incoming and outgoing documents • Must be willing to work under pressure and overtime when necessary

ENQUIRIES : Ms Masela D (012 307 2152); Mr S Baloyi (012 307 2505); Ms C Moerane (012 307 2540): Head Office Mr Mwehle ZP (043 706 7923): Eastern Cape Region

APPOINTMENT UNDER CORRECTIONAL SERVICES ACT

POST 10/44 : **DEPUTY DIRECTOR: AREA COORDINATOR: CORRECTIONS**
Eastern Cape Region

SALARY : R472 674 per annum
CENTRE : Eastern Cape Region (Sada)

REQUIREMENTS : Recognized and appropriate three year Degree/Diploma and/or relevant experience of offender administration. Valid driver's license. Top secret security classification, analytical ability, good communication skills and ability to plan/organize.

DUTIES : Processing of documentation to/from prisons and community corrections. Management of classified information. Controlling the use of and access to 14 series files. Ensure that only vetted personnel are allowed access to security files. Management of policy documentation of DCS; establish/maintain library of DCS policy documents and directives and update policy documents and directives according to amendments received. Promotion of security awareness. Investigation of incidents. Management of the emergency support unit. Logistical, personnel and financial administration.

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

POST 10/45 : **DEPUTY DIRECTOR: HEAD CORRECTIONAL CENTRE 2 POSTS**
Eastern Cape Region

SALARY : R472 674 per annum
CENTRE : Eastern Cape Region (St Albans Med B, Mthatha)

REQUIREMENTS : Recognized and appropriate three year degree/diploma and/or relevant experience. Sound communication skills. Valid driver's license. Knowledge and

understanding of the Public Service Act, Regulations and Labour Relations Act. Ability to plan/organize. Must be computer literate.

DUTIES : Manage operational support, corrections, staff support, human resource and budget programmes. Work with the prediction of future criminal offending behaviour. Implement policies and procedures.

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

POST 10/46 : **DEPUTY DIRECTOR: COMMUNITY CORRECTIONS**
Eastern Cape Region

SALARY : R472 674 per annum
CENTRE : Eastern Cape Region (Port Elizabeth)
REQUIREMENTS : Recognized and appropriate three year Degree/Diploma and/or relevant experience on Supervisory and Junior Management levels. Valid Driver's license. Must be computer Literate.

DUTIES : Management of monitoring services. Determining the conditions of house arrest and supervision for persons serving sentences in the community. Participate in Case Review Team for Community Corrections. Management of programs. Identification of Community Service Programs. Logistical Administration. Responsible for the facilities and equipment of the section. Personnel administration. Allocation of staff to specific duties. Disciplinary action against offending staff. Financial administration. Budgeting for funds. Operational support, corrections, staff support, human resource and budget programmes. Work with the prediction of future criminal offending behaviour. Implement policies and procedures.

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

POST 10/47 : **ASSISTANT DIRECTOR: MANAGER: FACILITIES AND SECURITY**
Eastern Cape Region

SALARY : R249 771 per annum
CENTRE : Eastern Cape Region (Mthatha: AC Office, East London: AC office, Amathole: AC office)
REQUIREMENTS : Recognised and appropriate three-year degree/diploma and/or experience of offender administration. Analytical ability. Good communication skills and ability to plan/organise. Computer literacy. Valid driver's licence.
DUTIES : Implement the policy to relevant role-players. Supervise access control to correctional centres grounds. Supervise the manning of watch towers. Supervise the escort of inmates to courts, doctors; hospital etc .Quality assesses security services. Improve standards of physical security in the management area. Ensure security in the storage of information/documents and warrants. Manage security in the management area. Manage emergency support team .Manage infrastructure for security service. Communicate with interest groups. Ensure service level standards for accommodation of inmates. Ensure the separation of high-risk offenders.

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

POST 10/48 : **ASSISTANT DIRECTOR: CENTRE COORDINATOR: CORRECTIONS**
Eastern Cape Region

SALARY : R249 771 per annum
CENTRE : Eastern Cape Region (East London Medium B)
REQUIREMENTS : Recognized and appropriate three year Degree/Diploma and/or relevant experience of offender administration. Analytical ability. Sound communication skills. Ability to plan and organize. Must be computer literate. Valid driver's license
DUTIES : Manage case management administration. Manage unit management in the correctional centre. Manage centre administration regarding the admission and release of inmates. Control over movement of offenders in the correctional centre, Effective utilization of available inmate accommodation, Manage correctional programmes. Manage personnel, logistics and financial management administration.

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

POST 10/49 : **SENIOR CORRECTIONAL OFFICER: CASE MANAGEMENT COMMITTEE**
Gauteng Region

SALARY : R209 178 per annum
CENTRE : Gauteng Region (Leeuwkop)
REQUIREMENTS : Recognised and appropriate three-year degree or diploma and/or relevant experience at production level. Valid driver's licence. Ability to plan/organise. Sound communication skills.

DUTIES : Admit and release prisoners. Control prisoners' movement. Administer prisoner's cash. Maintain prisoner's records. Administer fine/bail payments. Administer prison labour. Maintenance of safe custody by Personnel

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

POST 10/50 : **SENIOR CORRECTIONAL OFFICER: CORRECTIONS**
Gauteng Region

SALARY : R209 178 per annum
CENTRE : Gauteng Region (Boksburg)
REQUIREMENTS : Recognised and appropriate three-year degree / diploma and/or relevant experience of offender administration. Valid driver's licence. Analytical ability. Good communication skills and ability to plan / organise. Computer literacy

DUTIES : Processing of documentation to/ from prisons and community corrections. Management of classified information. Management of policy documentation of DCS. Promotion of security awareness. Investigation of incidents. Management of the Emergency Support Unit. Logistical administration. Personnel administration. Financial administration.

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

POST 10/51 : **SENIOR CORRECTIONAL OFFICER: HEAD OF CORRECTIONAL CENTRE**
Eastern Cape Region

SALARY : R209 178 per annum
CENTRE : Eastern Cape Region (Tabankulu, Mt Frere)
REQUIREMENTS : Recognized and appropriate three year degree /diploma and/or relevant experience on production level. Sound communication skills. Must be computer literate. Valid driver's license.

DUTIES : The management of operational support. Management of corrections. Management of human resource and management of budget programmes. Work with the prediction of future criminal offending behaviour. Formulate policies.

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

POST 10/52 : **SECURITY MANAGER 9 POSTS**
Gauteng Region

SALARY : R170 850 per annum
CENTRE : Gauteng Region (Modderbee Correctional Centre, Pretoria (Atteridgeville) x 2, Pretoria Central x 2, Pretoria C- Max, Pretoria Local, Pretoria Comcor, Zonderwater Med A)

REQUIREMENTS : Recognised and appropriate three-year Diploma/Degree and/or relevant experience in security management. Valid driver's licence.

DUTIES : Access control to prison grounds. Patrol of prison grounds. Manning of watch towers. Escort of prisoners to courts, doctors, hospitals. Guarding of prisoners in external hospitals and at work teams. Entry control to/from the prison. Entry control to/from sections. Entry control to/from cells. Issuing of security equipment to staff. Patrolling of sections (general accommodation areas, single cells, kitchens, and hospital and work sections). Escort of prisoners inside prison. Manning of security systems. Supervision of visits to prisoners. Control of security equipment.

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

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: Human Communications at PO Box 1793, Rivonia 2128 or hand-delivered at 3 Autumn Road, Rivonia 2128 or e-mail to: cog@humancommunications.co.za or fax to 086 578 6041.
- CLOSING DATE** : 25 March 2011
- NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified copies of qualifications and ID. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application has been unsuccessful and we thank you for the interest shown in our Department.

OTHER POSTS

- POST 10/53** : **MANAGER: IGR SUPPORT (DEPUTY DIRECTOR LEVEL) 2 POSTS**
Branch: Governance and Intergovernmental Relations
Directorate: IGR Support
Objective: To support and strengthen the three spheres of Government in the implementation of their constitutional mandate to enable sustainable development through the effective practice of cooperative governance
- SALARY** : An all-inclusive remuneration package of R406 839 per annum
CENTRE : Pretoria
REQUIREMENTS : A three-year Bachelor's degree or equivalent qualification (a three-year degree or diploma in Political Studies/Public Administration or Development Studies will be an added advantage) Appropriate extensive experience in the fields of intergovernmental relations, policy analysis and the implementation, monitoring and measurement of Government programmes.
- DUTIES** : Oversee the implementation of the Intergovernmental Relations Framework Act, 2005 (Act No 13 of 2005) and other constitutional and governance-related legislation. Assist the Senior Manager in the development of policy papers for cooperative governance and related areas of public sector research. Monitor, evaluate and report on the implementation of intergovernmental policy and legislation. Manage IGR processes to strengthen provincial and municipal governance systems and institutions. Provide support to the Offices of the Premier in discharging their mandate.
- ENQUIRIES** : Ms S Hughes, Telephone: (012) 334-0847
- POST 10/54** : **DEPUTY MANAGER: ASSET MANAGEMENT (ASSISTANT DIRECTOR LEVEL)**
Branch: Corporate and Financial Services
Objective: Provide asset management services in accordance with the requirements and criteria as contained in the National Treasury Framework.
- SALARY** : R206 982 per annum
CENTRE : Pretoria
REQUIREMENTS : A three-year Bachelor's degree or equivalent qualification with relevant experience in supply chain management/procurement.
- DUTIES** : Implement and maintain an Asset Management Policy and Procedural Manual. Support the supervisor in liaising with all role-players by providing information,

guidance and training with regards to policies and procedures. Provide support in attending to audit queries on asset management functions within the timeframe of the Office of the Auditor-General. Provide an effective and efficient asset management system and asset register. Provide secretarial services to the Asset Control Committee and oversee the disposal of assets. Organise and implement the quarterly and annual asset verification processes.

ENQUIRIES

: Mr S Mabija, tel. (012) 334 0622

DEPARTMENT OF DEFENCE

- APPLICATIONS** : Department of Defence, Directorate Defence Matériel Division, Private Bag X910, Pretoria, 0001
- CLOSING DATE** : 08 April 2011 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The staffing policy of the Department of Defence (i.e. C PERS/DODI 8/99) and content of letter HR SUP CEN/(PSAP)/R/102/1/4/ DD 01 Aug 02 must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83, Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

OTHER POST

- POST 10/55** : **DRIVER**
Defence Matériel Division, Materiel Governance, Armscor Building, Erasmuskloof
The post is advertised in the DOD and broader Public Service.
- SALARY** : R79 104 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : NQF Level 4, Preferable. *Code 08 driver's license essential. Must have military license or be willing to acquire one within three (3) months. Advance driving training will be an advantage. Special requirements/ skills needed: Knowledge of safety regulations. Knowledge of the laws regarding the use of firearm and blue light. Basic VIP training. Demonstrate an interest in road safety, be conscientious through honest and have integrity. Show innovation and be a team player. To be on 24 hour standby to provide an escort duties if and when required. Ability to communicate effectively in English (written and verbal). Excellent interpersonal and problem solving skills.
- DUTIES** : Provide a transport, courier and clerical support to the Chief Director. Transport passengers and provide a protection service. Transport the Chief Director and family in pursuance of their official duties or whenever they are required. Execute any drills which may be required. Ensure that passengers are safe and secure in vehicle. Ensure all security arrangements are in place and are correctly performed. Ensure the movement of the Chief Director is restricted and are only on "a need to basis". Ensure routes are checked and changed to avoid "patterns". Must be armed at all times when transporting the Chief Director. Conduct first and last parades. Conduct the 10 task maintenance on the vehicle. Keep vehicle clean and roadworthy. Keep meticulous records (Log Books) for every trip. Do security checks to ensure vehicles are not tampered with. Render a clerical support and messenger service. Collect and deliver documents. Assist with faxes and photocopy. Assist administration personnel

ENQUIRIES

with miscellaneous tasks. Courier urgent and critical documents for Chief
Director
: Ms A. Khan, Tel: (012) 355 5137.

DEPARTMENT OF ENERGY

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

OTHER POSTS

- POST 10/56** : **ENERGY OFFICER: (PLANNING) NORTHERN CAPE**
- SALARY** : R206 982 per annum, Level 09
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma in Electrical Engineering (Heavy Current)or equivalent with relevant experience in the electrical distribution industry. A valid Driver's license is essential. Knowledge of: • Electricity Industry • INEP Policies and Strategies • Public Finance Management Act (PFMA) • Division of Revenue Act (DoRA) Skills: • Technical Skills • GIS Basic Knowledge • Report Writing Skills • Development Skills • Communication Skills • Negotiation Skills • Interpretation Skills Communication: • Verbal and written communication • Proficiency in at least two official languages Creativity: • Open-minded • Innovative • Good Listener • Ability to work as a team • Ability to work under pressure • Technical analysis.
- DUTIES** : Electrification Planning of Households both Grid and Non-Grid. • Electrification Planning of Schools and Clinics Both Grid and Non-Grid • Electrification programme implementation of households, schools and clinics both Grid and Non-Grid • Facilitate and co-ordinate technical audits in your province • Facilitate spacial information of the province and Reporting • Represent the department on regional forums.
- ENQUIRIES** : Mr L Madzhe ☎012 444 4139
- POST 10/57** : **FINANCIAL ADMINISTRATOR**
- SALARY** : R206 982 per annum, Level 09
- CENTRE** : Pretoria
- REQUIREMENTS** : An Appropriate B Degree in Financial Management or National Diploma in Accounting or equivalent qualification plus full understanding of the Integrated National Electrification Programme and relevant experience A valid driver's license is essential. Knowledge of: • Electricity Industry • INEP Policies and Strategies • Public Finance Management Act (PFMA) • Division of Revenue Act (DoRA) Skills: • Financial Skills Report Writing Skills • Development

Skills • Communication Skills • Negotiation Skills • Interpretation Skills
☑ Communication: • Verbal and written communication • Proficiency in at least two official languages ☑ Creativity: • Open-minded • Innovative • Good Listener • Ability to work as a team • Ability to work under pressure.

DUTIES

: Follow-up with financial variances, deficiencies and take corrective steps and confirm monthly transfers required by the licensed service providers • Develop cash flow expenditure patterns and trends and ensure development of corrective measures • Administer payments to service providers • Determine and co-ordinate the allocations and regazetting of the INEP in terms of relevant legislation • Co-ordinate the Directorate's inputs towards the preparation of the Directorate's Annual Financial Statements • Supervise and develop staff.

ENQUIRIES

: Mr K Bongwe ☎012 444 4125

NOTES

: Candidate who applied previously need not re-apply as their application will still be considered

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : Direct your application quoting the above relevant reference number to: The Director-General, Department of Health, Private Bag X828, Pretoria, 0001. Hand delivered applications may be submitted at Reception (Application Box), Civitas Building, Struben Street between Andries and Struben Streets. Place applications in green box at Security. No faxed applications will be considered.
- CLOSING DATE** : 11 April 2011 (Applications received after the closing date will not be considered).
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates including ID and driver's licence if applicable. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference numbers on their applications.

OTHER POSTS

- POST 10/58** : **SENIOR EMPLOYMENT RELATIONS PRACTITIONER REF NO: NDOH 29/2011**
Chief Financial Officer and Corporate Services: Directorate: Employment Relations, Equity and Workforce Support: Employment Relations
- SALARY** : R174 117 per annum (plus competitive benefits).
CENTRE : Pretoria
- REQUIREMENTS** : An appropriate recognised three-year degree/diploma in Labour Relations or equivalent qualification. Two-three years experience within the Labour Relations environment including experience in conflict resolution. Good knowledge of current labour Legislation Framework. Handling of grievance and dealing with discipline. Must be a creative thinker with excellent interpersonal and organisational skills. Must possess the ability to plan, organise and take initiatives. Must be computer literate and be capable for conducting presentations. Good communication skills (written and verbal). Good problem solving and conflict management skills are vital. A valid Code B driver's licence
- DUTIES** : *Facilitate disciplinary cases and coordinate disciplinary hearings, including assisting in preparation of allegation sheets and the provisions of support to the relevant role-players *Handle grievance in line with grievance procedure *Conduct investigations and compile investigation reports *Assist in the development and implementation of sound employment relations policies and procedures *Participate in induction and outreach programmes and provide training on a range of labour relation issues *Provide a professional and efficient advisory and support service to employees and management *Assist with preparation for dispute resolution hearing i.e. conciliations and arbitrations *Conduct conflict resolutions *compile various employment relations reports as required *Maintain an effective manual and electronic filing system *Handle general administration with the unit including the drafting of letters, reports, submissions, etc.
- ENQUIRIES** : Adv. Maile Ngake at tel. 012 395 8621.
- POST 10/59** : **SENIOR EMPLOYMENT EQUITY PRACTITIONER REF NO: NDOH 28/2011**
Chief Financial Officer and Corporate Services: Directorate: Employment Relations, Equity and Workforce Support: Employment Equity

<u>SALARY</u>	:	R174 117 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised three-year degree/diploma or equivalent qualification. Two-three years experience in the human resources management or transformation field with exposure to the employment equity environment. Thorough knowledge and experience in employment equity issues, including compilation of Employment Equity reports, facilitation of workforce representation in the workplace in line with Employment Equity targets. Knowledge of transformation legislation e.g. Employment Equity Act, Skills Development Act, Labour Relations Act and Basic Conditions of Employment Act. Knowledge of related Public Service policies. Thorough knowledge of HRM practices. Organisations and presentation skills. Computer literacy. Good communication (written and verbal) and interpersonal skills. A valid Code B driver's licence.
<u>DUTIES</u>	:	*Assist with the coordination of Employment Equity outreach and advocacy projects *Serve as the secretariat, provide support and participate in the departmental Employment Equity Consultative Forum and other related task teams e.g. Gender and Disability *Assist in the analysis of departmental policies and practices to ensure compliance with the Employment Equity Act *Assist in the development and implementation of employment equity policies, plans and programmes *collate information and draft employment equity progress reports to various stakeholders *Monitor recruitment and selection processes *Participate in induction and outreach programmes and provide training on a range of equity issues *Provide a professional and efficient advisory and support service to employees and management *Maintain an effective manual and electronic filing system *Handle general administration within the unit including the drafting of letters, reports, submissions, etc.
<u>ENQUIRIES</u>	:	Adv. Maile Ngake at tel. 012 395 8621.
<u>POST 10/60</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: NDOH 27/2011</u> Chief Financial Officer and Corporate Services: Directorate: Employment Relations, Equity and Workforce Support
<u>SALARY</u>	:	R174 117 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three-year Degree/National Diploma or equivalent NQF 6 certificate in Public Administration, Public Management or Human Resources Management. Three years experience in office administration, human resources finance and provisioning administration. Experience must include administering of a budget. Knowledge of relevant legislation including Public Service Act, Skills Development Act, Labour Relations Act and Basic Condition of Employment Act. Knowledge of related Public Service policies and HRM administration. Organisational and presentation skills. Computer literacy. Good communication (written and verbal) and interpersonal skills. A valid Code B driver's licence.
<u>DUTIES</u>	:	*Advise the Director with regards to the Treasury Regulations *Coordinate budget in the Directorate *Draft budget and do allocations *Monitor expenditure against set objectives and report deviations timeously to the Director *Draft submissions, reports, memorandums and other correspondence of complex nature *Give guidance on administration issues to technical and administrative staff *Consolidate and follow up on strategic plan inputs, quarterly reports system and operational plans in the Directorate *Consolidate programme of action *Prepare presentations for the Director *Develop various administration policies and protocols to ensure administrative effectiveness and efficiency in the Directorate.
<u>ENQUIRIES</u>	:	Adv. Maile Ngake at tel. 012 395 8621.

DEPARTMENT OF HUMAN SETTLEMENTS

- APPLICATIONS** : The Director-General, Department of Human Settlements, Private Bag X644, Pretoria, 0001. Hand Delivery: 240 Walker Street, Govan Mbeki House, Sunnyside
- FOR ATTENTION** : Ms SN Boqo
- CLOSING DATE** : 01 April 2011
- NOTE** : If you apply for more than one position in the Department, please submit Separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department, and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 10/61** : **DEPUTY DIRECTOR: LEGISLATION IMPLEMENTATION, MONITORING AND RESEARCH RE NO: DOHS/18/2011**
- SALARY** : R406 839 per annum, Level 11
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate Bachelors degree, National Diploma or any relevant qualification, together with good managerial, research, monitoring and implementation skills. Applicant must at least have 5 years relevant experience. A good knowledge of the housing environment and housing legislation would be a recommendation. Further requirements are a good command of the English language and computer literacy. Applicants must be in possession of a valid drivers licence and must be prepared to travel. The ability to manage, train subordinates and work in a team is essential. The ability to work with the minimum of supervision is a further requirement.
- DUTIES** : The successful candidate will head Sub directorate: Legislation Implementation, Monitoring and Research. The candidate will be required to monitor housing legislation, both national and provincial and ensure that housing legislation is being properly implemented. In addition, he/she will be required to undertake research for both new and amending legislation. He/she will also be required to liaise closely with the provinces on the implementation of housing policy and legislation. The successful candidate will, in the exercise of his/her duties, manage and train a professional team tasked with the drafting of secondary legislation and undertaking research work for the Directorate to ensure that housing legislation is relevant and implementable in meeting the challenges of housing delivery.
- ENQUIRIES** : Mr K Ngwenya (012) 4211330
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records.

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: Should the successful candidate be on the same level as the advertised post then the transfer will be at own cost. Please also note that any resettlement costs will be negotiated during the recruitment process.

MANAGEMENT ECHELON

POST 10/62 : **DIRECTOR: LEGAL SERVICES REF NO: 2011/40/GP**

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

CENTRE : Regional Office, Johannesburg

REQUIREMENTS : LLB or B Proc Degree; Eight years legal experience; Sound knowledge of the South African Legal System as well the application of International Law; A valid code EB driver's license. Skills and competencies: Problem solving; Strategic negotiation; Good interpersonal relations; Good communication (written and verbal); Research and report writing skills; Facilitation and presentation; Project management; Conflict management and resolution; Financial Management; Accuracy and attention to detail.

DUTIES : Provide leadership and strategic direction to the unit; Draft legal documents and give legal advice to the Regional Office and other organs of the State within the Region on interpretation and execution of powers; Respond to petitions, representations and complaints from Civil Society and other Government departments; Liaise with other departments, prosecutions, judiciary and communities on programmes around crime prevention; Prepare memoranda for appointment of Commissioners of Oath, Appraisers and Justice of Peace; Recover loss of and damage to State property; Oversee the smooth functioning of specialized courts in the province ie. Sexual Offences, Family, Equality, Community Court and Municipal Court; Facilitate public education on the Victims Charter; Conduct Community Awareness Campaigns on Legislation administered by the Department; Co-ordinate programmes related to children in custody, awaiting trial prisoner, transformation of the sheriffs profession, small claims court, the lay assessors system, maintenance system and court volunteer system; Act as a Departmental Gender Focal person in the Province; Ensure implementation of the Victim's Charter; Support the Courts regarding quasi-judicial functions and conduct ad-hoc training for Maintenance Clerks and Investigators.

ENQUIRIES : Ms E Dhlamini ☎ (011) 223 7712

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Office Gauteng; Private Bag X 6, Johannesburg, 2000.

OR Physical address: 15th Floor Carlton Centre Johannesburg, Cnr
Commissioner and Von Willigh Street
28 March 2011

CLOSING DATE

OTHER POSTS

POST 10/63

SENIOR ASSISTANT STATE ATTORNEY (LP-6): REF NO 11/74/SA

SALARY

R469 974 – R661 890 per annum. (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE

State Attorney: Kimberley

REQUIREMENTS

An LLB or four year recognized legal qualification; At least 8 years' appropriate post qualification legal/litigation experience; Admission as an Attorney; Right of appearance in the High Court of South Africa will be an advantage; A valid driver's license; Admission as Conveyancer will be an advantage;. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Supervisory; Legal research and drafting; Case flow management; Creative and analytical.

DUTIES

Guide and train Candidates State Attorneys; Handle Litigation and appeals in the High Court, Magistrate Court, Labour Court, Supreme Court of Appeal, Constitutional Court, Land Claims Court, CCMA , Tax and Tax tribunals; Attend to liquidation and insolvency queries; Draft and/or settle all types of agreements on behalf of the various client departments; Render legal opinion and advice; Be involved in all forms of arbitration, including inter-departmental arbitrations and debt Collection; Register trusts and companies, conveyancing and notarial services;

ENQUIRIES

Mr B Sibiyi ☎ (012) 357 8650

APPLICATIONS

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

CLOSING DATE

28 March 2011

POST 10/64

AREA COURT MANAGER (DEPUTY DIRECTOR) REF NO: 06 /11/WC

SALARY

R406 839 per annum (all inclusive package).

CENTRE

Magistrate Office, Vredendal

REQUIREMENTS

An appropriate three year Bachelor's degree / three year diploma / National Diploma in Service Management (NQF Level 5) plus a completed module in Case Flow Management or equivalent qualification; At least six years experience of which three years should have been at Management or Supervisory level; A valid driver's license ; Knowledge of and experience in financial management ,PFMA, office and district administration will serve as strong recommendations. Skills and competencies: Proven managerial; verbal and written communication skills; The ability to maintain good interpersonal relations.

DUTIES

Reporting to the Director: Court Operations, the successful candidate will be required to: Manage staff and ensure efficient financial management in the area; Develop, present and implement strategic and business plans in the area; Play a leadership role in determining and implementing departmental policies; Manage the facilities, physical resources, information and communication related to the courts ; Compile, analyse and present court performance statistics and trends as required by relevant users ; Develop and implement strategies towards value – added services ; Lead and manage the transformation process in the designated offices; Provide case tracking services to the judiciary and prosecuting authority; Perform other duties as required by the Regional Director – Court Operations.

ENQUIRIES

Mr J Manuel Tel: (021) 469 4000.

APPLICATIONS

The Regional Head, Department of Justice, X 9171, Cape Town, 8000 OR Physical address: Plein Park Building Mezzanine floor, Plein Street, Cape Town.

FOR ATTENTION

Mr N Luddy

CLOSING DATE

28 March 2011

POST 10/65 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 05/11/WC**

SALARY : R260 421 – R632 796 per annum. Salary to be determined in accordance with experience

CENTRE : Regional Office: Cape Town

REQUIREMENTS : LLB or four year recognized legal qualification; At least 8 years and related spheres, with specific reference to civil litigation ; Knowledge of the Public Finance Management Act; Working knowledge of criminal procedure and practice, court rules (Constitutional Court, Supreme Court of Appeal, High Courts, Labour Courts, equality Courts and Magistrate Courts); A valid code EB (Code 8) driver's license. Skills and competencies: Coaching and monitoring skills; Legal research and drafting skills; Excellent communication (written and verbal) skills; Computer skills; Dispute resolution; Strategic capability and leadership skills; Strategic Management; Report writing and analytical skills; Good interpersonal and language skills; Good planning and decision making skills.

DUTIES : Provide leadership and strategic direction to the unit; Draft legal documents and give legal advice to the Regional Office and other organs of the State regarding problems within the Region of interpretation and execution of powers; Respond to petitions, representations and complaints from Civil Society and other Government departments; Liaise with other departments, prosecutions, judiciary and communities on programmes around crime prevention; Prepare memoranda for appointments of Commissioners of Oaths, Appraises and Justice of Peace; Recover loss of and damage to State property; Oversee the smooth functioning of specialised courts in the province i.e. Sexual Offences, Family, Equality, Community Court and Municipality Court; Facilitate public education on the Victims Charter; Conduct Community Awareness Campaigns on Legislation administered by the Department; Co – ordinate programmes related to children in custody, awaiting trial prisoner, transformation of the sheriffs profession, small claims court, the lay assessors system and maintenance system; To act as a Departmental Gender Focal Person in the Province, implement the Victim's Charter, give support services to the Courts regarding quasi – judicial functions and conduct ad hoc training for Maintenance Officers and Investigators and Clerks.

ENQUIRIES : Mr D Roux at Tel: (021) 462 5471.

APPLICATIONS : The Regional Head, Department of Justice, X 9171, Cape Town, 8000 OR Physical address: Plein Park Building Mezzanine floor, Plein Street, Cape Town.

FOR ATTENTION : Mr N Luddy

CLOSING DATE : 28 March 2011

POST 10/66 : **OFFICE MANAGER REF NO: 11/77/SA**

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

CENTRE : State Attorney: Kimberley

REQUIREMENTS : An appropriate three year degree/National Diploma or equivalent qualification; Three(3) years appropriate experience of which at least one year should have been at supervisory level; Knowledge of Performance Management System and Financial Management in the Public Service will be an added advantage; Knowledge of the Public Service and the workings of Government; A valid driver's license. Skills and Competencies: Communication skills (written and verbal); Interpersonal skills; Computer literacy (Ms Office, Intranet and internet); Strategic thinking and leadership skills; Conflict resolution; People management; Customer service orientation; The Ability to work independently, under pressure and meet deadlines, yet a part of a team.

DUTIES : Provide administration functions in the office of the State Attorney; Manage all personnel, financial and all other resources of the office; Provide library and archive services; Manage the office building and budget services; Manage the registry and security services of the office.

ENQUIRIES : Mr B Sibiya: Tel (012) 357- 8650

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X54301, Durban, 4000. OR Physical address: Application Box, First Floor, Reception Area, East Tower, Momentum Building, 329 Pretorius Street, Pretoria, 0001

CLOSING DATE : 28 March 2011

POST 10/67 : **COURT MANAGER REF NO: 2011/39/GP**
12 Months Contract

SALARY : R 206 982 per annum plus 37% of benefits in lieu. The successful candidate will be required to sign a performance agreement.

CENTRE : Land Claims Court, Randburg (The position is on a 12 months contract period).

REQUIREMENTS : Three (3) year qualification in Administration and / or National Diploma Services Management (NQF 5), plus completion of the module on Case Flow Management, or relevant equivalent qualification; Three year's managerial or supervisory experience; A valid EB driver's license; Computer literacy. The following will serve as strong recommendations; Knowledge of and experience in office and district administration; Knowledge of financial management and the PFMA. Skills and competencies: Strong leadership and management capabilities; Strategic capacities; Good communication (verbal and written)

DUTIES : Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Implement the departmental policies at the courts ; Compile an analyse court statistics to show performance and trends; Support case flow management at the court ; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage communication and relations with the internal and external stake holders; Manage service level agreements

ENQUIRIES : Ms. J Mokoena ☎ (011) 223 7600

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 OR Physical address: 15th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Cnr. Commissioner and Kruis Street; Johannesburg; 2000

CLOSING DATE : 28 March 2011

POST 10/68 : **FORENSIC AUDITOR: RISK MANAGEMENT REF NO: 11/91/RM 10 POSTS**

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

CENTRE : National Office, Pretoria

REQUIREMENTS : A three (3) years Bachelor's Degree or National Diploma in Auditing, Accounting, Law or Police Administration; One (1) year relevant experience in Auditing/investigation environment with more emphasis on financial matters; Advanced knowledge of financial investigations and ability to apply knowledge in practical situations; Knowledge of relevant applicable legislation; The successful candidate will be required to undergo a security clearance; A valid driver's license.

DUTIES : Provide input in the proofing of fraud risks and contribute to the development of an early warning system; Effectively conduct forensic audit investigations in accordance with the investigation methodology and within the determined time frames; Conduct forensic audit investigations and report accordingly on the results of the investigation; Represent the Department in the criminal and civil recovery processes; Liaise with other State Law Enforcement agencies on the reported cases; Advise management on areas where inadequate measures exist to mitigate risks; Present quality reports to management; Co-ordinate the forensic audit assignments with other units within the Department.

ENQUIRIES : Ms T Mdluli ☎ (012) 315 1893

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

CLOSING DATE : 04 April 2011

POST 10/69 : **ADMINISTRATION OFFICER REF NO: 11/75/SA**

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

CENTRE : State Attorney, Northern Cape Kimberley

REQUIREMENTS : A Bachelor's Degree or equivalent qualification; At least one (1) year relevant experience in Office and District Administration; Knowledge of debt collection, litigation procedures, procurement and provisioning; Knowledge of D.F.I, Treasury Regulations, PFMA and Performance Management; Valid driver's license; Skills and Competencies: Computer literacy (MS Office); Good communication (verbal and written) skills; Ability to interpret and apply policy; Problem solving and interpersonal skills; Supervisory skills; Analytical skills; Planning and co-coordinating skills.

DUTIES : Provide administrative support in the office of the State Attorney; Ensure provisioning and procurement of Goods and Services; Management of asset, stock control as well as supervision of personnel; Attend to Procurement and JYP (Justice Yellow Page); Assist with budget and compile performance report; Co-ordinate office functions, conferences, workshops, etc.

ENQUIRIES : Mr B Sibiyi (012) 357 8650

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag x 81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001

CLOSING DATE : 28 March 2011

POST 10/70 : **TECHNICIAN: (ACCESSES TO INFORMATION AND RECORDS MANAGEMENT) REF NO: 11/14/AIR**

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

CENTRE : National Office, Pretoria

REQUIREMENTS : Three years appropriate Tertiary qualifications; At least one year experience in Private Automated Branches Exchange (PABE) environment.. Skills and Competencies: Technical skills; Knowledge of PABX functioning; Communication skills (verbal and written); Computer literacy; Accuracy and attention to detail.

DUTIES : Attend to telephone problems of the Department: Replacement of telephone instruments if faulty; Replacement of telephone cords, extension cables if faulty; Configuration of telephone lines for National. International and Cellular calls; Blocking of vacant lines for users who leaves the department; Repair faulty instruments; Repair faulty switchboard; Register new profiles into the server and call monitoring; Registration of new users accounts who join the Department; Ensure the information recorded into the PABX is accurate and correct; Assignment of speed dials and individual diversions; Keep the information into DNA and extension manager up to date; Monitor the incoming and outgoing calls in the PABX system; Retrieval of extension detail information using the Orion call manager; Update directory manager for officials who resigned, dismissed and passed on; Retrieve telephone accounts. Monitor the functioning of the server: Synchronize of the PABX server to keep the information up to date; Ensure all the services required to run PABX system are online and running effectively. Activation of new telephone points, fax and open new lines: Activation of telephones which are inactive; Activation of inactive fax lines; New installation of fax, telephone lines; Install pin codes on the new & existing extension.

ENQUIRIES : Ms D Modibane ☎ 012 315 1668

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

CLOSING DATE : 04 April 2011

POST 10/71 : **DEBT COLLECTION CLERK 2 POSTS REF NO: 11/79/SA**

SALARY : R113 568– R133 776 per annum. The successful candidate will be required to sign a performance agreement

CENTRE REQUIREMENTS : State Attorney: Northern Cape-Kimberley
Grade 12 or equivalent qualification; Relevant administrative experience; Preference will be given to candidates with a Diploma in Paralegal studies or certificate in debt collection; Debt collection experience will be an advantage.

DUTIES : Draft and type pleadings and processes such as Summons, Warrant of Execution, Judgment, etc; Responsible for filling, photocopying and faxing of document; Negotiate payments with debtors, placing advertisements in the newspaper; Attend to telephone enquiries from client and debtors in the department, etc; Consult with clients and debtors and negotiate payment with them; Provide legal advise; Calculation of payment and interest towards settlement of debt.

ENQUIRIES APPLICATIONS : Mr. B. Sibiyi ☎ (012) 357 8650
Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

CLOSING DATE : 22 March 2011

POST 10/72 : **SECRETARY REF NO: 11/73/SA**

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

CENTRE REQUIREMENTS : Northern Cape-Kimberley
Grade 12 (with typing as a passed subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactory; Knowledge of Financial Provisioning and/or Human Resources administration procedures and processes; Knowledge of procedure and processes applied in Office Management; Relevant experience; Knowledge of a wide range of working procedures applicable to the State Attorney; Knowledge of Department and organizational structure and functions.

DUTIES : Administer the on-line and physical diary of the State Attorney; Plan and schedule day to day tasks of the General Manager; Plan and organize tasks on State Attorney's request; Manage telephone calls and convey messages; Organize meeting/consultations; Type and edit correspondence; Receive and attend to visitors; Serve refreshments to visitors and or at indicated by the State Attorney; Make copies and blind documents; File documents; Answer queries regarding dispatched mail, correspondence and documents; Source information which may be of importance to the State Attorney (Newspaper clippings, internet, circulars etc) including maintaining Office instructions, minutes, Court Notices, Legislation etc; Compile agenda and take minutes at meetings; Send and receive faxes; Handle travel arrangements, accommodation, flight tickets, subsistence and travel claims; Render a line administrative support service to the State Attorney.

ENQUIRIES APPLICATIONS : Ms B. Sibiyi ☎(012) 357 8650
Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 22 March 2011

NOTE : Candidate will be subject to a typist

POST 10/73 : **ADMINISTRATION CLERK REF NO: 11/89/RM**

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

CENTRE REQUIREMENTS : National Office: Pretoria
Grade 12 and/or National Diploma in Administration Management or equivalent qualification; Relevant experience; Knowledge of procurement procedure will be an advantage. Skills and Competencies: Computer literacy (Ms word);

Communication (verbal and written) skills; Ability to plan and organize; Ability to deal with matters competently, professionally and tactfully; Accuracy and attention to details;

DUTIES : Procurements of goods or services; Perusal of suppliers from procurement system for items to be purchased; Render telephonic services and liaise with the public; Receive and sign for delivered items; Maintain inventory control register and filing system; Maintain asset Management of the Directorate; Prepare documents for payments of accounts; Make travel and accommodation arrangements for officials in the Directorate.

ENQUIRIES APPLICATIONS : Mr M Motsieloa ☎ (012) 315 1351

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

CLOSING DATE : 04 April 2011

POST 10/74 : **SENIOR ACCOUNTING CLERK REF NO: 11/96/MAS**

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

CENTRE : Master Of High Court: Kimberley

REQUIREMENTS : Grade 12 or equivalent qualification with Mathematics or Accounting as a passed subject; Relevant experience; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Departmental Financial Instructions (DFI); A valid driver's license will be an added advantage. Skills and Competencies: Computer literacy (MS Word, Excel); Interpersonal skills; Communication skills (verbal and written); Accuracy and attention to details; Ability to work independently in a highly pressurized environment;

DUTIES : Administer and maintain the Guardians Fund Books and Registers; Manage and administer deposits and prepare the receipting of all deposits; Draw bank statements, check all entries and obtain relevant details of beneficiaries ; Draw and update the EFT register, cashbook and main ledger; Compile and update SARS Accounts and prepare IT3B certificates; Attend to suspense accounts, capture and update accounting details; Manage and administer daily payments, compile payment sheets and covering letters; Write cheque, prepare a daily cheque list and update the cash book; Attend and respond to correspondence; Assist in compiling Statistics;

ENQUIRIES APPLICATIONS : Ms. M Moreki (012) 315 1781

: 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 : 04 April 2011

POST 10/75 : **SENIOR ADMIN CLERK REF NO: 11/81/AIR**

Division: Office Services

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

CENTRE : National Office, Pretoria

REQUIREMENTS : Grade 12 or Equivalent qualification; Relevant experience. Skills and Competencies: Computer Literacy; Communication skills (written & verbal skills; Good interpersonal relations;

DUTIES : Handle request of telephone equipments; Keep and maintain registers; Handle incoming and outgoing correspondence; Distributing of outgoing correspondence and telephone equipments; Handling of telephone enquiries; Proper filing of records and update telephone departmental directory.

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

: 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 : 22 March 2011

POST 10/76 : **DATA CAPTURER 6 POSTS REF NO: 11/94/COO**

SALARY : R79 104 – R 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; Relevant experience; Minimum typing speed of 35 words per minute; An appropriate word processing course successfully completed; and Short-listed candidates will be required to pass a typing test. Skills and competencies: Computer literacy (MS Office); Communication skills (verbal and written); Ability to deal with matters competently, professionally and tactfully; Accuracy and attention to detail.

DUTIES : Capturing, classifying, collating and analyzing data to establish trends and patterns of irregular transactions to support the forensic investigations; Attend to queries; and Perform other duties as may be allocated from time to time; Type correspondence documents; Perform any administrative task such as photocopying and any assigned ad-hoc duties or responsibilities.

ENQUIRIES : Ms T. Mdluli ☎(012) 315 1893

NOTE : Preference will be given to the disable, women and targeted groups in terms of employment equity.

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

CLOSING DATE : 28 March 2011

POST 10/77 : **ADMINISTRATION CLERK REF NO: 11/76/SA**

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

CENTRE : State Attorney: Kimberley

REQUIREMENTS : An appropriate Grade 12 or equivalent qualification; Relevant experience; Knowledge of BAS, JYP and procurement procedures will serve as an advantage; Paralegal and/or debt collection experience will be an advantage.

DUTIES : Ensure and oversee the completion of the new item request form and manual requisition forms; Perusal of JYP catalogue from suppliers for each item to be purchased; Receive and sign delivered items; Maintain inventory control register and safekeeping of stock; Prepare documents for payments of accounts; Communicate with internal clients and the supplier; Provide administrative support; as well as maintaining statistical records; Assist with registry and library duties and office duties as directed.

ENQUIRIES : Mr B Sibiya ☎ (012) 315 8650

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

CLOSING DATE : 28 March 2011

POST 10/78 : **REGISTRY CLERK 2 POSTS REF NO 11/78/SA**

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

CENTRE : State Attorney: Kimberley

REQUIREMENTS : Grade 12 or equivalent qualification; Relevant experience. The following will serve as an added advantage: Knowledge and/or experience of working in a legal environment or Public Service; Knowledge of Hotkey (computerized register) for new cases; A valid driver's license.

DUTIES : Ensure Administration and Management of the Registry such as open, sort and distribute daily mail, dispatch mail, draw files, file and trace documents and maintaining files; Managing files in the archives; Keeping and updating registers both manually and electronically; Opening and Registering of cases on the

system-Hotkey; Attend to written and telephonic enquiries Relieve the telecom Operator when necessary; General office duties.

ENQUIRIES APPLICATIONS : Mr B Sibiyi ☎ (012) 315 8650
 : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 28 March 2011

POST 10/79 : **LIBRARY ASSISTANT REF NO: 11/80/SA**

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

CENTRE REQUIREMENTS : State Attorney: Kimberley
 : Grade 12 or equivalent qualification; Relevant working experience in Library; General knowledge of a legal library will be an advantage. Skills and Competencies: Communication skills (verbal and written); Computer literacy; Interpersonal relations; Ability to work under pressure;; Research and planning skills; Customer orientation.

DUTIES : Keep library statistics on a daily basis and handle library inquiries; Insert replacement pages in the loose-leaf publications and statutes of RSA; Stamp new publications and journals; Bind and index bills, local journals and circulate Government Gazettes; Assist with Library stock taking; Place publications back on the shelves.

ENQUIRIES APPLICATIONS : Mr B Sibiyi ☎ (012) 315 8650
 : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 28 March 2011

POST 10/80 : **ASSISTANT LIBRARIAN REF NO: 11/83/MAS**

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

CENTRE REQUIREMENTS : Master Of The High Court: Port Elizabeth
 : Grade 12 or equivalent qualification; Relevant working experience in Library; General knowledge of a legal library will be an advantage. Skills and Competencies: Good communication skills (verbal and written); Computer Literacy; Interpersonal relations; Ability to work under pressure; Research and planning skills; Customer orientation.

DUTIES : Assist with taking minutes in all library committee meetings; Insert replacement pages in the loose-leaf publications and statutes of RSA; Stamp new publications and journals; Ensure that renewal notice for Government Gazette is submitted to procurement section for payments and filing of Government Gazettes; Keep library statistics on a daily basis; Maintaining relevant registers in the library and handle inquiries; Classify all publications; (in-house classification systems) and pack place publications on the shelves; Assist with annual library stock taking; Ensure that relevant handing over procedures are followed when there is a change in librarians; Ensure that publications are ordered if and when the need arises; Ensure that publications are securely locked away at all times; Updating the loose-leaf publications.

ENQUIRIES APPLICATIONS : Ms M Moreki ☎ (012) 315 1351
 : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 28 March 2011

POST 10/81 : **REGISTRY CLERK 2 POSTS REF NO: 11/84/MAS**

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

CENTRE : Master of the High Court: Durban

REQUIREMENTS : Grade 12 or equivalent qualification; Relevant experience. The following will serve as an added advantage: Knowledge and/or experience of working in a legal environment/Public Service; Knowledge of Hotkey (computerized register) for new cases; A valid driver's license.

DUTIES : Registry Administration and Management; Open, sort and distribute daily mail, dispatch mail, draw files, file and trace documents and maintaining files; Managing files in the archives; Keeping and updating registers both manually and electronically; Trace and maintain files; Opening and Registering of cases on the system-Hotkey; Attend to written and telephonic enquiries; Relieve the telecom Operator when necessary; General office duties.

ENQUIRIES : Ms M Moreki ☎ (012) 315 1351

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

CLOSING DATE : 28 March 2011

POST 10/82 : **ADMINISTRATION CLERK (DCRS) 2 POSTS**

SALARY : R79 104 – R 93 180 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office, Upington: Ref: NC/14/10
Branck Court, Galeshewe: Ref: NC/15/10

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 B. Ukena ☎ (054) 3375300 Upington
Mr D. Makhani ☎ (053) 8713576 Galeshewe

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7th Floor, c/o Knight & Stead Streets, Kimberley. If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

CLOSING DATE : 18 March 2011

NOTE : Should the successful candidate be on the same level as the advertised post then the transfer will be at own cost. Please also note that any resettlement costs will be negotiated during the recruitment process.

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
 22 March 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 eight (8) 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 POST

POST 10/83 : **SENIOR ORGANISATIONAL DEVELOPMENT OFFICER 2 POSTS REF NO: HR 4/4/1/5/HO**
 Directorate: Management Advisory Services, Head Office

SALARY : R 174 117 per annum
 R 238 141 all inclusive package per annum

CENTRE REQUIREMENTS : Pretoria
 A relevant three year tertiary qualification in the field of Management Services, Organisation & Workstudy / Organisational Development or a Certificate in Management Services or any equivalent three year tertiary qualification plus a Certificate in Management Services plus two years relevant experience.
 Knowledge and Skills: ●Knowledge of Labour Legislation relevant to the post
 ●Basic understanding of policies, regulations, prescripts and legislation
 ●Understanding of efficiency promotion including the development of organisational structure ●Understanding of information analysis ●Effective work procedure and basic research ●Problem solving and solution development ●Job Profile and Job Evaluation ●Organisational and planning ●Facilitation ●Computer literacy ●Communication (written and verbal) ●Listening ●Interviewing ●Research ●Analytical ●Interpersonal relations ●Report writing.

DUTIES : ●Responsible for job evaluation in the Department ●Conduct organisational and work study investigations ●Conduct job profiling in the Department ●Conduct and co-ordinate Business Process Reengineering Investigations ●Implement Client Orientation Strategy and Batho Pele programmes.

ENQUIRIES : Mr TG Makomane, Tel. 012 309 4319

DEPARTMENT OF MINERAL RESOURCES

<u>APPLICATIONS</u>	:	The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007, or hand delivered to 70 Mentjies and Schoeman Street, Trevenna Campus, Sunnyside
<u>FOR ATTENTION</u>	:	Mr S Matlakala / Ms E Makhale
<u>CLOSING DATE</u>	:	25 March 2011
<u>NOTE</u>	:	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 which are not older than three months. 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

<u>POST 10/84</u>	:	<u>ASSISTANT DIRECTOR: MINERAL LAWS ADMINISTRATION</u>
<u>SALARY</u>	:	R 206 982 per annum, Level 9
<u>CENTRE</u>	:	Free State, Welkom
<u>REQUIREMENTS</u>	:	A Bachelor's degree in Law and appropriate qualification, coupled with extensive practical experience. A valid driver's licence is a must. PLUS the following key competencies: <input type="checkbox"/> Knowledge of: • In-depth knowledge of the Mineral and Petroleum Resources Development Act, (Act 28 of 2002) (MPRDA) and the Mining Charter • Specialised knowledge of surface and mining rights issued on previously proclaimed mining land and interpretation of the old records and plans • The appropriate policies of the Department in relation to mineral mining rights, redistribution of mineral wealth, Black Development Economic Empowerment, the mineral industry in general and Public Service delivery. • The impact of mining and related activities on surface development (also includes the optimal exploration of economically viable mineral resources versus development) • Public Finance Management Act, 1991 <input type="checkbox"/> Skills • Ability to interpret mining as well as environmental related legislations • Negotiation and conflict resolution • Computer skills <input type="checkbox"/> Communication • Well-developed written and verbal communication <input type="checkbox"/> Creativity • Ability to be proactive, innovative and effective in the process of the improvement of productivity.
<u>DUTIES</u>	:	Process applications in terms of the Mineral and Petroleum Resources Development Act, 2002 (Act 28 of 2002) (MPRDA), investigate illegal mining and take corrective action • Implement transformation and empowerment • Draft submissions to the Deputy Director-General and Minister in terms of the MPRDA • Render services at the Helpdesk to assist clients with regard to the requirement of the MPRDA • Maintain a categorised database (Minact and tracking system) to provide information on the status and continued administration of rights applied for and granted
<u>ENQUIRIES</u>	:	Mr N A Tshivhandekano ☎057 391 1300
<u>POST 10/85</u>	:	<u>CHIEF ADMINISTRATION CLERK</u>
<u>SALARY</u>	:	R140 208 per annum, Level 7
<u>CENTRE</u>	:	North-West, Klerksdorp
<u>REQUIREMENTS</u>	:	A National Diploma/Degree in Administration or related field coupled with relevant experience and a valid driver's licence. PLUS the following key competencies: <input type="checkbox"/> Knowledge of: • PFMA, Treasury regulations, Public Service Act, MPRDA, Basic conditions of Employment Act, BAS PAIA • Ms. Excel, Word and Outlook • General Administration within the Public Service • Understanding of relevant legislations <input type="checkbox"/> Skills: • Strong administrative and managerial skills • Interpretation of the legislation • Interpersonal Skills • Computer Skills • Conflict resolution skills • Ability to read and interpret

maps ☐ Communication: • Well developed written and verbal communication
☐ Creativity: • Analytical thinking • Creative thinking

DUTIES : Process and manage the applications for access to records • Administration of royalties and prospecting fees in the region • Administration of leave • Effective supervision of Administrative staff

ENQUIRIES : ☎ Ms. T.N. Matsoaboli 018 487 9870

POST 10/86 : **NETWORK ACCOUNTS ADMINISTRATOR**

SALARY : R113 568 per annum, Level 6
CENTRE : Head Office, Pretoria
REQUIREMENTS : Senior Certificate (grade 12) plus relevant experience in IT environment PLUS the following key competencies: ☐ Knowledge of: • 3 com VCX • RCL Telephone Billing System • Magic Call Logging System • Networks account management • MS Desktop products ☐ Skills: • Must be able to improvise (analytical) • Must be able to work on a technical hardware/software ☐ Communication • Good communication (Verbal and Written ☐ Creativity: • Independent person • Must be able to work under pressure • Self motivation • Decisive • Willing to work overtime Recommendation: MCSE will be an added advantage

DUTIES : Manage the VOIP telephone system and respond to inquiries in terms of accounts documentation of architecture and usage • Remove old and create new accounts on the Telephone system and server • Analyse and compile monthly internet, e-mail, telephone usage and bandwidth usage reports • Retrieve information on the users, and compile monthly Helpdesk reports and update Helpdesk manager

ENQUIRIES : Maesela Mabaso ☎012 444 3080

POST 10/87 : **ADMINISTRATION CLERK (EXPEDITING)**

SALARY : R79 104 per annum, Level 4
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Senior certificate (Grade 12) coupled with relevant experience in Transactions/Supply Chain Management environment. PLUS the following key competencies: ☐ Knowledge of: • LOGIS PI • Supply Chain Management • Public Finance Management Act • Treasury Regulations ☐ Skills: • Problem solving • Computer Literacy • Financial Skills • Report writing ☐ Communication: • Good verbal and Written Communications • Ability to communicate at all levels • Telephone etiquette • Liaising with End-users and external clients ☐ Creativity: • Prioritising of tasks • Record keeping • Ability to work under pressure

DUTIES : Expedite invoices • Retrieve orders from 0-9 files and match with invoice • Forward invoices to user and follow-up for certification of receipt for goods and services • Prepare invoices for payment • Receive and capture requisitions for stationery.

ENQUIRIES : Ms L Khoza ☎012 444 3076

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission (OPSC) is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. Candidates whose appointment/transfer/promotion will promote representivity will therefore receive preference. An indication by applicants in this regard will expedite the processing of applications.

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

MANAGEMENT ECHELON

- POST 10/88** : **REGIONAL DIRECTOR: NORTH WEST REGIONAL OFFICE REF NO: RD: NWRO/11**
- SALARY** : All inclusive remuneration package of R 685 200 per annum (The package includes a basic salary (60% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE REQUIREMENTS** : North West Regional Office, Mahikeng
: The successful candidate must have an appropriate recognized Bachelor's Degree or equivalent qualification (NQF level 6) in the fields of Human Resources or Public Sector Management or Legal or Social Sciences • Knowledge of Public Service Regulatory Framework that pertains to Senior Management Service • Proven experience in applied research • Ability to analyse and summarise complex debates • Ability to plan and co-ordinate activities at executive level • Good writing and communication skills • Ability to prepare concise, accurate reports • Presentation skills • Appropriate people management experience • Ability to handle and manage confidential information • Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word, PowerPoint • Valid driver's licence and ability to travel
- DUTIES** : Key Performance Areas: • Carry out monitoring, evaluation and investigation in the areas of service delivery, human recourse practices and other areas of Public Administration • Promote a high standard of professional ethics in the Public Administration • Investigate grievances and make recommendations to the Public Service Commission (PSC) • Manage the evaluation of HODs in the province, which includes quality assurance of the Performance Agreements and the evaluation process • Advise the PSC on any matter regarding the execution of its mandate and performance of its functions in the North West Province • Provide corporate support service in the Regional Office of the PSC • Liaise with the Head Office of the PSC and provincial departments on line function activities • Support the resident Commissioner in carrying out the roles and functions of the PSC in the North West Province • Submit contributions on the PSC's work in the North West Regional Office for inclusion in the Annual Report.
- ENQUIRIES** : Ms TT Mashikinya (012) 352 1139
- CLOSING DATE** : 08 April 2011
- NOTE** : Conditions Of Appointment: • Pass a top secret security clearance by the National Intelligence Agency • Candidates who make it to the final shortlist will be expected to undergo a competency assessment to determine their suitability. • Subject to verification of qualifications and reference checking.

OTHER POSTS

- POST 10/89** : **ASSISTANT DIRECTOR: PROFESSIONAL ETHICS RESEARCH AND PROMOTION REF NO: ASD: PERP/11**
Job Purpose: To research, administer, evaluate and monitor the effectiveness of professional ethics promotion and anti-corruption strategies in the Public Service.
- SALARY** : R 206 982 per annum (Level 9)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Ideal Candidate Profile: • A three-year post-matriculation qualification (Degree or Diploma) (NQF Level6) in the fields of Law, Social Sciences, Public Management and Administration, Development Management or Professional Ethics • Knowledge and experience in anti-corruption initiatives • At least three years' appropriate experience and a thorough understanding of government administration • Operational knowledge of Microsoft Office Suite, including Word, Excel, PowerPoint and Outlook • Analytical and investigative skills • Research and report writing abilities • Written and verbal ability to communicate with stakeholders • A valid Driver's license.
- DUTIES** : Key Performance Areas • Promotion of professional ethics and anti-corruption instruments in the Public Service • Monitoring and Evaluation of anti-corruption measures • Provide advice and prepare reports on ethics and anti-corruption to key-stakeholders, including Parliament • Conduct research on professional ethics and anti-corruption to inform policy development • Handle administrative matters regarding the National Anti-Corruption Forum • Ability to do presentations and participate in anti-corruption workshops and seminars.
- ENQUIRIES** : Mr R. Davids Tel: (012 352 1123)
CLOSING DATE : 08 April 2011
NOTE : Conditions of Appointment: The successful candidate will be required to undergo a top secret security clearance issued by National Intelligence Agency (NIA) and reference checking. It is the applicant's responsibility to make sure that foreign qualifications are evaluated by the South African Qualifications Authority (SAQA).
- POST 10/90** : **SENIOR COMMUNICATION OFFICER REF NO: SCO- SD: IC/11**
- SALARY** : R140 208 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : Ideal Candidate Profile: • A three year Degree/National Diploma (NQF Level 6) in Communication/Journalism/Public Relations/ Graphic Design • Understanding of media liaison and communication, including government communication • Practical experience and knowledge of graphic design procedures and software, especially Photoshop and Freehand • Be proficient in the use of a PC and AppleMac • Good interpersonal, communication (verbal and writing), creative and analytical skills • A valid motor vehicle drivers' licence.
- DUTIES** : Key Performance Areas: • Write, research and collate articles for the internal newsletter • Edit and proofread articles • Design and layout the internal newsletter and other print material • Facilitate the production of PSC reports and publications • Enhance the corporate image of the PSC • Make exhibition arrangements for the PSC • Manage and update content and the overall maintenance of the PSC intranet and internet • Assist with media liaison functions/activities • Assist with the co-ordination of PSC's events (e.g. Information Sessions) • Participate in the development of the communication strategy.
- ENQUIRIES** : Ms Thembi Nkuna, Tel: (012) 352 1160
CLOSING DATE : 01 April 2011

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

- APPLICATIONS** : Applications must be sent to the attention of Ms Nora Mohanwe: Private Bag X916, Pretoria, 0001 or deliver, between 07:00am and 16:30pm daily to 116 Proes Street, Batho Pele House, Pretoria. Please note that no faxed or e-mailed applications will be accepted.
- CLOSING DATE** : Tuesday, 22 March 2011
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Note: Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers • an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records.
- OTHER POST**
- POST 10/91** : **DEPUTY DIRECTOR: IFMS HR**
Job Purpose: Assist with the development, implementation and maintenance of an automated human resource management system (HRMS), as part of the Integrated Financial Management System (IFMS), for the Public Service.
- SALARY** : An all-inclusive remuneration package of R406 839 per annum (Level 11). Annual progression up to maximum salary of R479 238 per annum is possible subject to satisfactory performance. The all-inclusive package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and flexible portion that may be structured according to personal needs within a framework.
- REQUIREMENTS** : An appropriate three-year degree or equivalent post-school qualification (NQF level 6). Knowledge and experience of human resource management practices and processes. Experience in the development, implementation and maintenance of automated human resource management systems. Exposure to the SAP Human Capital Management solution would be an added advantage although it is not an absolute requirement. Project management experience and skills, including the management of service providers. A valid drivers' license and willingness to travel. Well developed skills in the following areas: Verbal and written communication. Contract management. Analytical abilities and problem-solving. Computer literacy.
- DUTIES** : Assist with the development of an automated HRMS for the Public Service as part of the IFMS programme. Assist with the development and maintenance of policies and processes supporting the HRMS. Oversee and assist with the piloting of the HRMS in two lead sites and the subsequent implementation of the HRMS across the Public Service. Assist with the on-going maintenance of the HRMS from a functional and business process perspective. Provide advice and support to users of the HRMS. Manage service providers.
- ENQUIRIES** : Mr Alan Meyer, tel no (012) 336 1088

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

OTHER POSTS

- POST 10/92** : **DEPUTY DIRECTOR: FINANCIAL AUDIT**
Directorate: Internal Audit
1-Year Contract
- SALARY** : R406 839 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelors Degree or National Diploma in Auditing/ Internal Auditing and Accounting or equivalent qualification PLUS At least 6 years in the financial auditing environment of which 2 years should have been at supervisory level. Knowledge of the IIA Standards, Accounting Principles or standards, Public Finance Management Act, Treasury Regulations and National Treasury Practice Notes. Competencies needed: Project Management. Financial Management. Analytical skills. Comparative skills. Report writing skills. Problem sensitivity and solving skills. Coordination skills. Attributes: Integrity. Objectivity. Independence. Confidentiality.
- DUTIES** : Key Responsibilities: Manage (plan, organise, direct) and supervise financial audit projects. Evaluate the Interim and Annual Financial Statements of the Department for compliance with National Treasury Templates, GRAP, GAAP and any other applicable prescripts. Assess the adequacy and effectiveness of operating procedures and monitoring mechanisms over all transfers made and received, including transfers in terms of the annual Division of Revenue Act. Identify errors and control weaknesses and develop recommendations for the enhancement and improvement of the processes where errors and control weaknesses are identified. Communicate the audit results to all relevant stakeholders. Conduct a follow-up audits on Internal Audit as well as Auditor-General's audit findings.
- ENQUIRIES** : Mr W Ngoveni Tel: (012) 312-7304 / 7305
- POST 10/93** : **ASSISTANT DIRECTOR: FINANCIAL AUDIT**
Directorate: Internal Audit
1-Year Contract
- SALARY** : R206 982 per annum PLUS 37% in lieu of benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelors Degree or National Diploma in Auditing/ Internal Auditing and Accounting or equivalent qualification PLUS at least 4 years experience in the financial auditing environment. Knowledge of the IIA Standards, Accounting

Principles or standards, Public Finance Management Act, Treasury Regulations and National Treasury Practice Notes. Competencies needed: Project Management. Financial Management. Analytical skills. Comparative skills. Report writing skills. Problem sensitivity and solving skills. Coordination skills. Attributes: Integrity.Objectivity. Independence. Confidentiality. Ability to work under pressure. Confident.

DUTIES : Key Responsibilities: Plan and execute financial audits in accordance with approved audit plan, IIA Standards and the Department's Internal Audit methodology. Evaluate the reliability, accuracy and integrity of financial records and reports. Evaluate the extent of compliance with applicable financial prescripts. Recommend the enhancement and improvements of the processes where errors and control weaknesses were identified. Communicate audit findings/ results with the relevant stakeholders. Evaluate client response to draft internal audit findings and make the necessary adjustments. Supervise and quality assure the work of Internal Auditors.

ENQUIRIES : Mr W Ngoveni Tel: (012) 312-7304 / 7305

POST 10/94 : **INTERNAL AUDITOR: FINANCIAL AUDIT 2 POSTS**
Directorate: Internal Audit
1-Year Contract

SALARY : R174 117 per annum PLUS 37% in lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : A Bachelors Degree or National Diploma in Auditing/ Internal Auditing and Accounting or equivalent qualification PLUS At least 2 years experience in the financial auditing environment. Knowledge of the IIA Standards, Accounting Principles or standards, Public Finance Management Act, Treasury Regulations and National Treasury Practice Notes. Competencies needed: Financial skills. Analytical skills. Communication skills. Planning and organising skills. Problem solving skills. Attention to details. Computer literacy. Attributes: Integrity.Objectivity. Independence. Confidentiality. Ability to work under pressure. Confident.

DUTIES : Key Responsibilities: Assist with the planning of financial audits. Execute financial audits in accordance with approved audit plan, IIA standards and Department's Internal Audit methodology. Prepare and present the draft audit internal report to the Internal Audit Management. Assist with the communication of audit results to the clients. Evaluate client responses to draft internal audit findings and make the necessary adjustments. Conduct follow-up audits. Perform administrative duties as and when required by Internal Audit Management.

ENQUIRIES : Mr W Ngoveni, Tel: (012) 312-7304 / 7305

POST 10/95 : **ASSET MANAGEMENT CLERK 2 POSTS**
Directorate: Supply Chain Management

SALARY : R79 104 per annum
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate (or equivalent qualification) with Accounting as passed full subject PLUS credible experience in the field of asset control. Knowledge of LOGIS and asset tracking systems. Knowledge of procurement procedures and other related legislation. Knowledge of the asset management principles in the public sector Competencies needed: Customer relation skills. Communication (written, verbal and liaison) skills. Interpersonal skills. Organising and planning skills. Computer literacy. Ability to work as part of a team. Ability to interpret policies and prescripts. Personal attributes Friendly. Confident. Accurate. Adaptable. Independent. Ability to work under pressure and to cope with a high workload.

DUTIES : Key Responsibilities: Administer and control the movement of assets between sub-inventories. Conduct a physical stock-take and arrange the disposal of redundant, obsolete and unserviceable assets in the Department in accordance with the directives and procedures of National Treasury. Update the inventories and asset register of the Department. Identify, investigate and report on discrepancies during the monthly asset verification. Reconcile the LOGIS goods receipt vouchers with the asset management system. Bar coding of newly acquired assets and updating of the Fast Track System.

ENQUIRIES

: Mr MP Mulaudzi Tel: (012) 312-7034

STATISTICS SOUTH AFRICA

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

APPLICATIONS : Head Office, Pretoria: Post to the Recruitment Manager, Stats SA, Private Bag X44, Pretoria 0001 or hand-deliver at 170 De Bruin Park Building, corner Andries and Vermeulen Streets, Pretoria.

FOR ATTENTION : Mr. Obed Marubyane

CLOSING DATE : 18 March 2011

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service department, and must be completed in full. Certified copies of your identity document and qualifications as well as a CV must be attached. Applicants risk being disqualified for failing to submit all the required documents. If you do not hear from us within three months after the closing date, please regard your application as unsuccessful. Correspondence will be entered into with short listed candidates only. Stats SA reserves the right not to make an appointment. Appointment is subject to security clearance, the signing of a performance agreement, verification of the applicant's documents, and reference checking. Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for in your application.

OTHER POSTS

POST 10/96 : **JUNIOR SCM OFFICER: ORDERING REF NO: 58/02/11HO**
One permanent post exists in the Finance and SCM division
Person Profile: This position will suit a person with good communication skills, high level of professionalism, integrity, confidentiality and accuracy • Ability to work under pressure, pay attention to detail and work independently • Willingness to travel extensively and work long hours.

SALARY : R140 208 per annum
CENTRE : Head Office, Pretoria)
REQUIREMENTS : A three-year tertiary qualification in SCM/Financial Administration or related field • A LOGIS certificate is essential • Proven working experience in SCM and Ordering Procedures as well as in IQUAL system.

DUTIES : Key Performance Areas: Capture and print orders to submit for authorisation • Ensure proper record keeping • Fax orders to service providers and confirm receipt thereof • Attend to ordering related enquiries • Register and deliver copies of orders to relevant officials • Compile reports on status of orders • Update the Equal system on orders generated and report inputs to Bid Office for monthly reporting to National Treasury • Liaise with Helpdesk and Transit components on the status of orders .

ENQUIRIES : Mr. Obed Marubyane at (012) 336 0151

POST 10/97 : **HR BENEFIT ADMINISTRATION OFFICER REF NO: 61/02/11HO**
One permanent post exists in the Human Resource Management division
Person Profile: This position will suit a person with good communication skills, high level of professionalism, integrity, confidentiality and accuracy • Ability to work under pressure, pay attention to detail and work independently • Willingness to travel extensively and work long hours.

SALARY : R140 208 per annum
CENTRE : Head Office, Pretoria)
REQUIREMENTS : A three-year tertiary qualification in HRM or related field • Relevant experience Regarding Human Resource Benefit Administration practices, processes, procedures and policies • Extensive knowledge of legal framework in relation to Human Resource Benefit Administration • Knowledge of MS Office Suite • Knowledge of PERSAL.

DUTIES : Key Performance Areas: Administer employee benefits • Administer terms and conditions of service • Capture appointments, transfers, promotions, secondments, performance awards, quarterly reports and termination of service

- Ensure compliance to relevant legislation
- Render an HRM benefit customer service
- Participate in service delivery improvement initiatives. Stats SA endeavors to promote the careers of previously disadvantaged persons by applying the principles of appropriate legislation, e.g. Employment Equity Act, 1998.

ENQUIRIES

: Kindly contact Obed Marubyane at (012) 336-0151.

DEPARTMENT OF TOURISM

- APPLICATIONS** : Applications, quoting the relevant reference number must either 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 or forwarded to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand delivered at: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, 1st Floor, North Tower, Room 106, for the attention of Mr G Ntshane (Information Center)
- CLOSING DATE** : 28 March 2011
- NOTE** : In order to be considered, applications must be submitted on a SIGNED Z83 form, accompanied by all required CERTIFIED copies of qualifications, Identity Document and a comprehensive CV (including three contactable references). 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. 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 10/98** : **ASSISTANT DIRECTOR: BUDGET MANAGEMENT REF NO: NDT41/2011**
- SALARY** : R206 982 per annum (Total inclusive package of R291 578 /conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised 3-year Bachelor degree or equivalent qualification with relevant extensive experience in a finance environment, as well as Budget and Expenditure Control experience in the Public Service. Sound knowledge of the Public Finance Management Act, Treasury Regulations, Basic Accounting System and SCOA. Good computer literacy in MS EXCEL as well as knowledge of MS Word and Powerpoint. Knowledge of Vulindlela will be an added advantage; Good communication (verbal and written), time management and BAS skills. Willing to work overtime.
- DUTIES** : Prepare monthly expenditure reports to National Treasury. Management and the Executive Authority. Monitor expenditure, transfer payments and drawings of funds in accordance with the PFMA and Treasury Regulations. Manage BAS allocations and ensure the correctness of allocations used on payment forms as well as completion of journals to amend erroneous allocations. Ensure the availability of budgets for all procurement requests. Allocate, update and maintain the budget on BAS. Consolidate budget inputs from units within the department to complete the budget submission (MTEF). Adjusted Estimates and the Estimates of National Expenditure (ENE) according to the format produced by National Treasury. Ensure compliance with budgetary aspects as stipulated in the PFMA, Treasury Regulations and financial prescriptions. Provide guidance to stakeholders on all related budget matters.
- ENQUIRIES** : Mr Rajah, tel 012 310 0000
- POST 10/99** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT, STOCKTAKING, DISPOSALS, TRANSFERS AND MOVEMENTS: DIRECTORATE: SUPPLY CHAIN MANAGEMENT REF NO: NDT42/2011**
- SALARY** : R206 982 per annum (Total inclusive package of R291 578.00 /conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognized 3-year Bachelors degree in Supply Chain Management/Purchasing/Logistics or equivalent qualification with extensive experience in acquisition and asset management. Contract management and administration will be an added advantage. Good interpersonal and communication (verbal and written) skills. Good computer literacy in MS Office

packages. Knowledge of the PFMA, Preferential Procurement Policy Framework Act, Asset Management Practical Guide, Treasury Regulations, a Guide to the Accounting Officers, knowledge of LOGIS and BAS applications. Ability to work individually and in a team. Management skills. Ability to work under pressure.

DUTIES : Manage acquisition and asset management. Update the asset register with asset data including; asset barcodes, conditions and maintenance. Validate all assets within the department and ensure that controls are in place with a focus on loss, prevention and fraud detection. Ensure quarterly spot checks and annual asset verification. Assist with the disposal of redundant/ obsolete assets. Overall management of Departmental Bid Adjudication Committee. Administer the bidding processes in terms of procuring goods and services, advice during evaluation of bids, administer transversal contracts and Service Level Agreements (SLA's), and provide inputs on the drafting / reviewing of Supply Chain Management Policies/procedures and implementation thereof. Co-ordinate and report to the supervisor regarding bids and assets.

ENQUIRIES : Ms Ramogale, tel 012 310-3133

POST 10/100 : **COMMUNICATION OFFICER: INTERGOVERNMENTAL COMMUNICATIONS AND CONTENT MANAGEMENT REF NO: NDT43/2011**

SALARY : R140 208 per annum (an all-inclusive remuneration package of R 210 559
CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised 3-year Bachelors degree in Communications, Journalism or Public Relations or equivalent qualifications with relevant experience. Project management, writing and people skills. Knowledge of Government Communications. Ability to work under pressure.

DUTIES : Draft and implement communications strategies. Coordinate activities of the Tourism Communicators forum. Project and database management. Media Analysis.

ENQUIRIES : Ms Suping, tel: 012 310 3310

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 thedti 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** : 18 March 2011

OTHER POSTS

- POST 10/101** : **DEPUTY DIRECTOR: AGENCY OVERSIGHT MANAGER REF NO: (ODG/S & AGENCY MAN 008)**

- SALARY** : An all-inclusive remuneration package R406 839 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised 3-year degree in Law plus a minimum of two years work experience in corporate governance Ability to interpret statutes Knowledge and understanding of legislations governing the public service Good communication skills (verbal and written) and computer literacy Good interpersonal skills, team player, co-ordination and stakeholder liaison
- DUTIES** : Key responsibilities: Provide legal advice relating to requirements from public entities according to the mandate described in the relevant legislation Review shareholders compacts Analyse and report on entities' corporate/strategic plans, quarterly and annual reports to the Director-General and Minister Co-ordinate and monitor Board and/or CEO appointment processes and remuneration matters according to published National Treasury rates Monitor compliance to legislative and regulatory prescripts Ensure that Board and CEO succession plans are submitted annually and co-ordinate Board Induction Co-ordinate and consolidate entities' responses to parliamentary questions

- POST 10/102** : **SECURITY ADMINISTRATION OFFICER REF NO: GSSSD/AMS 042**

- SALARY** : R140 208 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification. A Diploma in Security Management will be an added advantage. Experience in the security management in a government environment and direct experience in the following fields of security: Physical and Information security, access control, key control, office security, security investigations and contingency planning. Knowledge of the MISS, MPSS, Government Sector Security and other applicable legislation, regulations and directives. Good leadership and managerial skills. Ability to communicate effectively on all levels, report writing and presentation skills. Planning, organizational skills, relationship and conflict management skills. Ability to detect, analytical thinking, Sound decision making and motivation skills. Good computer literacy, organization and office management skills. Basic public finance, budgeting and procurement skills.
- DUTIES** : Manage and maintain the appropriate security measures/ procedures in line with the dti security and related policies. Conduct physical security appraisals of the dti Campus. Implement the minimum physical security standards in all offices of the dti. Manage and maintain security contracts and service providers. Develop and ensure the implementation of key and access control systems. Conduct risk assessments and review security counter measures. Investigate and report security breaches and complete regular inspections of all security systems. Supervise and develop staff and ensure continuous liaison with other security agencies.

- POST 10/103** : **SECURITY OFFICER REF NO: GSSSD/AMS 044**

- SALARY** : R113 568 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification. A Diploma in Security Management and PSIRA Grade A registration will be advantageous.

Experience in the following fields of security are essential: access control; key control; office security; security investigations and contingency planning. Information Security: Knowledge of the MISS; Government Sector Security and other applicable legislation, regulations and directives. Experience in managing and maintaining an access control and asset management system will be advantageous. Good leadership and managerial skills. Ability to communicate effectively on all levels, report writing and presentation skills. Planning, organizational skills, relationship and conflict management skills. Ability to detect, analytical thinking, sound decision making and motivation skills. Good computer literacy, organization and office management skills. Basic public finance, budgeting and procurement skills.

DUTIES

: The successful candidate will be required to perform the following duties: Manage and maintain the appropriate security measures/ procedures in line with the dti security and related policies. Conduct security appraisals of the dti Campus. Implement the minimum physical and information security standards in all offices of the dti. Manage and maintain security contracts and service providers. Develop and ensure the implementation of key and access control systems. Investigate and report security breaches and complete regular inspections of all security systems..

DEPARTMENT OF TRADITIONAL AFFAIRS

The Department of Traditional Affairs is poised to play a key strategic role not only in assisting the institution of traditional leadership to transform itself to be a central partner with Government in the development of traditional communities, including the Khoi-San communities but also in co-ordinating the traditional affairs activities of this Department and those of other Government Departments at the national, provincial and local government levels so as to ensure that the needs of traditional and Khoi-San communities (of development, service delivery, governance, access to indigenous knowledge systems, traditional courts and indigenous law, traditional healers and indigenous languages, etc) are sufficiently met. In addition, the Department must ensure that sufficient resources (human, financial and infrastructural) are provided by the State to transform the landscape in the functional domain of the Department of Traditional Affairs.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: Human Communications at PO Box 1793, Rivonia 2128 or hand-delivered at 3 Autumn Road, Rivonia 2128 or e-mail to: cog@humancommunications.co.za.
- CLOSING DATE** : 25 March 2011
- NOTE** : Applications must be submitted on form Z83 (application form) obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified copies of qualifications and ID. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application has been unsuccessful and we thank you for the interest shown in our Department. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

OTHER POSTS

- POST 10/104** : **MANAGER: INSTITUTIONAL SUPPORT AND CAPACITY BUILDING (DEPUTY DIRECTOR LEVEL) 2 POSTS**
Chief Directorate: Institutional Support and Capacity Building
- SALARY REQUIREMENTS** : All-inclusive remuneration package of R406 839 per annum.
A Matric Certificate plus a three-year Bachelor's degree or equivalent qualification. Appropriate experience in institutional support and capacity building, especially in a supervisory position such as Assistant Director. Appropriate certificates, such as Skills Development Facilitator, Assessor, Moderator and Course Ware Designer. Computer literacy. An understanding of the different training delivery methodologies of the Public Service. Financial management skills, especially procurement processes. Excellent verbal and written communication skills. The ability to work with and manage a diverse team. Good presentation and facilitation skills. Good planning, organizing and coordination skills. The ability to solve conflict. Good people management skills. Innovative, initiative and independent thinking. Leadership skills. Problem-solving and research skills. Results orientation. Eagerness to meet deadlines. The willingness to travel and work beyond normal working hours. A valid driver's license.
- DUTIES** : The successful candidate will perform the following duties: Coordinate the development of the Capacity Building framework for Traditional Institutions. Conduct capacity building needs analysis for the traditional institutions. Plan and facilitate the effective implementation of Capacity Building programmes and interventions. Support the review and revision of training material. Facilitate processes to support the establishment of structures. Develop and maintain the Capacity Building monitoring and evaluation tools for Traditional Institutions. Oversee the development of reports for the Directorate. Manage the HRM and HRD function in the Directorate.

- ENQUIRIES** : Mr M Molepo, tel (012) 395-4786 and Ms A Tshivhase-Kharibe, tel (012) 336-5818
- POST 10/105** : **PERSONAL ASSISTANT (DEPUTY DIRECTOR LEVEL)**
Objective: To provide high-level office, administrative and secretarial services to the Director-General. Office of the Director-General
- SALARY REQUIREMENTS** : An all-inclusive remuneration package of R 406 839 per annum
: A recognized relevant post-Matric qualification with extensive experience as a Personal Assistant for managers at executive level. A good understanding of the core functions of the Department. Adaptable, self-motivated, assertive, innovative, reliable, trustworthy and honest. The ability to function efficiently under extreme pressure. The ability to interact with people at various levels and deal with information at a high level of confidentiality. Good verbal and written communication skills. Interpersonal, time and office management, high-level administrative and organisational skills. High-level computer literacy. Report, minute-writing and proven planning and monitoring skills. Self-starter with the ability to deal with queries promptly.
- DUTIES** : Promote the image of the Office of the Director-General. Effectively manage the Director-General's office, including correspondence management, office budget and expenditure control, developing and managing a system of information and document control, following up on reports and actions to be taken, managing deadlines and tracking progress. Compile referral memoranda. Ensure that the Director-General has a regular one-on-one meetings to keep the Director-General informed of developments in the Department. Ensure all urgent correspondence, including Ministerial referrals, are brought to the Director-General's attention within 48 hours. Ensure that all responses to Parliamentary questions are forwarded to the Minister's office as soon as it is possible for him/her to note. Attend to all other correspondence that has been received and processed in the Office. Ensure all submissions received are scheduled for the Director-General to look at daily. Ensure that the Director-General and other participants receive all documents for each organized meetings. Arrange standing meetings such as EXCO, QRM and Izimbizos. Accompany the Director-General to meetings, visits and other engagements, as and when required. Coordinate the proper administration of the Director-General's office with the Administrative Assistant.
- ENQUIRIES** : Ms R Mogaladi, tel.(012) 336 5815
- POST 10/106** : **DEPUTY MANAGER: INSTITUTIONAL SUPPORT AND CAPACITY BUILDING (ASSISTANT DIRECTOR LEVEL) 2 POSTS**
- SALARY REQUIREMENTS** : R206 982 per annum
: A Matric Certificate plus appropriate three-year post Matric qualification (RQV 13). Credible experience in capacity building. Good knowledge of and the ability to interpret directives and guidelines on broader Institutional Development matters. Thorough knowledge of the Public Service Act, Skills Levies Act and other applicable legislation. Computer literacy (MS Word, Excel, PowerPoint) Data skills analysis. Proven skills in report writing. The ability to maintain positive interpersonal relations and work well as part of a team, as well as individually with regards to management matters. Training, analysis, research and presentation skills. A valid driver's licence.
- DUTIES** : The successful candidate will be responsible for the following duties: Support the coordination of a capacity building framework for traditional institutions. Provide logistical support for capacity building intervention. Assist in the development of reports for the Directorate. Oversee the administration management function of the Directorate. Compile submissions for all capacity building interventions. Consolidate and analyse capacity building intervention reports. Develop and maintain Capacity Building schedules. Assist with the implementation of capacity building programmes.
- ENQUIRIES** : Mr M Molepo, tel (012) 395-4786 and Ms A Tshivhase-Kharibe, tel (012) 336-5818
- POST 10/107** : **DEPUTY MANAGER: PARTNERSHIPS AND INTERGOVERNMENTAL RELATIONS (ASSISTANT DIRECTOR LEVEL) 2 POSTS**

Objective: Provide administrative support in the development of and review of strategies and policies for partnerships between Government, municipalities and traditional councils. In addition, to provide technical support services in the Directorate's role of implementing the intergovernmental relations strategy.
Directorate: Partnerships And Intergovernmental Relations

SALARY
REQUIREMENTS

: R 206 982 per annum.
: An appropriate three-year degree or equivalent qualification. Extensive relevant experience in Local Government and/or traditional leadership.

DUTIES

: The successful candidate will be responsible for the following duties: Provide technical assistance in developing a Partnership Framework and Intergovernmental Relations strategy. Manage relations with key stakeholders in Public-Public Partnerships. Coordinate Intergovernmental Relations and Partnerships projects. Develop and maintain a database of completed partnerships on service delivery targets. Assist in monitoring and reporting on the effectiveness of the Partnerships and Intergovernmental Relations Strategy. Respond to telephonic enquiries relating to established partnerships or the partnership strategy and Intergovernmental Relations Framework. Provide administrative assistance in designing the strategy execution support systems and tools. Provide administrative assistance in strategy implementation processes and procedures. Provide administrative assistance in the monitoring and review processes on the partnership strategy.

ENQUIRIES

: Ms N Nkosi on (012) 336 5844

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply. Confirmation of final appointment will be subject to a positive security clearance



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

FOR ATTENTION : Ms Makgae

CLOSING DATE : 25 March 2011 at 16:30

NOTE : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. 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 10/108 : **CHIEF DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL**

SALARY : All-inclusive package of R830 502 per annum consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. (Level 14) Pretoria

REQUIREMENTS : An appropriate Bachelor's degree (or equivalent qualification) | Appropriate experience. Recommendations: | High-level managerial, communication, research and report-writing skills | Experience in office administration, as well as policy formulation and implementation | Good knowledge of Government policies and programmes | Good networking skills.

DUTIES : Assume overall responsibility for the management of the Office of the Director-General | Manage and supervise the units within the Office of the Director-General | Ensure efficient management of correspondence and enhancement of the systems and processes in the Office of the Director-General | Ensure efficient management of the Director-General's diary and efficient co-ordination of the meetings of the Director-General | Provide strategic support to the Director-General in his capacity as Head of The Presidency and his responsibility for the monitoring and evaluation of the performance of The Presidency and Government | Manage the budget and MTEF process for the unit | Liaise with the Offices of the President, Deputy President and the Ministries to co-ordinate and align programmes and activities | Attend to submissions of and briefings on major policy and administrative issues | Liaise with all relevant strategic units, including the Cabinet Office. | Ensure proper performance management and development procedures in the office and attend to staff growth and development needs.

ENQUIRIES : Mr B Ngqulunga, tel, (012) 300 5469

CLOSING DATE : 18 March 2011 at 16:30

POST 10/109 : **DIRECTOR: INFORMATION TECHNOLOGY**

SALARY : An all-inclusive remuneration package of R685 200 per annum which consist of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules (Level 13)

CENTRE : Pretoria

REQUIREMENTS : An appropriate post graduate qualification in Information Systems / Technology, A Masters Degree will serve as an added advantage. A minimum of six years experience in managing / directing IT operations. Extensive technical expertise in Information Technology, including IT service desk, networks, datacenters and related policies. Excellent people management skills, client orientation and customer and service delivery focus. Programme management with a service

delivery orientation and effective budget management, well developed interpersonal relationship at all levels, communication and documentation skills. Sound knowledge of Government's budgeting and procurement processes and the Public Finance Management Act. Knowledge of integrated Document Management Systems and relational databases.

DUTIES : Align the Presidency's Information Management and Technology strategy with the strategic direction of the Department. Management plans and business processes: Manage and direct the operations of directorate, its strategic plan and budget. Create a secure and stable network infrastructure aligned with the requirements from the office. Manage Service Level agreements with SITA and other entities. Ensure the implementation of the IT strategic plan and maintain disaster recovery plan. Evaluate, investigate and apply new technologies to enhance Information Technology within The Presidency. Serve on project teams and related forums. Manage the Integrated Document Management System and other IT systems and staff. Direct the preparation and implementation of policies, procedures and standards relating to Information Technology. Create an enabling environment for other managers to perform their functions more effectively and efficiently.

ENQUIRIES : Mr. T Motsepe Tel: (012) 300-5869

CLOSING DATE : 18 March 2011 at 16:30

OTHER POSTS

POST 10/110 : **ADMINISTRATIVE MANAGER**
Branch: Strategy and Operations

SALARY : R378 456 all-inclusive salary package per annum (level 11)

CENTRE : Pretoria

REQUIREMENTS : A post – matric qualification and/or extensive relevant experience in administrative support. Extensive experience in office management. Minimum of 10 years experience in a high-profile political environment and/or the Public Service. In-depth knowledge of the functioning of Executive Management offices and the Public Service. In-depth knowledge of the Government-wide framework, policies, procedures and practices. Good communication skills, both written and verbal. Good analytical ability. Strong administrative, organizational, and general office management skills, event/function management skills, as well as any other functions deemed necessary at the time of employment. Accuracy and attention to detail. Excellent planning and organizing skills. Basic research skills. Basic project management skills. Ability to deal with confidential information. Financial Management skills with regards to the budget.

DUTIES : Provide administrative support to the former Principals. Manage all benefits of former Principals as stipulated in the policy for privileges for former office bearers. Set up an effective and efficient document management system and manage the flow of correspondence to and from the offices of the former Principals. Follow up on and monitor the implementation of decisions taken around the former Principals. Prepare memoranda and reports, when required. Liaise with the relevant stakeholders for enhanced service. Attend high-level meetings and record the proceedings of such meetings. Perform any administrative tasks related to the position and ensure that the filing of documents is in line with the approved filing plan of the Office, as approved by the National Archives. Manage and develop staff. Coordinate various projects as assigned by the Deputy Director-General. Management and monitoring of the former Principals' budget.

ENQUIRIES : Ms R Maponya, tel. (012) 300-5582.

CLOSING DATE : 18 March 2011 @ 16:30

POST 10/111 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR 6)**
Unit: Legal and Executive Services

SALARY : An all-inclusive salary package ranging between R349 817 and R632 976 per annum depending on experience

CENTRE : Pretoria

REQUIREMENTS : B.Proc/LL.B degree | At least 8 years post-qualification experience / at least 3 years post-admission experience as an Attorney or Advocate | Experience in the interpretation and application of the law | Relevant experience in Government |

Knowledge and understanding of the Public Service legislative framework | Knowledge of South African Constitutional Law is imperative | Good communication (both written and verbal) as well as interpersonal skills | Well developed analytical skills | The ability to perform research | The ability to work long hours and under pressure.

DUTIES : Ensure that President's Acts and Minutes submitted for the President's signature comply with necessary requirements regarding format and content | Research the legal content of Executive Acts submitted for President's signature and advise thereon | Conduct research on the constitutionality and legality of Acts of Parliament, Proclamations and Regulations submitted for the President's signature | Monitor parliamentary debates and advise thereon | Attend to all queries regarding the Executive Ethics Code | Administer and process international agreements | Communicate with relevant stakeholders on matters relating to Executive Acts of the President | Attend to queries and complaints from members of the public, as may be allocated from time to time | Ensure that Government departments comply with the Manual on the Executive Acts of the President.

ENQUIRIES : Mr G Mphaphuli, tel. (012) 300-5403
CLOSING DATE : 18 March 2011 at 16:30

POST 10/112 : **SENIOR ADMINISTRATIVE OFFICER: EVENTS MANAGEMENT**

SALARY : R174 117 per annum salary level 8
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate as well as a Post matric qualification and/or appropriate experience in events management . An effective administrator with strong planning and organizing skills. An understanding of the importance of events planning and the functioning of Government. Highly motivated and skilled | Outstanding writing skills. Excellent interpersonal relations, communication and organisational skills. Good office management skills . A self-starter . The ability to function both independently and as part of a team.

DUTIES : Facilitate the administrative functioning of the unit . Make travel, accommodation and logistical arrangements for meetings. Deal with document management in the unit. Liaise and communicate within various levels of Government. Assist with budgeting, procurement and planning actions of the unit.

ENQUIRIES : Ms P Mpangeva (012) 300 5629
CLOSING DATE : 25 March 2011 at 16:30

POST 10/113 : **STATE ACCOUNTANT (SYSTEMS)**

SALARY : R140 208 per annum salary level 7
CENTRE : Pretoria
REQUIREMENTS : Matric (Grade 12), with the relevant extensive SYSCON related experience in BAS. Sound knowledge and understanding of transversal system i.e. BAS, Logis, Persal and Vulindela. Sound knowledge of government prescripts i.e. PFMA & Treasury Regulations. Communication skills (verbal and written), computer literacy, customer care skills, problem-solving skills, analytical skills. Accuracy, ability to work under pressure, ability to work in a team and independently

DUTIES : Perform all System controller functionality i.e. create new users, reset passwords, ensure security management and correct segregation of duties. Maintain code structure on BAS (SCOA) in line with approved departmental establishment. Log requests with BAS helpdesk and provide feedback to users promptly. Monitor month and year closures. Attend BAS User Group meetings at SITA monthly and report back to management and users of any system changes. Ensure that users are trained on BAS within the department. Ensure proper control and systems are in place for the filing of the batches within the unit Monitor the processing ofA entities on BAS. Answer audit queries. Supervise immediate staff and train subordinates .Ensure that staff has work plans and are evaluated.

ENQUIRIES : Mr Dakalo Mandiwana (012)300-5905
CLOSING DATE : 25 March 2011 at 16:30

POST 10/114 : **SENIOR ACCOUNTING CLERK: FINANCE**

SALARY : R94 575 per annum salary level 5

CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of a Grade 12 Certificate with Accounting as a passed subject plus experience in a Government financial environment. Knowledge and understanding of the Public Finance Management Act and Treasury Regulations. Computer literate in MS Office programmes (Word and Excel). Good interpersonal and communication skills. Experience in Basic Accounting System (BAS).

DUTIES : The incumbent will be expected to ensure that all payment transactions are correctly captured on BAS. Follow-up of all outstanding invoices and queries on a regular basis. Ensure that all payments are settled within the thirty (30) days as per Treasury Regulations. Ensure clearance of the suspense account and reporting thereof on a monthly basis. Ensure that the Telkom and cellphone accounts are paid on time. Clearing of the Telkom exceptions on a monthly basis. Facilitate the petty cash for households. Ensure adherence to service delivery standards. Ensure that the paid financial documents (batches and journals) are submitted to the batch room. Ensure adherence to all internal controls and financial prescripts.

ENQUIRIES : Ms N Mekhoe (012) 300 5901

CLOSING DATE : 25 March 2011 at 16:30

DEPARTMENT OF WOMEN, CHILDREN AND PERSONS WITH DISABILITIES

The Department for Women, Children and Persons with Disabilities The purpose of the Department for Women, Children and Persons with Disabilities is to oversee Government's agenda for the realization of all gender, disability and children's rights by organs of State, civil society and the private sector. We are looking for dynamic and energetic people who are passionate about their work and would like to play a pivotal role in shaping the South Africa of the future

- APPLICATIONS** : Please forward applications quoting the relevant reference number, to dwcpd@humancommunications.co.za or fax to 086 370 6674 or post to Human Communication, PO Box 1793, Rivonia 2128
- CLOSING DATE** : 18 March 2011 at 16:30
- NOTE** : Applications must be submitted on a Z83 form and should be accompanied by certified copies of qualifications as well as a comprehensive CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. Candidates will be subjected to competency assessments, prior to appointment. On assumption of duty, they will have to enter into a performance contract and submit a Financial Disclosure annually. Confirmation of final appointment will be subject to a positive security clearance. Correspondence will be limited to successful 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.

MANAGEMENT ECHELON

- POST 10/115** : **DIRECTOR: LEGAL SERVICES**
- SALARY REQUIREMENTS** : An inclusive remuneration package of R685 200 per annum (Level 13)
: A Bachelor of Law (LLB) degree or equivalent qualification coupled with 3-5 years' relevant experience, of which 3 years should have been in a supervisory capacity | LL.M degree will be an added advantage | Knowledge of the South African law, particularly Constitutional law, PAIA, PAJA, PEPUDA and any other laws that deal with gender/women/disabilities issues/Knowledge of litigation processes, Knowledge of the legislative processes/High-level managerial, communication, research and report-writing skills, Good leadership and organizational skills, Financial management skills, Knowledge of the Public Finance Management Act and treasury regulations, Knowledge of policy formulation
- DUTIES** : | Provide sound legal advice and support to Minister and the department, Handle litigation on behalf of the Department , Draft and edit contracts, Provide legal opinions, advise the Department in all labour relations matters, Handle litigation matters, Draft and amend legislation and policies, Ensure legal compliance with national, regional and international instruments.
- ENQUIRIES** : Ms Cleo Maubane, tel (012) 300 5868
- POST 10/116** : **DIRECTOR: INSTITUTIONAL SUPPORT AND CAPACITY BUILDING (WEGE)**
Branch: Women's Empowerment and Gender Equity
- SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R685 200 per annum (level 13)
: Pretoria
: | A relevant degree/National Diploma, coupled with 3-5 years' relevant experience, of which 3 years should have been in a supervisory capacity | Postgraduate qualification will be an added advantage | High-level managerial, communication, research and report-writing skills | Good leadership and organisational skills | Financial management skills | Knowledge of the Public Finance Management Act and Treasury Regulations | Knowledge of policy formulation.
- DUTIES** : | Develop and ensure the implementation of capacity building and institutional support (WEGE) | Develop and implement WEGE capacity building frameworks |

- Develop, maintain and co-ordinate WEGE capacity assessments and training development programmes | Co-ordinate and facilitate implementation of catalytic programmes.
- ENQUIRIES** : Ms Cleo Maubane, tel (012) 300 5868
- POST 10/117** : **DIRECTOR: ADVOCACY AND MAINSTREAMING (WEGE)**
- SALARY** : All-inclusive remuneration package of R685 200 per annum (level 13)
CENTRE : Pretoria
REQUIREMENTS : | A relevant degree/National Diploma, coupled with 3-5 years' relevant experience, of which 3 years should have been in a supervisory capacity | Postgraduate qualification will be an added advantage | High-level managerial, communication, research and report-writing skills | Good leadership and organisational skills | Financial management skills | Knowledge of the Public Finance Management Act and Treasury Regulations | Knowledge of policy formulation.
- DUTIES** : | Develop, maintain and review national policies and strategies in relation to gender mainstreaming to ensure coherence between role-players | Advise on policy and mainstreaming of gender promotion activities into Government processes | Develop and co-ordinate women empowerment and gender mainstreaming programmes.
- ENQUIRIES** : Ms Cleo Maubane, tel (012) 300 5868
- POST 10/118** : **DIRECTOR: MONITORING AND EVALUATION (WEGE) 2 POSTS**
- SALARY** : All-inclusive remuneration package of R685 200 per annum (level 13)
CENTRE : Pretoria
REQUIREMENTS : A relevant degree/National Diploma, coupled with 3-5 years' relevant experience, of which 3 years should have been in a supervisory capacity | Postgraduate qualification will be an added advantage | High-level managerial, communication, research and report-writing skills | Good leadership and organisational skills | Financial management skills | Knowledge of the Public Finance Management Act and Treasury Regulations | Knowledge of policy formulation.
- DUTIES** : Monitor and evaluate the effectiveness of the implementation of WEGE policies and programmes | Ensure compliance with regional, international and continental commitments, instruments and protocol | Maintain information and knowledge management systems | Coordinate the reporting to regional, continental and international bodies |
- ENQUIRIES** : Ms Cleo Maubane, tel (012) 300 5868
- POST 10/119** : **DIRECTOR: INSTITUTIONAL SUPPORT AND CAPACITY BUILDING: PERSONS WITH DISABILITIES (PWD)**
Branch: Children's Rights and Persons with Disabilities
- SALARY** : All-inclusive remuneration package of R685 200 per annum (level 13)
CENTRE : Pretoria
REQUIREMENTS : A relevant degree/National Diploma, coupled with 3-5 years' relevant experience, of which 3 years should have been in a supervisory capacity | Postgraduate qualification will be an added advantage | High-level managerial, communication, research and report-writing skills | Good leadership and organisational skills | Financial management skills | Knowledge of the Public Finance Management Act and Treasury Regulations | Knowledge of policy formulation.
- DUTIES** : Develop and ensure the implementation of capacity building and institutional support (PWD) | Develop and implement PWD capacity building frameworks | Develop, maintain and co-ordinate PWD capacity assessments and training development programmes | Co-ordinate and facilitate implementation of catalytic programmes |
- POST 10/120** : **DIRECTOR: ADVOCACY AND MAINSTREAMING: CHILDREN'S RIGHTS (CR)**
Branch: Children's Rights and Persons with Disabilities
- SALARY** : All-inclusive remuneration package of R685 200 per annum (level 13)

CENTRE REQUIREMENTS : Pretoria
: A relevant degree/National Diploma, coupled with 3-5 years' relevant experience, of which 3 years should have been in a supervisory capacity | Postgraduate qualification will be an added advantage | High-level managerial, communication, research and report-writing skills | Good leadership and organisational skills | Financial management skills | Knowledge of the Public Finance Management Act and Treasury Regulations | Knowledge of policy formulation.

DUTIES : Develop, maintain and review national policies and strategies in relation to gender mainstreaming to ensure coherence between role-players | Develop and implement PWD advocacy guidelines and frameworks | Advise on policy and mainstreaming of gender promotion activities into Government processes | Develop and co-ordinate CR empowerment and mainstreaming programmes

POST 10/121 : **DIRECTOR: MONITORING AND EVALUATION (CR)**
Branch: Children's Rights and Persons with Disabilities

SALARY CENTRE REQUIREMENTS : All-inclusive remuneration package of R685 200 per annum (level 13)
: Pretoria
: A relevant degree/National Diploma, coupled with 3-5 years' relevant experience, of which 3 years should have been in a supervisory capacity | Postgraduate qualification will be an added advantage | High-level managerial, communication, research and report-writing skills | Good leadership and organisational skills | Financial management skills | Knowledge of the Public Finance Management Act and Treasury Regulations | Knowledge of policy formulation.

DUTIES : Monitor and evaluate the effectiveness of the implementation of CR policies and programmes | Ensure compliance with regional, international and continental commitments, instruments and protocol | Maintain information and knowledge management systems | Coordinate the reporting to regional, continental and inter-national bodies |

ENQUIRIES : Ms Cleo Maubane, tel (012) 300 5868

POST 10/122 : **DIRECTOR: MONITORING AND EVALUATION (PWD)**
Branch: Children's Rights and Persons with Disabilities

SALARY CENTRE REQUIREMENTS : All-inclusive remuneration package of R685 200 per annum (level 13)
: Pretoria
: A relevant degree/National Diploma, coupled with 3-5 years' relevant experience, of which 3 years should have been in a supervisory capacity | Postgraduate qualification will be an added advantage | High-level managerial, communication, research and report-writing skills | Good leadership and organisational skills | Financial management skills | Knowledge of the Public Finance Management Act and Treasury Regulations | Knowledge of policy formulation.

DUTIES : Monitor and evaluate the effectiveness of the implementation of PWD policies and programmes | Ensure compliance with regional, international and continental commitments, instruments and protocol | Maintain information and knowledge management systems | Coordinate the reporting to regional, continental and inter-national bodies |

ENQUIRIES : Ms Cleo Maubane, tel (012) 300 5868

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

- APPLICATIONS** : Should be forwarded to Forensic Pathology Services, Department of Health, P/Bag X28000, Greenacres, Port Elizabeth, 6057 OR to the facilities where the vacancy is advertised.
- CLOSING DATE** : 25 March 2011
- NOTE** : Please note: Applicants invited to interviews can be tested in terms of computer and software literacy (MS Word and MS Excel) as well as driving skills. Please be advised that appointments can be done subject to screening and vetting according to the Departmental policies. Applications must be submitted on the prescribed application form Z83 which must be originally signed, dated and accompanied by detailed CV. One application per post reference. Failure to do so may lead to applications being regarded as incomplete and will be disqualified. Due to the large number of responses anticipated, correspondence will be limited to shortlisted candidates only. Short listed candidates will be contacted within three weeks after closing date. Receipt of applications will not be acknowledged and should you have not received an invitation to attend and interview within six weeks, please regard your application as unsuccessful. Under no circumstances will faxed applications be accepted. Any applications received after the closing date will not be considered.

OTHER POSTS

- POST 10/123** : **CHIEF FORENSIC PATHOLOGY OFFICER REF NO: CFPO/MRD/08/01**
Directorate: Forensic Pathology Service
- SALARY** : R174 117 per annum (Level 8) and other service benefits
- CENTRE** : Mount Road Mortuary, Port Elizabeth (1 post)
- REQUIREMENTS** : Relevant Diploma / Degree in Forensic Pathology or Matric with extensive Forensic (Medico-Legal) Laboratory experience. Supervision and planning skills. Computer and Software literacy. Commitment to the Principles of Batho Pele. Fluency in English Valid driver's license (code 8) and preparedness to drive extensive distance (day/night) Preparedness to work standby duties (after hours), work shifts and wear uniform Ability to lift and work with corpses at various stages of post mortem preservation Ability to interpret and apply policies and guidelines with regard to Forensic Pathology Services (FPS) and have knowledge of the Inquest Act and National Health Act that governs the performance of duties of FPS. Ability to complete FPS related documentation and perform general administrative duties. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills and 4x4 vehicles. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health
- DUTIES** : Assist in effective utilization of personnel. Supervision and performance management of staff. Inventory management. Assistance with planning, provisioning, staffing and budgeting. Daily scheduling of post mortems, including post mortem report management. Render an efficient support service to the Mortuary Manager with regard to the operational management of the Forensic Pathology Mortuary Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical officer in autopsies, including scribing, evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of

dissection area Ensure proper waste and laundry managements according to Occupational Health and Safety regulations Give evidence in court when required.

ENQUIRIES

: Mrs H Hall @ 041 373 1525

POST 10/124

: **SENIOR FORENSIC PATHOLOGY OFFICER REF NO: SFPO/UIT/07/01**

SALARY

: R140 208 per annum (Level 7) and other service benefits

CENTRE

: Uitenhage holding facility (1 post)

REQUIREMENTS

: Senior Certificate and experience in a Medico Legal mortuary environment Computer and Software literacy. Commitment to the Principles of Batho Pele. Fluency in English Valid driver's license (code 8) and preparedness to drive extensive distance (day/night) Preparedness to work standby duties (after hours), work shifts and wear uniform Ability to lift and work with corpses at various stages of post mortem preservation Ability to interpret and apply policies and guidelines with regard to Forensic Pathology Services (FPS) and have knowledge of the Inquest Act and National Health Act that governs the performance of duties of FPS. Ability to complete FPS related documentation and perform general administrative duties. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills and 4x4 vehicles. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health.

DUTIES

: Effectively manage the holding facility Render an efficient support service to the Mortuary Manager with regard to the operational management of the Forensic Pathology Mortuary Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical officer in autopsies, including scribing, evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area Ensure proper waste and laundry managements according to Occupational Health and Safety regulations Give evidence in court when required.

ENQUIRIES

: Mrs H Hall @ 041 373 1525

POST 10/125

: **SENIOR FORENSIC PATHOLOGY OFFICER 2 POSTS REF NO: SFPO/NB/GEL /07/02**

SALARY

: R140 208 per annum (Level 7) and other service benefits

CENTRE

: New Brighton Mortuary, Port Elizabeth (1 post)

: Gelvandale Mortuary, Port Elizabeth (1 post)

REQUIREMENTS

: Senior Certificate and experience in a Medico Legal mortuary environment Computer and Software literacy. Commitment to the Principles of Batho Pele. Fluency in English Valid driver's license (code 8) and preparedness to drive extensive distance (day/night) Preparedness to work standby duties (after hours), work shifts and wear uniform Ability to lift and work with corpses at various stages of post mortem preservation Ability to interpret and apply policies and guidelines with regard to Forensic Pathology Services (FPS) and have knowledge of the Inquest Act and National Health Act that governs the performance of duties of FPS. Ability to complete FPS related documentation and perform general administrative duties. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills and 4x4 vehicles. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health

DUTIES : Render an efficient support service to the Mortuary Manager with regard to the operational management of the Forensic Pathology Mortuary Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical officer in autopsies, including scribing, evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area Ensure proper waste and laundry managements according to Occupational Health and Safety regulations Give evidence in court when required.

ENQUIRIES : Mrs H Hall @ 041 373 1525

POST 10/126 : **FORENSIC PATHOLOGY OFFICER GRADE II 3 POSTS REF NO: FPOII/NB/MRD/06/03**

SALARY CENTRE : R113 568 per annum (Level 6) and other service benefits
New Brighton Mortuary, Port Elizabeth (2 post)

Mount Road Mortuary, Port Elizabeth (1post)

REQUIREMENTS : Senior Certificate (medico legal mortuary experience an added advantage) Computer and Software literacy. Commitment to the Principles of Batho Pele. Fluency in English Valid driver's license (code 8) and preparedness to drive extensive distance (day/night) Preparedness to work standby duties (after hours), work shifts and wear uniform Ability to lift and work with corpses at various stages of post mortem preservation Ability to interpret and apply policies and guidelines with regard to Forensic Pathology Services (FPS) and have knowledge of the Inquest Act and National Health Act that governs the performance of duties of FPS. Ability to complete FPS related documentation and perform general administrative duties. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills and 4x4 vehicles. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health

DUTIES : Render an efficient support service to the Mortuary Manager with regard to the operational management of the Forensic Pathology Mortuary Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical officer in autopsies, including scribing, evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area Ensure proper waste and laundry managements according to Occupational Health and Safety regulations

ENQUIRIES : Mrs H Hall @ 041 373 1525

POST 10/127 : **FORENSIC PATHOLOGY OFFICER GRADE I 3 POSTS REF NO: FPO/MRD/GEL /05/03**

SALARY CENTRE : R94 575 per annum (Level 5) and other service benefits
Gelvandale Mortuary, Port Elizabeth (2 post)
Mount Road Mortuary, Port Elizabeth (1 post)

<u>REQUIREMENTS</u>	:	Senior Certificate Computer and Software literacy. Commitment to the Principles of Batho Pele. Fluency in English Valid driver's license (code 8) and preparedness to drive extensive distance (day/night) Preparedness to work standby duties (after hours), work shifts and wear uniform Ability to lift and work with corpses at various stages of post mortem preservation Ability to interpret and apply policies and guidelines with regard to Forensic Pathology Services (FPS) and have knowledge of the Inquest Act and National Health Act that governs the performance of duties of FPS. Ability to complete FPS related documentation and perform general administrative duties. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills and 4x4 vehicles. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health
<u>DUTIES</u>	:	Render an efficient support service to the Mortuary Manager with regard to the operational management of the Forensic Pathology Mortuary Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical officer in autopsies, including scribing, evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area Ensure proper waste and laundry managements according to Occupational Health and Safety regulations Give evidence in court when required.
<u>ENQUIRIES</u>	:	Mrs H Hall @ 041 373 1525
<u>POST 10/128</u>	:	<u>ADMINISTRATION CLERK REF NO: AC/ROPE/05/01</u>
<u>SALARY</u>	:	R94 575 per annum (Level 5) and other service benefits
<u>CENTRE</u>	:	Regional office, Port Elizabeth (1 post)
<u>REQUIREMENTS</u>	:	Grade 12 / Senior Certificate Above average Computer Literacy and software literacy Knowledge of government procurement processes Type at least 50 words per minute Ability to communicate clearly and discreetly in person and in writing Ability to achieve and maintain good interpersonal and working relations with staff and clients, with knowledge of Batho Pele. Ability to interpret and apply policies as well as legislation. Valid driver's license (code 8) and be willing to travel within the Port Elizabeth region and to Head Office. Willingness to assist in other forensic pathology offices within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health.
<u>DUTIES</u>	:	Efficient and effective support to the Regional Manager in all administrative duties, including managing diary, arranging meetings, taking minutes, faxing, email, photocopying, typing, filing, monthly and quarterly statistics, reports. Efficient and effective assistance with Procurement, HR and Financial related matters. Assist the Forensic Pathologist in clinical audits and research activities Ensuring the completion/typing of documentation for the Forensic Pathologist and other office members.
<u>ENQUIRIES</u>	:	Mrs H Hall @ 041 373 1525
<u>POST 10/129</u>	:	<u>ADMINISTRATION CLERK REF NO: AC/MRD/05/01</u>
<u>SALARY</u>	:	R94 575 per annum (Level 5) and other service benefits
<u>CENTRE</u>	:	Mount Road, Port Elizabeth (1 post)
<u>REQUIREMENTS</u>	:	Grade 12 Computer and Software literacy. Ability to communicate clearly and discreetly in person and in writing Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Ability to work in a forensic mortuary environment with corpses at various stages of post mortem preservation Ability to interpret and apply policies with regard to Forensic

Pathology Services Willingness to assist in other forensic pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health.

DUTIES : Keeping of records and statistics on Forensic Pathology Services Rendering an efficient support service to the Mortuary Manager with regard to the daily routine functions within the Forensic Pathology Laboratory Assist the Forensic Pathologist/Medical officers in clinical audits and research activities Assist in the liaison with private funeral undertakers with regards to the daily operations Assist in rendering a professional service to the families of the deceased. Ensuring the completion/typing of documentation for the Medical Officers and Pathologists, before and after the post mortem process Ensuring proper control of reports and specimens during and after the medico-legal process. Ensuring proper identification and documentations of the deceased and the deceased particulars. Perform any other lawful work as requested by the mortuary manager.

ENQUIRIES : Mrs H Hall @ 041 373 1525

POST 10/130 : **DATA CAPTURER 2 POSTS REF NO: DC/MRD/NB/04/02**

SALARY : R79 104 per annum (Level 4) and other service benefits
CENTRE : Mount Road, Port Elizabeth (1 post)
New Brighton Mortuary, Port Elizabeth (1 post)

REQUIREMENTS : Grade 12 Computer Literacy Typing speed of 50 words per minute Ability to communicate clearly and discreetly in person and in writing Ability to work in a forensic mortuary environment with corpses at various stages of post mortem preservation Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Ability to interpret and apply policies with regard to Forensic Pathology Services Willingness to assist in other forensic pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health.

DUTIES : Typing reports and documents on Medico legal matters Keeping of records and statistics on Forensic Pathology Services Rendering an efficient support service to the Mortuary Manager and other personnel with regard to the daily routine functions within the Forensic Pathology Laboratory Ensure completion of documentation for the Forensic Pathologists/Medical officers. Assist the Forensic Pathologist/Medical officers in clinical audits and research activities Assist in the liaison with private funeral undertakers with regards to the daily operations Assist in rendering a professional service to the families of the deceased. Perform any other lawful work as requested by the mortuary manager.

ENQUIRIES : Mrs H Hall @ 041 373 1525

POST 10/131 : **GENERAL ASSISTANT REF NO: GA/GRH/02/01**

SALARY : R55 830 per annum (Level 2) and other service benefits
CENTRE : Grahamstown Mortuary (1 post)
REQUIREMENTS : Std 8 / Grade 10 certificate Knowledge of cleaning equipment and materials Ability to work within a forensic mortuary environment. (Previous Medico legal environment experience will be an advantage but not essential) Ability to communicate clearly and discreetly. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders.

DUTIES : Effectively performing a cleaning service of a routine nature, utilising the resources available. Support the supervisor by establishing a hygienic environment. Perform a cleaning service of the dissecting area when required. Perform any other lawful work as requested by the mortuary manager.

ENQUIRIES : Mrs H Hall @ 041 373 1525

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

- APPLICATIONS** : Quoting the reference number, applications must be forwarded to the Head of the Department, Department of Economic Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by hand to Ms. K Molusi/Mr C. Machaea in Room 105, First Floor, Agriculture Building, 98 Zastron Street, Bloemfontein.
- CLOSING DATE** : 18 MARCH 2011
- NOTE** : Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

MANAGEMENT ECHELON

- POST 10/132** : **CHIEF FINANCIAL OFFICER (CFO) REF NO: DETEA 11/03/01**
Strategic Financial Administration and Supply Chain Management Chief Directorate
- SALARY** : An all-inclusive salary package of R830 502 per annum (Salary level 14). The total package includes 60% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines. This appointment is subject to the signing of performance agreement, SMS Contract and Financial Disclosure vetting.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A recognised three year degree in Commerce or Accounting or equivalent qualifications. ●Extensive managerial experience in a financial management position. Knowledge of Public Service Legislation. Recommendations: An appropriate post graduate qualification or registration as a CA(SA).
- DUTIES** : To assist the Accounting Officer, among others, to achieve the following:
 ●effective, efficient and transparent systems of financial and risk management and internal control. ●An appropriate procurement and provisioning system which is fair, equitable, transparent, competitive and cost- effective. ●A system for properly evaluating all major capital projects prior to a final decision on the project. ●Effective, efficient, economical and transparent use of the resources of the department. ●Take effective and efficient steps to: ● (i) collect all money due to the department ● (ii) prevent unauthorized, irregular and fruitless expenditure and wasteful expenditure and losses resulting from criminal conduct. ● (iii) manage available working capital efficiently and economically. ●Complying with any tax, levy, duty, pension and audit commitments as may be required by legislation.
- ENQUIRIES** : Mr. T.L. Ramaema, Tel. No: 051-400 4731

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

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

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 10/133 : **DIRECTOR: INTERGRATED DEVELOPMENT PLANNING REF NO: 70259459**
5 years performance based fixed term contract
Directorate: Integrated Development Planning
Job purpose-Develop integrated and holistic provincial development planning frameworks, strategies and policies and provide development planning advice and support to stakeholders, including local government structures.

SALARY CENTRE REQUIREMENTS : R685 200 per annum (All inclusive package)
: Johannesburg
: Requirements: B Degree in Town and Regional Planning or Development Planning. Masters degree will be an added advantage. Relevant experience: 5 – 10 years managerial experience and experience in Integrated Development Planning at a regional and local level, including practical experience in land use management. A strong policy background, experience in Integrated Development Planning, Town-Planning Legislation, Development Planning Policies, Public Service Regulations and other relevant policies and legislations. Understand the expectations of stakeholders and knowledge of Service Level Agreements (SLA's). Personal profile: Manage Information, knowledge and understanding of different project management principles. Financial Skills, Computer, Communication, Management, Administrative and Leadership skills.

DUTIES : Provide strategic leadership to the Directorate-Integrated Development Planning in disposing of responsibilities in the most efficient and effective manner. Manage the performance of the Directorate-Integrated Development Planning in relation to service delivery and performance standards set for key result areas and outputs of the Directorate. Manage the human resources of the Directorate: Integrated Development Planning in accordance with the Departmental Employment Equity Plan, Performance Management System and Disciplinary and Grievance Codes. Perform financial management functions of the Directorate in accordance with the provisions of the Public Finance Management Act, 1999, and Treasury Regulations. Actively contribute to the formulation and implementation of the Departmental Strategic Plan. Communicate, report and integrate the outputs of the Directorate, internal to the department and externally with all stakeholders.

ENQUIRIES : Lwandile Phaledi, (011) 355-8448

CLOSING DATE : 18 March 2011

NOTE : Reports to: Chief Director: Development Planning

OTHER POSTS

POST 10/134 : **DEPUTY DIRECTOR: GEOGRAPHIC INFORMATION SYSTEMS (GIS) REF NO: 70259461**
Directorate: Geographic Information Systems

SALARY CENTRE REQUIREMENTS : R406 839 per annum (All inclusive package)
: Johannesburg
: Job purpose-To develop an appropriate GIS response to GIS End User Requirements. To manage and support the technical set up of the GIS Unit within DED. Requirements-B.Degree in Geography/Geographic Information

System/Computer Science/Town & Regional Planning or equivalent. Relevant experience- 3-5 years experience in the technical implementation of Geographic Information Systems projects from start to finish. Hands on, practical experience in the ArcGIS range of GIS software, including ArcGIS Server. A project management qualification as well as experience in the provincial or public sector and economic development planning would be an added advantage. Experience in the use of applicable GIS software. Advanced computer literacy and interpersonal skills (H). Ability to be resourceful and show initiative and innovation. An ability to structure information. Personal profile-Manage Information, knowledge and understanding of different project management principles. Financial Skills, Computer, Communication, Management, Administrative and Leadership skills.

DUTIES : Maintenance and management of spatial databases and spatial information products for the department. Ensuring quality end user support. Maintenance of GIS software for the department.

ENQUIRIES : Lwandile Phaledi, Tel No: (011) 355 – 8448

CLOSING DATE : 18 March 2011

NOTE : Reports to Director: Geographic Information Systems (GIS)

POST 10/135 : **COMPLAINTS INVESTIGATOR: REF NO: 70259460**
Directorate: Consumer Protection Unit

SALARY : R 206 982 per annum (Plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : NQF 6/ Diploma/ Degree in law or 4-6 years equivalent Experience. Relevant experience-minimum 1-3 years experience in a customer services/ consumer protection environment. Interpretation of the law and basic insight into civil litigation would be a recommendation. An understanding of the Consumer Affairs (Unfair Business Practices) Act and other consumer protection related legislation/environment will be an added advantage. Strong investigation, negotiation and mediation skills are key requirements for this post. Ability to analyse facts and apply relevant laws.

DUTIES : Receive, analyse and validate consumer-related complaints received by the office. Consult with complainants and respondents. Investigate complaints by utilising various means e.g. telephone, letters and personal visits to respondents. Conduct research to keep abreast of latest developments in the consumer protection arena, legislation, policies and regulatory bodies. Keep complainants abreast of progress in their matters. Negotiate, mediate and conciliate to reach settlement of consumer disputes. Refer cases to competent authorities where the office has no jurisdiction to investigate. Refer cases of alleged unfair business practices to the Consumer Protector for prosecution where a settlement cannot be reached and where necessary; give evidence in the Consumer Affairs Court. Advise consumers on consumer-related issues. Assist with consumer education and awareness programs, projects and campaigns. Compile and submit a monthly report of activities.

ENQUIRIES : Siphwe Nhlapho, Tel No: (011) 355 – 8540

CLOSING DATE : 18 March 2011

NOTE : Reports to Director: Consumer Protection

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

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

OTHER POSTS

POST 10/136 : **OPERATIONAL MANAGER: MIDWIFERY REF NO: 70259483**
Directorate: Nursing

SALARY : R309 327 per annum (plus benefits)
CENTRE : Heidelberg Hospital
REQUIREMENTS : Registration with SANC as a professional nurse with post basic advance midwifery. A minimum of 9 years appropriate/recognisable experience in advance midwifery after registration as a Professional nurse with SANC in general nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in advance midwifery after obtaining the 1-year post basic qualification in the relevant specialty. Computer literacy, all applicants will be subjected to security clearance and disclosure of financial interest.

DUTIES : Supervise and ensuring effective and efficient patient care through adequate nursing care, Co-ordinate and monitor the implementation of nursing care plan, provide relevant health information to health care users to assist in achieving optimal health care, maintain constructive working relationships with nursing and other stakeholders, participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures, manage and monitor proper utilization of human, financial and physical resources. Ensuring compliance to recommendations of saving mothers and babies, Compliance with quality assurance standards.

ENQUIRIES : Ms. L. Dhlamini , Tel No: (016) 341 1266
CLOSING DATE : 28 March 2011

POST 10/137 : **OPERATIONAL MANAGER (PNB2) (OBSTETRIC DEPARTMENT) REF NO: 70259463**
 Directorate: Nursing: Nursing

SALARY : R309 327- 348 147 per annum (plus benefits)
CENTRE : Edenvale Hospital
REQUIREMENTS : Degree/ Diploma in general Nursing and Midwifery or Basic R425 qualification in nursing that allows registration with the South African Nursing Council as professional nurse. Advance Midwifery will be an added advantage. Current SANC receipt. Post basic nursing qualification with duration of one year, accredited with SANC.. Excellent written and verbal communication skills. A minimum of 14 years appropriate / recognisable in nursing after registration as a professional with SANC. At least 10 years of the period referred to above must be appropriate / recognisable experience in the speciality after obtaining one year post basic qualification in the relevant speciality. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

DUTIES : Ensure clinical nursing practice by nursing team (unit) in accordance with the scope of practice and nursing standards. Effectively manage and monitor proper utilization of human, financial and physical resources in the unit. Knowledge and understanding of nursing legislation and related legal and ethical nursing practices. Coordinate and maintain constructive working relationships with nursing and other stakeholders. Ensure that optimal holistic and quality nursing care is provided within set norms and standards and in line with the professional practice. Ensure that prescribed policies and procedures are implemented and adhered to. Ensure performance management of the staff. The ability to function independently and work effectively and amicably at the supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Effective leadership and conflict resolution skills. 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 and patient's Right Charter.

ENQUIRIES : Mr. T.M Rankhumise, Tel, (011) 321-6219
CLOSING DATE : 25 March 2011

POST 10/138 : **OPERATIONAL MANAGER (PNA5) (NIGHT SUPER) REF NO: 70259464**
 Directorate: Nursing: Nursing

SALARY : R244185- 274830 per annum (plus benefits)
CENTRE : Edenvale Hospital
REQUIREMENTS : Degree/ Diploma in general Nursing and Midwifery or Basic R425 qualification in nursing that allows registration with the South African Nursing Council as professional nurse. Degree/ Diploma in Nursing Administration/ health care

management will be an added advantage. Current SANC receipt. Proof of professional indemnity. Excellent verbal and written communication skills. 7 years appropriate / recognisable in nursing after registration as a nurse in General nursing with SANC. 7 years of the period referred to above must be appropriate/ recognisable experience in nursing after registration. Strong leadership, good communication and sound interpersonal skills are necessary.

DUTIES

: Effective management and monitor proper utilization of human, financial and physical resources at night. Knowledge and understanding of nursing legislation and related legal and ethical nursing practices. Coordinate and maintain constructive working relationships with nursing and other stakeholders. Ensure that optimal holistic nursing care is provided within set norms and standards and in line with professional practice. Ensure that prescribed policies and procedures are implemented and adhered to. Ensure quality nursing care through Batho Pele Principles and Patient's Right Charter. Ensure performance of staff. The ability to function independently as well as in a multidisciplinary team and make decisions. Effective leadership and conflict resolution skills. Provide continuous service in line with patients and institutional needs. Effectively communicate with patients, staff and other clinicians including report writing when required, display concerns for patients, promote and advocate proper care. Work cooperatively and amicably with persons of diverse intellectual, cultural and racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.

ENQUIRIES

: Mr. T.M Rankhumise, Tel, (011) 321-6219

CLOSING DATE

: 25 March 2011

POST 10/139

: **PROFESSIONAL NURSE (PNA-A4) REF NO: 70259465**

Directorate: Nursing: Nursing

SALARY

: R210 630- 266826 per annum (plus benefits)

CENTRE

: Edenvale Hospital

REQUIREMENTS

: Degree/ Diploma in general Nursing and Midwifery or Basic R425 qualification in nursing that allows registration with the South African Nursing Council as professional nurse. Current SANC receipt. Proof of professional indemnity. Commanding of good written and verbal communication. Proven applicable experience will be advantage. Ability to meet strict date lines' deal with pressure and work long and irregular hours. Minimum 20 appropriate / recognisable years in nursing after registration as a nurse in general nursing with SANC will be added advantage. Strong leadership and sound interpersonal skills and necessary.

DUTIES

: coordinate effectively management and monitoring of proper utilization of human, financial and physical resources. Knowledge and understanding of nursing legislation and related legal and ethical nursing practices. Coordinate and maintain constructive working relationships with nursing and other stakeholders. Provide comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. To identify patient's needs and to promote total patients care. Effective and efficient customer service in line with Batho Pele Principles and Patient's Right Charter. Ensuring effective implementation of Norms and Standards for Service Delivery. Ensuring positive work culture within the nursing discipline. Promote prompt effective communication. Promote professional code of conduct. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.

ENQUIRIES

: Mr. T.M Rankhumise, Tel, (011) 321-6219

CLOSING DATE

: 25 March 2011

POST 10/140

: **CLIENT INFORMATION CLERK 2 POSTS REF NO: 70259484**

Directorate: Support

SALARY

: R79 104 per annum (plus benefits)

CENTRE

: Heidelberg Hospital

REQUIREMENTS

: Grade 10 with 2-5 years public service experience or Grade 12. Shift work is compulsory. Applicants will be subjected to security clearance and disclosure of financial interest.

DUTIES

: Render switchboard services, record keeping, compiling of accounts and maintenance of database

ENQUIRIES

: Mr. L.G. Mosala, Tel No: (016) 341 1288

CLOSING DATE : 28 March 2011

**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 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Circular Minute Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above as that of the advertised post are free to apply.

MANAGEMENT ECHELON

POST 10/141 : **HEAD: CLINICAL UNIT: ONCOLOGY DEPARTMENT REF NO:
HCLINUNITONCOLOGY/1/2011**

SALARY : An all inclusive salary package of R959 208 annum
CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : Specialist qualifications in Oncology, Current registration with the Health Professions Council of SA as a Specialist in Oncology. Three years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist within radiation oncology and chemotherapy. Knowledge, Skills Training and Competencies : Sound clinical knowledge and experience in radiation oncology and chemotherapy, human resources management, budgeting, programme, planning implementation and evaluation, information management and quality assurance programmes. Knowledge of current health and Public Service legislation, regulations and policy including medical ethics, epidemiology and statistics, good communication, decision-making and clinical skills. Sound knowledge of clinical procedures and protocols within the relevant discipline; have the ability to evaluate new technologies and decide on the cost effective implementation thereof. Experience in undergraduate and postgraduate teaching within the related discipline. Proven expertise in clinical research with at least 2 publications in peer reviewed journals. Completion of a MMED dissertation in Radiotherapy and Oncology will also be favourably considered.

DUTIES : Co-ordinate Specialist services within the Kwazulu Natal area to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Develop tertiary services in the Kwazulu Natal area to provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Out and inpatient clinical responsibilities with after hour participation, participation in provision of under- and postgraduate health personnel teaching, participate in the Quality Improvement Programmes of the Department, maintain clinical, professional and ethical standards, be involved in community-orientated programmes including the provision of expert advice and services to all health facilities within the province as delegated. Compile medium and long term expenditure framework and implement fiscal control measures on an ongoing basis. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on the provision of services and ensure that the staff are aware of these.

ENQUIRIES : Prof. JP Jordaan (031) 327 2188

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

CLOSING DATE : 25 March 2011

POST 10/142 : **CLINICAL MANAGER: MEDICAL SERVICES**

SALARY : Remuneration package consists of 70% and 30% flexible portion that may be structured in terms of the applicable rules) R651 327. Other Benefits: Rural allowance: 22%pa and Commuted Overtime.

REQUIREMENTS : Appropriate qualification, registration certificate Plus 4 years experience after registration with HPCSA as a medical Practitioner. Non-South African Citizen applicants- - a Valid Work Permit in conformance with HR Circular 49/2008 obtainable from any government department. Recommendation: Clinical background in HIV management and/or HIV Diploma will be an added advantage. Knowledge: Adequate clinical knowledge and experience to diagnose and manage routine medical and surgical problems. Sound knowledge and experience in basic surgery, anesthetics and obstetrics. Good planning and organizing skills. Good team building and leadership skills.

DUTIES : To ensure co-ordination of various clinical and support services so that functions are performed within a multidisciplinary approach to allow for total patient care. To provide expert advice of a professional /management nature. To monitor and maintain the standards set by the accreditation process. To supervise and monitor patient care to ensure the provision of uniform services. To formulate programmes and projects and ensure implementation thereof. Conduct detailed studies of disease patterns, occupational health issues, community health matters. Retrieve, interpret, evaluate and supply information regarding the nature and use of medicines, disease states and health and district level. To develop clinical management guidelines and protocols for management of patients and to ensure that these support an acceptable level of care within the available resources. To communicate, implement, monitor and revise these guidelines and protocols ensuring optimum care. Supervise and mentor all medical/paramedical team at district hospital. To consolidate a Health Policy towards determining a package of services at the Institutional Level in Kwa-Zulu Natal. Contribute to a constructive relationship between the departments and personnel to ensure a free flow of timely and relevant information on significant issues. Maintaining optimal utilization of human resources. Synergize resources in conjunction with senior medical office's to support a multidisciplinary approach. Promote work environment conducive to, development and training for consultants, registrars, medical officer's interns, and other staff. Providing support and guidance in an environment that supports co-operation. To allow for participatory management by involving employees within the institution so that everyone can strive collectively to achieve the objectives of the institution. Develop and provide for goal directed education and training to all personnel. Delegate functions and authorize duties to the team and supervises the application thereof. Ensuring that sound labour relations are in compliance with relevant legislation. Ensure the proper use and control of equipment and exercise care over government property. Evaluate the needs for medical equipment and provide advice and guidance on the selection. Provide an advisory service on the control and use of resources. Supporting the Hospital Manager with the transformation process. Ensuring equitable services that are responsive to the needs of people. Creating an ambient atmosphere that allows for patient comfort. Promoting an environment that lends to patient comfort by developing multi-cultural strategies to patient care. Actively formulate, implement and monitor health strategies in the district hospital, particular in the communities being serviced by the hospital and its satellite clinics

ENQUIRIES : Dr H Nel-039 6877311 Ext. 106

APPLICATIONS : The Hospital Manager Murchison Hospital P/Bag 701, Port Shepstone, 4240

CLOSING DATE : 18 March 2011

POST 10/143 : **MEDICAL SPECIALIST 2 POSTS REF NO: MEDSPECNEPH/1/2011**
Department: Nephrology Transplant Surgery

SALARY : Specialist Grade I (R613 671pa plus overtime) requires appropriate qualification plus registration with Health Professions Counsel as a Specialist Urologist or

General Surgeon. Specialist Grade II (R701 664pa plus overtime) requires appropriate qualification and a minimum of 5 years experience as a specialist urologist or general surgeon.

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : Registration as a Specialist Urologist or General Surgeon with the Health Professions Council of South Africa. Additional experience in kidney transplantation (including both donor and recipient surgery) and laparoscopic surgery will be considered a significant advantage. Knowledge, Skill, Training and Competencies Required: Must be competent in areas of general urology pertaining to renal transplant including laparoscopic surgery or competent in general surgery including laparoscopic surgery. Must be willing to undergo further training in kidney transplantation and access surgery. Must be willing to train in all aspects of donor and recipient management. Must be willing to work as part of a multidisciplinary team. Must be willing to be an integral part of undergraduate and post-graduate teaching programmes of the department of urology or general surgery and the transplant unit.

DUTIES : To assist the clinical head of department and head of clinical unit with overall running of the transplant unit at IALCH. To appropriately manage all patients with Chronic Kidney Disease both pre and post transplant. To perform both donor and recipient surgery for the renal transplant unit. To assist the head of clinical unit develop a laparoscopic donor programme. To help develop policies and guidelines for the efficient running of the transplant programme at IALCH. To assist with undergraduate and post-graduate teaching programmes To provide after hours cover for the transplant unit and general surgery (or urology) as required to ensure uninterrupted service delivery. To assist with clinical audits and engage in research projects relating to the activities of the transplant unit.

ENQUIRIES : Dr S Moodley (031 2402431)
APPLICATIONS : All applications to be forwarded to the Human Resource Manager : HR Reception – Level 4 Management Building IALCH Or Posted to Private Bag X03 , Mayville , 4058

CLOSING DATE : 25 March 2011

POST 10/144 : **MEDICAL SPECIALIST 5 POSTS REF NO: MEDSPECNEPH/2/2011**
Department: Nephrology Department

SALARY : Specialist Grade I (R613 671pa plus overtime) requires appropriate qualification plus registration with Health Professions Counsel as a Specialist Urologist or General Surgeon. Specialist Grade II (R701 664pa plus overtime) requires appropriate qualification and a minimum of 5 years experience as a specialist urologist or general surgeon

CENTRE : 3 posts for Durban Functional Region 1 Post for Ngwelezane Region 1 Post for Pietermaritzburg Region

REQUIREMENTS : Current Registration as a Specialist Physician with the Health Professions Council of South Africa. Experience and suitability to train in the relevant sub-speciality

DUTIES : Function as a Senior Registrar in the Nephrology department overseeing the daily operation of the unit. Participate actively in the Nephrology out patient clinics and be responsible for consultations received from other departments within the hospital. Perform duties at other metropolitan hospitals and expected to participate in teaching and administration duties when needed as well as in the academic programme of the Department. Responsible for the drawing up of clinical protocols relating to various aspects of management of the units and patients in Nephrology. The successful candidate is expected to participate in after hour overtime to manage renal patients in his/her region.

ENQUIRIES : Prof A Assounga : Tel : 031-2401324
APPLICATIONS : All applications to be forwarded to the Human Resource Manager: HR Reception – Level 4 Management Building IALCH Or Posted to Private Bag X03, Mayville , 4058

CLOSING DATE : 25 March 2011

OTHER POSTS

POST 10/145 : **MEDICAL OFFICER GRADE 1, 2, 3 (3 POSTS) REF NO: GAM CHC 07/2011**
District: UGU Health District

Re – Advertisement of Post (People Who Applied Previously Should Feel Free To Re - Apply)

SALARY : This inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) Grade I R 455 634, Grade II R 520 971 and Grade III R 604 605 Other Benefits: 22% Rural Allowance

CENTRE : Gamalakhe Community Health Centre

REQUIREMENTS : Grade 1: Requires appropriate qualification plus registration with HPCSA as a Medical Practitioner Requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa

Grade 2: requires appropriate qualification ,registration certificate plus 5 years experience after registration with the HPCSA as a Medical Practitioner Requires 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa

Grade 3: requires appropriate qualification, registration certificate plus 10 years experience after registration with HPCSA AS A Medical Practitioner Requires 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa A valid driver's license Code EB Non-South African citizen applicants-a VALID WORK PERMIT in conformance with HR Circular 49/2008 obtainable from any government department Knowledge, Skills, Training and Competencies Required: A sound knowledge of Medical, ARV and TB procedures and protocols. Good Interpersonal and supervisory skills. Sound assessment, diagnosis and management skills. Broad medical and surgical knowledge skills. Ability to function as part of multi-disciplinary team. Technical and supervision of junior and student doctors and nurses. Sound Medical ethics. Sound clinical knowledge

DUTIES : Key Performance Areas: Examine, diagnose and treat patients in OPD, ARV Clinic and short-stay ward. Emergency & non emergency and other discipline. Provide appropriate Medical Care to all attending the CHC Ability to assist the medical staff in the smooth running of the department. Provide supervision and support to junior professional staff. Assist with the development, maintaining and upgrading of clinical protocols. Handle medical and surgical emergencies. Perform calls after hours and weekends. Perform minor procedures. Participate in quality improvement program, clinical audits, peer review meetings, mortality and morbidity meeting. Supervise and assist to Junior Medical staff and nurse. Provide outreach medical services to PHC clinics referring to the CHC Lead participants in committees such as ethics committee, quality assurance, clinic audits health and safety, therapeutic and infection control etc.

ENQUIRIES : Mr. CM Nguza Tel: (039) 688 3000

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

FOR ATTENTION : Human Resources

CLOSING DATE : 18 March 2011

POST 10/146 : **MEDICAL OFFICERS GRADE I OR II 3 POSTS REF NO: MURCH 23/2010**

SALARY : This inclusive package consists of 70% and 30% flexible portion that may be structured in terms of the applicable rules, Grade I R455 634 and Grade II R4520 971. Other Benefits, Rural allowance: 22%pa and Commuted Overtime

REQUIREMENTS : Grade I requires appropriate qualification plus registration with HPCSA as a medical Practitioner Grade II requires appropriate qualification, registration certificate plus 5 years experience after registration with HPCSA as a medical Practitioner but less than 10 years. Non-South African Citizen applicants- - a Valid Work Permit in conformance with HR Circular 49/2008 obtainable from any government department. Knowledge and Skills: Adequate clinical knowledge and experience to diagnose and Manage routine medical and surgical problems. Sound knowledge and experience in basic surgery, anesthetics and Obstetrics. Good planning and organizing skills. Good team building and leadership skills.

DUTIES : Provide a clinical service to patients in the Outpatients, Wards, Casualty and clinics attached to the Hospital. Provide guidance and training to junior medical staff. Provide surgical, anesthetic and obstetric services. Ward management as part of a multi disciplinary team. Participating in a Continuing Medical Education Programme. Perform after-hours emergency calls.

ENQUIRIES : Dr H Nel-039 6877311 Ext. 106
APPLICATIONS : The Hospital Manager, Murchison Hospital / Bag 701Port Shepstone 4240
FOR ATTENTION : Mr K Praim
CLOSING DATE : 18 March 2011

POST 10/147 : **MEDICAL OFFICER: IALCH REF NO: MONEUROLOGY/1/2011**

SALARY : Grade 1: Medical Officer – R455 634 per annum (All inclusive Salary Package)excluding Commuted Overtime. Experience: At least 6 months in internal medicine at MO level or above.. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

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

Salary Grade 3: Medical Officer – R604 605 per annum (All inclusive Salary Package) excluding commuted Overtime. Experience: 10 years registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner of which at least 6 months must be in internal medicine at MO level or above. The appointment to Grade 3 requires a minimum of 11 years(11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa

CENTRE : Department Of Neurology
REQUIREMENTS : Valid current registration with the HPCSA as a Medical Practitioner. Completion of Community Service Commitment appointment. Completion of at least six months of Internal Medicine at level of Medical Officer and above. Candidates must be South African citizens or be in possession of documentary proof of permanent residence.

DUTIES : Provides a holistic inpatient and outpatient care, inclusive of preventive measures, treatment and rehabilitation. Sedates and monitors patients undergoing frightening or uncomfortable investigations and arranging for further investigations of patients. Attend an ongoing medical management of patients with acute and chronic neurology conditions. Postgraduate education, personal development and participation in all academic meetings. Rotation within the discipline as determined by the head of department.

ENQUIRIES : Prof Al Bhigjee (+27)31-240 2359 / 2363
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

CLOSING DATE : 25 March 2011

POST 10/148 : **MEDICAL OFFICERS 6 POSTS REF NO: SAP 77/2010**

SALARY : Grade I: R455 634 – R490 851 pa (salary negotiable)
Gradeii: R520 971 – R569 649 pa (salary negotiable)
Grade III: R604605 – R755892 pa (salary negotiable) other benefits: rural allowance 18% of basic salary commuted overtime (16 hour rate)

CENTRE : ST Apollinaris Hospital
REQUIREMENTS : Grade I An appropriate qualification in the appropriate Health Science PLUS Registration with the HPCSA as a Medical Practitioner.

Grade II: An appropriate qualification in the appropriate Health Science PLUS Registration with the HPCSA as a Medical Practitioner PLUS at least 5 years experience after registration with HPCSA as a Medical Practitioner.

Grade III: An appropriate qualification in the appropriate Health Science PLUS Registration with the HPCSA as a Medical Practitioner PLUS at least 10 years experience after registration with HPCSA as a Medical Practitioner. Skills: Service delivery orientated. Sound medical ethic skills. Knowledge of current Health and Public Service legislation. Good communication, team building and motivation skills. Computer and communication skills. Ability to develop policies. Decision making skills. Supervisory skills. Planning and organizing. Work background should include experience in basic medical disciplines as well as management.

DUTIES : Key Performance Areas: Assist in clinical audits and quality improvement programmes. Ensure the provision of safe, ethical and high quality medical care. Be part of the Institutional strategic planning process. Manage and facilitate the formulation of medical service policies and procedures of the Institution and ensure that these are in line with the current statutory regulations and code of ethics. Assist with the development, maintaining and updating of clinical protocols. Handle medicine and surgical emergencies. Administer anaesthetics. Manage medical & gynecological/surgical emergencies. Provide after hours medical service as per roster.

ENQUIRIES APPLICATIONS : Ms Khumalo LV AT 039 833 8000/8030
: Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered application may be submitted at Security Office (Application Box).

FOR ATTENTION CLOSING DATE : Human Resources Section
: 01 April 2011

POST 10/149 : **OPERARIONAL MANAGER NURSING: PHC STREAM REF NO: OMN 17/2011**
Component: HIV/ AIDS

SALARY : R 309 327 pa plus benefits: 13th cheque Medical Aid (Optional) Homeowner's Allowances (Employee must meet prescribed requirements)

REQUIREMENTS : Appropriate B Degree / National Diploma or equivalent qualification Minimum 9 years appropriate / recognizable nursing experience 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 after obtaining the 1 year post basic qualification in PHC. Current registration with SANC Valid Code EB License (Code 08) Computer Literacy (Attach certificate) Knowledge, Skills and Competencies: Sound Project management skills Good facilitation, human relations, negotiation and problem solving skills Good verbal and written communication skills Good monitoring and evaluation skills Knowledge of District Health System Knowledge of Public Service Legislative prescripts Basic financial management skills Presentation Skills. An understanding of the challenges facing the public health sector Aptitude for research so as to acquire new knowledge swiftly. Computer Literacy: MS Office Software Applications.

DUTIES : Key Performance Areas: Monitor, oversee and integrate HCBC programme in the district Manage and co-ordinate HCBC related training in the district Capacitate and monitor all organizations involved in HIV/AIDS Services in the District Monitor and Support Chaplaincy programme in the district Co-ordinate and monitor mentorship programme Co-ordinate, support and monitor volunteer's programme in the district Co-ordinate all HIV/AIDS events in the district Monitor and control utilization of Budget allocated for the programme Coordinate the Social Sector flagship programme in the District To support all local government HIV/AIDS activities and traditional healers programme in the district

ENQUIRIES APPLICATIONS : DR OO Olowookoron Tel no.: 039 688 3000
: The District Manager Ugu Health District, Private Bag X735, Port Shepstone 4240

FOR ATTENTION CLOSING DATE : Human Resources
: 18 March 2011

POST 10/150 : **ASSISTANT MANAGER NURSING (MONITORING & EVALUATION): LEVEL 10 REF NO: BETH 03/2011**

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

CENTRE : Bethesda Hospital

REQUIREMENTS : Current registration with South African Nursing Council. Diploma/ Degree in General Nursing and Midwifery. A minimum of 10 years appropriate/recognizable experience. In nursing after registration as professional nurse with SANC in General Nursing. At least 6 years of the period referred to the above must be appropriate / recognizable experience. Diploma / Degree in the Nursing Management.

DUTIES : knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Act, Batho Pele Principles, etc. Good communication, report writing and facilitating skills. Knowledge and understanding of legislative framework governing the public service regulations. Knowledge of HR and Financial policies and practices such as: skills development act, services regulations. Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills. Leadership, problem solving and negotiations skills. Oversee the co- ordination, integration and development of inputs into the hospital improvement plan. Co-ordinate development of service delivery improvement plan for the hospital and clinics. Monitor, evaluate, provide early warning and report on the implementation of a hospital annual performance plan. Ensure implementation of the total quality management framework. Conduct quality audits. Ensure monitoring and evaluation of patient care delivery in the hospital. Enforce compliance to the legislative prescripts in all units within the facility jurisdiction. Ensure the development, implementation and maintenance of a reliable & accurate information system in line with department policy and system imperatives. Co-ordinate staff training and update on initiatives for ensuring service excellence. Actively drive quality assurance and service excellence initiatives.

ENQUIRIES APPLICATIONS : Deputy Manager Nursing: Mrs T.M Vilakazi 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 : 18 March 2011

POST 10/151 : **CLINICAL PROGRAMME COORDINATOR (TRANSPLANT COORDINATOR)- GRADE 1 (4 POSTS) REF NO: TRANSCORDIN/1/2011**

Department: Nephrology Dept

SALARY : R244 185 per annum plus 13th cheque, Medical Aid: Optional, Housing Allowance: Employee to meet prescribed Requirements

CENTRE : 2 posts for Durban Functional Region
1 Post for Ngwelezane Region
1 Post for Pietermaritzburg Region

REQUIREMENTS : A Degree or National Diploma in the appropriate Health Science ; plus current Registration as a Professional Nurse with the South African Nursing Council plus at least 7 years post registration experience as a Professional Nurse Knowledge, Skills, Training and Competence: Basic Nursing (General Nursing). Knowledge of or experience in Critical care or Trauma Nursing or Nephrology Nursing will be an added advantage.. Leadership and management, motivation of members of staff and public, team player and decision making skills. Function objectively in an emergency and stressed situation.

DUTIES : Identification, assessment and management of a potential cadaver donor. Co-ordination of cadaver harvesting and transplant. Promote organ donation. Continuous education of ICU and Trauma Staff on potential cadaver donor identification and referral. Provide counseling to patients and relatives regarding organ transplantation.

ENQUIRIES APPLICATIONS : Prof A Assounga : Tel : 031-2401324

APPLICATIONS : All applications to be forwarded to the Human Resource Manager: HR Reception – Level 4 Management Building IALCH Or Posted to Private Bag X03, Mayville , 4058

CLOSING DATE : 25 March 2011

POST 10/152 : **CLINICAL NURSE PRACTITIONER: PHC (GRADE 1) REF NO: MONT 11/2011**

Component: PHC (School Health Services)

SALARY
REQUIREMENTS

R 210 630 p.a. Plus Benefits & 13th cheque
A minimum of 4 years appropriate / recognizable nursing experience after registration with SANC as a General Nurse. Degree / Diploma in General Nursing. One year post basic qualification in Primary Health Care. Proof of current registration with the SANC (2011 Receipt). Valid Code 8 Drivers License. Knowledge, Skills and Competencies Required: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework. Good Communications skills –verbal and written. Co – ordination and liaison skills. Problem solving skills. Group facilitation skills

DUTIES

Key Performances Areas: To promote nursing services at primary health care level and promote healthy lifestyles at schools. Strengthen health promotion to schools especially garden projects, tooth brushing projects and essay writing projects. Ensuring planning and implementation of health awareness campaigns in schools. Maintain appropriate equipment for client assessment. Maintain relationship with appropriate organizations and relevant role players to ensure a multidisciplinary approach to primary health care. Ensuring the provision of comprehensive primary health care. Review policy and procedure manuals and ensure adherence to current legislation and nursing practices. Plan, monitor and control the utilization of budget allocated for Primary Health Care. Apply sound and fair labour relations measures as prescribed by the code of conduct and labour relations act.

ENQUIRIES

Ms. J.J. Mchunu Tel No. 033 506 7000

APPLICATIONS

All applications must be forwarded to: The Human Resource Manager Montebello Hospital Private Bag x 506 Dalton

FOR ATTENTION
CLOSING DATE

Mr Z.T. Nxumalo
25 March 2011

POST 10/153 : **PROFESSIONAL NURSE (SPECIALTY OPERATING THEATRE) 2 POSTS REF NO: SAP 81/2010.**

SALARY

R210 630 per annum (Grade 1) R259 056 p.a. (Grade 2) Rural Allowance: 8% of basic salary Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owners Allowance (employee must meet prescribed requirements)

CENTRE
REQUIREMENTS

St Apollinaris Hospital.
Grade 1: Qualification that allows registration with the SANC as Professional Nurse. A Post Basic Nursing qualification with a duration of at least one year accredited with SANC in Operating Theatre Nursing Science. Current Registration with S.A.N.C. as a General Nurse. A Minimum of four (4) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing.
Grade 2: Qualification that allows registration with the SANC as Professional Nurse. A Post Basic Nursing qualification with a duration of at least one year accredited with SANC in Operating Theatre Nursing Science. Current Registration with S.A.N.C. as a General Nurse. A Minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post-basic qualification in the relevant specialty. Skills: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice 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.

DUTIES

Key Performance Areas: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients,

promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele).

ENQUIRIED APPLICATIONS : MS NJOBE NR AT 039 833 8000/8098
 : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered application may be submitted at Security Office (Application Box).

FOR ATTENTION CLOSING DATE : Human Resources Section
 : 01 April 2011

POST 10/154 : **BUSINESS DOMAIN MANAGER 2 POSTS REF NO: BDM/1/2011**

SALARY : R210 630 per annum plus 13th Cheque, Medical –Optional and Homeowners Allowance: Employee must meet prescribed requirement

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
 : National diploma/Bachelor's degree level in Business management, Finance and or Economics fields. Minimum of three years supervisory experience in the health sector. In addition, you must be able to demonstrate a good understanding of Strategic Financial Management in line with the Public Finance Management Act and other related prescripts. Possession of leadership and management skills, numeracy, analytical, written and verbal communication skills as well as concern for excellence is essential. Experience with computerized accounting systems, such as SAP R3, will be a strong recommendation.

DUTIES : Responsible for assisting the Clinical Care Manager and Assistant Nursing Manager in the day-to-day management of the domain, ensuring that all business objectives are met. Act as the Budget Manager and be jointly responsible for ensuring that target activities set for the domain are met. These include in-patient and outpatient activity and meeting quality standards in an economical, effective and efficient manner. Compilation of business plans, conducting financial and budgetary control training for non-financial managers will form part of your responsibilities. You will also assist with the drawing up and publishing of standard financial instructions and ensuring compliance therewith.

ENQUIRIES APPLICATIONS : Mr. Phumelele B. Shezi (031) 2401026
 : All applications must be addressed to the Human Resources Manager, and should be handed in at HR reception, level 4 Management Building or posted to Private Bag X03 Mayville 4058.

CLOSING DATE : 25 March 2011

POST 10/155 : **ASSISTANT FINANCE MANAGER LEVEL 9 REF NO: AM: FINMAN**
 Component: Cost and Management Accounting – Finance Department

SALARY : R210 630 per annum plus 13th Cheque, Medical – Optional and Homeowners Allowance: Employee must meet prescribed requirement

REQUIREMENTS : You must have a recognised Bachelor's Degree/National Diploma in Accounting with Cost and Management Accounting as a major subject. You must have 3 years supervisory experience in a Finance component dealing with management accounting and administration. SKILLS, Knowledge, Training and Competency Required: You should possess the following : financial management skills and a track record of compiling and managing budgets, controlling cash flow. People management skills, client orientation and customer focus; advanced computer literacy in spreadsheets, databases and graphics software; proven strong oral and written communication skills. Knowledge of computerised accounting solutions such as SAP R/3, Pastel, or Brilliant will be a strong recommendation. The knowledge of Generally Accepted Accounting Practice (GAAP) and the Public Finance Management Act (PFMA) as well as the health/hospital services will be an added advantage.

DUTIES : Assist in the effective monitoring and management of the hospital's management accounting systems and processes, in strict compliance with the Public Finance Management Act (PFMA) and Generally Accepted Accounting Practices (GAAP). The main responsibilities of your job will be the design and implementation of the management accounting systems; assisting in the determination of budget allocations to Clinical Domains; provide operational and strategic financial advice for the Domain Business Manager and Domain

Manager; carry out financial and budgetary control training for non-financial managers; assisting with drawing up and publishing of standing financial instructions and ensuring compliance therewith.

ENQUIRIES : Mr. Phumelele B. Shezi (031) 2401026

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be handed in at HR reception, level 4 Management Building or posted to Private Bag X03 Mayville 4058.

CLOSING DATE : 25 March 2011

POST 10/156 : **ASSISTANT MANAGER: ESTABLISHMENT CONTROL: LEVEL 9: REF NO. G26/2011**
Cluster: Human Resource Management Services

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

CENTRE : Head Office: Pietermaritzburg

REQUIREMENTS : -An appropriate Bachelor's Degree/National Diploma in Public Management/Human Resource Management /Public Administration; PLUS -A minimum of three (3) years supervisory experience in the Establishment Control environment; PLUS -Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training and Competence Required:- The incumbent of this post will report to the Deputy Manager: Establishment Control, and will be responsible to assist with effective management and control of the establishment section to ensure that it renders accessible and efficient services, and as such the ideal candidate must: -Possess knowledge of PERSAL System. -Possess knowledge of human resource concepts, principles, procedures, prescripts and policies. Possess in-depth knowledge of the organisational structure, post establishment matters and all relevant Reports. -Possess sound knowledge of report writing and presentation. -Have good communication skills (both verbal and written). -Have the following skills: problem solving, decision making, project planning and analytical. -Be computer literate with a proficiency in MS Office, MS Excel, Internet and Intranet.

DUTIES : Key Performance Areas:- Ensure the successful implementation of the post establishment variations on PERSAL as a result of restructuring, adhoc, OSD and reports to sort anomalies. -Ensure that the Department of Health post establishment is audited and updated on regular basis. -Assist with the co-ordination and management of all activities of the unit as well as serve as a Task Team member whenever necessary. -Provide advice and guidance on post establishment related to matters -Analyse and compile reports related to post establishment. -Ensure compliance with all relevant legislative prescripts, statutory and regulatory framework towards the achievement of assigned goals.

ENQUIRIES : Mrs H N Zungu: 033-3952372

APPLICATIONS : All applications should be forwarded to: The General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Room 101, 5th Floor, South Tower

FOR ATTENTION : Mrs S D Shezi

CLOSING DATE : 25 March 2011

POST 10/157 : **CHIEF CLINICAL TECHNOLOGIST LEVEL 8 REF NO: CHIEF CLINTECHNEPH/1/2011**
Department: Nephrology Dept

SALARY : R174 117pa plus 13th Cheque, Medical Aid: Optional and Housing Allowance: Employee to meet prescribed requirements

CENTRE : 1 post for Durban Functional Region 1 Post for Ngwelezane Region 1 Post for Pietermaritzburg Region

REQUIREMENTS : B. Tech in Clinical Technology - Nephrology Registration with the Health Professions Council of South Africa as Clinical Technologist Knowledge, Skills Training and Competencies: Knowledge of basic operation of Haemodialysis and Plasmapheresis machines. Operation of dialysis machines Minimum relevant experience : 3 years experience. Communication skills with patients, colleagues and supervisors

DUTIES : Operating Haemodialysis equipment. Perform Continuous Renal replacement therapy. Planning of routine Haemodialysis for the day. Re-use of dialysers.

The successful candidate is expected to participate in after hour overtime to manage renal patients in his/her region. Administration of a dialysis unit

ENQUIRIES : Prof A Assounga : Tel : 031-2401324

APPLICATIONS : All applications to be forwarded to the Human Resource Manager: HR Reception – Level 4 Management Building IALCH Or Posted to Private Bag X03, Mayville , 4058

CLOSING DATE : 25 March 2011

POST 10/158 : **CCMT REF NO: EGUM 07/2011 – 1 POST – ARV SECTION**
Re-Advertisement

SALARY : R140 208 per annum Plus 13th Cheque Medical Aid (Optional), Housing Allowance, Employee must meet prescribed requirements

CENTRE : Institution: E G & Usher Memorial Hospital

REQUIREMENTS : Minimum Requirements: Diploma (higher than Senior certificate/Grade 12 but lower than Degree/National Diploma) OR Senior Certificate (Grade 12 Plus Current registration with the S.A.P.C as a Pharmacist Assistant (Post Basic). Drivers license (code B). Computer Literacy with proficiency in MS Office Software applications. Knowledge/ Skills Training and Competencies Required: Sound knowledge of Departmental Policies and Protocols, and knowledge of departmental equipment. Possess high level of accuracy. Possess good communication and numeracy skills. Have ability to take and carry out instructions with minimal supervision. Possess good Computer Literacy skills. Possess good interpersonal skills, organizational and time management. Have ability to work under pressure without compromising quality of work.

DUTIES : Key performance areas: Order, receipt, store and distribute pharmaceuticals (especially ARVs) within the district. Monitor stock levels of medication and promote good Drug Supply Management Principles within the clinics. Review all the clinic orders for medication before being submitted to PPSD or the Mother Hospital. Collect and maintain departmental records, statistics and information. Provide basic primary health education to individuals and provide counseling to patients on the safe and effective use of medication. Participate in and attend continuing education and development seminars / workshops. Maintain good housekeeping in the pharmaceutical environment (Hygiene and Cleanliness). Provide training on Drug Supply Management if necessary. Monitor collection of chronic medication by patients and identify defaulters. Monitor adherence of patients to chronic medication. Compile a list of defaulters and notify the PHC Manager and Pharmacy Manager. Monitor uncollected chronic medication and return to pharmacy. Liaise with the PHC Clinic Manager regarding challenges to drug supply management.

ENQUIRIES : Dr. Onanuga (Medical Manager) Tel (039) 797-8100

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

CLOSING DATE : 16 March 2011

DEPARTMENT OF PUBLIC WORKS

APPLICATIONS : Applications can be forwarded to the following address: Head: Public Works Private Bag X9142 Pietermaritzburg 3200, Applications may alternatively be hand delivered to 251 Fedsure House, Church street Pietermaritzburg

FOR ATTENTION : Ms T.J. Luthuli

CLOSING DATE : 25 March 2011

NOTE : Applications must be submitted individually on the prescribed Z83 form obtainable from any Public Service Department and shall be accompanied by comprehensive curriculum vitae together with certified copies of qualifications, including senior certificate, skills or competencies to substantiate compliance/adherence with the advertisement appointment requirements plus a certified copy of the Identity Document and Drivers licence. Copies of copies OR copies certified on the blank side of the copy shall not be accepted. Faxed or electronic copies shall not be considered. Candidates are also advised not to

send their applications through registered mail as the Department will not take responsibility for non-collection thereof. It is the applicant's responsibility to have foreign qualifications assessed for equivalence by the South African Qualifications Authority (SAQA). Applications that do not comply with the abovementioned instructions shall be disqualified. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be advised by this office within three (3) months of the closing date of this advert thereof, kindly consider that your application was not successful. Recommended employees shall be subjected to vetting prior to an offer of appointment being made.

OTHER POST

- POST 10/159** : **ASSISTANT MANAGER: EXPANDED PUBLIC WORKS PROGRAMME (EPWP) REF NO: AM\EPWP\2011**
- SALARY** : R 206 982 per annum Salary Level 09
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : A recognized National Diploma/Bachelor's Degree in Built Environment or Community Development plus 3 years appropriate experience in community development. A valid code 08 or 10 driver's license. Must be fully computer literate Knowledge, Skills & Competencies: Planning and organizing skills. Policy development and interpretation. Financial management and knowledge of PFMA. Presentation and advanced interpersonal skills. Willingness to work extended hours and under pressure. Project Management.
- DUTIES** : Key Performance Areas: Coordinate, monitor and evaluate the training programmes for EPWP. Develop empowerment programmes to cater for women, youth and people with disabilities and develop policies relating to EPWP. Provide advice and guidance to stake holder management within EPWP. Develop monitoring and evaluation tools for EPWP. Contribute to the development of Infrastructure sector plans and any other programmes. Develop LIC projects specification for upscaling of job creation. Develop, implement and monitor EPWP reporting systems including MIS,WBS and IRM reporting systems. Development EPWP technically inclined spreadsheets for internal EPWP reporting. Conducting research and develop concept documents and strategies for up-scaling EPWP with KZN-DPW. Identify sustainable programmes for job creation and identify labour intensive projects. Identify training needs and material for EPWP, also ensure training provided is in line with the SAQA Act. Ensure the appointment of accredited training providers. Monitor implementation of training of beneficiaries. Monitor evaluate the implementation of exit strategy and mentorship strategy. Establish programmes to alleviate poverty through job creation. Promote socio-economic development in impoverished areas. Advise the Manager: EPWP and Special Projects on all related matters and required reports. Ensure effective and efficient utilization of the EPWP incentive. Manage Financial and Human resources of the sub-directorate.
- ENQUIRIES** : Mr. X. Xulu, tel, (033) 355 5572

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

The North West Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the achievement of and maintenance of diversity and equity in employment.

- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded to Dr Kenneth Boemah : The Director, Office of the MEC, Department of Agriculture and Rural Development, Private Bag X2039, Mmabatho 2735, or hand delivered at Agricentre Building, cnr Dr James Moroka Drive and Stadium Road, Mmabatho.
- CLOSING DATE** : 18 March 2011
- NOTE** : Applications must be submitted on the prescribed form Z83 (Fully completed) obtainable from any Public Service Office, and should be accompanied by certified copies of educational qualifications, Identity Document together with a comprehensive Curriculum Vitae (covering full particulars of work experience, training, qualification, skills, competencies and knowledge). Female candidates are encouraged to apply. Short-listed candidates will be subjected to competency assessment and security screening processes. The successful candidate will be subjected to a security vetting process and will sign off an oath of secrecy thereafter. The appointment of the successful candidate is subject to positive security vetting results and verified educational qualifications. It is the responsibility of applicants to make sure that foreign qualifications are evaluated by South African Qualifications Authority. Faxed or e-mailed and late applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.

MANAAGEMENT ECHELON

- POST 10/160** : **DEPUTY DIRECTOR-GENERAL: HEAD OF DEPARTMENT**
5-Year Contract
- SALARY** : R1025 133 per annum. All-inclusive flexible remuneration package, 10% non-pensionable Head of Department's monthly allowance (the all-inclusive remuneration package consist of a basic salary of 60% and a 40% flexible portion structured according to personal needs) (Level 15)
- CENTRE** : Mafikeng (Head Office)
- REQUIREMENTS** : *A postgraduate degree or equivalent qualification in Public Administration and or Agriculture *Minimum of 5-10 years work experience as a senior manager preferably in the Public Service *A relevant master degree qualification will be an added advantage. Competencies: *Dynamic strategic leader ship and communication skills *Understanding of the operational environment of the Department and service delivery imperatives* Extensive knowledge of the Public Service Regulatory Frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations* Proven ability to operationalise and ensure compliance with legislation and policy development at national and provincial level *Programme and project management skills *People management and empowerment skills* Demonstrable experience in stakeholder management, negotiation and corporate governance *Client orientation and customer focus *Knowledge of business and management principles involved in strategic planning and coordination of resources *Strong analytical and innovation thinking abilities *Strong organizational and conflict management skills.
- DUTIES** : *As Head of Department and Accounting Officer in accordance Public Service Act, 1994 as amended, PFMA and Treasury Regulations, the successful candidate will be required to perform the following functions : *Develop Provincial policies and legislative framework conducive to sustainable Agriculture and Rural Development *Ensure compliance with all the relevant legislative, statutory and regulatory requirements towards the achievement of Departmental Service Delivery priorities and goals *Develop, monitor, promote and co-ordinate the implementation of Departmental Service Delivery plans *Monitor, evaluate and regulate Agriculture, Rural Development and related functions *Manage the administration of Agriculture and Veterinary legislation and policies and co-ordination of Rural Development activities *Co-operative governance with National and Provincial Government.

ENQUIRIES

: Mr Abbey Tlaletsi, tel. (018) 388-3040

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

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

- APPLICATIONS** : The Director: Klipfontein/Mitchell's Plain Sub-district, Lentegour Hospital, Ward 2, Highlands Drive, Mitchells Plain, 7785.
- FOR ATTENTION** : Mr GM Barry
- CLOSING DATE** : 8 April 2011
- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. As directed by the Department of Public Service & Administration, applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment.

OTHER POST

- POST 10/161** : **OPERATIONAL MANAGER NURSING (SPECIALITY: TRAUMA) 2 POSTS**
Klipfontein/Mitchells Plain Sub-structure, (Chief Directorate: Metro District Health Services)
- SALARY** : R 309 327 (PN-B3) per annum.
- CENTRE** : Post A: Hanover Park Community Health Centre, Post B: Mitchells Plain Community Health Centre
- REQUIREMENTS** : 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. A post-basic nursing qualification in Medical and Surgical Nursing Science (Trauma and Emergency Nursing) with a duration of at least 1 year accredited with the SANC. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Registration with a professional council: Registration with the SANC as a Professional Nurse. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to attend to the community needs after hours. Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and Departmental Policies. Basic knowledge and experience in office administration, financial and procurement administration. Computer literacy.
- DUTIES** : Key result areas/outputs: Provide quality comprehensive community health care, primary curative health care and complex rehabilitation services. Plan and organise clinics, complete statistics. Ensure ordering and control of stationary, medical class II stock consumables and ensure safekeeping. Health education of patients and public staff. Professional development i.e. assessing in-service training needs, planning, implementing of training programmes. Maintain professional secrecy and prevent medical-legal risks. Safekeeping and use of basic medical equipment.
- ENQUIRIES** : Mr LR August, tel no. (021) 370-5008