



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

**PUBLIC SERVICE VACANCY CIRCULAR NO 17 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.

**INDEX  
NATIONAL DEPARTMENTS**

<b>NATIONAL DEPARTMENT</b>	<b>ANNEXURE</b>	<b>PAGES</b>
BASIC EDUCATION	A	03 – 04
DEFENCE	B	05 – 06
GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM	C	07
HEALTH	D	08 – 10
HIGHER EDUCATION	E	11
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	F	12 – 15
NATIONAL TREASURY	G	16
OFFICE OF THE PUBLIC SERVICE COMMISSION	H	17

**PROVINCIAL ADMINISTRATIONS**

<b>PROVINCIAL ADMINISTRATION</b>	<b>ANNEXURE</b>	<b>PAGES</b>
GAUTENG	I	18 – 25
KWAZULU NATAL	J	26 – 27
NORTH WEST	K	28
WESTERN CAPE	L	29

## 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** : 17 May 2011, Applications received after the closing date or faxed or email 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 1<sup>st</sup> 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. "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."

## OTHER POSTS

- POST 17/01** : **DEPUTY DIRECTOR SENIOR EDUCATION INFORMATION SYSTEM :( REF.10625/01)**  
**BRANCH: PLANNING, QUALITY ASSESSMENT AND MONITORING EVALUATION**  
Directorate: Education Management Information System  
The department requires services of a motivated, self-starting team player with good communication and relevant skill to lead and middle manage education information analysis, reporting and publication
- SALARY CENTRE REQUIREMENTS** : R406 839 per annum (All inclusive salary package)  
: Pretoria  
: A Bachelors Degree and six years experience in education. A postgraduate qualification in education or related field will be an added advantage. Knowledge of information analysis and compilation of relevant reports, preparation of documents for publication and project management. Knowledge of the education system in the country will be an added advantage, and so will education research. Good working knowledge of at least one statistical knowledge (e.g SAS, SPSS or other) and MS Office. Valid driver's license.
- DUTIES** : Education information analysis, reporting and publication: General data analysis of descriptive, inferential and projective nature; Planning of analytic framework; Preparation of Source Data; Compile and Finalize Report Cooperate with peer directorates and Provinces on analysis and reporting on education information; provide advisory service on data acquisition. Publications: Planning of EMIS publications; Compile, Process publications. Education information dissemination: Supervise dissemination of Education Information through mining of education databases. Validate and complete Standard Questionnaires from UNESCO; EFA; Others; Respond to Parliamentary Questions; Contribute to Focused analysis of education indicators regarding, eg. Education efficiency and effectiveness.
- ENQUIRIES NOTE** : Ms M Mosholiba 012 357 3298  
: Interviewed candidates will be subjected to a competency assessment.
- POST 17/02** : **DEPUTY DIRECTOR SENIOR EDUCATION INFORMATION POLICY ANALYST: REF 10625/02**  
Branch: Planning, Quality Assessment and monitoring Evaluation  
Directorate: Education Management Information System  
The department requires services of a motivated, self-starting team player with good communication and relevant skill to lead and middle manage education information policy and standards implementation
- SALARY CENTRE REQUIREMENTS** : R406 839 per annum (All inclusive salary package)  
: Pretoria  
: A Bachelors Degree and six years experience in education. A postgraduate qualification in education or related field will be an added advantage. Knowledge of survey methodology, and project management. Knowledge of the education system in the country will be an added advantage. Good working knowledge of at least one statistical knowledge (e.g SAS, SPSS or other) and MS Office. Valid drivers' license.
- DUTIES** : Development and Monitoring of EMIS Policy and its implementation; Development, Implementation and maintenance of Education Information Standards; Conduct research on local and international standards; Implementation of Projects on Education Information Standards: Consultation with stakeholders and Determination of education information user needs; Collaborate with Monitoring and Evaluation on the determination performance indicators – as information user needs; Compilation of the EMIS Capacity Building needs; Development

and implementation of national EMIS Capacity Building frameworks and objectives. Administration of Data Quality Audits / Verification. Coordination of Education Information Standards Committee and its Technical Sub-Committee and provide secretariat services; Coordination of HEDCOM Sub- Committee on EMIS and its Technical Sub-Committee and provide secretariat services.

**ENQUIRIES** : Ms M Mosholiba 012 357 3298  
**NOTE** : Interviewed candidates will be subjected to a competency assessment.

**POST 17/03** : **ASSISTANT DIRECTOR: REF 10625/03**  
Branch: Planning, Quality Assessment and monitoring Evaluation  
Directorate: Education Management Information System

**SALARY** : R206 982 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Ideal candidates must be in possession of a Bachelor's degree or equivalent in Statistics or related fields. The candidate should have at least four years' relevant experience. Skill in computer applications such as PC databases, spreadsheets, statistical packages, experience in project management, research and statistical methods, experience and collection, storage, analysis and dissemination of education-related data will be a strong recommendation. Good writing skills and an understanding of the education system and legislative framework will be an added advantage. It is recommended that the incumbent should have a strong analytical background.

**DUTIES** : Education information analysis, reporting and publication: General data analysis of descriptive, inferential and projective nature; Planning of analytic framework; Preparation of Source Data; Compile and Finalize Report Cooperate with peer directorates and Provinces on analysis and reporting on education information; provide advisory service on data acquisition. Publications: Planning of EMIS publications; Compile, Process publications. Education information dissemination: Supervise dissemination of Education Information through mining of education databases. Validate and complete Standard Questionnaires from UNESCO; EFA; Others; Respond to Parliamentary Questions; Contribute to Focused analysis of education indicators regarding, eg. Education efficiency and effectiveness.

**ENQUIRIES** : Ms M Mosholiba 012 357 3298  
**NOTE** : Interviewed candidates will be subjected to a competency assessment.

**POST 17/04** : **ASSISTANT DIRECTOR: REF 10625/04**  
Branch: Planning, Quality Assessment and monitoring Evaluation  
Directorate: Education Management Information System

**SALARY** : R206 982 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Ideal candidates will be in possession of a Bachelor's degree or equivalent in Statistics or related fields. The candidate should have at least four years' relevant experience. Skill in computer applications such as PC databases, spreadsheets, statistical packages, experience in project management, research and statistical methods, experience and collection, storage, analysis and dissemination of education-related data will be a strong recommendation. Good writing skills and an understanding of the education system and legislative framework will be an added advantage. It is recommended that the incumbent should have a strong analytical background.

**DUTIES** : The successful candidate will be required to work in the area of Education Data Management, to: Development and Monitoring of EMIS Policy and its implementation; Development, Implementation and maintenance of Education Information Standards; Conduct research on local and international standards; Implementation of Projects on Education Information Standards: Consultation with stakeholders and Determination of education information user needs; Collaborate with Monitoring and Evaluation on the determination performance indicators – as information user needs; Compilation of the EMIS Capacity Building needs; Development and implementation of national EMIS Capacity Building frameworks and objectives. Administration of Data Quality Audits / Verification: Coordination of Education Information Standards Committee and its Technical Sub-Committee and provide secretariat services; Coordination of HEDCOM Sub- Committee on EMIS and its Technical Sub-Committee and provide secretariat services.

**ENQUIRIES** : Ms M Mosholiba 012 357 3298  
**NOTE** : Interviewed candidates will be subjected to a competency assessment.

## DEPARTMENT OF DEFENCE

- CLOSING DATE** : 27 May 2011 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificates and ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The staffing policy of the Department of Defence (i.e. C PERS/DODI 8/99) and content of letter HR SUP CEN/(PSAP)/R/102/1/4/ DD 01 Aug 02 must be taken into account. Preference will be given to personnel declared in excess to fill the post(s). Excess status to be indicated on Z83. Applicants who do not receive confirmation or feedback within 2 (two) months (from the closing date) must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job description(s) please contact the person indicated in the post details.

## OTHER POSTS

- POST 17/05** : **SENIOR PERSONNEL PRACTITIONER**  
The post is re-advertised in the DOD and broader Public Service.
- SALARY CENTRE** : R174 117 per annum  
Chief Directorate Human Resource Management (Directorate Career Management: Career Services), Poynton Building, Pretoria.
- REQUIREMENTS** : NQF Level 6 - 7: Preferable. Four year degree with majors in Psychology/Industrial Psychology/Social Work with relevant experience. Supervisory experience of between two to five years. Special requirements (skills needed): Registration with a professional body to do counselling is highly preferable. Be in possession of a driver's license to do regular travelling to Services/Divisions/Units and Regional Offices. Ability to obtain a Military License.
- DUTIES** : Do career planning and counselling: develop career-planning programmes for different groups including persons with disabilities. Do research, write and compile manuals, workbooks and marketing pamphlets etc. Present models for planning and decision making. Present and facilitate career-planning workshops. Identify and select material/programmes to groups. Identify and arrange venues for presentations. Organise visual aids and events. Perform meaningful integration of test/assessment techniques and career information. Conduct career counselling/interviews professionally and do referrals. Consultation and co-ordination: train, mentor and coach employees in career planning skills and knowledge, enhance and influence career-planning practices, provide inputs to management. Do administrative duties and supervise subordinates.
- ENQUIRIES APPLICATIONS** : Ms M. Malan, (012) 392-2486.  
Department of Defence & Military Veterans, HR Division, CD HR Management (DCM), Private Bag X137, Pretoria, 0001 or may be hand delivered to Poynton Building, 195 Bosman Street, Pretoria where it may be placed in wooden box 4 at the reception.
- NOTE** : The Candidates will be subjected to further assessment.
- POST 17/06** : **SENIOR SECRETARY GR III**  
The post is advertised in the DOD and broader Public Service.
- SALARY CENTRE** : R113 568 per annum  
Chief Directorate HRD, Directorate ETD, Armscor Building, Erasmuskloof, 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 Manager'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 Manager. Process the travel and subsistence claims for the unit. 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. Administer matters like the leave registers and telephone accounts. Process all invoices that emanate from the activities of the work of the manager. Collect and coordinate all the documents that relate to the managers budget. Assist the manager in determining funding requirements for purpose of MTEF submissions. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical arrangements for visitors visiting the Manager. 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, Chief Directorate HR Development, Private Bag X161, Pretoria, 0001

**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** : 13 May 2011

**NOTE** : Applications must be accompanied by a Z83 and a comprehensive CV, as well as certified copies of qualifications and ID document. Correspondence will be limited to successful candidates only. If you have not been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Disabled applicants are encouraged to apply.

**OTHER POSTS**

**POST 17/07** : **SENIOR ADMINISTRATION CLERK**

**SALARY** : Commencing salary: R113 568 per annum (excluding benefits)

**CENTRE** : Sub Directorate: Facilities Management Pretoria

**REQUIREMENTS** : A three year tertiary qualification in Public Administration / Public Management or Information Management. National Archives certificate. Experience in Records Management and working knowledge of National Archives. Systematic and have the ability to prioritise. Be able to work independently and have innovative thinking. Client service orientated. Excellent computer skills, communication skills and good interpersonal skills. The following will be added advantages; Knowledge of the Electronic Document Management System (EDMS) and experience of records management in a decentralized environment.

**DUTIES** : Routine Registry functions. Implementation of the departmental file plan. Training of officials of the department on the file plan, both manual and electronic. Manage the document centre permissions. Monitor the implementation of the file plan within the department. Review and updating of the existing file plan to ensure that manual file plan is consistent with the Electronic file plan. Facilitate systematic disposal and transfer of records by constantly liaising with National Archives. Assist with the management of properties leased by the department

**ENQUIRIES** : Mr AD Tshirangwana, tel. (012) 314 2218  
Ms B Tsiane tel. (012) 314 2223

**POST 17/08** : **DRIVER/MESSENGER**

**SALARY** : Commencing salary: R66 750 per annum (excluding benefits)

**CENTRE** : Directorate: Finance Pretoria

**REQUIREMENTS** : Applicants must be in possession of a grade 10 or equivalent qualification. A valid driver's license is required. Good interpersonal and verbal skills. At least 1 year experience in rendering driver/messenger services. Good driving skills. Must be conversant with Pretoria and Johannesburg. The successful candidate should be willing to work irregular hours. The successful candidate should be willing to be subjected to security clearance vetting.

**DUTIES** : The appointee will be responsible for delivering and collecting of correspondence. Ensure proper control over movement of documents. Transport officials. Ensure officials are safe and secure in vehicle. Maintain accurate and up to date schedule trip sheets i.e logs official trips, daily mileage, and gas consumption. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Report incident and accident timeously and compile vehicle condition report and other records required by management. Execute any other related functions, as directed by the supervisor.

**ENQUIRIES** : Mr F Nieman, tel. (012) 314 2104

## DEPARTMENT OF HEALTH

- APPLICATIONS** : Direct your application quoting the above relevant reference number to : The Director-General, Department of Health, Private Bag X828, Pretoria, 0001. Hand delivered applications may be submitted at Reception (Application Box), Civitas Building, corner of Andries and Struben Streets.
- CLOSING DATE** : 16 May 2011 (Applications received after the closing date will not be considered).
- NOTE** : Applications should be submitted on a signed form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates including driver's licence (if applicable) and ID. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security clearance procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

## OTHER POSTS

- POST 17/09** : **SENIOR PHARMACEUTICAL POLICY SPECIALIST REFERENCE NUMBER NDOH 36/2011**
- SALARY CENTRE** : R569 649 – 651 327 per annum (plus competitive benefits)  
: Chief Directorate: Pharmaceutical Policy and Planning. Directorate: Affordable Medicines. Pretoria.
- REQUIREMENTS** : \*A Bachelor's degree in Pharmacy (B-Pharm) \*Registered as a Pharmacist with the South African Pharmacy Council (SAPC) \*A least three (3) years appropriate experience after registration with the SAPC \*Knowledge of relevant legislation including the Medicines and Related Substances Act, 1965 (Act 101 of 1965) as amended and the Pharmacy Act, 1974 (Act 53 of 1974) as amended \*Knowledge and understanding of the National Drug Policy, Essential Drugs concept, evidence based medicine, rational drug use and drug supply chain \*Knowledge of policy development and implementation thereof at different levels of Governance \*Knowledge of pharmacology, health promotion and health education \*Managerial experience and experience of financial management \*Clinical research and statistical skills \*Leadership, project planning and presentation skills \*Effective writing and analytical skills \*Good interpersonal relations \*Good communication skills (written and verbal) \*Computer literacy \*Must be willing to travel and work irregular hours \*Ability to work under pressure.\*Valid Code B driver's licence.
- DUTIES** : \*Manage, plan and co-ordinate development and implementation of an evidence-based review process for the Standard Treatment Guidelines (STG) and Essential Drug List (EDL) for Primary Health Care and Hospital Level and the development of a Tertiary and Quaternary Level List \*Manage and co-ordinate activities of appointed National EDL Committee and various Expert Committees to review the EDL \*Manage and plan surveys to assess, monitor and evaluate impact of Essential Drugs Programme using National developed indicators \*Manage the establishment of a network for dissemination of information on Essential Drugs \*Manage the development of a comprehensive Information, Education and Communication (IEC) strategy on Rational Drug Use activities for health workers and consumers \*Establish contacts and maintain relations with relevant stakeholders nationally and internationally \*Monitor drug utilisation patterns \*Facilitate the establishment and proper functioning of Pharmaceutical and Therapeutics Committees in provinces \*Manage the alignment of procurement of essential medicines on contract to the EDL by ensuring appropriate and relevant tender specifications \*Manage the harmonisation of Standard Treatment Guidelines with National Programme Guidelines \*Manage and co-ordinate all activities of the Sub-directorate through appropriate job allocation, personnel development and performance appraisal \*Manage financial activities of the Sub-directorate through appropriate budgeting and adequate funding of identified activities.
- POST 17/10** : **A - PHARMACEUTICAL POLICY SPECIALIST (4 POSTS – 233110 REFERENCE NUMBER NDOH 37/2011) B -PHARMACEUTICAL POLICY SPECIALIST (4 POSTS – 233120) REFERENCE NUMBER NDOH 38/2011) C -PHARMACEUTICAL POLICY SPECIALIST (1 POST – 233130 REFERENCE NUMBER NDOH 39/2011)**
- SALARY** : Grade 1: R498 210 – 528 783 per annum (plus competitive benefits) – minimum of three (3) years experience after Registration as a Pharmacist with the SAPC



Grade 2: R544 764 – 578 193 per annum (plus competitive benefits) – minimum of eleven (11) years experience after Registration as a Pharmacist with the SAPC Salary will be determined in accordance with the experience as per the OSD determination.

## **REQUIREMENTS**

- A -Pharmaceutical Policy Specialist 4 Posts – 233110 Reference number NDOH 37/2011 \*A Bachelor's degree in Pharmacy (B-Pharm) \*Registered as a Pharmacist with the South African Pharmacy Council (SAPC) \*Knowledge of relevant legislation including the Medicines and Related Substances Act, 1965 (Act 101 of 1965) as amended and the Pharmacy Act, 1974 (Act 53 of 1974) as amended \*Knowledge and understanding of the National Drug Policy, Essential Drugs concept, evidence based medicine, rational drug use and drug supply chain \*Knowledge of pharmacology \*Clinical research and statistical skills \*Project planning skills \*Effective writing and analytical skills \*Good interpersonal relations \*Good communication skills (written and verbal) \*Computer literacy \*Must be willing to travel and work irregular hours \*Ability to work under pressure \*Valid Code B driver's licence.
- B -Pharmaceutical Policy Specialist (4 Posts – 233120) (Reference number NDOH 38/2011) \*A Bachelor's degree in Pharmacy (B-Pharm) \*Registered as a Pharmacist with the South African Pharmacy Council (SAPC) \*Knowledge of relevant legislation including the Medicines and Related Substances Act, 1965 (Act 101 of 1965) as amended and the Pharmacy Act, 1974 (Act 53 of 1974) as amended \*Knowledge and understanding of the National Drug Policy, PFMA, PPPFA, Supply Chain Management, Drug Supply Management, policies that affect the rendering of a health service at different levels of health care \*Monitoring and evaluation M \*Project planning and presentation skills \*Research and analytical skills \*Good interpersonal relations \*Good communication skills (written and verbal) \*Computer literacy \*Must be willing to travel and work irregular hours \*Ability to work under pressure \*Valid Code B driver's licence.
- C -Pharmaceutical Policy Specialist (1 Post – 233130) (Reference number NDOH 39/2011) \*A four-year Bachelor's degree in Pharmacy (B-Pharm) \*Registered as a Pharmacist with the South African Pharmacy Council (SAPC) \*Experience in pharmaceutical services in the public and private sectors \*Advanced knowledge of the scope of practice for pharmacy professionals \*Knowledge of the scope of practice of other healthcare professionals \*In-dept knowledge of Good Pharmacy Practice, Good Dispensing Practice, PHC Essential Drugs List \*Knowledge of applicable legislation including the Medicines and Related Substances Act, 1965 (Act 101 of 1965) and the Pharmacy Act, 1974 (Act 53 of 1974), the Constitution of South Africa, etc \*Knowledge of the Public Finance Management Act (PFMA) \*Knowledge of the National Qualification Framework \*Computer literacy including web-based skills \*Experience in training \*Project management skills \*Planning and supervisory skills \*Problem solving and presentation skills \*Good interpersonal relations \*Good communication skills (written and verbal) \*Must be willing to travel and work irregular driver's licence.

## **DUTIES**

- A: \*Plan and co-ordinate the review of the Standard Treatment Guidelines (STG) and Essential Drug List (EDL) for Primary Health Care and Hospital Level and the development of the Tertiary and quaternary level list \*Provide secretarial support to the National EDL Committee and its Expert Committees \*Provide technical information and perform literature searches as part of the evidence based review process \*Assist with pharmaco-economic evaluations \*Record clinical decisions and compile technical reports \*Assist with the editing, formatting and printing of STG and EDL books \*Provide support to Pharmaceutical and Therapeutics Committees in provinces regarding drug selection and implementation of the EDL \*Maintain the Essential Drugs List database \*Assist with the procurement of Essential Drugs by aligning products on tender to the EDL and ensuring correctness and appropriateness of pharmaceutical tender specifications \*Assist with the implementation of STGs and EDL, advocacy and rational drug use issues.
- B: \*Facilitate and co-ordinate pharmaceutical and medical related tender processes: - Compilation of a tender schedule and adherence to targets, -Co-ordinate estimate documents and ensure quality control thereof, -Ensure technical correctness of all documents and recommendations, -Provide technical input throughout the process, -Participate in tender specification, evaluation and recommendation meetings, -Liaise with companies, SABS, MRA, etc. for appropriate information, -Work closely with Pharmaceutical Industry, -Monitor and evaluate price trends \*Analyse data on national drug utilisation trends, compile reports and prepare responses to senior management and parliamentary questions \*Monitor and evaluate the following: -Availability and distribution of Essential Medicines, vaccines and medical related items supplies, -Supplier performance, -Usage and expenditure trends and price adjustments during tender period \*Co-ordinate meetings with provincial counterparts and industry in order to ensure sustainable supplies \*Supervise administrative support functions throughout all processes.
- C: \*Licensing Process: \*Review and supervise application forms for the issuing of licences \*Drafting of the notice of fees for licences \*Supervise the processing of applications for licences to dispense \*Perform quality control on documents prepared for approval by senior management \*Liaise with applicants regarding application enquiries \*Advise applicants on compiling treatment protocols for clinics in line with the EDL \*Inspections of premises of authorised prescribers licensed to dispense and site inspections of pharmacy premises \*Review training material and co-ordinate training of inspectors to be able to adequately perform their functions in accordance with GPP \*Assist with inspections of premises of licensed dispensers when necessary \*Quality control of inspections and inspection reports \*Supervise and control of administrative assistance \*Supervise preparation of documentation for the issuing of a licence \*Carry out performance assessments of staff \*Monitor the collection and disbursement of fees associated with the licensing processes in terms of the PFMA \*Maintain

the electronic databases for licensing \*Maintain the electronic interfaces with other health professional councils for data verification on licence applications \*Compiling of reports and documents for senior Management.

**ENQUIRIES** : Ms H Zeeman at tel (012) 395-8530.

**POST 17/11** : **PHARMACEUTICAL POLICY SPECIALIST REFERENCE NUMBER NDOH 40/2011**

**SALARY** : Grade 1: R498 210 – 528 783 per annum (plus competitive benefits) – minimum of three (3) years experience after Registration as a Pharmacist with the SAPC  
Grade 2: R544 764 – 578 193 per annum (plus competitive benefits) – minimum of eleven (11) years experience after Registration as a Pharmacist with the SAPC Salary will be determined in accordance with the experience as per the OSD determination.

**CENTRE** : Chief Directorate: Financial Planning and Health Economics Directorate: Pharmaceutical Economic Evaluations. Pretoria.

**REQUIREMENTS** : \*A Bachelor's degree in Pharmacy (B-Pharm) \*Registered as a Pharmacist with the South African Pharmacy Council (SAPC) \*Knowledge of relevant legislation including the Medicines and Related Substances Act, 1965 (Act 101 of 1965) as amended and the Pharmacy Act, 1974 (Act 53 of 1974) as amended \*Knowledge of or experience in the conduct of primary and secondary research in the pharmaceutical sector \*Demonstrated competence to assess priorities to manage a variety of activities in a time sensitive environment \*Ability to meet deadlines with attention to details and quality \*Computer literacy \*Good interpersonal relations \*Good communication skills (written and verbal) \*Good planning and organisational skills \*Valid Code B driver's licence.

**DUTIES** : \*Prepare technical reports for cabinet, Minister etc \*Act as link between various units within the Department (Access to Affordable Medicine, MRS etc) \*Draft memoranda and letters \*Compile submissions of the Director-General/Ministerial as well as responding to Parliamentary Questions \*Oversee the conduct of operational research relating to the impact of the pricing regulations \*Assist the Director with the preparation of technical reports \*Assist with the improvement of systems related to the Medicine Pricing System (monitoring and implementation of the transparent pricing regulations) \*Performance of pharmacoeconomic analyses \*Assist in the review and analyses of the wholesale and distributor fees \*Assist in the review and analyses of the dispensing fees \*Conduct primary and secondary research in the pharmaceutical sector.

**ENQUIRIES** : Ms N N Mpanza at tel (012) 395-8209.

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**

- APPLICATIONS** : 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. please forward your application, quoting the reference number to: The Director-General, Department Of Higher Education and Training, Private Bag X174, Pretoria, 0001 or HAND deliver to: 123 Schoeman Street, Cnr Schubart & Schoeman, Pretoria, Reception Area.
- NOTE** : Correspondence will only be entered into with short-listed applicants.
- CLOSING DATE** : 20 MAY 2011 (Applications received after the closing date or faxed applications will not be considered)

**MANAGEMENT ECHELON**

- POST 17/12** : **DIRECTOR: LEGAL AND LEGISLATIVE SERVICES**  
Branch: Human Resources Development, Planning and Monitoring Coordination  
Chief Directorate: Legal And Legislative Services
- SALARY** : All inclusive remuneration package R685 200 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The Department of Higher Education and Training requires an admitted attorney or advocate with at least an LLB degree and excellent leadership and strategic management skills, supported by at least 10 years working experience of which at least 5 years experience should have been in the legal field and with a minimum of 2-3 years managerial experience. Knowledge of Education Laws, particularly in the Higher Education and Training Sector Experience in Skills Development and Education Laws will be a strong recommendation. The Skills set required includes excellent (verbal and written) communication and computer; research and policy formulation; presentation; analytical and problem-solving as well as drafting. Candidates must be confident, trustworthy, accurate and adaptable, have integrity and be a fit and proper person for the position.
- DUTIES** : The appointee will head the Directorate: Legal and Legislative Services to assist with legal matters relating to Skills Development and will be fully involved in drafting and monitor implementation of education and skills development legislation (Bills, Acts and Regulations pertaining to the DHET); co-ordinating; monitoring, evaluating and supporting the effective implementation of relevant legislation. Administer legislation of statutory bodies; rendering a legal interpretation and advisory service to the Department and Skills Development Providers and SETAs. Manage court cases on behalf of the Minister and DG of DHET. Draft advice on national and international agreements and negotiate the terms of the agreement with parties.
- ENQUIRIES** : MR B Masuku Tel No: 012 312 5158
- NOTE** : The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

**NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://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 17/13** : **FAMILY ADVOCATE; LP-7 REF: 11/148/FA**

**SALARY** : R423 462 – R456 183 per annum. Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Family Advocate: Johannesburg

**REQUIREMENTS** : An LLB Degree or recognized four-year legal qualification; Admitted as an Advocate (Admitted as an attorney with the right of appearance in the High Court will be an added advantage); The right of appearance in the High Court of South Africa; At least five years appropriate post qualification, litigation experience.; A valid driver's license. Skills and Competencies: Litigation; Advocacy; Legal research and drafting; Dispute resolution; Case flow management.

**DUTIES** : Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Endorse settlement agreements or commenting thereon; Institute enquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Liaise with Judges, Attorneys, Psychologist, Social Workers and the relevant professionals; Furnish the court with recommendations on any matter concerning the welfare of a minor child involved in a pending matter; Attend to Hague matters when delegated to do so; Attend to relevant circuit courts within the province.

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

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

**CLOSING DATE** : 16 May 2011

**POST 17/14** : **ASSISTANT DIRECTOR: ORGANIZATIONAL PERFORMANCE REF: 11/152/HR**

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

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : A three year tertiary qualification in Human Resource or equivalent qualification; In depth knowledge and experience in Performance Management; Knowledge and experience of Establishment; Knowledge and experience in Organisational Development; Three (3) years experience in Human Resource Management. Skills and competencies: Interviewing and communication; Computer literacy (MS Office); Customer focus; Problem solving; Ability to work under pressure; Ability to work independently as well in a team; Extensive knowledge of PERSAL.

**DUTIES** : Assist branches in developing and implementing HR plans; Receive/identify and determine component structure enhancement requirement; Assist client to implement the approved structures and forward the persal report establishment to development to development for final approval on persal (quality assurance); Submit monthly report on branches implementation of workstudy programme; Assist branches in the compilation of workplace skills plan and annual report; Assist branches to develop performance agreement that are aligned to branch business plans and process/norms and standards; Establish performance moderation committee for level 1-12 and participate in the moderation to ensure compliance with Performance Management Policy; Monitor the processing of performance rewards and prepare communiqué results to officials for Deputy Directors' approval; Prepare monthly report on branch workstudy/postestablishment/performance management.

**ENQUIRIES** : Ms E Zeekoei at ☎ (012) 315 1436

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR

Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

- CLOSING DATE** : 16 May 2011
- POST 17/15** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT (SUPPLY CHAIN MANAGEMENT): REF:11/151/CFO**
- SALARY** : R206 982 – R243 810 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
- REQUIREMENTS** : An appropriate Degree/ National Diploma in Financial or Business Management / Administration; At least 3 years working experience (Financial Environment); 2 years supervisory experience; Knowledge of PFMA, PPPFA, Treasury Regulations and other relevant prescripts; Knowledge of Supply Chain Management within the Public Sector; Ability to implement internal system and procedures; Skills and Competencies: Computer literacy (MS Excel, PowerPoint and word); Communication(written and verbal) skills; Technical expertise; Negotiation skills; Presentation and facilitation skills; Project management; Change Management; Diagnoses action Research; Ability to work under pressure and be self motivated;
- DUTIES** : Assist End Users with timeous development of the specification/ terms of reference for the sourcing of quotations and bids, as identified in the procurement plans; Check the quality of submissions and specifications in terms of reference presented to the Bid Adjudication Committee and the secretariat of the Bid Adjudication Committee; Conduct market and variance analysis of commodities; Co-ordinate the sourcing and purchasing of all goods and services in the Department; Render secretarial Bid Specification Committee; Implement procurement policy and strategy; Determine critical delivery dates and frequency of needs; Administer contracts with service providers; Ensure compliance with the provisions of the Public Financial Management Act; Develop and Maintain the service providers database; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms E Zeekoei ☎ (012) 315 1436
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- CLOSING DATE** : 16 May 2011
- POST 17/16** : **ASSISTANT DIRECTOR: HUMAN RESOURCE PRACTICES REFERENCE: 11/153/HR**
- SALARY** : R206 982 – R243 810 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
- REQUIREMENTS** : A relevant three-year qualification in Human Resource or equivalent qualification; Three (3) years experience in Human Resource Management; In depth knowledge and experience in recruitment and selection; Knowledge of Performance Rewards and Service Benefits in Government and PERSAL System. Skills and competencies: Communication (oral and written) skills; Leadership skills; Computer literacy (MS Office, Intranet and Internet); Problem solving; Ability to work independently, yet function as part of a team when required; Ability to work under pressure.
- DUTIES** : Participate in policy formulation and project interactive; Ensure recruitment processes are in line with the HR policies; Supervise a team of recruitment, service benefits professionals; Ensure good co-ordination of various HR related activities; Render personnel administrative functions in line with relevant legislative requirements.
- ENQUIRIES APPLICATIONS** : Ms E Zeekoei ☎ (012) 315 1436
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Building, 329 Pretorius Street, Pretoria.
- CLOSING DATE** : 16 May 2011
- POST 17/17** : **ASSISTANT DIRECTOR: BIDS & NEGOTIATIONS REF: 11/149/CFO**
- SALARY** : R206 982 – R243 810 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
- REQUIREMENTS** : An appropriate Degree/National Diploma in Logistic Managements/Purchasing Management or equivalent qualification; Three (3) years experience on Tenders; Two (2) years Supervisory experience; Knowledge of PFMA, PPPFA, Treasury Regulations and other relevant prescripts; Knowledge of Supply Chain Management within the Public Sector. Skills and competencies: Technical expertise; Project management; Communication (oral and written) skills; Negotiation and People skills; Diagnoses action research; Change management; Influencing and motivation skills; Ability to work under pressure.

- DUTIES** : Quality check the submission, recommendations and specifications/ terms of reference presented to the Bid Adjudication Committee prior to presentation to the committee; Conduct cost effective analysis of products/services; Solicited/Bids and awarding process; Render secretarial services to the Bid Adjudication Committee; Ensure effective people management; Provide technical and advisory services on SCM to the Bid Adjudication Committee and the internal clients; Follow up and provide feedback with regards to complaints/enquiries received from both internal and external clients; Provide monthly reporting on procurement spending National Treasury and Management in terms of the PPPFA.
- ENQUIRIES APPLICATIONS** : Ms E Zeekoei ☎ (012) 315 1436  
: Quoting the relevant reference number, direct your application to: Postal address: The 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** : 16 May 2011
- POST 17/18** : **ASSISTANT DIRECTOR: THIRD PARTY FUNDS 3 POSTS REF: 11/140/CFO**  
Contract Appointment Until 30 November 2011
- SALARY** : R206 982 + (37% in lieu of benefits) = R283 565.34 per annum. The successful will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Johannesburg  
: A degree/ diploma or equivalent qualification; A minimum of three years relevant experience in a financial accounting/management environment, of which one year must be at a junior/middle management level; Knowledge of Public Finance Management Act (PFMA), National Treasury regulations; A valid driver's license. Skills and Competencies: Planning and organizing; Problem solving skills; Computer literacy ( MS Office); Communication skills(verbal and written); Strategically thinking skills; Supervisory skills; Project management skills;
- DUTIES** : Implementation of Third Party Funds systems Nationally; Monitoring, evaluation, guidance, technical support and continuous; Reporting on performance of Third Party Funds Nationally; Compile management comments for audit findings, consider implementation of recommendations and prepare, manage and monitor audit action plans; Ensure effective and efficient transport systems of financial risk management as well as internal control; Extensive travel to various provinces to ensure the above.
- ENQUIRIES APPLICATIONS** : Ms E Zeekoei ☎ (012) 315 1436  
: Quoting the relevant reference number, direct your application to: Postal address: Human Resources: The Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- CLOSING DATE** : 09 May 2011
- POST 17/19** : **SENIOR HUMAN RESOURCE OFFICER: CONDUCT REFERENCE: 2011/26/MP**
- SALARY** : R140 208 – 165 159 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Nelspruit  
: National Diploma in Labour Relations and/or Grade 12 plus more that 10 years experience. Three years relevant experience; Knowledge of the Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Code of Conduct for Public Service and Procedures as well as Grievance Procedure for Public Service.; Knowledge of PERSAL will serve as added advantage; A valid driver's licence. Skills And Competencies: Good communication skills ( verbal and written); Computer literacy (MS Word and Excel) Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Accuracy and attention to detail
- DUTIES** : Perform a variety of routine administrative duties related to the activities of the core functions of the Department; Prepare memoranda for the appointment of investigating and Presiding Officers; Assist investigating Officers during disciplinary investigations; Represent the Employee Relations Sub-directorate during disciplinary hearings; Record hearing proceedings; Assist with the drafting of charge sheets; Compile memoranda with recommendations to the Regional Head, Director-General and Minister; Handle matters relating to grievances and discipline of officials; Respond to verbal and written enquiries and provide expert advice and guidance with regard to discipline matters; Compile monthly reports and statistics;
- ENQUIRIES NOTE** : Mr. MP Moela at ☎ (013) 753 9300/74  
: All People are encourage to apply including those with disabilities
- CLOSING DATE APPLICATIONS** : 16 May 2011  
: 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, 4<sup>th</sup> floor Nelspruit
- POST 17/20** : **SOCIAL WORKER/FAMILY COUNSELLOR 3 POSTS GRADE 1 - 4: REF: 11/147/FA**
- SALARY** : R130 467 – R297 144 per annum. (Salary will be in accordance with the OSD determination).The successful candidate will be required to sign a performance agreement.

**CENTRE  
REQUIREMENTS**

- : Family Advocate: Pretoria
- : Bachelors Degree in Social Work or equivalent qualification; A minimum of 10 years appropriate experience in Social Work after registration as Social Worker with the SACSSP ; Registration with SA Council for Social Service Professions (SACSSP); Knowledge and experience in Mediation; Minimum of 5 years experience in Forensic Social Work or Court Work will be an added advantage; Knowledge and application of Family Law, including Mediation in certain Divorce matters Act, Maintenance Act and Domestic Violence Act; A valid driver's license. Skills and Competencies: Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.

**DUTIES**

- : Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes.

**ENQUIRIES  
APPLICATIONS**

- : Ms C Patrick ☎ (012) 315 1150
- : 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 Phys

## NATIONAL TREASURY

- APPLICATIONS** : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.pf@treasury.gov.za.  
**CLOSING DATE** : 13 May 2011 at 12:00  
**NOTE** : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

## OTHER POST

- POST 17/21** : **SENIOR BUDGET ANALYST: TOURISM, ENVIRONMENTAL AFFAIRS, SCIENCE AND TECHNOLOGY REFERENCE NUMBER: S053/2011**  
 Division: Public Finance – Economic Services

- SALARY** : R406 839 (including benefits) per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Post graduate Diploma/ Degree in Economics, Finance, and Accounting or related fields. A minimum of 3-5 years relevant policy analysis experience; Must have excellent written and communication skills Must have sound understanding of budget processes; and Must have knowledge in research, analysis and report writing skills, with the ability to interpret policy related outcomes in relevant field.

- DUTIES** : Conduct research and provide policy analysis and support; Monitoring and analysis of reports on financial management, expenditure and service delivery; Budget and financial analysis and planning; Programme and project management and support; Provide technical and administrative support to contribute to (a) advising the Minister of Finance and Cabinet on most effective and efficient utilization of public funds; (b) advising relevant departments on policy, planning, budgeting and service delivery; (c) monitoring and evaluating financial management and service delivery in order to promote compliance with PFMA and effective use of public funds; and (d) monitoring project spending and delivery. staff management / Team performance.



## OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number, to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001, Physical Address: Commission House, corner Hamilton & Ziervogel Streets, Arcadia.
- FOR ATTENTION** : Ms. A West
- CLOSING DATE** : 20 May 2011
- NOTE** : Applications must be submitted, on form Z83, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV and certified copies of qualifications. Emailed, faxed and late application will not be accepted. 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.

## OTHER POST

- POST 17/22** : **ASSET MANAGEMENT CLERK**
- SALARY** : R94 575 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Ideal Candidate Profile: • Senior certificate (Grade 12) \*Knowledge of the Logistic Information System (LOGIS) and Basic Accounting System (BAS) \*Appropriate experience in asset management\* Excellent interpersonal and Communication skills\* Operational knowledge of MS Office (Word, Excel, PowerPoint and Outlook) \* Ability to work under pressure\* A valid driver's license as the post requires extensive travelling.
- DUTIES** : Key Performance Areas: Ensure proper control of departmental assets \*Mark all assets with bar coded and update LOGIS Asset Register\*Control and maintain physical movement of assets and update Asset Register with all the movement, additions, discrepancies and disposal\*Perform physical asset verification in Head Office and Regional Offices and compile an asset verification report\*Maintain asset register for OPSC owned assets as well as assets on a lease basis\*Request report on BAS and LOGIS for reconciliation purposes\*Open loss files and take on reported losses as debt on BAS \*Maintain Pool cell phone register with issues and returns.
- ENQUIRIES** : Mr. DJ Fabricius, Telephone: (021) 352 1080

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH AND SOCIAL SERVICE DEVELOPMENT**

- APPLICATIONS** : Gauteng Shared Service Centre, 75 Fox Street Johannesburg or posted to Private Bag X 114, Marshalltown 2107 or contact the GSSC Call Centre on 355-2222
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be completed in full. A certified copy of your Identity Document and qualifications as well as a CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Please note that applications without the post reference number will not be processed.

**MANAGEMENT ECHELON**

- POST 17/23** : **HEAD- CLINICAL UNIT (MEDICAL) GRADE 1 ASSOCIATE PROFESSOR/SENIOR LECTURER REF NO: 70262050**  
Directorate: Internal Medicine Department  
This is a re-advertisement. Candidates who previously applied internally with the GPG AND DPSA are welcome to apply again on Sunday Times.

- SALARY** : R 959 208 per annum (all inclusive package)  
**CENTRE** : Kalafong Hospital  
**REQUIREMENTS** : Full registration with HPCSA as a Specialist Physician, with either M.Med (Int) as a prerequisite. At least 5 years clinical as a Specialist Physician in Internal Medicine. Extensive research capabilities and/or publications in Internal Medicine. Able to work effectively as member of a team is essential.

- DUTIES** : Acting as HOD in the event of the present HOD not being available for any reason. Full involvement in patient care on a day to basis, as Head of a Clinical Unit (general Internal Medicine), including after hour duties. Full involvement in clinic duties- general Internal Medicine, as well as Specialist units. Lecturing to under- and postgraduate students, including formal lecturing (also organization of Block related activities), exam taking tutoring of postgraduate students. Full participation in the academic programme of the Department, including planning, analysis of data and writing up for publication purposes. Participation in Faculty Committee meetings as required.

- ENQUIRIES** : Prof J.H Retief or DR L.M Phalatsi, Tel No: (012)373 1015/ (012) 318 6501  
**CLOSING DATE** : 11 May 2011

- POST 17/24** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 {PAEDIATRICIAN} 4 POSTS**  
Directorate: District Health System Support

- SALARY** : R959 208 pa (All inclusive remuneration package of which a portion may be restructured according to individual needs)

- CENTRE** : 1x Tshwane / Metsweding District, Ref No: 70262541, 1x JHB Region Ref No: 70262542, 1x Sedibeng & West Rand Region Ref No: 70262543and 1 x Ekurhuleni Region Ref No: 70262544

- REQUIREMENTS** : MB BCh qualification and registration with the HPCSA as a paediatrician. Three (3) years experience as a Paediatrician in the Public Sector.

- DUTIES** : Promote development of appropriate paediatric, neonatal and child health services at primary, secondary and tertiary levels within the region (district). Support and improve the delivery of paediatric clinical care and child health services in the region (district) through development and implementation of clinical policies, protocols and guidelines. Development of norms and standards for paediatric service delivery. Establishment of networks and liaisons between paediatric clinical staff, other health professionals, support services, non-profit organisations and social development and educational services. Development and maintenance of outreach programme for on- site support via clinical care and paediatric education and training in the district. Support of "vertical" programmes, e.g. IMCI/EPI/ nutrition / APLS, etc. Establishment and maintenance of surveillance systems at facility and community levels. Quality assurance, including, audit, monitoring and evaluation, including mortality and morbidity reviews. People management and leadership, include conflict and change management. Strategic planning, business and operational plans, day-to-day administration. Financial management, including budget management and expenditure control

- ENQUIRIES** : Mr. AV Mahlangu (011) 355 3122  
**CLOSING DATE** : 13 May 2011

- POST 17/25** : **HEAD CLINICAL UNIT(MEDICAL) GRADE 1 {OBSTETRICS} 4 POSTS**  
Directorate: District Health System Support

- SALARY** : R959 208 pa (All inclusive remuneration package of which a portion may be restructured according to individual needs)

- CENTRE** : 1x Tshwane / Metsweding Region Ref No: 70262537, 1x JHB Region Ref No: 70262538, 1x Sedibeng & West Rand Region Ref No: 70262539and 1x Ekurhuleni District Ref No: 70262540

<b><u>REQUIREMENTS</u></b>	:	MBBCh qualification and registration with the HPCSA as an Obstetrician. Three (3) years experience as an Obstetrician in the Public Sector.
<b><u>DUTIES</u></b>	:	Conduct maternal and perinatal morbidity and mortality audits at all sites conducting births in the district. Conduct process audits of antenatal, intrapartum and postnatal care. Audit all referrals from clinics, CHCs and hospitals and give feedback as necessary. Give in-service training for doctors and midwives involved in births (hospitals and CHCs). The training should include basic antenatal care (BANC), PMTCT, essential postnatal care (EPOC), emergency obstetric care using ESMOE and conduct and score (emergency obstetric simulation training exercises (EOST) exercises, basic intrapartum care (BIC) including use of the partogram and interpreting CTGs, basic neonatal resuscitation. Train all sites in managing incomplete abortions using MVA and also train all sites in performing TOPs. Visit all clinics referring to the district's hospitals and conduct in-service training on family planning, BANC, PMTCT, EPOC, taking cervical cytology. Audit antenatal and postnatal care of clinics in the district. Act as a facilitator for solving clinics, CHCs and hospitals problems related to obtaining and maintaining essential equipment and drugs and avoiding staffing shortages. Act as the feedback mechanism from hospital to clinic and visa versa to improve communication and referrals. Where necessary work at a poorly performing clinics, CHCs or hospitals to understand the problems and develop plans with the outreach team to solve the problems. Where necessary improve essential skills such as performing caesarean sections or assisted delivery at the appropriate sites. Develop evidence based protocols for the district. Present 6 monthly reports on appropriate maternal, perinatal and reproductive health indices for the district.
<b><u>ENQUIRIES</u></b>	:	Ms T Chaane
<b><u>CLOSING DATE</u></b>	:	13 May 2011
<b><u>POST 17/26</u></b>	:	<b><u>DIRECTOR: MONITORING, EVALUATION AND REPORTING REF NO: 70262536</u></b> Directorate: Monitoring, Evaluation and Reporting
<b><u>SALARY</u></b>	:	R685 200 pa (All inclusive remuneration package of which a portion may be structured according to individual needs)
<b><u>CENTRE</u></b>	:	Central Office, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate three (3) year Bachelor's Degree or equivalent qualification. A postgraduate qualification in Monitoring and Evaluation, Public Health, Public Policy or Business Administration will be an added advantage. Extensive knowledge of and experience in monitoring, evaluation and reporting. A proven track record of successfully monitoring projects / programmes / policy implementation. Experience in government sector and knowledge of Auditor-General requirements will be added advantage. Core Competencies: Ability to analyse problem areas and propose corrective measures, strong report writing, analytical and problem solving abilities. Knowledge of applicable legislation, ability to establish and maintain professional networks with monitoring and evaluation bodies in South Africa, Africa and internationally. Good planning, organizing, motivational, written and verbal communication skills. Computer literacy (particularly proficiency in Excel), attention to detail. Willingness to work irregular hours when required.
<b><u>DUTIES</u></b>	:	Develop, review and implement Departmental monitoring and evaluation framework. Develop and maintain systems to ensure timely submissions of quality progress reports across all levels (i.e. Central Office, Regions and Districts) of the department. Provide support to the Department's branches in setting up project / programme / policy implementation monitoring and reporting systems. Provide technical support in setting up monitoring and evaluation structures and systems across the province for monitoring and reporting of progress on the implementation of the five (5) year strategic agenda. Develop and standardize monitoring and performance reporting tools. Provide assistance in ensuring validity and reliability of all data and information reported in the quarterly progress reports and build capacity when and where necessary. Analyze reports from branches and all levels within the department and provide feedback to the appropriate structures. Ensure that periodic evaluations are conducted to determine whether the programmes undertaken actually met the intended policy goals and what impact the policy had on problems that initially gave rise to the policy decisions. Prepare ad hoc reports as required by the Office of the Premier, National Department of Health, Audit Committee, Auditor General and stakeholders. Manage relationships with stakeholders to assist in monitoring and evaluation of the Department's performance (i.e. Auditor General, Portfolio Committee etc). As part of Senior Manager Service participate in and support strategic projects as required by the Head of Department. Manage the Monitoring and Evaluation Directorate to ensure that efficient and effective service is delivered through the efficient and effective utilization of resources.
<b><u>ENQUIRIES</u></b>	:	Ms. Sue le Roux (011) 355 3212 / 3794
<b><u>NOTE</u></b>	:	NB: Shortlisted applicants may be required to undergo a skills competency assessment and / or a practical monitoring and evaluation exercise. The Department reserves the right not to make an appointment.
<b><u>CLOSING DATE</u></b>	:	13 May 2011

**POST 17/27** : **DIRECTOR: MONITORING AND EVALUATION REF NO: 70262525**  
 Directorate: Public Health

**SALARY** : R685 200 pa (All inclusive remuneration package of which a portion may be structured according to individual needs)

**CENTRE** : Central Office, Johannesburg

**REQUIREMENTS** : Appropriate post graduate Bachelor's degree or MTech degree or equivalent qualification. At least a 3 - to 4 - year advanced Monitoring and Evaluation qualification. A formal qualification and relevant experience and training in evaluation and research. Leadership and management skills. Strategic management capabilities. Proven experience to design M&E systems appropriate for organizational design. Experience to capacitate and train staff and management on M&E. Proven ability to design and implement M&E tools and processes. Programme/project management experience and facilitation and training skills. Ability to collaborate with international best practices. Demonstrate ability to work in a diverse multicultural environment. Extensive technical contribution to a complex monitoring and evaluation framework at organizational and community level. 5 - 7 years` experience in a Monitoring and Evaluation environment. Experience in and knowledge of principle and processes involved in business and organizational planning, co- ordination and execution. At least 5 years` relevant experience in business unit management and programme/project management. Practical M&E experience, preferably in private, non-Government institutions and parastatals. Familiarity with M&E data management processes (some database knowledge will be a distinct advantage).

**DUTIES** : Core Competencies: Knowledge and experience in research and surveillance systems, knowledge and experience in health information management, information maintenance and data management and participate and provide technical support to surveillance process. Research and analytical skills, report writing, project and financial management and organizational skills. Manage and collate data of the HIV & AIDS, STIs and TB within the province. Review data elements and indicators. Design data collection and reporting tools. Collate Provincial HIV & AIDS, STIs and TB data reports from all sub- programme reports received from partners, Districts and NGOs. Validate and compile comprehensive programme reports monthly, quarterly and annually. Advocate for the use of indicators in the management and planning of the programme. Monitor and evaluate the implementation of District and Provincial HIV & AIDS, STI and TB plans. Review programme reports against targets as reflected in District and Provincial plans. Analyze programme outputs and link outcomes to expenditure. Conduct District and facility support visits to ensure quality data management. Build District and Provincial personnel capacity and skills to manage and produce quality HIV & AIDS, STI and TB programme reports. Recruitment of Data Capturers and Information Officers to support monitoring and evaluation functions at all levels of implementation and across all strategic health programmes. Develop staff capacity and skills to produce quality and reliable data for all sub- programmes. Supervise and conduct quarterly staff appraisals. Provide technical support to the Chief Directorate during strategic planning process. Participate in the development of conditional grant business plans and district plans. Knowledge of Research and Surveillance System. Commission research to evaluate programme impact and inform policy direction. Prepare for the annual HIV & AIDS Ante-Natal Survey. Participate and provide technical support to surveillance process

**ENQUIRIES** : Mrs T Chaane (011) 355 3868

**CLOSING DATE** : 13 May 2011

**POST 17/28** : **DIRECTOR: ADVOCACY COMMUNICATION AND SOCIAL MOBILIZATION REF NO: 70262533**  
 Directorate: Public Health

**SALARY** : R685 200 pa (All inclusive remuneration package of which a portion may be structured according to individual needs)

**CENTRE** : Central Office, Johannesburg

**REQUIREMENTS** : Appropriate post-graduate Bachelor's degree or MTech degree or equivalent qualification. At least a 3 - to 4 - year advanced Communication and Social Mobilization qualification. A formal qualification and relevant experience and training in Communication and Social Mobilization. Leadership and management skills. Strategic management capabilities. Proven experience to design communication systems appropriate for the organization. Experience to capacitate and train staff and management. Proven ability to design and implement Communication and Social Mobilization tools and processes. Programme/project management experience and facilitation and training skills. Ability to collaborate with international best practices. Demonstrate ability to work in a diverse multicultural environment. Extensive technical contribution to a complex communication framework at organizational and community level. 5- 7 years` experience in this environment. Experience in and knowledge of principles and processes involved in business and organizational planning, co- ordination and execution. At least 5` years relevant experience in business unit management and programme/project management. Practical experience, preferably in private, non-Government institutions and parastatals. Familiarity with data management processes (some database knowledge will be a distinct advantage).

**DUTIES** : Core Competencies: Knowledge and experience in communications. Knowledge and experience in health promotion, social mobilization and media production. Understanding of Government Communication and Information systems. Verbal and non verbal communication

skills. Mobilize decision makers and communities on HIV & AIDS, STIs and TB programmes and policies. Advocate for policy review and implementation. Plan and manage social mobilization interventions to raise awareness on Public Health issues. Plan targeted mobilization and Behaviour Change Communication for vulnerable groups and difficult to reach populations. Produce information, education and communication (IEC) material to support awareness on HIV and AIDS, STIs and TB issues. Communicate HIV and AIDS, STI and TB policies and programmes to the general public. Participate in National, Provincial and District communication to enhance Provincial communication strategies. Compile information for media briefs and statements for Provincial Leadership. Liaise with local media and radio to promote awareness on communicable and non communicable diseases. Produce communication and social mobilization plans for the programme.

**ENQUIRIES** : Ms. T Chaane (011) 355 -3868  
**CLOSING DATE** : 13 May 2011

**OTHER POSTS**

**POST 17/29** : **ORACLE DATABASE ADMINISTRATOR 2 POSTS REF NO: 70262534**  
 Directorate: Systems

**SALARY** : R406 839 pa (all inclusive package)  
**CENTRE** : Central Office  
**REQUIREMENTS** : IT Degree / Diploma, Oracle Certified (ie 9i,10g or 11g). Minimum 3 years experience in Microsoft SQL Server, Oracle DBA and AIX environment and also have knowledge of PL/SQL language and system development background preferably in Visual Basic .Net or C Sharp. 3 years DBA experience with vendor supplied management tools - OEM (Oracle Enterprise Manager).

**DUTIES** : Installation, configuration and upgrading of Oracle server software and related products Evaluate Oracle features and Oracle related products Establish and maintain sound backup and recovery policies and procedures Take care of the Database design and implementation Implement and maintain database security (create and maintain users and roles, assign privileges) Perform database tuning and performance monitoring Perform application tuning and performance monitoring Plan growth and changes (capacity planning) Work as part of a team and provide 7x24 support when required Interface with Oracle Corporation for technical support. Patch Management and Version Control

**ENQUIRIES** : Mr. Junior Cecil Mokone 011 355 3502  
**CLOSING DATE** : 13 May 2011

**POST 17/30** : **MIDDLE MANAGER: AIX ADMINISTRATOR/ LINUX REF NO: 70262530**  
 Directorate: ICT Infrastructure

**SALARY** : R406 839 pa (all inclusive package)  
**CENTRE** : Central Office  
**REQUIREMENTS** : ICT Diploma/ Degree or relevant qualification and certification in AIX / Linux environment. At least three years experience in AIX/LiNuX support and maintenance. Incumbent must have valid driving license. Experience in Virtual Server environment and knowledge of health environment will be an added advantage. Successful candidates will be expected to travel to various facilities within the GDHSD environment. The candidate should have basic skills in Windows server administration and server maintenance. Basic skills in project management will also be viewed as important to this role function.

**DUTIES** : Responsible for technical support and systems administration for the AIX/LiNuX systems and the system environment .Responsible for consulting and development of technology solution to resolve business issues. On-call support and problem resolution. Installation and configuration of specialized AIX / LiNuX software packages & fixes. Recommend system enhancements. Hardware selection, installation and removal. Advanced skills in troubleshooting & resolution of AIX / LiNuX technical issues. Development of technology solutions; testing; and documentation. Hardware firmware update, Transfer of skills to other technicians within Technical Management Directorate.

**ENQUIRIES** : Mr. D Naidoo (011) 481 2018 / 2189  
**CLOSING DATE** : 13 May 2011

**POST 17/31** : **GIS TECHNOLOGIST REF NO: 70262532**  
 Directorate: Information Management

**SALARY** : R258 342 pa (plus benefits)  
**CENTRE** : Central Office  
**REQUIREMENTS** : Appropriate related 3 year degree and experience in the application of Geographic Information Systems as well as design and manipulation of geo-databases and Intranet GIS environments. PLATO registration recommended. Experience in GIS web publishing, spatial analysis, research and analytical skills. Good communication skills (verbal and written), proficiency in the ESRI product range as well as other GIS tools in the industry. Experience in DHISS and GIS within the health environment will be a recommendation. Ability to adapt as industry and technologies change. Valid driver's liscence.

- DUTIES** : Establish and maintain the departmental Desktop and Intranet GIS. Involvement with development and implementation of an annual GIS operational plan. Involvement with HR and financial issues related to the GIS unit. Implementation and maintenance of the GIS-DHIS Project on the intranet GIS. Ensure the efficient and cost effective management of GDHSD GIS by means of continued update wrt current GIS trends through collaboration with other role players. Provide intranet GIS support on the improvement of the reporting on GDHSD service coverage through the GIS mobile facility project. Create and increase awareness and use of Departmental GIS through training and technical assistance. Provide support to the Desktop GIS processes. Provide intranet GIS support and report generation on add-hock special projects to generate reports that are useful to management. Maintain and administer the central repository on the GIS server. Involvement with skills transfer projects with other members of the unit and directorate.
- ENQUIRIES** : Mr. F. Venter at [francoisv2@gpg.gov.za](mailto:francoisv2@gpg.gov.za) or (011) 2982318
- CLOSING DATE** : 13 May 2011
- POST 17/32** : **ASSISTANT DIRECTOR: DESKTOP SUPPORT TECHNICIAN REF NO: 70262535**  
Directorate: ICT Infrastructure
- SALARY** : R 206 982 pa (plus benefits)
- CENTRE** : Central Office
- REQUIREMENTS** : National Diploma / Degree in ICT. A minimum of three years experience in the field of desktop and peripheral equipment support. Experience in the support of Microsoft OS and Suites is a must. Relevant specialist experience in managing email via MS Outlook will be a distinct advantage. Incumbent must have a valid driving license.
- DUTIES** : First line support to Central Office and facilities. Scans for virus. Deployment of equipment. Configuration and upgrades of devices. Physical deployment of equipment. Deployment of software Deployment of patches and updates (when not possible with scripts) Desktop Software and Hardware Support. Installation, configuration and maintenance of Operating systems. End-user/Customer support; Setting up of printing and peripheral devices. Problem resolution and sign offs (helpdesk calls).Anti-virus management at desktop level (including stand alone devices) Set up email accounts and user training. Assist with setting up projectors and sound equipment. Periodic auditing of IT equipment at facilities. Standby support 24 x 7.
- ENQUIRIES** : Mr A Davis 011 355 3321
- CLOSING DATE** : 13 May 2011
- POST 17/33** : **ICT (INFORMATION SECURITY SPECIALIST) REF NO: 70262526**  
Directorate: ICT Enterprise Management
- SALARY** : R 206 982 pa (plus benefits)
- CENTRE** : Central Office. Johannesburg
- REQUIREMENTS** : National Diploma in ICT or Bachelors Degree in ICT, or 3 (three) years in ICT, CISSSP/CISMP, ITIL, At least 2 (two) years in IT Risk Management or Information Security. Drivers License and own transport
- DUTIES** : Maintain the ICT security infrastructure for the department. (e.g. provision of ICT Risk Frame Work and its Registry)Analyze, identify and evaluate information technology (Infrastructure) and systems security risks/controls. Propose, recommend and implement IT/s risk reduction solutions. Implement both the physical and logical security procedures, includes physical access control procedure, Password and parameter setting policy). Ensure that information and information systems are properly protected from a variety of threats such as error and fraud. ensure that hardware, software, personnel and data are not impaired by the ineffective functioning of support equipment (e.g. air conditioning, UPS) due to natural causes or exposure to sabotage, espionage or subversion. Maintain IT security policies. Monitor, resolve security issues, log the incidents and report on security related issues.
- ENQUIRIES** : Mr. R Mashaba 011 355 3352
- CLOSING DATE** : 13 May 2011
- POST 17/34** : **INFORMATION RESOURCE CENTRE MANAGER REF NO: 70262527**  
Directorate: Information Management
- SALARY** : R206 982 pa (plus benefits)
- CENTRE** : Central Office
- REQUIREMENTS** : Diploma/ Degree: Information science, Library science or Equivalent qualification, At least five years working experience in library environment, advanced computer skills and knowledge of ICT in libraries; proven excellent writing skills; and Sound inter-personal skills. Driver's license will be an added advantage.
- DUTIES** : Providing information Services, Collection building and Information management through selection, acquisition and processing, Manage and coordinate library/IRC services; and Perform general management functions such as financial management, human resource management, project management; Marketing of the library and information services to clients, Develop library/Information Resource Centre Policy, Provide a self-service intranet based IRC services and Develop a computer walk-in centre
- ENQUIRIES** : Ms Lunghile Mbedzi 011 298 2313

**CLOSING DATE** : 13 May 2011

**POST 17/35** : **ASSISTANT DIRECTOR: NETWORK SPECIALIST REF NO: 70262529**  
Directorate: ICT Infrastructure

**SALARY** : R 206 982 – R243 810 pa (plus benefits)  
**CENTRE** : Central Office  
**REQUIREMENTS** : Diploma / Degree in ICT (Network related) or CCNA. A minimum of three years experience in the field of network and equipment support. Exposure to the Cisco environment will be an added advantage! Relevant specialist experience in managing and configuring network environments will be a distinct advantage. Incumbent must have a valid driving license.

**DUTIES** : Manage/administer the Local Area Network. Set- up network devices. Ensure that there is network connectivity in LAN/WAN. Configure Hubs, switches, and routers. Configuring of policies and security permissions and rights for the network. Design networks and maintain external and internal availability. Evaluate changes to current and future network requirements. Manage network performance. Trouble-shoot networking problems on servers / computers. Configuration of new network environments. Ensure directorate management is kept abreast of technological developments. Perform on-site maintenance and configuration for optimal performance

**ENQUIRIES** : Mr A Monyatsi 011 481 2018 / 2172  
**CLOSING DATE** : 13 May 2011

**POST 17/36** : **CHANGE AND CONFIGURATION AGENT 1 Post REF NO: 70262528**  
Directorate: ICT Enterprise Management

**SALARY** : R206 982 pa (plus benefits)  
**CENTRE** : Central Office  
**REQUIREMENTS** : At least two years Information Technology experience. Two years exposure to change and configuration, a brief knowledge in networks, database and applications, understand change management and its applications in a project environment. Ability to sustain change implemented in a project environment. Good communication skills (verbal and written), report writing skills, proficiency in Microsoft Office and valid driver's license. All applications must be accompanied by certified copies of ID, Drivers License, qualifications and certificates!

**DUTIES** : Provide change and configuration to the department; ensure that change and configuration services in the department are rendered effectively. Update records for all components of infrastructure, including related documents are created and maintained. Record computer hardware for the purpose of asset management, which is also used to maintain asset information. Register all IT infrastructure in a change Management Database, where the following are included:- identification of asset, control, status accounting, verification, Configuration maintenance include, physical client and server hardware products and versions, operating system software products and versions, application development software products and versions, technical architecture product sets and versions as they are defined and introduced, live documentation, networking products and versions, definitions of packages of software releases, configuration item standards and definitions, definitions of hardware base configurations

**ENQUIRIES** : Mr R. Mashaba 011 355 3352  
**CLOSING DATE** : 13 May 2011

**POST 17/37** : **JUNIOR BACKUP ADMINISTRATOR 1 POST REF NO: 70262549**  
Directorate: ICT Enterprise Management

**SALARY** : R 174 117 pa (plus benefits)  
**CENTRE** : Central Office  
**REQUIREMENTS** : National Diploma in ICT or Bachelor Degree in ICT, At least two years experience in ICT (Backups and Restore), and automation.

**DUTIES** : Monitor and report on the success and failure of backups and restore, Implementing of backups. Testing of backups and report on the outcome. Perform regular testing of it recovery and continuity plans and procedures develop backup and restore procedures prepare backup tapes for vaulting. Support institutions restore data on request

**ENQUIRIES** : Mr. Richard Mashaba 011 355 3352  
**CLOSING DATE** : 13 May 2011

**POST 17/38** : **CHIEF REGISTRY CLERK REF NO: 70262546**  
Directorate: Information Management

**SALARY** : R140 208 pa (plus benefits)  
**CENTRE** : Central Office  
**REQUIREMENTS** : National Diploma/ Degree: Diploma/ Degree: Records Management, Archival Studies, Administration studies or Grade 12 plus 5 years experience in a Registry environment, General Administration skills, Good communication and coordination skills, Computer literacy, Knowledge of registry procedures, Supervision skills, and Knowledge of file plan as a classification system

**DUTIES** : Ensure the smooth running of the postal services including renewal and payment of subscriptions, Production of statistics on document distribution services, Ensure effective administration and dissemination of departmental circulars, Establish and maintain a database of all circulars and correspondences within the department, Assist in the implementation of the departmental file plan, Collate monthly statistical information on waste paper, Manage and maintain all the registers in registry and Ensure effective management of files

**ENQUIRIES** : Ms. Lunghile Mbedzi 011 298 2313  
**CLOSING DATE** : 13 May 2011

**POST 17/39** : **NETWORK CONTROLLER (1) REF NO: 70262547**  
 Directorate: ICT Infrastructure

**SALARY** : R140 208 pa (plus benefits)  
**CENTRE** : Central Office  
**REQUIREMENTS** : Diploma / Degree in ICT (Network Related) or other Network Related qualifications. Any exposure to Cisco environment will be an added advantage. At least three years experience in networking environment. Incumbent must have valid driving license. Knowledge of health environment will also be an added advantage. Successful candidates will be expected to travel to various facilities within the GDHSD environment.

**DUTIES** : Administer the Local Area Network. Set-up network devices. Ensure that there is network connectivity in LAN/WAN. Configure Hubs, switches, and routers. Evaluate changes to Current and future network requirements. Manage network Performance. Trouble-shoot networking problems on servers/computers. Configuration of new network environments. Perform on-site maintenance and configuration for optimal performance

**ENQUIRIES** : Mr. A Monyatsi 011 481 2018 / 2172  
**CLOSING DATE** : 13 May 2011

**POST 17/40** : **REGISTRY CLERK REF NO: 70262545**  
 Directorate: Information Management

**SALARY** : R113 568 pa (plus benefits)  
**CENTRE** : Central Office  
**REQUIREMENTS** : Grade 12 plus 3 years experience in a Registry environment Diploma/ Degree in (Records Management, Archival Studies or Information Science) will be an added advantage, General Administration skills, Good communication and coordination skills, Computer literacy, Knowledge of registry procedures and Knowledge of file plan as a classification system

**DUTIES** : Receive incoming documents and sort for distribution to all Directorates, registering of documents received and distributed, Scan records and distribute electronically to all senior management, Ensure effective management of files, Conduct audits of records currently in the office, maintain a database of all circulars and correspondences within the department, Collate monthly statistical information on waste paper, maintain all the registers in registry and Franking of outgoing letters

**ENQUIRIES** : Ms. Lunghile Mbedzi 011 298 2313  
**CLOSING DATE** : 13 May 2011

**POST 17/41** : **MESSENGER 2 POSTS REF NO: 70262548**  
 Directorate: Information Management

**SALARY** : R79 104 pa (plus benefits)  
**CENTRE** : Central Office  
**REQUIREMENTS** : Grade 12 plus 3 years experience in a Registry environment Grade 12 (one or more) years messenger service experience and Drivers license will be an added advantage , Time Management, Good communication and coordination skills

**DUTIES** : Ensure that all records and documents reach their intended Recipients, to ensure that a document control register is updated, provide daily statistics of records and document received and delivered, to collect the post on daily basis, to collect and deliver records and documents from internal directorates and external departments

**ENQUIRIES** : Ms. Lunghile Mbedzi 011 298 2313  
**CLOSING DATE** : 13 May 2011

**POST 17/42** : **ADMINISTRATION CLERK TWO POSTS REF NO: 70262710**  
 Directorate: ART and TB

**SALARY** : R79 104 per annum (plus benefits)  
**CENTRE** : Kopanong Hospital  
**REQUIREMENTS** : Grade 10/12 good communication skills, proficiency in written and spoken English knowledge about HIV/AIDS basic knowledge about TB and computer literacy.

**DUTIES** : Registering patients and completing statistics at ART and TB. Updating and controlling file information with every visit. Friendly reception of patients and handling of telephone enquiries. Act as information Officer. Drawing and filing of medical records. Taking of minutes for the Department when there is a need.

**ENQUIRIES** : Ms EM Tshabalala, Tel No: (016) 428-7155



**CLOSING DATE** : 13 May 2011

**OFFICE OF THE PREMIER**

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

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

**MANAGEMENT ECHELON**

**POST 17/43** : **DIRECTOR –ECONOMIC SECTOR POLICY REF NO: 70259379**  
Directorate: Provincial Policy and Research

**SALARY** : R 685 200 per annum (all inclusive package)  
**CENTRE** : Johannesburg

**REQUIREMENTS** : An appropriate recognised Bachelor's degree (or equivalent qualification) PLUS relevant management experience. An appropriate postgraduate qualification in Economics or Social Sciences will be an added advantage. The successful candidate must possess strong strategic, leadership, and management skills. S/he must also have 3 years minimum experience in the public sector environment and, a good understanding of government priorities and knowledge of the South African political landscape and the socio-economic environment within which Public Service delivery takes place. S/he should possess a good knowledge of Government policies and Prescripts. She should have experience in research, policy development and analysis as well experience in managing multi-disciplinary teams. Competencies Needed: Policy analysis, formulation and research; analytical and problem solving; communication (written and verbal); financial management; programme and project management; people management and empowerment; client orientation and customer focus skill; service delivery innovation; and strategic planning skills. Attributes: Diplomacy, ability to work under pressure, in a team and independently and to cope with a high workload and disciplined. S/he must be assertiveness, innovative, creative.

**DUTIES** : As part of the senior management team of the Office of the Premier, the incumbent of this position will be responsible for the overall management and/ or coordination of the following functions: Provide strategic technical policy and research advice, and co-ordination support to the Executive Council and its clusters; developing and coordinating the implementation of the cluster programme of action; set the agenda of the cluster and identify issues that require collective consideration of the Cluster in line with the provincial strategic priorities and cabinet decisions and conduct environmental scans on socio-economic and infrastructure development related issues. Provide leadership of the Directorate, ensure that performance target of the directorate are achieved and manage resources efficiently and effectively in accordance with Public Service policies and prescripts and ensure sound human resources management.

**ENQUIRIES** : Ms. M. Seritsane, Tel No: (011) 355 6004

**CLOSING DATE** : 11 May 2011

**NOTE** : If appointed the signing of a performance agreement contract is compulsory. The successful candidate will be required to submit to a security clearance check, including qualification verification.

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

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

**CLOSING DATE** : 13 May 2011  
**NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) Certified copies of ID documents, educational qualifications, certificates of service and professional registration certificates - not copies of certified copies and proof of current registration must be submitted together with your CV. People with disabilities should feel free to apply for the posts. 2.The reference number must be indicated in the column provided on the form Z83 ,eg ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful.

**OTHER POSTS**

**POST 17/44** : **OPERARIONAL MANAGER NURSING: PHC STREAM REFERENCE NO: OMN 18 / 2011**  
 Component: HIV/ AIDS Clinical

**SALARY** : R309 327 pa plus benefits: 13<sup>th</sup> cheque Medical Aid (Optional) Homeowner's Allowances (Employee must meet prescribed requirements)

**REQUIREMENTS** : Appropriate B Degree / National Diploma or equivalent qualification Minimum 9 years appropriate / recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in PHC. Current registration with SANC Valid Code EB License (Code 08). Computer Literacy (Attach certificate). Knowledge, Skills, and Competencies Required: Sound Project management skills Good facilitation, human relations, negotiation and problem solving skills Good verbal and written communication skills Good monitoring and evaluation skills Knowledge of District Health System Knowledge of Public Service Legislative prescripts Basic financial management skills Presentation Skills. An understanding of the challenges facing the public health sector Aptitude for research so as to acquire new knowledge swiftly.

**DUTIES** : Key Performance Areas: Initiate a District plan for HIV/AIDS Programmes and advise programme development in relation to levels of care Coordinate and facilitate the implementation of the comprehensive HIV/AIDS plan in the District (Hospital and PHC) and compile reports Manage and coordinate the HIV/AIDS related training Coordinate NGO activities supporting HIV/AIDS in the District Monitor and support HCT, ARV, MMC, STI activities in the District Monitor and control the utilization of budget allocated for programme To support all local government HIV/AIDS activities and Traditional Healers programme in the District To coordinate all HIV/AIDS events in the District To support and ensure the proper functioning of the multi-stakeholder HIV/AIDS forum in the District Translate National and Provincial targets into achievable plans at District level

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Dr OO Olowookorun Telephone No.: 039 688 3000  
 : The District Manager Ugu Health District, Private Bag X735, Port Shepstone 4240.  
 : Human Resources

**POST 17/45** : **DIETICIAN (GRADE 1,2OR3) REFERENCE: MONT 23/2011**

**SALARY** : Dietician Grade 1: R173 949 – R198 894 per annum  
 Dietician Grade 2: R204 906 – R234 297 per annum  
 Dietician Grade 3: R241 374 – R292 926 per annum Other Benefits : 13<sup>th</sup> cheque, 12% Rural Allowance, Medical Aid: Optional, Housing Allowance: Employee must meet prescribed requirements

**REQUIREMENTS** : National Diploma / Degree in Dietetics Current registration with the HPCSA as a Dietician (Independent Practice) Valid code B driver's license. Experience: Grade 1: None after registration with the HPCSA as Dietician (Independent Practice). Grade 2: Minimum of 10 years experience after registration with the HPCSA as a Dietician (Independent Practice) Grade 3: Minimum of 20 years experience after registration with the HPCSA as a Dietician (Independent Practice) Certificates of service must be attached as proof of experience. Knowledge, Skills, Training & Competence Required: Sound knowledge of food service management and clinical information management. Sound knowledge of nutritional analysis and patient assessment. Computer literacy Good communication skills Ability to plan and organize resources.

**DUTIES** : Key Performance Areas: Manage and provide a high quality and preventive, promotive and curative nutrition services according to client's needs within the facilities i.e. surrounding hospitals, clinics and schools and the facility community at large. Provide consultative nutrition services to health professionals and patients. Give advice on procedural and policy matters to colleagues and the public to contribute towards the development and implementation of INP in

terms of strategic and operational plans. Monitor and evaluate the nutrition services to comply with accepted standards and indicators. Provide advisory service to food service element to ensure provision of quality food. Facilitate the implementation of specific targeted interventions e.g. Vitamin A Supplementation Programme, ARV Programme and management of a child with severe malnutrition. Contribute towards the prevention and reduction of morbidity and mortality rates due to malnutrition, nutrition-related diseases of lifestyle, communicable infections and other debilitating diseases affecting HIV/AIDS patients. Identify and conduct training for all role players including health professionals, communities and others on INP. Facilitate practices and behaviors in health care settings to protect, promote and support breastfeeding.

**ENQUIRIES**

: Dr P.J. Zimu Tel no: 033-506 7000

**APPLICATIONS**

: All applications must be forwarded to: The Human Resource Manager, Montebello Hospital  
Private Bag x506 Dalton

**FOR ATTENTION**

: Mr Z.T. Nxumalo

**PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF HUMAN SETTLEMENT, PUBLIC SAFETY AND LIASON**

*This Department Is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.*

- APPLICATIONS FOR ATTENTION** : The Head of Department, Department of Public Safety, Private Bag x19, MMABATHO 2735  
Ms Gadifele Noge: Office No. 146, 1<sup>st</sup> Floor, New Head Office Complex-Old Parliament Building  
Modiri Molema Road
- CLOSING DATE** : 20 May 2011
- NOTE** : (a) Applications must be accompanied by signed Z83 and a recent updated comprehensive CV as well as originally certified copies of all qualification(s) and ID-document and the names of three referees. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post, must direct their enquiries to Ms Gadifele Noge, Assistant Director: Recruitment Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful. Note. Previous employment records will be verified. Appointed candidates will be subjected to security clearance and vetting. Recommended MMS and SMS personnel shall be subjected to competency assessment as well.

**OTHER POST**

- POST 17/46** : **DEPUTY DIRECTOR, SPECIAL PROGRAMMES REF.NO: 01/2011**  
Directorate: Human Resource Management
- SALARY** : Remuneration Package of R406 839 (SL 11) pa\* the inclusive Remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, medical fund and a flexible portion in terms of applicable rules\* The successful candidate must enter into a performance agreement and sign an employee contract\* The successful candidate shall also be subjected to competency assessment.
- CENTRE REQUIREMENTS** : Head Office – Mmabatho  
Qualifications: \*Applicants must be in a possession of an appropriate Bachelor's degree or equivalent qualification and appropriate experience commensurate with the level and responsibilities of the position. \*Applicants must have the proven ability to interact at both strategic and operational level. Knowledge: \*Understanding of and the ability to grasp the new Public Service Policies, Rules and Regulations, including : Public Service Act, Public Service Regulations, PFMA, Treasury Regulation and other related prescripts. \*Knowledge of budget planning and control. \*Sound practical knowledge of principle of good Corporate Governance. \*High level knowledge and experience with regard to National and Provincial Youth Development Strategies, Batho Pele Principles, and Gender Mainstreaming programmes. \*Skills: Computer literacy (Microsoft Office Suite). \*Proven management ability and attributes of dynamic leadership skills. \*The ability to maintain positive interpersonal relations and to work well as part of a team as well as on individual basis. \*Analytical skills and the ability to work under pressure. \*Excellent presentation skills. \* Problem-solving abilities. \*Proven skills in respect of report writing. \*Ability to function independently. Communication: \*Strong liaison, communication and negotiation skills. \*Good Written and Verbal Communication skills. \*Creativity: A creative, assertive and confident approach, ample initiative and an independent work ethic, self- motivated and reliable. \*Integrity and honesty.
- DUTIES** : \*Provide strategic leadership and management to special programmes initiatives. \*Develop the specific programmes in creating common understanding on programmes relating to women, men, persons with disabilities, young people, HIV/AIDs iro external stakeholders, gender equality, elderly, rights of the child and its role within transformation. \*Develop a database of all vulnerable groups related to training programmes. \*To promote an integrated approach to governance for accelerated service delivery. \*To provide advice and support to the entire management. \*To monitor and evaluate the progress iro gender, women empowerment with regard to the implementation of the Departmental Gender Policy. \*Provide advice and support to the department in the implementation of policies through intervention programmes and plans. \*Support and participate in relevant international, regional and sub – regional activities. \*Manage the sub-directorate and its resource allocation in an effective, transparent and efficient manner.
- ENQUIRIES** : MS. Carol Du Preez TEL. No (018) 3881245

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

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

- APPLICATIONS** : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000.
- FOR ATTENTION** : Ms C Versfeld
- CLOSING DATE** : 20 May 2011
- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. As directed by the Department of Public Service & Administration, applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment.

**OTHER POST**

- POST 17/47** : **SENIOR PERSONNEL PRACTITIONER (HRM ADVISORY SERVICES)**  
(Directorate: Human Resource Management) This post is currently based on the premises of Karl Bremer Hospital - Bellville.
- SALARY** : R 174 117 per annum.
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Experience and in-depth knowledge in the field of Human Resource Management in the Public Service with the emphasis on all aspects of personnel administration. Inherent requirements of the job: Valid Code B/EB driver's licence (certified copy). Willingness to work away from home on a continuous basis. Competencies (knowledge/skills): Good verbal and written communication skills to ensure effective presentation of HR advice as well as report writing. Practical computer skills in MS Word, Excel, PowerPoint and the PERSAL system. Ability to interpret policies/procedural manuals. Sound knowledge of the Public Service Act, Public Service Regulations, and Collective Agreements regarding the above mentioned. Note: Candidates may be subjected to a practical test.
- DUTIES** : Key result areas/outputs: Perform relief function at HR offices within PGWC Health facilities when necessary. Perform HRM investigations at Health facilities. Give guidance/advice to HR staff pertaining to HRM policies and practices. Compile HR audit reports and submissions. Assist with HRM Risk Management Analysis function with regard to the application for HR practices and procedures. Facilitate and co-ordinate formal functional training venues and inform relevant participants. Assist with client services function e.g. helpdesk with regard to HR prescripts. Perform ad hoc investigations. Assist with compilation of procedure manuals. Support function to the sub-component: HRM Advisory Services.
- ENQUIRIES** : Denise Slabolepszy, tel.no. (021) 918-1644 or Nikkie van der Westhuizen, tel.no. (021) 918-1646