



DATE OF ISSUE: 01 APRIL 2011

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

PUBLIC SERVICE VACANCY CIRCULAR NO 13 OF 2011

1. Introduction

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

2. Directions to candidates

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

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

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

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

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

AMENDMENTS

: **The Presidency:** Kindly note that The Presidency wishes to withdraw the following post that was advertised in circular 10; POST 10/111: Senior Legal Administration Officer (MR 6).

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENT	ANNEXURE	PAGES
AGRICULTURE, FORESTRY AND FISHERIES	A	03 – 06
BASIC EDUCATION	B	07
DEFENCE	C	08 – 11
ENERGY	D	12 – 14
ENVIRONMENTAL AFFAIRS	E	15 – 16
GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)	F	17
HOME AFFAIRS	G	18 – 21
HUMAN SETTLEMENTS	H	22 – 23
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	I	24 – 29
MENERAL RESOURCES	J	30 – 32
OFFICE OF THE PUBLIC SERVICE CIMMISSION (OPSC)	K	33 – 34
SOCIAL DEVELOPMENT	L	35
TOURISM	M	36
TRADE AND INDUSTRY	N	37
THE PRESIDENCY	O	38 – 39

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	P	40 – 41
GAUTENG	Q	42 – 43
KWAZULU-NATAL	R	44 – 53
NORTH WEST	S	54 – 55
WESTERN CAPE	T	56 - 60

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: (012) 811 1900
- FOR ATTENTION** : URS Response Handling
- CLOSING DATE** : 15 April 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 13/01** : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 117/2011**
Directorate: Agricultural Product Inspection Services
- SALARY** : R174 117 per annum
- CENTRE** : O R Tambo International Airport
- REQUIREMENTS** : Applicants must be in possession of a National diploma/degree or a B.Sc. degree in Agriculture or Animal Health with Botany, Plant Pathology, Pest Control, Entomology and/or Animal Diseases as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Relevant technical experience in agricultural law enforcement as well as generic administrative functions and supervision. Knowledge of the Agricultural Pests Act, 1983 (Act No. 36 of 1983), the Animal Diseases Act, 1984 (Act No. 35 of 1984), the Meat Safety Act, 2000 (Act No. 40 of 2000), the Plant Improvement Act, 1976 (Act No. 53 of 1976), the Liquor Products Act, 1989 (Act No. 60 of 1989), the Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997), the Agricultural Products Standards Act, 1990 (Act No. 119 of 1990), the Fertilizers, Farm Feeds, Agricultural Remedies and the Stock Remedies Act, 1947 (Act No. 36 of 1947) as well as various relevant international guidelines and rules. Good communication skills. Basic computer knowledge and experience in MS Office software. A valid driver's licence and the ability to drive. Candidates must be capable and willing to conduct inspections inter alia on trucks, in containers, etc. He/She must be prepared to work shifts at the airport.
- DUTIES** : The incumbent will be responsible for conducting inspections, sampling and other necessary functions, including punitive measures and administration to exercise import and export control over agricultural products regulated by the relevant Acts as well as international guidelines and rules. Functions will inter alia include training of and liaison with officials from Customs and Excise, Home Affairs, SAPS, importers/exporters and their agents, etc. as well as the writing of reports and inventory control. For this post, special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by passengers and cargo. In addition to inspections, the incumbent will be responsible for detecting unauthorised regulated goods by means of x-ray machines.
- ENQUIRIES** : Mr L. Mochena, tel. 011 390 7501.

<u>POST 13/02</u>	:	<u>SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 118/2011</u>
		Directorate: Agricultural Product Inspection Services
<u>SALARY</u>	:	R174 117 per annum
<u>CENTRE</u>	:	Maseru Bridge
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National diploma/degree or a B.Sc. degree in Agriculture or Animal Health with Plant Production, Plant Protection (Entomology or Plant Pathology), Horticulture, Animal Production and/or Animal Health as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Relevant technical experience in agricultural law enforcement as well as generic administrative functions and supervision. Knowledge of the Agricultural Pests Act, 1983 (Act No. 36 of 1983), the Animal Diseases Act, 1984 (Act No. 35 of 1984), the Meat Safety Act, 2000 (Act No. 40 of 2000), the Plant Improvement Act, 1976 (Act No. 53 of 1976), the Liquor Products Act, 1989 (Act No. 60 of 1989), the Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997), the Agricultural Products Standards Act, 1990 (Act No. 119 of 1990), the Fertilizers, Farm Feeds, Agricultural Remedies and the Stock Remedies Act, 1947 (Act No. 36 of 1947) as well as various relevant international guidelines and rules. Good leadership skills with special emphasis on communication and conflict management. Basic computer knowledge and experience in MS Office Software. A valid driver's licence and the ability to drive. Candidates must be capable and willing to conduct inspections inter alia on trucks, in containers, etc. He/She must be prepared to travel and work away from home/office on short notice, work overtime during the week and weekends and work irregular hours (shifts).
<u>DUTIES</u>	:	The incumbent will be responsible for conducting inspections, sampling and other necessary functions, including punitive measures and administration to exercise import and export control over agricultural products regulated by the relevant Acts as well as international guidelines and rules. Functions will inter alia include training and supervision of personnel as well as the training of and liaison with officials from Customs and Excise, Home Affairs, SAPS, importers/exporters and their agents, etc. For this post, special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by passengers and cargo. In addition to inspections, incumbents will be responsible for detecting unauthorised regulated goods by means of x-ray machines and safekeeping of detector dogs where applicable.
<u>ENQUIRIES</u>	:	Mr R.E. Maisha, tel. 012 309 8735
<u>POST 13/03</u>	:	<u>SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 120/2011</u>
		Directorate: Agricultural Product Inspection Services
<u>SALARY</u>	:	R174 117 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Bachelor's degree with Entomology, Genetics, Horticulture, Botany, Microbiology, Biochemistry, Plant Pathology and/or Food Technology as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Technical experience in agricultural law enforcement, generic administrative functions and supervision. Knowledge and experience in auditing of Agricultural Management systems. Knowledge of the following international agreements and standards: WTO-SPS, WTO-TBT and other related agreements. Good leadership, problem solving, planning, organising, interpersonal relations, conflict handling, report writing and communication skills. Basic computer skills in MS Office software. A valid Code EB driver's licence. Candidates must be capable and willing to conduct inspections and render services on short notice and after hours at/or away from his/her office/station as well as to frequently overnight away from his/her office/home/station when necessary.
<u>DUTIES</u>	:	The incumbent will be responsible for conducting audits in terms of applicable agricultural legislation, policies and international agreements and standards to ensure that the quality, sanitary and phytosanitary status of agricultural products comply with the requirements of relevant risk and quality management systems. This includes the independent planning and conducting of inspections and audits of officials, clients and assignees. Comprehensive audit reports must be drafted and communicated to the management and party audited. Responsibilities may include testing, sampling and evaluating of agricultural products and marking requirements as well as the investigation of cases and administrative tasks relating to these functions. Where applicable, the sale/movement of products will have to be prohibited and charges filed against transgressors. The incumbent

may be required to supervise officials in the audit unit and assist with the execution of generic administrative procedures to ensure the orderly function of this unit. Supervision and training of staff. The incumbent may also be required to do regulatory services pertaining to other legislation and international obligations. Mr M.A. Holtzhausen, tel. 012 309 8703.

ENQUIRIES

POST 13/04

AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 119/2011
Directorate: Agricultural Product Inspection Services

SALARY

CENTRE

REQUIREMENTS

R140 208 per annum
Beitbridge
Applicants must be in possession of a National diploma/degree in Animal Health with Animal Diseases as a major subject (you are required to furnish a credit certificate and/or statement of results) PLUS a dog training/handling certificate. Knowledge of canine motivation, dog psychology, behaviour patterns, olfactory perceptions and abilities. Knowledge of the Agricultural Pests Act, 1983 (Act No. 36 of 1983), the Animal Diseases Act, 1984 (Act No. 35 of 1984), the Meat Safety Act, 2000 (Act No. 40 of 2000), the Plant Improvement Act, 1976 (Act No. 53 of 1976), the Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997), the Agricultural Products Standards Act, 1990 (Act No. 119 of 1990), the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947) as well as various relevant international guidelines and obligations. Ability to interpret regulatory information and standard operating procedures. Good communication and analytical skills as well as the ability to work under pressure. Basic computer literacy in MS Office software. A valid driver's licence and the ability to drive.. He/She must be prepared to travel and work away from home/office on short notice as well as work irregular hours and shifts at the ports of entry .

DUTIES

The incumbent will be responsible for handling detector dogs for the examination of passengers, baggage, cargo and international mail for regulated articles (in compliance to the relevant Acts). Interview passengers, inspect suspect baggage, cargo trucks, busses and other vehicles and take appropriate risk management actions for non-compliant regulated products. Ability to work with other Government departments also responsible for international travellers. Assist other Agricultural Food and Quarantine Technicians at secondary inspections when not conducting dog handling duties. Maintain and assist other dog handlers with canine health, well being and training. Perform demonstrations or public relation activities when requested. Supervise dog handler's assistant(s). Represent the Department on forums and at meetings.

ENQUIRIES

Ms A. Steyn, tel. 012 309 8740 or 011 395 4276, cell. 082 960 8486.

POST 13/05

ADMINISTRATION CLERK GRADE II REF NO: 121/2011
Directorate: Agricultural Product Inspection Services

SALARY

CENTRE

REQUIREMENTS

R79 104 per annum
O. R. Tambo International Airport
Applicants must be in possession of a Grade 12 Certificate and appropriate administrative experience. Good communication (verbal and written) skills and interpersonal relations. Working knowledge of provisioning and procurement administration, inventory control and record keeping. Computer literacy in MS Office software (Word, Excel and PowerPoint) and the ability to operate a switchboard system.

DUTIES

Ordering, safeguarding and distribution of face value and other forms. Invoicing clients for services rendered. Preparation and issuing of Phytosanitary certificates according to international standards. Safe-guarding and record-keeping of relevant functional documentation (Phytosanitary certificates, import permits, etc). Handling of queries. Attend to clients as required. Custodian for the safekeeping of safe keys and other office duplicates. Secretarial functions and the preparation, compiling and typing of documents, letters and faxes. Data capturing and filing. Handling and distribution of incoming and outgoing mail/faxes. Rendering of relief duties as and when required. Quality assurance of personnel documents for completion and correctness. Processing, record-keeping and checking of leave for personnel. Upkeep of personnel records. Handling of payments for private telephone calls. Record-keeping of all expenditure. Compilation of monthly expenditure reports. Record-keeping and checking of officials' overtime and S&T claims for correctness. Handling of petty cash. Reconcile safe custody of postal stamps. Assist Local Transport Officer (co-ordinating and record-keeping of log sheets, trip authorisations, etc.). Booking of air tickets, hired vehicles, airport parking and accommodation. Assist with the upkeep of the asset register and other inventory control functions.

ENQUIRIES

: Procuring of goods, services and equipment for the office as well as the preparation of payments thereof. Ordering of stationery for the office.
Mr L. Mochena, tel. 011 390 7501.

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practising affirmative action employment, It is our intention to promote representivity (race, gender, disability) in the Department through the filling of this post and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : Please forward your application, quoting the reference number to: the Director General, Department of Basic Education, Private Bag X895, Pretoria, 0001 or hand deliver to: 222 Struben street, Pretoria.
- CLOSING DATE** : 20 April 2011, Applications received after the closing date or faxed or email applications will not be considered applications received after the closing date, e-mailed or faxed applications will not be considered
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Short-Listed Applicants

OTHER POST

- POST 13/06** : **SENIOR SECRETARY GRADE II REF NO: 10565/01**
Branch: Social Mobilisation and Support Services
Chief Directorate: Health in Education
- SALARY CENTRE REQUIREMENTS** : R94 575 per annum
: Pretoria
: Applicants must be in possession of a Senior Certificate or equivalent and a Computer Course Certificate. The incumbent is expected to think and work independently, be friendly, confident, work accurately and be adaptable. The ability to work under pressure, multi-task and cope with high workloads is essential. Good planning, organizing, working in a systematic manner, interpersonal, typing, filing, and communication (written and verbal) skills are essential. The incumbent also needs to have good telephone etiquette and interpret and action directives as they are assigned. Knowledge of MS Word, MS Excel, MS Outlook and MS PowerPoint are essential.
- DUTIES** : The successful candidate will be responsible for the following duties: Managing all communication – screening incoming calls and outgoing calls in the office of the Chief Director and ensuring the efficient flow of information; Receiving visitors arranging meetings, workshops and providing administrative support; Managing the diary of the Chief Director – setting up appointments, arranging travel, accommodation and compiling and reconciling subsistence and travel claims; Scanning, managing and drafting correspondence – receiving, recording, filing and dispatching submissions and memo's and drafting minutes and typing of documents as required; Providing administrative support in the distribution of agendas and minutes in the office of the Chief Director.
- ENQUIRIES NOTE** : Ms M Moshooliba 012 357 3298
: Short-listed candidates will be expected to undergo a typing and literacy test. "Please note that the Department of Basic Education is in a process to review its organisational structure and some of the functions of the posts as advertised may change after the completion of the review."

DEPARTMENT OF DEFENCE

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

OTHER POSTS

POST 13/07 : **ASSISTANT DIRECTOR: ADMINISTRATION**
The post is advertised in the DOD and broader Public Service
Re-advertisement of post in 2008, Candidates to re-apply

SALARY : R206 982 per annum
CENTRE : Office of the Secretary for Defence, Defence Head Quarter, Pretoria
REQUIREMENTS : NQF Level 4/5. 3-5 years HR/Administration/Fin generalist experience. Valid security clearance. Valid drivers license. Special requirements (skills needed): Knowledge of Government Policies, Departmental Policies, Departmental decisions and activities as well as on the wider intra-Departmental activities in Government. Knowledge of Procurement, Financial management and Personnel management. Computer literate (MS Word, MS Excel and MS PowerPoint). Communicate effectively (verbal and written). Interpersonal-, problem solving-, decision making, planning, organising, influencing/networking-, analytical/research and management skills.

DUTIES : Compile the supporting plans to the Strategic Business Plan for the Secretary for Defence (Sec Def). Assist in the compilation of the Strategic Business Plan for the Sec Def. Administer Orders and Instructions within the office of the Sec Def. Assist in the compilation/maintenance of the HR plan, programme and budget. Co-ordinate/monitor personnel administration within the office of the Sec Def and with the relevant role players. Provide a career management service. Provide timely and correct inputs for the Legadima. Compile ETD schedules and programmes. Assist with the administration of the procurement process. Assist with the controlling of the inventory of the division. Administer the SHERQ responsibility for the office of the Sec Def. Provide S&T administration of financial requirements. Provide a secret record management service. Provide an open record management service. Provide timely management information for the office of the Sec Def through service providers and service level agreements by external service providers.

ENQUIRIES : Ms A. Thakur, (012) 355-5447/6
APPLICATIONS : Department of Defence & Military Veterans, Chief Directorate Human Resource Management, Directorate Career Management, Ms L. Hammond, Private Bag X137, Pretoria, 0001 or may be hand-delivered to Poynton Building, Bosman Street 195, Pretoria where it must be placed in wooden box 4 at Reception.

CLOSING DATE : 22 April 2011 (Applications received after the closing date and faxed copies will not be considered).

- POST 13/08** : **CHIEF ADMINISTRATION CLERK**
The post is advertised in the DOD and broader Public Service
- SALARY** : R140 208 per annum
CENTRE : Office of the Secretary for Defence, Defence Head Quarter, Pretoria.
REQUIREMENTS : NQF Level 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Valid security clearance. Valid drivers license. Special requirements (skills needed): Computer literate (MS Word, MS PowerPoint and MS Excel). Knowledge of general office administration and ability to operate an efficient and organised office. Planning, organizing and problem solving skills in an administrative environment. Telephone etiquette, Good inter-person skills, Communication skills (written and verbal).
- DUTIES** : Check diverse documents of subordinates. Render auxiliary services. Type and compile documents, agenda and memos. Compile basic presentations and spreadsheets. Deliver and collect documents. Take minutes during meetings. Gather process and interpret statistics for annual report and other purposes. Train and supervise subordinate personnel. File documents and keep records.
- ENQUIRIES** : Ms A. Thakur, (012) 355-5447/6
APPLICATIONS : Department of Defence & Military Veterans, Chief Directorate Human Resource Management, Directorate Career Management, Ms L. Hammond, Private Bag X137, Pretoria, 0001 or may be hand-delivered to Poynton Building, Bosman Street 195, Pretoria where it must be placed in wooden box 4 at Reception.
- CLOSING DATE** : 22 April 2011 (Applications received after the closing date and faxed copies will not be considered).
- POST 13/09** : **SENIOR ADMINISTRATION CLERK GR III**
This post is advertised in the DOD and broader Public Service.
Re-advertisement of post in 2008, Candidates to re-apply
- SALARY** : R113 568 per annum
CENTRE : Office of the Secretary for Defence, Defence Head Quarter, Pretoria.
REQUIREMENTS : NQF Level 4: Preferable. A qualification in Public Administration will be an advantage. Experience in the broadest practicable mix of administrative line function support. Applicants with prior learning, either by means of experience or alternative courses may also apply, Valid security clearance, Special requirements (skills needed): Knowledge of management, Computer literate (MS Word, MS Excel and MS PowerPoint), Communicate effectively (verbal and written). Interpersonal-, problem solving-, analysis-, planning -, organising and people management skills.
- DUTIES** : Render record management service. Manage Record Office. File documents. Control office equipment. Respond to enquiries wrt Records management. Supervision and training of sub-ordinates. Liaise with clients and interpretation of client's requirements. Write memorandums and letters.
- ENQUIRIES** : Ms A. Thakur, (012) 355-5447/6
APPLICATIONS : Department of Defence & Military Veterans, Chief Directorate Human Resource Management, Directorate Career Management, Ms L. Hammond, Private Bag X137, Pretoria, 0001 or may be hand-delivered to Poynton Building, Bosman Street 195, Pretoria where it must be placed in wooden box 4 at Reception.
- CLOSING DATE** : 22 April 2011 (Applications received after the closing date and faxed copies will not be considered).
- POST 13/10** : **SENIOR SECRETARY GR III**
The post is advertised in the DOD and broader Public Service
- SALARY** : R113 568 per annum
CENTRE : Office of the Secretary for Defence, Defence Head Quarter, Pretoria.
REQUIREMENTS : NQF Level 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Secretarial experience will be a recommendation. Valid security clearance. Special requirements (skills needed): Computer literate (MS Word, MS PowerPoint and MS Excel). Knowledge of general office administration and ability to operate an efficient and organised office. Planning, organizing and problem solving skills in an administrative environment. Telephone etiquette. Interpersonal skills. Good inter-person skills. Typing skills. Communication skills (written and verbal).
- DUTIES** : Keep and update Chief Director's diary and arrange appointments for staff members. Render a personal assistant and support service to the Chief Director eg taking minutes, confirmatory notes, memorandums and letters. Make travel arrangements. Manage general office duties including accepting files and

documents, removing outgoing letters and files from the Chief Director's desk daily. Provide a reception, communication and coordination service.

ENQUIRIES APPLICATIONS : Ms A. Thakur, (012) 355-5447/6
 : Department of Defence & Military Veterans, Chief Directorate Human Resource Management, Directorate Career Management, Ms L. Hammond, Private Bag X137, Pretoria, 0001 or may be hand-delivered to Poynton Building, Bosman Street 195, Pretoria where it must be placed in wooden box 4 at Reception.

CLOSING DATE : 22 April 2011 (Applications received after the closing date and faxed copies will not be considered).

POST 13/11 : **SENIOR ADMINISTRATION CLERK GR II**
 This post is advertised in the DOD and the broader Public Service.

SALARY CENTRE REQUIREMENTS : R94 575 per annum
 : Office of the Secretary for Defence, Defence Head Quarter, Pretoria.
 : NQF Level 2 – 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in records administration will be a recommendation. Valid security clearance. Special requirements (skills needed): Computer literate. Communicate effectively. Ability to interpret relevant directives and instructions/guidelines-, problem solving-, analytical thinking-, planning- and organise own work and that of subordinates. Ability to render a Record Management service independently.

DUTIES : Receipt, dispatch mail and documentation. Receipt and dispatch of confidential and secret mail/documentation. Responsible for the classification and filing of documentation onto files. Provide files/information on request. Route, pend, close, open and maintain files. Send and receive faxes. Keep finding aids (inventories, lists) to enable the retrieval of records. Assist the Chief Records Administrator. Supervision of Messenger. Transfer closed records to the record centre at the Service Centre and preparation of records for disposal. Provide inputs wrt Record Management to the CMI Service Centre. Answer enquiries wrt Record Management. Regular liaison with clients and responsible for interpretation of client requirements.

ENQUIRIES APPLICATIONS : Ms A. Thakur, (012) 355-5447/6
 : Department of Defence & Military Veterans, Chief Directorate Human Resource Management, Directorate Career Management, Ms L. Hammond, Private Bag X137, Pretoria, 0001 or may be hand-delivered to Poynton Building, Bosman Street 195, Pretoria where it must be placed in wooden box 4 at Reception.

CLOSING DATE : 22 April 2011 (Applications received after the closing date and faxed copies will not be considered).

POST 13/12 : **SENIOR SECRETARY GR II**
 The post is advertised in the DOD and broader Public Service.

SALARY CENTRE REQUIREMENTS : R94 575 per annum
 : Directorate HR Divisional Staffs, Armscor Building, Erasmuskloof, Pretoria.
 : NQF Level 2 – 4, Preferable. Secretarial experience will be an advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements/ skills needed: Knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion.

DUTIES : Record appointments and events and manage the Director's diary. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agenda's and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for the Director. Process the travel and subsistence claims for the Director. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Liaise with travel agencies to make travel arrangements. Keep a filing system. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical arrangements for visitors visiting the Director. Scrutinize documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role players and make follow-up on progress.

ENQUIRIES APPLICATIONS : Ms W.M. Dlamini, Tel: (012) 355 5009.
 : Department of Defence, Directorate HR Divisional Staff, Private Bag X161, Pretoria, 0001

CLOSING DATE : 22 April 2011 (Applications received after the closing date and faxed copies will not be considered).

POST 13/13 : **SENIOR SECRETARY GR II**
 Directorate Occupational Health and Safety
 The post is advertised in the DOD and broader Public Service.

SALARY : R94 575 per annum
CENTRE : Pretoria
REQUIREMENTS : NQF Level 2 – 4, Preferable. Secretarial experience will be an advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements/ skills needed: Knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion.

DUTIES : Record appointments and events and manage the Director's diary. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agenda's and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for the Director. Process the travel and subsistence claims for the Director. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Liaise with travel agencies to make travel arrangements. Keep a filing system. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical arrangements for visitors visiting the Director. Scrutinize documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role players and make follow-up on progress.

ENQUIRIES : Ms W.M. Dlamini, Tel: (012) 355 5009
APPLICATIONS : Department of Defence, Directorate HR Divisional Staff, Private Bag X161, Pretoria, 0001

CLOSING DATE : 22 April 2011 (Applications received after the closing date and faxed copies will not be considered).

POST 13/14 : **SENIOR SECRETARY GR I**
 The post is advertised in the DOD, broader Public Service and Media (Flyers)

SALARY : R79 104 per annum
CENTRE : DOD School of Catering, Thaba Tshwane, Pretoria.
REQUIREMENTS : NQF Level 2 - 4. Applicants with prior learning either by means of appropriate experience or alternative courses may also apply. Special requirements (skills needed): Secretarial experience will be an advantage. Knowledge of general office administration and ability to operate an efficient and organised office. Ability to provide personal assistant service. Planning, organizing and problem solving skills in an administrative environment. Telephone etiquette. Strong interpersonal skills. Computer literacy (MS Office Suite). Co-ordination and good inter-person skills. Typing skills. Communication skills (written and verbal).

DUTIES : Keep and update Officer Commanding's diary. Arrange appointments and events. Arrange meetings and refreshments for the meetings. Process the travel and subsistence claims for the Officer Commanding. Render personal assistant and support service to the Officer Commanding eg take minutes, confirmatory notes, memorandums, letters and the transcription thereof. Collect newspaper clippings of reports. Operate office equipment. Prepare briefings and slideshows and make travel arrangements. Manage general office duties. Accept files and documents. Keep a filing system. Remove outgoing letters and files from the OC's desk daily. Provide a reception of visitors to the OC. Provide an office security service.

ENQUIRIES : Ms S.H. Smith, (012) 671-0027.
APPLICATIONS : Department of Defence, DOD Log Support Formation, Private Bag X1023, Lyttleton, 0140 or hand deliver at Tek Base, Trichard Avenue, Lyttleton.

CLOSING DATE : 15 April 2011 (Applications received after the closing date and faxed copies will not be considered).

DEPARTMENT OF ENERGY

- APPLICATIONS** : The Director-General, Department of Energy, Private Bag X19, Pretoria, Arcadia, 0007 or hand delivered to Trevenna Building, Corner Mentjies and Schoeman Street. Sunnyside
- FOR ATTENTION NOTE** : Mr N Ncongwane/Mr P Ndlovu
- : 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 13/15** : **ASSISTANT DIRECTOR: INTERNATIONAL COORDINATION**
- SALARY** : R206 982 per annum, Level 09
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor of Commerce Degree with major in Economics (an Honours Degree in Economics will be an added advantage) or a Bachelor of Law/ LLB Degree couple with at least one year administrative work experience PLUS the following key competencies: ☐ Knowledge of: the Energy sector in general • International protocols • International Energy Agreements • Understanding of DoE policies • Energy policy development • strategic planning • Project Management • Government policies ☐ Skills: • Research skills • analytical • computer skills • organising and co-ordination • facilitation and implementation • interpersonal skills • Negotiation and Consultation • supervisory ☐ Communication: • Good communication skills (written and verbal) • ability to communicate clearly with stakeholder in the public and private sectors ☐ Creativity: • creative and innovative thinker • problem solving ability
- DUTIES** : Handle and coordinate international liaison in the field of energy • Coordinate the representation of the Department of Energy, South Africa/ or Africa in International forum • Coordinate the monitoring of and reporting on international agreement signed by the Department of Energy • Facilitate cross border energy trading • Administer the logistical arrangement of/ for foreign visit/ visitors • Conduct research and write briefings on energy sector development • Provide advice and guidance on the advancements of bilateral, trilateral and multilateral relations between the energy sector and foreign stakeholders as well as protocol and related matters.
- ENQUIRIES** : Ms R Ntlou ☎ 012 444 4045
- CLOSING DATE** : 08 April 2011
- POST 13/16** : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT**
- SALARY** : R206 982 per annum, Level 09
- CENTRE** : Head Office
- REQUIREMENTS** : A Degree or National Diploma in Information Management/ Library Science coupled with relevant experience PLUS the following key competencies: ☐ Knowledge of: • Energy sector and processes • Project management ☐ Skills: • Computer • Library systems and knowledge database ☐ Communication: • Well developed interpersonal relations • Good verbal and written communication • Ability to communicate at all levels

☐ Creativity: • Creative and innovative thinker • Ability to work independently under pressure, Recommendation/Note: A valid driver's license is required

DUTIES : Manage knowledge management in the Department • Develop and implement knowledge management policies and strategies for the department • Develop, maintain, and implement the knowledge management framework • Oversee the resource centre • Supervise and develop staff

ENQUIRIES : Mr Ndivhuwo Khangale ☎012-444 4610

CLOSING DATE : 08 April 2011

POST 13/17 : **COMMUNICATION OFFICER (ELECTRONIC PUBLICATION)**

SALARY : R206 982 per annum, Level 09

CENTRE : Head Office

REQUIREMENTS : A Degree or National Diploma in Information Management/ Library Science coupled with relevant experience PLUS the following key competencies:
☐ Knowledge of: • Energy sector and processes • Database and websites
• Graphic designs ☐ Skills: • Computer • Management and organisational
• Policy development and implementation ☐ Communication: • Well developed interpersonal relations • Good verbal and written communication • Ability to communicate at all levels ☐ Creativity: • Creative and innovative thinker • Ability to work independently and under pressure Recommendation/Note: A valid driver's license is required

DUTIES : Manage information by adding documents to departmental website and keeping information up to date • Coordinate and contribute to writing up to date content for the website • Edit web content, identify content errors • Publish new content and ensure proper layout and style • Provide technical web content support to the Directorate

ENQUIRIES : Mr Ndivhuwo Khangale ☎012-444 4283

CLOSING DATE : 08 April 2011

POST 13/18 : **PRINCIPAL PERSONNEL OFFICER**

SALARY : R140 208 per annum, Level 7

CENTRE : Head Office, Pretoria

REQUIREMENTS : A Grade 12 Certificate and extensive experience in appointments and conditions of service matters as well as Persal administration OR a formal HR qualification with relevant experience in appointment and conditions of service matters as well as Persal administration PLUS the following key competencies: ☐ Knowledge of: • Human Resource Administration • PERSAL administration/approval/reporting function • Public Service Regulations • Financial Manual • PSCBC Resolutions and HR Legislation
☐ Skills: • Corporate governance • Computer skills (MS/Suite and Persal) • Supervisory skills • Exceptional interpersonal skills • The ability to interpret HR prescripts and apply them • Problem solving skills • Planning and organizing skills (Ability to work under pressure with several different issues simultaneously). • Numeracy skills (calculation of leave benefits for payout, back pay etc.) • The ability to identify urgent and/ or important matters • Receptive to ideas and suggestions from supervisors, sub-ordinates and other clients
☐ Communication: • Good verbal and written communications skills ☐ Creativity: • Must be an innovative thinker and be able to express the creativity • Ability to listen to any complaint and provide idealistic solutions thereto. Recommendation/Note: Formal HR Qualification and knowledge of Salary Structuring for Senior Management will serve as an added advantage. The candidates will also be subjected to computer/typing and calculation test during the interview.

DUTIES : Check, approve and administer the application of HR transaction, processes and procedures pertaining to • Conditions of Service (Leave, Medical Aid, Housing, Pension, Injury on Duty, resettlement issues, overtime, allowances, transfers to other departments) and utilise Persal
• Appointment/promotion/transfers/terminations/administration of establishment control (employees only) • Service Benefits • Performance Management and Development System • Administer the processing of casual / contract workers salaries and extension of contracts • Provide inputs on the development of policies and give advice to clients on HR processes and procedures • Compile and submit statistics report • Supervise and develop staff

ENQUIRIES : Jo-Dene van der Westhuizen ☎(012) 444-4349

CLOSING DATE : 15 April 2011

POST 13/19 : **PERSONNEL OFFICER**

SALARY : R113 568 per annum, Level 6
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Grade 12 Certificate and extensive experience in appointments and conditions of service matters as well as Persal administration OR a formal HR qualification with relevant experience in appointment and conditions of service matters PLUS the following key competencies: ☐ Knowledge of: • Basic Knowledge of Legislation including Energy, PFMA, and Public Services. Corporate Services (HR, Finance, IT) ☐ Skills: • Documentation Management Skills, • Organisation Skills, • Interpersonal Skills, • Numerical Skills and • Computer Skills Including MS Word, Excel etc. ☐ Communication: • Good verbal and written communications skills ☐ Creativity: • Must be an innovative thinker and be able to express the creativity • Ability to listen to any complaint and provide idealistic solutions thereto. Recommendation/Note: Formal HR Qualification and knowledge of Salary Structuring for Senior Management will serve as an added advantage. The candidates will also be subjected to computer/typing and calculation test during the interview.

DUTIES : Implement and maintain HR process and procedures concerning the following areas: • Conditions of Service and Service Benefit (Leave, Overtime, SMS/MMS Salary Packages, Allowances, Sessional Designation, Exit Benefit, e.t.c) and • Appointments/promotion/ transfers/terminations/ administration of establishment control (employees only) • Collect information and extract report from PERSAL • Provide information and assist with the administration/ application of HR process • Update personal information/ details of departmental employees on persal • Administer performance incentives and probation • Capture performance bonuses and notches for qualifying employees • Prepare and distribute letters to inform officials about performance incentives received • Capture probation report on persal and • Administer the translation of employees on probation

ENQUIRIES : Jo-Dene van der Westhuizen ☎(012) 444-4349
CLOSING DATE : 15 April 2011

POST 13/20 : **TELEKOM OPERATOR 2 POSTS**

SALARY : R79 104 per annum, Level 04
CENTRE : Head Office
REQUIREMENTS : A Degree or National Diploma in Information Management/ Library Science coupled with relevant experience PLUS the following key competencies: ☐ Knowledge: • Telephone etiquette • Customer service principles and practices • Communication environment ☐ Skills: • Good communication skills • Active listener ☐ Communication: • Good verbal and written communication • Ability to communicate at all level • Listening and interpretation ☐ Creativity: • Creative and innovative thinker • Ability to work independently and under pressure

DUTIES : Operate telecommunications equipment • Answer and route incoming calls • Take messages and route message to officials • Maintain and update the telephone contact list • Provide information to callers using reference files

ENQUIRIES : Ms Lerato Ntsoko ☎012-444 4269
CLOSING DATE : 08 April 2011

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

The Department is an equal opportunity; affirmative action employer.

- APPLICATIONS** : The Director-General, Department of Environmental Affairs, Private Bag x447, Pretoria, 0001 (or hand delivered to: 315 Pretorius Street, Cnr Pretorius & Van Der Walt Streets, Fedsure Forum Building, North Tower).
- FOR ATTENTION** : Mr G Moroke
- CLOSING DATE** : 15 April 2011
- NOTE** : Application 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 03 month after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 13/21** : **PROVINCIAL PROJECT MANAGER 2 POSTS REF NO: AP 6029/2011**
Chief Directorate: Social Responsibility Policy and Project
Directorate: Project Implementation
- SALARY** : R 406 839 per annum (all – inclusive remuneration package) Level 11
- CENTRE** : Mpumalanga (Nelspruit) and Northern Cape (Springbok)
- REQUIREMENTS** : A recognized Bachelors Degree in Natural Science, Development Planning, Commerce or an equivalent three year qualification plus extensive relevant experience within Project Management ; Relevant experience in community development , business concept development ,feasibility testing ,market research and sustainability testing ; Knowledge of the EPWP, Proven experience in implementation , monitoring and evaluation of Government programmes. Skills; Ability to operate project management software as well as MS Office; Analytical and numerical skills; Good report writing skills, Interpersonal and problem solving skills; Experience in human resources and financial management. Possession of a valid driver's license and a willingness to travel.
- DUTIES** : Evaluate business plans and provide assistance to project implementers , General management of contract document and payments ;Undertake project inspection and quality assurance ; Review progress , financial Audit and completion reports ; Reporting on projects to the Province and the Department ; Provide ad-hoc support to the Directorate : Programme Implementation and the Chief Directorate : Social Responsibility Policy and Project ; oversee the management of staff and other resources in the province, stakeholder Engagement
- ENQUIRIES** : Mr Nhlanhla Khumalo 012 310 3852
- POST 13/22** : **ADMINISTRATION OFFICER REF NO: AP 6028/2011**
Chief Directorate: Social Responsibility Policy and Projects
- SALARY** : R140 208 per annum (Total package of R210 559 per annum conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : A grade 12 certificate plus good experience and excellent knowledge of office administration functions; A three year tertiary qualification in public administration or an appropriate equivalent qualification will be an added advantage ; Experience in document management, project and financial management; Ability to work under pressure and work independently with limited supervision; Knowledge of government policies and processes ; Good interpersonal skills , good communication skills (verbal and writing), presentation skills , planning and organizational skills, conflict management and resolution skills; Research skills and a high level of computer literacy. Willingness to work overtime, as and when required.
- DUTIES** : The successful candidate will be responsible for the following key functions: Handle general administrative support for the effective and efficient functioning of the Directorate by providing support to officials in the provinces (processing travelling claims, leave and employee performance management reports). Advice and keep track with the spending in the Directorate (compiling a monthly report of expenditure incurred: cell phone claims, S&T claims and KM claims). Provide operational support to the Directorate i.e provisioning and procuring of goods and services. Assist with a compilation of reports and maintain effective system for

the Directorate. Liaise with clients and stakeholders on the Departments' initiatives and provide support in the implementation of such initiatives nationally.

ENQUIRIES : Mr L Dombo Tel: 012 310-3042

NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

POST 13/23 : **OFFICE ADMINISTRATOR II REF NO: AP 6030 /2011**
Chief Directorate: Social Responsibility Policy and Projects

SALARY : R140 208 per annum- basic salary (Total package of R210 559 per annum / conditions apply)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 certificate plus a three year qualification in Office Administration/Public Administration or equivalent qualification with relevant experience in executive support and office administration functions. Good interpersonal, good communication (written and verbal), decision-making, analytical and organizing skills; Good computer literacy with knowledge of MS Excel, Ms Power-point, MS Word, GroupWise and Internet.; Good administration, diary management, document management; mail and telephone screening skills; an understanding of the Public Service systems and procedures will also serve as an advantage; Ability to work under pressure and work independently with limited supervision; Willingness to work after hours, as and when required.

DUTIES : The successful applicant will be Responsible for rendering effective office administrative support service in the office of the Chief Director and perform the following key functions: Manage the diary and meeting schedules of the Chief Director, handle incoming and outgoing documents; manage an accessible and user-friendly office filing system, dissemination of information. Answer, screen and redirect telephone calls, receive visitors in the office. Compiling presentations, submissions, reports and typing documents. Liaise with stakeholders with regards to general queries and provide assistance/information. Make travel and accommodation arrangements, arrange meeting venues and refreshments for meetings and visitors, prepare documents for meetings, take minutes of meetings, assist in the organizing of Chief Directorate events and workshops, handle petty cash, prepare and submit S&T and cellphone claims, assist in the procurement of goods and services. Manage and maintain leave register. Perform any other administration related functions. Assist with personal tasks within an agreed framework.

ENQUIRIES : Ms Homba Blou 012 310 3747

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

- APPLICATIONS** : The CEO, Government Communication and Information System, Private Bag X745, Pretoria, 0001 or hand delivered to Midtown Building, 356 Vermeulen Street, Pretoria.
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 15 April 2011
- NOTE** : Applications must be accompanied by a Z83 and a comprehensive CV, as well as certified copies of qualifications and ID document. Correspondence will be limited to successful candidates only. If you have not been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Disabled applicants are encouraged to apply.

OTHER POST

- POST 13/24** : **DEPUTY DIRECTOR: STRATEGIC AND BUSINESS PLANNING REF NO: DDSBP/03/11**
Directorate: Strategic Planning and Performance Monitoring
- SALARY CENTRE REQUIREMENTS** : All inclusive salary package: R406 839 per annum
Pretoria
Minimum of three-year tertiary qualification in Business Management or related field. Strategic business planning and coordination skills. Knowledge and experience in strategic, business planning and performance monitoring. Experience in aspects related to project management. An ability to effectively and timely coordinate the submission of all organisational planning documents. Keen interest and understanding of performance monitoring processes. Sound understanding of government policy. General knowledge of government mandate and an interest in internal processes. Proven writing and facilitation skills. Excellent report-writing skills and ability to write high-level reports to management. Proven capability to facilitate strategic and business planning sessions for sections. Proven experience in customer relationship management. Ability to interact and communicate with people of all levels. A proven team player. High level of computer literacy. Excellent PowerPoint presentation skills. Ability to interact and maintain relationships with high-level clients requesting for GCIS assistance. A proven team player High level of computer literacy skills and working knowledge of Microsoft Project.
- DUTIES** : Assist the Director with the development and implementation of strategic, business planning processes in GCIS. Develop and implement a GCIS strategic management framework, in line with relevant legislation. Develop and implement an annual planning cycle, in line with government's planning cycle and relevant legislation. Assist develop the multi-year strategic, and annual performance plan in line with relevant legislation. Ensure maintenance of the business plan according to the progress reports and feedback sessions to ensure the effective reporting of the organisational performance. Assist coordinate the timeous submission of organisational risks and their action plans. Manage the risk log of the organisation. Manage the organisational performance management system (OPMS) in as far as the annual performance plan maintenance. Upload the annual performance plan on the OPMS. Assist coordinate and facilitate MANCO's planning workshops.
- ENQUIRIES NOTE** : Ms Zukiswa Potye, tel. (012) 314 2293
: The successful incumbent must be able to work under pressure without constant supervision and meet deadlines.

DEPARTMENT OF HOME AFFAIRS

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



- APPLICATIONS** : Forward your application, quoting the relevant reference number, to: The Director-General: Department of Home Affairs, Private Bag X114, Pretoria 0001. Alternatively, applications may be hand-delivered to Security at the front entrance of the Department of Home Affairs at 270 Maggs Street, Waltloo, Silverton, for attention: Mr J S Modipa. In the event of a hand-delivery, applicants must sign an application register as proof of their submission. NB: •Please submit a separate application and documentation for each position
- CLOSING DATE** : 15 April 2011, Applications received after the closing date or those that do not comply with the requirements, will not be taken into consideration.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and should be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document (with an original certification stamp). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver's licence is a requirement, applicants must attach certified copies of such licences. No faxes or e-mailed applications will be considered. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Are you looking for an exciting and challenging career in a rapidly changing organisation? The Department of Home Affairs has embarked on an extensive turnaround programme, aimed at developing a culture of responsiveness and improved service delivery. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a world-class service. If you have what it takes to serve the needs of South Africa's citizens, residents and visitors - and your credentials meet the requirements of any of the following positions - then respond before the closing date. Join our leadership team in transforming our vision into a reality. Successful candidates will be required to undergo a competency assessment, enter into a performance agreement and be subjected to security clearance procedures. All of the positions require the following core management competencies: Strategic Capability and Leadership, Client Orientation and Customer Focus, Knowledge Management, Communications, Financial Management, People Management and Empowerment, Honesty and Integrity, Service Delivery Innovation, Program and Project Management, Problem Solving and Analysis, Change Management, Presentation , Numerical skills.

MANAGEMENT ECHELON

- POST 13/25** : **CHIEF DIRECTOR: PROPERTY AND FACILITY MANAGEMENT REF NO: HRMC X/11/1**
Finance/Supply Chain Management/ Facilities and Property Management
- SALARY** : All-inclusive salary package of R830 502 per annum, structured as follows: Basic salary – 60% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. (Level 14)
- CENTRE REQUIREMENTS** : Head Office: Waltloo, Pretoria
- : An honours degree in Financial Management or Accounting or an NQF level 7 equivalent is required. 5 to 7 years relevant experience in Property, Facility and Auxiliary Management, Supply Chain Management/ Financial Management is required and relevant experience in a senior management position with a proven track record of managing a team. Knowledge of the Constitution of South Africa. In depth knowledge and application of Public Finance Management Act and Treasury Regulations. In depth knowledge of the Supply Chain Management Act, the Public Service Act, sound knowledge of Preferential Policy Framework Act (PPFA), the Broad based Black Economic Empowerment Act (BBEEA). Knowledge of all procurement legislation and regulations. Understanding of the SITA Act. All relevant departmental, human resources frameworks and other public service acts, regulations and prescripts. Computer Skills. Presentation Skills. Policy Development and Research Methodology and Analysis. Extended working hours may be required. Traveling may be required. Valid drivers licence.

DUTIES

: The successful candidate will be responsible for the following specific tasks: Provide strategic leadership and direction to the unit. Manage the rendering of an effective and efficient Property Management including refurbishment, managing the leasing arrangement of the Department, Construction support, Maintenances (electricity) and Facilities to the Department. Ensure that the vehicle fleet and radio communication of the DHA are managed in a cost-effective way. Ensure that cleaning services of the Department are carried out effectively. Proper management and utilization of all resources allocated to the immediate post environment in accordance with relevant directives and legislation. Ensure the development of the strategic objectives for Facilities and Property Management in order to meet the strategic objectives of the department. Responsible for strategic guidance and expert advice in terms of Facilities and Property Management. Ensure the effective selection of Strategic Service Providers and management of the stability of the relationship. Monitor and report to the CFO on the performance of the Chief Directorate against the objectives of the DHA Strategic Plan. Manage various strategic projects, programmes and contract agreements identified to meet short, medium and long term objectives of DHA. To provide strategic advice to the Directorate: Property Management, and the Directorate for Facilities. Take all precautionary measures to prevent unauthorised wasteful and fruitless expenditure. Ensure effective resource management within the unit. Accountable for the duties as sub-program manager in terms of the Public Finance Management Act of 1999 and Treasury Regulations. Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy of the unit. Ensure effective management of external contractors and suppliers within the unit. Ensure effective development and management of internal service level agreements. Oversee effective management of all assets within the unit and the department. Ensure the sustainable financial management of the unit in accordance with the Public Finance and Management Act (PFMA) of 1999 and Treasury regulations. Ensures accurate forecasting, budgeting and allocation of resource within the unit. Ensure effective people management within the unit. Ensure the development and implementation of skills development strategy within the unit. Ensure effective talent management within the unit (attraction, retention, development). Ensure effective and compliant implementation of performance management within the unit. Ensure effective management of grievances, discipline and terminations within the unit. Lead and direct staff in the unit so that they are able to meet the objectives set for them. Drive a culture of financial diligence and compliance within the unit. Ensure effective governance and compliance within the unit. Provide leadership and strategic direction within the unit in identifying policy gaps, determining policy goals and draft policy documents as needed. Ensure good governance within the unit in line with Kings Report and other related legislation. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the unit. Ensure compliance with all audit requirements within the unit. Represent the unit at management and other government forums. Ensure the development of quality and risk management frameworks, standards and practices. Draft and submit annual, quarterly and monthly reports and reports required or delegated by Ministry, DG, DDG or other Business Units. Ensure the effective implementation of supply chain management legislation, policies, procedures and regulations.

ENQUIRIES

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

OTHER POSTS

POST 13/26

: **SENIOR LEGAL ADMINISTRATION OFFICER: CONTRACTS REF NO: HRMC X/11/2**

Please note that the position is being re-advertised, and persons who applied previously are encouraged to re-apply if still interested

SALARY

: Basic salary of R260 421 – R632 976 per annum (Salary notch will be determined in accordance with the experience as outlined in terms of Occupational Specific Dispensation for Legally Qualified Personnel).

CENTRE

Pretoria,

REQUIREMENTS

: B Proc or LLB Degree plus 8 years relevant legal experience (post legal qualification). Admission as an Attorney or Advocate will be an advantage. Practical and extensive experience in drafting/scrutiny of commercial contracts and service level agreements. Knowledge of Public Service prescripts, policies and procedures and the Department's legislation and policies; Public Finance Management Act and Treasury Regulations and procurement policies and

legislation. Strong work ethic and ability to work under pressure. Good verbal and written communication, conceptual and analytical thinking skills. Problem solving, financial, project management, presentation and time management skills. Ability to motivate people and computer literacy. Willingness to work outside official working hours. A valid B/EB driver's licence is required. Candidates who are invited to the interview will be required to undergo a written test.

DUTIES

: The successful candidate will be responsible for the following specific tasks: Drafting/scrutiny of commercial contracts and service level agreements; Providing legal opinions/advise on commercial contracts, service level agreements; Providing support in the negotiation of commercial contracts, service level agreements and memoranda of understanding.

ENQUIRIES

: Adv A Burroughs, Tel: (012) 810-7160

POST 13/27

SENIOR LEGAL ADMINISTRATION OFFICER: DRAFTING 2 POSTS REF NO: HRMC X/11/3

Chief Directorate: Legal Services, Directorate: Drafting

Please note that these positions are being re-advertised, and persons who applied previously are encouraged to re-apply if still interested

SALARY

: Basic salary of R260 421 – R632 976 per annum (Salary notch will be determined in accordance with the experience as outlined in terms of Occupational Specific Dispensation for Legally Qualified Personnel).

CENTRE

: Head Office: Waltloo, Pretoria,

REQUIREMENTS

: B Proc or LLB Degree or recognised qualifications plus 8 years relevant legal experience (post legal qualification). Admission as an Attorney or Advocate (recommended). Practical and extensive experience in drafting of primary and secondary legislation, legal opinions, Memoranda of Understanding and International Agreements. Knowledge of the Constitution of the Republic of South Africa, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Finance Management Act and of the relevant departmental legislation will be an added advantage. The successful candidates must have conceptual and analytical thinking, Numeracy and Legal Writing Skills, Written and Verbal communication Skills, Interpretation and Policy Interpretation Skills, Presentation Skills, Problem Solving and Strong Analytical Skills, Financial and Project Management Skills, Planning and Organising Skills, Research Methodology and Diplomacy Skills, Time Management Skills, Honesty and Integrity. Computer Literacy in Ms Word, Excel and PowerPoint. A Valid driver's licence and willingness to travel are essential. Candidates who are invited to the interview will be required to undergo a written test.

DUTIES

: The successful candidate will be responsible for the following specific tasks: Providing verbal and written legal opinions on a variety of matters pertaining to the Department. Providing legal opinions, including legal opinions on requests received in terms of the Promotion of Access to Information Act on information held by the Department. The drafting of new, and amending of existing legislation administered by the Department. Seeing Bills through the legislative drafting and parliamentary process, and the drafting of legal documents on behalf of the Department (i.e. Bills, Regulations, Cabinet Memoranda etc). Assisting in the drafting/scrutiny and finalisation of International Agreements and Memoranda of Understanding.

ENQUIRIES

: Adv Tsietsi Sebelemetja, Tel: (012) 810-8032

POST 13/28

STORE CONTROLLER REF NO: HRMC X/11/4

SALARY

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

CENTRE

: Branch: Information Technology: Head Office

REQUIREMENTS

: A three year degree/diploma in Supply Chain Management or an NQF level 6 equivalent is required. Understanding of the Departmental legislation and prescripts Sound knowledge of the Protection of information Act 84 of 1982 and the Promotion of Access to information Act 2 of 2000, Public Finance Management Act. 0-2 years experience in IT Asset control is required. Traveling maybe and extended working hours maybe required. A valid driver's license and willingness to travel are essential.

DUTIES

: The successful candidate will be responsible for the following specific tasks: Ensure optimum inventory levels in storeroom. Receive and dispatch stock. Capture all stock information onto the in-house system. Enter stock items in the system and allocate them to respective areas. Record and enter serial numbers on all stock into and out of the storeroom. Monthly reports to supervisor on IT assets audit queries. Maintain the acquisition and safekeeping of IT assets in the storeroom. Conduct physical verification of IT assets that leads cycle counts

discrepancies. Provide assistance to conduct quarterly IT asset verification and reconcile with departmental financial system (BAS/ LOGIS). Processes end user requests for software, hardware and maintenance needs. Update asset record database timorously and reconciliation of all acquired assets paper work. Maintain security and accountability of inventory through transaction documentation, process and procedure verification. Monthly stock take and reconciliation of stock and reconciling delivery notes Comply governance processes, frameworks and procedures. Comply with legislation, regulations, DHA policies and procedures. Ensure compliance with all asset audit requirements.

ENQUIRIES

: Mr A Apleni, Tel: (012) 810-7219

DEPARTMENT OF HUMAN SETTLEMENTS

- APPLICATIONS** : The Director-General, Department of Human Settlements, Private Bag X 644, Pretoria, 0001
- FOR ATTENTION** : Abel Mositsa, Tel 012 421 1469
- CLOSING DATE** : 15 April 2011
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human settlements. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. Note: This post is not restricted to government employees only, people from outside may also apply.

OTHER POSTS

- POST 13/29** : **DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY (OHS) REF NO: DOHS/20/2011**
Directorate: Facilities Management
- SALARY** : R406 839 per annum (All Inclusive)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Recognized three years B. Degree or National Diploma in Environmental Health, Safety Management or any equivalent OHS related qualification •Must have certificates of SAMTRAC, Auditors Course, Environmental Management, Risk Assessment, Hazard Identification and Response •Minimum three years experience in an OHS environment, two of which should be at a managerial level •Be registered with at least one of the OHS related professional associations. Skills, Knowledge and Competencies: •Sound knowledge of: Occupational Health, Safety and Environmental Management Occupational Health and Safety Act 85 of 1993, Compensation for Occupational Injuries and Diseases Act, Disaster Management Act, National Environmental Management Act, Energy Efficiency Strategy of the Republic of South Africa, National Building Regulations and other related legislation •Working knowledge of OHSAS 18001, ISO 14001, ISO 90001 Guidelines and related SANS codes •Negotiation and Conflict Management Skills •Strong leadership with strategic capabilities •Good written and verbal communication •Presentation and facilitation skills •Co-ordination and organizational with financial management skills •Basic research skills
- DUTIES** : Develop and ensure implementation of the requirements of the Occupational Health and Safety Act and other related policies •Administer the implementation of ISO Assessment Series Certification processes •Administer the implementation of Energy Efficiency Strategy of South Africa •Coordinate availability and maintenance of OHS equipment •Develop and implement plans to deal with natural perils and disasters i.e. Contingency Plans, Emergency Procedures, Evacuation Procedures and Fire Drills •Identify departmental SHE hazards and risks trends and provide mitigation measures •Conducts continuous aspect and impact analysis for pro-active risk management, Injury on Duty and First Aid •Draw up specifications and ensure compliance by contractors i.r.o. safety matters •Provide necessary training, capacity building, advice, guidance and organizational awareness to management and to OHS personnel on safety matters and create a culture of commitment to health and safety in the workplace Undertake site inspections i.r.o. builds and service providers i.r.o. food preparation
- ENQUIRIES** : MV Moodley, Tel: (012) 421-1346
- POST 13/30** : **ASSISTANT DIRECTOR: REGISTRY SERVICES REF NO: DOHS/21/2011**
- SALARY** : R 206 982 per annum
- CENTRE** : Pretoria

- REQUIREMENTS** : Applicants must be in possession of a recognized three-year bachelor's degree or National Diploma in one of the following fields: Information Management, Archival Studies or Public Administration. Must have three or more years experience in a records management environment and have in-depth knowledge of records management prescripts, practices and procedures. Must have successfully completed the Records Management course offered by NARS or provincial archives. Must have project management skills, good report writing skills, presentation skills, good communication skills [written and verbal], good interpersonal relations, be computer literate, have the ability to work under pressure and in a team and be a team leader. Must be in possession of a valid code 08 driver's licence.
- DUTIES** : The successful candidate will be responsible to facilitate the implementation of Records Management policy, practices, registry procedures, the approved records classification systems for records. Facilitate the regulation of the receipt, flow and dispatch of records and documents. Coordinate the use, access, safe custody, care and control of records, including document security and confidentiality of classified records. Assist with the facilitation of and provision of on-going support and training on sound registry procedures to all business units of the Department. Manage registry staff and all functions pertaining to the provision of effective courier services, postal services, messenger services and permanent allocated government-garage vehicles.
- ENQUIRIES** : Ms J Mda Tel: (012) 421-1304
- POST 13/31** : **SECURITY OFFICER GRADE III 2 POSTS REF NO: DOHS/19/2011**
- SALARY** : R66 750 per annum
CENTRE : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 certificate or equivalent qualification. Registration with PSIRA grade C. Adequate experience as a security officer. Sound knowledge of Control and Access of Public Premises and Vehicles Act 53 of 1985. Good writing and interpersonal skills. Ability to take initiative and work under minimum supervision. Be prepared to work irregular hours and night shifts. Shortlisted candidates will subjected to pre employment security screening.
- DUTIES** : The successful candidates will: Perform Access control, patrol and office security duties, Operate the Department's security electronic access control system, Conduct daily inspection of security, Health and Safety on premises, Searching of vehicle in accordance with Control and Access of the Public Premises and Vehicles Act 53 of 1985, Ensure that personnel comply with all relevant security procedures and instructions.
- ENQUIRIES** : Mr. I Mnisi Tel: (012) 421 1552
- NOTE** : This post is not restricted to government employees only, people from outside may also apply.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. The CV must be typed and accompany the Z83 and all other supporting documents required. Applications that do not comply with the above mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position.

OTHER POSTS

POST 13/32 : **DEPUTY DIRECTOR: STATISTICAL ANALYSIS AND REPORTING 2 POSTS REF NO: 11/112/CS**

SALARY : R406 839 – R 479 238 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : A degree in Statistics; Minimum of 3 years experience in Statistical Analysis and 3 years Management experience; A valid driver's license. Skills and Competencies: Computer literacy (Ms Office, SPSS & SAS software); Communication (written and verbal) skills; Organizational, interpersonal and motivating skills; Analytical and numeric skills (Financial planning); Ability to work under pressure.

DUTIES : Provide management information to support strategic and management process; Develop tools and products for the continuous monitoring and evaluation of strategy and department performance; Establish channels for the collection of data; Render an advisory services to the Minister, Management, Magistrate Commission and the NPA; Manage the data analysis, interpretation and reporting process; Develop sampling and basic sampling statistical methods and also estimation and interpretation of resulting; Apply general statistical theory and principals.

ENQUIRIES : Ms C Patrick ☎(012) 315 1150

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

CLOSING DATE : 11 April 2011

POST 13/33 : **DEPUTY DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT REF NO: 2011/48/GP**

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

CENTRE : Regional Office: Gauteng

REQUIREMENTS : Degree or National Diploma in Financial Management or equivalent qualification; Ten years relevant experience of which four years must be at management level; Knowledge and understanding of the PFMA, Treasury Regulations, Supply Chain Management Policy and other relevant Government regulations and policies; Knowledge and practical experience of the Basic Accounting System (BAS), JDAS, Persal, Justice Yellow Pages (JYP) or Logis, Budgeting process in Government and Monies held in Trust (Third Party Funds); A valid drivers license. Skills and competencies: Planning and organization; Ability to work under pressure; Communication and interpersonal relations; Sound analytical, statistical and problem solving skills; Computer literacy; Creative, innovative, flexible and highly motivated; Ability to work independently as well as with internal and external Clients; Leadership and management capabilities.

- DUTIES** : Management of Finance, Supply Chain and Assets at the Regional Office. Manage compliance processes with Financial Prescripts (e.g. D.F.I) and Supply Chain Management framework within the Gauteng Region; Ensure that the Province update accurate asset register; Manage the strategic financial planning (MTEF & MTSF) in relation to budgeting, budget allocation and division, forecasting, monitoring and reporting (monthly and quarterly). Prepare and consolidate Annual Financial Statements; Facilitate audits, compile and consolidate audit responses; Compile, monitor and analyze financial reports for management; Establish and maintain appropriate systems and policies to ensure effective and efficient risk management, internal control and resource management. Compile and consolidate the monthly Reconciliations of Monies in Trust (Third Party Funds) for the Region.
- ENQUIRIES APPLICATIONS** : Mr. Robert Pearce ☎ (011) 223 7681.
- CLOSING DATE** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
11 April 2011
- POST 13/34** : **SENIOR ASSISTANT STATE ATTORNEY 2 POSTS REF NO: 11/116/SA**
- SALARY** : R280 548 – R661 890 per annum. Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney: Johannesburg
An LLB or four year recognized legal qualification; At least 4 years' appropriate post qualification legal/litigation experience; Admission as an Attorney; Right of appearance in the High Court of South Africa; A valid diver's license. Skills and Competencies: Computer literacy; Strong communication (written and verbal) skills with the ability to motivate and direct people; Legal research and drafting; Case law management; Strategic and conceptual orientation; Project management; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail.
- DUTIES** : Represent the State of Litigation in the High Court, Magistrates Court, Labour Court; Supreme Court of Appeal, Constitutional Court , Land Claims, CCMA, Tax and Tax Tribunals; Give effect to the Department's strategic plans, Policies and Prescripts; Provide supervision and training to other professional staff; Furnish legal advice and opinion; Maintain all records of work performed and provide statistics required.
- ENQUIRIES APPLICATIONS** : Ms B. Sibiyi ☎ 012 357 8650
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** : 11 April 2011
- POST 13/35** : **ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER 2 POSTS REF NO: 2011/49/GP**
- SALARY** : R206 982– R250 035 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office Gauteng
Degree or diploma in Financial Management or equivalent qualification; Three years relevant financial experience including supervisory, Knowledge and understanding of the PFMA, Treasury Regulations and relevant Government regulations and policies; Knowledge and practical experience of the Basic Accounting System, Supply Chain Management and Budgeting process, PERSAL in Government, .Ability to work extended hours when required; A valid drivers license. Skills and Competencies: Computer literacy; Communication skills (verbal and written), Interpersonal relations; Ability to work under pressure and overtime if required; People skills Motivational and training skills.
- DUTIES** : Identify financial problems and risks by conducting compliance assessments and report findings; Manage and ensure application of the prescribed Financial Procedures, Define and introduce financial control, procedures and methods towards achieving a NAQ status; Monitor the implementation of audit recommendations and action plan to ensure compliance; Monitor and support sub offices with budget formulation, allocation, executing and reporting, Report on effective asset management in line with Supply Chain Management Processes and prescripts, Render support on Cluster's monthly reconciliation of Third Party Funds, Responsible for coaching, mentoring and training of staff, Perform other duties as required by the Regional Finance & SCM Director.
- ENQUIRIES** : Mr. Robert Pearce ☎ (011) 223 7681

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal Address: The Regional Head: Gauteng, Private Bag X 6, Johannesburg, 2000 OR Physical Address: 15th Floor, Carlton Center, Cnr. of Commissioner and Kruis street, Johannesburg.

CLOSING DATE : 11 April 2011

POST 13/36 : **SENIOR AUDITOR: GENERAL ASSURANCE 2 POSTS REF NO: 11/99/IA**

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

CENTRE REQUIREMENTS : National Office, Pretoria (Cluster 4 and 2)
An appropriate three year Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least 3 years experience in Internal Auditing of which at least one should be as a team leader; Candidates must be studying towards a relevant professional qualification; Candidates must be able to audit business research and risk assessment; Candidates must be conversant with auditing and accounting standards; The successful candidates will undergo a security clearance; A valid driver's license.

DUTIES : Provide input into the enhancement of audit methodologies and technologies; Conduct research for the Internal Audit Unit services; Monitor and update the Internal Audit training and development plan; Evaluate, monitor and report on progress on audit projects; Liaise with the clients and keep them informed on an ongoing basis; Maintaining a register of audit projects and findings and monitor implementation and adherence to audit recommendations; Conduct a full internal audit engagement; Review performance and provide coaching and guidance to staff; Provide support to the Internal Audit team on the Teammate software; Maintain management information for the Internal Audit Unit; Build relationships with external auditors and other assurance providers and promote governance.

ENQUIRIES APPLICATIONS : Ms D Modibane. Tel (012) 357 1668

CLOSING DATE : Quoting the relevant reference number, direct your application: Postal address: Human Resource: 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 Street, Pretoria. 11 April 2011

POST 13/37 : **ASSITANT DIRECTOR REF NO: 46/11EC**

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

CENTRE REQUIREMENTS : Magistrate, Queenstown
A Relevant degree preferably in Administration / Finance or an equivalent qualification; 3 year's relevant experience, A valid code B driver's licence will be an added advantage; The following will serve as strong recommendations: Knowledge of and experience in office and district administration; Knowledge of financial management; Skills and Competencies: Supervisory skills; Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer Literacy.

DUTIES : Coordinate and manage the financial and human resources of the office; Advise and assist on matters, of strategic and business planning for the office; Manage the facility, physical resources, information and communication related to the post, Manage Supply Chain, asset verifications, updating asset registers etc; Budget planning for the office and internal stakeholders; Provide case tracking services to the judiciary and prosecuting authority; Develop and implement customer service improvements strategies for the office; Co-ordinate and manage staff training in liaising with the training committee and the Court Manager; Manage staff issues relating to the post; Coordinate stakeholder meetings monthly; and keep minutes for filling; Assist in any checking duties which may be require; Assist the Court Manager in the execution of his duties.

ENQUIRIES APPLICATIONS : Ms U Nqatha ☎ 043 702 7181

CLOSING DATE : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200. 11 April 2011

POST 13/38 : **PRINCIPAL COURT INTERPRETER REF NO: 2011/13/MP**

SALARY : R174 117 – 205 101 per annum, the successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate Office: Witbank
Diploma in interpreting; Ten years experience in Court Interpreting; A valid driver's license; Language requirements: English, Sepedi, Afrikaans, Tsonga,

Ndebele and Zulu. Skills and Competencies: Computer literacy (MS Office); Good Communication skills (verbal and written); Administration and Organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail; and Managerial skills.

DUTIES : Supervising Court Interpreters; Interpret in high profile cases; Manage Performance of Court Interpreters; Train and develop Court Interpreters; Attend to personnel administrative matters; Check registers; Co-ordinate and compile statistics; Making for foreign language interpreters.

ENQUIRIES : Ms N C Maseko ☎ 013 753 9300/19

NOTE : All People are encourage to apply including those with disabilities

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit.

CLOSING DATE : 18 April 2011

POST 13/39 : **SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 11/108/MAS**

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

CENTRE : Master of the High Court: Mthatha

REQUIREMENTS : Bachelor's degree or equivalent qualification in Finance; Two years relevant experience; Knowledge of PFMA, BBBEE, BAS, JYP, DFI, SCM and the procurement delegations and procedures; A Valid driver's licence. Skills and Competencies: Communication skills (written & verbal); Interpersonal skills; Computer literacy; Problem solving; Accuracy and attention to detail; Ability to work under pressure and manage conflict situations effectively.

DUTIES : Supervise and train personnel; Maintain database of suppliers; Ensure performance of electronic procurement transactions; Monitor payments to suppliers and receive monies collected (e.g. staff telephone accounts, overpayments from suppliers); Ensure approval and check claims of all transactions before capturing; Compile and monitor the budget for provisioning administration (as required in terms of DFI); Keep security and manage inventory (equipment such as furniture, recording machines etc.).

ENQUIRIES : Ms M Moreki ☎ (012) 315 1781

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 : 11 April 2011

POST 13/40 : **LABOUR RELATIONS OFFICER REF NO: 2011/12/MP**

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

CENTRE : Regional Office, Mpumalanga

REQUIREMENTS : An appropriate three-year qualification in Labour Relations or equivalent qualification; Two years relevant experience; A valid driver's license and be prepared to travel. Skills and Competencies: Computer literacy (MS Office); Good Communication skills (verbal and written); Good Interpersonal relations; Ability to work under pressure; Accuracy and attention to detail.

DUTIES : Promote sound Labour relations in the Department; Deal with rules for dealing with grievances of employees in the Public Service; Dispute resolutions for the GPSSBC, conciliations, arbitrations and dismissal disputes; Consult with State Attorneys on more complex matters; Manage strikes; Handle correspondence and memoranda of a more complex nature and compile reports for management and conduct.

ENQUIRIES : Ms N C Maseko ☎ 013-753 9300/19

APPLICATIONS : Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit.

CLOSING DATE : 18 April 2011

NOTE : People with disabilities are also encouraged to apply.

POST 13/41 : **INVESTIGATOR: INTEGRITY MANAGEMENT REF NO: 11/122/RM**

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

CENTRE : National Office, Pretoria

- REQUIREMENTS** : National Diploma in Security Management or equivalent qualification; One (1) year experience in investigation; Exposure to Fraud and Corruption prevention strategies; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Communication skills (written and verbal); Interpersonal relations; Ability to work under pressure; Accuracy and attention to details.
- DUTIES** : Conduct investigations on complaints of alleged irregular conduct, including theft of Departmental assets, fraud, corruption and financial losses; Provide advice to Middle and Senior Management regarding Departmental fraud and corruption investigations; Compile investigation reports and make recommendations on appropriate disciplinary action; Render administrative support functions to the Employee Relations and Forensic investigation components within the Department; Responsible for supervisory functions.
- ENQUIRIES APPLICATIONS** : Mr M Motsieloa ☎ Tel: 012 315-1351
- Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- CLOSING DATE** : 18 April 2011
- POST 13/42** : **SENIOR HUMAN RESOURCE OFFICER REF NO: 11/117/HR**
- SALARY** : R140 208 – R165 159 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
- Grade 12/ NQF equivalent; 3 years relevant experience; Knowledge of Public Service regulations and PERSAL. Skills and Competencies: Communication and interpersonal skills; Problem solving skills; Computer skills; Numeracy skills; Supervisory skills; Analytical skills; Planning and organizing; Time management.
- DUTIES** : Facilitate and handle disciplinary and grievance processes; Advise management and staff on dispute resolution procedures; Represent the office in the Labour Relations Forums; Provide secretariat services to the Departmental Chamber; Conduct training in Labour Relations matters.
- ENQUIRIES APPLICATIONS** : Ms E Zeekoei (012) 315 1436
- 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
- CLOSING DATE** : 18 April 2011
- POST 13/43** : **SENIOR ACCOUNTING CLERK REF NO: 11/106/MAS**
- SALARY** : R79 104 – R93 180 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master Pretoria
- Senior certificate or equivalent qualification, with Accounting as a passed subject; Appropriate experience; Accounting qualification or experience will serve as a recommendation; Drivers license will serve as a recommendation. Skills and competencies: Computer literacy; Good interpersonal skills; Communication skills (verbal and written); Ability to work under pressure and be self-motivated.
- DUTIES** : Render accounting services at the Guardians Fund Section Serve as Trust Accountant Cashier; Compile payments advices; Recover and ensure all State monies are banked; Reconciliation of Accounts and Agency payments; Handle internal and external enquires; Assist with General office duties.
- ENQUIRIES APPLICATIONS** : Ms M Moreki ☎ 012 – 315 1781
- Quoting the relevant reference number, direct your application to: Postal address: Human Resources: 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** : 11 April 2011
- POST 13/44** : **ADMINISTRATION CLERK REF NO: 10/118/MAS 3 POSTS**
- SALARY** : R79 104 – R93 180 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master: Pretoria
- Grade 12 or equivalent qualification; Relevant experience. Skills and competencies: Communication (written and verbal) skills. Human Relation skills; Interpersonal Relations; Computer skills; Ability to work under pressure.
- DUTIES** : Handle incoming post relating to the specific section; Deal with client requests information at the counter; Handle telephonic enquiries from clients; Open files,

draw existing files and place correspondence received; Trace and locate files that are not on the shelf; Record movement of files by maintaining a circulation register; File back all the files that have been used; Keep weekly statistics.

ENQUIRIES APPLICATIONS : Ms M Moreki Tel: 012 315 1351

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, and 329 Pretorius Street, Pretoria.

CLOSING DATE : 11 April 2011

POST 13/45 : **SECURITY OFFICER REF NO: 11/119/MAS**

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

CENTRE : Master Of High Court: Pretoria

REQUIREMENTS : A Grade 10 or equivalent qualifications (Grade E-A); Security Management course will be an advantage; Relevant experience in Security environment; Skills and Competencies: Communications Skills (Verbal and Written); Interpersonal relations; People management skills; Planning, Organize and Control skills.

DUTIES : Assist Public with queries by providing adequate information and directions; Patrol and check condition of doors and alarms in the building; Monitor fire alarms, fire prevention and investigating alarms; Ensure safety of people by enforcing access control; Searching persons and parcels; Check inventories and control the exit of Department property from the building; Monitor access by private securities; Accompany Public to offices and personnel to deliver documents; Allocate parking to visitors.

ENQUIRIES APPLICATIONS : Ms M Moreki ☎(012) 357 1351

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 : 18 April 2011

DEPARTMENT OF MINERAL RESOURCES

- APPLICATIONS** : The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007, or hand delivered to 70 Mentjies and Schoeman Street, Trevenna Campus, Sunnyside
- CLOSING DATE** : 15 April 2011
- FOR ATTENTION** : Mr S Matlakala / Ms M Palare
- NOTE** : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID 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.

MANAGEMENT ECHELON

- POST 13/46** : **CHIEF DIRECTOR: LEGAL SERVICES**
- SALARY** : R 830 502 per annum, (All inclusive package), Level 14
- CENTRE** : Head Office: Pretoria
- REQUIREMENTS** : A four year tertiary qualification in legal studies and extensive experience plus the following competencies. Knowledge of: Constitutional and administrative law issues, Mining and minerals legislation, Public Service policies and legislation, Legal drafting, Civil and Criminal procedure research. Skills: Computer literacy, project management, financial management, diplomacy, Language skills, Negotiation, motivational and influencing skills. Communication: • Communication (both verbal and written), report writing (excellent Creativity: • Strategy thinking, Tack, working individually & in a group, sound decision-making, innovation and creativity and problem solving and decision making.
- DUTIES** : Manage the Chief Directorate. • Ensure the provision of legal advice
• Oversee the Management of Litigation, Promotion of Access to Information Act and Appeals, • Promotion of Administrative Justice Act process within the Department. • Act as Legal Representative for the Department. • Manage all matters concerning the Finalisation of Legislation and Contracts (International and local) pertaining to Minerals matters.
- ENQUIRIES** : Mr N Maleka ☎ (012) 444 3360

OTHER POSTS

- POST 13/47** : **ASSISTANT DIRECTOR INTERNAL AUDIT: SPECIAL ASSIGNMENTS**
- SALARY** : R 206 982 per annum, Level 9
- CENTRE** : Head Office
- REQUIREMENTS** : A B Degree with Accounting and Auditing and a certificate in fraud and corruption/forensic, coupled with relevant experience in the audit field. The incumbent must have the following competencies: Knowledge of: • Institute of Internal Auditors Standards, IFRS, Treasury Regulations, Public Financial Management Act, Laws and Policies, COSO, Team Mate audit software. Skills: • Leadership • Interviewing and investigating skills • Computer Literacy • conceptual thinking • Analytical thinking • Problem solving skills • Information evaluation and decision making Communication: • Ability to communicate freely with management at all levels Verbal and written. Personal Attributes: • Ability to deal with conflicts and motivate staff • organising. Recommendation/Note: Candidates studying towards CIA or CFE certificate will have an added advantage.
- DUTIES** : Lead/ compile the audit project plan where corruption/ fraud is suspected or identified, lead/ conduct fraud/ corruption investigations and make recommendations on findings, follow-up on the implementation and effect agreement from audit reports, attend various steering committee meetings (internal/external) e.g. the department's Audit Committee, etc, supervise and develop staff.
- ENQUIRIES** : Mr M Mphuthi ☎ 012 444 3216

POST 13/48 : **ASSISTANT DIRECTOR INTERNAL AUDIT: PERFORMANCE INFORMATION**

SALARY : R 206 982 per annum, Level 9
CENTRE : Head Office
REQUIREMENTS : A B Degree with Accounting and Auditing, coupled with relevant experience in the audit field. The incumbent must have the following competencies:
☑ Knowledge of: • Institute of Internal Auditors Standards, IFRS, Treasury Regulations, Public Financial Management Act, Laws and Policies, COSO, Team Mate audit software. ☑ Skills: • Leadership • Interviewing and investigating skills • Computer Literacy • conceptual thinking • Analytical thinking • Problem solving skills • Information evaluation and decision making ☑ Communication: • Ability to communicate freely with management at all levels Verbal and written. ☑ Personal Attributes: • Ability to deal with conflicts and motivate staff • organising. Recommendation/Note: Candidates studying towards CIA certificate will have an added advantage.

DUTIES : Provide inputs to the annual audit plan, Lead/ compile the audit project plan where risks have been identified, Compile and review reports on audit findings, Identify internal process improvement opportunities e.g. updating the methodology, Conduct performance audit investigations in line with approved audit program, Render administrative tasks in support of audits e.g. capturing of project timesheets, writing minutes at project meetings etc, Supervise and develop staff

ENQUIRIES : Mr M Mphuthi ☎ 012 444 3216

POST 13/49 : **ASSISTANT DIRECTOR INTERNAL AUDIT: SPECIAL ASSIGNMENTS**

SALARY : R206 982 per annum Level 9
CENTRE : Head Office
REQUIREMENTS : A B Degree with Accounting and Auditing, coupled with relevant experience in the audit field. The incumbent must have the following competencies:
☑ Knowledge of: • Institute of Internal Auditors Standards, IFRS, Treasury Regulations, Public Financial Management Act, Laws and Policies, COSO, Team Mate audit software. ☑ Skills: • Leadership • Interviewing and investigating skills • Computer Literacy • conceptual thinking • Analytical thinking • Problem solving skills • Information evaluation and decision making ☑ Communication: • Ability to communicate freely with management at all levels Verbal and written. ☑ Personal Attributes: • Ability to deal with conflicts and motivate staff • organising Recommendation/Note: Candidates studying towards CISA certificate will have an added advantage.

DUTIES : Provide inputs to the annual audit plan, Lead/ compile the audit project plan where risk have been identified. Compile and review reports on audit findings. Identify internal process improvement opportunities e.g. updating the methodology. Conduct information system audit investigations in line with approved audit program. Render administrative tasks in support of audits e.g. capturing of project timesheets, writing minutes at project meetings, etc. Supervise and develop staff.

ENQUIRIES : Mr M Mphuthi ☎ 012 444 3216

POST 13/50 : **SENIOR MINERAL ECONOMIST (NON FERROUS METALS AND ENERGY COMMODITIES)**

SALARY : R206 982 per annum, Level 9
CENTRE : Head Office: Pretoria
REQUIREMENTS : An appropriate three year degree/ national diploma in Geology, Metallurgy, Metallurgical / Chemical / Mining Engineering or Commerce with Economics, with relevant working experience in the minerals and mining industry, PLUS the following key competencies: ☑ Knowledge of: Knowledge of South Africa's mineral / mining industry especially in the field of Non ferrous metals or base metals is essential. Knowledge of Minerals / Mining acts and policies and other related policies • Computer literacy, e.g. spreadsheets, databases, presentation, word processing and internet software ☑ Skills: • Analytical, research, technical report writing, presentation capabilities and problem solving capabilities. ☑ Communication: • Sound verbal and written communication capabilities ☑ Creativity: • Ability to compile, analyse and interpret data Note: Have a valid driver's license

DUTIES : KRA's: Gather, evaluate and analyse mineral economic related information regarding the availability, exploitation, marketing and utilisation of minerals. Make projections and forecasts of expected market on the basis of prevailing and anticipated supply/demand patterns and compile advanced mineral economic

reports, directories, memoranda and articles on non-ferrous commodities. • Validate the accuracy of mineral statistics. • Handle mineral economic enquiries and advise on non ferrous commodities. • Assist in the promotion of South Africa's mineral Industry through participation in conferences, seminars, forums, workshops, exhibitions, etc, and advice management at all levels on the mineral economic issues including the promotion and optimal utilisation of South Africa's minerals. • Attend to ad hoc tasks and Minerals related queries of an advanced nature.

ENQUIRIES

:

Mrs Mathabo Ikaneng ☎ (012) 444 3711

OFFICE OF THE PUBLIC SERVICE COMMISSION (OPSC)

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

- APPLICATIONS** : Forward your application, stating the relevant reference number, to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001, Physical Address: Commission House, corner Hamilton & Ziervogel Streets, Arcadia.
- FOR ATTENTION** : Ms A West
- CLOSING DATE** : 15 April 2011
- NOTE** : Applications must be submitted, on form Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV and original certified copies of qualifications, Identity document, Matric (Grade 12) certificate and Drivers Licence. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will be subjected to security clearance procedures and reference checking. It is the applicant's responsibility to make sure that foreign qualifications are evaluated by the South African Qualifications Authority (SAQA). No faxed applications will be considered.

OTHER POST

- POST 13/51** : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: DD: HRD/11**
- SALARY** : R 406 839 per annum (Level11) (This remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured for a 13th cheque, home owner allowance and medical aid).
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Ideal Candidate Profile: An experienced person with an appropriate recognised Degree/Diploma or equivalent qualification (NQF level 6) in the field of Human Resources/Public Management and Administration • Financial Management skills • Proven verbal and written communications skills • Sound interpersonal skills and the ability to think creatively • Knowledge of the framework, including Public Service Act, Public Service Regulations, Skills Development Act, including the implementation of learnerships • Proven potential skills • Sound People management skills • Sound presentation skills • Sound knowledge of Labour Relations • Supervisory and management skills • Knowledge of transformation, interventions (such as HIV/AIDS, Employment Equity, Gender, Disability and Youth) • Sound knowledge of performance management and organisational development • In-depth knowledge of HR policies, systems and processes, procedures and best practices and commitment to people-centred organisational • A valid driver's licence. • Willingness to travel
- DUTIES** : Key Performance Areas: The successful candidate will be responsible for: • Monitoring, evaluating and investigating misconduct cases and handling grievances properly • Overseeing labour relations matters, performance management improvement system and HRD, skills development facilitation, learnership and internship programmes • Developing HR policies and transformation interventions • Giving advice and making recommendations relating to employment equity/affirmative action and utilising human resources to the Public Service Commission • Act as a Responsibility Manager • Ensuring mission effectiveness and operational efficiency through effective and efficient resource management (including HR, Finance, Assets) of the component • Be part of the Employer Team during the Departmental Chamber meetings • Representing the Office in HRD/LR Transformation forums.
- ENQUIRIES** : Mr HA Maluleke Telephone: (012) 352 1009
- POST 13/52** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: ASD: AM/11**
- SALARY** : R206 982 per annum, Level 9
- CENTRE** : Head Office, Pretoria

REQUIREMENTS

: Ideal candidate's profile: A B.Com degree or equivalent with Accounting/ Government Accounting with at least 3 years asset management experience• Sound knowledge of legislation, regulating asset management and Supply Chain Management •. Knowledge of regulatory frameworks such as PFMA and Treasury Regulations • Good supervision and communication skills • Ability to work under pressure • Good computer literacy (MS Excel, MS Word and MS PowerPoint) and sound knowledge of BAS and LOGIS • Good interpersonal skills • Valid driver's licence.

DUTIES

: Key Performance Areas: • Manage and control the acquisition, allocation and physical movement of all departmental assets • Updating of Asset Register • Controlling and conduct asset verifications and disposal of redundant, obsolete and unserviceable items • Control monthly reconciliation of asset transactions on LOGIS and BAS and implement asset control measures • Compile financial information regarding departmental assets to be included in annual financial statements • Control loss Register and follow up of loss related matters and audit queries • Implement loss control procedures and provide loss related information to be included in annual financial statements • Draft and revise relevant asset management policies • Act as secretariat for Disposal and Loss Control Committees.

ENQUIRIES

: Ms NP Vutuza Tel (012) 352-1168

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** : 15 April 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 13/53** : **PROCUREMENT OFFICER**
Directorate: Supply Chain Management
- SALARY** : R140 208 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate (or equivalent qualification) plus credible experience in the field of procurement. Knowledge of the government provisioning and procurement procedures. Knowledge of Treasury Regulations and the Public Finance Management Act and related prescripts and procedures. Competencies needed: Planning and organising skills. Communication (written and verbal) skills. Computer literacy. Supervision and managerial skills. Monitoring and evaluation skills. Attributes: Ability to work independently and under pressure.
- DUTIES** : Key Responsibilities: Maintain a database on all service providers for the Department. Invite, evaluate and accept quotations from suppliers on the database in line with the delegated powers of the State Tender Board. Compile and submit statistics on values of orders placed with HDI's (historically disadvantaged individuals), BEE's (black economic empowerment) and SMME's (small, medium and micro enterprises) to National Treasury on a quarterly basis. Calculate points in terms of the Preferential Procurement Policy Framework Act and Regulations for goods and services to the estimated value of R500 000.00. Supervise subordinates.
- ENQUIRIES** : Mr K Watson Tel: (012) 312-7566
- POST 13/54** : **SENIOR ACCOUNTING CLERK (BOOKKEEPING)**
Directorate: Financial Administration
- SALARY** : R113 568 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate with Accounting PLUS sufficient experience in Public Sector Finance. Knowledge of the PFMA and Treasury Regulations. Knowledge and understanding of the BAS and Persal systems. Knowledge and understanding of Financial and supply chain procedures. Competencies needed: Planning and organising skills. Communication (verbal and written) skills. Problem-solving skills. Customer care skills. Computer literacy. Analytical skills. Financial management Skills. Attributes: Accurate. Compliant. Ability to work under pressure and. Adaptable. Disciplined. Diversity Commitment. Friendly and trustworthy. Diplomacy. Ability to work independently and in a team. Self starter. Assertive. Persuasive.
- DUTIES** : Key Responsibilities: Clearing online of bank exceptions. Clearing of PMG ledger accounts before month closure on BAS. Compile and process journals. Attend to payments rejected by bank. Perform monthly reconciliations of ledger accounts for reporting purpose. Perform administrative tasks relating to the safeguard of documents, Attend to queries.
- ENQUIRIES** : Ms R Henning Tel: (012) 312-7780

DEPARTMENT OF TOURISM

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

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to Kone Staffing Solutions at P.O. Box 1132, Rivonia, 2128 or hand delivered to No3 Autumn Street, Rivonia or e-mail to rh@konesolutions.co.za and fax: 086 730 6675
- FOR ATTENTION** : Ms N Sebola
- CLOSING DATE** : 18 April 2011
- NOTE** : Applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identify Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to short-listed candidate only. If you have not been contacted within three month of the closing date of this advertisement, please accept that your application was unsuccessful. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. The department reserves the right not to make an appointment.

OTHER POST

- POST 13/55** : **ADMINISTRATIVE OFFICER: EQUITY AND TRANSFORMATION NDT47/2011**
- SALARY** : R140 208 per annum (Total inclusive package of R210 559 /conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three year qualification or relevant qualification in Public Administration or a Grade 12 certificate with experience in administration. Appropriate experience in Organizational Transformation will be advantage. Competencies: Employment Equity Act; Labour Relations Act; Government's transformation prescripts and other relevant prescripts. Knowledge and experience in compiling Employment Equity reports. Knowledge on Batho Pele Principles. Numeracy skills, good interpersonal skills, communication skills (written and verbal). Ability to plan and organize logistics for events. Ability to work under pressure and to work in a team. Financial management skills.
- DUTIES** : Assist with the implementation of Employment Equity Act, Youth Policy Framework; Disability Policy. Provide logistical and administrative services for Equity Facilitation. Responsible for Disability Database, Assist with compilation of Employment Equity reports. Assist in the implementation of the Batho Pele, Compile reports on the Employment Equity functions; Assist in conducting the disability audit quarterly and Equity audit annually. Assist in mainstreaming of Gender, Disability, Youth issues into the core business of the Department; Coordinate the implementation of events related to Special Projects according to the National Calendar, such as bring a Girl child to Work Day initiative; Departmental Women's Day; Human's Rights; Heritage Day; Casual Day; International day for Persons with Disabilities; and 16 Days of Activism; Perform administrative and logistical function for the Unit; Perform secretariat duties for the Special Project's Reference Group; Employment Equity Forum and other relevant structures.
- ENQUIRIES** : Mr S Nofuma, 012 310 3289
- NOTE** : Persons with Disabilities are encouraged to apply for this position.

DEPARTMENT OF TRADE AND INDUSTRY

- APPLICATIONS** : To apply for the above position, please go to <http://www.thedti.gov.za> and click on the Careers at the DTI button. Should you experience any problems in submitting your application, please follow the Support link on the Careers site or contact the Recruitment Office on 012 394 1809 for an alternative application method. Applications, accompanied by a Z83 application form, may also be sent to Private Bag X84, Pretoria 0001, for attention: The Recruitment Office
- CLOSING DATE** : 12 April 2011

OTHER POST

- POST 13/56** : **DEPUTY DIRECTOR: STRATEGY MANAGEMENT REF NO: ODG/S&AGENCY MAN 004**
Strategy and Agency Management Unit

- SALARY REQUIREMENTS** : All-inclusive Salary Package: R 406 839 per annum
National Diploma/ Degree in Business/Public Administration, Social science and/or Finance 2-4 years relevant experience either in strategic planning, monitoring and evaluation or public entity oversight 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 Drivers' license

- DUTIES** : Ensure that entities' strategic/corporate plans and business plans are prepared and timeously submitted in accordance with the legislative and regulatory frameworks. Develop frameworks and guidelines on strategic, business planning and performance reporting. Monitor the implementation of the guidelines on strategic plans, business plans and performance reporting by public entities. Coordinate the board appointment and performance process, Ensure that entities' strategic/corporate plans, business plans and progress reports are thoroughly assessed and feedback provided on time. Provide capacity building on planning and reporting to the entities. Coordinate the Budget process of entities (Medium Term Expenditure Framework (MTEF), Adjustment Estimate (AE) and Estimate of National Expenditure (ENE).

THE PRESIDENCY

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or hand deliver at 535 Proes, Arcadia, Pretoria.
- FOR ATTENTION** : Ms M Makgae
- CLOSING DATE** : 22 April 2011 @ 16:30
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. No faxed or e-mailed applications will be considered.

OTHERE POSTS

- POST 13/57** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR 6)**
Chief Directorate: Legal and Executive Services
- SALARY** : Salary range between R 260 421 basic notch (plus service bonus, employer's contribution to Pension and Medical Aid, housing allowance) – R632 976 (all inclusive remuneration package which already includes basic notch and employer's contribution to pension and a flexible portion, that can be structured within the prescripts) per annum depending on experience and qualification as per the OSD determination.
- CENTRE REQUIREMENTS** : Pretoria
B.Proc/LL.B degree At least 8 years post-qualification experience, of which 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 I Research the legal content of Executive Acts submitted for President's signature and advise thereon I Conduct research on the constitutionality and legality of Acts of Parliament, Proclamations and Regulations submitted for the President's signature I Monitor parliamentary debates and advise thereon I Attend to all queries regarding the Executive Ethics Code I Administer and process international agreements I Communicate with relevant stakeholders on matters relating to Executive Acts of the President I Attend to queries and complaints from members of the public, as may be allocated from time to time I Ensure that Government departments comply with the Manual on the Executive Acts of the President.
- ENQUIRIES** : Mr G Mphaphuli, tel. (012) 300-5403
- POST 13/58** : **LEGAL ADMINISTRATIVE OFFICER (MR1 – MR5)**
Chief Directorate: Legal and Executive Services
- SALARY** : Salary range between R108 030 basic notch (plus service bonus, employer's contribution to Pension and Medical Aid, housing allowance) – R506,292 (all inclusive remuneration package which already includes basic notch and employer's contribution to pension and a flexible portion, that can be structured within the prescripts) per annum depending on experience and qualification as per the OSD determination.
- CENTRE REQUIREMENTS** : Pretoria
An appropriate three year qualification in Law Relevant experience in dealing with legal issues in a Government department will be an advantage. Computer and research skills. Good interpersonal and communications skills. Ability to work under pressure and travel when required.
- DUTIES** : Provide Legal support and conduct research on legal issues, scrutinize Acts of Parliament before assent by the President, liaise with Parliament as a Sessionary

Officer, process and scrutinize Executive Acts of the President, refer matters to Ministries for consideration, liaise with Government departments with regard to Executive Acts of the President, coordinate responses when matters affect various Government departments, consult on legal issues, provide comments on specific matters,

ENQUIRIES

: Mr G Mphaphuli, tel. (012) 300-5403

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

The Eastern Cape Provincial Government is an equal opportunity, affirmative action employer. As the Department is obliged to improve on its gender representative levels, female applicants and people with disabilities are especially invited to present their candidature.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, as well as the name of the publication in which you saw this advertisement, to: The Acting Head of Departments, department of Transport, Private Bag X0023, BHISHO 5605. No facsimile or e-mail applications will be accepted. Hand delivered applications can be submitted to 39 Cowan Close, Stellenbosch Park, Schornville, King Williamstown at office no A36.
- CLOSING DATE** : 11 April 2011
- NOTE** : Application forms must be submitted on Form Z83, obtainable from any Public Service department and should be accompanied by a comprehensive CV, certified copies of educational qualifications and identity document. Applications that are not duly completed will not be considered. Should you not receive any correspondence 60 days after the closing date please consider your application as being unsuccessful. NB: The department deserves the right not to make an appointment.

OTHER POSTS

- POST 13/59** : **ASSISTANT MANAGER: SKILLS DEVELOPMENT**
Sub- Directorate: Skills Development
- SALARY** : R206 982- R250 035 per annum Level 09
CENTRE : King William's Town
REQUIREMENTS : A B/Degree or Diploma in Human Resource Management with 3-5 years experience in Human Resource Development. Key Competencies: Policy implementation. Resource management. Team and people management. Process implementation management. Customer and quality management. Problem solving. Communication. Conflict resolution. Performance Management and Development Systems. SKILLS: Computer Literacy in Ms Word Power Point, Excell and Project, Knowledge: Skills Development Act. Policy on Performance Management and Development Systems. Provincial guidelines and procedure on PMDS. PFMA. Labour relations Act. Public Service Act. Basic Conditions of Employment Act, Project management principles., Strategic Management Principles. Meeting procedures. Report writing.
- DUTIES** : To supervise implementation of skills development initiatives in the department. Co-ordinate and render secretariat services to skills development committee meetings. Facilitate and manage the provision of learnership and internship programmes. Facilitate career exposition to enhance better awareness on transport qualifications and skills. Develop a proper bursary administration system. Co-ordinate and manage support programmes for SMME development. Assist in the management induction course. Manage human and material resources attached to the post.
- ENQUIRIES** : Ms Mballi: Tel: 043 6047400
- POST 13/60** : **ASSISTANT MANAGER: SKILLS DEVELOPMENT**
Component: Organisational Development
- SALARY** : R206 982- R250 035 per annum Level 09
CENTRE : Cacadu (Port Elizabeth), Joe Gqabi (Alwal North), Chris Hani (Queenstown), MT Ayliff, Amathole (East London) and O.R. Tambo (Mthatha)
REQUIREMENTS : A Grade 12 certificate or equivalent qualification with 10 years relevant experience or a relevant B Degree/Diploma in Human Resource Development, with five years relevant experience as job analyst. Competencies: Ability to chair meetings to the efficient conclusion and decision making Knowledge of HRM matters. Policy Development. Resource Management. Team and people management. Process implementation management. Customer and quality management. Conflict resolution. Labour relations. Computer application. Knowledge: HRD Policies. Performance Management Development System (PMDS). Job Evaluation matters. Interpretation on Job Evaluation Policy. Code of Remuneration (CORE) and Organisational Structure. Job Description development. Job analysis. Departmental Strategic Planning. Departmental Annual Performance Plan.. Performance Management Principles. Public Service Act 1994. Basic Conditions of Employment Act, 75 of 1997.Public Finance

Management Act, 1999. Skills: Computer Literacy in Ms Word, Power Point, Excell and Project. Communication. Verbal and Writing. Report writing. Presentation. Planning and Organising. Problem Solving. Policy formulating and analysis.

DUTIES : Guide, monitor and evaluate the implementation of PMDS. Training of PMDS champion. Develop of PMDS reports. Develop procedure and processes to ensure that PMDS is correctly implemented. Act as an internal consultant to the line function in improving learning within the organisation. Plan, organise and facilitate the identification of training needs. Implement training and develop interventions. Implement the Workplace Skills Plan. Provide consolidated organisational development services. Facilitate and advise on the development of job descriptions for all employees. Participate in the determination of the relative size of a job within the organisation. Co-ordinate the development of the Departmental Service Delivery Improvement Plan. Manage human, financial and material resources for the section. Produce within stipulated time frames all required statutory reports from the section.

ENQUIRIES : Ms Mbali: Tel: 043 6047400

POST 13/61 : **SENIOR HR PRACTITIONER**
Component: Performance Management System and Skills Planning

SALARY : R161 970 per annum Level 08
CENTRE : Head Office

REQUIREMENTS : A B. Degree/Diploma in Public Administration / HRM Diploma with 2 years relevant experience. Knowledge: Process, methods and techniques of HRD. National qualification framework and national skills development strategy. Government policies and legislative framework in line with HRD. Writing reports. Skills: Computer Literacy in Ms Word, Power Point, Excell and Project. Presentation Skills. Knowledge of HRD processes, methods and Techniques. Knowledge of research methods. Good written and oral communication skills.

DUTIES : To facilitate the development of an effective skills plan within the department. Development of needs analysis. Collect training needs from directorates. Consolidate training needs analysis document. Identify employees without NQF level 1 and 4. Implementation of departmental skills plan. Identify and communicate with service providers. Facilitate signing of FET contracts Liaise with directorates around skills training. Coordinate public financial services agency (PFSA) and transversal training management agency (TTMA) programs. Facilitate enrolment of ABET and FET students. Render administration services. Collect and capture data on excel spreadsheet. Facilitate payment of service providers. Purchase ABET stationary. Collect and consolidate learner performance report. organisation. Co-ordinate the development of the Departmental Service Delivery Improvement Plan. Manage human, financial and material resources for the section. Produce within stipulated time frames all required statutory reports from the section.

ENQUIRIES : Ms Mbali: Tel: 043 6047400

**PROVINCIAL ADMINISTRATION: GAUTENG
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 13/62 : **SPECIALIST (PAEDIATRICS) REF NO: 70259827**
Directorate: Clinical Services

SALARY : R 613 671 – R 945 030 per annum (all inclusive package)
CENTRE : Mamelodi Hospital
REQUIREMENTS : Registration with HPCSA as a specialist paediatrician.
DUTIES : Rendering of inpatient services in the ward and paediatric ICU/ HCU. Rendering of paediatric outpatient services. Supervising/providing clinical guidance to the medical officers of the Paediatrics Department. Rendering of after hour clinical services. Liasing with the paediatrics department of Steve Biko Academic Hospital.

ENQUIRIES : Dr. E. A. Akpalu, Tel. No: (012) 841-8311
CLOSING DATE : 15 April 2011

POST 13/63 : **SPECIALIST (INTERNAL MEDICINE) REF NO: 70259828**
Directorate: Clinical Services

SALARY : R 613 671 – R 945 030 per annum (all inclusive package)
CENTRE : Mamelodi Hospital
REQUIREMENTS : Registration with HPCSA as a specialist (Internal medicine).
DUTIES : Rendering of inpatient services in the Medical ward and ICU/ HCU as needed. Rendering of specialist outpatient services. Supervising/providing clinical guidance to the Medical Officers of the Medicine Department. Rendering of after hour clinical services. Liasing with the internal medicine department of Steve Biko Academic Hospital.

ENQUIRIES : Dr. E.A. Akpalu, Tel. No: (012) 841-8311
CLOSING DATE : 15 April 2011

POST 13/64 : **ASSISTANT MANGER: NURSING SPECIALITY UNIT (TRAUMA) REF NO: 70259723**
Directorate: Nursing Department

SALARY : R 338 010 per annum (plus benefits)
CENTRE : Mamelodi Hospital
REQUIREMENTS : Degree or Diploma in Nursing Management. Diploma in Post Basic Registration in Trauma. A minimum of 8 years. Recognizable experience in nursing after registration as a professional nurse with South African Nursing Council. 3 years of the period referred above must be relevant recognizable experience in people management, policy analysis and development, delegation at operational managerial level in the speciality units. Current registration with South African Nursing Council.

DUTIES : Facilitate and oversee the development of operational plans. Provide professional and technical support for the provision of quality patient care. Maintain standards and norms of nursing practice to promote the status of health care users. Develop and implement the quality assurance programs, protocols, norms and standards. Establish, maintain and participate in inter professional and multidisciplinary team work.

ENQUIRIES : Ms. N.C. Nhlangothi, Tel. No: (012) 841-8300
CLOSING DATE : 15 April 2011

POST 13/65 : **ASSISTANT MANGER NURSING SPECIALITY UNIT (OPERATING THEATRE) REF NO 70259724**
Directorate: Nursing Department

- SALARY** : R 338 010 per annum (plus benefits)
- CENTRE** : Mamelodi Hospital
- REQUIREMENTS** : Degree or Diploma in Nursing Management. Diploma in Post Basic Registration in Surgical Medical Operating Theatre. A minimum of 8 years. Recognizable experience in nursing after registration as a professional nurse with South African Nursing Council. 3 years of the period referred above must be relevant recognizable experience in people management, policy analysis and development, delegation at operational managerial level in the speciality units. Current registration with South African Nursing Council.
- DUTIES** : Facilitate and oversee the development of operational plans. Provide professional and technical support for the provision of quality patient care. Maintain standards and norms of nursing practice to promote the status of health care users. Develop and implement the quality assurance programs, protocols, norms and standards. Establish, maintain and participate in inter professional and multidisciplinary team work.
- ENQUIRIES** : Ms. N.C. Nhlangothi, Tel. No: (012) 841-8300
- CLOSING DATE** : 15 April 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.

OTHER POSTS

POST 13/66 : **MEDICAL SPECIALIST 1 REF NO: MEDSPECTRAUMA/1/2011**
Department: Trauma Unit and Trauma Intensive Care

SALARY : The appointment to Grade I (R613 671 pa all inclusive salary package) requires the Fellowship in Surgery of the College of Medicine of South Africa or equivalent, and registration with the Health Professions Council of South Africa. Applicants must be registered as a specialist in surgery at the commencement of duties. The appointment to Grade II (R701 664.00 pa all inclusive salary package) Requires appropriate qualification, specialist registration certificate plus 5 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery The appointment to Grade III (R814 305 pa. all inclusive salary package) requires appropriate qualification, specialist registration certificate, plus 10 years experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery. Applicants should be interested in completing the necessary subspeciality training in Trauma / Critical Care

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Applicants must be in possession of an appropriate higher surgical qualification and currently registered with the Health Professions Council of South Africa. Preference will be given to applicants who have experience in the management of severe trauma. Critical care / ICU experience will be an added advantage.

DUTIES : Participation in the clinical trauma services : inter-disciplinary coordination of the management of the critically injured : supervision of the surgical trainees rotating through the unit : ensuring the highest standards of clinical, professional, and ethical behaviour : undertake teaching of undergraduate medical students, postgraduate surgical trainees, and allied health care personnel : conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act : promote education in trauma prevention.

ENQUIRIES : Professor D Muckart: 031 240 1000

APPLICATIONS : All applications should be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 405

CLOSING DATE : 15 April 2011

POST 13/67 : **MEDICAL OFFICERS GRADE I OR II 2 POSTS REF NO: MURCH (19/2011)**

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 FOR ATTENTION : Dr H Nel-039 6877311 Ext. 106
: Mr K Prait, the Hospital Manager, Murchison Hospital /Bag 701Port Shepstone, 4240

CLOSING DATE : 21 April 2011 at 16H00

POST 13/68 : **COMMUNITY HEALTH CENTRE MANAGER: (LEVEL 11) REF NO: G34/2011**
Cluster: Ugu District Health Office

SALARY CENTRE REQUIREMENTS : An all inclusive salary package of R406 839 per annum
: Gamalakhe Community Health Centre
: An appropriate Bachelor's Degree/National Diploma in the field of Administration and Management or Tertiary qualification in Health Science; PLUS -A minimum of three (3) years management experience within a health environment; PLUS - Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training And Competence Required:- The incumbent of this post will report to the District Manager: Ugu Health District Office, and will be responsible to ensure effective and effective management of the community health centre in a manner that is cost-effective, coordinated and sustainable in order to ensure effective delivery of health services in the various disciplines catered for by the hospital, and as such the ideal candidate must:- -Possess analytical thinking and decision making skills. -Possess leadership and planning skills. -Have good inter-personal skills. - Possess conflict management and skills in negotiation. -Possess sound knowledge of Human Resource Management and Financial Management Systems. Possess good working knowledge of functioning of public sector institutions. -Possess time management skills. -Have performance management skills. -Have good communication skills (verbal and written). -Have knowledge of health legislation and policies. -Be computer literate with a proficiency in MS Office software applications (advanced).

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

ENQUIRIES APPLICATIONS : Mr V Chetty: 039-6883000
: All applications should be forwarded to: The District Manager: Ugu Health District, Private Bag X735, Port Shepstone, 4240

FOR ATTENTION : Human Resources

CLOSING DATE : 15 April 2011

POST 13/69 : **CLINICAL PSYCHOLOGIST REF NO: CLINPSYCH/1/2011**
Department: Department of Behavioural Medicine (Clinical Psychology)

SALARY : Grade 1: R364 725 pa all inclusive salary package No experience after registration with the Health Professional Council of South Africa (HPCSA)as a Clinical Psychologist in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa (HPCSA)

as a Clinical Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa

Grade 2: R429 624 p.a. all inclusive salary package Minimum of 8 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 9 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa

Grade 3: R498 600 pa. all inclusive salary package Minimum of 16 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 17 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa

<u>CENTRE DUTIES</u>	:	Inkosi Albert Luthuli Central Hospital (IALCH) To ensure effective and efficient management of all persons referred with for psychological intervention at IALCH according to Batho Pele principles. Conduct assessments of Renal patients. Ensure that safe and effective policies and procedures are in place and fully implemented. Build capacity and engage in skills transfer to other personnel. Engage in effective communication and interaction between departments, personnel, consultants, colleagues, suppliers and other service providers. Deputise in the absence of the manager.
<u>REQUIREMENTS</u>	:	Master's degree in Clinical Psychology. Registration with the Health Professional Council of South Africa (HPCSA) as Clinical Psychologist. Knowledge, Skills, Training and Competence Required: Sound theoretical knowledge of psychology theory, psychodiagnostic and psychotherapeutic consultations at within a hospital setting as applicable to level of care rendered at Inkosi Albert Luthuli Central Hospital. Supervisory experience. In depth knowledge of policies, protocols and procedures as is applicable to the profession and the hospital. Good verbal and written communication skills. Computer literacy. Good interpersonal, decision-making and problem solving abilities. Adaptable, empathetic, assertive, self motivated.
<u>ENQUIRIES APPLICATIONS</u>	:	Lokash Viranna Tel No: 031 240 1439 All applications must be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 Mayville 4058
<u>CLOSING DATE</u>	:	15 April 2011
<u>POST 13/70</u>	:	<u>CHIEF CLINICAL TECHNOLOGIST GRADE 1 REF NO: CHIEFCLINTECHNEPH/1/2011</u> Department: Nephrology Dept
<u>SALARY</u>	:	Grade 1: R238 314 pa Plus 13 th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements Minimum of 3 years appropriate experience in the relevant profession after registration with the HPCSA as a Clinica Technologist
<u>CENTRE</u>	:	1 post for Durban Functional Region 1 Post for Ngwelezane Region 1 Post for Pietermaritzburg Region
<u>REQUIREMENTS</u>	:	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
<u>DUTIES</u>	:	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
<u>ENQUIRIES APPLICATIONS</u>	:	Prof A Assounga : Tel : 031-2401324 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
<u>CLOSING DATE</u>	:	15 April 2011
<u>POST 13/71</u>	:	<u>CHIEF PHYSIOTHERAPIST GRADE 1 REF NO: CHIEFPHYSEO/1/2011</u> Division: Physiotherapy Department

SALARY : R238 314 pa plus 13th Cheque, Medical Aid Optional Housing Allowance: Employee must meet prescribed requirement.

CENTRE REQUIREMENTS : IALCH
Tertiary qualification in Physiotherapy. Registration with Health Professions Council of S.A. as a Physiotherapist (Independent Practitioner). Minimum of 3 years appropriate experience in Physiotherapy after registration with HPCSA as a Physiotherapist NB: Post Graduate qualification and short courses pertaining to Physiotherapy and conflict management will be a recommendation. Knowledge, Skills and Competencies: Expertise in all Clinical Areas. Problem solving and analytic skills. Good leadership and communication skills (Verbal and Written). Knowledge of Institutional policies and procedures. Ability to teach, supervise/guide staff/students and function within a multidisciplinary team. Good conflict resolution and organizational skills.

DUTIES : Assist the HOD TO co-ordinate Physiotherapy service in a cost effective and efficient manner. Assist the HOD with overall staff management, planning, coordinating, controlling & evaluating departmental resources & implementing and reviewing existing policies and procedures for the Physiotherapy department. Assessment, planning and treatment of patients referred for physiotherapy. Teach, supervise/guide staff/students Initiate, implement and monitor quality improvement programmes. Attend regular ward rounds & clinics. Participate in clinical audits/peer review. Required to work a 40 Hr week & perform weekend overtime & stand by duties on a rotational basis. Provide a weekend physiotherapy service on a rotational basis. Participate in EPMDS of all staff. Participate in stocktaking. Conflict management. Demonstrate a sound understanding of advanced physiotherapy techniques & practices. Deputize for Manager: Physiotherapy

ENQUIRIES APPLICATIONS : Ms L.E. Gilbert (031) 240 1447
All applications should be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 405

CLOSING DATE : 15 April 2011

POST 13/72 : **CLINICAL NURSE PRACTITIONERS (PHC) REF NO: BETH 11/2011**

SALARY : R210 630 per Annum Plus 13th cheque Medical Aid(Optional), Housing Allowance (Employee must meet prescribed requirements) 12% Rural Allowance

CENTRE REQUIREMENTS : Mkuze Clinic (Bethesda Hospital)
Degree/ Diploma in General Nursing plus 1 year post basic qualification in Primary Health Care. Registration with the SANC as a General Nurse and Primary Health Care Nurse. Proof of current registration with South African Nursing Council 2011 receipt. A minimum of 4 years appropriate / recognizable registration experience as a Professional Nurse. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH & S Act, Batho Pele and Patients Rights Charter , Labour Relations Acts, grievance procedures etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counseling. Financial and budgetary knowledge. Good insight procedures and policies pertaining to nursing care. Computer skills in basic programmes.

DUTIES : Demonstrate effective communication with patients, supervisors and other clinicians including report writing monthly and statistics as required. Work as a part of a multidisciplinary team to ensure good nursing care at PHC setting in all health programmes. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Demonstrate sound knowledge of nursing care delivery approaches for various programmes. Ensure increased accessibility of health service to all community members including performance of 24 hours where applicable. Ensure Batho Pele principles are implemented. Diagnose, treatment and dispense.

ENQUIRIES APPLICATIONS : Chief Executive Officer Ms PS Nyawo Tel no. 035 – 595 1004
All applications should be forwarded to: The Chief Executive Officer, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970

CLOSING DATE : 18 April 2011

POST 13/73 : **RADIOGRAPHER (NUCLEAR MEDICINE) 2 POSTS REF NO: RADNUCMED/1/2011**
 Department: Nuclear Medicine

SALARY : Grade 1: R202 311 pa Plus 13TH Cheque, Medical Aid: Optional and Homeowners' Allowance: Employee must meet prescribed requirements. 4 years appropriate experience after registration with the HPCSA as Diagnostic Radiographer
 Grade 2: 14 Years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer of which 10 years must be after registration in Nuclear Medicine Radiography.
 Grade 3: 24 Years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer of which 20 years must be after registration in Nuclear Medicine Radiography.

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital (IALCH)
 : Tertiary qualification in Radiography: Nuclear Medicine. Registration with HPCSA as a Radiographer: Nuclear Medicine. Proof of current Registration. Knowledge, Skills, Training and Competence Required: Sound knowledge of nuclear medicine procedures and equipment. Protocol compilation skills. Good verbal and written communication skills. Sound knowledge of Radiation Safety/Protection Regulations. Knowledge of Quality Assurance. Computer literacy. Patient empathy. PET imaging will be an advantage

DUTIES : Co-ordinate and undertake nuclear medicine radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex nuclear medicine procedures including PET studies. Supervise in-service training of students and/ or radiographers. Supervise subordinates and/ or other support personnel within the department. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Play an important role concerning discipline, counselling and guidance to junior staff. Promote team work in the department. Ensure the objectives of Batho Pele are met

ENQUIRIES APPLICATIONS : Dr Fozy Peer 031 240 1881
 : All applications should be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 4058

CLOSING DATE : 15 April 2011

POST 13/74 : **PHYSIOTHERAPIST 3 POSTS REF NO: PHYSIO/1/2011**
 Division: Physiotherapy Department

SALARY : Grade 1 R161 814 pa, Plus 13th cheque, Medical Aid – Optional & Housing Allowance: Employee must meet prescribed requirements. No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service
 Grade 2: R190 611 pa Plus 13th Cheque, Medical Aid -optional and Housing Allowance- Employee must meet prescribed requirement Minimum 10 year relevant experience after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees who performed Community Service as required in South Africa Minimum 11 years relevant experience after registration with the HPCSA in Physiotherapy in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa
 Grade 3:R224 535 pa Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement Minimum 20 years relevant experience after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA in Physiotherapy in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa

CENTRE REQUIREMENTS : IALCH
 : Tertiary qualification in Physiotherapy. Registration with Health Professions Council of S.A. as a Physiotherapist: Knowledge, Skills and Competencies: Proficiency in the evaluation, diagnosis and skilful use of treatment modalities and equipment. Knowledge of ethical code of conduct, patients' rights and Batho Pele principles. Knowledge of patient referral pathways. Good communication skills (written and verbal).

DUTIES : Assessment planning and treatment of patients referred for physiotherapy. Responsible for co-ordination & provision of high quality up to date physiotherapy service in a specific sub section of Physiotherapy. Participate in quality improvement programmes. Participate in stock-taking of furniture and equipment. Participate in EPMDs of junior & supportive staff. Provide guidance & supervision to Junior & supportive staff. Participate in clinical & document audits. Maintain up to-date clinical records and daily statistics. Attend all relevant ward rounds and clinics. Required to work a 40 Hr week & perform weekend overtime & stand by duties on a rotational basis. Provide a weekend physiotherapy service on a rotational basis.

ENQUIRIES : Ms L.E. Gilbert (031) 240 1447

APPLICATIONS : All applications should be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 405

CLOSING DATE : 15 April 2011

POST 13/75 : **CLINICAL TECHNOLOGIST: CARDIOLOGY REF NO: CLINCARD/1/2011**
Department: Cardiology

SALARY : Grade 1 R161 814 pa, Plus 13th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Clinical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service
Grade 2: R190 611 pa Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement Minimum 10 years relevant experience after registration with the HPCSA as a Clinical Technologist in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa
Grade 3: R224 535 pa Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must mee prescribed requirement Minimum 20 year relevant experience after registration with the HPCSA as a Clinical Technologist in respect of RSA qualified employees who performed Community Service as required in South Africa Minimum 21 years relevant experience after registration with the HPCSA as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : National Diploma in Clinical Technology (Cardiology)- Tertiary educational qualification. Current Registration with HPCSA as a Clinical Technologist (Cardiology). Knowledge, Skills, Training and Competencies Required: Knowledge of both paediatric and adult diagnostic and therapeutic procedures. Basic knowledge and skills in and electrophysiology studies is advantageous. Good communication, organisational and interpersonal skills. Ability to work independently and in a team. Knowledge of ethical code of conduct, patient's right and Batho Pele Principles.

DUTIES : To perform clinical services in the cardiology unit including:- cardiac catheterization, exercise stress testing, Holter ECG, head-up-tilt test, pacemaker follow- up clinic, standby duties including weekends and public holidays as per departmental rotation. Train in electrophysiology studies and echocardiography. Train and supervise student clinical technologists.

ENQUIRIES : Mrs. NA Chiliza - (031) 240 1436

APPLICATIONS : All applications should be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 MAYVILLE 405

CLOSING DATE : 15 April 2011

POST 13/76 : **CLINICAL TECHNOLOGIST REF NO: CLINTECHVASC/1/2011**
Department: Vascular Surgery

SALARY : Grade 1 R161 814 pa, Plus 13th cheque, Medical Aid – Optional & Housing Allowance: Employee must meet prescribed requirements No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in respect of RSA qualified employees who performed

Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Clinical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service

Grade 2: R190 611 pa Plus 13th Cheque, Medical Aid - optional and Housing Allowance- Employee must meet prescribed requirement Minimum 10 years relevant experience after registration with the HPCSA as a Clinical Technologist in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa

Grade 3:R224 535 pa Plus 13th Cheque, Medical Aid - optional and Housing Allowance- Employee must meet prescribed requirement Minimum 20 year relevant experience after registration with the HPCSA as a Clinical Technologist in respect of RSA qualified employees who performed Community Service as required in South Africa Minimum 21 years relevant experience after registration with the HPCSA as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa

- REQUIREMENTS** : B. Tech Degree or Diploma in Clinical Technology or Cardiovascular perfusion. Current registration with the Health Professions Council of South Africa .Vascular laboratory experience will be of an advantage.
- DUTIES** : To report to the senior clinical technologist in charge of the laboratory, perform all facets of non-invasive vascular investigations and record results of such tests, attendance and involvement in clinical management meetings and ward rounds, undertake administrative duties as required for the running of the laboratory, liaise with referring physicians regarding the use of and results of specific investigations, assist in teaching junior staff learning the techniques of non – invasive investigations, responsible for accurate record keeping ,prepare ,inform and educate patients about impending procedures, ensuring equipment calibration ,and functionality, maybe required to service other hospitals in the DFR. Required to perform any other duties requested by the HOD.
- ENQUIRIES** : Mr B.Pillay-031 2401000
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and be handed in at the HR reception, level 4 Management Building or posted to Private Bag X03 Mayville, 4058.
- CLOSING DATE** : 15 April 2011
- POST 13/77** : **PERSONAL ASSISTANT TO THE GENERAL MANAGER REF NO: G33/2011**
Cluster: Infrastructure Development and Clinical Support
- SALARY** : R140 208 per annum Other Benefits: 13th Cheque; Medical Aid (Optional); Housing Allowance; Employee must meet prescribed requirements, Level 7
- CENTRE** : Head Office: Pietermaritzburg
- REQUIREMENTS** : Secretarial/Administration Diploma or Certificate higher than Senior Certificate from a recognized accredited higher education institution (registered with the DoE in terms of the Higher Education Act of 1997); PLUS A minimum of three (3) years relevant experience in rendering a support service to senior executive management. Recommendation: Unendorsed valid Code B driver's licence (Code 08) will be an added advantage. Knowledge, Skills, Training And Competence Required: The incumbent of this post will report to the General Manager: Infrastructure Development and Clinical Support; and will be responsible to render administrative support and secretarial services to the General Manager, and as such the ideal candidate must:- Have knowledge of and adhere to policies, practices and protocols maintaining strict confidentiality. Possess good communication/language skills in English, both written and verbal, with ability to express facts in a clear and logical manner. Possess advanced computer knowledge with fast and accurate typing skills. Excellent customer service displaying good telephone manners and front office etiquette showing ability to communicate well with people at different levels in a professional, tactful and courteous manner. Have strong numeric ability with basic financial budgeting knowledge. Have great organisational and administrative skills paying close attention to detail. Excellent customer service and telephone manners. Work independently and unsupervised with ability to plan effectively and efficiently in a competent and acceptable manner with ability to remain calm when under pressure, to accomplish key tasks within timeframe meeting tight deadlines. Emanate confidence and possess problem solving skills, thinking creatively to adjust to circumstances in order to achieve results with willingness to initiate and follow through on ad hoc/special projects. Flexible approach around working

hours, if and when necessary. Proactive and common-sense approach. Inquisitive and interested, seeking solutions and exploring options rather than waiting to be told what to do taking responsibility and ownership of the job. Self starter who is conscientious and takes pride in appearance and work. Advanced computer literacy with proficiency in all the MS Office Software Applications especially excel with accurate and fast typing skills.

DUTIES : Key Performance Areas: Provide a secretarial / receptionist support service to the manager. Comprehensive and proactive dairy management to ensure productive management organising many competing demands on the manager's time. Liaison with internal/external clients, some at executive level, and their offices to promote a good relationship and ensure desired access. Excellent itinerary planning to ensure seamless logistics. Excellent organisational skills taking lead in preparation and facilitation of internal/external meetings, briefings and conference calls and other appointments. Record proceedings of meetings and effect decisions/actions including follow ups. Provide an administrative support service to the team when required. Ensure accessibility of reports and documents at a moments notice. Proactive handling of email/voice mail and action lists to assist the manager in prioritising his/her time. Produce letters, reports, presentations and other documents of a high standard. Manage procurement and provisioning service for the office including budget control in compliance with the legislations and protocols thereby supporting the manager with the administration of the manager's budget. Adhere to the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES APPLICATIONS : Mr B Gcaba: 033- 341 7001
: 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 CLOSING DATE : Mrs J Williams
: 15 April 2011

POST 13/78 : **PROFESSIONAL NURSE GRADE 1 REF NO: BETH 10/2011**

SALARY : R139 878 per Annum Plus 13th cheque Medical Aid(Optional), Housing Allowance (Employee must meet prescribed requirements) , 12% Rural Allowance

CENTRE REQUIREMENTS : Bethesda Hospital
: Degree/Diploma in General Nursing and Midwifery. Current registration with the SANC. Knowledge of Nursing care process and procedures, nursing statutes and other relevant legal framework. Team work spirit. Good communication skills – verbal and written. Good interpersonal skills. Problems solving skills.

DUTIES : To execute duties and functions with proficiency, in support of the aims and strategic objective of the institution. Perform duties / functions within the prescripts of all applicable legislation. Provide quality comprehensive Primary Health Care by promoting preventative, curative and rehabilitative services for the clients and community. Provide administrative services such as giving accurate statistics for evaluation and future planning. Identify needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Assist the Operational Manager with overall management and the necessary support for the effective functioning of the unit. Provide nursing care that leads to improved service delivery. Perform standard procedure and solve problems by referring to the relevant procedures. Give actual advice of a more specific nature. Maintain clinical competence by ensuring that scientific principles of nursing are maintained. Maintain accurate and complete patient's records. Ensure the proper utilization of resources and exercise care over government property. Ensure Batho Pele principles are implemented. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care.

ENQUIRIES APPLICATIONS : Chief Executive Officer : Ms P.S Nyawo Tel no. 035 – 595 1004
: All applications should be forwarded to: The Chief Executive Officer, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970

CLOSING DATE : 18 April 2011

POST 13/79 : **ELECTRO-CARDIOGRAM ASSISTANT: (CARDIOLOGY) CENTRE: IALCH REF NO: ECGASSOST/1/2011**

SALARY : Grade 1: R106 650 pa plus 13th Cheque, Medical – Optional and Housing Allowance – employee must meet prescribed requirements No experience after

obtaining an appropriate qualification or prescribed in service training that allows for the required registration with the HPCSA as Electro- Cardiogram Assistant.
Grade 2: R125 628 pa plus 13th Cheque, Medical – Optional and Housing Allowance – employee must meet prescribed requirements A minimum of 10 years appropriate experience after obtaining an appropriate qualification or prescribed in service training that allows for the registration with Health Professional Council of South Africa (HPCSA) as Electro- Cardiogram Assistant .

REQUIREMENTS : Appropriate Two year qualification or Two years prescribed in-service training plus registration with the Health Professions Council of South Africa (HPCSA) as Electro- Cardiogram Assistant Knowledge, Skills, Training and Competencies Required: Computer skills. Good communication skills both written and verbal. Ability to work with neonates and infants. Batho Pele Principles.

DUTIES : Correctly and accurately record 12 lead and 3 lead electrocardiograms on patients from the cardiology, cardio-thoracic and vascular out-patient's clinics and the specified wards. Transmit the patient's results to Medicom. Submit daily statistics to the unit manager. Assist the clinical technologists with the recording of the electrocardiogram during exercise stress testing and pacemaker follow-up.

ENQUIRIES APPLICATIONS : Mrs N.A. Chiliza – 240 1436
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 : 15 April 2011

POST 13/80 : **STAFF NURSE REF NO: BETH 09/2011**

SALARY : R93 315 per Annum Plus 13th cheque Medical Aid(Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Bethesda Hospital
Grade 12 Certificate or equivalent. Certificate as a Staff Nurse (Enrolled Nurse). Current SANC registration with SANC as a staff Nurse. Valid Driver's license will be recommended. Demonstrate understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate a basic understanding of HR and financial HR policies and practices. Good communication skills. Good interpersonal skills.

DUTIES : Perform basic Nursing practice in accordance with the scope of practice and nursing standards as determined for primary health care facilities. Provide nursing care duties, which may include multi-tasks that are structured and mainly well defined and to work under pressure direct or indirect supervision of a professional nurse stipulated by legislation. Work as part of multi – dictionary team to ensure good nursing care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's need and expectation to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Maintain accurate and complete patient records. Assist Professional Nurse to provide a safe and therapeutic environment that allows for the practice of safe nursing. Execute nursing care plans for patients.

ENQUIRIES APPLICATIONS : Chief Executive Officer : Ms P.S Nyawo Tel no. 035 – 595 1004
All applications should be forwarded to: The Chief Executive Officer, Bethesda Hospital, Private Bag x 602, UBOMBO, 3970

CLOSING DATE : 18 April 2011

POST 13/81 : **GENERAL SUPPORT SERVICES OFFICER: HR RECEPTION (LEVEL 4) REF NO: GSSO HR-REC/1/2011**

SALARY : R79 104 per annum PLUS 13th cheque Medical Aid: optional Housing Allowance: employee to meet prescribed requirements

REQUIREMENTS : A grade 12 (Std 10) certificate is required. At least two years experience in a reception or administrative role will be an advantage. It would be preferable if part of your experience was gained in a human resource department. Skills, Knowledge, Training and Competency Required: You must be of smart appearance and possess Good communication skills. You will be required to have good basic computer skills including Microsoft Word, Excel and Outlook. In addition, you will need to possess highly developed organizational skills, high level of diplomacy and tact and ability to work under pressure.

DUTIES : Receipt of all documents for the HR Department. In this regard you will be required to bar code all documents received, scan these documents, update the data base and distribute these documents to the relevant HR personnel. Photocopying of HR documents, maintenance and control of the photocopier and scanner. Receiving, processing, sorting and distribution of pay slips and pay

sheets. Confirmation of Employment. You will also be required to perform administrative duties for the Human Resource Management Department. Assist with basic HR functions

ENQUIRIES
APPLICATIONS

- : Mrs G L Dix, Tel (031) 240 1057
- : 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
- : 15 April 2011

CLOSING DATE

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF HUMAN SETTLEMENTS, PUBLIC SAFETY & LIAISON
The North West Department of Human Settlements is an affirmative action employer with the intention of promoting representativity (race, gender & disability) through the filling of posts.

- APPLICATIONS** : Completed applications should be forwarded to: The Director Human Resource Management : Department of Human Settlements , Private Bag x 2145 Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Besemmer Street , Industrial Site Mafikeng (Behind the Crossing Shopping Complex)
- FOR ATTENTION** : Mr Mandla Khumalo NB
- CLOSING DATE** : Thursday, 21st April 2011
- NOTE** : Direction to applicants: Applications must be submitted on the prescribed form, Z83 (Fully completed) obtainable from any Public Service office and should be accompanied by the following documents: certified copies of qualification and identification document, a CV with competencies, experience and with full names, addresses and telephone numbers of at least three referees . Post number must be quoted as reference number. Applicants' with foreign qualifications must submit a SAQA evaluation report on the qualification. Applications should be forwarded in time to the Department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for interviews on a date, time and place as determined by the Department. Post numbers must be used as reference numbers e.g. post 1 Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make appointments & correspondence will only be limited to shortlisted candidates.

OTHER POSTS

- POST 13/82** : **REGISTRY CLERK 1 POST**
 Directorate: Information & Record Management
 Job Purpose: Performs tasks associated with controlling the registering, recording, circulation and retrieval of documents and correspondence in accordance with laid down procedures directing applications associated with the registry and records functionality.
- SALARY CENTRE REQUIREMENTS** : R113 568 per annum, Salary Level 06
 : Head Office, Mahikeng
 : Grade 12 Certificate or equivalent qualification plus 1-2 years experience in Records management and Computer skills. Valid driver's license. A three year relevant tertiary qualification (NQF Level 6) will be an advantage. Knowledge : Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology
- DUTIES** : Provides access to information in the organisation, Maintains information system in the organisation, Monitors flow of records in the organisation, Submits reports on information input and output. Arrange and deliver unloading operations and ensure deliveries are signed for. Collect & Dispatch mail to relevant officials.
- ENQUIRIES** : Mr. M Tau O18-391 0439
- POST 13/83** : **SENIOR ADMINISTRATION CLERK 5 POSTS**
 Directorate: HRM & Development
 Job Purpose: Monitor and perform a range of clerical and administrative tasks
- SALARY CENTRE REQUIREMENTS** : R113 568 per annum Salary Level 06
 : Head Office, Mahikeng
 : A Senior Certificate or equivalent qualification plus 1-2 year experience in general administration & Computer Skills. A three year relevant tertiary qualification (NQF Level 6) will be an advantage. Knowledge: Disciplinary knowledge in Public administration. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology. Knowledge of the procedures for receiving, responding to and managing requests/enquiries. Knowledge of the procedures for receiving, responding to and managing requests/enquiries. Knowledge of applicable legislative and regulatory requirements, policies and standards
- DUTIES** : Oversee the completion of standard forms based on information secured from source. Oversee and Input/ Capture information into electronic information

management system to record and update non-financial or financial data. Records and resolves queries. Handles enquiries. Monitor the Maintenance and the updating of the filing system in accordance with standard operating procedures and legislative requirements. Sorts, opens and sends / distributes incoming and outgoing mail.

ENQUIRIES : Ms. M Sebetlela, Tel No: 018-391 0407

POST 13/84 : **SENIOR ACCOUNTS CLERK 4 POSTS**

Directorate: Finance

Job Purpose: Performs any combination of routine accounting procedures, maintain proper accounting records and obtain and provide financial information.

SALARY : R113 568 per annum Salary Level 06

CENTRE : Head Office, Mahikeng

REQUIREMENTS : Grade 12 certificates or equivalent qualification plus 1-2 years experience in Financial Accounting/Accounting Fundamentals and Computer skills. PERSAL Literacy in Salaries Administration. A three year relevant tertiary qualification (NQF Level 6) will be an advantage. Knowledge: Knowledge of Communication skills. Knowledge of Interpretation skills. Knowledge of Interpersonal skills. Knowledge of the PERSAL System. Knowledge of Problem solving skills

DUTIES : Ensure the capturing of payments and/or receipts on the accounting system PERSAL after verifying supporting documents for validity, accuracy and completeness. Utilises PERSAL to capture accounting transactions, perform Financial Administration & prepare Financial reports. Ensure the capturing of claims after verifying for validity, accuracy and completeness. Responds to queries related to financial transactions. Reports on discrepancies between documents to be filed and transactions processed on the accounting system.

ENQUIRIES : Ms. P Motsaathebe Tel No: 018-388 2972

POST 13/85 : **ACCOUNTS CLERK 2 POSTS**

Directorate: Finance

Job Purpose: Performs any combination of routine accounting procedures, maintain proper accounting records and obtain and provide financial information.

SALARY : R79 104 per annum Salary Level 04

CENTRE : Head Office, Mahikeng

REQUIREMENTS : Grade 12 certificates plus 0-1 year experience in Financial Accounting/Accounting Fundamentals and Computer skills. PERSAL Literacy (salaries) & a three year relevant tertiary qualification (NQF Level 6) will be an advantage. Knowledge: Knowledge of Communication skills. Knowledge of Interpretation skills. Knowledge of Interpersonal skills. Knowledge of Problem solving skills

DUTIES : Verify supporting documents for validity, accuracy and completeness before processing. Maintains & monitor Payroll. File stores, retrieve and safeguard source and face value documents. Responds to queries related to financial transactions. Perform any other administration duties as directed by the supervisor.

ENQUIRIES : Ms. P Motsaathebe, Tel No: 018-388 2972

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

The WCED promotes and applies the principles of Employment Equity and is committed to effective and efficient service delivery. Persons with disabilities are welcome to apply and an indication in this regard on the application for employment form (Z 83) will be appreciated. Applicants with disabilities, that are short-listed, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process.



- APPLICATIONS** : Please forward your application(s) to: Western Cape Education Department, Recruitment and Selection Centre, Private Bag X 9183, Cape Town, 8000 or hand deliver to the WCED Client Services, Grand Central Towers, Cape Town, 2nd floor and place in the post box marked: Recruitment and Selection Centre.
- CLOSING DATE** : Please submit your application as indicated by 16: 00 on Wednesday, 20 April 2011. Applications will not be accepted after the closing time and date. It is the sole responsibility of the applicant to ensure that their application(s) reach the WCED by the closing date and time. Experience has shown that some applicants wait till the very last moment to submit their applications, with the expectation that the speed post and/or courier service will ensure that their applications are delivered on time to the WCED. This does not always happen. Applicants are therefore urged to make allowance for possible postal delays to ensure that their application(s) reach the WCED on time. In this regard please ensure that the envelope(s) are correctly addressed. The WCED cannot be held responsible for postal delays.
- NOTE** : Applicants must complete an application form (Z 83) that must be duly completed with all the required information as requested on the form. The application form Z 83 must be signed and dated by the applicant to ensure that the application is a legitimate application. The application form Z 83 is obtainable from the website of the WCED at <http://www.wced.gov.za> or from any Public Service Department. The post number and/or name of the post applied for must be indicated on your application form. Applicants must submit a detailed up to date CV with an exposition of their training, experience, competencies and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. Applicants must submit certified copies of their original qualifications (degrees, diplomas, certificates etc), valid drivers licence (if applicable) and their ID document to their application forms. Applicants must also submit certified copies of their service certificates which indicate the exact dates of previous employment if these exact dates are not mentioned in their CV's. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit to his/her application. Please note that a separate application must be submitted if you apply for more than one post. Kindly note that the aforementioned supporting documents will not be returned. Applications without a completed application form (Z 83) and/or the requested documents/information will not be considered. General Information: The appointments will be subject to a security clearance. Furthermore, appointments are subject to personnel suitability checks that include qualifications/study verification, citizenship verification, financial/asset record verification, previous employment verification (reference checking) and criminal record checks. Short-listed candidates may be subjected to a competency assessment before final decisions are made in respect of the filling of posts. Communication will be limited to those applicants who have been short-listed. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their application(s) was/were unsuccessful. It is expected of short-listed candidates to be available for selection interviews on a date, time and place as determined by the WCED. Candidates will be required to complete a work assignment. The WCED reserves the right not to make an appointment to any of the advertised posts. Under no circumstances must applications be handed to employees of the WCED or any other person to hand in applications at the Recruitment and Selection Centre Office. Postal applications should also not be marked for the attention of the person who has been identified to deal with the enquiries of applicants. Late applications that are received as a result of ignoring this rule will not be considered. Important note: Unidentified, late, e-mail, and/or fax applications will not be considered.

ENQUIRIES : Enquiries must be directed to the persons as indicated in the advertisement. General enquiries can be directed to the Recruitment and Selection Centre at telephone number (021) 467 2529.

OTHER POSTS

POST 13/86 : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION 2 POSTS WCED**
POST NUMBER: PS 16
Directorate: Human Resource Management

SALARY CENTRE REQUIREMENTS : R 206 982 – R 250 035 per annum plus benefits.
: Head Office, Cape Town.
: Appropriate B degree (or equivalent qualification) with a minimum of 3 years relevant experience or a Senior Certificate (or equivalent) with at least 6 years relevant experience. Competencies: Knowledge of the recruitment and selection processes and facilitating the selection process of human resources; advanced knowledge of modern systems of governance and administration; knowledge of the policies of the government of the day; knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector; knowledge of assessment systems and project management processes. Skills: Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Computer literacy skills. Personal Attributes: A highly developed interpretive and conceptualization / formulation ability; The ability to render advice and guidance in an objective yet dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; The ability to persuade and influence; The ability to handle conflict; The ability to lead and direct teams of professionals and service provider.

DUTIES : (KPA's): Manage the recruitment, selection and retention of personnel, by ensuring the formulation of the recruitment, selection and retention policy/ strategies for the Department and ensure correct application of the said policies in the Department; Assist in dealing with recruitment grievances and disputes; Placement of advertisements and payments thereof; Assist with recruitment and selection of personnel in the Department; Ensuring the implementation of databases; Ensuring the secretariat function at all recruitment interview panels; responsible for the human resource management and financial management within the sub-component.

ENQUIRIES : Mr R De Morney at (021) 467 2529

POST 13/87 : **ASSISTANT DIRECTOR: HUMAN RESOURCE SYSTEMS CONTROLLER**
PERSAL WCED POST NUMBER: PS 17
Directorate: Human Resource Management

SALARY CENTRE REQUIREMENTS : R 206 982 – R 250 035 per annum plus benefits.
: Head Office, Cape Town
: B degree in Human Resources (or equivalent qualification) with a minimum of 3 years relevant experience or a Senior Certificate with at least 6 years relevant experience; Must have successfully completed a PERSAL Controller course. Competencies: Knowledge: Advanced knowledge of PERSAL systems; Knowledge of relevant legislation. Skills: Good communication skills; leadership, management and interpersonal skills; Analytical and problem-solving skills; facilitation and presentation skills; organizing skills and demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel and PowerPoint); e-mail; Internet and PERSAL. Personal Attributes: Ability to work under pressure and meet deadlines; must be responsible, polite and have patience; strong organizer.

DUTIES : Assist, analyse, develop and interpret Human Resource information and knowledge management, i.e. converts personnel data and provide administrative support; Administers the packaging and distribution of HR information. Exercise control over PERSAL and other HR systems, i.e. Orientation of users of the PERSAL / HR Systems; Register users on the system and monitors the selective allocation of functions; Responsible for the creation and maintenance of departmental codes on the departmental code file; Evaluate and recommend / reject request changes to the PERSAL / HR systems; Manage and control PERSAL / HR systems notices and messages and bring important issues to the attention of management; Monitor the effective use of the PERSAL / HR systems; Ensure interaction between the PERSAL / HR systems user support and the department; Responsible for the composition and maintenance of

departmental manuals and procedures; Act as PERSAL / HR Systems advisor in the Department; Monitor the work done on PERSAL / HR systems by consultants; Implement control and audit measures; Evaluate and register SCC (System Control Change) requests; Monitor access to PERSAL on the RACF (Resource Access Control Facility) reports. Exercise managerial functions attached to the post, i.e. Manage the execution of goals set for the division; Monitor work flow in division and ensure that deadlines are met; Ensure staff is adequately trained to execute their functions; Take responsibility for the writing of complex notes/ submissions, motivations and negotiations; Conduct review sessions, training and coaching, based on outcome of review sessions; Keep abreast with latest developments applicable to field of work; Provide input for oversight report, annual performance report; Also responsible for the human resource management and financial management within the sub-component.

ENQUIRIES :

Mr R De Morney at (021) 467 2529

POST 13/88 :

ADMINISTRATIVE OFFICER (PERFORMANCE, PLANNING AND POLICY)
WCED POST NUMBER: PS 18
 Directorate: Procurement Management

SALARY :
CENTRE :
REQUIREMENTS :

R 174 117 – R 205 101 per annum plus benefits (Salary level 8)
 Head Office, Cape Town
 A relevant recognised 3-year qualification (degree or diploma) or a Senior Certificate (or equivalent) with a minimum of 3 years relevant experience; Valid Code EB Drivers licence. Competencies: National and Provincial instruments and legislation pertaining to Supply Chain Management as well as departmental policies. Skills: Good verbal and written communication skills in at least two of the official languages of the Western Cape Province; Computer literacy in MS Word and Excel. Personal Attributes: Ability to work within a team as well as independently whilst focussed on achieving targets; Ability to prioritise and organise work whilst functioning under pressure to handle high volumes and meet deadlines; disciplined, orderly and systematic, communicate effectively and maintain good interpersonal relations

DUTIES :

KPAs: Analyse procurement requirement of previous years; Compare current years' requirements with previous years; Monitor and Evaluate the departmental compliance to the SCM Framework, policies and guidelines; The follow up of outstanding documents from the Service Providers after a Service Level Agreement has been signed between Service Provider and WCED; Perform a needs analysis in consultations with users. Assess National, Provincial, Departmental policies, guidelines and objectives; Consult relevant stakeholders; Compile policy document, guidelines, procedures, prescriptions (including the definition of operational tasks and standards). To assist contractors in understanding the policy; To assist with the understanding and completion of bid documents; To build capacity of contractors; Ensure accessibility of legislative requirements (policies, etc) to contractors; To advise and support the Responsibility Managers on the impact of the purchasing strategies on meeting their needs; Deal with general enquiries.

ENQUIRIES :

Mr JT Solomons at (021) 467 2818.

DEPARTMENT OF HEALTH

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

APPLICATIONS :

The Director: Human Resource Management, Department of Health, P. O. Box 2060, Cape Town, 8000

FOR ATTENTION :

Ms C Versfeld

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.

MANAGEMENT ECHELON

POST 13/89 :

DIRECTOR: FINANCE

SALARY :

R 685 200 per annum

- CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory, Cape Town
 : Minimum educational qualification: Bachelor's degree in Commerce or Accounting or equivalent qualification. Experience: Appropriate experience and advanced proficiency in Financial and Management Accounting. Proven experience in financial management at management level within a large organisation. Competencies (knowledge/skills): Knowledge of best practices in procurement in a health environment.
- DUTIES** : Key result areas/outputs: Pro-active management and maintenance of the expenditure and revenue budgets of the hospital. Implementation and support in respect of the cost centre's financial management and accounting. Ensuring timely and accurate financial and management information required for strategic decision-making. Understanding and implementation of financial best practices. Ensuring effective and efficient financial control measures and internal control systems. Assistance with and development of revenue generation opportunities and overseeing effective revenue collection and debt control. Internal controls to ensure compliance with standing financial regulations and instructions. Manage the information management function at Groote Schuur Hospital. Responsibility for the implementation of relevant policies. Ensuring an integrated financial management budgeting and procurement system. Effective management of the Supply Chain Management process as well as Asset Management.
- ENQUIRIES NOTE** : Dr T Carter, tel. no. (021) 404-3178
 : The person appointed to this position will be subjected to security clearance, the signing of a performance agreement and an employment contract. Applicants will be subjected to competence assessment tests.

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- APPLICATIONS** : Applications must be forwarded to Ayanda Mbanga Response Management, PO Box 833, Greenpoint 8051 or hand-delivered and placed in the PGWC Response Management Job Application box, located at the Foyer Entrance, Ground Floor, 4 Dorp Street, Cape Town (attention Judy Johnstone). Please note: Hand-delivered applications must be placed in a sealed envelope and clearly marked for the attention of Ayanda Mbanga Response Management. No registered mail must be sent to the hand-delivery address. PGWC is an equal opportunity employer.
- FOR ATTENTION CLOSING DATE NOTE** : Ms Judy Johnstone
 : 6 May 2011
 : How to apply: Z83 forms (obtainable from any Government department) must: I Be completed in full I Clearly reflect the reference number and/or name of the position I Be signed I Include a concise, 3-page maximum, CV and the names of three recent referees and their e mail contact details, copies of ID, driver's licence and highest qualification. Applications without the above will not be considered. CVs will not be returned. Candidates may be expected to undergo a behavioural and/or potential analysis, competency assessment and security clearance. Personnel Suitability Checks which includes criminal record checks, citizenship status, financial and asset record checking, credit checks, previous employment and qualification verification will be conducted on applicants as directed by the Department of Public Service and Administration. It will be expected of short-listed candidates to be available to undergo a competency assessment and selection interviews on a date and time as determined by the Department. If you have not heard from the PGWC within 3 months of the closing date, please regard your application as unsuccessful. The PGWC is an Equal Opportunity Employer.

MANAGEMENT ECHELON

- POST 13/90** : **ASSISTANT EXECUTIVE MANAGER: STRATEGIC PLANNING, INTEGRATION AND CO-ORDINATION REF NO U2/10/160**
 Strategy, Planning and co-ordination Branch
 Job Purpose: To integrate and co-ordinate the development of Departmental Strategies and Plans
- SALARY** : All inclusive remuneration package of R830 502.00 per annum (salary level 14)
 Note: The remuneration package is flexible and comprises a basic salary, 13th cheque, car allowance, medical assistance and pension fund contribution. A portion of the remuneration package can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Top Management post in Cape Town
 : Qualifications: Appropriate post graduate degree Experience: Extensive appropriate senior management experience (minimum of 6 years) Competencies:

Extensive knowledge, understanding and experience of the transport and public works sectors •Knowledge of national and provincial regulatory environments •Experience in strategic planning and policy development •Extensive experience and knowledge of inter-governmental relations •Human capital management experience •Financial management experience •Strategic leadership ability •Analytical and problem-solving skills •Conflict resolution skills •Excellent communication skills •Management of diversity and change

DUTIES

: Key performance areas: Develop, manage and publish departmental strategic, transversal and integrated plans • Manage provincial strategic issues within the Economic and Infrastructure Cluster where the department is the custodian •Manage strategic and integrated departmental planning processes •Manage the departmental monitoring and evaluation system •Manage Knowledge Management systems, inclusive of Enterprise Content Management and Programme and Project Management systems •Manage the co-ordination of departmental strategic, transversal and integrated planning processes •Manage the departmental involvement in provincial strategic objectives which the Department supports

ENQUIRIES
NOTE

: Ms J Gooch Tel 021 483 3013

: The incumbent will report to the Executive Manager: Strategy, Planning and Co-ordination and have a staff contingent of 4 Senior Managers and 1 Personal Assistant reporting directly and 10 managers reporting indirectly The individual who is successful in this position will play an integral role in leading the strategic direction of the Department. The Department has set high targets and requires strong individuals who are outcomes focused and innovative thinkers to help it achieve the goals set.