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

PUBLIC SERVICE VACANCY CIRCULAR NO 24 OF 2011

1. Introduction

- 1.2 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.
- 1.3 As regards the latter issue, National Departments/Provincial Administrations and Government Components are called upon to give serious consideration during the filling of vacancies to the absorption of employees who have been declared in excess if they apply.

2. Directions to candidates

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

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

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

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

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

AMENDMENTS

: **Western Cape Department of Health:** Kindly note Please note that post 19/178, Assistant Manager Nursing (Speciality: Night Duty Psychiatry), Stikland Hospital, Bellville (Chief Directorate: General Specialist and Emergency Services) has been cancelled.

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DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

APPLICATIONS : Ultimate Recruitment Solutions (URS) Response Handling, P.O. Box 11506, Tierpoort, 0056. Application Enquiries: (012) 811 1900

FOR ATTENTION : URS Response Handling

CLOSING DATE : 1 July 2011

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

OTHER POSTS

POST 24/01 : **ASSISTANT DIRECTOR: HUMAN RESOURCES POLICIES AND PRACTICES**
REF NO: 242/2011
Directorate: Employee Relations

SALARY : R 206 982 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a National diploma/degree in Human Resources Management. Appropriate experience in the development and maintenance of Human Resources (HR) policies and practices. Proficiency in English (verbal and written) as well as computer literacy (MS Word). Skills: policy analysis and development, good interpersonal relations, problem solving and conflict resolution. Good knowledge of all Public Service legislation and prescripts is a prerequisite for this post. A valid driver's licence and the ability to travel extensively.

DUTIES : The incumbent will be responsible for developing and maintaining HR policies and practices as well as assessing the impact thereof and monitoring of compliance. Render advice on HR policies and practices. Conduct information sessions on Departmental HR policies and practices. Co-ordinate inputs for the Departmental HR plan and advise line managers on human resource planning. Analyse HR management information in order to pro-actively develop interventions. Develop HR retention strategies. Investigate grievances and misconduct cases as well as monitor trends in order to advise on pro-active measures to ensure sound employee relations. Conduct work place climate studies. Conduct annual assessments on the ability of the Departmental HR components to strategically assist in the achievement of service delivery goals. Supervise and mentor employees.

ENQUIRIES : Adv J.F. Landman, Tel. 012 319 7305.

NOTE : A pre-interview test will be conducted to determine the required knowledge and skills.

POST 24/02 : **ESTATE MANAGER REF NO: 234/2011**
Directorate: Forestry Management (Eastern Cape)

SALARY : R206 982 per annum

CENTRE : East Griqualand Estate

REQUIREMENTS : Applicants must be in possession of a National diploma/degree in Forestry, Environmental Science and/or Social Forestry. Experience in plantations as well as personnel and financial management. Knowledge of forestry standards and guidelines as well as environmental legislation. Ability to take initiative. Good team and leadership skills. Excellent communication (verbal and written) skills. Computer literacy (MS Office software). A valid driver's licence.

DUTIES : The incumbent will be responsible for sustainable forest management which entails implementing criteria, indicators and standards for the management of the forest. Develop an annual plan of operation. Identify, recommend and monitor research projects in the State forest. Bio-diversity management and yield regulation. Protection of forest and trees which entails developing control measures to protect trees, the woodland and forest. Recommend the declaration of trees as protected. Take action to protect the trees. Implement a plan to reduce illegal use and protect the forest against pests, diseases and invasive species. Regulate the use of the State forest for the purpose of education, recreation, culture or spiritual value. Implement fire fighting strategies/procedures. Supervise fire fighting activities. Ensure the participation of stakeholders by promoting the function of stakeholders/associations. Encourage workable relations with stakeholders. Perform a co-ordination role with all stakeholders involved. Develop a business plan for the awareness campaign. Manage resources in the component, human resources, change, financial administration, performance management and development system, assets management and administration.

ENQUIRIES : Mr S. Mbambalala, Cell. 082 801 5488.

POST 24/03 : **BUSINESS ECONOMIST REF NO: 237/2011**
Directorate: Forestry Management (Eastern Cape)

SALARY : R206 982 per annum
CENTRE : King Williams Town

REQUIREMENTS : Applicants must be in possession of a Bachelor's degree in Forestry and/or Commerce. Experience in management and the economic environment. An understanding of current forestry legislation, particularly the National Forest Act, 1998 (Act 84 of 1998) and the National Veld Forest Fire Act, 1998 (Act 101 of 1998). Programme and project management skills. Policy/strategy development and analysis skills. Analytical and problem solving skills. Excellent communication (verbal and written) and good interpersonal relations skills. Computer literacy (MS Office software). A valid Code EB driver's licence.

DUTIES : The incumbent will be responsible for developing and transforming the forestry sector by ensuring the implementation of Government objectives in promotion of rural livelihoods. Develop procedures to perform the functions of the post. Create an enabling environment for local economic development in order to develop the forestry sector as an economic opportunity. Support entrepreneurship in the forestry sector. The management of forest enterprise development, greening and livelihoods. Promote forestation. Perform strategic planning. Ensure the participation of stakeholders. Develop a business plan for the awareness campaign. Manage resources within the component; human resources, change management, financial administration, performance management and development systems, asset management and administration.

ENQUIRIES : Mr N. Quvile, Tel. 043 604 5400.

POST 24/04 : **ASSISTANT DIRECTOR: INTERNATIONAL MARINE CO-OPERATION REF NO: 240/2011**
Directorate: Inter-governmental & International Relations

SALARY : R206 382 per annum
CENTRE : Cape Town

REQUIREMENTS : Applicants must be in possession of a three-year qualification in Political Science (majoring in International Relations), International Relations and/or an equivalent qualification (NQF 6) in the related field. Relevant extensive experience in international relations as well as the supervision of staff. Knowledge of South African priorities and the foreign policy. A working understanding of fisheries related issues. A broad understanding of international relations and co-ordination, budgeting and financial management as well as of the Public Finance Management Act and Marine Living Resources Act and the regulations related thereto. Computer literacy. A valid driver's licence.

DUTIES : Co-ordination and facilitation of international and inter-Governmental engagements. Research, compilation, monitoring and maintenance of the international engagements database. Formation of the stakeholder database. Engagement in international and intergovernmental meetings. Communication to secretariats, joint committees and working groups. Participation in inter-departmental meetings. Participation in logistical arrangements for the local hosting of international meetings. Compiling of reports and receiving back to office reports from the South African delegates attending international meetings. Facilitation of follow-up to resolutions from international meetings. Convene stakeholder meetings. Focal point for international correspondence. Follow-up on subscriptions and payment thereof. Manage administrative staff. Budgeting and financial management.

ENQUIRIES : Mr M. Nqoro, Tel. 021 402 3654

POST 24/05 : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN 2 POSTS**
REF NO: 223/2011
Directorate: Inspection Services

SALARY : R174 117 per annum
CENTRE : Pretoria and Durban
REQUIREMENTS : Applicants must be in possession of a National diploma or Bachelor's (B.Sc.) degree in Agriculture with Plant Pathology, Entomology, Plant Production and/or Crop Science as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Knowledge of and experience in agricultural law enforcement, relevant industries and generic administrative procedures as well as supervision of staff. Knowledge of the Agricultural Pests Act, 1983 (Act 36 of 1983) and the following international agreements: the World Trade Organisation's Sanitary and Phytosanitary Standards (WTO-SPS) and the International Plant Protection Convention (IPPC). Computer skills in MS Office software. Good problem solving, planning, organising, conflict handling, interpersonal relations and communication skills. A valid driver's licence and the ability to drive. Applicants must be capable and willing to conduct inspections inter alia in rail trucks, on trucks, in ships, containers, cold storages, etc. He/She must be prepared to travel and work away from home/office at short notice, work irregular hours and work overtime.

DUTIES : The incumbent will be responsible for enforcing the Agricultural Pests Act, 1983 as well as the provisions of the IPPC relevant to inspections to ensure that regulated articles, plants and plant products comply with the set Phytosanitary requirements. This includes the independent planning and conducting of inspections as well as the auditing of assignees. Inspections include sampling, testing, conducting surveys and enforcing requirements of control measures. Conduct inspections away from his/her station as well as render services on short notice and after hours at/or away from his/her station when necessary. Execute administrative tasks as well as supervise and train staff where applicable. Offer regulatory services pertaining to other legislation and international obligations.

ENQUIRIES : Ms J.C. Coetzee, Tel. 011 390 7501.

POST 24/06 : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 221/2011**
Directorate: Inspection Services

SALARY : R 140 208 per annum
CENTRE : Port Elizabeth
REQUIREMENTS : A National diploma or Bachelor's (B.Sc.) degree in Agriculture with Plant Pathology, Entomology and/or Plant Production as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Knowledge of agricultural law enforcement and relevant industries will serve as an advantage. Knowledge of the Agricultural Pests Act, 1983 (Act 36 of 1983). Knowledge of the following international agreements: the World Trade Organisation's Sanitary and Phytosanitary Standards (WTO-SPS) and the International Plant Protection Convention (IPPC) will serve as an added advantage. Computer skills in MS Office software. Good problem solving, planning, organising, conflict handling, interpersonal relations and communication skills. A valid driver's licence. Applicants must be capable and willing to conduct inspections inter alia in rail trucks, on trucks, in ships, containers, cold storages, etc. He/She must be prepared to travel and work away from home/office at short notice, work irregular hours and work overtime.

DUTIES : The incumbent will be responsible for enforcing the Agricultural Pests Act as well as the provisions of the IPPC relevant to inspections to ensure that regulated articles,

plants and plant products comply with the set Phytosanitary requirements. This includes the independent planning and conducting of inspections as well as the auditing of assignees. Inspections include sampling, testing, conducting surveys and enforcing requirements of control measures. Conduct inspections away from his/her station when necessary. Offer regulatory services pertaining to other legislation and international obligations.

ENQUIRIES : Mr P. Pillay, Tel. 041 484 2725.

POST 24/07 : **PERSONAL ASSISTANT REF NO: 219/2011**
Directorate: Provincial & SOE's Performance Monitoring

SALARY : R140 208 per annum
CENTRE : Pretoria

REQUIREMENTS : Applicants should be in possession of a Grade 12 Certificate or a Secretarial certificate/diploma with extensive practical experience in the secretarial and administrative field as well as the following key competencies: knowledge of and practical expertise in respect of MS Office software (Word, PowerPoint and Excel); typing and office telephone etiquette; relevant office administration practices; document management, tracking and filing systems; minute taking and report writing. Excellent interpersonal relations. Good communication (verbal and written) and problem solving skills. Ability to work under pressure.

DUTIES : The incumbent will be responsible to provide secretarial and office administrative support services to the Director. Manage mail, faxes and other documents. Maintain an effective filing and document tracking system (electronic and physical). Manage the Director's diary (electronic and manual) and maintain an appropriate schedule for appointments. Make and confirm travel/accommodation arrangements, deal with subsistence claims and co-ordinate travel arrangements for meetings, workshops, conferences and other functions. Receive visitors. Handle enquiries and liaise with clients and stakeholders. Draft and type correspondence and other documents, record and type minutes of meetings and compile reports as well as keep up-to-date on relevant official prescripts/policies and procedures that apply in order to ensure efficient and effective support.

ENQUIRIES : Dr S.F. Mkhize, Tel. 012 319 8469.

POST 24/08 : **SENIOR ADMINISTRATION CLERK REF NO: 224/2011**
Directorate: Inshore Fisheries Management

SALARY : R113 568 per annum
CENTRE : Cape Town

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate with administrative experience and computer literacy. Knowledge of the Marine Living Resources Act, 1998 (Act 18 of 1998), the Regulations promulgated thereunder and Departmental policies with special reference to commercial fishing rights. Reasonable knowledge of marine resources and fisheries policies. A good understanding of public service systems and procedures will serve as an advantage. Good interpersonal, communication, problem solving and organising skills.

DUTIES : The incumbent will be responsible for providing support and assistance in the implementation and administrative processes (permitting and licensing) relating to the regulation of Line and Net Fisheries sectors by applying the Marine Living Resources Act. Assist in co-ordinating and facilitating stakeholder participation. Assist in managing general administrative activities within the sub-directorate (filing, photocopying, etc.).

ENQUIRIES : Ms H. Coetzee or Ms N.C. Yaga, Tel. 021 402 3091/3613.

POST 24/09 : **OFFICE ADMINISTRATOR I REF NO: 241/2011**
Directorate: Intergovernmental & International Relations

SALARY : R113 568 per annum (R 178 236 total package per annum)
CENTRE : Cape Town

REQUIREMENTS : Applicants must be in possession of a Secretarial diploma or a Grade 12 Certificate with relevant extensive experience in a secretarial and/or administrative support environment. Knowledge of and experience in minute taking. Knowledge of MS Office software (Word, Excel, PowerPoint and Outlook) and Internet coupled with sound typing skills. Good telephone etiquette. Interpersonal relations and organisational skills. Good communication (verbal and written) skills. Diary

management. Ability to work individually as well as within a team. Ability to identify and handle confidential documents. Ability to organise and prioritise work. Filing skills and the ability to keep record of the flow of documents.

DUTIES

: The incumbent will be responsible for the overall administration of the Director's office. Diary management and co-ordination of office activities. Manage all incoming and outgoing correspondence. Create and manage a filing tracking system for the Senior Manager's office. Co-ordinate and prepare for meetings, workshops, conventions and commissions. Prepare and produce documents when requested. Taking minutes and compiling reports. Provide reception services, including screening services. Receiving as well as attending to messages and providing hospitable reception of visitors to the Directorate. Make travel and accommodation arrangements as well as process all subsistence and travel claims. Handle confidential documents. Operate office standard equipment (fax, photocopying machine and shredder). Type correspondence such as letters, submissions and reports. Perform all general secretarial and administrative tasks such as minute taking and arranging and/or serving refreshments.

ENQUIRIES

: Mr N. Nqoro, Tel. 021 402 3654

NOTE

: A competency test will be conducted during interviews.

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 15 July 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 24/10** : **STAFF OFFICER FINANCE ANTI-CRIMINALITY**
This post is advertised in the DOD, broader Public Service and Media (Flyers)
- SALARY** : R206 982 per annum
CENTRE : Military Police Division HQ
REQUIREMENTS : NQF Level 5 - 6: Preferable. Degree/National Diploma. Knowledge of legislation, policies and prescripts applicable to anti-criminality and the application thereof. Special requirements (skills needed): Communication (verbal and written), presentation-, facilitation-, negotiation and management skills, problem solving ability, initiative, adaptability, computer literate.
- DUTIES** : Ensure involvement of all financial DOD role players. Ensure financial policy alignment. Ensure capacity to manage financial anti-criminality. Safeguard and protection of financial DOD assets.
- ENQUIRIES** : Col S.D. Masoleng, (012) 674-4133
APPLICATIONS : Department of Defence, Military Police Division HQ, Private Bag X161, Pretoria, 0001
- POST 24/11** : **CHIEF ADMINISTRATION CLERK**
This post is advertised in the DOD, broader Public Service and Media (Flyers)
- SALARY** : R140 208 per annum
CENTRE : Northern Military Police Region Head Quarters
REQUIREMENTS : NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Good communication (written and verbal) skills. Computer literate-, organise-, interpersonal relationships- and problem solving skills. Maintain discipline. Self motivation- and analytical thinking. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Type correspondence letters. Administrate Registry. Manage inventory. Manage stationary. Check diverse documents for completion and correctness. Process documents in relation to the section's functional activities. Receive, sort and file documents. Refer documents to relevant destinations. Present findings. Render an auxiliary service to the supervisor and professional personnel. Write reports, articles

and programmes based on processed information. Compile findings- and recommendations report. Supervisory duties.

ENQUIRIES : Col S.D. Masoleng, (012) 674 4133
APPLICATIONS : Department of Defence, Military Police Division HQ, Private Bag X161, Pretoria, 0001

POST 24/12 : **SENIOR SECRETARY GR III**
This post is advertised in the DOD, broader Public Service and Media (Flyers)

SALARY : R113 568 per annum
CENTRE : Military Police Division HQ, Pretoria.
REQUIREMENTS : NQF Level 4. Applicants with prior learning either by means of appropriate experience or alternative courses may also apply. Special requirements (skills needed): Secretarial experience will be an advantage. Knowledge of general office administration and ability to operate an efficient and organised office. Knowledge of security regulations. Ability to provide personal assistant service. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Planning, organizing and problem solving skills in an administrative environment. Telephone etiquette. Strong interpersonal skills. Computer literacy (MS Office Suite). Co-ordination and good inter-person skills. Typing skills. Communication skills (written and verbal).

DUTIES : Keep and update manager's diary. Arrange appointments and meetings and events for the manager and staff members in the unit. Records minutes/decisions and communicates to relevant role players, follow-up on progress. Draft routine and complex correspondence and reports. Handle the procurement of standard items like stationary and refreshments. Liaise with travel agencies to make travel arrangements. Process the travel and subsistence claims for the unit. Administer the leave registers, roll call books and telephone accounts. Manage general office duties. Collect, control and return files routed to officers within the unit. Remove outgoing letters and files from the manager's desk daily. Provide a reception, communication and coordination service. Control the receipt/transmission of documents sent via fax/internet for the manager. Operate office equipment. Maintain a registry/control system for incoming and outgoing documents and post.

ENQUIRIES : Col S.D. Masoleng, (012) 674 4133.
APPLICATIONS : Department of Defence and Military Veterans, Military Police Division, Private Bag X161, Pretoria, 0001.

POST 24/13 : **SENIOR SECRETARY GR II**
This post is advertised in the DOD and broader Public Service.

SALARY : R94 575 per annum
CENTRE : Chief Defence Policy, Strategy & Planning Division, Chief Directorate Strategic Management (Directorate Risk Management), Pretoria.

REQUIREMENTS : NQF Level 4. Experience in client services, secretarial or related occupation will be an added advantage. Applicants who have completed internships in the public service will be given preference. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Excellent communication (written and verbal) skills. Computer literate (MS Word, PowerPoint, Excel and Internet). Good organization/events management-, excellent inter-personal- and problem solving skills. Must be able to obtain a confidential security clearance within a year.

DUTIES : Manage the Director's diary, photocopying and faxes. Arrange meetings and setting up appointments and conference calls. Arrange social events and organize refreshments. Stocktaking and order stationery. Maintain a manual filing system. Maintain an electronic document management database. Compile agendas and take minutes during directorate's meetings. Draft routine notes, memo's, letters and reports. Handle petty cash and financial claims. Handle S & T claims. Handle petty cash payments. Deal with classified files and documents. Arrange for visitors authorisation and parking.

ENQUIRIES : Mr S.J. Nkosi / Ms L. Annandale, Tel. (012) 355 6269/5203
APPLICATIONS : Department of Defence, Directorate Risk Management, Private Bag X910, Pretoria, 0001 or may be hand delivered to Office 1.0.169, Armscor Building, Pretoria.

NOTE : Candidates will be expected to do a typing test as part of the selection process. The successful candidate will have to undergo security vetting and his/her character should be beyond reproach

POST 24/14 : **SENIOR ADMINISTRATION CLERK GR III 5 POSTS**
 These posts are advertised in the DOD, broader Public Service and Media (Flyers)

SALARY CENTRE : R113 568 per annum
 : Military Police Division
 : 1 x post 1 Provost Regiment
 : 1 x post Thaba Tswane Military Police
 : 1 x post Western Military Police Region HQ
 : 1 x post Durban Military Police Area Office
 : 1 x post Naval Base Simon's Town Military Police Area Office

REQUIREMENTS : NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Competent in effective communication (written and verbal). Analytical-, problem solving-, good planning-, organisational-, administrative- and good inter-personal relations skills. Must be able to work under pressure. Must be able to obtain confidential security clearance within a year.

DUTIES : Manage the work activities in the different offices. Interpret/analyse all incoming information/documentation to determine correct destination. Ensure data integrity.

ENQUIRIES APPLICATIONS : Col S.D. Masoleng, (012) 674-4133
 : Department of Defence, Military Police Division HQ, Private Bag X161, Pretoria, 0001

POST 24/15 : **SENIOR TYPIST 2 POSTS**
 These posts are advertised in the DOD, broader Public Service and Media (Flyers)

SALARY CENTRE : R79 104 per annum
 : 1 x post Military Police School
 : 1 x post Naval Base Simon's Town Military Police Area Office

REQUIREMENTS : NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Competent in effective communication (written and verbal). Analytical-, problem solving-, good planning-, organisational-, typing and good inter-personal relations skills. Must be able to obtain confidential security clearance within a year.

DUTIES : Ensure correct and timeously execution of typing requests. Ensure strict application of departmental typing prescripts. Acknowledge receipt of draft documents in register. Type and proof read documents, rectify mistakes and ensure office neatness. Ensure effective utilisation of equipment. Ensure the cleanness of equipment. Type letters, etc from manuscripts with a typewriter, word processor or magnetic card typewrite.

ENQUIRIES APPLICATIONS : Col S.D. Masoleng, (012) 674-4133
 : Department of Defence, Military Police Division HQ, Private Bag X161, Pretoria, 0001

POST 24/16 : **SENIOR DATA TYPIST 7 POSTS**
 These posts are advertised in the DOD, broader Public Service and Media (Flyers)

SALARY CENTRE : R79 104 per annum
 : Military Police Division
 : 1 x Northern Military Police Region HQ
 : 1 x Wonderboom Military Police Area Office
 : 1 x Western Military Police Region HQ
 : 1 x Central Military Police Region HQ
 : 1 x Bloemfontein Military Police Area Office
 : 1 x Port Elizabeth Military Police Area Office
 : 1 x Durban Military Police Area Office

REQUIREMENTS : NQF Level 2 - 4: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Competent in effective communication (written and verbal). Analytical-, problem solving-, good planning-, organisational-, administrative and good inter-personal relations skills. Must be able to obtain confidential security clearance within a year.

DUTIES : Process data on computer. Consolidate statistics. Confirm incidents and types. Dispatch daily crime returns. Type weekly and monthly returns. Consolidate the weekly and monthly returns. Typing progress reports and final reports.

ENQUIRIES APPLICATIONS : Col S.D. Masoleng, (012) 674-4133
: Department of Defence, Military Police Division HQ, Private Bag X161, Pretoria, 0001

POST 24/17 : **ADMINISTRATION CLERK 2 POSTS**
These posts are advertised in the DOD, broader Public Service and Media (Flyers)

SALARY CENTRE : R79 104 per annum
: 1 x post 1 Provost Regiment
: 1 x post Central Military Police Region HQ

REQUIREMENTS : NQF Level 2: Preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Communication (verbal and written), computer literate, problem solving-, analysis- and organisational skills.

DUTIES : Perform HR tasks. Open personnel files. Update information, record keeping of personnel files. Receive, dispatch and record documents. Type documents. Photocopy documents. Perform logistical administration tasks. Open and update logistical files. Get quotations. Assist with inventory list. Issue stationary.

ENQUIRIES APPLICATIONS : Col S.D. Masoleng, (012) 674-4133
: Department of Defence, Military Police Division HQ, Private Bag X161, Pretoria, 0001

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

APPLICATIONS : The Director-General, Department of Environmental Affairs, Private Bag x 447, Pretoria, 0001

CLOSING DATE : 27 June 2011

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

OTHER POSTS

POST 24/18 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: GENERAL WASTE MANAGEMENT REF NO: AP101/2011**

SALARY : R272 181 per annum (Based on OSD)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor Degree or equivalent qualification in Science, or Engineering or Environmental Management. The applicant must have relevant working experience in the field of Pollution and Waste Management and an extensive knowledge of Waste Management. Applicants must have an understanding of the policy and legislative framework governing general waste management. Experience in project management will be an added advantage.

DUTIES : The successful applicant will be responsible for the following key performance areas: Identification of policy and regulatory interventions for the sound environmental management of general waste streams. Assist in the development of initiatives for the prevention and minimisation of priority general waste streams, including recycling and re-use. Provide technical input to legislation and policy development, environmental impact assessments, capacity building, authorisation and regulatory processes related to general waste management. Support the development of plans for the proper management of general waste. Investigate mechanisms for improved general waste management. Identify general waste information requirements for the waste information system. Disseminate information on general waste and, in particular, to promote awareness of recycling and general waste management.

ENQUIRIES FOR ATTENTION : Mr T Mohapi Tel: (012) 310 3861
: Mr S Pheeha

POST 24/19 : **ENVIRONMENTAL OFFICER SPECIALIZED PRODUCTION: PERMITTING 4 POSTS REF NO: AP6005/2011**

SALARY : R220 971 per annum (Based on OSD)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Science Degree in the field of Environmental Management. The incumbent must have working experience in the field of pollution and hazardous waste management. She/he must have an understanding of the policy and legislative framework governing pollution and waste management. Experience in environmental impact assessment is crucial. The following non technical skills are equally crucial, excellent communication, report writing, ability to work independently and as part of a team. A valid code EB driver's license. Recommendation: Experience in the use of computer programs such as Microsoft Excel, PowerPoint and Microsoft Word packages together with ability to present in front of large audiences will be added advantage.

DUTIES : To provide administrative and technical support for the processing of applications for the licensing of waste management activities sites, request technical inputs from other Directorates, manage document transfers and study application documentation for the drafting of waste licences and any other related authorisations after collating all available information. To process technical inquiries pertaining to authorization of waste management activities. To monitor and audit waste management facilities. To

provide support to provinces on waste licensing. To support the development and implementation of an efficient and effective administrative system for waste licensing process.

ENQUIRIES FOR ATTENTION : Mr M Tshitangoni Telephone (012) 310 3380
: Mr Dumisani Moyane

POST 24/20 : **SENIOR VETTING INVESTIGATOR REF NO: AP105/2011**

SALARY CENTRE REQUIREMENTS : R206 982 per annum (Total remuneration package of R293 858p.a.)
: Pretoria
: Applicants must be in a possession of an appropriate three year degree/diploma in the field of Social Sciences. At least 1 year experience in the vetting fieldwork investigation. Applicants must have completed the vetting investigator's training at NIA. Good communication, interview and analytical skills. Computer literacy. Interviewing experience. A valid driver's license.

DUTIES : The successful candidate will: Conduct vetting fieldwork investigations Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Ensure effective communication between the Department and the National intelligence Agency (NIA) and other related agencies. Manage personnel and all administration regarding vetting projects. Develop, implement and maintain investigation operating procedures

ENQUIRIES FOR ATTENTION : Ms M Booysen Tel (012) 310-3119
: Mr S Pheeha

POST 24/21 : **BIODIVERSITY OFFICER PRODUCTION GRADE C: POLICY DEVELOPMENT REF NO: AP6059 /2011**

SALARY CENTRE REQUIREMENTS : R205 122 per annum (Based on OSD)
: Pretoria
: An appropriate Bachelor's degree in Natural Sciences. • Sound knowledge of biodiversity issues, and experience in policy formulation and implementation of biodiversity-related legislation is essential, in particular the National Environmental Management: Biodiversity Act (Act No 10 of 2004) and its associated regulations • Experience in or an advanced knowledge of the implementation of provisions of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) • Advanced knowledge of sustainable use of natural resources, alien and invasive species, threatened or protected species and CITES-listed species • Good managerial, organizational, communication, interpersonal and administrative skills • Knowledge of financial management • In possession of a valid driver's license

DUTIES : Key Performance Areas: The successful candidate will be required to assist the sub-directorate responsible for the: Development of national biodiversity-related regulations, norms and standards, policies, strategies, programmes, indicators and other legislative tools relating to the sustainable use of wildlife resources, with specific reference to threatened or protected species, alien species and listed invasive species and CITES-listed species; Providing the legal framework to facilitate the implementation of and compliance with multilateral environmental agreements (CITES and CBD) through the development of appropriate and relevant legislative provisions in terms of NEMBA; Providing sound advice to line function staff and stakeholders outside the Public Service on the sustainable use of wildlife resources relating to threatened or protected species, alien species and listed invasive species and CITES-listed species; Facilitate and coordinate public awareness on issues relating to the sustainable use of wildlife resources with specific reference to threatened or protected species, alien species and listed invasive species and CITES-listed species.

ENQUIRIES FOR ATTENTION : Ms M Boshoff TEL (012) 310 3534
: Ms Kate Selemela

POST 24/22 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE B: HAZARDOUS WASTE MANAGEMENT REF NO: AP6006/2011**

SALARY CENTRE REQUIREMENTS : R174 924 per annum (Based on OSD)
: Pretoria
: An appropriate Bachelor's Degree or an equivalent qualification in engineering, chemistry or environmental sciences/management. Skills required: Organising and planning, computer literacy, communication, report writing, good interpersonal

- relations, understanding of legal framework for waste management, experience in the waste field; ability to work efficiently under pressure and ability to work individually and in be team player.
- DUTIES** : To assist in project management of the various projects within the Sub-directorate. To assist in the identification of policy and regulatory interventions for the sound environmental management of hazardous waste streams. To assist in the development of initiatives for the prevention and minimisation of priority hazardous wastes, including recycling, reuse and recovery. To coordinate technical input to legislation and policy development, assist with the assessment of licences for waste management activities and to undertake site inspections. To support the development and administration of waste management plans with industry aimed at reducing releases of identified and prioritized hazardous waste streams. To investigate mechanisms for the safe collection, transportation, treatment and disposal of hazardous waste. To provide technical input to international processes on hazardous waste management. To perform general administrative duties for the Sub-directorate.
- ENQUIRIES FOR ATTENTION** : Ms N Daniel; Telephone: (012) 310 3904
: Mr Daniel Masoga
- POST 24/23** : **BIODIVERSITY OFFICER PRODUCTION GRADE A: BIODIVERSITY AND CONSERVATION REF NO: AP6060 /2011**
- SALARY CENTRE REQUIREMENTS** : R148 503 per annum (Based on OSD)
: Pretoria
: An appropriate three year degree/diploma or an equivalent qualification in natural, or environmental sciences and preferable Honours degree in Environmental Management/Science; Appropriate working experience in the field of environmental management/ environmental research support; An understanding of biodiversity and conservation management policies, legislative framework in environmental management: Knowledge of the National Environmental Management Act (107 of 1998); National Environmental Management: Biodiversity Act (10 of 2004); Planning and co-ordination skills, good interpersonal relations, well-developed communication skills; Ability to work independently and efficiently under pressure. A valid driver's license and willingness to travel within South Africa and Internationally.
- DUTIES** : The successful candidate will be required to assist in the co-ordination, development and implementation of national policies, legislation, strategies, programmes, norms and standards relating to the conservation management of species; Provide sound specialist advice to line function staff and stakeholders outside the public service on relevant national policies, legislation, strategies, programmes, norms and standards relating to the conservation management of species; Assist in liaison with relevant stakeholders, as well as promote national policies and interests in relevant domestic and international fora; Assist with the administration and implementation of relevant international agreements.; Assist in performing all administrative arrangement within the sub-directorate.
- ENQUIRIES FOR ATTENTION** : Ms H Mafumo (012) 310-3712
: Mr G Moroke
- POST 24/24** : **OFFICE ADMINISTRATOR III (OFFICE OF THE DEPUTY DIRECTOR-GENERAL: ENVIRONMENTAL QUALITY AND PROTECTION REF NO: AP73/2011**
- SALARY CENTRE REQUIREMENTS** : R174 117 per annum (Total remuneration package of R253 982 per annum)
: Pretoria
: Applicants should be in possession of grade 12 certificate, a Secretarial Diploma or equivalent qualification and must have practical experience related to the duties. Good interpersonal, communication, decision-making and organising skills and be computer literate with knowledge of MS Excel, Ms Power-point, MS Word, GroupWise and Internet. Applicants must also have good administration, diary management, mail and telephone screening skills. Typing skills and the ability to compile reports and line function document are also essential to this post. The incumbent should have an understanding of the Public Service Systems and procedures and have the ability to work without supervision. Willingness to work after hours when needed will be an added advantage.
- DUTIES** : Render secretarial services to the Manager which entails: diary and document management, e-mail management; traveling and accommodation arrangements, draft submissions; typing documents, compiling and submitting claims for approval;

developing and maintaining an accessible and user-friendly filing system; compiling presentations and reports; responsible for logistical arrangements for the Manager; organizing workshops, seminars and meetings, dissemination of information, procurement of goods and services for the office, taking minutes of meetings, performing any other office administration related activities and assisting the Manager with personal tasks within an agreed framework between the Manager and the official.

ENQUIRIES : Ms M Buthelezi Tel (012) 310 3055
FOR ATTENTION : Ms S Pheeha

POST 24/25 : **ADMINISTRATIVE OFFICER: RECORDS REF NO: AP103/2011**

SALARY : R140 208 per annum (Total remuneration package of R212 839 p.a.)
REQUIREMENTS : Applicants must be in possession of a National Senior Certificate, Knowledge and understanding of records classification, and manual & electronic filing systems, Experience in a Registry environment and/or similar nature (records management and filing) will be added advantage. Knowledge of the National Archives and Record Service of South Africa Act, Minimum Information Security Standards (MISS) and the Electronic Communications and Transaction Act will be an advantage, Advanced computer skills, Ability to work under pressure and independently, Innovative, Planning and organising skills, good communication skills (verbal and written), good interpersonal relations and The ability to lead and work with a team.

DUTIES : Implement and update file registers both manually and electronically, Efficient management of manual and electronic information, Maintain the filing system, Maintain an approved file plan and ensure records are classified appropriately in line with the National Archives Act and MISS document ♦ Assist in the identification for new filing items to be communicated with National Archives. ♦ Ensure protection of records as well as the disposal and archiving thereof. ♦ Management and skills development of Records Management personnel, Be prepared to work irregular hours.

ENQUIRIES : Mr V Naidoo (012) 310-3446
FOR ATTENTION : Mr S Pheeha

POST 24/26 : **ADMINISTRATIVE OFFICER: GENERAL WASTE AND SPECIAL PROJECTS REF NO: AP6008 /2011**

SALARY : R140 208 per annum (Total package of R210 559 per annum/conditions apply)
CENTRE : Pretoria
REQUIREMENTS : A grade 12 certificate plus good experience and excellent knowledge of office administration functions; A three year tertiary qualification in public administration or an appropriate equivalent qualification will be an added advantage ; Experience in document management, project and financial management; Ability to work under pressure and work independently with limited supervision; Knowledge of government policies and processes ; Good interpersonal skills , good communication skills (verbal and writing), presentation skills , planning and organizational skills, conflict management and resolution skills; Research skills and a high level of computer literacy. Willingness to work overtime, as and when required; Ability to work with limited supervision

DUTIES : The successful candidate will be responsible for the following key functions: Provide an overall administrative support services to the Directorate ; Provide financial administrative support to the Directorate ; Oversee the procurement of goods and services in line with Department policies ; Make arrangements for short -listing meetings and interviews, Maintain a document management system for the directorate; Make logistical arrangements for Directorate meetings, workshops and conferences ; Prepare document packs for meetings and workshop, take minutes of meetings, Prepare and distribute agenda, minutes and other documentation for meetings, Prepare presentations, submissions and reports ; Develop and manage a filing system for the Directorate. Assist with the consolidation of the Directorate's reports; Develop and Maintain database for the directorate, Disseminate information to staff in the Directorate, Provide support on the coordination of other Directorate activities

ENQUIRIES : Mr MJ Mokoena (012) 310 3816
FOR ATTENTION : Mr D Masoga

POST 24/27 : **SENIOR ADMIN CLERK III – FLEET SERVICES REF NO: AP107/2011**

SALARY : R 113 568 per annum (Total package of R180 516 per annum / conditions apply)

CENTRE : PRETORIA

REQUIREMENTS : A Senior Certificate and relevant experience related to Departmental/Government vehicle field. Computer literacy, Writing and verbal communication skills, Planning and organising skills, Good interpersonal skills, Ability to work long hours and independently. Ability to work under pressure. Valid driver's license.

DUTIES : To administer & maintain Departmental vehicles. Issuing of Government owned vehicles. Supervise drivers and allocate delivery requests. Assist with fleet management reports. Manage and report accidents and traffic offences. Administer invoices for payments.

ENQUIRIES : Mr K Mbangelwa Tel: 012-310 3720

FOR ATTENTION : Mr S Pheeha

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** : 1 July 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 not have 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 welcome to apply.

OTHER POSTS

- POST 24/28** : **SENIOR ADMINISTRATIVE OFFICER**
 Contract until 11 April 2013
 Chief Directorate: Property and Facilities Management
- SALARY** : Commencing salary: R174 117 per annum (excluding benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualification: An appropriate B Degree or Diploma in Administration/ Office Management/ Secretarial studies. Experience: Relevant experience in performing secretarial duties and project administration support with proven track record. Competencies: Ability to work under pressure. Good communication, writing, typing, event management, organizational and general office administration skills. Be creative, innovative, flexible and highly motivated. Job Knowledge: Computer literacy with excellent knowledge of Outlook and the Microsoft Office 2007/2010package, *i.e.* MS Word, MS Excel, MS PowerPoint and MS Project will be advantageous. Credible and proven experience in the secretarial, administrative field and in a property and facilities management environment. Ability to work independently without direct and constant supervision. Candidates who will be invited for an interview will also be required to do practical exercises.
- DUTIES** : The successful candidate will provide general administrative support to the Chief Director: Facilities and Property Management and management of the office. It will be expected from the successful candidate to provide effective project management assistance; also perform secretarial and administrative support by: Answering incoming and making outgoing calls, including the managing and updating of contact lists; maintain the diary and appointments of the Chief Director's manually and electronically including travel arrangements when required; take notes, draft and processing of general correspondence and documents. Disseminates minutes of meetings; liaise with internal and external clients and consultants; receiving of visitors and control of office environment; arrange visitors' parking; identify needs regarding stationery and order to ensure that supplies are sufficient; records incoming and outgoing mail; manage the internal filing system in accordance with GCIS file plan; typing, faxing, photocopying and dispatching of documentation; ensure that all documents are kept safe and filed correctly to ensure easy access to information; assist with the completion of monthly expenditure and projections of the office accordingly; organise and plan workshops and meeting events.
- ENQUIRIES** : Ms T Thomo, tel. (012) 314 2958
- POST 24/29** : **PRINCIPAL COMMUNICATION OFFICER: MEDIA MONITORING**
 Directorate: Communication Resource Centre
- SALARY** : Commencing salary: R174 117 per annum (excluding benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualification: A graduate degree in Communication, Journalism, Media Studies or equivalent qualification. Competencies: Knowledge and understanding of the South African political landscape. Knowledge of the Government communication environment and Government's policies, key priorities and outcomes. Knowledge

and understanding of the South African media landscape and operations. Experience in media monitoring. Ability to work within a team environment. Proficiency in print, broadcast and online media searches, databases and electronic dissemination of media products. Ability to handle multiple tasks simultaneously and cope under pressure. A good command of the English language and good writing skills. Advanced computer skills.

DUTIES

: Extensive print, broadcast and online media monitoring. Identification of key issues and trends in the communication and media environment that require Government attention. Alerting relevant stakeholders and structures to media coverage. Producing print, broadcast and online media coverage reports. Assist with Directorate operational activities and requirements.

ENQUIRIES

: Ms Annalie Language, tel. (012) 314 2135

NOTE

: The successful candidate will be required to work irregular hours, on weekends and/or early morning and/or evening shifts.

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

- POST 24/30** : **SENIOR ADMINISTRATIVE OFFICER: LICENSING REF NO: NDOH 87/2011**
Chief Directorate: Pharmaceutical Trade and Product Management. Directorate: Inspectorate and Law Enforcement
This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post
- SALARY** : R174 117 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : *A relevant three-year degree or equivalent qualification or equivalent NQF 6 Certificate *Two (2) to three (3) years experience in office administration, Public Finance Management Act (PFMA), procurement procedures and systems as well as human resources management *Experience in a pharmaceutical environment will be an advantage *Good communication skills (written and verbal) *Good supervisory skills *Good interpersonal relations *Computer literacy *Valid Code B driver's licence.
- DUTIES** : *Oversee the administrative tasks related to licensing-handling of applications, issues of licences and inspection planning *Oversee the administrative tasks related to handling of licensing fees *Manage the quality system of the Inspectorate act as document controller of all Inspectorate Standard Operating Procedures (SOP) *Manage the training schedule of the Directorate and keep training records *Manage administrative tasks related to quality control on medicines procured and testing/analysis at Contract Laboratory *Oversee Performance Management and management of administrative personnel in the unit *Keep asset register in the Directorate *Oversee the Administrative issues relating to the Scheduling Committee of Council.
- ENQUIRIES** : Dr Joey Gouws at tel (012) 395-8032
- POST 24/31** : **CHIEF HUMAN RESOURCES OFFICER REF NO: NDOH 82/2011**
Branch: Chief Financial Officer and Corporate Services: Directorate: Human Resources Administration
This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post
- SALARY** : R174 117 per annum (plus competitive benefits)
CENTRE : Pretoria

REQUIREMENTS

: A Senior Certificate (Grade 12). A minimum of four years experience in human resources management on a supervisory level. Knowledge and experience in administering PERSAL and Vulindlela including the interpretation of such reports. Knowledge of the Public Service Act, 1994, as amended; Public Service Regulations, 2001, as amended, relevant Human Resources Legislation and PSCBC Resolutions, Labour Relations, Basic Conditions of Employment Act, Public Finance Management Act, Performance Management, Policy and Procedure on Incapacity Leave and Ill Health Retirement (PILIR), Minimum Information on Security Systems (MISS) document. White Paper on Human Resources Management. Presentation and communication skills (written and verbal). Basic knowledge of budgeting. A valid code B driver's licence will be an added advantage. Computer literacy with specific reference to functional use of MS Excel, MS Word and PowerPoint. Knowledge and experience in administering PERSAL and Vulindlela including the interpreting of such reports.

DUTIES

: *Management of Human Resources Administration functions and practises (e.g. signing of appointment letters, transfers, Performance Management and Development system, Injury on duty, conditions of service, leave administration, termination of service, overtime and PERSAL *Implementation of job evaluation results *Develop and implement procedures and standards and interpret legislation, guidelines and circulars from Department of Public Service and Administration *Make recommendations on appointments, conditions of service, performance assessments, resettlement and long service awards *Make projections for personnel expenditure *Give advice and monitor compliance on all matters pertaining to appointments, service benefits and the restructuring of the Middle Management Service and the Senior Management Service packages *Provide training and development to junior colleagues *Provide statistics and inputs for annual reports *Approve/Authorise transactions on PERSAL *Liaise with Senior Managers and colleagues regarding the application of prescripts *Conduct elementary research and provide Line Managers with advice and guidance regarding the application of prescripts *Participate in the budget preparation.

ENQUIRIES

: Mr M Matsape at tel. (012) 395 8560.

POST 24/32

SENIOR HUMAN RESOURCES OFFICER REF NO: NDOH.83/2011

Branch: Chief Financial Officer and Corporate Services: Directorate: Human Resources Administration

This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post

SALARY CENTRE REQUIREMENTS

: R140 208 per annum (plus competitive benefits)
: Pretoria

: A Senior Certificate (Grade 12) or equivalent qualification. At least two years experience as a Human resources Officer. Knowledge and experience in administering PERSAL including interpreting of PERSAL reports. Knowledge of and experience in the application of the following legislative framework: Public Service Act, 1994 as amended, Public Service Regulations, 2001 as amended, White Paper on Human Resources Management and PSCBC Resolutions, Labour Relations Act, Basic Conditions of Employment Act, Performance Management and Development System, Policy and Procedure on Incapacity Leave and Ill-health Retirement (PILIR), MISS document as well as the Public Finance Management Act. Successful completion of the PERSAL Introductory course. The ability to handle tasks of multi-disciplinary nature. Self motivated and creative and the ability to work under pressure. Sound communication and interpersonal skills. Computer literacy with specific reference to functional use of Excel and MS Word. Extensive knowledge and experience in administering PERSAL including interpreting PERSAL reports. Knowledge of LOGIS system.

DUTIES

: *Maintenance of human resources administration functions and practices (e.g. issuing of appointment letters, transfers, Performance Management and Development System, Injury on duty, conditions of service, leave administration, upgrading of posts resulting from job evaluation and long service awards Implement procedures and standards and interpret legislation guidelines and circulars from Department of Public Service and Administration (DPSA) *Make recommendations on appointments, conditions of service, performance assessments and resettlement *Give guidance regarding structuring of the Middle Management Services and Senior Management Service packages *Provide training and development to junior

ENQUIRIES

colleagues *Provide statistics and inputs for annual report *Approve transactions on PERSAL *Liaise with Senior Managers and colleagues regarding the application of legislative framework *Conduct elementary research and provide Line Managers with advice and guidance regarding the application of prescripts.
: Ms A van der Walt at tel. (012) 395 8578.

DEPARTMENT OF HIGHER EDUCATION

- APPLICATIONS** : 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. Correspondence will only be entered into with short-listed applicants. applications received after the closing date or faxed applications will not be considered.
- CLOSING DATE** : 27 June 2011
- ENQUIRIES** : Ms H Moeng Tel No: 012 312 5477
- 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. Interviewed candidates will be subjected to a competency assessment. NB as of 1st July 2006, all new appointments in the Public Service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a government medical subsidy.

MANAGEMENT ECHELON

- POST 24/33** : **CHIEF DIRECTOR: UNIVERSITY ACADEMIC PLANNING AND MANAGEMENT**
REF NO: DHET 01/06/2011
Branch: University Education
The Higher Education Branch of the Department of Education is responsible for developing and implementing appropriate legislation and policies to create and sustain a quality higher education system. The incumbent will be responsible for co-ordinating the implementation of the planning, monitoring and legislative framework of the higher education system. The position requires familiarity with the functioning of the higher education system and an understanding of the policy framework and transformation agenda in higher education. The successful candidate will be innovative and flexible and have the ability to lead and co-ordinate a team of professionals in undertaking a range of tasks requiring analytical, interpretative and negotiating skill, as well as interacting with the leadership of the higher education system.
- SALARY REQUIREMENTS** : All-inclusive remuneration package of R 830 502 per annum
: The minimum requirement for the position is a Bachelor's degree in a relevant field, with a least three years experience in a senior management position. It requires a dynamic individual with leadership and strategic management, project management, problem solving, reporting writing and communication skills. The successful candidate should have good knowledge and understanding of the university sector, relevant legislation and policies.
- DUTIES** : The scope of the Chief Directorate's work will include, but not be limited to: Policy development and planning, in particular, co-ordinating the development of national plans and policies. Evaluating and negotiating the approval of institutional three year "rolling" plans, including programme and qualification profiles. Monitoring and analyzing macro-planning trends and assessing the implications of these for national policy goals and objectives. Monitoring macro-budgetary and cost trends, including the financial sustainability of higher education institutions and assessing the implications of these for the overall funding system. Overseeing the maintenance and adjustment of the funding framework for higher education. Financial planning, in particular, managing the annual budgetary allocation to higher education institution in the context of the medium-term expenditure framework. Overseeing the collection, analysis and dissemination of system-wide and institutional data, including the ongoing development, enhancement and maintenance of the higher education management information system and financial reporting requirement. Legislative advice and compliance, including overseeing the drafting of bills and the preparation of institution statutes.
- ENQUIRIES** : Mr B Masuku, Tel no: 012 312 5158
- POST 24/34** : **DIRECTOR: NATIONAL SKILLS FUND FINANCE (NSF) REF NO: DHET**
02/06/2011
Branch: Skills Development

The Skills Development Branch of the Department of Higher Education and Training is responsible for developing and implementing appropriate legislation and policies to create and sustain a quality higher education system. The incumbent will be responsible for taking charge of NSF financing responsibilities and staff.

- SALARY** : All-inclusive remuneration package of R 685 200 per annum
- REQUIREMENTS** : A recognized 3-year tertiary qualification with financial subjects. A postgraduate qualification and a minimum of 5 years' Public Service and 3-5 years' management experience will be strongly recommended. An understanding of Government' Budgetary and Financial Management processes and accounting practices .Knowledge of the Public Finance Management Act, Skills Development Acts, policies and procedures and the PPPFA. The Director will need to be resourceful, self-motivated, pro-active, and assertive as well as possess leadership and managements skills.
- DUTIES** : The Director will be responsible for the management and coordination of financial and administrative functions of the NSF, ensure compliance with legislative frame works, perform expenditure control, cash flow management and reporting and manage the books of the NSF. Interim and annual financial statements and auditing of related matters will need to be performed. The Director will further need to assist with presentations and responses in relation to parliament and ensure that staff activities are aligned with operational plans and set policies and procedures are followed at all times.
- ENQUIRIES** : Mr B Masuku Tel no: 012 312 5158
- NOTE** : The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. N.B. Interviewed candidates will be subjected to a competency assessment

OTHER POSTS

- POST 24/35** : **SENIOR LEGAL ADMINISTRATION OFFICER MR-6 REF NO: DHET 03/06/2011**
Branch: Human Resources Development, Planning And Monitoring Coordination
Chief Directorate: Legal and Legislative Services
- SALARY** : Salary range between R260 421 basic notch (plus service bonus, employer's contribution to Pension and Medical Aid, housing allowance) – R632 976 (all inclusive remuneration package which already includes basic notch and employer's contribution to pension and a flexible portion, that can be structured within the prescripts) per annum depending on experience and qualification as per the OSD determination.
- REQUIREMENTS** : B.Proc/LLB degree. At least 8 years appropriate post qualification legal experience: Sound knowledge of South African Legal System; Knowledge of Government and Departmental polices and strategy would be an advantage; Knowledge of the Public Finance Management Act and Higher Education and Training legislation and budgetary/financial management will also be an advantage; A valid driver's license. Skills and competencies: Legal Research; Planning and decision making skills; Strategic capability and leadership skills; Good interpersonal skills; Dispute Resolution; Time management and ability to prioritise; Report writing and problem solving; Project management; Computer literacy (MS Office); Communication (written and verbal) skills.
- DUTIES** : The person appointed to this challenging position will be fully involved in all litigation; Develop plans and strategic intervention related to the implementation of relevant legislation related to Higher Education and Training laws. Draft legal documents, memoranda, reports and Government notices; Co-ordinate the submission of monitoring and evaluation report related to the implementation of the legislation; Prepare, consolidate and compile institutional performance reports; Analyse legislation and provide recommendation for appropriate interventions; Respond to request for legal opinions; Support the Director in drafting key documents related to the implementation of relevant legislation; Support the Director in planning, monitoring and co-ordination of processes and stakeholders/role players in the implementation of relevant legislation; Compile Legal Research documents, memoranda, report and Government notices; Conduct research and provide recommendations on appropriate interventions to be taken to improve both legislation and programme to enhance the implementation of relevant legislation; Draft legal opinion and guidelines or any other policies to facilitate the implementation of the relevant legislation; Conduct legal research documents,

memoranda, reports and governing notices; Assist the Director in compiling monthly reports. Deal with requests for legal opinions; Respond to Parliamentary questions; Drafting and giving advice on domestic and international agreements; handle ad hoc tasks in line with instructions.

<u>POST 24/36</u>	:	<u>LEGAL ADMINISTRATION OFFICER MR-5 REF NO: DHET 04/06/2011</u>
<u>SALARY</u>	:	Salary range between R205 221 basic notch (plus service bonus, employer's contribution to Pension and Medical Aid, housing allowance) – R506 292 (all inclusive remuneration package which already includes basic notch and employer's contribution to pension and a flexible portion, that can be structured within the prescripts) per annum depending on experience and qualification as per the OSD determination.
<u>REQUIREMENTS</u>	:	LLB Degree or 4 year recognized legal qualification; At least 6 years appropriate post qualification legal experience: Sound knowledge of South African Legal System; Knowledge of Government and Departmental policies and strategy would be an advantage; Knowledge of the Public Finance Management Act and Higher Education and Training legislation and budgetary/financial management will also be an advantage; A valid driver's license. Skills and competencies: Legal Research; Planning and decision making skills; Strategic capability and leadership skills; Good interpersonal skills; Dispute Resolution; Time management and ability to prioritise; Report writing and problem solving; Project management; Computer literacy (MS Office); Communication (written and verbal) skills.
<u>DUTIES</u>	:	The person appointed to this challenging position will be fully involved in all litigation; Develop plans and strategic intervention related to the implementation of relevant legislation related to Higher Education and Training laws. Draft legal documents, memoranda, reports and Government notices; Co-ordinate the submission of monitoring and evaluation report related to the implementation of the legislation; Prepare, consolidate and compile institutional performance reports; Analyse legislation and provide recommendation for appropriate interventions; Respond to request for legal opinions; Support the Senior Legal Administration Officer in drafting key documents related to the implementation of relevant legislation; Support the Senior Legal Administration Officer in planning, monitoring and co-ordination of processes and stakeholders/role players in the implementation of relevant legislation; Compile Legal Research documents, memoranda, report and Government notices; Conduct research and provide recommendations on appropriate interventions to be taken to improve both legislation and programme to enhance the implementation of relevant legislation; Draft legal opinion and guidelines or any other policies to facilitate the implementation of the relevant legislation; Conduct legal research documents, memoranda, reports and governing notices; Assist the Senior Legal Administration Officer in compiling monthly reports. Deal with requests for legal opinions; Respond to Parliamentary questions; Drafting and giving advice on domestic and international agreements; handle ad hoc tasks in line with instructions.
<u>POST 24/37</u>	:	<u>SENIOR INTERNAL AUDITOR REF NO: DHET 05/06/2011</u> Branch: Director – General Directorate: Internal Auditing
<u>SALARY</u>	:	R174 117 per annum
<u>REQUIREMENTS</u>	:	A three years' Bachelor degree or equivalent qualification in Auditing/Internal Auditing from an accredited institution 2 years relevant work experience in the audit environment. Knowledge of Public Finance Management Act/Treasury Regulations and the Standards for the Professional Practice of Internal Auditing, good analytical skills, ability to put theory into practice. Well developed computer skills. Good communication (verbal and written) and interpersonal skills. Be able to work under pressure, meet tight deadlines and be target driven.
<u>DUTIES</u>	:	Compile audit plans for engagements in accordance with ISPPA. Compile and execute audit programs. Examine and evaluate internal controls and document comprehensive findings. Prepare comprehensive working papers. Draft audit reports Perform ad hoc audits (special assignments). Perform follow up engagements. Assist with the identification, evaluation and measurements of risks. Guide and develop junior audit staff.

<u>POST 24/38</u>	:	<p><u>SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS REF NO: DHET 06/06/2011</u> Branch: Corporate Services Directorate: Personnel Administration, Development And Labour Relations</p>
<u>SALARY</u>	:	R174 117 per annum
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a relevant three year Bachelor's degree or equivalent qualification. Preference will be given to creative persons with good verbal and written communication, interpersonal and computer skills. The ability to work independently and under pressure will serve as an additional recommendation.
<u>DUTIES</u>	:	The appointee will mainly be tasked with labour relations functions regarding the staff appointed under the Public Service Act and the Employment of the Educators Act. In addition, he/she will be responsible for administrative functions of the Departmental Bargaining Chamber, including arranging meetings and taking minutes during the meetings. The incumbent will assist with the arrangements of labour relations workshops and with the investigation of cases, as well as compile reports.
<u>POST 24/39</u>	:	<p><u>SENIOR SECRETARIES 13 POSTS REF: DHET 07/06/2011</u> Branch: Office Of The Director-General Directorate: Internal Audit Branch: Human Resource Development, Planning And Monitoring And Coordination Chief Directorate: Human Resource Development Strategic Planning & Co Ordination (Ref: DHET 08/06/2011) Directorate: Strategic Co-Ordination And Secretarial Support(Ref: DHET 09/06/2011) Branch: Chief Financial Officer Chief Directorate: Financial And Logistical Services(Ref: DHET 10/06/2011) Directorate: Financial Services (Ref: DHET 11/06/2011) Directorate: Public Entities(Ref: DHET 12/06/2011) Branch: Corporate Services Chief Directorate: Human Resource Management, Development And Labour Relations(Ref: DHET 13/06/2011) Directorate: Human Resource Management And Administration(Ref: DHET 14/06/2011) Directorate: Security And Asset Management And Office Services(Ref: DHET 15/06/2011) Branch: University Education Directorate: University Financial Planning And Information Systems(Ref: DHET 16/06/2011) Branch: Vocational And Continuing Education And Training Chief Directorate: FET Examinations And Assessment(Ref: DHET 17/06/2011) Directorate: FET Examination And Assessment: Colleges And Abet(Ref: DHET 18/06/2011) Directorate: Examination Administration Support And It System Administration(Ref: DHET 19/06/2011) Directorate: Youth Development Programmes(Ref: Dhet 20/06/2011) Directorate: FET Curriculum Development And Support(Ref: DHET 21/06/2011)</p>
<u>SALARY</u>	:	R94 575 per annum
<u>REQUIREMENTS</u>	:	A relevant post grade 12 qualification, including computer training * A minimum of 3 years employment experience in rendering administrative and secretarial support; *Good interpersonal and communication skills to interface with people from various backgrounds; *Reasonable experience in using computer applications in office management including Ms Word, Excel, PowerPoint and Outlook; *Good organizational and basic events management skills; *Ability to create and manage databases, presentations and financial matters will be added advantages.
<u>DUTIES</u>	:	Provide administrative support in the managers' office. *Manage and administer the managers' diary and itinerary.*Type and prepare all the necessary documentation for the manager *Ensure the safe keeping and filing of all documentation and records in the office of the manager in line with the relevant legislation and policies.*Ensure the smooth running of the managers' office by handling all correspondence and queries requiring the attention of the manager *Responds to enquiries received from internal and external stakeholders.* Handle and manage cash flow in the office of the manager including petty cash. *Perform routine duties in the office of the manager

including telephone, travel arrangements, hotel bookings and arranging appointments and meetings with stakeholders. *Interface with clients and visitors.

DEPARTMENT OF HUMAN SETTLEMENTS

- APPLICATIONS** : The Director-General, Department of Human Settlements, Private Bag X644, Pretoria, 0001
- FOR ATTENTION** : Ms NN Soobramoney
- CLOSING DATE** : 24 June 2011
- NOTE** : If you apply for more than one position in the Department, please submit Separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department, and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 24/40** : **MESSENGER/ DRIVER: RECORDS MANAGEMENT: REGISTRY SERVICES**
POST LEVEL: 4 REF NO: DOHS/34/2011
- SALARY** : R79 104 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A grade 10 certificate; Valid code EB drivers license (Code 8); and the ideal candidate must have good (written and verbal) communication, inter-personal skills, the ability to plan and prioritize
- DUTIES** : The successful candidate will be responsible for: Providing an internal and external messenger service. Collection and delivery of official documents and items within and around Gauteng. Conducting administrative duties with regard to vehicle maintenance. Wrapping of parcels and postal packages, closure of envelopes and mail for dispatch
- ENQUIRIES** : Ms AJ Mda (012-421 1304)
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records.

INDEPENDENT COMPLAINTS DIRECTORATE

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

CLOSING DATE : 01 July 2011
NOTE : Applications should be submitted on a Z83 obtained from any Public Service Department accompanied by a comprehensive CV, certified copies of Qualifications, ID and Driver's license. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with short listed candidates only. The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

OTHER POSTS

POST 24/41 : **PRINCIPAL INVESTIGATOR: REF NO: Q9/2011/30**

SALARY : R 206 982 per annum
CENTRE : Bellville
REQUIREMENTS : A minimum of Grade 12 and five (5) years proven experience in criminal investigations are required for consideration to this position. Previous supervisory experience is essential. A degree/diploma in law or policing will serve as an added advantage. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. The successful candidate must possess a valid Code 8 driver's license and be able to drive the motor vehicle in that class, be computer literate and be able to work under pressure. In addition, the candidates must be competent in interviewing, report writing as well as verbal and written communication skills. He/she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He/ she must be willing to perform standby and overtime duties.

DUTIES : His/her duties will entail amongst other, supervision of Senior Investigator and/or Case Worker below his/her position by providing guidance on the investigation of complaints in line with the ICD's legislative imperative and Standard Operating Procedure; receipt, registration and allocation of complaints; attendance of crime scenes and post mortems; collection, safeguard and processing of exhibits at the crime scene; conducting interviews with suspects and witnesses and obtaining affidavits; conducting DVA audits at various police stations in line with ICD's monitoring responsibility of the Domestic Violence Act; advising the complainant or his/her next of kin and other relevant stakeholders regarding progress of the investigation; stakeholder management; conducting investigations of complaints of alleged criminality and misconduct against members of the police; conduct searches, seizures and collection of evidence etc; compiling investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.

ENQUIRIES : Mr GJ Trussell on 021 941 4800

APPLICATIONS : Independent Complaints Directorate, P/Bag X43, Bellville, 7535 or hand delivered at 1st Floor, Fintrust Building, Cnr Petrusa & Mazzur Streets, Bellville, 7530

FOR ATTENTION : Ms T Kapa

POST 24/42 : **CASE ANALYST REF NO: Q9-2011-31**

Kindly note that this is a re-advertisement; it was previously advertised in PSVC 23 of 2011 with incorrect centre

SALARY : R94 575 per annum
CENTRE : Polokwane
REQUIREMENTS : To be considered for this position, a candidate must be in possession of a minimum of Standard 10/Grade 12 or equivalent of NQF level 4 qualification. A diploma/degree (NQF level 5/6), in Law or Policing will serve as an added advantage. The candidate must be competent in report writing skills, as well as verbal and written communication skills. He/She must be computer literate and

possess a valid unendorsed Code 08 driver's licence. He/she must be willing to work under pressure.

DUTIES

: His/her duties will entail amongst others, consultation with complainants, receipt and registration of complaints; analysing such complaints and classify them according to the relevant classification structure; monitoring of cases and assist in the compilation of statistics; conducting DVA audits at the various police stations in line with the ICD's monitoring responsibility of the Domestic Violence Act; perform administrative tasks and typing; advising the complainant or his/her next of kin and other relevant stakeholders regarding progress of the investigation; Update the status of each case on the database electronically.

ENQUIRIES

: M B Nong (015) 291 9800

**APPLICATIONS
FOR ATTENTION**

: Independent Complaints Directorate; Private Bag X9525; Polokwane; 0700

NOTE

: M B Nong

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

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

- ENQUIRIES** : Enquiries related to the application process should be directed to Genevieve Mohammed at Human Communications, tel. (011) 807-3260.
- APPLICATIONS** : Please forward your application, quoting the relevant reference number in the subject line, to dirco@humancommunications.co.za or fax number – 086 730 6673. Alternatively forward your application via post to PO Box 1305, Rivonia 2128 or hand-deliver at 3 Autumn Street, Rivonia.
- CLOSING DATE** : 01 July 2011, Applications received after the closing date will not be considered.
- NOTE** : All appointments will be subject to a process of security clearance, reference checking and qualification verification. Candidates will be required to undergo a competency assessment process. Applications must be submitted via a signed Z83 form, accompanied by a CV and certified copies of qualifications and an Identity Document. Should you not comply with this, your application may not be considered. Should you not have received an SMS confirming receipt of your application within five days, please e-mail your query to query@humanresponse.co.za clearly stating the title and the reference number of the post being applied for. Please do not resend your entire application. Please note that correspondence will only be conducted with short-listed candidates. If you have not been contacted by DIRCO within 3 months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

OTHER POST

- POST 24/43** : **ASSISTANT DIRECTOR: HR UTILISATION**
Directorate: Recruitment, Selection and Placement
- SALARY REQUIREMENTS** : R206 982 per annum
Applicants must be in possession of a Bachelor's degree or equivalent qualification in Human Resources/Behavioral Sciences and/or appropriate experience in Human Resources with specific reference to information management. Competencies: Knowledge and ability to interpret and implement HR directives on broader HR processes Potential to think strategically Ability to work under pressure Problem solving and decision-making skills Planning and organising skills Statistical analytical and interpretation skill Attention to detail Conflict management skills. Service delivery innovation, customer focus and responsiveness Communication, information management and interpersonal skills Good presentation skills Advanced computer literacy in the MS Office suite (Outlook, Word, Excel, PowerPoint, etc)
- DUTIES** : Maintain Mission establishment and monitor its accurate and correct application for placement of officials in the department Manage databases relating to placement processes in the department Liaise with relevant stakeholders to acquire accurate, updated and relevant information on Mission Establishment. Develop and manage proactive production of value adding management information reports Assist with preparation and coordination of information pertaining to Missions for departmental processes Conduct trend and situational analysis on deployment of officials as requested by various stakeholders Manage short-term assignments and lateral movement in the department. Develop a replacement plan for capacitating Missions abroad
- ENQUIRIES** : Ms N Malepe, tel. (012) 351-1432.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Applicants who apply with duplicate copies of certified copies of qualifications, fax or e-mailed applications will be considered. If applying for more than one post, please state the name of the office and reference number as well as order of preference. A separate application must be submitted for each post.
- CLOSING DATE** : 08 July 2011
- NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and any other supporting documents. The department has issued a CV template that should be completed by all applicants and which is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required. Applications that do not comply with the above-mentioned requirements will not be considered. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application was unsuccessful. The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance. **NOTE: Should the successful candidate be on the same level as the advertised post then the transfer will be at own cost. Please also note that any resettlement costs will be negotiated during the recruitment process.**

OTHER POSTS

- POST 24/44** : **COURT MANAGER 4 POSTS**
- SALARY** : R206 982-00 – R250 035-00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office Douglas, Ref Nr: NC/34/11
Magistrate's Office Calvinia, Ref Nr: NC/ 32/11
Magistrate's Office Postmasburg, Ref Nr: NC/33/11
Magistrate's Office Upington, Ref Nr: NC/38/11
- REQUIREMENTS** : A three (3) year qualification in Administration and / or Management OR NQF level 6 in Administration and / or Management OR a National Diploma: Services Management (NQF Level 5) plus the module on Case Flow Management; Three year's managerial or supervisory experience; Knowledge of Public Financial Management Act (PFMA) and the Departmental Financial Instruction (DFI) and departmental policies and procedures; Understanding of the Departments accounting systems (JDAS, ICMS, JYP); Computer literacy; A valid EB driver's license; Strong leadership and management capabilities; Strategic capacities; Good communication (verbal and written); Problem solving; Interpersonal skills.
- DUTIES** : The successful candidate will be expected to: Manage financial and human resources of the office; Manage risk and ensure implementation of sound security measures within the office and service points; Manage the facilities and physical resources of the office; Ensure implementation and monitoring of compliance to policies; Ensure sound records management (filing system and case recording system) within the office; Ensure that there is sound case tracking services within the office; Compile and analyze statistics to show performance of the office; Support case flow management in the office; Compile monthly reports related to the performance of the office; Develop and implement customer service improvement

strategies; Lead and manage the transformation of the office; Manage and ensure communication with internal and external stakeholders; Manage service level agreements.

POST 24/45 : **IT CO-ORDINATOR REF: NC/35/11**

SALARY : R206 982 – R250 035 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office Upington

REQUIREMENTS : Tertiary qualification: IT Diploma / Degree (NQF 6) coupled with minimum of 3 years relevant IT experience with training/project management modules; 2 years experience in rendering an IT related LAN Support service; Experience in network administration, help – desk first line support; Knowledge of government prescripts, regulations and laws; Knowledge of the development of user training manuals, guidelines and procedures and drafting of budget; Evaluation of End – User training; Knowledge of IT in Public Sector; Project Management, Change Management and LAN Support; One year experience in End User training; One year experience in Project Management; One year experience in systems management; A driver's license (Minimum Code 8); Communication (writing verbal, written and oral) skills; Excellent writing skills; Training skills; Computer skills (Ms Word, PowerPoint, Outlook and Internet, etc); Problem solving and Analysis; Change Management; Presentation skills; Project Management; Ability to offer lessons and practical training; Interpersonal relations; Planning and organizing; Ability to operate presentation equipment; Customer service orientation; Ability to work independently, under pressure and meet deadlines; Understanding of confidentiality in government; Diversity Management; Extensive travelling.

DUTIES : Provide/conduct functional training on Business System Applications; Provide application first line support and liaison with the end – user on LAN Support; Liaise with contracted service providers at the regions; Conduct infrastructural assessment (Applications Support) and coordinate all the related activities within the region; Manage project for the rollout of Business systems and training; Provide end-user assistance with IT solutions and systems in the regions; Compile provincial reports on the IT system usage and Project Status reports.

ENQUIRIES : Ms D Kistoo ☎ (053) 8390000 ext 2020

POST 24/46 : **ADMINISTRATIVE OFFICER 2 POSTS**

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

CENTRE : Magistrate Office Kimberley, Ref: NC/31/11
Magistrate Office Keimoes, Ref: NC/37/11

REQUIREMENTS : A three (3) year National Diploma / Degree in Public Administration / Management or relevant equivalent qualification plus two (2) years relevant experience in Office and District Administration and Departmental Financial Management systems; A valid code 08 drivers license will be an added advantage. Computer literacy (MS Office); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail.

DUTIES : Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.

ENQUIRIES : Mr J Tope ☎ (053) 8390000 ext 2060

POST 24/47 : **STATE ACCOUNTANT: SALARY ADMINISTRATION REF NO: NC/36/11**

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

CENTRE : Regional Office Kimbeley

REQUIREMENTS : A relevant three year degree/diploma with Accounting as subject and a minimum of 1 year working experience on PERSAL and in Public Service Payroll Administration; Knowledge of financial and payroll prescripts used in the Department; A valid code 08 driver's licence will be an added advantage; Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under

- pressure and meet deadlines; Good interpersonal relations and a high degree of professionalism.
- DUTIES** : To calculate and effect the non-programmatic remuneration of employees; Deal with personal, telephonic, fax and e-mail payroll enquiries; Respond to written queries in writing; Solving payroll issues escalated by National Office and Management; Daily, weekly and monthly reporting to Management as requested; Ensure the correct and accurate compilation and processing of various salary related transactions; Compilation of salary related BAS Sundry payments and calculating PAYE deductions; Reversal of salary payments; Calculation and recovery of salary overpayments; Ensuring that all staff debts are raised, recovered and written off; Preparation of salary related BAS journals; Proper record keeping and management of all filing processes; Identification of process gaps and the recommending and implementation of remedies, improvements and new processes; Design and manage various Excel databases to exercise proper record control and provide monthly statistics; Reconciliation and age analyses of staff debtor accounts; Responding to audit queries; Any other admin duties as assigned.
- POST 24/48** : **COURT INTERPRETER REF NO: NC/44/11**
- SALARY** : R94 575 – R 111 408 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Port Nolloth Magistrate Office
- REQUIREMENTS** : Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a Language test; A valid drivers' license will be an added advantage; Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail. Language requirements: Tswana, English, Afrikaans and isiXhosa are compulsory; Sotho, Sepedi, Tsonga and isiZulu will be an added advantage;
- DUTIES** : Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics; To perform any other duties he / she may be assigned to do in terms of rationalizations of functions by the office.
- ENQUIRIES** : Mr W Bungxu ☎ (053) 8399 100
- POST 24/49** : **SENIOR ADMINISTRATION CLERK (CHILDRENS COURT) REF NO: NC/39/11**
Contract Post Ending 31 March 2011
- SALARY** : R79 104 plus 37% in lieu of benefits per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office Kimberley
- REQUIREMENTS** : Grade 12 or equivalent qualification; A Para-legal Diploma NQF 5 will be an added advantage; Experience in Children's Court matters; Basic numeracy and computer literacy; Good communication (written and verbal); Ability to apply the correct processing steps to matters and to develop basic knowledge of services provided in the courts; Ability to communicate clearly with other procedural role-players and to explain basic legal concepts and procedures in plain language; Ability to work with public in a professional manner.
- DUTIES** : Perform clerical and Administrative functions relating to children's court such as Protection and Alternative Care Orders, contribution orders and adoptions etc; Open files, issue subpoenas and general administrative duties; Gather information, follow up on files and outstanding cases; Preliminary screen family law and children's courts' disputes; Action the functions regarding Interdicts, Monitoring orders, Cost orders, the review of existing children's court orders, Parental rights and responsibility conflicts and the registration of parental plans by Children's Courts, Lay Forum-hearings and Pre-hearing Conferences; Arrange legal representation by the Legal aid Board; Liaise with the Family Advocates Office, Masters Office, the Judiciary and the Provincial Social Welfare Department.
- POST 24/50** : **SENIOR ADMINISTRATION CLERK REF NO: NC/40/11**
- SALARY** : R79 104 – R93 180 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office Phillipstown

<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; Administrative experience will be an added advantage; Computer Literacy (MS Office); Accuracy and attention to detail; Verbal and written communication skills; Good interpersonal relations; Problem solving.
<u>DUTIES</u>	:	Handle routine work at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various administrative duties.
<u>ENQUIRIES</u>	:	Mr R Meza ☎ (053) 839 0000 ext 2057
<u>POST 24/51</u>	:	<u>ACCOUNTING CLERK: BUDGETS REF NO: NC/42/11</u>
<u>SALARY</u>	:	R79 104 – R93 180 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office Kimbeley
	:	A Grade 12 or equivalent qualification with Accounting; Administrative experience will be advantageous; A valid code 08 driver's licence will be an added advantage; Communication (written and verbal); Computer literacy (MS Excel, Word and Power Point); Good interpersonal relations; Efficient, professional and resourceful; Ability to work under pressure and meet deadlines; Document management.
<u>DUTIES</u>	:	Coordinate and consolidate MTEF inputs of all DOJ offices in the Northern Cape; Perform budget capturing on BAS; Monitor expenditure trends against the budget and cash flow projections and reporting deviations to Management; Provide monthly State of Expenditure Reports to Management; Provide budget information for decision making purposes; Ensure that all expenditure is in accordance to the measurable objectives of a programme; Ensure correct allocations are used; Compile correction journals; Answer daily queries from offices in terms of availability of funds; Shifting of funds from one item to the other; Provide administrative support to the Budget Division; Attending meetings and taking minutes; Provide any administrative support as required by the relevant Manager or Supervisor.
<u>POST 24/52</u>	:	<u>ACCOUNTING CLERK REF NO: NC/43/11</u>
<u>SALARY</u>	:	R79 104 – R93 180 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office Kimbeley
	:	A Grade 12 or equivalent qualification with Accounting; Administrative experience will be advantageous; A valid code 08 driver's licence will be an added advantage; Communication (written and verbal); Computer literacy (MS Excel, Word and Power Point); Good interpersonal relations; Good public relations skills; Efficient, professional and resourceful; Ability to work under pressure and to solve problems; Customer service; Document management.
<u>DUTIES</u>	:	Coordinate and consolidate Moneys In Trust inputs of all DOJ offices in the Northern Cape; Monitor monthly JDAS reconciliations in the Northern Cape; Reporting non-compliance or deviations detected to Management; Provide administrative support to the Financial Operations Managers; Coordinate and consolidate outstanding creditors for the Northern Cape; Completing the monthly outstanding creditor reconciliation for the region; Interaction with suppliers and Court Managers to ensure timeous payment of outstanding creditors within 30 days; Answer daily queries from suppliers in terms of payments; Receiving all incoming mail and internal documents for the Finance Division; Maintaining the incoming mail/documents Register; Immediate dispatching of documents or mail to relevant officials; Attending meetings and taking minutes; Performing bank runs; Provide any administrative support as required by the relevant Manager or Supervisor.
<u>ENQUIRIES</u>	:	Ms R de Klerk ☎ (053) 839 00 ext 2015
<u>POST 24/53</u>	:	<u>MESSENGER/DRIVER REF NO: NC/45/11</u>
<u>SALARY</u>	:	R66 750 – R78 630 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Family Advocate Kimberley
	:	Grade 10 or ABET Level 4; Appropriate experience; Experience in court documents filling and service will be an added advantage; A valid code B or EB drivers license (disclose any endorsements); Communication at appropriate level (verbal and written); Sound interpersonal relations; Ability to liaise with team members and members of the Public; Advance driving skills; Ability to read and write clearly; Ability to work under pressure.

DUTIES

: Support management of incoming and outgoing mail; Filing and performing other office duties as requested; Collect and deliver mail, court documents and notices to customers and stakeholders; Render any other duty within occupational class that may be requested to do; Transport officials, customers and stakeholders to various destinations where necessary; Assist Family Advocate in mediate/evaluate of disputes regarding the care, contact and guardianship.

ENQUIRIES

: Adv Mafojane ☎ (053) 833 1063

DEPARTMENT OF MINERAL RESOURCES

<u>APPLICATIONS</u>	:	The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Schoeman Street, Sunnyside
<u>CLOSING DATE FOR ATTENTION NOTE</u>	:	1 July 2011
	:	Ms M Palare / Mr S Matlakala
	:	Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Applicants who do not comply with the above-mentioned requirements, as well as application received late will not be considered. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

OTHER POSTS

<u>POST 24/54</u>	:	<u>DEPUTY DIRECTOR: RISK MANAGEMENT</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R406 839 per annum, Level 11
	:	Head Office
	:	An appropriate graduate degree PLUS the following key competencies: <ul style="list-style-type: none"> ☑ Knowledge of: <ul style="list-style-type: none"> • Sound working knowledge of legislative / statutory requirements relating to risk • sound working experience in risk management policy and procedure development, implementation and reviews • Proven working experience of implementing Enterprise Risk Management in a large organisational environment • Sound working knowledge of corporate governance frameworks. • Proven experience in monitoring adherence to legislation, regulations, standards, codes and company policies and procedures relating to risk management. • Understanding of government priorities and mandates • Strategic planning, project and financial management • Sound working knowledge of Risk Management Software (CURA, BARN OWL etc) ☑ Skills: <ul style="list-style-type: none"> • interpersonal skills and analytical skills • Customer oriented and results driven • Proven report writing skills • Ability to develop and manage budgets • Time and people management skills • Convene, conduct and control meetings • Relationship management with internal and external clients and stakeholders • Work co-operatively with other individuals and strive for self excellence ☑ Communication: <ul style="list-style-type: none"> • ability to communicate verbally with executive management and all levels throughout the organisation • Proven report writing skills ☑ Creativity: <ul style="list-style-type: none"> • Ability to achieve objectives of the Directorate • Innovation in implementing ERM in the Department.
<u>DUTIES</u>	:	KRA's: Identify and develop priorities for the full range of risk exposures throughout the department Monitor the implementation of risk management plans and compliance to risk management best Practices. Review the risk mitigation strategies. Provide advice and guidance to users with respect to risk management. Liaise with relevant role-players Act as secretariat for the Department's risk management committee.
<u>ENQUIRIES</u>	:	Mr J Katenga ☎012 444 3249
<u>POST 24/55</u>	:	<u>MINERAL LAWS ADMINISTRATION OFFICER</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R140 208 per annum Level 7
	:	Welkom
	:	A Bachelor's degree in Law [B.Juris, B. Proc, old and new LLB] and appropriate qualification, coupled with extensive practical experience. A valid driver's licence is a must. PLUS the following key competencies: ☑ Knowledge of: <ul style="list-style-type: none"> • In-depth knowledge of the Mineral and Petroleum Resources Development Act, (Act 28 of 2002) (MPRDA) and the Mining Charter • Specialised knowledge of surface and mining rights issued on previously proclaimed mining land and interpretation of the old records and plans • The appropriate policies of the Department in relation to mineral mining rights, redistribution of mineral wealth, Black Development Economic Empowerment, the mineral industry in general and Public Service delivery. • The

impact of mining and related activities on surface development (also includes the optimal exploration of economically viable mineral resources versus development)

- Public Finance Management Act, 1991
- ☐ Skills:
 - Well-developed written and verbal communication skills to enable the Incumbent to consult with clients at a high level as well as to assist, advise and make meaningful recommendations to the Regional Manager, Chief Director, Deputy Director-General, Director-General and Minister concerning mining, surface development and related matters
 - Ability to interpret mining as well as environmental related legislation, Deeds, contracts, rights and plans
 - Ability to assist, liaise and serve a wide spectrum of professional persons such as attorneys, town and regional planners, architects, engineers, geologists, surveyors, senior representatives of large mining companies, Government institutions, consultants, interested and affected parties and public at large.
 - Ability to interpret and apply provisions of the MPRDA, 2002 and related legislation against the practical observations made during field investigations and inspections
 - Negotiation and conflict resolution
 - Computer skills
- ☐ Communication
 - Ability to provide general meaningful advice by means of direct or written contact with supervisors and clients to ensure consistency in legislative compliance
- ☐ Creativity:
 - Ability to be proactive, innovative and effective in the process of problem solving and the improvement of productivity.

Recommendation/Note: A valid drivers licence and ability to work under pressure

DUTIES

:

KRA's: Process applications in terms of the Mineral and Petroleum Resources Development Act, 2002 (Act 28 of 2002) (MPRDA), investigate illegal mining and take corrective action Implement transformation and empowerment. Draft submissions to the Deputy Director-General and Minister in terms of the MPRDA. Render services at the Helpdesk to assist clients with regard to the requirement of the MPRDA. Attend to a wide spectrum of enquiries concerning rights applied for, etc.

ENQUIRIES

:

Ms K Kewuti ☎057 391 1300

NATIONAL TREASURY

- APPLICATIONS** : National Treasury, Private BagX115, Pretoria, 0001, applications can also be mail to:
E-MAIL: recruit.cs@treasury.gov.za
- CLOSING DATE** : 27 June 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 24/56** : **PROJECT MANAGER 2 POSTS REF NO: S078/2011**
Division: Corporate Services
Purpose: To ensure that the day to day management of project team personnel, communication with key stakeholders and subject matter experts takes place so as to ensure successful project execution
- SALARY** : R406,839 per annum (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A tertiary qualification in project management or post graduate degree is a plus • two to four years experience in project management • Excellent analytical and organizational skills including the proven ability to adapt to dynamic project environment and manage multiple projects
- DUTIES** : Establishment and management of Project Management Office / Project Support Office inclusive of Portfolio and programme management across the CS Division • Manage client relationship to set and then meet expectations of all project stakeholders • Ensure project requirement are achieved in a timely fashion and within budget guidelines • Assist with ensuring that governance requirements of professional project management and those applicable to the CS Division are adhered to • Monitor and evaluate the employee's progress with respect to the development of project management competencies and modify the coaching plan as required.
- NOTE** : No late applications will be considered.

DEPARTMENT OF PUBLIC ENTERPRISES

- APPLICATIONS** : To The Directorate: Human Resources, Private Bag X15, Hatfield 1028, or Delivery Address: 1090 Infotech Building Corner Hilda & Arcadia Street Hatfield Pretoria
- CLOSING DATE** : 24 June 2011
- NOTE** : Applications should be submitted on Z83 form (available from any state department) and be accompanied by a concise CV, certified copies of qualifications and ID. Applicants may be subjected to a competency assessment test. The person appointed to this position will be subjected to security clearance. People with all types of disabilities are encouraged to apply. Submit applications, quoting the relevant reference number.

OTHER POST

- POST 24/57** : **ADMINISTRATIVE ASSISTANT IN THE BRANCH: TRANSPORT**
- SALARY** : R140 208 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applications are invited from persons in possession of an appropriate secretarial diploma/ post matric, secretarial qualification coupled with a minimum of one year experience. The successful applicant will be a dynamic and confident person, with sound interpersonal and networking skills, with the ability to comprehend and think strategically. Excellent writing and communication skills and a high level of computer literacy; Excel, Word and PowerPoint; are essential for this position. Knowledge of BAS and Logis. If you have good organizational skills, the ability to work under pressure, and the willingness to go an extra mile, then we invite you to apply for the position. Minutes writing – clear and correct business writing skills
- DUTIES** : The person appointed to this position will be responsible for: Distribution of documents, Maintaining Manager's Diaries within the Branch: Transport, Responsible for all logistical arrangements within the Branch. Taking care of visitors for the Branch, Responsible for all Administrative activities within the Branch: Transport. Custodian of all Internal and External documents. Screening of calls. Filing of all correspondence to and from the branch. Taking minutes for the branch 10. Formatting of word documents. Ability to generate PowerPoint presentation
- ENQUIRIES** : Ms Dineo Masilo, Tel: 012- 431-1026

DEPARTMENT OF SOCIAL DEVELOPMENT

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

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

OTHER POSTS

- POST 24/58** : **PROJECT COORDINATOR**
One-year contract position
Chief Directorate: Special Projects
- SALARY** : R406 839 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three-year Bachelors Degree or equivalent qualification PLUS extensive relevant experience in programme and project management. Knowledge/experience in community development facilitation. Knowledge of monitoring and evaluation processes and research methodologies. Knowledge of PMBOK (Project Management Body of Knowledge areas and Processes) will be an added advantage. Knowledge of the Expanded Public Works Programme, policy imperatives and the development context of anti-poverty programmes and related interventions will be an added advantage. Competencies needed: Project management skills. Strategic planning skills. Policy development and implementation skills. Monitoring and evaluation skills. Data analysis skills. Change management skills. Quality assurance skills. Facilitation skills. Problem solving skills. Planning and organising skills. Interpersonal and liaison skills. Computer literacy. Communication (written and verbal) skills. Financial management skills. Presentation skills. Personal attributes: Ability to work under pressure and as part of a team. Ability to prioritise and manage multiple tasks. Innovative and creative.
- DUTIES** : Key Responsibilities: Develop implementation plans in line with the deliverables of the Expanded Public Works Programme in consultation with major role-players and stakeholders. Assist with the coordination of institutional arrangements and provide secretarial/ administrative support for implementing the Expanded Public Works Programme. Consolidate and analyse quarterly reports on implementation and develop risk mitigation and contingency plans to ensure effective and efficient project delivery. Assist with the development of mechanisms to mainstream programmes within line functions. Commission evaluation studies in line with the monitoring and evaluation framework. Facilitate effective and efficient project integration. Facilitate effective and efficient project governance in line with government prescripts, best practices and project management methodology. Provide leadership and manage the financial and human resources of the Special Project Office.
- ENQUIRIES** : Mr S Mokgothu Tel: (012) 312-7613
- CLOSING DATE** : 24 June 2011

POST 24/59 : **GRAPHIC DESIGN SPECIALIST**
 `Six months contract
 Directorate: Corporate Communication

SALARY : R206 982 per annum Plus 37% of basic salary in lieu of benefits.
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelors Degree / National Diploma in Graphic Design, Information Design or equivalent qualification PLUS extensive experience in typography, electronic design and layout of formal, technical and scientific publication materials. Knowledge of government procedures and processes as well as the new corporate identity guidelines for government will be an added advantage. Knowledge of PC/Apple Mac CS3 application, desk top publishing including proficiency in Design, Photoshop, QuarkXPress, Corel Draw and Macromedia MX. Artistic ability and fresh creative thinking for designing eye-catching, effective and original graphics. The successful candidate must be willing to work unsociable hours Competencies needed: Communication (written, verbal and liaison) skills. Problem solving skills. Planning and organising skills. Computer literacy. Creative and innovative. Client orientation skills. Photographical skills. Artistic skills. Policy analysis skills. Project management skills. Attributes: An eye for detail. Ability to work in a team and independently. Friendly. Supportive. Client centred approach to delivery of products. Ability to handle multiple tasks. Patient. Ability to work under pressure. Compliant. Integrity. Assertive. Trustworthy. Disciplined. Diplomacy. Accurate. Drive.

DUTIES : Key Responsibilities: Design and layout of internal and external newsletters, Annual Reports, Strategic Plan document and other publications of the Department. Administer the production processes in terms of quality control and in line with the Departmental procurement policy and GCIS guidelines. Create multi-media communication materials, including artwork and photography. Manage the filing system and recordkeeping of the promotional material and artwork produced. Draft and advise on specifications for service providers for printing and other related services as required.

ENQUIRIES : Mr S Tang Tel: (012) 312-7939
CLOSING DATE : 24 June 2011

POST 24/60 : **ASSISTANT DIRECTOR: MONITORING SYSTEMS DEVELOPMENT**
 Directorate: Strategic Information Analysis and Monitoring

SALARY : R206 982 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelors Degree (or equivalent qualification) in Social Sciences plus credible relevant experience in monitoring and evaluation. Knowledge of contract and project management. Knowledge of monitoring and evaluation principles and practices. Experience in report writing on major monitoring and evaluation projects. A valid code 08 drivers license. Willingness to travel. Understanding of Social Development policies and products and its intended results will be an added advantage. Competencies needed: Communication (written, verbal and liaison) skills. Presentation skills. Co-ordination and negotiation skills. Computer literacy. Monitoring, evaluation and research skills. Problem-solving skills. Planning and organizing skills. Strategic thinking. Analytical skills. Attributes: Positive. Confident. Participative. Patient. Accurate. Systematic and logistical. Adaptable. Disciplined. Diversity commitment. Friendly and trustworthy. Diplomacy. Independent and self starter. Assertive. Persuasive. Ability to work under pressure.

DUTIES : Key Responsibilities: Develop appropriate key performance areas, indicators and norms and standards for each programme. Develop appropriate reporting formats for each programme. Oversee the implementation of these monitoring systems and prepare useful and accessible reports and ensure dissemination to others.

ENQUIRIES : Ms T Adelekan Tel: (012) 312 7579
CLOSING DATE : 01 July 2011

POST 24/61 : **ASSISTANT DIRECTOR: YOUTH DEVELOPMENT (MASUPA-TSELA YOUTH PIONEER PROGRAMME)**
 Directorate: Youth Development

SALARY : R206 982 per annum
CENTRE : Pretoria

- REQUIREMENTS** : Bachelors Degree or equivalent qualification PLUS experience in youth development programmes. Knowledge of Masupa-Tsela Youth Pioneer Programmes. Knowledge of research methodologies. Knowledge of the PFMA. Knowledge of record keeping. A valid driver's licence. Competencies needed: Planning and organising skills. Project management skills. Time management skills. Policy analysis skills. Problem-solving skills. Basic Financial Management skills. Communication (written and verbal) skills. Monitoring and evaluation skills. Interpersonal skills. Computer literacy. Attributes: Quality driven. Patience. Confident. Disciplined. Positive. Friendly. Diplomatic. Systematic. Alert. Creative and innovative. Compliant. Willingness to travel. Hard worker.
- DUTIES** : Key Responsibilities: Monitor the implementation of the norms and standards for the Masupa-Tsela Pioneer Programme. Support the Deputy in coordinating the implementation of the capacity building programmes for the Mentors and Pioneers. Coordinate and collate quarterly, mid-term and annual provincial reports and ensure proper record keeping. Coordinate workshops and meetings of the National Youth Development Forums and Steering Committee meetings. Assist with facilitation and development of strategic partnerships with stakeholders. Participate in and represent the sub-programme in stakeholder forums. Analyse and monitor financial expenditure of the programme.
- ENQUIRIES** : Mr E Kgosana Tel: (012) 312 7843
CLOSING DATE : 01 July 2011
- POST 24/62** : **INTERNAL AUDITOR**
 Directorate: Internal Audit
- SALARY** : R 174 117 p.a.
CENTRE : Pretoria
REQUIREMENTS : Bachelor's degree/National Diploma in Auditing (or equivalent qualification) PLUS sufficient experience in the internal audit field. Knowledge of the PFMA, National Treasury Regulations and other related financial prescripts. Knowledge of the IIA Standards and their application. Knowledge of the Internal Audit Methodology
 Competencies needed: Planning and organising skills. Project management skills. Financial management skills. Analytical skills. Communication (written and verbal) skills. Interpersonal and liaison skills. Computer literacy. Report writing skills. Attributes: Tactful. Ability to work in a team and independently. Innovative and creative. Assertive. Receptive to suggestions and ideas. Ability to work under pressure. Honesty and Integrity
- DUTIES** : Key Responsibilities: Execute compliance, financial and performance audits in accordance with the approved audit plan and IIA standards. Prepare and present draft audit reports to audit management. Evaluate client responses and perform follow-up audits. Participate in preliminary and closing meetings with clients. Perform administrative duties as and when required by management.
- ENQUIRIES** : Ms R Sibisi, Tel: (012) 312-7455
CLOSING DATE : 01 July 2011

DEPARTMENT OF WATER AFFAIRS

- APPLICATIONS** : Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building, Room 714
- FOR ATTENTION** : Ms T Bapela
- CLOSING DATE** : 24 June 2011
- NOTE** : Applications must be submitted on forms Z83, obtainable from any Public Service department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications. For all posts, please forward your application, quoting the relevant reference number, to the address mentioned at each post. No faxed applications will be accepted. Note: If you have not heard from us within 6 weeks of the closing date, please accept that your application was unsuccessful. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. The successful applicant will be required to undergo standard government security clearance procedures prior to permanent appointment.

MANAGEMENT ECHELON

- POST 24/63** : **CHIEF FINANCIAL OFFICER**
(Five-Year Performance Contract)
- SALARY** : R1,025 133 per annum (All inclusive package) subject to the signing of a performance agreement
- CENTRE** : Pretoria
- REQUIREMENTS** : A post-graduate degree in Finance and Accounting .Extensive experience at senior level with five to six years in-depth knowledge of the PFMA (Public Finance Management Act, 1999 [Act 1 of 1999]) and the PPPFA (Preferential Procurement Policy Framework Act, 2000 [Act 5 of 2000]) as well as other prescripts with knowledge of Government budget processes A Master's degree in Finance and Accounting will serve as an advantage Professional certification in Financial and Accounting Management (CA / CIMA / SCCA / CPA). Experience in programme and project management Knowledge of contracting, negotiation, supply chain management and budgeting principles Strategic capabilities and leadership traits People management skills Customer focused Good communication and interpersonal skills.
- DUTIES** : Execute the finance function within the legislative framework for the Main Account .Provide technical advice and support to Senior and Line Managers to ensure the effective utilisation of resources in line with the strategic objectives of the Department and other good financial governance arrangements .Ensure adequate financial control arrangements and systems for the accountable delegation of financial powers, asset management, monitoring and evaluation, early warning and timeous corrective actions .Oversee the budgetary process within the Department .Exercise budgetary control and provide early warning signs on irregular expenditure .Develop and facilitate the implementation of supply chain management systems consistent with legislative and other good governance arrangements .Prepare and review delegations of supply chain and financial management as well as develop the framework for supply chain management .Conduct annual strategic planning of finance according to the Medium Term Expenditure Framework (MTEF) .Oversee and formulate risk management and performance of risk assessments in the context of internal control Oversee the preparation and submission of monthly financial reports as well as annual financial statements to external auditors. Provide support to the Internal Audit Unit .Ensure compliance with Treasury Regulations and all prescripts related to finance and supply chain management Oversee the development of policy and procedure manuals to ensure effective management of assets .Formulate creative solutions to enhance effectiveness and efficiency in the delivery of services and administration of the Department .Advise the Accounting Officer on all matters that may have adverse financial implications for the Department Liaise with the National Treasury, donors, relevant boards and the Office of the Auditor-General on financial matters.
- ENQUIRIES** : Mr A. Bogoshi, Tel (012) 336 7404.

OTHER POST

<u>POST 24/64</u>	:	<u>CHIEF ENGINEER GRADE A PLANT MAINTENANCE 13 POSTS</u>
<u>SALARY</u>	:	R578 601per annum (offer based on proven years of experience)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An Engineering degree (B.Sc. Eng / B.Eng) in Mechanical, Electrical and/or Electro-Technical Engineering .Compulsory registration with ECSA as a Professional Engineer. A Government Certificate of Competency for Engineers .Six years post-qualification experience as a Professional Engineer .Extensive experience in the maintenance and operation of machinery as well as the management of heavy industry Knowledge of financial management and budgeting. Knowledge of a Preventive Maintenance System .Thorough knowledge of the Occupational Health and Safety (OHS) Act, 1993 (Act 85 of 1993). Planning and organising .Conflict management .Negotiation .Problem solving and analysis .Programme and Project Management Computer literacy .A valid driver's license.
<u>DUTIES</u>	:	Be accountable for the safe operation of water supply installations demanding more than 3,000kVA .Design new systems to solve complex engineering challenges related to safety enhancement .Ensure safe working conditions for both operational and maintenance personnel. Apply the provisions of the OHS Act. Inspect plants at other water schemes in the country and provide advice on engineering.
<u>ENQUIRIES</u>	:	Mr P.B. van der Westhuizen, Tel (012) 336 8397.

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

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

<u>APPLICATIONS</u>	:	Quoting the reference number, Private Bag x02, Bloemfontein 9300 or delivered by Hand in Room 203, 2 ND Floor, ABSA Building, c/o Elizabeth and Aliwal Streets Bloemfontein
<u>FOR ATTENTION</u>	:	Mrs S Hlekiso
<u>CLOSING DATE</u>	:	24 June 2011
<u>NOTE</u>	:	Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

OTHER POSTS

<u>POST 24/65</u>	:	<u>STATE VETERINARIAN 2 POSTS REF NO: SV</u>
<u>SALARY</u>	:	Level 11 – An all inclusive salary package of R406 839 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13 th cheque, motor car allowance, home owner's allowance and medical aid assistance per annum
<u>CENTRE</u>	:	Kroonstad And Thaba Nchu
<u>REQUIREMENTS</u>	:	*BVSc Degree *Registration with SAVC *Valid driver's licence (code EB) *Computer skills
<u>DUTIES</u>	:	*Rendering a Veterinary Health service, which would, inter alia, entail the following: Implement and maintain surveillance measures (e.g. Early warning systems), identify controlled and non-controlled diseases, implement control measures, Undertake surveys to establish the economically important diseases / conditions, Ensure that Animal Health Technicians involved in rendering an Animal Health service are properly trained to comply with the requirements of the Act, Ensure that animals are branded in accordance with the Branding of Animals Act, Issue permits and health certificates for the movement of animals across borders / free and contaminated zones, Ensure farmers and Animal Health Technicians follow the correct procedures and methods to collect samples *To provide training and awareness programs (extension services) to communities with regard to Animal Health, which would include, inter alia, the following: Determine needs of communities through liaison with community leaders and other members, Determine interventions required to address the needs, Implement the required interventions, Monitor the impact of the interventions *Render a Veterinary Laboratory Diagnostic and Advisory service, which would, inter alia, entail the following: Undertake post mortem, farm investigations and other examinations to identify diseases, Analyse and interpret laboratory diagnostic test results, Provide advice on the results of the diagnostic tests, Liaise with the public, farmers, and organized agriculture on the prevention and treatment of diseases, Develop and implement new procedures, techniques and / or equipment to ensure that an efficient and effective Veterinary Diagnostic service is rendered, Ensure farmers and Animal Health Technicians follow the correct

procedures and methods to collect samples, *Render an animal disease surveillance service which would, inter alia, entail the following: Monitoring of controlled and non-controlled diseases through laboratory tests, Develop, maintain and implement disease surveillance programs, Investigate animal diseases of national and international importance *Implement contingency plans and conduct risk assessments for the outbreak of diseases*Render a VPH service, which would, inter alia, entail the following: Inspect slaughter and sterilization to ensure the maintenance of basic hygiene standards, Inspect meat and ensure that condemned meat is disposed of according to the relevant legislation, Ensure that abattoirs comply with the requirements for registration with the relevant authorities, Monitor illegal slaughter and take corrective action when necessary, Monitor import / export animal products and handling facilities to ensure compliance with the standards required by international prescripts, Audit hygiene systems and processes in slaughter and sterilization facilities to ensure compliance with prescribed standards e.g. HAS (Hygiene Assessment System), Issue certificates on the compliance of animal products with the requirements of legislation, Ensure that Meat Inspectors comply with the requirements of the Meat Hygiene Act, *Provide training and awareness programs (extension services) to communities with regards to VPH, which would include, inter alia, the following: Determine needs of communities through liaison with community leaders and other members, Determine interventions required to address the needs, Implement the required interventions, Monitor the impact of the interventions, To perform all administrative and related functions which would include, inter alia, the following: Develop, implement and maintain databases, Compile reports as required (quarterly and annually), Provide inputs and proposals to functional policies, Comply with the Public Service prescripts eg. The utilization of stores and equipments, S & T etc. Provide inputs for the Operational Plan of the Veterinary Unit, Supervise the staff of the State Vet Office, *Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective veterinary service e.g. animal health, veterinary public, health, veterinary diagnostics). Monitor and study the Animal Health, Veterinary Public Health, Veterinary Diagnostic legal and policy frameworks continuously to enable him / her to perform the Animal Health functions according to the required standards, Study professional journals and publications to ensure that cognisance is taken of new developments, Keep abreast of the latest developments in Animal Health, Veterinary Public Health, Veterinary Diagnostic technologies

ENQUIRIES : Dr K Mojapelo, Telephone Number: 051 4363677

POST 24/66 : **MANAGER: LABORATORY AND EPIDEMIOLOGY SERVICES 1 POST REF NO: MAN/LAB**

SALARY : Level 11 – An all inclusive salary package of R406 839 per annum. The remuneration package consists of the basic salary, the Government’s contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner’s allowance and medical aid assistance per annum

CENTRE : Bloemfontein
REQUIREMENTS : *BVSc Degree *Registration with SAVC *Valid driver’s licence (code EB) *Computer skills.

DUTIES : *Render a support service to the office of the Director Veterinary Services in all matters relating to Laboratory Diagnostic and Epidemiology Services *Manage and provide tactical leadership in the provision of laboratory diagnostic services *Manage and provide tactical leadership in the investigation of other factors contributing to disease outbreaks *Develop, implement and review herd health programs suitable for the different districts based on epidemiological research findings *Financial management, including budgeting, facilitation of procurement processes and expenditure control *Liase and attend meetings with stakeholders and role players in the fields of epidemiology and laboratory diagnostic services

POST 24/67 : **SNR AGRICULTUAL ECONOMIST (AGRICULTURAL MARKETING) 1 POST REF NO: SAE**

SALARY : Level 9 – A basic salary of R206 982 per annum
CENTRE : Glen: Agricultural Economics Section

REQUIREMENTS : *Appropriate Hons degree or equivalent qualification with Economics and / or Agricultural Economics as major subjects *3 years relevant experience required *Valid driver's license. Recommendations: *Advanced computer skills *Advanced negotiation skills *Advanced knowledge of economic and financial analytical techniques

DUTIES : *Continuous in-depth study / research of developments / patterns / trends in agricultural marketing. *Undertake and oversee the analysis/identification of economic questions/challenges in agricultural marketing (specific Districts / areas, specific industries, and specific events/circumstances) pertaining to legislation / strategy / policy / initiatives /interventions *Undertake and oversee the application, adaptation and/or development of models based on the current situation to forecast / project possible scenarios *Undertake and oversee the compilation of the final output e.g. reports, information documents, etc. *Undertake and oversee the provision of advice to internal & external stakeholders on the impact of forecasts for decision - making, initiatives and / or interventions within agricultural marketing *Undertake and oversee the development and evaluation of agricultural marketing plans *Undertake and oversee the facilitation of access to market outlets by supporting development projects to establish market linkages and identification of possible markets*Establish and maintain a network for liaison regarding agricultural marketing analysis with institutions other role-players *Perform certain administrative and related functions

ENQUIRIES : Mr H Janse van Rensburg, Telephone Number: 051 861 8435

POST 24/68 : **ANIMAL HEALTH TECHNICIAN REF NO: AHT**

SALARY : Level 8 – A basic salary of R174 117 per annum

CENTRE : Motheo District: Botshabelo

REQUIREMENTS : *National Diploma in Animal Health *Registration with the SA Veterinary Council as Animal Health Technician *A valid driver's licence Code 08

DUTIES : *Plan and implement disease control measures, which would, inter alia, entail the following: Administer vaccinations for animal diseases (e.g. Rabies, Brucellosis, and Anthrax), Collect specimens, examine and dispatch samples with regard to animal diseases e.g. CA, Rabies, Sheep Scab and collection of census data regarding farm animals, Conduct inspections of livestock for the presence of notifiable diseases. Participate in campaigns and other activities aimed at eradicating the spread of animal diseases *Render a support service to the State Veterinarian with regard to animal disease control, reproduction advancement, sample collection and law enforcement, which would, inter alia, entail the following: Conducting inspections of animals, animal products, vaccine distribution points and installations where animal products are processed, Assisting the State Veterinarian with investigations relating to surveys, post mortems and animal diseases, e.g. Sheep Scab and Rabies, Obtaining and processing of epidemiological and other data, Collection of samples for analysis by the State Veterinarian and laboratory, Enforce animal disease legislation at auctions, veterinary road blocks, border posts, etc. *Provide extension services on animal health to animal owners, which would, inter alia, entail the following: Determine the needs of farmers, communities through liaison with them, Initiate meetings, gatherings and farmers days for the promotion of animal health and production, Do presentations at extension programs, farmers' days, etc. *Perform administrative and related functions which would entail the following: Populate databases and registers, Compile and submit monthly and quarterly reports, Provide inputs to the operational plan for Animal Health Unit

ENQUIRIES : Mr J Kegakilwe, Telephone Number: 051 8751160/1

POST 24/69 : **ENGINEERING TECHNICIAN 1 POST REF NO: ET**

SALARY : A basic salary of between R159 978 and R 208 197 per annum (plus medical and pension benefits and bonus) (the offer will be based on the applicant's proven years of experience and registration)

CENTRE : Motheo District: Thaba Nchu

REQUIREMENTS : *National Diploma in Civil Engineering *Compulsory registration with the Engineering Council of South Africa as a Professional Engineering Technician *A valid driver's licence Technical Competencies: *Project management *Technical design and analysis knowledge *Computer-aided engineering applications *Knowledge of legal compliance *Technical report writing Generic Competencies: *Problem solving and analysis *Decision making *Creativity *Team work

- DUTIES** : *Render technical services under supervision:- Assist Engineers, Technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing standard drawings and procedures to incorporate new technology; Produce plans with specifications and submit for evaluation and approval by the relevant authority *Perform administrative and related functions:- Provide inputs into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; and Supervise and control technical and related personnel and assets *Research and development:- Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant bodies/councils on engineering-related matters; and Follow approved programme of development for registration purposes
- ENQUIRIES** : Mr B Strauss, Telephone number: 051 861 8438

DEPARTMENT OF THE PREMIER

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

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

- CLOSING DATE** : 24 June 2011
- NOTE** : Directions to applicants: A comprehensive CV should be submitted as application. The following information should also be included in the CV: Completed qualifications, Race, Gender, Disability-if applicable, Citizenship, driver's license and indication of criminal offences. (Separate application for every vacancy). Applications without a reference number will not be considered. Only short listed candidates will be requested to submit a Z83-form, certified copies of qualifications, driver's license and identity document on the day of interviews. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

MANAGEMENT ECHELON

- POST 24/70** : **MANAGER: CORPORATE COMMUNICATION REF NO: M: CC**
- SALARY** : Level 13 – An all inclusive salary package of R685 200 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. This appointment is subject to the signing of an employment contract, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An appropriate Bachelors degree or equivalent qualification and post qualification management experience, preferably in any one of Public Relations, Journalism and Communication.
- DUTIES** : It will be expected of the successful candidate to perform the following duties: To manage corporate-related communication services in the Free State Provincial Government as well as communication services in the Department of the Premier. The above include the following: To promote image of the Free State Provincial Government, both inside and outside the Public Service, by evaluating, sensitizing

and rendering advice on matters affecting the image of the FSPG and by marketing the work of FSPG. To provide strategic direction with regard to the development, implementation and monitoring of a Provincial Communication Strategy for Free State Provincial Government and to advise Provincial Departments on the implementation there-of. To oversee the planning, co-ordination and management of Publications, Information (including the rendering of a toll free line service) and Internal and External Communication Services (including the organizing of Imbizo's EXCO Meets The People Campaigns etc.). To ensure that information is being disseminated to communities on the work of government and that effective communication channels exist between Government and Communities. To support the Premier's Economic Advisory Council and to provide secretariat services. Provide event management services and ensure appropriate protocol for all official functions. Liaise with a number of Stakeholders including Government Communication and Information Services (GCIS), Departmental Communication Managers, Local Government Communicator etc. in order to ensure that an effective and efficient communication service is rendered for Free State Provincial Government. To manage all resources, including human and financial resources, of the Directorate

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

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

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

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

FOR ATTENTION : Ms J Kleynhans

CLOSING DATE : 27 June 2011

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

MANAGEMENT ECHELON

POST 24/71 : **HEAD OF DEPARTMENT: DEPARTMENT OF SPORT, ARTS, CULTURE & RECREATION REF NO: HOD : SACR**

SALARY : R1 339 518 all inclusive remuneration package per annum PLUS a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations.

CENTRE : Bloemfontein

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

Province and South Africa. Recommendation: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.

DUTIES

: To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which *inter alia* include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. Any other responsibility required by law. This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard. Ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio. Provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally. To develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department. Such other responsibilities as may be directed.

ENQUIRIES

: Mr AJ Venter, Tel 051 – 405 4926

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

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

OTHER POSTS

- POST 24/72** : **PHARMACIST GRADE2 REF NO: 70263685**
Directorate: Pharmacy
- SALARY** : R416 700 per annum (all inclusive package)
CENTRE : Tshwane District Hospital
REQUIREMENTS : B. Pharm. Registration with SA Pharmacy Council as a pharmacist. Excellent communication skills, good interpersonal skills, team builder and computer literate. Sound knowledge of legislation applicable to pharmacy practices, Human Resource Management and staff relation legislation. Appropriate clinical and theoretical knowledge.
- DUTIES** : Keep surveillance on medicine consumptions in the department. Supervise, co-ordinate and manage all activities of the department. Plan and co-ordinate all administrative functions of the department. Assist with the dispensing of medicine. Monitor and evaluate the quality of service in the department. Control of budget for the department. Ensure adherence to the dispensing standards as set out by the SAPC. Manage, monitor and evaluate pharmacy staff in the unit. Ensure adherence to both the hospital and provincial drug formularies. Support the Pharmacy Manager in effective administration of the pharmacy department. Produce relevant reports. Registration as tutor. Assist with on –call and after hour duties.
- ENQUIRIES** : Dr. M. Mosoane, Tel. No: (012)354-5960/1
CLOSING DATE : 01 July 2011
- POST 24/73** : **ADMINISTRATION CLERK (HUMAN RESOURCE: 1 POST) REF NO: 70263702**
Directorate: Administration
- SALARY** : R 94 575 – R111 408 per annum (plus benefits)
CENTRE : Ann Latsy Nursing College
REQUIREMENTS : The successful candidate must be in possession of Grade 12 certificate or an equivalent qualification, be knowledgeable about Human Resource acts, regulations and other related Human Resource prescripts. Have good customer relations; interpersonal relations and be able to work under pressure, have knowledge on Persal, MS Excel, MS word and MS Power Point.
- DUTIES** : The successful candidate will be responsible for executing Human Resource functions: Housing, PMDS, Leave Management, Personnel and Salary Administration and attending to any other Human Resource related matters. The candidate will relieve in other departments when needed.
- ENQUIRIES** : Mr N P Tsuwane , Tel no:(011) 644 8900
CLOSING DATE : 30 June 2011

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

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

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

MANAGEMENT ECHELON

POST 24/74 : **CLINICAL MANAGER GRADE 1 REF NO: 15/2011**

SALARY : Remuneration package: R651 327 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Wentworth hospital – OPD and Accident and Emergency

REQUIREMENTS : MBCHB degree or equivalent qualifications, proof of current registration with HPCSA as a medical Practitioner, full registration as a medical Practitioner (registration certificate) 3 years experience after registration with HPCSA as a medical practitioner. Recommendations : Diploma in Management, 2 years supervisory/managerial experience. Knowledge, Skills, Training and competencies Required: - Knowledge of current health and public service legislation and policies. Sound clinical knowledge, experience in the respective discipline. Excellent human relations, communication skills, leadership and team building skills. Ability to develop policies. Computer literacy. Sound negotiations, planning, organizing, decision making and conflict management skills. Sound knowledge and clinical skills in medical disciplines and management skills. Knowledge and experience in District Health System.

DUTIES : Provide the management, support, mentorship and supervision to all medical staff in the outpatient department and accident & emergency. Provide expert advice on a professional/ management nature. Formulate protocols, policies and procedures for medical services and ensure that they are in accordance with the current statutory regulations and guidelines. Ensure provision of protocols and guidelines to doctors. Provision of quality care, assisting team members with quality assurance, quality improvements projects, morbidity and mortality reviews, monthly audits, development of clinical guidelines and policies. Ensure ongoing monitoring and evaluation of medical services. Participate in quality improvements programmes and research projects. Prioritize and ensure the success of the priority programmes e.g. TB/ HIV Aids. Ensure ongoing training programmes for medical professionals. Assist the hospital to achieve the district level package of services. Formulate strategic plans in keeping with the requirements of the hospital. Drive the procurement processes for medical equipment. Ensure control and monitoring of the hospital budget and human resources in medical component. Support the clinical manager with transformation processes and service excellence. Work after hours as per allocations rosters. Support PHC services within the sub-district.

ENQUIRIES : Dr. J. Ramdeen Tel No: 031 460 5002

APPLICATIONS : Human Resource Manager, Wentworth Hospital, Private Bag Jacobs 4026 OR Hand delivered at Wentworth Hospital, 1 Boston Road, Wentworth, Durban.

FOR ATTENTION : Ms. VB. Ngcobo
CLOSING DATE : 01 July 2011

POST 24/75 : **CLINICAL (MEDICAL) MANAGER GRADE 1 REF NO: EKO CMM 03/2011**

SALARY : R651 327 (All inclusive package which consist of 70% of basic Salary and 30% flexible portion that may be structured in terms of Applicable rules). OTHER BENEFITS: 18% Rural Allowance Commuted overtime

CENTRE REQUIREMENTS : Ekombe District Hospital
 MBCHB Degree plus current registration with HPCSA as a Medical Practitioner. 3 years appropriate experience after registration with HPCSA as a Medical Practitioner. Knowledge, Skills, Training And Competencies: -Knowledge of the relevant Acts, Policies and Regulations administered by the KZN Department of Health. Excellent human relations, communication skills leadership and team building. Sound negotiation, planning, organizing, decision making, interpersonal relations and conflict management skills. Computer literacy and ability to develop policies. Working background shall include experience in basic medical disciplines as well as management.

DUTIES : Ensure the provision of safe, ethical, legal and high quality medical care. Provide the Management, support and supervision to all medical staff, pharmacy services and allied health professional services. Formulate policies and procedures for medical services and ensure that they are in accordance with the current statutory regulations and guidelines. Ensure the provision of protocols and guidelines to doctors. Assist in the control and monitor for the budget of the hospital and ensure that there is efficient and effective control of medical supplies, equipment and miscellaneous stores. Maintain discipline and deal with grievances and labour relations issues in terms with the laid down procedures and policies. Facilitate the development and implementation of HR policies that promote continuous training and development of staff at the hospital. Formulate strategic plans in keeping with the requirements of the hospital and department. Assist the Hospital CEO in the realization of the mission and objectives of the hospital and act as Hospital CEO when ever requested. Ensure continuous monitoring of morbidity and mortality through clinical audits. After hours clinical participation-ensure 24 hours medical coverage. Liaise with other stakeholders, Hospital Management team, Health District Office on medical/management issues. Support PHC Services for the institutional catchment area.

ENQUIRES APPLICATIONS : Mrs NP Ngcobo (035) 834 8001
 All applications should be posted to: The Hospital CEO, Ekombe District Hospital, Private Bag x 203. KRANSKOP, 3268

FOR ATTENTION : Human Resource Manager: Mr SM Ndabandaba
CLOSING DATE : 24 June 2011

OTHER POSTS

POST 24/76 : **CHIEF ENGINEER GRADE A: REF NO: UTHK14 /2011**

SALARY : R578601 per annum
CENTRE : Uthukela District office
REQUIREMENTS : Engineering Degree (B Eng/ BSC Eng) or relevant qualification, Six years post qualification experience after registration as a professional engineer. Valid Drivers license. Current compulsory registration with Engineering Council of South Africa (ECSA) KNOWLEDGE Computer literacy. Skills in computer-aided engineering applications. Knowledge of engineering design and analysis. Ability to manage programs and projects. Knowledge of financial management. Planning and organizing skills and management methods. Maintain engineering operational effective. Knowledge of legal compliance.

DUTIES : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to

direct or redirect engineering services for the attainment of organizational objective. Governance: allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individuals development plans, operational requirements and returns on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure that availability and management of funds to meet the MTEF objectives within the engineering environment/service; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives

ENQUIRIES : Mrs. C.G.K Hadebe Telephone: 036 6312202
APPLICATIONS : The District Manager: Uthukela District Health Office Private Bag X9958, Ladysmith, 3370
FOR ATTENTION : Human Resource
CLOSING DATE : 30 June 2011

POST 24/77 : **MEDICAL OFFICER - GRADE 1 , 2 OR 3 REF NO: PHO 09/2011**

SALARY : Grade 1 – R405 333 – R456 606 per annum.
Grade 2 – R470 406 – R529 905 per annum.
Grade 3 – R554 109 – R662 502 per annum. All inclusive salary packages (This inclusive package consists of 70% Basic salary and 30% flexible portion that can be structured in terms Of the applicable rules) Additional Benefits: Commuted Overtime (Subject to approval), Plus, Rural Allowance (18% of basic salary).

CENTRE REQUIREMENTS : Pholela Community Health Centre
An MBChB degree, Plus Current registration with HPCSA as a Medical Practitioner, OR FWMP approval from NDOH to register with HPCSA, Plus Grade 1, No Experience. Grade 2, Minimum of 5 years experience after registration with the HPCSA as a Medical Practitioner. Grade3, Minimum of 10 years experience after registration with HPCSA as a Medical Practitioner Knowledge, Skills, Training And Competencies Required: Sound knowledge of clinical and surgical skills associated within the practice of a District Level Hospital, i.e. Caesarian sections and spinal anesthetics, ectopic pregnancies, Circumcisions, evacuations etc. Knowledge and skills in Medicine including HIV and TB, Pediatrics, Surgery, Obstetrics & Gynecology, Orthopedics, Psychiatry, Emergency Medicine and Anesthetics. Good communication and interpersonal skills. Knowledge of all applicable legislation.

DUTIES : Performance Areas: Clinical and administrative duties / responsibilities for the respective wards. Implement quality standards and practices and treatment protocols as to ensure correct and effective management of patients. Examination, diagnosis and treatment of patients in OPD, Casualty, wards, Clinics and ARV patients. Diagnosing and facilitating referrals to higher level of care. Provide antiretroviral treatment and management After- hours participation in call rosters. Perform emergency procedures and administer anesthesia. Application of family medicine to patients and relatives. Facilitation of staff training and on-going medical education.

ENQUIRIES : Mr. B. King Telephone: 039 832 9491
CLOSING DATE : 24 June 2011
APPLICATIONS : Applications should be forwarded to: The Acting Centre Manager Pholela Community Health Centre Private Bag X502, Bulwer 3244
FOR ATTENTION : Human Resource Department
CLOSING DATE : 24 June 2011

<u>POST 24/78</u>	:	<u>ASSISTANT MANAGER NURSING: (ADVANCE MIDWIFERY): 11 POSTS</u>
<u>SALARY</u>	:	R338 010 per annum Other Benefits: 13 th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements
<u>CENTRE</u>	:	Various Districts Amajuba District Office: Ref No. N01/2011 eThekweni District Office: Ref No. N02/2011 Ilembe District Office: Ref No. N03/2011 Sisonke District Office: Ref No. N04/2011 Ugu District Office: Ref No. N05/2011 Umgungundlovu District Office: Ref No. N06/2011 Umkhanyakude District Office: Ref No. N07/2011 Umzinyathi District Office: Ref No. N08/2011 Uthukela District Office: Ref No. N09/2011 Uthungulu District Office: Ref No. N10/2011 Zululand District Office: Ref No. N11/2011
<u>REQUIREMENTS</u>	:	An appropriate Degree/Diploma in General Nursing and Advanced Midwifery qualification; PLUS, Current registration certificate with the South African Nursing Council (SANC); PLUS A minimum of ten (10) years appropriate experience/recognisable nursing experience after registration as professional nurse with SANC in general nursing and/or midwifery. At least six (6) years of the period referred to the above must be appropriate/recognisable experience in the specific specialty after obtaining the one (1) year post basic qualification in the relevant specialty. At least three (3) years of the period referred to the above must be appropriate/recognisable experience at management level. Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training And Competence Required:- The incumbents of these posts will report to the Deputy District Manager Programmes, and will be responsible to develop, implement and monitor an obstetric, neonatal and sexual and reproductive health care (child health care) mentorship programme within the sub-district [hospital catchment population which includes the hospital, its feeder clinics including mobile and CCG] that will ensure transfer of appropriate knowledge, skills and continued training, and as such the ideal candidates must: Possess knowledge of nursing processes and procedures, nursing statutes and other relevant legal framework. Possess planning and organizing skills, coordination and liaison skills, analytical thinking and decision making skills, reporting writing skills and facilitation skills. Possess good communication skills (both verbal and written). Be computer literate with a proficiency in Microsoft Office Software applications.
<u>DUTIES</u>	:	Key Performance Areas:- Develop and implement health system interventions in Maternal and child health. Build capacity of health personnel including CCGs to provide high quality comprehensive maternity care and sexual and reproductive health services. Strengthen linkages between the community, primary health care and district health care facilities. Formulate, review and monitor implementation of nursing guidelines, practices, standards and procedures relevant to maternity service. Participate in district perinatal reviews and form part of the district mentorship team.
<u>ENQUIRIES</u>	:	DR V MUBAIWA: 033- 395 2914
<u>APPLICATIONS</u>	:	Please forward your application(s), quoting the reference number, to the relevant FOR POSTS A AND B district. Districts addresses are provided below. Amajuba Health District Office, Private Bag X6661, Newcastle, 2940 OR Hand Deliver to: 38 Voortrekker Street, Newcastle, 2940: Mr P D Mbatha Tel: 034 0328 7000 eThekweni Health District Office, Private Bag X54318, Durban, 4000 OR Hand Deliver to: Highway House, 83 Jan Smuts Highway, Mayville, Durban, 4001: Miss M Makhanya Tel: 031 240 5300 Ilembe Health District Office, Private Bag X10620, Stanger, 4450 OR Hand Deliver to: 36/40 Chief Albert Luthuli Street, Stanger, 4450: Mr R Phahla Tel: 032 4373500 Sisonke Health District Office, Private Bag X502, Ixopo, 3276 OR Hand Deliver to: Standard Bank Building, 11 Margaret Street, Ixopo, 3276: Mr S Kheswa Tel: 039 8348310 Ugu Health District Office, Private Bag X735, Port Shepstone, 4240 OR Hand Deliver to: 41 Bissett Street entrance on Nelson Mandela Drive, Port Shepstone, 4240: Mr V L Tobo Tel: 039 6883000 Umgungundlovu Health District Office, Private Bag X9124, Pietermaritzburg, 3200 OR Hand Deliver to: 262 Langalibalele Street, Brasfort House, 1 Th Floor, Reception Desk: Mr M Ntshingila Tel: 033 8971000

Umkhanyakude Health District Office, Private Bag X026, Jozini, 3969 OR Hand Deliver to: Next to post office, Jozini Main Road: Mr J Mkhonto Tel: 035 5721251
 Umzinyathi Health District Office, Private Bag X2052, Dundee, 3000 OR Hand Deliver to: 34 Wilson Street, Dundee, 3000: Mr N P Shezi Tel: 039 6883000
 Uthukela Health District Office, Private Bag X9958, Ladysmith, 3370 OR Hand Deliver to: 60A Midblock, Corner Alexandra Street, Ladysmith, 3370: Ms C K Hadebe: Tel: 036 631 2202
 Uthungulu Health District Office, Private Bag X20034, Empangeni, 3880 OR Hand Deliver to: No.2 Corner of Chrome and Lood Avenue, Old Telkom Building, Empangeni Rail, 3910: Mr S Mkhwanazi: Tel: 035 7870631
 Zululand Health District Office, Private Bag X81, Ulundi, 3838 OR Hand Deliver to: King Dinuzulu Highway, Admin Building, Ground Floor (Ministerial Suit), Ulundi, 3838: Mr P Ntshangase: Tel: 035 874 2302

**FOR ATTENTION
CLOSING DATE**

: Human Resource Manager
 : 01 JULY 2011

POST 24/79

: **ASSISTANT MANAGER NURSING: (PRIMARY HEALTH CARE): 11 POSTS**

SALARY

: R338 010 per annum Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet

CENTRE

: Various Districts
 Amajuba District Office: Ref No. N12/2011
 eThekweni District Office: Ref No. N13/2011
 Ilembe District Office: Ref No. N14/2011
 Sisonke District Office: Ref No. N15/2011
 Ugu District Office: Ref No. N16/2011
 Umgungundlovu District Office: Ref No. N17/2011
 Umkhanyakude District Office: Ref No. N18/2011
 Umzinyathi District Office: Ref No. N19/2011
 Uthukela District Office: Ref No. N20/2011
 Uthungulu District Office: Ref No. N21/2011
 Zululand District Office: Ref No. N22/2011

REQUIREMENTS

: An appropriate Degree/Diploma in General Nursing, Midwifery, Psychiatric Nursing and Health Assessment, Care and Treatment qualification; PLUS Current registration certificate with South African Nursing Council; PLUS At least six (6) years of the period referred to the above must be appropriate/recognisable experience in the specific specialty after obtaining the one (1) year post basic qualification in the relevant specialty. At least three (3) years of the period referred to the above must be appropriate/recognisable experience at management level. Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training And Competence Required:- The incumbents of these posts will report to the Deputy District Manager: Programmes, and will be responsible to ensure the provision of nursing services in primary health care settings within the District, and as such the ideal candidates must: Possess knowledge and experience of Public Service Policies and Acts and Regulations. Possess sound management, negotiation, interpersonal and problem solving skills. Possess good communication skills (both verbal and written). Possess sound working knowledge and clinical skills of specific nursing within the specialty. Possess good clinical training skills to build capacity. Have competence in health promotion and community development skills Possess knowledge of labour relations disciplinary processes/procedures. Have basic financial management skills. Computer literacy and information management skills.

DUTIES

: Key Performance Areas:- Ensure the health systems in the District that address individual, family and community capacity to increase consumer awareness and behaviour change to promote health and prevent diseases, including school health, mental health promotion, youth health, HIV and AIDS, and Non communicable diseases. Ensure health care interventions and systems addressing management of common illnesses and conditions in the District/ Services to provide care in an integrated and comprehensive manner, according to Primary Health Care Principles as recognised internationally and within South Africa. Facilitate and coordinate the development of clinical, health promotion and community development skills in the District through in-service training and mentoring systems to address District and service needs for all cadre working within the Primary Health Care settings. Advocate for comprehensive Primary Health Care through intersectoral collaboration and development of sectors to address community based rehabilitation, inclusive of mental illness and /or defects, child and youth health and palliative care and other

needs. Develop and coordinate clinical governance for nursing systems in Primary Health Care, including auditing, and capacity for self assessments. Maintain a system for authorisation of professional nurses to prescribe medicines according to the Nursing Act 33 of 2005, that will lead to provision of a competent nursing component at Primary Health Care level. Monitor data elements to assess the provision of Primary Health Care, and set up rapid appraisals, and in-depth evaluations; as well as support and nurture research into aspects of primary health care.

**ENQUIRIES
APPLICATIONS**

: MS JANET DALTON: 033- 846 7517
 : Please forward your application(s), quoting the reference number, to the relevant FOR POSTS A AND B district. Districts addresses are provided below. Amajuba Health District Office, Private Bag X6661, Newcastle, 2940 OR Hand Deliver to: 38 Voortrekker Street, Newcastle, 2940: Mr P D Mbatha Tel: 034 0328 7000
 eThekweni Health District Office, Private Bag X54318, Durban, 4000 OR Hand Deliver to: Highway House, 83 Jan Smuts Highway, Mayville, Durban, 4001: Miss M Makhanya Tel: 031 240 5300
 Ilembe Health District Office, Private Bag X10620, Stanger, 4450 OR Hand Deliver to: 36/40 Chief Albert Luthuli Street, Stanger, 4450: Mr R Phahla Tel: 032 4373500
 Sisonke Health District Office, Private Bag X502, Ixopo, 3276 OR Hand Deliver to: Standard Bank Building, 11 Margaret Street, Ixopo, 3276: Mr S Kheswa Tel: 039 8348310
 Ugu Health District Office, Private Bag X735, Port Shepstone, 4240 OR Hand Deliver to: 41 Bissett Street entrance on Nelson Mandela Drive, Port Shepstone, 4240: Mr V L Tobo Tel: 039 6883000
 Umgungundlovu Health District Office, Private Bag X9124, Pietermaritzburg, 3200 OR Hand Deliver to: 262 Langalibalele Street, Brasfort House, 1TH Floor, Reception Desk: Mr M Ntshingila Tel: 033 8971000
 Umkhanyakude Health District Office, Private Bag X026, Jozini, 3969 OR Hand Deliver to: Next to post office, Jozini Main Road: Mr J Mkhonto Tel: 035 5721251
 Umzinyathi Health District Office, Private Bag X2052, Dundee, 3000 OR Hand Deliver to: 34 Wilson Street, Dundee, 3000: Mr N P Shezi Tel: 039 6883000
 Uthukela Health District Office, Private Bag X9958, Ladysmith, 3370 OR Hand Deliver to: 60A Midblock, Corner Alexandra Street, Ladysmith, 3370: Ms C K Hadebe: Tel: 036 631 2202
 Uthungulu Health District Office, Private Bag X20034, Empangeni, 3880 OR Hand Deliver to: No.2 Corner of Chrome and Lood Avenue, Old Telkom Building, Empangeni Rail, 3910: Mr S Mkhwanazi: Tel: 035 7870631
 Zululand Health District Office, Private Bag X81, Ulundi, 3838 OR Hand Deliver to: King Dinuzulu Highway, Admin Building, Ground Floor (Ministerial Suit), Ulundi, 3838: Mr P Ntshangase: Tel: 035 874 2302

**FOR ATTENTION
CLOSING DATE**

: Human Resource Manager
 : 01 JULY 2011

POST 24/80

: **MEDICAL OFFICER GRADE I, II, III REF NO: 16/2011**

SALARY

: the inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Commuted Overtime

**CENTRE
REQUIREMENTS**

: Wentworth Hospital
 : Medical Officer GR 1: R455 634 – R490 851 pa (All inclusive package). Appropriate qualification in the Health Science – MBCHB plus initial registration and current registration with HPCSA as a Medical Officer. Medical Officer GR 2: R520 971 – R569649 p.a. (All inclusive package). Appropriate qualification in the Health Science – MBCHB plus 5 years experience after registration with the HPCSA, plus initial registration and current registration with HPCSA as a Medical Officer. Medical Officer GR 3: R604 605 – R733 716 p.a. (All inclusive package). Appropriate qualification in the Health Science – MBCHB plus 10 years experience after registration with the HPCSA, plus initial registration and current registration with HPCSA as a Medical Officer.

DUTIES

: Provide medical services at department appointed to. Have clinical skills in general medicine, management of HIV / AIDS / TB, Anaesthetics, O&G, and Surgery at District level. Assist, facilitate and participate in quality of care, assisting team members with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly audits, development of clinical guidelines and policies as per specialty and disease profile. Ensure patient satisfaction and undertake patient satisfaction surveys and reducing waiting time's surveys. Active participation in

training interns, community service doctors and junior staff. Maintain and continuously improve professional and ethical standards. Instill confidence in public service and also in medical profession through exemplary behavior. Participation in after hours work is essential. Clinical responsibilities including examinations, investigating, diagnosing and overseeing the treatment of patients in the relevant department. Conduct orientation and induction programs for interns, community service doctors and junior colleagues. Maintain and teach junior colleagues about appropriate and accurate health records in accordance with legal / ethical and continuity of the patient care.

ENQUIRIES : Dr. J. Ramdeen Tel No: 031 460 5002
APPLICATIONS : Human Resource Manager, Wentworth Hospital, Private Bag Jacobs 4026 OR Hand delivered at Wentworth Hospital, 1 Boston Road, Wentworth, Durban.
FOR ATTENTION : Ms. VB. Ngcobo
CLOSING DATE : 01 July 2011

POST 24/81 : **ASSISTANT OFFICE MANAGER (DISTRICT FLEET MANAGEMENT COORDINATION SERVICE) REF NO. UTHK 07/2011**

SALARY : R206 982 per annum PLUS 13th cheque & Benefits
CENTRE : Uthukela District office
REQUIREMENTS : Appropriate B Degree / National Diploma in Commerce, Public Administration and Management/Transport or Fleet. 3 years experience in Fleet Management environment. Other recommended requirements. Valid code EB Drivers License (code8). Knowledge, skills and competences: Good knowledge and understanding of the policies and procedures governing fleet management in the service sector. Ability to make independent decision. Ability to exercise good judgment and discretion in applying interpreting departmental policies and solving. Proactive approach to problem solving. Ability to translate strategic and information objectives into practical planning frameworks. Ability to prioritize issues and other work related matters and to comply with time frame. Sound organizational ability. Knowledge of Ms office computer applications.

DUTIES : Monitor the utilization of district vehicles. Ensure that vehicles are used economically. The principles of the National Transport Circular No.4 of 2000 and the PFMA are adhered and unauthorized use. Identify incidents of abuse and unauthorized use. Maintain the fleets conditions by ensuring that regular services and necessary repairs are conducted. Conducting physical inspections to determine the condition of the fleet for possible damage. Identifying uneconomical and overused vehicle due for replacement. Administer subsidies vehicle activities inclusive of the processing of applications, submissions of monthly re-imbursments of official kilometers, insurance and accident related matter etc. Monitor, evaluate and follow up on incidentation emanating from financial reports (First Auto Report) inclusive of fuel consumption, utilization and repair and maintenance. Oversee the development of Institutional Fleet Managers

ENQUIRIES : Mr. MAC Asvat Telephone: 036 6312202
APPLICATIONS : The District Manager: Uthukela District Health Office Private Bag X9958, Ladysmith, 3370
FOR ATTENTION : Human Resource
CLOSING DATE : 30 June 2011

POST 24/82 : **DATA CAPTURER (LEVEL 4) REF. NO. EGUM 27/2011 2 POSTS**
 Re-Advertisement, all persons who applied before should re-apply

SALARY : R 79 104 per annum Plus 13th Cheque Medical Aid (Optional) Housing Allowance, Employee must meet prescribed requirements

CENTRE : Institution: E G & Usher Memorial Hospital
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent). Proof of Computer Literacy: MS Office Software Applications Certificate. Recommendation: A minimum of 1 year experience in data capturing. Knowledge/ Skills Training And Competencies Required: Ability to read and speak English. Good Analytical and Numerical skills. Good capturing and typing skills. Excellent communication and interpersonal skills. Proven ability to compile statistical reports. Ability to validate and capture data. Ability to operate office equipment e.g. photocopier, fax machine

DUTIES : Key performance areas: Receive information and statistics/data from various facilities in the institution pertaining to communicable diseases. Capture statistics/data from various facilities in the District, on the Programmes/Software.

Ensure timeous capture of data on the prescribed database. Validate data entry. Maintain an appropriate filing system. Conduct basic statically analysis. Compile monthly statistical reports. General office duties.

ENQUIRIES
APPLICATIONS

- : MRS. T.D. MIYA (039) 797-8100
- : Direct your application quoting the relevant reference number to: Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number o applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.

CLOSING DATE

- : **24 June 2011**

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION.**

Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Applications should be forwarded to :The Head of Department, Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at 113 Biccard Street, Polokwane at Records Management Directorate – Office No. H03 [REGISTRY].
- CLOSING DATE** : 30 JUNE 2011, TIME: 16H30.
- NOTE** : Applications should be submitted on the prescribed Form Z83 (obtainable from any Public Service Department or on the internet at www.gov.za/ document), which must be completed in full, original signed and dated by the applicant. Applications should be accompanied by a recent updated comprehensive C.V. (previous experience must be comprehensively detailed, i.e. position held and dates) as well as certified copies of all qualifications and ID document. The successful candidates must be willing to sign an oath of secrecy with the Department. Suitable candidates will be subject to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record checks, verification of financial/assets record check and security vetting) where applicable, candidates will be subjected to a competency assessment. Appointment in Senior Management positions is subjected to the signing of a contract and a performance agreement. Newly appointed (Public Service) candidates will be appointed on a probation period of 12 months. Applications received after the closing date whether, posted, or hand –submitted will not be considered. Fax applications will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Due to the large number of applications we envisage, correspondence will be limited to short-listed candidates only. Failure to submit the requested documents and instructions to this note will result in your application not being considered.

MANAGEMENT ECHELON

- POST 24/83** : **GENERAL MANAGER: INFORMATION TECHNOLOGY SERVICES REF NO: 125/11**
- SALARY** : R830 502 per annum (all inclusive) Level :14
- CENTRE** : Polokwane
- REQUIREMENTS** : A Bachelor's degree or equivalent qualification with specialization in Information Technology.*At least 3 years managerial experience at senior management level.*Extensive knowledge of global use of information management and information technology processes. Ability to implement internal systems and controls to ensure sound information and technology management. Competencies such as programme and project management, strategic capability and leadership, problem solving and analysis, communication and interpersonal relations, financial management, basic computer literacy.*Ability to work independently and under pressure.*A valid driver's license.
- DUTIES** : Align the department's information management and technology with the strategic direction and business processes of the department. *Ensure availability of IT system and the provisioning of IT infrastructure services throughout the Department.*Responsible for the development of information and technology systems and policies.*Ensure implementation of internal control systems pertaining to information management and information technology management. *Manage service level agreement with SITA and other suppliers of information technology goods and services.
- ENQUIRIES** : Mr. Makgaa M.A. at 015 – 284 6569, Ms Maredi M.G. at 015 – 284 6566 and Ms Langa M.C. at 015-284 6556.
- POST 24/84** : **DISTRICT SENIOR MANAGER REF NO: 126/11**
- SALARY** : R685 200 per annum (all inclusive) Level 13
- CENTRE** : Capricorn Education District
- REQUIREMENTS** : *A Bachelor's degree or equivalent qualification.*At least 5-10 years experience at middle management level.*Ability to work with trade unions and other stakeholders

in the education sector.*Knowledge and understanding of PFMA, Treasury regulations and other relevant legal prescripts in the Public Service. Competencies such as programme and project management, strategic capability and leadership, problem solving and analysis, communication and interpersonal relations, financial management, basic computer literacy.*Ability to work independently and under pressure.*A valid driver's license.

DUTIES : *Provide strategic leadership pertaining to the administration and management of the District.*Ensure effective and efficient delivery of curriculum and advisory services, institutional development and quality assurance, education technology, intergrated planning, monitoring and evaluation, examination services and *Overseer the management of corporate services and finance.*Ensure proper management and administration of departmental policies, Collective Agreements and management decisions.

ENQUIRIES : Mr. Makgaa M.A. at 015 – 284 6569 Ms Maredi M.G. at 015 – 284 6566 and Ms Langa M.C. at 015-284 6556.

OTHER POST

POST 24/85 : **PERSONAL ASSISTANT: MEC's OFFICE REF NO: 127/11**

SALARY : R140 208 per annum Level 7

CENTRE : Head Office - Polokwane

REQUIREMENTS : *Grade 12 or equivalent qualification.*Computer literacy.

DUTIES : *Serve as an entry point for all internal and external stakeholders who visit the MEC.*Arrange appointments in consultation with the Appointment Secretary to ensure effective management of the MEC's diary.*Provide administrative support to the MEC, including typing of documents, sending faxes and making photocopies.*Ensure that incoming calls are screened and referred to the appropriate persons.

ENQUIRIES : Mr. Makgaa M.A. at 015 – 284 6569 Ms Maredi M.G. at 015 – 284 6566 and Ms Langa M.C. at 015-284 6556.

OFFICE OF THE PREMIER

The Office of the Premier is an affirmative action employer. Suitable women and the disable remain the target group and are encouraged to apply in line with the Employment Equity Act No.55 of 1998.The Office of the Premier would like to invite suitably qualified candidates who are creative, energetic, self driven and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for positions as they appear below.

APPLICATIONS : Applications accompanied by certified copies of educational qualifications, identity document, and a comprehensive curriculum vitae, should be submitted on Z83 forms obtainable from all government departments. Applications should be addressed to, The Director General, Office of the Premier, Private Bag X9483, POLOKWANE, 0700 OR delivered personally @ 40 Hans Van Rensburg Street, Mowaneng Building, Office No. A013, Registry Office, Ground floor. . Late applications, emails or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Please accept that your application has not been successful if you do not hear from this Office three (3) months after the closing date.

CLOSING DATE : 8th July 2011 @ 16H30

MANAGEMENT ECHELON

POST 24/86 : **GENERAL MANAGER: GOVERNANCE & ADMINISTRATION, JUSTICE, CRIME PREVENTION AND SECURITY CLUSTER MANAGEMENT SERVICES (1 X POST) REF NO: OTP/2011/37/02**

Sub-Branch: Governance & Administration, Justice, Crime Prevention And Security Cluster Management Services

SALARY : R830 502 per annum Salary level: 14

CENTRE : Polokwane (Head Office)

REQUIREMENTS : NQF 6 (Diploma or Bachelor's Degree requiring a minimum study period of three years). At least five (5) years experience of which three (3) years are at managerial level A valid driver's license. Competencies: Sound knowledge of relevant legislative framework Good writing and verbal communication skills, negotiation skills,

		computer literacy, organising and co-ordination skills, problem solving and leadership skills.
<u>DUTIES</u>	:	Provide leadership and strategic direction in the Sub – branch Manage the performance management of the Province through Governance and Administration and Justice, Crime Prevention and Security Services Cluster Collaborate with other government departments, external and internal stakeholders Formulate and manage the component’s budget against its strategic objective.
<u>ENQUIRIES</u>	:	Ms. N J Maphangula and Ms. Z Mlambo at telephone numbers 015 – 287 6331 and 015 – 287 6393 respectively.
<u>POST 24/87</u>	:	<u>SENIOR MANAGER: PREMIER’S ADVISORY COUNCIL 1 POST REF NO: OTP/2011/37/01</u> Division: Premier’s Advisory Council
<u>SALARY CENTRE REQUIREMENTS</u>	:	13 Salary Notch: R685 200 p.a. Polokwane (Head Office) NQF 6 (Diploma or Bachelor’s Degree requiring a minimum study period of three years in Social Sciences, Economics, preferably a post graduate degree). At least three years experience in policy formulation, analysis and implementation of which two years are at a supervisory level A valid driver’s license. Competencies: Sound and in-depth knowledge of relevant prescripts, the functioning of cabinet structures (Cluster Committees, Premier Employment Growth and Development Council) as well as understanding of the legislative framework governing the Public Service such as Limpopo Employment Growth and Development Plan, LEGDP IAP, Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, and Public Service Regulations. Strategic planning, negotiation, people management, time management, diversity management, financial management, Project Management and communication skills. Leadership, policy analysis and development, planning & organizing, understand group dynamics, facilitation, change and knowledge management skills. Computer literacy.
<u>DUTIES</u>	:	Coordinate and provide secretarial support to PEGAC and TWGs meetings. Mainstream PEGAC and TWGs resolutions through cabinet structures, departments and municipalities. Establish and maintain good relations with members of PEGAC and TWGs Provide technical and logistical support to PEGAC, Communicating PEGAC and TWG issues to stakeholders, create a link between activities of PEGAC and TWGs Update cabinet clusters, departments and municipalities on issues raised in PEGAC and TWGs Follow-up on issues to be implemented by departments and municipalities as emanating from PEGAC and TWG meetings Brief PEGAC and TWGs on the implementation of their resolutions Create link between LEGDP IAP and activities of PEGAC and TWGs Brief Exco on the resolutions of PEGAC and TWGs Ensure that the preparations of the budget for the unit is done Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure Monitor and report on the utilisation of resources in the unit Ensure the unit is adequately staffed Evaluate and monitor performance and appraisal of employees and manage employee discipline and conduct.
<u>ENQUIRIES</u>	:	Ms. N J Maphangula and Ms. Z Mlambo at telephone numbers 015 – 287 6331 and 015 – 287 6393 respectively.
<u>POST 24/88</u>	:	<u>SENIOR MANAGER: DIRECTOR GENERAL SUPPORT SERVICES 1 POST REF NO: OTP/2011/37/03</u> Division: Director General Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R685 200 p.a. Salary level: 13 Polokwane (Head Office) NQF 6 (Diploma or Bachelor’s Degree requiring a minimum study period of three years). At least five years appropriate experience of which three years are at a managerial level. A valid driver’s license. Competencies: Report Writing Skills; Computer Literacy; Knowledge in public service legislation framework.
<u>DUTIES</u>	:	Scrutinise correspondence and policies and summarise same for DG’s attention. Write referral, submissions, reports and responses as and when directed by the DG. Acknowledge correspondence from within the public service and external stakeholders. Provide advice to DG of any correspondence that needs urgent attention Maintain an organised, accessible and current filing system in accordance

with applicable standards, policies and procedures. Manage the classification, sorting, filing, transfers and /or retrieval of correspondence, articles, records and other documents as requested. Ensure that all documents are numbered in terms of the file plan of the Office of the Premier. Maintain confidentiality of information in-line with PAIA.

ENQUIRIES : Ms. N J Maphangula and Ms. Z Mlambo at telephone numbers 015 – 287 6331 and 015 – 287 6393 respectively.

POST 24/89 : **CHIEF OF STAFF 1 POST REF NO: OTP/2011/37/04**
Premier Support Services

SALARY : R830 502 p.a. Salary level: 14
CENTRE : Polokwane (Head Office)
REQUIREMENTS : NQF 6. (i.e. a Diploma or Bachelor's Degree requiring a minimum period of study of three years). At least five years appropriate experience of which three years are at a managerial level. A valid driver's license. Competencies: Good writing and verbal communication skills, negotiation skills, computer literacy, organising and co-ordination skills, problem solving and leadership skills. The ability to work under pressure and working abnormal hours.

DUTIES : Serve as the first point of contact between the Executive Authority and the Director General as well as all other employees in the Office of the Premier. Provide strategic management to staff in the Office of the Executive Authority. Manage strategic management relations and do regular environment scan and advise the Executive Authority accordingly. Advise on policy issues and ensure that appropriate advice is acquired whenever needed. This will entail co-ordination with Special Advisers on regular basis. Attend high level meetings involving the Executive Authority, take record of such proceedings and ensure that follow ups are done. Ensure proper co-ordination of the Executive Authority's programmes and provide strategic management of public relations and administration of the Office.

ENQUIRIES : Ms. N J Maphangula and Ms. Z Mlambo at telephone numbers 015 – 287 6331 and 015 – 287 6393 respectively.

DEPARTMENT OF SPORT, ARTS & CULTURE

APPLICATIONS : Applications may be hand delivered to the Office of the Premier at 40 Hans van Rensburg street in Polokwane. Applications must be submitted on or before the closing date and no late applications will be accepted. Faxed or emailed applications shall not be considered. Failure to comply with the above will result in immediate disqualification. Communication will be made with the shortlisted candidates only.

CLOSING DATE : 08TH JULY 2011 @16H30

MANAGEMENT ECHELON

POST 24/90 : **HEAD OF DEPARTMENT OF SPORT, ARTS AND CULTURE**

SALARY : Inclusive remuneration package: R1 025 133 p.a. Non-pensionable Head of Department allowance: 10% of inclusive remuneration package. Salary level: 15

CENTRE : Polokwane (Head Office)

REQUIREMENTS : Appropriate NQF 6 or equivalent qualification backed by extensive relevant managerial experience. Ability to interact at both strategic and operational levels. Extensive knowledge of Public Service Regulatory frameworks and Public Finance Management Act, Supply Chain Management and other relevant prescripts. Financial management skills. Understanding of change management. Knowledge of management of service delivery innovations. Problem solving skills and analysis. Client and customer orientation. Excellent communication skills, both verbal and written. Analytical thinking and research skills. Computer skills.

DUTIES : Key Performance Areas: The successful candidate will be the Head of Department and Accounting Officer responsible for:- Rendering support and advice to the MEC on the core mandates of the Department. Providing strategic direction and leadership in line with national, provincial and departmental goals and objectives. Managing the service delivery improvement plan of the department. Managing performance of the department, including submission of annual performance plans and monthly, quarterly and annual performance reports. Implementation and monitoring of the Provincial Growth and Development Strategy & LEGDP. Ensuring that financial and physical resources allocated to the Department are expended cost

effectively. Provide strategic Human Resources Management of the Department. Provide and manage the provincial government land and buildings. Ensuring that the eight Gender Principles are effectively and efficiently implemented.

ENQUIRIES

: Ms. T Bambo and Ms. N J Maphangula at 015 287 6343 and 015 287 6450 respectively.

NOTE

: The successful candidate will be expected to enter into a performance agreement with the relevant Executive Authority and sign a five year contract of employment upon assumption of duty with the Premier. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. The recommended candidate(s) will be subjected to competency assessment and security clearance procedures.

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF HEALTH**

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

CLOSING DATE : 15 July 2011
NOTE : All applicants must be submitted on Z83 form obtainable from any Public Service Department, or <http://www.dpsa.gov.za> must be accompanied by certified copies of ID, driver's licence (where applicable) and qualifications together with recent Curriculum Vitae, stating the reference number and the post for which being applied and forwarded to the address above. No faxed, e-mailed or late applications will be considered. Applicants may be assessed. The department reserves the right not to fill the posts. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates should all avail themselves for the interviews at the specified time and venue as determined by the Department otherwise they will forfeit the opportunity.

MANAGEMENT ECHELON

POST 24/91 : **CLINICAL MANAGER (MEDICAL) GRADE 1**

SALARY : R 651 327 per annum (All Inclusive Package)
CENTRE : Ventersdorp District Hospital
REQUIREMENTS : Appropriate qualifications that allows registration with the Health Profession Council of South Africa as a Medical Practitioner (MBCbB). Current proof of registration with the Health Profession Council of South Africa must be attached. Minimum of 3 years' experience as a Medical Practitioner after registration with the Health Profession Council of South Africa as Medical Practitioner. Management experience will serve as a recommendation. Computer literacy.

DUTIES : Manage the KPAs of subordinate. Allocate doctors to the Department and rotate as required. Plan and control the Continual Professional Development program for doctors and auxiliary health service of the hospital. Be responsible for doctor's orientations and Clinical Department Training Programs. Manage the clinical governance strategy, policies, protocol and clinical audits. Be responsible for mobility and mortality and ethics reviews. Handle complaints of a medical nature. Develop multi-professional teams. Implement top management decisions. Implement the national and provincial health development's goal and objectives. Be responsible for inter- and intra-department liaison and communication. Oversee and control the monthly call roster and forward request for overtime authorization. Compile statistics monthly and report as requested. Utilize data for decision making and analysis to improve service delivery. Approve effective appraisal of performance objective of all medical/ auxiliary levels. Participate in collaborative effective efforts in public- private partnership (PPPs). Be responsible for administration and correspondence and medical/ legal issues. Ensure NTSG and HPTG business plan target are met. Chair or co-ordinate numerous committees: patient safety group (PSG), (PSC), clinical heads meeting, etc.

ENQUIRIES : Ms N.E Buti, Tel 018 264 2081
APPLICATIONS : Ventersdorp District Hospital, must be forwarded to: Private Bag X 1007, Ventersdorp, 2510

FOR ATTENTION : Mr M.M Tiholoe

OTHER POSTS

POST 24/92 : **DEPUTY MANAGER NURSING**

SALARY : R 468 069 per annum (All Inclusive Package)
CENTRE : Taung District Hospital
REQUIREMENTS : A Basic qualification accredited with the South Africa Nursing Council in terms of Government Notice 425 (Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as Professional Nurse plus post Basic Nursing qualification. A Minimum of 9 (nine) years appropriate / recognizable nursing experience after registration as professional nursing with SANC in general. A knowledge or Qualification in financial management and project management is

necessary. An applicant must have at least 5 Years experience in management position in a hospital setting as per OSD provisions.

DUTIES : To provide with strategic and operational leadership for provision of high quality nursing care services in the hospital setting, To plan and manage human resources, development and key deliverables of the supervisees; provide leadership for implementation nursing education and training programmes at the hospital, To provide with progressive leadership for nursing division towards achievement of the national health systems priorities; and advice the head of institution on matters connected to nursing care services, To plan, organize and manage monitoring and evaluation of nursing health care programmes. To provide professional and technical advice and services for high quality nursing care services. To facilitate, promote, advocate and champion for adherence to nursing ethics, ethos and professionalism of high calibre. To develop and monitor implementation of policies, programmes, regulations, professional practices, procedures and standard pertaining to quality nursing care. To manage and use information in management for enhancement health care service delivery. To manage stakeholders, intra and inter-governmental relations, liaise with multi-disciplinary team(s) and partners in implementation of health care services and building of social compact for better health outcomes.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr M Cwaile, Tel 053 994 8100
: Taung District Hospital, must be forwarded to: Private Bag X 2 Taung , 8584
: Mr M Cwaile

POST 24/93 : **DEPUTY DIRECTOR: FINANCE**

SALARY CENTRE REQUIREMENTS : R 406 839 per annum (Inclusive MMS Package)
: Bojanala District Office
: Appropriate Bachelor's Degree or equivalent qualification with focus on Accounting or Financial Management. At least 3 years applicable experience at supervisory level/management in financial management and administration, particularly in the Public Sector. Competencies: Thorough knowledge of Government budget process, procedures and the budget cycle, including budget allocations, Medium Term Expenditure Framework (MTEF) and Budget Adjustment. Good understanding of Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DORA), Supply Chain Management (SCM), Financial Management and Auditing. Good communication skills, computer, human, analytical and technical abilities. A valid driver's license.

DUTIES : Support and coordinate the budget of all cost centers within the district. Provide advice and training to cost centre managers, whenever practicable. Consolidate monthly expenditure reports, analyze the same and prepare financial reports. Ensure that cash flow request are consolidated, analyzed and submitted to the Provincial Office. Ensure compliance to Financial Legal Prescripts, including PFMA and Treasury Regulations. Ensure standard practice to Supply Chain Management and Audit principles within the District. Identify critical risk areas, evaluate them and provide corrective measures to overcome the risks. Advise cost centre managers on effective management of revenue. Facilitate the process of MTEF and adjustment budget inputs. Facilitate the process of budget or virements. Provide supervision over the District Finance Division.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr E Mmusi, Tel 014 591 9700
: Bojanala District Office, must be forwarded to : Private Bag X 82090, Rustenburg, 0300
: Mr E Mmusi

POST 24/94 : **DEPUTY DIRECTOR: CORPORATE SERVICES**

SALARY CENTRE REQUIREMENTS : R 406 839 per annum (All inclusive MMS Package)
: Witrand Hospital
: Appropriate bachelor's degree or equivalent qualification in Public Administration. At least 3 years experience in relevant supervisory level/ management post. Extensive experience in the effective coordination of Human Resource, Finance, Supply Chain Management and Auxiliary components. Computer literacy. A valid driver's licence. Ability to ensure effective risk management in the Hospital. Ability to communicate and create an environment that enables the Director to perform the duties entrusted to him/her.

DUTIES : Manage Key Performance Area's of subordinates. Manage Human Resource, Finance and Auxiliary Services with the implementation of policies, regulations and

procedures. Provide an effective support system to the Director: Facility Head Care Managers. Provide a supportive and administrative environment to enable all departmental programs to run effectively. Preparing the inputs into the Annual Report and Annual Financial Statements of the Hospital. Formulation and control of the Strategic plan of the Hospital.

ENQUIRIES : Ms R.M Maritz, Tel 018 294 9100
APPLICATIONS : Witrand Hospital, must be forwarded to: Private Bag X 253, Potchefstroom, 2520
FOR ATTENTION : Ms R.M Maritz

POST 24/96 : **DEPUTY DIRECTOR: QUALITY ASSURANCE**

SALARY : R 406 839 per annum (All Inclusive MMS Package)
CENTRE : Job Shimankana Tabane Hospital
REQUIREMENTS : Appropriate bachelor's degree or equivalent qualification. A qualification in Training, Education and Development will be an added advantage. At least 6 years' experience of which 3 years must be in management. Experience gained in a training, education and development environment will be an advantage. Knowledge of Skills Development legislation. Knowledge of Skills Development system and processes. Knowledge of Quality systems, processes and procedures. Knowledge of business management principles. Skills development trends and best practices. Performance management principles. Team leadership skills, Decision making Skills, interpersonal Skills and team player.

DUTIES : Manage and implement business and operational plans for the department. Lead and manage team performance. Develop and Implement quality programmes. Manage a database of accredited service providers. Oversee integrated provider capacity building process and ensure that accredited provider are supported and promoted. Develop and distribute relevant reports. Ensure adherence to policies and procedures. Develop new policies and procedures. Interact with all relevant internal and external stakeholders in quality.

ENQUIRIES : Ms DIPHOKO: 014 590 5408
APPLICATIONS : Job Shimankana Tabane Hospital, must be forwarded to: Private Bag X 82079, Swartruggens, 0300
FOR ATTENTION : Mr B.R Senna

POST 24/97 : **DEPUTY DIRECTOR (SUB-DISTRICT HEALTH MANAGER)**

SALARY : R 406 839 per annum (All Inclusive MMS Package)
CENTRE : Maquassi Hills Sub District Office
REQUIREMENTS : Appropriate bachelor's degree or equivalent qualification in Health Sciences. A postgraduate qualification in Public Health or Health Service Management will be an added advantage. At least 5 years managerial experience in District Health Services (DHS). A valid code 8 driver's licence. Computer literacy and competence. A clear understanding of the District Health System and a commitment to health transformation policies of National and Provincial departments. Demonstrable leadership qualities and understanding of Public Health/healthy policy issue, health financing management/budgeting and broad health service delivery imperatives.

DUTIES : Manage of key performance health indicators with regard to strategic health programmes, human resources, financial management, and supply chain management. Overall management of health facilities and PHC Services at Sub-District level. Manage the provision of integrated and quality health services. Provide strategic leadership to the Sub-District management team. Manage conditional grants and funding provision for special health projects. Supervise assistant managers responsible for administration, community health services and local health area management, as well as coordination of health governance, related health NGO and CBO within the Sub-District. Account to the office of the District Director in relation to the above duties and responsibilities.

ENQUIRIES : Ms N.N.R.T Mojanaga, Tel 018 596 2844
APPLICATIONS : Maquassi Hills Sub-District Office, must be forwarded to: Private Bag X 16, Wolmaransstad, 2630

FOR ATTENTION : Ms N.D Sindi

POST 24/98 : **DEPUTY DIRECTOR HUMAN RESOURCE INFORMATION SYSTEMS**

SALARY : R 406 839 per annum (All Inclusive MMS Package)
CENTRE : Provincial Office

<u>REQUIREMENTS</u>	:	Appropriate tertiary qualification. At least 3 years experience in management and provision of establishment and administration services related to the Persal system. Good communication skills, organizing and planning, supervision, creativity, innovation and computer literacy. A valid driver's license. Computer literacy. Knowledge and skills in the Persal system. Successfully completed the PERSAL Introductory Course, PERSAL Personnel Administration Course, PERSAL Salary Administration Course and Establishment Administration Course. Knowledge of all relevant National & Provincial directives and the applicability in the work place. Excellent networking and communication skills.
<u>DUTIES</u>	:	Manage the loading of the departmental structure on the Persal system. Oversee the creation, abolishment and conversion of posts on the system. Provide technical support to departmental institutions regarding the departmental structure. Provide effective establishment administration services. Perform regular audits in order to ensure compliance to policies and directives. Provide on the job training to Persal users. Compile weekly, monthly and quarterly management information reports and submissions. Monitor and evaluate the provision of establishment services in the department.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr J.N De Beer, Tel: 018 387 5713 Provincial Office, must be forwarded to: Private Bag X 2068, Mmabatho, 2735 Ms B.G Gauta
<u>POST 24/99</u>	:	<u>DEPUTY DIRECTOR BUDGET PLANNING</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 406 839 per annum (All Inclusive MMS Package) Provincial Office Appropriate Bachelor's degree and/or equivalent qualification in financial Management with at least 3 years relevant experience in Financial Management. Knowledge of the WALKER system, PERSAL and BAS. Full knowledge of Microsoft Excel (spreadsheet). Sound knowledge of financial management legislation. A valid code 08 driver's license must be attached. Reporting skills and ability to work under pressure (budget preparation/allocation) and to meet deadlines. Good interpersonal, presentation, analytical, communication, investigation and report writing skills.
<u>DUTIES</u>	:	Manage Budget Planning Sub-directorate. Coordinate and compile the Medium Term Expenditure Framework (MTEF) budget. Coordinate and consolidate the Departmental budget allocation. Facilitate equitable allocations of financial resources to all health institutions and programmes. Coordinate compilation of the Adjustment budget. Management and analysis of departmental expenditure. Assist in planning and management of conditional grants and other earmarked funds. Provide in-service training to all budget users. Provide management support to the Director
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Ms P.P Ntutela, Tel: 018 387 5777/5779 Provincial Office, must be forwarded to: Private Bag X 2068, Mmabatho, 2735 Ms B.G Gauta
<u>POST 24/100</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ASSETS AND LIABILITIES</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 406 839 per annum (All Inclusive MMS Package) Provincial Office Appropriate Bachelor's Degree or equivalent qualification in Financial Management. Experience should be more than 7 years in Debts Management 3 of which should at supervisory/management level. Extensive knowledge of the PERSAL/ PAAB / WALKER /BAS interface. Knowledge of GAAP, GRAP, PFMA and TREASURY REGULATION. Skills: Accounting and Auditing. Computer literacy. Planning and Organizing. Conflict resolution. Communication and Reporting. The ability to work as part of team
<u>DUTIES</u>	:	Clear Suspense and Control Accounts. Departmental Personnel Debts Management. Reconciliation of Inter-Linked Systems BAS/PERSAL/PAAB/WALKER. Reconciliation of the Trial Balance. Preparation and Consolidation of the Departmental Financial Statements. Report writing and attending to Auditor General, Internal Audit queries, and monitor monthly and year-end closures. Provide in – service training of users on financial transactions. Perform generic management functions.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Ms S Motlhamme, Tel: 018 387 5624 Provincial Office, must be forwarded to: Private Bag X 2068, Mmabatho, 2735 Ms B.G Gauta

POST 24/101 : **DEPUTY DIRECTOR : BAS SYSTEM CONTROLLER**

SALARY : R 406 839 per Annum (All Inclusive MMS Package)
CENTRE : Provincial Office
REQUIREMENTS : Appropriate bachelor's degree in Commerce/ Financial Management or equivalent qualification. At least 5 years relevant experience in Financial Management 3 of which should be supervisory/management level. Training as BAS System Controller. Extensive knowledge of the PERSAL/ PAAB / WALKER /BAS interface. Knowledge of GAAP, GRAP, PFMA and TREASURY REGULATION. Skills: Accounting and Auditing. Computer literacy. Planning and Organizing. Conflict resolution. Communication and Reporting. The ability to work as part of team.

DUTIES : Plan, Implement, Assess and Maintain Financial System (BAS). Monitor and Report Performance of Inter-Linked Systems (BAS/PERSAL/PAAB/WALKER Modules –AM, IM) and Other Systems. Implement and Maintain Security Measures with regard to access to the system. Provide User Support and Coordinate. Training for the Departmental BAS Users. Report writing and attending to Auditor General, Internal Audit queries, and monitor monthly and year-end closures. Perform generic management functions

ENQUIRIES : Mrs E. Moremi Tel: 018 3875693
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag X 2068, Mmabatho, 2735
FOR ATTENTION : Ms B.G Gauta

POST 24/102 : **DEPUTY DIRECTOR: PLANNING SERVICES**

SALARY : R 406 839 per annum (All Inclusive MMS Package)
CENTRE : Provincial Office, Mahikeng
REQUIREMENTS : Appropriate Bachelor's degree preferably with strategic planning as a major course. At least 3 years management experience, 3 years experience in planning and strategy formulation. Knowledge of legislation, regulations, acts, agreements, policies, associated schedules and procedures. Skills and competencies: Negotiation and conflict management. Research. Analytical thinking. Co –ordination. Strong leadership and strategic capabilities. Communication (verbal and written) Presentation and facilitation. Stakeholder management . This position calls for a dynamic, results driven and self motivated individual who puts value into strategic planning management.

DUTIES : Facilitate the development of the Service Transformation Plan. Facilitate the development of the five years Strategic Plan, Annual Performance Plan (APP) aligned to five year strategic plan, district health plans, current research and budget plans. Ensure the continual improvement of system and processes, policies and procedures. Ensure the alignment of strategic priorities with the budget documents. Commission research and investigations to assist decision making. Facilitate the development of departmental operational plans and coordinate the alignment with the APP. Implement performance management system.

ENQUIRIES : Mr B Redlinghys, Tel 018 387 5747
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag X 2068, Mmabatho, 2735
FOR ATTENTION : Ms B.G Gauta

POST 24/103 : **DEPUTY DIRECTOR: ASSET MANAGEMENT**

SALARY : R 406 839 per annum (All Inclusive MMS Package)
CENTRE : Provincial Office, Mahikeng
REQUIREMENTS : Appropriate Bachelor's degree and or equivalent qualification. Applicable working experience with a minimum of 5 years in Asset management or Supply Chain Management or Financial management 3 of which should be at supervisory/management level. Knowledge of PFMA, Treasury Regulations and Public Sector financial policies. Good communication skills, report writing skills, presentation skills and Computer literacy. A valid driver's license will be an added advantage.

DUTIES : Manage Departmental Asset Register. Coordinate asset procurement plans for the Department. Manage Asset disposal process, Asset bar coding and mechanisms for safeguarding of Departmental Assets. Coordinate Departmental Asset maintenance plans. Preparation of Quarterly and Annual Financial Statements. Ensuring compliance to policies, procedures and financial acts. Capacitate Departmental Institutions / Hospitals / Sub districts.

ENQUIRIES : Mr R Keothaile, Tel 018 3875827
APPLICATIONS : Provincial Office, must be forwarded to : Private Bag X 2068, Mmabatho, 2735
FOR ATTENTION : Ms BG Gauta

POST 24/104 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT**

SALARY : R 406 839 per annum (All Inclusive MMS Package)
CENTRE : Provincial Office, Mahikeng
REQUIREMENTS : Appropriate bachelor's degree in Human Resource Management/ Administration/ Public Management and/ or equivalent qualification. At least 10 years relevant experience, 3 of which should be supervisory/management level covering the following areas: benefits administration, recruitment and selection and general human resource administration. Sound knowledge of human resource legislation, policies and prescripts. Must have good communication (verbal & writing), co-ordination, project management, leadership, customer focus and interpersonal relations skills. Knowledge and experience on Persal System e.g.: Introduction to Persal, Personnel Administration, and Salary Administration is also essential. Must have a valid driver's license and must be willing to travel

DUTIES : Manage the human resource management programme. Manage the recruitment, selection and conditions of services units. Provide support to institutions within the department. Provide training on human resource management to managers and human resource practitioners. Represent the department at various meetings. Prepare weekly, quarterly and annual programme reports. Prepare programme operational plans. Develop, review, implement and monitor human resource policies and standard operations procedures

ENQUIRIES : Mr. Sam Lenong, Tel: 018 387 5615/5699
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag X 2068, Mmabatho, 2735
FOR ATTENTION : Ms B.G Gauta

POST 24/105 : **DEPUTY DIRECTOR: MATERNAL & CHILD HEALTH**

SALARY : R 406 839 per annum (All Inclusive MMS Package)
CENTRE : Provincial Office, Mahikeng
REQUIREMENTS : Appropriate bachelor's degree or equivalent qualification. At least 5 years relevant experience 3 of which should be at supervisory /management level in maternal, child and women health services, reproductive health. A background of maternal health, child health and the ability to liaise with various stakeholders at district and community levels. Proven program and project management skills. Good interpersonal relations. Advanced Midwifery will be an added advantage. Computer literacy. A valid driver's license.

DUTIES : Develop the sub-directorate's vision and concern for Maternal, Child and Neonatal Health. To co-ordinate key activities addressing the Maternal Child and Neonatal Health sub-directorate for the provision a coherent maternal, neonatal and child health service. Provide management support to the following MCWH programme managers: Maternal Health, Neonatal Health and Child Health and Genetics. Plan and manage the sub-directorate budgets effectively. Ensure that all Maternal and Child Health policies are implemented according to legislation, regulations and discussions from the National and Departmental management structures. Liaise with health districts and regions on matters pertaining to service delivery such as capacity building to promote quality care.

ENQUIRIES : Ms G Tsele, Tel 018 397 2600
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag X 2068, Mmabatho, 2735
FOR ATTENTION : Ms B.G Gauta

POST 24/106 : **DEPUTY DIRECTOR: WOMEN'S HEALTH**

SALARY : R 406 839 per annum (All Inclusive MMS Package)
CENTRE : Provincial Office, Mahikeng
REQUIREMENTS : Appropriate bachelor's degree or equivalent qualification. At least 5 years relevant experience 3 of which should be at supervisory/management level in maternal, child and women health services, reproductive health. A background of women's health and related reproductive health services. The ability to liaise with various stakeholders at district and community levels. Proven program and project management skills. Good interpersonal relations. Computer literacy. A valid driver's license.

DUTIES : Develop the sub-directorate's vision and concern for Women's Health. Co-ordinate key activities addressing the Women's Health sub-directorate for the provision of a coherent women's health and related reproductive health services. Provide management support to the following programmes: Contraception Services, Cervical Screening Services and Termination of Pregnancy Services. Plan and manage the sub-directorate budgets effectively. Ensure that all women's health/reproductive health policies are implemented according to legislation, regulations and also from the National and Departmental management structures discussions. Liaise with health districts and regions on matters pertaining to service delivery such as capacity building to promote quality care. Liaise with NGO's pertaining to reproductive health services support.

ENQUIRIES : Ms G Tsele, Tel 018 397 2600
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag X 2068, Mmabatho, 2735
FOR ATTENTION : Ms B.G Gauta

POST 24/107 : **ASSISTANT MANAGER NURSING: SPECIALITY- PRIMARY HEALTH CARE**

SALARY : R338 010 per annum (plus benefits)
CENTRE : Kagisano Sub-District Office (Ganyesa Community Health Centre)
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government notice 425(i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post-basic nursing qualification, with the duration of at least 1 year, accredited with the South African Nursing Council in terms of Government Notice No R 212 in the relevant speciality. Current proof of registration with the South African Nursing Council must be attached. Minimum of 10 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification in the relevant speciality. At least 3 years of the period referred above must be appropriate/recognizable experience at management level. A valid driver's licence.

DUTIES : Manage KPA's of staff members in the Department. Exercise control over the identification of the needs for the nursing and execution thereof. Provide policy guidelines and support to staff members. Coordinate nursing related duties and performance management. Ensure and control training of staff internally and externally. Ensure delivery of high quality patient care within the legislative framework (scope of nursing, patient rights). Manage human resource in the Department and adhere/implement labour law accordingly. Ensure safe, clean and secure environment for staff patients and visitors (according to infection control practices and occupational health and safety). Implement discipline according to the Labour Relation Act.

ENQUIRIES : Ms G. M Mampe, Tel 053 998 9300
APPLICATIONS : Kagisano & Molopo Sub- District I must be forwarded to: Private Bag X 533, Ganyesa , 8613
FOR ATTENTION : Ms G.M Mampe

POST 24/108 : **ASSISTANT MANAGER NURSING: GENERAL**

SALARY : R 309 327 per annum (plus benefits)
CENTRE : Moretele Sub-District Office
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government notice 425(i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current proof of registration with the South African Nursing Council must be attached. Minimum of 8 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 3 years of the period referred above must be appropriate/recognizable experience at management level. Good leadership qualities. Computer literacy. Good inter- personal and communication skills. Good organizing and planning skills, Report writing skills, Ability to work under pressure. A valid drivers' licence will be an added advantage.

DUTIES : Deputise the Nursing Service Manager. Provide support to all nursing programmes. Supervise optimal holistic nursing care with set standards of and within professional legal frameworks. Effective management and utilization of resources. Maintaining

professional growth and self development. Provide conducive environment for all patients and staff. Supervise quality nursing care. Compile reports as required. Participate in – service training.

ENQUIRIES : Mr. HS Mashilo, Tel 012 717 6399

APPLICATIONS : Moretele Sub-District Office, must be forwarded to: Private Bag X 454, Hammanskraal, 0400

FOR ATTENTION : Mr D Baloyi

POST 24/109 : **ASSISTANT MANAGER NURSING : GENERAL**

SALARY : R309 327 per annum (plus benefits)

CENTRE : Kagisano Sub-District Office

REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government notice 425(i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current proof of registration with the South African Nursing Council must be attached. Minimum of 8 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 3 years of the period referred above must be appropriate/recognizable experience at management level. Good leadership qualities. Computer literacy. Good inter- personal and communication skills. Good organizing and planning skills, Report writing skills, Ability to work under pressure. A valid drivers' licence will be an added advantage.

DUTIES : Deputise the Nursing Service Manager. Provide support to all nursing programmes. Supervise optimal holistic nursing care with set standards of and within professional legal frameworks. Effective management and utilization of resources. Maintaining professional growth and self development. Provide conducive environment for all patients and staff. Supervise quality nursing care. Compile reports as required. Participate in – service training.

ENQUIRIES : Ms G. M Mampe, Tel 053 998 9300

APPLICATIONS : Kagisano & Molopo Sub- District Office Office must be forwarded to: Private Bag X 533, Ganyesa , 8613

FOR ATTENTION : Ms G.M Mampe

POST 24/110 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**

SALARY : R 206 982 per annum (plus benefits)

CENTRE : Bojanala District Office

REQUIREMENTS : Appropriate bachelor's degree or equivalent qualification in Human Resource Management with at least 3 years in supervisory human resource position with experience in recruitment, selection and benefits administration. Sound knowledge of Persal. Sound conceptual, human and technical abilities in the Public Service, Human Resource Management. Computer literacy. A valid driver's license.

DUTIES : Ensure and facilitate correct application of Human Resource Policies and Directives. Facilitate recruitment and staff retention process. Coordinate staff training and development activities. Manage and coordinate Human Resource activities such as Leave, Salary, Pension, Payroll etc. Coordinate institutional payrolls. Oversee Employment Relations and Employee Health and Wellness Programmes. Ensure correct implementation of the Performance Management and Development System. Provide technical support to institutions on all human resource activities. Perform any other responsibility as delegated.

ENQUIRIES : Mr E Mmusi, Tel 014 591 9700

APPLICATIONS : Bojanala District Office, must be forwarded to: Private Bag X 82090, Rustenburg, 0300

FOR ATTENTION : Mr E Mmusi

POST 24/111 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**

SALARY : R 206 982 per annum (plus benefits)

CENTRE : Dr Kenneth Kaunda District Office

REQUIREMENTS : Appropriate bachelor's degree or equivalent qualification in Human Resource Management with at least 3 years in supervisory human resource position with experience in recruitment, selection and benefits administration. Sound knowledge of Persal. Sound conceptual, human and technical abilities in the Public Service, Human Resource Management. Computer literacy. A valid driver's license.

DUTIES : Ensure and facilitate correct application of Human Resource Policies and Directives. Facilitate recruitment and staff retention process. Coordinate staff training and development activities. Manage and coordinate Human Resource activities such as Leave, Salary, Pension, Payroll etc. Coordinate institutional payrolls. Oversee Employment Relations and Employee Health and Wellness Programmes. Ensure correct implementation of the Performance Management and Development System. Provide technical support to institutions on all human resource activities. Perform any other responsibility as delegated.

ENQUIRIES APPLICATIONS : Mr J.P Mbele
: Dr Kenneth Kaunda District Office, must be forwarded to: Private Bag A2, Klerksdorp, 2570

FOR ATTENTION : Mr P.M Kolokoto

POST 24/112 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**

SALARY : R 206 982 per annum (plus benefits)
CENTRE : Bophelong Psychiatric Hospital
REQUIREMENTS : Appropriate bachelor's degree or equivalent qualification in Human Resource Management with at least 3 years in supervisory human resource position with experience in recruitment, selection and benefits administration. Sound knowledge of Persal. Sound conceptual, human and technical abilities in the Public Service, Human Resource Management. Computer literacy. A valid driver's license.

DUTIES : Ensure and facilitate correct application of Human Resource Policies and Directives. Facilitate recruitment and staff retention process. Coordinate staff training and development activities. Manage and coordinate Human Resource activities such as Leave, Salary, Pension, Payroll etc. Coordinate institutional payrolls. Oversee Employment Relations and Employee Health and Wellness Programmes. Ensure correct implementation of the Performance Management and Development System. Provide technical support to institutions on all human resource activities. Perform any other responsibility as delegated.

ENQUIRIES APPLICATIONS : Mr S.S Mosimege, Tel 018 383 2005
: Bophelong Psychiatric Hospital, must be forwarded to : Private Bag X 2031, Mafikeng, 2745

FOR ATTENTION : Ms D.I Garegae

POST 24/113 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**

SALARY : R 206 982 per annum (plus benefits)
CENTRE : Mafikeng Provincial Hospital
REQUIREMENTS : Appropriate bachelor's degree or equivalent qualification in Human Resource Management with at least 3 years in supervisory human resource position with experience in recruitment, selection and benefits administration. Sound knowledge of Persal. Sound conceptual, human and technical abilities in the Public Service, Human Resource Management. Computer literacy. A valid driver's license.

DUTIES : Ensure and facilitate correct application of Human Resource Policies and Directives. Facilitate recruitment and staff retention process. Coordinate staff training and development activities. Manage and coordinate Human Resource activities such as Leave, Salary, Pension, Payroll etc. Coordinate institutional payrolls. Oversee Employment Relations and Employee Health and Wellness Programmes. Ensure correct implementation of the Performance Management and Development System. Provide technical support to institutions on all human resource activities. Perform any other responsibility as delegated.

ENQUIRIES APPLICATIONS : Ms M.E Kaudi, Tel 018 383 2005
: Mafikeng Provincial Hospital, must be forwarded to : Private Bag X 2031, Mafikeng, 2745

FOR ATTENTION : Ms M.E Kaudi

POST 24/114 : **ASSISTANT DIRECTOR: QUALITY ASSURANCE**

SALARY : R 206 982 per annum (plus benefits)
CENTRE : Bojanala District Office
REQUIREMENTS : Appropriate bachelor's degree or equivalent qualification in Health Sciences with at least 5 years relevant working experience in health service management. Knowledge of the Public Health Sector will be an added advantage. Good communication and interpersonal relations skills. Computer literacy.

DUTIES : Ensure coordination of Quality Assurance activities in the District. Participate in the Hospital Revitalization Programme as well as general health infrastructure planning activities. Support quality assurance programmes in health establishments such as Infection Control, Occupational Health and Safety, Clinical Audits, Patient's Safety Groups. Monitor the implementation of Departmental Strategy towards quality improvement.

ENQUIRIES APPLICATIONS : Mr E Mmusi, Tel 014 591 9700
Bojanala District Office, must be forwarded to : Private Bag X 82090, Rustenburg, 0300

FOR ATTENTION : Mr E Mmusi

POST 24/115 : **ASSISTANT DIRECTOR: QUALITY ASSURANCE**

SALARY CENTRE REQUIREMENTS : R 206 982 per annum (plus benefits)
Taung Distirct Hospital
Appropriate bachelor's degree or equivalent qualification in Health Sciences with at least 5 years relevant working experience in health service management. Knowledge of the Public Health Sector will be an added advantage. Good communication and interpersonal relations skills. Computer literacy.

DUTIES : Ensure coordination of Quality Assurance activities in the District. Participate in the Hospital Revitalization Programme as well as general health infrastructure planning activities. Support quality assurance programmes in health establishments such as Infection Control, Occupational Health and Safety, Clinical Audits, Patient's Safety Groups. Monitor the implementation of Departmental Strategy towards quality improvement.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr M Cwaile, Tel 053 994 8100
Taung District Hospital, must be forwarded to : Private Bag X 2 Taung , 8584
Mr M Cwaile,

POST 24/116 : **ASSISTANT DIRECTOR: ADMINISTRATION**

SALARY CENTRE REQUIREMENTS : R 206 982 per annum (plus benefits)
Mmabatho Nursing College
Appropriate Bachelor's degree in Public Administration or equivalent qualification. At least 3 years relevant experience covering human resource, finance and supply chain management .Comprehensive knowledge of all aspects of Public Service Administration with reference to Human Resource Management and Development, Finance, Supply Chain Management, Employment Relations and overall administration. A valid driver's licence.

DUTIES : Overall supervision and management of administration functions. Supervision of KPA'S of subordinates. Manage corporate services within the District Hospital/ College which include: human resource management, Finance, Supply Chain Management, Auxiliary and Transport. Render support in recruitment, appointing and evaluation of personnel. Monitor and collate financial information and reports. Develop Strategic and Operational planning, Interpretation, Project Management and application directives and policies. Identify Risk Management and Revenue

ENQUIRIES APPLICATIONS FOR ATTENTION : Ms M.G Montshioa
Mmabatho Nursing College, must be forwarded to: Private Bag X 2178, Mafikeng, 2745

FOR ATTENTION : Ms M.G Montshioa

POST 24/117 : **ASSISTANT DIRECTOR: ADMINISTRATION**

SALARY CENTRE REQUIREMENTS : R 206 982 per annum (plus benefits)
Witransd Hospital
Appropriate Bachelor's degree in Public Administration or equivalent qualification. At least 3 years relevant experience covering human resource, finance and supply chain management .Comprehensive knowledge of all aspects of Public Service Administration with reference to Human Resource Management and Development, Finance, Supply Chain Management, Employment Relations and overall administration. A valid driver's licence.

DUTIES : Overall supervision and management of administration functions. Supervision of KPA'S of subordinates. Manage corporate services within the District Hospital/ College which include: human resource management, Finance, Supply Chain Management, Auxiliary and Transport. Render support in recruitment, appointing

and evaluation of personnel. Monitor and collate financial information and reports. Develop Strategic and Operational planning, Interpretation, Project Management and application directives and policies. Identify Risk Management and Revenue

ENQUIRIES APPLICATIONS FOR ATTENTION : Ms R.M Maritz, Tel 018 294 9100
: Witrand Hospital, must be forwarded to: Private Bag X 253, Potchefstroom, 2520
: Ms R.M Maritz

POST 24/118 : **ASSISTANT DIRECTOR: ADMINISTRATION**

SALARY CENTRE REQUIREMENTS : R 206 982 per annum (plus benefits)
: Maquassi Hills Sub-District Office
: Appropriate Bachelor's degree in Public Administration or equivalent qualification. At least 3 years relevant experience covering human resource, finance and supply chain management .Comprehensive knowledge of all aspects of Public Service Administration with reference to Human Resource Management and Development, Finance, Supply Chain Management, Employment Relations and overall administration. A valid driver's licence.

DUTIES : Overall supervision and management of administration functions. Supervision of KPA'S of subordinates. Manage corporate services within the District Hospital/ College which include: human resource management, Finance, Supply Chain Management, Auxiliary and Transport. Render support in recruitment, appointing and evaluation of personnel. Monitor and collate financial information and reports. Develop Strategic and Operational planning, Interpretation, Project Management and application directives and policies. Identify Risk Management and Revenue

ENQUIRIES APPLICATIONS FOR ATTENTION : Ms N.D Sindi
: Maquassi Hills Sub-District Office, must be forwarded to: Private Bag X 16, Wolmaransstad, 2630
: Ms N.D Sindi

POST 24/119 : **ASSISTANT DIRECTOR: ADMINISTRATION**

SALARY CENTRE REQUIREMENTS : R 206 982 per annum (plus benefits)
: Rustenburg Sub-District Office
: Appropriate Bachelor's degree in Public Administration or equivalent qualification. At least 3 years relevant experience covering human resource, finance and supply chain management .Comprehensive knowledge of all aspects of Public Service Administration with reference to Human Resource Management and Development, Finance, Supply Chain Management, Employment Relations and overall administration. A valid driver's licence.

DUTIES : Overall supervision and management of administration functions. Supervision of KPA'S of subordinates. Manage corporate services within the District Hospital/ College which include: human resource management, Finance, Supply Chain Management, Auxiliary and Transport. Render support in recruitment, appointing and evaluation of personnel. Monitor and collate financial information and reports. Develop Strategic and Operational planning, Interpretation, Project Management and application directives and policies. Identify Risk Management and Revenue

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr L Tlhowe, Tel 014 594 8300
: Rustenburg Sub-District Office, must be forwarded to : Private Bag X 82055, Rustenburg, 0300
: Ms L Tlhowe

POST 24/120 : **ASSISTANT DIRECTOR: ADMINISTRATION**

SALARY CENTRE REQUIREMENTS : R 206 982 per annum (plus benefits)
: Moretele Sub-District Office
: Appropriate Bachelor's degree in Public Administration or equivalent qualification. At least 3 years relevant experience covering human resource, finance and supply chain management .Comprehensive knowledge of all aspects of Public Service Administration with reference to Human Resource Management and Development, Finance, Supply Chain Management, Employment Relations and overall administration. A valid driver's licence.

DUTIES : Overall supervision and management of administration functions. Supervision of KPA'S of subordinates. Manage corporate services within the District Hospital/ College which include: human resource management, Finance, Supply Chain Management, Auxiliary and Transport. Render support in recruitment, appointing

and evaluation of personnel. Monitor and collate financial information and reports. Develop Strategic and Operational planning, Interpretation, Project Management and application directives and policies. Identify Risk Management and Revenue

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr D Baloyi, Tel 012 717 6399
 : Moretele Sub-District Office, must be forwarded to : Private Bag X454, Hammanskraal, 0400

POST 24/121 : **ASSISTANT DIRECTOR: ADMINISTRATION**

SALARY CENTRE REQUIREMENTS : R 206 982 per annum (plus benefits)
 : Madibeng Sub-District Office
 : Appropriate Bachelor's degree in Public Administration or equivalent qualification. At least 3 years relevant experience covering human resource, finance and supply chain management .Comprehensive knowledge of all aspects of Public Service Administration with reference to Human Resource Management and Development, Finance, Supply Chain Management, Employment Relations and overall administration. A valid driver's licence.

DUTIES : Overall supervision and management of administration functions. Supervision of KPA'S of subordinates. Manage corporate services within the District Hospital/ College which include: human resource management, Finance, Supply Chain Management, Auxiliary and Transport. Render support in recruitment, appointing and evaluation of personnel. Monitor and collate financial information and reports. Develop Strategic and Operational planning, Interpretation, Project Management and application directives and policies. Identify Risk Management and Revenue

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr I Moloi
 : Madibeng Sub-District Office, must be forwarded to : Private Bag X454, Brits, 0250
 : Mr I Moloi

POST 24/122 : **ASSISTANT DIRECTOR: ADMINISTRATION**

SALARY CENTRE REQUIREMENTS : R 206 982 per annum (plus benefits)
 : Koster Hospital
 : Appropriate Bachelor's degree in Public Administration or equivalent qualification. At least 3 years relevant experience covering human resource, finance and supply chain management .Comprehensive knowledge of all aspects of Public Service Administration with reference to Human Resource Management and Development, Finance, Supply Chain Management, Employment Relations and overall administration. A valid driver's licence.

DUTIES : Overall supervision and management of administration functions. Supervision of KPA'S of subordinates. Manage corporate services within the District Hospital/ College which include: human resource management, Finance, Supply Chain Management, Auxiliary and Transport. Render support in recruitment, appointing and evaluation of personnel. Monitor and collate financial information and reports. Develop Strategic and Operational planning, Interpretation, Project Management and application directives and policies. Identify Risk Management and Revenue

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr K Letsoalo, Tel 012 543 8500
 : Koster Hospital, must be forwarded to: Private Bag X 1002, Swartruggens, 2835
 : Mr K Letsoalo

POST 24/123 : **ASSISTANT DIRECTOR: ADMINISTRATION**

SALARY CENTRE REQUIREMENTS : R 206 982 per annum (plus benefits)
 : Job Shimankana Tabane Hospital
 : Appropriate bachelor's degree or equivalent qualification in Public Administration. At least 3 years supervisory level and administrative experience in Public Service environment. Intensive knowledge of Departmental Policies (The promotion of Access to Information Act, MISS, National Archives' and Records Services of South Africa Act, Promotion of Administrative Justice Act. Excellent writing, interpersonal, communication (verbal & written) and organizational skills. Leadership qualities and general understanding of the Public Service. Computer literacy. A valid driver's license.

DUTIES : Coordinate and manage the following areas: Transport, Records, Food Services, Mortuary Services, Potting, Switchboard, Housekeeping Services and Financial Management of the section. Ensure application of sound labour relations. Manage

the key results areas of subordinates and ensure compliance with the PMDS requirement. Monitor performance of outsourced services. Oversee the compilation and analysis of reports on regular basis to facilitate informed decision-making. Provide leadership in ensuring optimal performance and achievement of departmental objectives

ENQUIRIES : Mr M.T Khongoana, Tel 014 590 5414
APPLICATIONS : Job Shimankana Tabane Hospital, must be forwarded to: Private Bag X 82079, Swartruggens, 0300
FOR ATTENTION : Mr B.R Senna

POST 24/124 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT**

SALARY : R 206 982 per annum (plus benefits)
CENTRE : Dr Kenneth Kauda District Office
REQUIREMENTS : Appropriate bachelor's degree or equivalent qualification in Financial Management. At least 3 years relevant experience in supervisory position in financial management and planning. Extensive knowledge of PFMA, and Treasury Regulations. Ability to prepare financial statements and budget for the district. Registered BAS/WALKER User ID. Computer literacy. A valid driver's license.

DUTIES : Manage KPA's of subordinates. Ensure effective and efficient financial administration in the district. Organize and participate in district activities such as Strategic Planning, District Health Planning, Reviews and Assistant Director's forum. Ensure all transactions in the district are in compliance with PFMA and Treasury Regulations. Verify the budget and cash flow for validation of expenditure in the District. Coordinate all creditors account activities. Provide support to auditors. Provide support to all State Accountants in the District.

ENQUIRIES : Mr J.P Mbele
APPLICATIONS : Dr Kenneth Kaunda District Office, must be forwarded to : Private Bag A2, Klerksdorp, 2570

FOR ATTENTION : Mr P.M Kolokoto

POST 24/125 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT**

SALARY : R 206 982 per annum (plus benefits)
CENTRE : Ngaka Modiri Molema District Office
REQUIREMENTS : Appropriate bachelor's degree or equivalent qualification in Financial Management. At least 3 years relevant experience in supervisory position in financial management and planning. Extensive knowledge of PFMA, and Treasury Regulations. Ability to prepare financial statements and budget for the district. Registered BAS/WALKER User ID. Computer literacy. A valid driver's license.

DUTIES : Manage KPA's of subordinates. Ensure effective and efficient financial administration in the district. Organize and participate in district activities such as Strategic Planning, District Health Planning, Reviews and Assistant Director's forum. Ensure all transactions in the district are in compliance with PFMA and Treasury Regulations. Verify the budget and cash flow for validation of expenditure in the District. Coordinate all creditors account activities. Provide support to auditors. Provide support to all State Accountants in the District.

ENQUIRIES : Mr O Koikanyang
APPLICATIONS : Ngaka Modiri Molema District Office, must be forwarded to: Private Bag X 116 , Mmabatho, 2735

FOR ATTENTION : Mrs A Govender

POST 24/126 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT**

SALARY : R 206 982 per annum (plus benefits)
CENTRE : Bophelong Psychitric Hospital
REQUIREMENTS : Appropriate bachelor's degree or equivalent qualification in Financial Management. At least 3 years relevant experience in supervisory position in financial management and planning. Extensive knowledge of PFMA, and Treasury Regulations. Ability to prepare financial statements and budget for the district. Registered BAS/WALKER User ID. Computer literacy. A valid driver's license.

DUTIES : Manage KPA's of subordinates. Ensure effective and efficient financial administration in the district. Organize and participate in district activities such as Strategic Planning, District Health Planning, Reviews and Assistant Director's forum. Ensure all transactions in the district are in compliance with PFMA and Treasury

Regulations. Verify the budget and cash flow for validation of expenditure in the District. Coordinate all creditors account activities. Provide support to auditors. Provide support to all State Accountants in the District.

ENQUIRIES APPLICATIONS : Mr S.S Mosimege, Tel 018 383 2005

FOR ATTENTION : Bophelong Psychiatric Hospital, must be forwarded to : Private Bag X 2031, Mafikeng, 2745

POST 24/127 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**

SALARY CENTRE REQUIREMENTS : R 206 982 per annum (plus benefits)
 : Dr Kenneth Kaunda District Office
 : Appropriate bachelor's degree or equivalent qualification in Economic /Management/Public Administration. At least 3 years experience in the Public Sector in Supply Chain Management. In-depth knowledge on Supply Chain Management and Interpretation of Policies and Procurement regulations. Good knowledge of the PFMA and BAS System. Good communication and interpersonal skills. Computer literacy. A valid driver's license

DUTIES : Manage KPA's of subordinates. Manage and foster coherent procurement administration throughout the district and ensure adherence to norms and standards as per PFMA and Treasury Regulations. Develop and implement internal policies relevant to procurement administration in the District. Organize and participate in district activities, such as Strategic Planning, Reviews, Assistant Directors forum and DBAC. Manage and give support to Sub-districts on acquisition, logistics and disposal of goods. Ensure that relevant Supply Chain Management Committees are available and functional in the district. Manage and administer contracts and tenders, compilation of bid documents and notification and invitation of quotations for proposal

ENQUIRIES APPLICATIONS : Mr J.P Mbele
 : Dr Kenneth Kaunda District Office, must be forwarded to: Private Bag A2, Klerksdorp, 2570

FOR ATTENTION : Mr P.M Kolokoto

POST 24/128 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**

SALARY CENTRE REQUIREMENTS : R 206 982 per annum (plus benefits)
 : Ngaka Modiri Molema District Office
 : Appropriate bachelor's degree or equivalent qualification in Economic /Management/Public Administration. At least 3 years experience in the Public Sector in Supply Chain Management. In-depth knowledge on Supply Chain Management and Interpretation of Policies and Procurement regulations. Good knowledge of the PFMA and BAS System. Good communication and interpersonal skills. Computer literacy. A valid driver's license

DUTIES : Manage KPA's of subordinates. Manage and foster coherent procurement administration throughout the district and ensure adherence to norms and standards as per PFMA and Treasury Regulations. Develop and implement internal policies relevant to procurement administration in the District. Organize and participate in district activities, such as Strategic Planning, Reviews, Assistant Directors forum and DBAC. Manage and give support to Sub-districts on acquisition, logistics and disposal of goods. Ensure that relevant Supply Chain Management Committees are available and functional in the district. Manage and administer contracts and tenders, compilation of bid documents and notification and invitation of quotations for proposal

ENQUIRIES APPLICATIONS : Mr O Koikanyang, Tel 018 384 0240
 : Ngaka Modiri Molema District Office, must be forwarded to : Private Bag x 116 , Mmabatho, 2735

FOR ATTENTION : Mrs A Govender

POST 24/129 : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT**

SALARY CENTRE REQUIREMENTS : R 206 982 per annum (plus benefits)
 : Ngaka Modiri Molema District Office
 : Appropriate bachelor's degree or equivalent qualification in Health Sciences. At least 3 years experience in Health Information. Advanced knowledge of District Health

Information System. Good presentation skills and ability to communicate at all levels. Computer literacy. Good analytic skills. Report writing. A valid driver's licence.

DUTIES : Establish and update the Essential Seta Data for District as planned by Provincial Information Technology. Submission of District data to Provincial Information Technology. Analyze and interpret data. Feedback to Sub-District and Hospitals in the District. Support to the Sub-Districts and Hospital information officers. Prepare for and arrange the quarterly District Health Plan and District Annual Performance Plan. Strategic management of communication Programmes and training. Media and Internal Communication and Community liaison. Preparation and writing of reports.

ENQUIRIES : Mr J.G. HENNING, Tel 018 384 0240

APPLICATIONS : Ngaka Modiri Molema District Office, must be forwarded to : Private Bag x 116 , Mmabatho, 2735

FOR ATTENTION : Mrs A Govender

POST 24/130 : **ASSISTANT DIRECTOR: MAINTENANCE SERVICES**

SALARY : R 206 982 per annum (plus benefits)

CENTRE : Job Shimankana Tabane Hospital

REQUIREMENTS : Appropriate National Diploma or N6 Technical qualification and Trade Test Certificate. At least 3 years relevant experience. High level knowledge of maintenance planning. Previous experience with managing a team. Sound knowledge of R158 building regulations, Occupational Health & Safety. Knowledge of Project Management. Report writing skills. A valid driver's license. Willingness to work on standby

DUTIES : Implement preventative maintenance and optimize plant, vehicles and equipment. Manage internal/technical/process projects. Implement equipment upgrades and enhancements. Supervision of staff. Identify and attend to safety hazard. Implement and monitor maintenance projects. Develop and implement maintenance schedule. Conduct building inspection and compile reports. Any other duties will be delegated by supervisor from time to time.

ENQUIRIES : Mr M.T Khongoana, Tel 014 590 5414

APPLICATIONS : Job Shimankana Tabane Hospital, must be forwarded to: Private Bag X 82079, Swaruggens, 0300

FOR ATTENTION : Mr B.R Senna

POST 24/131 : **ASSISTANT DIRECTOR: SECRETARIAT**
The successful candidate will be appointed on contract)

SALARY : R 206 982 per annum (plus benefits)

CENTRE : Provincial Office, Mahikeng

REQUIREMENTS : Appropriate Bachelor's degree in Public Administration or equivalent qualification. At least 3 years relevant experience. Sound knowledge of administration, minute taking and preparation. Good coordinating and writing skills. Computer literacy. Good knowledge of corporate governance and understanding of Access to Information Act. Good analytical, communication and presentation skills. A valid driver's licence.

DUTIES : Provide secretariat services to various departmental committees. Co-ordinate the logistical arrange for meetings, including the submission items to be discussed. Prepare reports, minutes, agenda items and documentation for meetings. Circulate agenda and discussion documents prior to the meetings. Develop and maintain a filing system for meetings. Prepare documentation for and conduct follow-ups for high-profile meetings. Perform any other responsibility as delegated.

ENQUIRIES : Dr F.R.M Reichel, Tel 018387 5814/5834

APPLICATIONS : Provincial Office, must be forwarded to: Private Bag X 2068, Mmabatho, 2735

FOR ATTENTION : Ms B.G Gauta

POST 24/132 : **ASSISTANT DIRECTOR: PERSONNEL CONTROLLER**

SALARY : R 206 982 per annum (plus benefits)

CENTRE : Provincial Office, Mahikeng

REQUIREMENTS : Appropriate Bachelor's degree or National Diploma in Human Resource Management / Public Administration. At least 3 years experience on Personnel and Salary Administration. Project Management Experience. Financial Management. Lecturing Skills. Training as Persal Trainer. Successfully completed the PERSAL Introductory Course, PERSAL Personnel Administration Course and the PERSAL Salary Administration Course. Knowledge of all relevant National & Provincial

directives and the applicability in the work place. Excellent networking and communication skills. A valid driver's license.

DUTIES : Management of PERSAL in Personnel Administration. Ensure that all PERSAL users and Supervisors in their departments are properly trained. This includes continuous training as and when enhancements are effected. Registration of supervisors and users in their departments and allocation of specific functions in relation to their jobs and levels. Monitor the interaction between the users and supervisors. Accountable for the effective utilization of the PERSAL system. Monitor that departmental manuals are properly compiled and updated. Authorizations of the suspense file transactions and verification with source documents. Evaluation and recommendations to the PERSAL Controller on changes to the system in line with the SCC System. Continuous training for all PERSAL staff within the department and self development.

ENQUIRIES : Mr J.N De Beer, Tel: 018 387 5713
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag X 2068, Mmabatho, 2735
FOR ATTENTION : Ms B.G Gauta

POST 24/133 : **ASSISTANT DIRECTOR: SALARIES ADMINISTRATION**

SALARY : R 206 982 per annum (plus benefits)
CENTRE : Provincial Office, Mahikeng
REQUIREMENTS : Appropriate Bachelor's Degree in Financial Management, especially in Pay Roll administration. At least 3 years of experience at a supervisory level. Extensive knowledge of the PERSAL/BAS interface. Knowledge of PFMA and Treasury Regulations. Skills: Accounting and Auditing. Computer literacy. Planning and Organizing. Conflict resolution. Communication and Reporting. The ability to work as part of team.

DUTIES : Ensure timeous salary payments and deductions. Monthly monitoring of payroll management. Facilitate interdepartmental claims. Authorize suspense file transactions. Provide in service training. Respond to audit queries. Perform generic management functions.

ENQUIRIES : Ms S. Motlhamme, Tel: 018 387 5624
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag X 2068, Mmabatho, 2735
FOR ATTENTION : Ms B.G Gauta

POST 24/134 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT**

SALARY : R 206 982 per annum (plus benefits)
CENTRE : Mafikeng Provincial Hospital
REQUIREMENTS : Appropriate bachelor's degree in Human Resource Management/ Development. At least 3 years experience or more in training and development environment. Working knowledge of current Government policies and regulations pertaining to training and development i.e. SDA, HRD and Training Strategy in the Public Service (SAQA Act). Experience in the implementation and management of Learnerships and internship is essential. ABET and other workplace learning matters are a prerequisite. Computer literacy. A valid driver's license. Competencies: Excellent presentation skills and the ability to communicate in all levels. (both written and verbal). Experience in programme design and course development will be an added advantage. Good administrative and organizational skills. Ability to work under pressure.

DUTIES : Identify and determine training needs in the institution. Plan, organize, co-ordinate and present training courses (internal and external). Formulate, update and implement the training and development policy. Oversee and manage the activities of subordinates. Advices line managers on new trends in the field of HRD and develop workplace skills and ensure the implementation thereof. Ensure that accurate monthly statistics on training are compiled, given to Management and submitted to the Provincial Head Office. Draw a schedule on training and development meetings and actively participate in the Training and Development Committee.

ENQUIRIES : Mr B V Tawana, Tel 018 383 2005
APPLICATIONS : Mafikeng Provincial Hospital, must be forwarded to : Private Bag X 2031, Mafikeng, 2745
FOR ATTENTION : Ms M.E Kaudi

POST 24/135 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION**

SALARY : R 206 982 per annum (plus benefits)
CENTRE : Mafikeng Provincial Hospital
REQUIREMENTS : Appropriate bachelor's degree or equivalent qualification. At least 3 years' management experience. Experience in report writing at corporate level. 3 years' monitoring and evaluation experience. A valid driver's license. Skills and competencies: Understanding of the mandates of the government. Strong planning, monitoring and evaluation skills, Co ordination experience at inter departmental level. Ability to facilitate integrated monitoring and evaluation processes. Extensive implementation experience. Good co - ordination and facilitation, problem solving skill, Research and analytical skills,

DUTIES : Manage, monitor and evaluate performance of the Department against the Annual Performance Plan Strategies. Develop and implement the design of an organizational performance and monitoring system. Identify and communicate obstacles to executing specific strategies. Co ordinate the integration of delivery of the departmental programmes. Co ordinate the departmental reviews process. Ensure and facilitate compilation of the Department's annual report. Manage and review service delivery improvement strategies. Manage the implementation of service delivery agreements. Ensure compliance with statutory requirements and apply policies/directives consistently. Compile monthly reports to enhance strategic decision making.

ENQUIRIES : Mr B Redlinghys, Tel 018 387 5747
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag X 2068, Mmabatho, 2735
FOR ATTENTION : Ms B.G Gauta

POST 24/136 : **ASSISTANT DIRECTOR: QUALITY ASSURANCE**

SALARY : R 206 982 per annum (plus benefits)
CENTRE : Bophelong Psychiatric Hospital
REQUIREMENTS : Appropriate bachelor's degree or equivalent qualification in Health Sciences with at least 5 years relevant working experience in health service management. Knowledge of the Public Health Sector will be an added advantage. Good communication and interpersonal relations skills. Computer literacy.

DUTIES : Responsible for administrative functions pertaining quality improvement activities in the Hospital. Play a leading role in quality improvement activities in the Hospital. Plan, Manage, Monitor and evaluate specific quality improvement activities in order to deliver the desired outputs, identify gaps and draw action. Organize and participate in quality assurance structures of the institution. Ensure that the hospital gets accreditation.

ENQUIRIES : Mr S.S Mosimege, Tel 018 383 2005
APPLICATIONS : Bophelong Psychiatric Hospital, must be forwarded to : Private Bag X 2031, Mafikeng, 2745
FOR ATTENTION : Ms D.I Garegae

POST 24/137 : **ASSISTANT DIRECTOR: QUALITY ASSURANCE**

SALARY : R 206 982 per annum (plus benefits)
CENTRE : Vryburg District Hospital
REQUIREMENTS : Appropriate bachelor's degree or equivalent qualification in Health Sciences with at least 5 years relevant working experience in health service management. Knowledge of the Public Health Sector will be an added advantage. Good communication and interpersonal relations skills. Computer literacy.

DUTIES : Responsible for administrative functions pertaining quality improvement activities in the Hospital. Play a leading role in quality improvement activities in the Hospital. Plan, Manage, Monitor and evaluate specific quality improvement activities in order to deliver the desired outputs, identify gaps and draw action. Organize and participate in quality assurance structures of the institution. Ensure that the hospital gets accreditation.

ENQUIRIES : Ms M.A.S Mtshatsheni , Tel 053 928 9000
APPLICATIONS : Vryburg District Hospital, must be forwarded to : Private Bag X 4, Vryburg , 8600
FOR ATTENTION : Dr Z.A Esterhuizen

POST 24/138 : **ASSISTANT DIRECTOR: ASSET AND INVENTORY MANAGEMENT X2**

SALARY : R 206 982 per annum (plus benefits)
CENTRE : Provincial Office, Mahikeng
REQUIREMENTS : Appropriate Bachelor's degree and or equivalent qualification. Applicable working experience with a minimum of 3 years in Asset management or Supply Chain Management or Financial management. Knowledge of PFMA, Treasury Regulations and Public Sector financial policies. Good communication skills, report writing skills, presentation skills and Computer literacy. A valid driver's license will be an added advantage.

DUTIES : Assist in management of Departmental Asset register. Coordinate asset procurement plans for the Department. Assist in management of and maintenance of buildings. Coordinate departmental inventory procurement and reporting. Preparation of Quarterly and Annual Financial Statements. Ensuring compliance to policies, procedures and financial acts. Capacitate Departmental Institutions / Hospitals / Sub districts.

ENQUIRIES : Mr R Keothaile, Tel 018 3875827
APPLICATIONS : Provincial Office, must be forwarded to : Private Bag X 2068, Mmabatho, 2735
FOR ATTENTION : Ms B.G Gauta

POST 24/139 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT**

SALARY : R 206 982 per annum (plus benefits)
CENTRE : Provincial Office, Mahikeng
REQUIREMENTS : Appropriate bachelor's degree or equivalent qualification applicable to the Safety and Security Management Discipline. At least 3 years' appropriate experience. Grade A PSIRA Certificate. Knowledge of Minimum Information Security Standards and Minimum Physical Security Standards. Must have completed NIA Security Management Course. Sound knowledge and interpretation of Access Control to Public Premises and Vehicle Act, 53 of 1985, the PFMA, Treasury Regulations and any other relevant prescripts. Computer literacy. A valid driver's license. Leadership and management experience. Excellent communication skills (verbal and written) and strong interpersonal relations. The willingness to work extra hours.

DUTIES : Perform and develop security risk assessment. Respond to security incidents. Develop policies and procedures with regard to security management. Assess the impact of incidents and make recommendations. Conduct investigations into security breaches and maintain the incident tracking database. Draft reports and make recommendations in cases of non compliance. Overall liaison with SAPS, State Security Agency and Public Safety Agencies Conduct security awareness and training programmes. Oversee the Access Control System Manage the Key Performance Areas of subordinates. Monitor and ensure compliance by Security Services providers to Service Level agreement. Monitor and ensure compliance by employees to Security Management Policies and prescripts.

ENQUIRIES : Mr L Mtsabe, Tel 018 387 5829
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag X 2068, Mmabatho, 2735
FOR ATTENTION : Ms B.G Gauta

POST 24/140 : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT SYSTEM**

SALARY : R 206 982 per annum (plus benefits)
CENTRE : Provincial Office, Mahikeng
REQUIREMENTS : Appropriate bachelor's degree or National Diploma in Public Administration/ Human Resource Management. At least 3years of relevant experience in Performance Management and Development System. In depth knowledge of Human Resource Management and PERSAL. Knowledge of Performance Management System, Skills development. Good facilitation and presentation skills Computer literacy. Knowledge of Human Resource policies, acts and procedures.

DUTIES : Manage and facilitate the development of performance agreements for employees on salary level 1- 10, Middle Management Services (MMS), Senior Management Services (SMS). Ensure alignment of individual performance with the strategic objectives of the department. Ensure that performance appraisal outcomes are within the 2% and 1.5% benchmark. Ensure alignment of training with performance outcomes. Conduct training / in service of employees on performance management and development system. Facilitate and chair moderating committee of level 1 – 8. Advise Management on the application and implementation of performance

management. Perform administrative and managerial tasks assigned by the supervisor.

ENQUIRIES : Mr L.L.E Sekgoro, Tel 018 387 5797
APPLICATIONS : Provincial Office, must be forwarded to: Private Bag X 2068, Mmabatho, 2735
FOR ATTENTION : Ms B.G Gauta

POST 24/141 : **ASSISTANT DIRECTOR: INFORMATION SYSTEMS**

SALARY : R 206 982 per annum (plus benefits)
CENTRE : Bophelong Psychiatric Hospital
REQUIREMENTS : Appropriate bachelor's degree or equivalent qualification. At least 3 years relevant experience. Experience in the management of ICT and associated people and processes. MCSE 2003 formal qualification will be an added advantage. Experience in LAN and WAN, Windows, 2000/XP. Knowledge of networks, computer skills and proficiency in Microsoft office suite and MS project. Thorough knowledge and experience of IT installations and systems. Knowledge and experience of IT support and service desk management. Should be experienced in fault finding, maintenance, and general operation of computers and its assets. Strong interpersonal and liaison skills. Willingness to work outside normal hours and occasional weekends. A valid driver's license.

DUTIES : Assume a supervisory and junior manager role within the institution. Management of Human, Financial and IT resources in the Unit. Provide effective and efficient management of the first line support and IT service desk. Respond to the needs and enquiries from users concerning the access to IT resources and networks. Execute instructions as require from IT management. Ensure best practices customer support. Install and maintain new hardware and software. Setup computer networks and operating systems. Monitor access to computers and computer systems. Engage in ICT requirements analysis and procurement processes. Day to day maintenance, problem solving, general administration and supervision and IT support personnel.

ENQUIRIES : Mr S.S Mosimege, Tel 018 383 2005
APPLICATIONS : Bophelong Psychiatric Hospital, must be forwarded to: Private Bag X 2031, Mafikeng, 2745
FOR ATTENTION : Ms D.I Garegae

POST 24/142 : **ASSISTANT DIRECTOR: LAUNDRY SERVICES**

SALARY : R 206 982 per annum (plus benefits)
CENTRE : Provincial Office, Mahikeng
REQUIREMENTS : Appropriate tertiary qualification backed by at least 5 years relevant experience 2 of which should be at supervisory level. Laundry management capability. Leadership ability. Communication and administration skill. Computer literacy. Report writing skills. Budget control and planning skills. Valid drivers licence

DUTIES : Manage provincial laundry service. Monitor programme as well as procedures and compliance with applicable laundry standards. Provide advice to senior management. Ensure adequate availability of linen in institutions. Provide guidance in relation to maintenance of laundry equipment. Manage outsourced contract with external parties in relation to laundry service. Render administrative support in human resource. Maintain relationship within the workplace. Provide support with regards to budget and financial control within the unit. Compile expenditure report.

ENQUIRIES : Mr P. Baholo, Tel 018 387 6784
APPLICATIONS : Provincial Office must be forwarded to: Private Bag X 2068, Mmabatho, 2735
FOR ATTENTION : Ms B.G Gauta

POST 24/143 : **DIETICIAN**

SALARY : R 173 949- R280 131 per annum (plus benefits)
CENTRE : Greater Taung Sub-District Office
REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa as dietician. Current proof of registration with the Health Professions Council of South Africa must be attached. Appropriate relevant experience after registration with the Health Professions Council of South Africa as a dietician in respect of Republic of South Africa qualified employees who performed Community Service, as required in South Africa.

DUTIES : Nutrition counseling: Establish and implement guidelines to promote and maintain healthy nutritional practices, Therapeutic Feeding: Apply dietary measures as part of the treatment of a patient referred or in consultation with a registered Medical Practitioner, Group feeding; Ensure provisioning of food; Establish guidelines for the provisioning of suitable nutrition in the hospital of patients. Supervise, support and evaluate subordinates and development of staff. Ensure efficient and effective management of resources, including management of the budget. Administration, including collecting, compiling and presenting statistical data, monthly reports.

ENQUIRIES APPLICATIONS : Ms A.K Kenosi, Tel: 053 998 2590

FOR ATTENTION : Greater Taung Sub-District Office, must be forwarded to: Private Bag X 1052, Taung Station, 8580

FOR ATTENTION : Mrs M.G Mashinyana

POST 24/144 : **DIETICIAN**

SALARY CENTRE REQUIREMENTS : R173 949- R280 131 per annum (plus benefits)

: Kagisano Sub-District Office

: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa as dietician. Current proof of registration with the Health Professions Council of South Africa must be attached. Appropriate relevant experience after registration with the Health Professions Council of South Africa as a dietician in respect of Republic of South Africa qualified employees who performed Community Service, as required in South Africa.

DUTIES : Nutrition counseling: Establish and implement guidelines to promote and maintain healthy nutritional practices, Therapeutic Feeding: Apply dietary measures as part of the treatment of a patient referred or in consultation with a registered Medical Practitioner, Group feeding; Ensure provisioning of food; Establish guidelines for the provisioning of suitable nutrition in the hospital of patients. Supervise, support and evaluate subordinates and development of staff. Ensure efficient and effective management of resources, including management of the budget. Administration, including collecting, compiling and presenting statistical data, monthly reports.

ENQUIRIES APPLICATIONS : Enquiries: Ms M Mampe, Tel: 053 998 9300

: Kagisano & Molopo Sub-District Office, must be forwarded to: Private Bag X 1052, Taung Station, 8580

FOR ATTENTION : Mrs M Mampe

OFFICE OF THE PREMIER

APPLICATIONS : Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735.

CLOSING DATE : 08 July 2011

NOTE : Applications must be accompanied by Z83, certified copy of ID, certificates and comprehensive CV with three (3) contactable referees. Failure to submit the requested documents will result in your application not being considered. Qualifications will be verified. The successful candidates for the above positions will be required to undergo security clearance. NB: It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualification Authority.

MANAGEMENT ECHELON

POST 24/145 : **CHIEF FINANCIAL OFFICER REF NO: K68290**

SALARY CENTRE REQUIREMENTS : R830 502 p.a (all inclusive package)

: Mafikeng

: B.Com degree with Accounting and/or Auditing as majors or appropriate equivalent qualification. A Chartered Accountant or postgraduate degree in Financial Management would be an added advantage. Extensive managerial experience as Senior Manager within Financial and Supply Chain Management Functions. Knowledge of PFMA, Treasury Regulations, Public Service Anti-Corruption & Fraud Prevention Measures, Government Accounting & Financial Systems, Organizational & Government Structures, Principles & Practices of Financial Accounting, Financial Planning and Budgeting, Supply Chain Management, Risk Management and Internal Control are important. Skills: Advanced financial analytical skills, advanced computer

		literacy in MS Excel, Word and PowerPoint, Good interpersonal, people management and leadership skills and Project Management skills.
<u>DUTIES</u>	:	The establishment and maintenance of appropriate systems and policies to ensure effective and efficient management of resources. Assist the accounting officer in discharging the duties prescribed in Chapter 5 of the PFMA and DoRA. Develop effective financial management including sound budgeting and budgetary control practices. The operation of internal controls and timely production of financial reports. The formulation of creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Office/Department. Liaise with relevant role players in the financial environment regarding transverse financial matters. The ensuring of effective and efficient financial management / administration by collaborating in the development of training programmes or by providing direct training on financial matters to officials of the Office/Department. The management of the financial and provisioning administration functions of the Office/Department.
<u>ENQUIRIES</u>	:	Mr. A. Tlaletsi, Tel no: 018 – 388 3040
<u>POST 24/146</u>	:	<u>DIRECTOR – FINANCIAL MANAGEMENT REF NO: K77227/1</u>
<u>SALARY</u>	:	R685 200 all inclusive package per annum (level 13)
<u>CENTRE</u>	:	Mafikeng
<u>REQUIREMENTS</u>	:	B.Com degree and Accounting and/ or Auditing as majors or appropriate equivalent qualification. A postgraduate degree would be an added advantage Vast knowledge and experience in financial management, PFMA and Treasury Regulations. Strong leadership and management skills. Ability to develop a strong work team. Good interpersonal relations and ability to work with people at all levels. Proven innovation and creative ability, Financial management skills, Change management, Problem solving and analytical skills, People management and empowerment, Client orientation and customer focus, Honesty and integrity.
<u>DUTIES</u>	:	Strategic management of financial management component: Financial Accounting, Management Accounting, Salary Administration and Assets, and Supply Chain Management. Ensure compliance with reporting requirements. Develop and implement financial accounting policies and procedure manuals. Manage income, expenditure and budget controls. Manage cash flow, creditors, debtors and payroll. Manage monthly reconciliation of suspense account and ensure compliance with PFMA. Manage the audit process, Prepare annual financial statements and submit same to the Auditor General and Department of Finance in terms of the applicable guidelines. Establish and maintain appropriate systems and policies to ensure effective and efficient risk management, internal control and management of finances.
<u>ENQUIRIES</u>	:	Ms. Makhekhe- Mokhuane, Tel (018) 3883135
<u>POST 24/147</u>	:	<u>BUDGET ANALYST REF NO: K77227/9</u> Planning Commission
<u>SALARY</u>	:	R685 200 All inclusive package per annum(level 13)
<u>CENTRE</u>	:	Mafikeng
<u>REQUIREMENTS</u>	:	An appropriate postgraduate qualification in Economics and Statistics. Experience in policy, budget or financial management. A sound understanding of budgets and financial management. Knowledge of public sector finance processes and budgeting, policy analysis and costing. Knowledge of broad fiscal and microeconomic policy, financial legislation, budgeting and accounting practices. Computer literacy with knowledge of MS Office suite (Word, Excel and PowerPoint). Analytical and creative with sound problem solving ability. Ability to work in a team.
<u>DUTIES</u>	:	Provide strategic leadership in the analysis of expenditure trends and service delivery in the departments, municipalities and entities. Provide strategic leadership on policy analysis and technical support. Provide advice on the effective and efficient allocation and utilization of the budget by Provincial Departments, municipalities and entities. Provide advice on the alignment of policy, planning, budgeting and service delivery. Develop and maintain systems to monitor and evaluate financial management to enhance compliance with the PFMA and effective use of public funds. Provide strategic leadership in the compilation of the expenditure trends and patterns of departments, municipalities and entities.

POST 24/148 : **ECONOMIST REF NO: K77227/10**

SALARY : R685 200 All inclusive package per annum(level 13)
CENTRE : Mafikeng
REQUIREMENTS : A three year recognized tertiary qualification in Economics and statistics or related fields. Sector and management experience. Organising, coordinating and planning skills. communication skills (Verbal and written). Proven macro and socio-economic knowledge base. Proven knowledge of Government finances and procedures. Ability to work under pressure. Ability to meet tight deadlines. High level analytical, research and negotiation skills. Computer literate. Ability to provide strategic leadership. Dynamic and energetic self starter. Innovative and swift decision maker. Adaptable.

DUTIES : Apply econometric modelling to quantify the effects of implemented policies in the North West Provincial Government. Analyse global and emerging markets and South Africa's macro strategy and advice on trends and patterns. Develop and maintain systems to track key policy issues for strategic discussions. Coordinate and facilitate economic policy projects in terms of policy development and policy discussions. Provide strategic leadership on the alignment of policy and strategy in all spheres of spheres of government. Compile reports to assist decision making processes. Provide technical support in terms of economic reports, advice, guidance to internal and external stake holders.

OTHER POSTS

POST 24/149 : **DEPUTY DIRECTOR: SYSTEMS, STRUCTURE AND CAPACITY BUILDING REF NO: K77227/2**

SALARY : R 406 839 all inclusive package per annum (Level11)
CENTRE : Mafikeng
REQUIREMENTS : A three-year relevant post-matric qualification and applicable experience related to Monitoring and Evaluation. Analytical thinker with strong Monitoring and Evaluation background. Possess statistical or data base management skills. Be an analytic thinker with problem solving skills. 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. Proven leadership qualities with strong strategic and operational management thinking. Implement evaluation studies.

DUTIES : To formulate and maintain the Monitoring and Evaluation Policy within the Province. To design and coordinate Monitoring and Evaluation systems. To assist with indicator development. To facilitate the development of data collection tool. To design and implement capacity building and training programmes. To engage and build relationship with other relevant role players. Coordinate the activities of the Provincial M&E Forum. Facilitate the implementation of evaluation studies. Manage the resources within the unit.

POST 24/150 : **DEPUTY DIRECTOR: PUBLIC SECTOR MONITORING AND EVALUATION REF NO: K77227/3**

SALARY : R 406 839 all inclusive package per annum (level11)
CENTRE : Mafikeng
REQUIREMENTS : A three-year relevant post-matric qualification and appropriate experience in the Monitoring and Evaluation field. A thorough understanding of policy and administrative processes of government. Good interpersonal and communication skills. Report writing and computer skills. Be an analytic thinker with problem solving skills. Must have proven leadership qualities with strong strategic and operational management thinking.

DUTIES : Manage the collection and validation of information from various Sources. To inform the assessment of performance of provincial departments. Undertake regular analysis of departmental performance data and formulate recommendations to address the weaknesses. Compile departmental performance assessments reports and communicate the results of the findings to the relevant stakeholders. Monitor the implementation of recommendations endorsed by decision making structure. Facilitate the implementation of evaluation studies. Manage the resources within the unit.

<u>POST 24/151</u>	:	<u>DEPUTY DIRECTOR: RESEARCH REF NO: R77227/6</u>
<u>SALARY</u>	:	R 406 839 all inclusive package per annum (Level 11)
<u>CENTRE</u>	:	Mafikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree with research methods/subjects or full dissertation/thesis. A Masters or PhD degree will be an added advantage. Demonstrated ability to provide administrative, analytical, evaluative and statistical, technical, conceptual, operational and strategic research duties towards the fulfilment of key strategic objectives of the Directorate for Research and Population in the Office of the Premier. Good knowledge of computers (including typing skills), sound organization, coordination, communication skills and interpersonal relations. Personnel reliability, an ability to make presentations, act with tact and discretion and work under pressures. Knowledge of government policies & procedures, Human Resource Management will be to the advantage of the candidate. Proven record of research project management on international, national, provincial or institutional levels is a requirement. A valid driver's license is essential.
<u>DUTIES</u>	:	To provide leadership in conceptualising and identifying the NWPG research needs. To identify, develop and implement reliable research methods. To coordinate the development of a provincial Research Agenda, research proposals, agreements, MO's and terms of references. To manage the undertaking and administering of independent and joint research studies. To analyse qualitative and quantitative research data. To prepare various research reports and issue papers. To disseminate and present research findings in various research forums in the Province. To conceptualise and participate in research forums in the Province. To provide leadership in the development and management of a research resource centre. To provide professional secretariat services to the NWRCC. To perform any functions that may be assigned by the Director.
<u>ENQUIRIES</u>	:	Mr S. Mawuna, Tel. 018 388 2835
<u>POST 24/152</u>	:	<u>ASSISTANT DIRECTOR: PUBLIC SECTOR MONITORING AND EVALUATION REF NO: K77227/4</u>
<u>SALARY</u>	:	R 206 982 all inclusive package per annum
<u>CENTRE</u>	:	Mafikeng
<u>REQUIREMENTS</u>	:	A three-year relevant post-matric qualification and appropriate experience in the Monitoring and Evaluation field. A thorough understanding of policy and administrative processes of government. Good interpersonal and communication skills, Report writing and computer skills. Be an analytic thinker with problem solving skills. Proven leadership qualities with strong strategic and operational management thinking.
<u>DUTIES</u>	:	Collect relevant information from various sources to inform the assessment of performance of provincial departments. Validate data collected. Undertake regular analysis of departmental performance data and formulate recommendations to address the weaknesses. Compile departmental performance assessments reports and communicate the results of the findings to the relevant stakeholders. Assist in the implementation of performance evaluation studies.
<u>POST 24/153</u>	:	<u>ASSISTANT DIRECTOR: PROVINCE WIDE MONITORING AND EVALUATION REF NO: R77227/5</u>
<u>SALARY</u>	:	R 206 982 all inclusive package per annum
<u>CENTRE</u>	:	Mafikeng
<u>REQUIREMENTS</u>	:	A three-year relevant post-matric qualification and appropriate experience in the Monitoring and Evaluation field. A thorough understanding of policy and administrative processes of government. Good interpersonal and communication skills, report writing and computer skills. Be an analytic thinker with problem solving skills. Must Proven leadership qualities with strong strategic and operational management thinking.
<u>DUTIES</u>	:	Collect data from relevant sources to inform the assessment of government priority outcomes. Undertake and analysis of the performance of departments against the priority outcomes. Produce quarterly assessment reports and communicate the findings to the relevant stakeholders. Assess departmental plan and provide inputs during planning process. Compile programme performance on a regular basis. Assist in the implementation of performance evaluation studies
<u>ENQUIRIES</u>	:	Mr J.T. Mawelela, Tel (018) 388 4443

POST 24/154 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: K77227/8**

SALARY : R206 982 per annum (Level 9)
CENTRE : Mafikeng
REQUIREMENTS : National Diploma or degree in Information Science/ Archival Science/ Records Management or equivalent. Records management certificate obtained from National Archives, through knowledge of the Legislative Framework governing Archives and Records management. Progressive experience Records Management. Demonstrative experience in development and implementation of Records Management Tools. Excellent interpersonal and communication skills. Computer literacy and a valid driver's license.

DUTIES : Coordinate records management related services in all the units of the office of the Premier. Deliver appropriate user support and training to all staff in the use of records management systems. Conduct records inspections in all units of the institution. Coordinate the systematic records disposal programme of the institution. Supervise registry staff and coordinate registry functions.

ENQUIRIES : Mr. T. Assegai, Tel (018) 388 3088

POST 24/155 : **ASSISTANT DIRECTOR-GOVERNANCE ANALYST REF NO: R77227/12**

SALARY : R206 982 per annum (Level 9)
CENTRE : Mmabatho
REQUIREMENTS : A three-year relevant post-matric qualification (in Public Policy, Development Planning, Public Administration, Political Sciences) or related fields. Public policy formulation and implementation, Understanding of national, provincial and local government priorities and strategies Understanding of latest thinking and practice in development planning, Knowledge of Stakeholder Management in IGR context, Problem analysis and solving, Knowledge of applicable legislative and regulatory requirements, policies and standards

DUTIES : To consolidate the departmental, municipal and other relevant plans into the governance, administration and crime prevention delivery cluster program of action that is aligned with the national program of action. To facilitate, co-ordinate and consolidate the Governance sector strategic and operational planning processes. To analyze and assess the impact of Governance policies and plans on provincial growth and development. To coordinate and align national, provincial and local policy and Strategy directives. To provide regular governance policy and strategy analytical perspectives. To provide specialist policy and planning support services to departments and municipalities and other stakeholders.

POST 24/156 : **ASSISTANT DIRECTOR-SOCIAL ANALYST: REF NO: K77227/13**

SALARY : R206 982 per annum (Level 9)
CENTRE : Mafikeng
REQUIREMENTS : A three-year relevant post-matric qualification (in Public Policy, Development Planning, Public Administration, Social Sciences) or related fields. Public policy formulation and implementation, Understanding of national, provincial and local government priorities and strategies, Understanding of latest thinking and practice in development planning and Poverty Alleviation, Knowledge of Stakeholder Management in IGR context, Problem analysis and solving, Knowledge of applicable legislative and Regulatory requirements, policies and standards

DUTIES : To consolidate the departmental, municipal and other relevant plans into the Social Delivery Cluster program of action that is aligned with the national program of action. To facilitate, co-ordinate and consolidate the Social sector strategic and operational planning processes. To analyze and assess the impact of Governance policies and plans on provincial growth and development. To coordinate and align national, provincial and local policy and strategy directives. To provide regular governance policy and strategy analytical perspectives. To provide specialist policy and planning support services to departments and municipalities and other stakeholders.

POST 24/157 : **OFFICE MANAGER REF NO: K77227/11**

SALARY : R206 982 per annum (Salary level 9)
CENTRE : Mafikeng

REQUIREMENTS : Appropriate 3 year qualification. Relevant experience. Knowledge and understanding of public service policies and procedures. Knowledge of the functioning of Provincial and National Government. Basic knowledge of MS Word, Excel and PowerPoint. Knowledge of Financial Management. Knowledge of Project Management.

DUTIES : Undertake policy and line function tasks as required. Provide support to the Head of Commission. Manage general support services in the office of the Head of Commission. Manage resources in the office of the Head of Commission.

ENQUIRIES : Mr. M.I. Kgantsi, Tel (018) 388 2545

NOTE : The above three posts will be on a negotiable contract basis

POST 24/158 : **SENIOR ADMINISTRATIVE OFFICER REF NO: K77227/7**

SALARY : R174 117 per annum (Level 8)

CENTRE : Mafikeng

REQUIREMENTS : National Diploma in Public Administration/Public Management or equivalent qualification. Relevant experience in Office Administration. Knowledge of Public Finance Management Act (PFMA). Computer literacy; Communication (verbal and written) skills Interpersonal skills.

DUTIES : To render effective and efficient office management support to the Directorate as a whole. Ensure that goods and services needed are procured timeously and within the prescribed procedure. Provide general oversight with regard to the maintenance of the filing of confidential submissions and general correspondence. Assist the Director with the monitoring of the budget by ensuring that proper records of all expenditure are kept. Process orders and payments for expenses related to meetings venues, catering, etc. Coordinate all HIV/AIDS related matters

ENQUIRIES : Mr O.J. Bogatsu, Tel. 018 388 3035

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

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

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

POST 24/159 : **MEDICAL SPECIALIST GRADE 1, 2 OR 3 (EMERGENCY MEDICINE) 2 POSTS**
Chief Directorate: Metro District Health Services

SALARY : Remuneration package: Grade 1: R 613 671 per annum, Grade 2: R 701 664 per annum, Grade 3: R 814 305 per annum. (A portion of the package can be structured according to the individual's personal needs). Commuted overtime is payable.

CENTRE REQUIREMENTS : GF Jooste Hospital, Manenberg (1 post), Victoria Hospital, Plumstead (1 post)
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Emergency Medicine. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Emergency Medicine. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Emergency Medicine. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Emergency Medicine. Inherent requirement of the job: Valid driver's licence. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Emergency Medicine. Competencies (knowledge/skills): Technical knowledge and experience in undertaking relevant research. Computer literacy. Excellent knowledge and skills relevant to an Emergency Centre as per defined L2 package of care for Emergency Medicine. Competence with practical procedures as defined in the L2 package of care for Emergency Medicine. Ability to manage clinical staff and resources effectively. Good communication and interpersonal skills.

DUTIES : Key result areas/outputs: Cost-effective patient care in the Emergency Centre at base hospital and facilities in its drainage area. Provide definitive emergency care within defined emergency time frames. Institute Trauma and Violence Prevention Programs and teaching emergency care. Provide responsive and appropriate information technology for the department. Integration of quality assurance at base hospital and facilities in its drainage area. Undertake local relevant emergency care research. Develop integrated support and management structures to render effective clinical service. Monitor and evaluate capability and capacity as it relates to Emergency care at base hospital and facilities in its drainage area.

ENQUIRIES : GF Jooste Hospital: Mr L August, tel.no. (021) 690-1004, Victoria Hospital: Mr B Mashedi, tel.no. (021) 799-1234

APPLICATIONS : The Chief Director: Metro District Health Services, 8 Riebeeck Street, Norton Rose House, 2nd Floor, Cape Town, 8000.

FOR ATTENTION CLOSING DATE : Ms R Williams
: 8 July 2011

POST 24/160 : **CHIEF PHYSIOTHERAPIST GRADE 1 (HEAD OF PHYSIOTHERAPY DEPARTMENT)**
Chief Directorate: General Specialist and Emergency Services

SALARY : R 256 188 per annum
CENTRE : George Hospital

- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Experience: A minimum of 3 years appropriate experience as a Physiotherapist after registration with the HPCSA. Registration with a professional council: Registration with the HPCSA as a Physiotherapist. Inherent requirement of the job: Valid driver's licence. Willing to do after-hour duties on a rotational basis. Competencies (knowledge/skills): Knowledge of Logis system. Good communication skills and interpersonal relations. Good organising skills. Computer literacy (Word, Excel, PowerPoint). Supervisory skills.
- DUTIES** : Key result areas/outputs: Treatment of both in- and out patients in all clinical departments, including the general High Care Unit and the Neonatal Intensive Care unit. Assessment and referral of patients for appropriate assistive devices. Maintain of patient statistics and collection of relevant data. Strategic planning for the physiotherapy department. Continuous professional development (self) and staff members of the department. Management of the physiotherapy department including human- and physical resources. Co-ordinate the rehabilitation services in the Eden and Central Karoo Districts and support physiotherapist at district hospitals.
- ENQUIRIES** : Dr M Viljoen, tel.no. (044) 802-4535, e-mail mviljoen@pgwc.gov.za
- APPLICATIONS** : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.
- FOR ATTENTION** : Mr A Horak
- CLOSING DATE** : 1 July 2011

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS
PGWC is an Equal Opportunity Employer.

- APPLICATIONS** : Applications must be forwarded to Ayanda Mbanga Response Management, PO Box 833, Greenpoint 8051 or hand-delivered and placed in the PGWC Response Management Job Application box, located at the Foyer Entrance, Ground Floor, 4 Dorp Street, Cape Town (attention Judy Johnstone). Please note: Hand-delivered applications must be placed in a sealed envelope and clearly marked for the attention of Ayanda Mbanga Response Management. No registered mail must be sent to the hand-delivery address.
- FOR ATTENTION** : Ms Judy Johnstone
- CLOSING DATE** : 24 June 2011
- NOTE** : How to apply: Z83 forms (obtainable from any Government department) must: I Be completed in full I Clearly reflect the reference number and/or name of the position I Be signed I Include a concise, 3-page maximum, CV and the names of three recent referees and their e mail contact details, copies of ID, driver's licence and highest qualification. Applications without the above will not be considered. CVs will not be returned. Candidates may be expected to undergo a behavioural and/or potential analysis, competency assessment and security clearance. Personnel Suitability Checks which includes criminal record checks, citizenship status, financial and asset record checking, credit checks, previous employment and qualification verification will be conducted on applicants as directed by the Department of Public Service and Administration. It will be expected of short-listed candidates to be available to undergo a competency assessment and selection interviews on a date and time as determined by the Department. If you have not heard from the PGWC within 3 months of the closing date, please regard your application as unsuccessful.

MANAGEMENT ECHELON

- POST 24/161** : **SENIOR MANAGER: GENERAL PROVINCIAL BUILDINGS REF NO U2/11/078**
- SALARY** : All inclusive remuneration package of R 685 200 per annum Note: The remuneration package is flexible and comprises a basic salary, 13th cheque, car allowance, medical assistance and pension fund contribution. A portion of the remuneration package can be structured according to the individual's personal needs.
- CENTRE** : Provincial Public Works, Directorate: General Provincial Buildings, Cape Town
- REQUIREMENTS** : A B-degree (or equivalent) in any built environment discipline (Quantity Surveying, Town Planning, Valuation, Architecture or Engineering) or in finance, economics or business studies plus extensive appropriate technical and managerial experience within the built sector. Registration within the built sector will serve as an additional recommendation. Competencies: Extensive knowledge, understanding and

experience of the built environment • Experience in strategic planning and policy development skills • Strategic leadership ability • strong analytical and problem solving skills • proven financial and human capital management experience • excellent written and verbal communication skills • proven systems and computer skills • knowledge of applicable legislation applicable to the built environment • proven project/programme management capability and experience in planning and managing mega building related infrastructure projects or programmes • management of diversity and change

DUTIES

: Define and review on an ongoing basis the purpose, objective and priorities of the Directorate in relation to the particular client group(s) and the rest of the Department • procure, maintain and manage efficiently and effectively the human, financial and other resources necessary to achieve the purpose and the objective of the Directorate • provide administrative, professional and technical guidance as necessary to subordinate staff in the execution of their assigned tasks • ensure that the proper maintenance and care of land, buildings and equipment under the control of the Directorate as well as the safekeeping of stores and supplies • ensure that the work procedures and methods are efficient and economical • contribute towards the concluding of service level agreement with all Provincial Departments and ensure that it is properly managed • develop and implement Accommodation policies for the province in accordance with the Norms and Standards, National framework and OHS Act • act in an advisory capacity to the Head of the Department and Minister in terms of the maintenance, upgrading and erection of Provincial Buildings • constantly monitor and improve on feedback with regard to maintenance help desk • ensure that all projects are executed on time and within set standards • responsible for financial management and line function procurement

ENQUIRIES

: Mr TC Mguli Tel: (021) 483 2955