



DATE OF ISSUE: 19 FEBRUARY 2016

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

PUBLIC SERVICE VACANCY CIRCULAR NO 07 OF 2016

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

: **Department of Telecommunications and Postal Services:** Kindly note the correct salary scales for the following posts advertised on circular No.5 of 2016: Post: Assistant Director: Media Relations Ref: ASD1 the Salary should be: A basic salary of R289 761 per annum; Post Senior Administration Officer: SMME Development Ref: SAO1 the salary should be: A basic salary of R243 747 per annum and benefits and Enquiries: (012) 421 7006 (Louisa Kgang) / (012) 427 8184 (Tania Beukes)
Eastern Cape Department of Sport , Recreation, Arts & Culture: Kindly note that the following posts advertised in PSVC 05 of 2016 have been withdrawn: Librarian X2 Amathole District (Ref: HRMC/2/8/2016), Cultural Officer Performing Arts Amathole District (Ref: HRMC/2/9/2016), Cultural Officer Performing Arts Chris Hani District (Ref: HRMC/2/10/2016)

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DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

It is the Department's intention to promote equity through the filling of posts, according to set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required.

APPLICATIONS : Human Communications has been retained to handle all responses. Please forward your application, quoting the relevant reference number, to PO Box 1305, Rivonia 2128 or hand deliver at 3 Autumn Street, Rivonia, or you can apply online at www.humanjobs.co.za Applications can also be submitted electronically to Human Communications via the e-mail or fax number indicated at each post or hand delivered at any one of the Department of Agriculture, Forestry and Fisheries offices as indicated below (please place in the blue box marked for applications). Enquiries: Chipo, tel. (011) 257-8012
Gauteng: Reception, Agriculture Place, 20 Steve Biko Street (formerly Beatrix Street), Arcadia, Pretoria
KwaZulu-Natal: Reception (5th Floor), Old Mutual Building, 185 Langalibalele Street, Pietermaritzburg
Limpopo: Reception (Ground Floor), Magistrates Building, 103 cnr Landdros and Munnik Streets, Makhado
Mpumalanga: Reception (2nd Floor), Permanent Building, 27 Brown Street, Nelspruit
Eastern Cape: King William's Town: Reception (Ground Floor), Old SABC Building, 2 Hargreaves Avenue
Mthatha: Reception (3rd Floor), PRD Building, Sutherland Street
Western Cape: Cape Town: Reception (Ground Floor), Foretrust Building, 3 Martin Hammerslag Way, Foreshore
Stellenbosch: Reception (Support Building), Quarantine Station, Polkadraai Road

CLOSING DATE : 04 March 2016

NOTE : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the Internet at <http://www.daff.co.za/doaDev/doc/Z83.pdf> which must be signed and dated (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric Certificate must also be attached) and ID document and driver's licence (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications 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 of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (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 twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Applications submitted via e-mail, fax or online must include the post title and reference number in the subject line and a scanned, signed and dated Z83 form (a Z83 form without a physical signature and date will disqualify an application) together with all relevant documents as indicated above. Persons with disabilities are encouraged to apply.

OTHER POSTS

POST 07/01 : **DEPUTY DIRECTOR: EXECUTIVE IMPLEMENTATION AND SECRETARIAT**
SUPPORT REF NO: 71/2016
Directorate: Office of the Director General

SALARY : R 569 538 per annum (All-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : A National diploma or degree in Public Administration with relevant experience. Sound knowledge of Public Services Regulations. Good interpersonal, Communication (written and verbal), report writing and presentation skills. Computer skills. Willingness and ability to work independently and well under pressure.

<u>DUTIES</u>	:	Be responsible to for providing the executive support services in the planning and coordination of meetings i.e interviews, conferences, media briefings, cluster meetings, etc. Provide executive implementation and secretariat support to the office of the Director-General and the department. Facilitate sound relations between DAFF, the Ministry, Parliament and stakeholders. Manage the resources of the subdirectorate (physical, Human and Financial).
<u>ENQUIRIES</u>	:	Ms A. Stevens, Tel. (012) 319 7377
<u>POST 07/02</u>	:	<u>MONITORING & EVALUATION ANALYST 3 POSTS REF NO: 43 /2016</u> Directorate: Organisational Performance
<u>SALARY</u>	:	R289 761 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's degree or National Diploma in Agricultural Science, Agricultural Economics, Statistics, Commerce, Audit, Monitoring and Evaluation, Human Resource Management and Public Administration. Extensive experience in Monitoring and Evaluation on service delivery programmes and projects. Knowledge of monitoring and evaluation practices. Knowledge of relevant government policies and regulations as well as programme and project planning and implementation. Good communication (written and verbal), analytical, research, planning, organizing and interpersonal skills. Computer skills in MS Office software. A valid driver's license.
<u>DUTIES</u>	:	Be responsible to contribute to the National Policy framework for performance and impact assessment in the Agricultural, Forestry and Fisheries sector. Plan the design and application of monitoring and evaluation systems. Collate, verify and populate performance information. Analyze performance against strategic objectives and other sector priorities. Facilitate the establishment of monitoring and evaluation capacity within the department and provide a reporting framework.
<u>ENQUIRIES</u>	:	Ms. M. Makgaretsa Tel (012) 319 8467/8
<u>NOTE</u>	:	A pre-interview test may be conducted to assess the required skills and knowledge.
<u>POST 07/03</u>	:	<u>PROVINCIAL COORDINATOR REF NO: 50 /2016</u> Directorate: Cooperatives and Enterprise Development
<u>SALARY</u>	:	R289 761 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's degree with Agricultural Economics/Economics/ Business Economics and or Agricultural Extension as major subject(s) with relevant experience in cooperative development. (Kindly furnish us with statement of results/transcripts). Sound knowledge of policies and strategies governing cooperative development. Project planning, management and small business support skills. Good communication skills (Verbal and written), analytical, report writing, interpersonal relations, financial, numerical and problem solving skills. Computer literacy in MS Office software (Ms Word, Ms Excel, PowerPoint and the Internet). The ability to learn new skills and adapt to different situations. Ability to work under pressure and a valid driver's license.
<u>DUTIES</u>	:	Implement policies, strategies and programmes for cooperative development. Coordinate establishment of commodity based cooperatives in provinces. Provide training and capacity building programmes for cooperatives in the sector. Maintain a database of cooperatives in the sector. Coordinate inter-departmental/inter-provincial policy inputs into programmes for cooperative development.
<u>ENQUIRIES</u>	:	Ms Pauline Skhosana, Tel (012) 319 8142
<u>POST 07/04</u>	:	<u>ASSISTANT DIRECTOR: SECTOR TRANSFORMATION REF NO: 67/2016</u> Directorate: Sector Transformation
<u>SALARY</u>	:	R289 761 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National diploma / degree in Social Sciences, Development Studies with relevant experience in the Agriculture, Forestry and Fisheries sectors in South Africa. Knowledge and understanding of legislations and policies on transformation, gender, disability and youth development. Sound and practical understanding of the legislations and frameworks that govern transformation in the sector, Experience in the facilitation, coordination and implementation of programmes and projects to promote sector transformation. Good interpersonal, communication (written and verbal), report writing and presentation skills, Practical knowledge and application of project management. Good practical

	approach to stakeholder relations. Computer skills. Willingness and ability to work independently and under pressure. A valid driver's licence.
<u>DUTIES</u>	: Be responsible for facilitate and coordinate the implementation of policies, programmes and projects to promote sector transformation, Provide support in stakeholders mobilisation and advocacy on sector transformation matters. Co-ordinate awareness campaigns, training sessions and workshops on sector transformation. Perform administrative support and related functions in the directorate.
<u>ENQUIRIES</u>	: Mr M. Seloane, Tel. (012) 319 6228
<u>POST 07/05</u>	: <u>ASSISTANT DIRECTOR: EXECUTIVE SECRETARIAT SUPPORT REF NO: 70/2016</u> Directorate: Office of the Director General
<u>SALARY</u>	: R289 761 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: A National diploma or degree in Public Administration with relevant experience. Sound knowledge of Public Services Regulations Good interpersonal, Communication (written and verbal), report writing and presentation skills. Computer skills. Willingness and ability to work independently and well under pressure.
<u>DUTIES</u>	: Be responsible to render secretariat support services to the Office of the Director-General. Provide support with regards to the management and coordination of the implementation of executive decisions. Render administrative support services to the Office of the Director-General. Render general office support services to the Office of the Director-General. Supervision of the staff.
<u>ENQUIRIES</u>	: Ms H. Mabokela, Tel. (012) 319 7375
<u>POST 07/06</u>	: <u>SENIOR TECHNICAL INFORMATION OFFICER 2 POSTS REF NO: 2/2016</u> Directorate: Food Import and Export Standards
<u>SALARY</u>	: R243 747 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: A National Diploma or Bachelor' degree in Agriculture and/or Natural Science with Plant Protection, (Entomology and Plant Pathology), Nematology, Horticulture Plant Production and/or Agronomy as major subject(s) (you are required to furnish a credit certificate and/or statement of results). Knowledge of and experience in the plant health/phytosanitary environment. Knowledge and experience in plant health risk communication as it relates to the trade of plants and related agricultural products. Knowledge and understanding of the Agricultural Pests Act, 1983 (Act 36 of 1983), Plant Breeders' Rights Act 1976 (Act 15 of 1976), Genetically Modified Organism Act, 1997 (Act 15 of 1997), Fertilizer, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947) and related legislations. Knowledge and understanding of the World Trade Organisation Agreement on the Application of Sanitary and Phytosanitary Measures, International Standards for Phytosanitary Measures(ISPMs). Knowledge on key government priorities/programmes in relation to agricultural development in South Africa. Good communication (verbal and written) skills and presentation skills. Good planning and organisational skills. Computer skills in Ms Office software. Must be prepared to travel and work away from home. A valid driver's licence, ability to drive and willingness to travel often on short notice.
<u>DUTIES</u>	: Be responsible to lead the development and implementation of plant health promotion and awareness programmes/ projects targeting both national and international clients. Lead, coordinate and facilitate the development and dissemination of the plant health/phytosanitary information to the identified clients. Publish plant/ phytosanitary information through print and electronic media. Implement various communication strategies that promote effective sharing and reliable use of phytosanitary information. Establish and maintain stake holder relations with relevant clients. Facilitate training and capacity building for projects, extension practitioners, scientists, farmers and other relevant clients. Attend or coordinate relevant meetings and forums on phytosanitary issues. Provide phytosanitary technical advisory support through any possible means of communication. Perform generic administrative duties.
<u>ENQUIRIES</u>	: Mr M. Sekgala, Tel. (012) 319 6295
<u>POST 07/07</u>	: <u>SENIOR TECHNICAL INFORMATION OFFICER REF NO: 3 /2016</u> Directorate: Food Import and Export Standards

SALARY : R243 747 per annum
CENTRE : Pretoria
REQUIREMENTS : A National Diploma or Bachelor' degree in Animal Health with Animal Diseases as major subject (you are required to furnish a credit certificate and /or statement of results). Knowledge of and experience in animal health risk communication as it relates to the trade of animals, animal products and related agricultural products. Knowledge and understanding of the Animal Diseases Act, 1984 (Act 35 of 1984), Meat Safety Act, 2000 (Act 40 of 2000), Animal Identification Act, 2002 (Act 6 of 2002), Fertilizer, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1974 (Act 36 of 1947) and related legislations. Knowledge and understanding of the World Trade Organisation Agreement on the Application of Sanitary and Phytosanitary Measures, World Animal Health Organisation (OIE) and Codex Alimentarius. Knowledge and understanding on key government priorities/programme in relation to agricultural development in South Africa. Good planning and organisational skills. Good communication (verbal and written) skills and presentation skills. Must be prepared to travel and work away from home. Computer skills in Ms Office software. A valid driver's licence, ability to drive and willingness to travel often on short notice.

DUTIES : Be responsible to lead the development and implementation of animal health promotion and awareness programmes, projects targeting both national and international clients. Lead, coordinate and facilitate the development and dissemination of the animal health information to the identified clients. Publish animal health information through print and electronic media. Implement various communication strategies that promote sharing and reliable use of animal health information. Establish and maintain stakeholder relations with relevant clients. Facilitate training and capacity building for projects, extension practitioners, scientists, farmers and relevant clients. Attend or coordinate relevant meetings and forums on animal health/sanitary issues. Provide animal health/sanitary technical advisory support through any possible means of communication. Perform generic administrative duties.

ENQUIRIES : Ms P. Matsafu Tel. (012) 319 6004

POST 07/08 : **SENIOR FORESTER REF NO: 42/2016**
 Directorate: WIFM Mpumalanga Limpopo

SALARY : R 243 747 per annum
CENTRE : Tzaneen (Letaba estate)
REQUIREMENTS : A National Diploma in Forestry / Environment Management / Science qualification and a Driver's Licence. Relevant experience in Forestry Management. The ability to manage people and tasks.

DUTIES : Preserve the biodiversity of the estate to ensure the continued livelihood. Supervise forestry service Aid (FSA) and the forest guards (FG) doing forestry operations such as forest rehabilitation (weeding) infrastructure maintenance and enforcement of NFA and NVFFA in state forests. Develop and maintain management plan for the estate conducts environmental audits within the estate guided by PCI&S. Provide environment education to promote environment awareness to communities and other organizations. Ensure presentations to visitors, schools and communities, Promote, facilitate and monitor access by users and visitors to educate them on the aspects of forest biodiversity management. Ensure proper functioning of Participatory Forest Management Committees (neighboring farmers, communities, NGO's and other stakeholders), Participate in biodiversity related forums and workshops; Participate in community based natural resources management projects (check natural resources that can benefit communities etc), Participate in the Integrated Development Plan and other inter-departmental processes. Manage risk and security aspects on the estate. Develop estate risk management plan, Manage and monitor enforcement of the NFA and NVFFA in state forests, Represent Department in Court. Infrastructure management. Develop and maintain a management plan for the estate which deal with the following: road (e.g. management of roads), Office building (e.g. stores, garden staff, houses etc), tourism facilities (recreational facilities e.g. hiking trails), forest boundary beacons and fences, Preserving the cultural / historical heritage and promoting aesthetic / spiritual value.

ENQUIRIES : Mrs T.V Ramatshimbila (015) 960 1643
NOTE : The Department welcomes persons with physical disability to apply. Short-listed candidates will be subjected to a skills/knowledge test.

DEPARTMENT OF BASIC EDUCATION

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

<u>APPLICATIONS</u>	:	Department of Basic Education, Attention: Mr A Tsamai and submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
<u>CLOSING DATE</u>	:	04 March 2016
<u>NOTE</u>	:	Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. NB as of 1 st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Short-Listed Applicants

MANAGEMENT ECHELON

<u>POST 07/09</u>	:	<u>DIRECTOR: CURRICULUM IMPLEMENTATION AND QUALITY IMPROVEMENT FET REF NO: 124601/1</u> Branch: Curriculum Policy, Support And Monitoring Chief Directorate: Curriculum Implementation And Monitoring Directorate: Curriculum Implementation And Quality Improvement (Further Education And Training – Grades 10-12)
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<u>SALARY CENTRE REQUIREMENTS</u>	:	All- Inclusive remuneration package of R864 177 per annum Pretoria A Bachelor's degree or equivalent qualification in curriculum implementation and quality improvement in the FET band coupled with relevant experience in the relevant field .At least five (5) years' experience in working within the FET band, in the Basic Education Sector .Knowledge of the key challenges in Further Education and Training (FET) and how these can be mediated to improve learner performance in schools. In depth knowledge of the National Curriculum Statement and its implementation in the FET sector. Knowledge of the National Qualifications Framework and Curriculum Development processes. Knowledge of and ability to work with critical stakeholders within the Sector to strengthen the implementation of FET. The ability to ensure the development and implementation of Norms and Standards in line with section 3 and 8 of the National Education Policy Act The ability to provide strategic leadership to the FET sector. Good general management skills. A thorough understanding of and experience in all processes involved in project management. The ability to co-ordinate and manage the finances of the directorate in line with PFMA and procurement processes. Good and functional knowledge of Government prescripts, knowledge of Monitoring, Evaluation and Reporting systems and processes and project management Planning and organising skills Strong leadership, Advanced computer skills .Good interpersonal relations and the ability to handle pressure .A valid driver's licence.
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<u>DUTIES</u>	:	Assume overall responsibility for the management, leadership and mentoring of staff in the Directorate: Curriculum Implementation and Quality Improvement (FET) Provide visionary and strategic leadership as well as guidance pertaining to policy development and the monitoring of the implementation of the curriculum and assessment. Prudently handle the budget of the Directorate, including doing forecasts and projections, analyse spending trends and adapt spending accordingly .
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<u>ENQUIRIES</u>	:	Mr A Tsamai -012 357 3321
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<u>POST 07/10</u>	:	<u>DIRECTOR: CURRICULUM INNOVATION AND E-LEARNING REF NO: 124601/02</u>
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<u>SALARY REQUIREMENTS</u>	:	All-inclusive remuneration package of R864 177 per annum A SAQA recognised B degree (NQF 7) in Education, ICT or related field plus extensive experience in e-Learning and proven management experience. A minimum experience of 5 years at middle/senior managerial level. Leadership
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skills and proven management ability. Strong communication and interpersonal skills. Excellent writing skills. Extensive ICT skills, Strong project management skills, Knowledge of the education environment. Ability to deal with large datasets and manage research processes. Understanding of current education policies and trends in the use of ICTs in education. Knowledge of business and management principles, Knowledge of strategic planning, resource allocation and human resources and skills development, Public Service Act and Regulations, NSDS, SETA's. Sound knowledge of risk management, corporate governance and internal control, PFMA and applicable auditing standards. Develop and manage implementation of Human Resource Development policies

DUTIES : Reporting to the Chief Director: MST & Curriculum Enhancement Programmes, the incumbent will; Coordinate, monitor and support the implementation of e-learning in South African schools for effective and efficient Curriculum implementation support; increase the use of various ICT platforms by schools, teachers and learners to improve educational outcomes, in particular schools; develop human resource capacity at various levels of the system by using ICT; expand portal offerings and use in schools; facilitate and support connectivity initiatives in provinces; increase digital content development and repository; strengthen ICT infrastructure; monitor ICT support to implement NSLA to improve learning outcomes; and enhance ICT teacher professional development programmes.

ENQUIRIES : Mr A Tsamai -012 357 3321

POST 07/11 : **DIRECTOR: LEGISLATIVE SERVICES: REF NO: 124791**
Branch: Finance and Administration
Directorate: Legislative Services

SALARY : All-inclusive remuneration package of R864 177 per annum
REQUIREMENTS : The Department of Basic Education requires a person, with excellent leadership and strategic management skills, who is in possession of at least a LLB, and who is admitted as an attorney or advocate, supported by at least 10 years working experience of which at least 5 years experience is in the legal field and with a minimum of 3 years managerial experience. Knowledge and understanding of Education Law is an absolute pre-requisite. Skills required: excellent written; verbal communication and computer skills; research and policy formulation skills; presentation skills; analytical and problem-solving skills. Candidates must be confident, trustworthy, accurate and adaptable, must have integrity and be diplomatic. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.

DUTIES : The appointee will head the Directorate: Legislative Services and will be fully involved in the management of the directorate. The incumbent will be responsible for drafting education legislation, support policy development in DBE, providing legal advice to the entire department, provide legislative support for Provincial Education Departments, drafting and monitoring implementation of education legislation (Bills, Acts and Regulations pertaining to the DBE) co-ordinating; monitoring, evaluating and supporting the effective implementation of DBE legislation. Administer legislation of statutory bodies; rendering legal interpretation and advisory service to the Department of Basic Education. Manage the protection of human rights in education on behalf of the Minister and DG of DBE.

ENQUIRIES : Mr A Tsamai -012 357 3321
NOTE : All short-listed candidates for the above posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, whilst selected interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointments will be subject to the signing of a performance agreement, employment contract and annual financial disclosures.

OTHER POSTS

POST 07/12 : **CHIEF EDUCATION SPECIALIST: BUSINESS, COMMERCE AND MANAGEMENT (BCM) REF NO: 124601/3**
Branch: Curriculum Policy, Support and Monitoring
Directorate: Curriculum Implementation and Quality Improvement (FET)

SALARY : All-inclusive remuneration package of R703 932 per annum
REQUIREMENTS : Applicants must be in possession of an appropriate three-year Bachelor's degree (or equivalent qualification) supplemented by at least eight years' teaching

		experience, including management experience in BCM subjects, supporting and supervising teachers in provinces and districts. The successful candidate will be expected to have extensive knowledge of and insight into education policies and legislation for Further Education and Training, Grades 10-12. Sound knowledge of issues, challenges and initiatives, pertaining to the teaching and learning, and promotion and progression in South Africa is essential. Research and development skills, strategic planning, verbal and written communication skills, experience in policy making processes, computer literacy, sound knowledge of and experience in the development of curriculum and assessment in the field of BCM i.e. Accounting, Business Studies and Economics. The incumbent must be able to take initiative with regards to challenges, be able to promote, plan and implement effective teaching and learning of BCM subjects. The ability to work in a team and knowledge of at least two official languages will be added advantages.
<u>DUTIES</u>	:	The incumbent will be a curriculum specialist in Accounting, Business Studies and Economics, capable of strategic leadership in the education system including: Strategic management of the curriculum in terms of legislation and policy for the FET Band; Monitor, evaluate and appraise the implementation of curriculum and assessment; Liaise with provincial departments of education to render professional assistance in capacity building related to learning, teaching and assessment in Accounting, Business Studies and Economics ; Conceptualise, design and manage projects for Accounting, Business Studies and Economics within the Department's line function; Write reports, submissions, speeches and policy documents; Engage with relevant role players and stakeholders; and Develop materials for Accounting, Business Studies and Economics
<u>ENQUIRIES</u>	:	Mr A Tsamai -012 357 3321
<u>POST 07/13</u>	:	<u>CHIEF EDUCATION SPECIALIST: LANGUAGE (AFRICAN LANGUAGES)</u> <u>REF NO: 124601/4</u>
<u>SALARY</u>	:	All-inclusive remuneration package of R703 932 per annum
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate three-year Bachelor's degree (or equivalent qualification) specialising in at least one or two languages, one of which should be a previously marginalised African language and a professional teaching qualification. Furthermore, the applicant must have at least eight years' teaching experience, including management experience in Languages, supporting and supervising teachers in provinces and districts. The successful candidate will be expected to have extensive knowledge of and insight into education policies and legislation for Further Education and Training (Grades 10-12). Sound knowledge of issues, challenges and initiatives pertaining to the teaching and learning of the previously marginalised African languages in schools is essential. The successful candidate should possess sound research skills, strategic planning skills, verbal and written communication skills, and computer literacy skills. In addition, experience in policy making processes, sound knowledge of and experience in the development of curriculum and assessment in the field Languages (African languages) are crucial requirements for this position. The incumbent should be able to take initiative with regards to language related challenges, promotion, planning and implementing effective teaching and learning of the previously marginalised African languages. The ability to work in a team and knowledge of at least three official languages will be an added advantage.
<u>DUTIES</u>	:	The incumbent will be a curriculum specialist in African languages, capable of strategic leadership in the education system including: strategic management of the curriculum in terms of legislation and policy for the FET Band; monitor, evaluate and appraise the implementation of curriculum and assessment; liaise with provincial departments of education to render professional assistance in capacity building related to learning, teaching and assessment of the previously marginalised African languages; conceptualise, design and manage projects for African languages within the Department's line function; write reports, submissions, speeches and policy documents; engage with relevant role players and stakeholders; and develop learning and teaching support materials for the previously marginalised African languages.
<u>ENQUIRIES</u>	:	Mr A Tsamai -012 357 3321
<u>POST 07/14</u>	:	<u>CHIEF EDUCATION SPECIALIST: MECHANICAL AND ELECTRICAL TECHNOLOGY SUBJECTS</u> <u>REF NO: 124601/5</u>
<u>SALARY</u>	:	All-inclusive remuneration package of R703 932 per annum (Ref: 124601/5)

<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate three-year Bachelor's Degree or equivalent qualification and at least eight year's teaching experience. The successful candidate will be expected to have extensive knowledge of Mechanical and Electrical Technology subjects offered in Grade 10 - 12. Knowledge of issues, challenges and initiatives pertaining to the promotion, teaching and learning of and materials development for Mechanical and Electrical Technology subjects is essential. Research skills, strategic planning, verbal and written communication skills, computer literacy, as well as knowledge of the interpretation and management of budgets and management of curriculum development and support programmes will be required
<u>DUTIES</u>	:	The incumbent will be responsible for: Supporting provincial departments of education and rendering professional assistance in capacity building, relate to learning, teaching and assessment of Mechanical and Electrical Technology subjects. Co-ordinating curriculum and assessment for Mechanical and Electrical Technology subjects. Co-ordinating the development of learning material, development of Performance Assessment Tasks (PATs) and assessment tasks.
<u>ENQUIRIES</u>	:	Mr A Tsamai -012 357 3321
<u>POST 07/15</u>	:	<u>CHIEF EDUCATION SPECIALIST REF NO: 124601/6</u> Directorate: Inclusive Education
<u>SALARY</u>	:	All-inclusive remuneration package of R703 932 per annum (Ref: 124601/6)
<u>REQUIREMENTS</u>	:	A recognized and appropriate three-year post matriculation or equivalent qualification at degree level. A master's degree in the related field of study will be an added advantage. At least five years experience at managerial level in the special needs environment, providing specialist services in areas of curriculum development and assessment, experience in the development and implementation of individual support plans, in-depth knowledge and understanding of learning disabilities and mediating their impact on teaching and learning through remedial education as well as the concept of barriers to learning and support provisioning in general; knowledge and understanding of the relevant education policies and legislation including White Paper 6. Strong analytical, verbal and written communication skills, project management and computer skills are essential. Ability to work under pressure and as part of a team is critical. A valid driver's license and willingness to travel are additional requirements.
<u>DUTIES</u>	:	The incumbent will report to the Director: Inclusive Education and his or her responsibilities will include: strengthening of special schools and improving the quality of teaching and learning as well as functionality by ensuring that curriculum delivery is central in the functioning of the schools, that district support for special schools is strengthened, developing the framework for coordinating access to specialist services including assistive devices, implementing the relevant policy guidelines that the DBE has developed, coordinating the progressive conversion of special schools to resource centres, coordinating the provision of appropriate and accessible teaching and learning materials as well as assistive devices and technologies. As a team member, the incumbent will provide support to other initiatives of the Directorate; participate in monitoring the implementation of the Inclusive Education policy and provision of support. Produce reports on progress and manage data of special schools.
<u>ENQUIRIES</u>	:	Mr A Tsamai -012 357 3321
<u>NOTE</u>	:	The Department of Basic Education is implementing White Paper 6: Special Needs Education: Building an Inclusive Education and Training System. The implementation of this policy area is through various activities including the strengthening of special schools and their progressive conversion to Resource Centres. This policy imperative is a highly specialized area and therefore requires relevant skills for its realization and its subsequent contribution to the Department's drive to improve the quality of education for all learners including those with special needs.
<u>POST 07/16</u>	:	<u>DEPUTY DIRECTOR REF NO: 18554/01</u> Branch: Office Of The Director-General Chief Directorate: Strategic Planning, Research And Coordination Directorate: Research Coordination, Monitoring And Evaluation
<u>SALARY</u>	:	All-inclusive remuneration package of R674 979 per annum
<u>REQUIREMENTS</u>	:	An appropriate Bachelors' degrees or equivalent qualification; at least proven experience in managing evaluations in the basic education sector, knowledge of basic education regulations and policies, report writing, ability to make presentation to stakeholders, ability to analyse, interpret and report on quantitative

as well as qualitative data, ability to develop monitoring tools and high level skills in the use of MS Office Suite.

DUTIES : Monitor and evaluate the policy outputs of the education system and to co-ordinate research. Coordinating and support the national evaluations in the basic education sector; manage and support research studies commissioned by the Department; facilitating capacity building on planning, monitoring and evaluation, accountability and performance information; liaise and network with research organisations; writing research reports and developing monitoring tools for basic education sector

ENQUIRIES : Mr A Tsamai -012 357 3321

POST 07/16 : **ASSISTANT DIRECTOR REF NO: 18554/02**

SALARY : All-inclusive remuneration package of R361 659 per annum

REQUIREMENTS : Applicants must be in possession of a Degree or equivalent qualification; thorough knowledge of data analysis skills; working experience of statistical packages such as SPSS or STATA; proven experience in report writing, interpretation and presentation of information in monitoring and evaluation environment; knowledge of the basic education sector Action Plan; policy development process; Considerable experience in using computer applications including knowledge of MS Office software (Word, Excel, Outlook, PowerPoint and thorough knowledge of MS Access); Good interpersonal and communication (verbal and written) skills and interpersonal skills; High level of monitoring and evaluation in government.

DUTIES : Develop monitoring and evaluation reports; compile national and international reports on basic education; Quality assurance of monitoring reports and indicator values; Provide data analysis and administrative functions to the Directorate in the area of Research, Monitoring and Evaluation; Quality assure of sector monitoring and reporting outputs, both quantitative and qualitative reports; manage a databases of key data sources such as Education Information Management Information (EMIS), Statistics South Africa (STATS SA; Deal with queries relating to information and statistics in the Department; quality assure and support the provision of analysis for sectoral planning, reporting in relation to Action Plan; information to internal and external stakeholders; provide secretarial services to the inter-provincial forum on planning, monitoring and evaluation; Perform any other duties delegated by the Director and the Chief Director

ENQUIRIES : Mr A Tsamai -012 357 3321

NOTE : NB: Candidates will be required to undergo as competency test and will be subjected to a security clearance.

CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these post. The Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor , Pretoria at the Reception.
- CLOSING DATE** : 04 March 2016
- NOTE** : Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police Service .All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Certified copies should not be more than 3 months old. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Short-listed candidates will be subject to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria.

OTHER POSTS

- POST 07/17** : **DEPUTY DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY**
REF NO: CSP/04/2016
- SALARY** : R674 979 per annum (All inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma or Degree (NQF Level 7) in Information Technology, Web design and or Software Development with 5 years relevant experience working within an ICT environment. Broad knowledge of the government communication strategy, knowledge of open-source software package or languages, project management skills, communication skills, research skills, client orientation and customer focus, computer skills(MS Word, Excel, PowerPoint), knowledge management.
- DUTIES** : Manage the Secretariat website (intranet/internet/extranet), including design, placement and maintenance of all document. Render database design and management. Solicit and coordinate content for the website. Ensure the timely placement of all relevant content on the website. Ensure that all content placed on the website is approved in line with relevant Government and public information legislation and internal policies. Develop ICT policies. Assist the Secretariat with IT-related matters. Be responsible for the page layout of the Annual Report. Provide strategic support to the Director. Assist in development and implementation of ICT strategy. Liaise with internal and external stakeholders. Assist in disseminating information to internal and external stakeholders.
- ENQUIRIES** : Lerato Maisela, 012 393 1916
- POST 07/18** : **DEPUTY DIRECTOR: POLICE CONDUCT REF NO: CSP/05/2016**
- SALARY** : R674 979 per annum (All inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant National Diploma or B Degree in Social Science (NQF Level 7) or equivalent. At least 5 years' experience in the Oversight and Monitoring and Evaluation environment plus 3 years' experience in a management function.

		Knowledge and experience in developing procedures for data collection. Good understanding of National Treasury prescripts, computer competency (MS Word, Excel, Power Point), valid driver's license. Knowledge in the policing environment will be an added advantage.
<u>DUTIES</u>	:	Develop policies, strategies, tools and guidelines to assess the conduct and integrity of the Police Service. Review existing information system to meet current needs. Assess the South African Police Services' ability to handle complaints against its members, manage discipline, and manage litigation. Monitor the implementation of recommendations made by the Independent Police Investigative Directorate. Coordinate, schedule and conduct oversight visit based on the tools developed. Compile draft Monitoring and Evaluation report with findings and recommendations. Coordinate Monitoring and Evaluation partnerships together with supporting staff members. Implement special project identified by the Minister and Secretary of Police Service. Facilitate planning, financial and performance management processes in the Directorate. Coach and manage interns.
<u>ENQUIRIES</u>	:	Lerato Maisela, 012 393 1916
<u>POST 07/19</u>	:	<u>DEPUTY DIRECTOR: CIVIL SOCIETY PARTNERSHIPS REF NO: CSP/06/2016</u>
<u>SALARY</u>	:	R674 979 per annum (All inclusive package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's Degree/ National Diploma (NQF Level 7) or equivalent with 5 years work experience plus 3 years managerial experience. Multi lingual proficiency, Good interpersonal skills, Good organizational skills, High level of integrity in respect of protocol observation, Attention to details, Good customer care service/Batho Pele principles, and Critical thinker. Valid driver's license.
<u>DUTIES</u>	:	Coordinate the development of the sub-directorate's annual business plan. Identify relevant role players in civil society to support crime prevention. Implementation and evaluation of sustainable (Civil society partnerships) crime prevention. Write and represent reports with recommendations on sub-directorates business plan in accordance with agreed timelines. Monitor and report on the sub-directorate budget. Manage and report on the sub-directorate resources. Advice and support Director in the exercise of his/her powers and responsibilities. Drafting of memorandum of agreement with Civil Society, coordination of stakeholder engagement meeting.
<u>ENQUIRIES</u>	:	Lerato Maisela, 012 393 1916
<u>POST 07/20</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND EMPLOYEE WELLNESS REF NO: CSP/07/2016</u>
<u>SALARY</u>	:	R361 659 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma/Degree in Human Resource Development/ Training (NQF Level 7) with 3 years appropriate experience. Experience in Employee Health and Wellness will be an added advantage. Knowledge of and experience in HRD policy implementation and monitoring Knowledge and understanding of the following: Bursary scheme administration, Skills Development Planning and Workplace Skills Plans (WSP). Skills and Competencies: Project Management, communication and interpersonal skills, report writing skills, Problem solving and analysis, People and diversity management, client orientation and customer focused, Ability to work under pressure, to think innovatively and work with group dynamics and work independently. A valid driver's license is essential.
<u>DUTIES</u>	:	Assist in the development and facilitation of skills planning processes to compile skills planning (WSP). Assist with the development of policies and presentation of information sessions of HRD issue in the Secretariat. Coordinate induction and orientation in the Secretariat. Administer bursaries according to policies and procedures. Coordinating Health and Wellness Programmes
<u>ENQUIRIES</u>	:	Lerato Maisela, 012 393 1916

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 18 March 2016 (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), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). 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. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months to the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons not employed by the DOD/Public Service may thus not apply for the vacancies advertised in this Circular

OTHER POSTS

- POST 07/21** : **CHIEF ARTISAN GRADE A (DRAWING OFFICE): DESIGN TECH REF NO: SAN/69/01**

This post is advertised in the DOD, broader Public Service and Media (Flyers)

- SALARY** : OSD salary range: C.Art-A R297 372 – R478 866 per annum
- CENTRE** : Fleet Command HQ, Simon's Town (Naval Engineering Section)
- REQUIREMENTS** : Trade Test in terms of section 13(2) (h) of the Manpower Training Act. Qualifications / trade to be in a relevant Engineering field. . Ten years post qualification experience as an Artisan / Artisan Foreman.. A Valid Driver's License. Special Requirements (Skills Needed): Proven experience in an Engineering Specification field. Knowledge of the PFMA is essential. Knowledge of preparing contract specifications is essential. Proven experience of co-ordinating and supervising engineering activities of subordinates and contractors would be advantageous. Knowledge of Specification and Drawing Practices, Engineering and Support Baselines is essential. Proven experience of naval design work and developing logistic support plans. Ability to read and understand specifications, technical drawings and documents is essential. Demonstrated proficiency in MS Office suite, Caddie and/or AutoCAD. Strong interpersonal and leadership skills. Analytical and problem solving skills and interpretation of analysis. Ability to work under pressure and meet target dates. Knowledge of Health and Safety Regulations. Knowledge of legal compliance. Knowledge of Change Management.

- DUTIES** : Providing a Technical Material Specification Drawing service. Providing an Technical Material Specification Plans development service. Providing a Technical Material Specification and verification service. Provide specialist service in the development of Technical Material Specification. Managing Technical Material Specification Personnel.

- ENQUIRIES** : R Adm (JG) K.J. Watson, Tel: 021 787 3994
- APPLICATIONS** : Ms A.M. Kau-Tsoanyane, Fleet Command HQ, Private Bag X1, Simon's Town 7995

POST 07/22 : **CHIEF ARTISAN GRADE A (MARINE FACILITIES): IC SECTION REF NO: SAN/69/02**

This post is advertised in the DOD, broader Public Service and Media (Flyers)

SALARY : OSD salary range: C.Art-A R297 372 – R478 866 per annum
CENTRE : Naval Base Simon's Town, Simon's Town (Facilities Division)
REQUIREMENTS : Appropriate (Diving / Building Trade) Trade Test Certificate in terms of Section 13 (2) (h) of the Manpower Training Act. Ten years post qualification experience as an Artisan / Artisan Foreman. A Valid Driver's Licence. Special Requirements (Skills Needed): Experience in the marine environment and Diving experience would be an advantage. Ability to communicate effectively (written and verbal) in English at all levels and compile documentation. Knowledge of PFMA. Ability to work under pressure and meet target dates. planning, organising and problem solving skills in the marine environment. Knowledge of Public Service. Advanced analytical thinking, interpretation and decision-making skills. Reasoning and ability to read and understand technical drawings. Interpreting job requirements from instructions, drawings, samples and templates. Ability to operate equipment and applicable machinery. Adhering to all safety and quality regulations. Supervising skills. Demonstrated proficiency in MS Office suite with strong interpersonal and leadership skills. Knowledge of Health and Safety Regulations. Knowledge of legal compliance. Knowledge of Change Management.

DUTIES : Performing assignments in compliance with building regulations/ standards. Interpreting technical drawings and dossiers. Ordering of miscellaneous stores. Monitor and Supervise the Repairing, maintaining and upgrading Naval harbours. Conduct inspections on installation of underwater cables, bubble barriers and underwater harbour walls. Providing factual and technical advice. Supervising and training subordinates. Maintaining a safe working environment.

ENQUIRIES : Lt Cdr R.T Gabriels, Tel: 021 787 3075
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town 7995

POST 07/23 : **ARTISAN FOREMAN GRADE A (PAINTER) REF NO: SAN/69/03**
This post is advertised in the DOD, broader Public Service and Media (Flyers)

SALARY : OSD salary range: F.Art-A R231 915 – R355 536 per annum
CENTRE : Naval Base Simon's Town, Simon's Town (Facilities Division)
REQUIREMENTS : Painting Trade Test Certificate in terms of Section 13 (2) (h) of the Manpower Training Act. Five years post qualification experience as an Artisan. Valid Driver's Licence. Special Requirements (Skills Needed): Experience in Painting and knowledge of various painting techniques. Ability to communicate effectively (written and verbal) in English at all levels and compile documentation. Ability to work under pressure and meet target dates. Supervising, planning, organising and problem solving skills in the painting environment. Knowledge of Public Service Regulations. Advanced analytical thinking, interpretation and decision-making skills. Reasoning and ability to read and understand technical drawings. Interpreting job requirements from instructions, drawings, samples and templates. Ability to operate equipment and applicable machinery within a painting environment. Knowledge of Health and Safety Regulations. Adhering to all quality regulations. Supervising skills.

DUTIES : Performing Painting assignments in compliance with set standards. Interpreting technical drawings and dossiers. Using and ordering miscellaneous stores. Repairing, maintaining and upgrading buildings by painting and decorating walls, floors and woodwork. Providing factual and technical advice. Supervising and training subordinates. Maintaining a safe working environment.

ENQUIRIES : Lt Cdr R.T. Gabriels, Tel: 021 787 5237
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

POST 07/24 : **ARTISAN FOREMAN GRADE A (PANEL BEATER) REF NO: SAN69/04**
This post is advertised in the DOD, broader Public Service and Media (Flyers)

SALARY : OSD salary grade:F.Art-A R231 915 – R355 536 per annum
CENTRE : Naval Base Simon's Town, Simon's Town Upper Dido
REQUIREMENTS : Appropriate Trade Test Certificate in terms of Section 13 (2) (h) of the Manpower Training Act. Five years post qualification experience as an Artisan. Valid Driver's Licence. Special Requirements (Skills Needed): Appropriate experience in panel beating workshop environment and in a leadership and planning position and risk

management would be an advantage. Knowledge of planning and statistics. Proficiency in Maintenance and Repairs. Proven ability to communicate effectively (written and verbal) in English at all levels including Industry. Computer literate in MS Office Suite. Advanced analytical thinking, conducting research, policy interpretation, problem solving and decision making skills. Leadership, Supervision and Management skills. Strong interpersonal skills. Knowledge of Health and Safety Regulations. Knowledge of legal compliance. Knowledge of Change Management.

DUTIES : Collaborate in Maintenance and repairs to the Fleet's vehicle adherence to Roadworthiness. Facilitate technical vehicle acquisition requirements. Conduct technical vehicle life cycle element administration. Collaborating in the vehicle disposal process.

ENQUIRIES : WO1 J.G.J. De Gouveia, Tel 021 787 3971
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995

POST 07/25 : **ARTISAN FOREMAN GRADE A (SMALL ARMS FITTER) REF NO: SAN/69/05**
This post is advertised in the DOD, broader Public Service and Media (Flyers)

SALARY : OSD salary grade: F.Art-A R231 915 – R355 536 per annum
CENTRE : SA Naval Armament Depot, Simon's Town
REQUIREMENTS : Appropriate Trade Test Certificate in terms of Section 13 (2) (h) of the Manpower Training Act. Five years post qualification experience as an Artisan. Valid Driver's Licence, Special Requirements (Skills Needed): Experience as a small arms fitter, modifying and upgrading weapons, will be an advantage. Technical aptitude. Proficiency in MS Office package. Proven ability to communicate effectively (written and verbal) in English at all levels. Planning, organising and problem solving skills in a manufacturing environment. Reasoning, mathematical and problem solving skills. Interpersonal relation skills. Ability interpret job requirements from instructions, drawings, samples and templates. Ability to work within specified tolerances. Ability to use specialised hand tools, mechanical tools and equipment. Knowledge of Health and Safety standards. Rendering advice and guidance and in-house training to subordinates. Ability to plan for activities and resources. Leadership, supervision and team leadership skills. Ability to work with minimum supervision. Ability to work under pressure and undergo in-house training in small arms workshop environment. Must be able to obtain Confidentiality security clearance within one year. Knowledge of legal compliance. Knowledge of Change Management.

DUTIES : Maintain and repair small arms. Function testing of small arms. Assemble and dismantle of small arms. Adhere to quality standards in accordance to SABS ISO 9001. Adhere to OH&S.

ENQUIRIES : Commander W. Kroukamp, Tel 021 787 5612
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995

POST 07/26 : **ARTISAN FOREMAN GRADE A (MACHINE SHOP): SENIOR FITTER REF NO: SAN/69/06**
This post is advertised in the DOD, broader Public Service and Media (Flyers)

SALARY : OSD salary grade: F.Art-A R231 915 – R355 536 per annum
CENTRE : Fleet Maintenance Unit, Simon's Town
REQUIREMENTS : Appropriate Trade Test Certificate in terms of Section 13 (2) (h) of the Manpower Training Act. Five years post qualification experience as an Artisan. Valid Driver's Licence. Special Requirements (Skills Needed): Knowledge of mechanical test equipment. Knowledge of applicable machinery with regard to lathes, milling machines, surface grinders, etc. Knowledge of Health and Safety standards. Ability to conduct technical training. Ability to compile documentation. Communication skills (written and verbal). Ability to read, interpret analyse technical drawings. Problem solving and analysis. Good decision making skills. Ms Office suite knowledge. Knowledge of legal compliance. Knowledge of Change Management. Supervisory Skills.

DUTIES : Rendering advice and guidance and in-house training to juniors and apprentices. Operating of machining equipment. Interpreting job requirements from instructions, drawings, samples and templates. Adhering to all safety and quality regulations.

ENQUIRIES : WO1 V. Sansom, Tel 021 787 4150
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995

<u>POST 07/27</u>	:	<u>ARTISAN FOREMAN GRADE A (HULL CONSTRUCTIVE) :JOINER REF NO:SAN/69/07</u> This post is advertised in the DOD, broader Public Service and Media (Flyers)
<u>SALARY</u>	:	OSD salary grade: F.Art-A R231 915 – R355 536 per annum
<u>CENTRE</u>	:	Naval Station Durban, Durban
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in terms of Section 13 (2) (h) of the Manpower Training Act. Five years post qualification experience as an Artisan. Valid Driver's Licence. Special Requirements (Skills Needed): Experience in ship repair and boat building will be an advantage. Knowledge of operating wood work machinery. Setting up of blade and cutting machinery. Good Problem and analytical skills. Computer literate (MS Office suite). Good communication skills in English(verbal and written). Good planning and organising skills. Ability to interpret, analyse and write technical reports. Knowledge of Health and Safety Regulations. Knowledge of legal compliance. Knowledge of Change Management. Supervisory skills.
<u>DUTIES</u>	:	Manufacturing and repair work of furniture on-board vessels. Maintaining and repairing of facilities. Construction of crating for various items for transportation. Laying of tiles and carpets on various surfaces. Manufacturing of parts as per engineering changes. Assist on the Marine Lift preparing cradles for docking and undocking. Assist in docking and undocking of vessels and tenders.
<u>ENQUIRIES</u>	:	WO1 D Nair, Tel 031 460 6419 / 6270
<u>APPLICATIONS</u>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995
<u>POST 07/28</u>	:	<u>ARTISAN (PRODUCTION) GRADE A (VOICE TECH), REF NO: SAN/69/08</u> This post is advertised in the DOD, broader Public Service and Media (Flyers)
<u>SALARY</u>	:	OSD salary range: Art-A R145 320 – R249 837 per annum
<u>CENTRE</u>	:	Naval Base Simon's Town, Simon's Town
<u>REQUIREMENTS</u>	:	Appropriate Trade Test in terms of Section 13 (2) (h) of the Manpower Training Act. Valid Driver's Licence. Special Requirements (Skills Needed): Experience in telephone network installation, maintenance and repairs of telephone lines and instruments will be an advantage. Applicant must be able to use power tools and technical instruments. Applicant must have good interpersonal skills and a sound knowledge of Main Distribution Frames, Cable jointing, Digital and analogue telephone systems and good communication skills. Knowledge of Health and Safety Regulations.
<u>DUTIES</u>	:	Execution of voice technical service provision operations, conduct voice technical support services, execute voice technical service provisions operations, monitor SAN ICT telephone network operations. Provide Telephone Network cable reticulation services, provide telephone instrument technical services, provide fixed line (Telkom) connectivity services and provide fixed line connectivity for foreign and local vessels. Distribution account holder for the technical section. Maintain accurate cable reticulation records. Execution and control of job card system.
<u>ENQUIRIES</u>	:	WO1 E.S. Harris, Tel 021 787 4200
<u>APPLICATIONS</u>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995
<u>POST 07/29</u>	:	<u>ADMINISTRATION CLERK PRODUCTION: MEDIA, REF NO: SAN/69/09</u> This post is advertised in the DOD, broader Public Service and Media (Flyers)
<u>SALARY</u>	:	R132 399 per annum, Level 5
<u>CENTRE</u>	:	SAS WINGFIELD, Goodwood
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 5). Prior learning by means of experience/academics will be an advantage. Special Requirements (Skills Needed): Proven ability to communicate effectively (written and verbal) in English at all levels. Proficiency in MS Office packages. Knowledge of desk top publishing (DTP) and Computer Graphics.
<u>DUTIES</u>	:	Controlling of Loan Media Equipment. Preparing venues for presentations. Providing for Training Aid Production Client Service. Designing and manufacturing of Training Aids / Materials. Adminstrating Production Management Procedures. Administering Office Management Procedures. Administer bookstore. Applying ETD developments.
<u>ENQUIRIES</u>	:	WO1 A.D. Gwayi, Tel: 021 590 2853

<u>APPLICATIONS</u>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995
<u>POST 07/30</u>	:	<u>PERSONNEL OFFICIAL PRODUCTION: REMUNERATION 2 POSTS REF NO: SAN/69/10</u> This post is advertised in the DOD, broader Public Service and Media (Flyers)
<u>SALARY</u>	:	R132 399 per annum, Level 5
<u>CENTRE</u>	:	Naval Base Simon's Town, Simon's Town (HRSS)
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 5). Prior learning by means of experience/academics will be an advantage. Special Requirements (Skills Needed): Knowledge of the relevant Maintenance functional areas. Knowledge of relevant PERSOL system functional areas. Proven ability to communicate effectively (written and verbal) in English at all levels. Ability to conduct relevant system transactions. Ability to conduct relevant functional process activities. Proficiency in MS Office packages. Ability to communicate with Departmental stake holders on the total spectrum of work unit activities. Ability to communicate with internal/external clients. Ability to communicate with private sector stakeholders. Ability to compile memorandums and registers iro the relevant functional areas. Knowledge of relevant Public Service Acts / Regulations.
<u>DUTIES</u>	:	Administrating allowances (regimental duty, standby, danger, deprivation, circumstantial allowance) Administrating change of bank particulars. Administrating system action iro discipline. Resolving pay query investigations. Administrating the institution/cancellation of parking stop orders. Administrating the institution of sports fees, mess fees and ships fund. Administrating the institution of magistrate's court orders. Administrating overtime allowances.
<u>ENQUIRIES</u>	:	WO 1 L.J.F. Vigeland, Tel: 021 787 3028
<u>APPLICATIONS</u>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
<u>POST 07/31</u>	:	<u>PERSONNEL OFFICIAL PRODUCTION: MOVEMENTS REF NO: SAN/69/11</u> This post is advertised in the DOD, broader Public Service and Media (Flyers)
<u>SALARY</u>	:	R132 399 per annum, Level 5
<u>CENTRE</u>	:	Naval Base Simon's Town, Simon's Town (HRSS)
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 5). Prior learning by means of experience/academics will be an advantage. Special Requirements (Skills Needed): Knowledge of Human Resources (HR) environment would be an advantage. Experience in HR maintenance will be an advantage. Applicants knowledge of Public Service/SANDF HR, administration procedures, norms, standards and relevant protocols would be an advantage. Proficiency in MS Office packages, particularly MS Excel and MS Word. Applicants will be required to communicate effectively in English at all levels (written & verbal). Preferred candidates must display analytical thinking, policy interpretation, problem-solving and decision making skills.
<u>DUTIES</u>	:	Administration of Bus and Flight ticket bookings, cancellations and amendments. Applications for Military and Private Vehicle transport. Applications for Car Hire. Applications for Military Flight Shuttles. Processing of Duty Bus applications.
<u>ENQUIRIES</u>	:	WO 2 S.R. Lalgith, Tel: 021 787 4173
<u>APPLICATIONS</u>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995
<u>POST 07/32</u>	:	<u>PROVISIONING ADMINISTRATION CLERK PRODUCTION REF NO: SAN/69/12</u> This post is advertised in the DOD, broader Public Service and Media (Flyers)
<u>SALARY</u>	:	R132 399 per annum, Level 5
<u>CENTRE</u>	:	Naval Base Simon's Town, Sailing Centre, Simon's Town
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 5). Prior learning by means of experience/academics will be an advantage. Special Requirements (Skills Needed): Experience in stores provisioning administration and management will be an advantage. Courses done in Depot Inventory Management System (e.g. OSIS) & Depot Stores Accounting will be an advantage. Proven ability to communicate effectively (written and verbal) in English at all levels. Good organising and interpersonal skills, problem and analytical skills. Good planning and administration skills. Ability to work independently. Proficiency in MS Office package

<u>DUTIES</u>	:	Capture data on the Materials Requirement Plans (MRPs). Manage demands placed by units. Provide a Provisioning Advice administration service for system commodity requirements. Process stock reserves, work order repairs and project requirements. Ensure all tasks are completed within framework of laid down policies and procedures. Ability to communicate with clients on all levels with a strong customer focus on meeting target dates. Implement job training requirements
<u>ENQUIRIES</u>	:	WO1 D.J. Herman, Tel: 021 787 4748
<u>APPLICATIONS</u>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995
<u>POST 07/33</u>	:	<u>PROVISIONING ADMINISTRATION CLERK PRODUCTION (UNIVERSAL ITEMS) REF NO: SAN/69/13</u> This post is advertised in the DOD, broader Public Service and Media (Flyers)
<u>SALARY</u>	:	R132 399 per annum, Level 5
<u>CENTRE</u>	:	Fleet Command HQ, Simon's Town
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 5). Prior learning by means of experience/academics will be an advantage. Special Requirements (Skills Needed): Experience in stores provisioning administration and management will be an advantage. Courses done in Depot Inventory Management System (e.g. OSIS) & Depot Stores Accounting will be an advantage. Proven ability to communicate effectively (written and verbal) in English at all levels. Good organising and interpersonal skills, problem and analytical skills. Good planning and administration skills. Ability to work independently. Proficiency in MS Office package
<u>DUTIES</u>	:	Capture data on the Materials Requirement Plans (MRPs). Manage demands placed by units. Provide a Provisioning Advice administration service for system commodity requirements. Process stock reserves, work order repairs and project requirements. Ensure all tasks are completed within framework of laid down policies and procedures. Ability to communicate with clients on all levels with a strong customer focus on meeting target dates. Implement job training requirements
<u>ENQUIRIES</u>	:	WO1 G. Daly, Tel: 021 787 3551
<u>APPLICATIONS</u>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995
<u>POST 07/34</u>	:	<u>PROVISIONING ADMINISTRATION CLERK PRODUCTION, (STOREKEEPER) REF NO: SAN/69/14</u> This post is advertised in the DOD, broader Public Service and Media (Flyers)
<u>SALARY</u>	:	R132 399 per annum, Level 5
<u>CENTRE</u>	:	Naval Stores Depot, Wingfield
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 5). Prior learning by means of experience/academics will be an advantage. Special Requirements (Skills Needed): Proven ability to communicate effectively (written and verbal) in English at all levels. Experience in stores provisioning administration and management will be an advantage. Courses done in Depot Inventory Management System (e.g. OSIS) & Depot Stores Accounting will be an advantage. Proficiency in MS Office packages and mainframe logistic software.
<u>DUTIES</u>	:	Knowledge of general stores procedures in respect of receiving, stowing and issuing. Knowledge of stores verification/stocktaking procedures. Identification of stores. Control of issue and receipt vouchers. Management of deliveries to and from Transit and Main Store. Transferring of stores between different sections. Supplying of Management Information. Bin Maintenance and disposal of stores. Ability to obtain a military license would be an advantage.
<u>ENQUIRIES</u>	:	Ms M. Louw, Tel: 021 597 5340
<u>APPLICATIONS</u>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995
<u>POST 07/35</u>	:	<u>PROVISIONING ADMINISTRATION CLERK REF NO: SAN/69/15</u> This post is advertised in the DOD, broader Public Service and Media (Flyers)
<u>SALARY</u>	:	R132 399 per annum, Level 5
<u>CENTRE</u>	:	Fleet Command HQ, Simon's Town
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 5). Prior learning by means of experience/academics will be an advantage. Special Requirements (Skills Needed): Experience in stores provisioning administration and management will

be an advantage. Courses done in Depot Inventory Management System (e.g. OSIS) & Depot Stores Accounting will be an advantage. Ability to communicate effectively (written and verbal) in English. Good organising and interpersonal skills, problem and analytical skills. Good planning and administration skills. Proficiency in MS Office package

DUTIES : Capture data on the Materials Requirement Plans (MRPs). Manage demands placed by units. Provide a Provisioning Advice administration service for system commodity requirements. Process stock reserves, work order repairs and project requirements. Ensure all tasks are completed within framework of laid down policies and procedures. Ability to communicate with clients on all levels with a strong customer focus on meeting target dates. Implement job training requirements

ENQUIRIES : CPO D. Nelson, Tel: 021 787 3952

APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995

POST 07/36 : **DRIVER: REFUSE REMOVAL, REF NO: SAN/58/23**
This post is advertised in the DOD, broader Public Service and Media (Flyers)
This is a re-advertisement for the previously advertised post of Driver: Refuse Removal (SAN/58/23) circular 39 of 2015, people who have PREVIOUSLY applied need NOT re-apply.

SALARY : R132 399 per annum, Level 5

CENTRE : SA Navy: Naval Base Simon's Town, Simon's Town

REQUIREMENTS : A minimum of NQF Level 2 (Grade 10 / ABET education). Code 14 (EB / EC1) Extra Heavy Driver's License. Special Requirements (Skills Needed): Sound knowledge of operating compactor truck hydraulics. Ability to operate compactor hydraulics Ability to work in a team or individually. Have adequate literacy and numeracy skills to be able to purchase refuse removal dump tickets and complete necessary fund re-conciliation. Ability to compile routine reports (refuse Deviation Report) .Ability to communicate effectively (verbally and written) in English.

DUTIES : Undertake refuse removal trip preparations by obtaining trip authorisation, completing vehicle first parade and the issue of personal protective equipment. Undertake refuse removal truck driving duties ensuring the completion of point to point indication, drive compactor refuse truck on collection route and verify removal of all refuse. Undertake roadway cleaning truck driving duties by conveying cleaning crew to refuse collection areas and uplifting refuse ensuring that refuse is compacted. Undertake ship industrial refuse removal truck driving duties by collecting empty drums, paint containers and crates from pick up points and discarding such into naval skip. Undertake refuse dumping truck driving duties. Collect dump tickets from storekeeper, convey refuse to municipal dump site and offload. Tender dump tickets in terms of payload and return dump ticket receipt to storekeeper. Verify return of cleaning equipment and personal protective equipment. Verify cleanliness of compactor truck. Conduct vehicle last parade and stable compactor truck.

ENQUIRIES : WO1 T. De Wet, Tel: 021 787 3296

APPLICATIONS : Ms A.M. Kau-Tsoanyane, Fleet Command HQ, Private Bag X1, Simon's Town, 7995

POST 07/37 : **DRIVER: GENERAL DUTY 2 POSTS, REF NO: SAN/58/25**
These posts are re-advertised in the DOD, broader Public Service and Media (Flyers)
This is a re-advertisement for the previously advertised post of Driver: Refuse Removal (SAN/58/23) circular 39 of 2015, people who have PREVIOUSLY applied need NOT re-apply.

SALARY : R132 399 per annum, Level 5

CENTRE : Naval Base Simon's Town

REQUIREMENTS : A minimum of NQF Level 2 (Grade 10 / ABET education). Code 14 (EB / EC1) Extra Heavy Driver's License. Special Requirements (Skills Needed): Drivers licence code 11 (C) or Military 10 Ton. Military drivers licence will be an advantage. Extensive years of driving experience will be an advantage. Must have knowledge of lashing and loading of cargo and occupational health and safety, Proven ability to communicate effectively (written & verbal) in English. Strong interpersonal skills. Ability to work under pressure. Be able to drive long distances and night driving. Physically able & medically fit to assist with offloading of stock. Must have ability to work independently & in a team. Maintain & care of

		all equipment used. Basic knowledge of Health and Safety. Physical strength and fitness.
<u>DUTIES</u>	:	Provide delivery/issue service. Transporting of Personnel and delivering of equipment within and outside the borders of the RSA. Manage All Vehicles And Equipment In Use. Ensure Proper Utilization Of Vehicles And Equipment. Ensure The Cleanliness of Vehicles At All Times.
<u>ENQUIRIES</u>	:	WO2 I. Safodien, Tel: 021 787 3172 / 3435
<u>APPLICATIONS</u>	:	Ms A.M. Kau-Tsoanyane, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
<u>POST 07/38</u>	:	<u>SENIOR AUXILIARY SERVICES OFFICER (PRINTING SERVICES) REF NO: SAN/69/16</u> This post is advertised in the DOD, broader Public Service and Media (Flyers)
<u>SALARY</u>	:	R110 739 per annum, Level 4
<u>CENTRE</u>	:	Fleet Command HQ, Simon's Town
<u>REQUIREMENTS</u>	:	NQF Level 2 – 4 (Grade 10 -12) Prior learning by means of experience/academics will be an advantage. Special Requirements (Skills Needed): Competence in operating large format Plan Printers, Plotters and photocopy machines (Scanning) and CAD will be an advantage. Knowledge of Caddie is essential. Proficiency in basic MS Office, CAD and other software used in a design environment is essential. Knowledge of Auto-Cad would be advantageous. Knowledge of Safety regulations, ISO Drawing standards and Drawing Office Practice. Proven ability to function as part of a team is essential. Ability to adapt to procedures of a Design environment is essential. Good communication skills (verbal and written) in English is essential. Ability to work under pressure and meet target dates.
<u>DUTIES</u>	:	Plot Electronic Media. Scan paper images. Convert Raster images to Vector images. Assist in the re-production of documentation and acceptance and trials documents under the direction of Industrial Technicians and Engineers.
<u>ENQUIRIES</u>	:	Ms Z. Mc Bain, Tel: 021 787 4261
<u>APPLICATIONS</u>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995
<u>POST 07/39</u>	:	<u>DRIVER: EXTRA HEAVY MOTOR VEHICLE (BULK STORE: DRIVER ARTICULATED VEHICLE) REF NO: SAN/69/17</u>
<u>SALARY</u>	:	R110 739 per annum, Level 4
<u>CENTRE</u>	:	Naval Stores Depot Wingfield, Goodwood
<u>REQUIREMENTS</u>	:	A minimum of NQF Level 1 (ABET L1-3 / Grade 3 – 9 / Standard 1 - 7). Code 14 Driver's License. Must be in possession of an Extra Heavy Driver's License. Special Requirements (Skills Needed): Knowledge of various types of vehicles. Knowledge of administrative functions regarding the effective use of vehicles. Ability to communicate effectively (written and verbal) in English at all levels. Basic proficiency in Ms Office packages. Knowledge of planning and organising.
<u>DUTIES</u>	:	Responsible for all driving duties with regards to the issue and receipt of Naval stock for the SA Navy and all driving responsibilities pertaining to loading and transporting of stores to the different departments. Maintenance of trucks, forklifts and roadworthiness of all vehicles within the Bulk Store.
<u>ENQUIRIES</u>	:	Ms M. Louw, Tel: 021 597 5340
<u>APPLICATIONS</u>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, 7995
<u>POST 07/40</u>	:	<u>SENIOR HANDYMAN,(TIMBER & GP) REF NO: SAN/69/18</u> This post is advertised in the DOD, broader Public Service and Media (Flyers)
<u>SALARY</u>	:	R110 739 per annum, Level 4
<u>CENTRE</u>	:	Fleet Maintenance Unit, Simon's Town.
<u>REQUIREMENTS</u>	:	A minimum of NQF Level 1 (ABET L1-3 / Grade 3 – 9 / Std 1 - 7) Special Requirements (Skills Needed): Technical aptitude. Ability to communicate effectively (verbal) in English. Basic Knowledge of Health and Safety. Ability to move materials and equipment. Knowledge of tools, equipment and machinery. Knowledge of stores. Knowledge of safety procedures. Ability to work in a team. Ability to operate machinery and equipment. Ability to perform routine tasks.
<u>DUTIES</u>	:	Operating machinery and equipment. Performing operational and maintenance functions. Assisting artisan personnel, technicians and handy man in the execution of their duties. Cleaning and preparing objects on which work need to be done. Performing basic technical tasks.
<u>ENQUIRIES</u>	:	WO1 G.P. Govender, Tel: 021 787 4244

APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995

POST 07/41 : **SENIOR HANDYMAN (SIGNWRITING & ENGRAVING) REF NO: SAN/69/19**
This post is advertised in the DOD, broader Public Service and Media (Flyers)

SALARY : R110 739 per annum, Level 4
CENTRE : Fleet Maintenance Unit, Simon's Town.
REQUIREMENTS : A minimum of NQF Level 1 (ABET L1-3 / Grade 3 – 9 / Std 1 - 7) Special Requirements (Skills Needed): Technical aptitude. Ability to communicate effectively (verbal) in English. Basic Knowledge of Health and Safety. Ability to move materials and equipment. Knowledge of tools, equipment and machinery. Knowledge of stores. Knowledge of safety procedures. Ability to work in a team. Ability to operate machinery and equipment. Ability to perform routine tasks.

DUTIES : Operating machinery and equipment. Performing operational and maintenance functions. Assisting artisan personnel, technicians and handy man in the execution of their duties. Cleaning and preparing objects on which work need to be done. Performing basic technical tasks.

ENQUIRIES : WO1 G.P. Govender, Tel: 021 787 4244
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, 7995

POST 07/42 : **SENIOR HANDYMAN: (METALWORK), REF NO: SAN/69/20**
This post is advertised in the DOD, broader Public Service and Media (Flyers)

SALARY : R110 739 per annum, Level 4
CENTRE : Naval Base Simon's Town, Simon's Town (Facilities Division)
REQUIREMENTS : A minimum of NQF Level 1 (ABET L1-3 / Grade 3 – 9 / Std 1 - 7). Must be able to work on heights and in confined spaces. Special Requirements (Skills Needed): Experience in metal work environment (plumbing) would be an advantage. Ability to communicate effectively in English. Ability to work under pressure and meet target dates. Planning organising and problem solving skills in an manufacturing environment. Ability to operate applicable hand tools and advanced machinery. Ability to work independently. Knowledge of safety standards. Adhering to all safety and quality regulations. Ability to obtain military license. Must have physical strength to move materials and equipment.

DUTIES : Assist Artisan Plumbers. Workshop husbandry. Adhering to all safety and quality regulations. Ability to train Handyman.

ENQUIRIES : Lt Cdr R.T. Gabriels, Tel: 021 787 5237
APPLICATIONS : Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995

POST 07/43 : **SENIOR HANDYMAN: (WOODWORK) REF NO: SAN/69/21**
This post is advertised in the DOD, broader Public Service and Media (Flyers)

SALARY : R110 739 per annum, Level 4
CENTRE : Naval Base Simon's Town, Simon's Town (Facilities Division)
REQUIREMENTS : A minimum of NQF Level 1 (ABET L1-3 / Grade 3 – 9 / Std 1 - 7). Must be able to work on heights and in confined spaces. Special Requirements (Skills Needed): Experience in metal painting environment would be an advantage. Ability to communicate effectively verbal in English. Ability to work under pressure and meet target dates. Planning organising and problem solving skills in an manufacturing environment. Ability to operate applicable hand tools and advanced machinery. Ability to work independently. Knowledge of Health and Safety Regulations. Adhering to all safety and quality regulations. Ability to obtain military license. Must have physical strength to move materials and equipment. Technical aptitude.

DUTIES : Assist Artisan Carpenter. Workshop husbandry. Adhering to all safety and quality regulations.

ENQUIRIES : Lt Cdr R.T. Gabriels, Tel: 021 787 5237
APPLICATIONS : Mrs A.M. Kau, Fleet Command HQ, Private Bag X1, Simon's Town, 7995

POST 07/44 : **SENIOR HANDYMAN: (SERVICEABLE AMMO): MUN MAINTENANCE 2 POSTS REF NO: SAN/69/22**
This post is advertised in the DOD, broader Public Service and Media (Flyers)

SALARY : R110 739 per annum, Level 4

<u>CENTRE REQUIREMENTS</u>	:	SA Naval Armament Depot, Simon's Town
	:	A minimum of NQF Level 1 (ABET L1-3 / Grade 3 – 9 / Std 1 - 7). Special Requirements (Skills Needed): The successful candidate must physically fit, healthy and vibrant. Basic knowledge of ammunition field and willingness to work extended hours. Be able to work on all types of hand tools, garden tools and basic machinery. Technical aptitude. Knowledge of Health and Safety Regulations. Ability to communicate effectively (verbal) in English. Adhere to safety requirements.
<u>DUTIES</u>	:	Assist Foreman / Ammunition fitter (AF's) in the execution of maintenance on ammunition. Assist Foreman / Ammunition fitter (AF's) in replenishing depot stock levels. Assist Foreman / Ammunition fitter (AF's) in preparing for the disposal / destruction of ammunition on approved SANDF demolition range. Assist Foreman / Ammunition fitter (AF's) in assembling & dismantling of explosives / ammunition components. Assist Foreman / Ammunition fitter (AF's) in re-labelling / stencilling of containers. Conveying palletized containers with trolley jack in workshops. Cleaning containers with scrappers / painting with paint and paintbrushes. Assist Foreman / Ammunition fitter (AF's) inspecting containers for correctness & sealing on receiving of ammunition. Cleaning of office spaces and workshops.
<u>ENQUIRIES APPLICATIONS</u>	:	Lt Cdr K.L. Nkuna, Tel 021 787 5324
	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995
<u>POST 07/45</u>	:	<u>SENIOR HANDYMAN (DIVING EQUIPMENT WORKSHOP) REF NO: SAN/69/23</u> This post is advertised in the DOD, broader Public Service and Media (Flyers)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R110 739 per annum, Level 4
	:	Naval Stores Depot Wingfield, Goodwood
	:	A minimum of NQF Level 1 (ABET L1-3 / Grade 3 – 9 / Std 1 - 7).Special Requirements (Skills Needed): Basic knowledge in Diving / High Pressure environment would be an advantage. Ability to communicate effectively in English. Ability to meet target dates and work under pressure. Ability to operate applicable hand tools and machinery. Ability to work with / under minimum supervision. Knowledge of Health and Safety Regulations. Adhering to all safety and quality regulations. Ability to obtain Military Driver's License would be an advantage. Must have physical strength to move materials and equipment.
<u>DUTIES</u>	:	Assisting Artisans with their tasks to maintain and repair all Diving related equipment and life support systems. Cleaning of equipment, preparing and painting of equipment. Workshop husbandry. Adhering to all safety and quality regulations.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M. Louw, Tel: 021 597 5340
	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995
<u>POST 07/46</u>	:	<u>SENIOR HANDYMAN (HIGH PRESSURE WORKSHOP) REF NO: SAN/69/24</u> This post is advertised in the DOD, broader Public Service and Media (Flyers)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R110 739 per annum, Level 4
	:	Naval Stores Depot Wingfield, Goodwood
	:	A minimum of NQF Level 1 (ABET L1-3 / Grade 3 – 9 / Std 1 - 7).Special Requirements (Skills Needed): Basic knowledge in Diving/High Pressure environment would be an advantage. Ability to communicate effectively in English. Ability to work under pressure and meet target dates. Ability to operate applicable hand tools and machinery. Ability to work with / under minimum supervision. Knowledge of safety standards. Adhering to all safety and quality regulations. Ability to obtain a Military Driver's License would be an advantage. Must have physical strength to move materials and equipment.
<u>DUTIES</u>	:	Assisting Artisans with their tasks to maintain and repair all Diving / High Pressure related equipment and life support systems. Cleaning of equipment, preparing and painting of equipment. Workshop husbandry. Adhering to all safety and quality regulations.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M. Louw, Tel: 021 597 5340
	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995
<u>POST 07/47</u>	:	<u>SENIOR HANDYMAN (MAINTENANCE BUILD) REF NO: SAN/69/25</u> This post is advertised in the DOD, broader Public Service and Media (Flyers)

<u>SALARY</u>	:	R110 739 per annum, Level 4
<u>CENTRE</u>	:	Naval Base Simon's Town, Da Gama Park
<u>REQUIREMENTS</u>	:	A minimum of NQF Level 1 (ABET L1-3 / Grade 3 – 9 / Std 1 - 7). Special Requirements (Skills Needed): Previous handyman experience and supervision would be an advantage. Ability to communicate effectively (verbal/writing) in English. Basic knowledge of health and safety. Must have physical strength to move materials and equipment. Knowledge of general building maintenance, electrical, plumbing and mechanical activities. Ability to work supervise subordinates and work in a team. Ability to perform routine tasks. Sound interpersonal relationship. Basic numeracy and literacy skills
<u>DUTIES</u>	:	Assisting Artisans to manage general maintenance of allocated facilities and structures. Carry out day-to-day maintenance on buildings and structures. Do physical work such as painting, plastering, unblocking of drains, replace light fittings. Performs tasks given by supervisor. Report defects to relevant support centers. Checking serviceability of equipment and machinery and report defects on terrain. Keeping attendance and equipment register. Assist with the training of and the introduction and use of equipment to subordinate personnel.
<u>ENQUIRIES</u>	:	CPO N.P.P. Solomons, Tel 021 787 4086
<u>APPLICATIONS</u>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995
<u>POST 07/48</u>	:	<u>CLEANER: SUPERVISOR 3 POSTS</u> This post is advertised in the DOD, broader Public Service and Media (Flyers)
<u>SALARY</u>	:	R110 739 per annum, Level 4
<u>CENTRE</u>	:	Naval Base Simon's Town, Simon's Town (Da Gama Park, SANBRAX, West Yard)
<u>REQUIREMENTS</u>	:	A minimum of NQF Level 1 (ABET L1-3 / Grade 3 – 9 / Std 1 - 7). Special Requirements (Skills Needed): Previous cleaning experience and supervision would be an advantage. Ability to communicate effectively (verbal/writing) in English. Basic Knowledge of Health and Safety. Knowledge of specific cleaning processes and aids. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Ability to advice subordinates on the correct usage of cleaning material and equipment. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work as a team leader. Sound interpersonal relationship skills. Basic numeric and literacy skills
<u>DUTIES</u>	:	Manage cleaning teams to provide general office and hygiene cleaning services. Undertaking of inspection of buildings and premises and reporting deficiencies. Prevent the build-up of refuse. Keep attendance registers; controlling and safe keeping of equipment in your care. Acquire and issue equipment and material Control maintenance of equipment. Assist with the training of and the introduction and use of equipment to subordinate personnel. Manage subordinates assessment, including disciplining, motivating, advising and guiding. Training of newly appointed cleaners.
<u>ENQUIRIES</u>	:	CPO N.P. Solomons, Tel: 021 787 4086
<u>APPLICATIONS</u>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.
<u>NOTE</u>	:	Special Note: Must be physically fit to perform cleaning duties.
<u>POST 07/49</u>	:	<u>FOOD SERVICES AID: SUPERVISOR SENIOR, REF NO: SAN/69/27</u> This post is advertised in the DOD, broader Public Service and Media (Flyers)
<u>SALARY</u>	:	R110 739 per annum, Level 4
<u>CENTRE</u>	:	Naval Base Simon's Town, SA Naval College, Gordon's Bay
<u>REQUIREMENTS</u>	:	A minimum of NQF Level 1 (ABET L1-3 / Grade 3 – 9 / Std 1 - 7). Special Requirements (Skills Needed): Ability to communicate effectively (verbally and written) in English. Basic knowledge of Health and Safety Regulations. Physical strength and fitness. Knowledge of food preparations and serving. Ability to perform routine tasks. Ability to operate kitchen equipment / machinery. Inter-personal skills. Ability to manage people.
<u>DUTIES</u>	:	Supervising Food Service Aids for the preparations and serving of food and refreshments as well as cleaning and purification of the kitchen and equipment. Ordering supplies and receiving it. Help when supplies are issued and stocktaking. . Welcome guests and handle accounts. Assist with the PMDS (Performance Assessment) of the Food Service Aids.
<u>ENQUIRIES</u>	:	WO2 T.C. Ntsamba / CPO P. Marais, Tel: 021 856 9555 / 9522

<u>APPLICATIONS</u>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995
<u>NOTE</u>	:	Successful candidates must be prepared to work shifts including weekends when required.
<u>POST 07/50</u>	:	<u>CLEANER GS FOREMAN: SUPERVISOR REF NO: SAN/69/28</u> This post is advertised in the DOD, broader Public Service and Media (Flyers)
<u>SALARY</u>	:	R93 444 per annum, Level 3
<u>CENTRE</u>	:	Naval Base Simon's Town, Simon's Town
<u>REQUIREMENTS</u>	:	A minimum of NQF Level 1 (ABET L1-3 / Grade 3 – 9 / Std 1 - 7). Must be physically fit to perform cleaning duties. Special Requirements (Skills Needed): Previous cleaning experience and supervision would be an advantage. Ability to communicate effectively (verbal/writing) in English. Basic Knowledge of Health and Safety. Knowledge of specific cleaning processes and aids. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Ability to advice subordinates on the correct usage of cleaning material and equipment. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work as a team leader. Sound interpersonal relationship skills. Basic numeracy and literacy skills
<u>DUTIES</u>	:	Manage cleaning teams to provide general office and hygiene cleaning services. Undertaking of inspection of buildings and premises and reporting deficiencies. Prevent the build up of refuse. Keep attendance registers; controlling and safe keeping of equipment in your care. Acquire and issue equipment and material Control maintenance of equipment. Assist with the training of and the introduction and use of equipment to subordinate personnel. Manage subordinates assessment, including disciplining, motivating, advising and guiding. Training of newly appointed cleaners.
<u>ENQUIRIES</u>	:	CPO N.P. Solomons, Tel: 021 787 4086
<u>APPLICATIONS</u>	:	Ms A.M. Kau-Tsoanyane, SA Navy, Fleet Command HQ, Private Bag X1, Simon's Town, 7995.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Director-General, Department of Environmental Affairs, Private Bag x 4390, Cape Town, 8000 or hand-delivered to 14 Loop Street, Cape Town. No faxed, e-mailed and late applications will be considered.
- FOR ATTENTION** : Human Resources Management
- CLOSING DATE** : 29 February 2016
- NOTE** : Must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered, for all the applications send through an email, kindly remember to attach all the necessary documentation including a signed Z83 form. 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. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed) the department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 07/51** : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: COASTAL POLICY AND STRATEGIC IMPLEMENTATION REF NO: OC 05/2016**
- SALARY** : Appropriate salary will be determined according to the regulatory framework) (based on OSD)
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriate three year Bachelor's degree/National Diploma in the environmental management/natural sciences fields. Knowledge of Institutional arrangements and the legal regime pertaining to international and South African coastal management, the White Paper for Sustainable Coastal Development in SA, the Integrated Coastal Management Act (Act No. 24 of 2008) and the National Coastal Management Programme of South Africa. Knowledge of Coastal management processes and principles; Integrated Environmental Management and Environmental Impact Assessment; functioning of coastal ecosystems as well as the impacts of human activity. Ability to independently analyse policies, data and coastal environmental documents; be innovative and able to work independently. Possession of strong analytical, administrative, secretarial, communication (both verbal and written), project management, conflict management, financial management and negotiation skills. Possession of a valid driver's license (Proof attached)
- DUTIES** : Support Integrated Coastal Management (ICM) through comprehensive policy analysis, planning, and the development and implementation of the national coastal management programme. Provide coastal policy, evaluation and regulatory advice and assistance to national, provincial and local government and the public sector. Develop, collect and assess performance indicator information for the evaluation of the National Coastal Management Programme. Provision of technical guidance on the development of coastal policies, plans and strategies for all three spheres of government. Dealing with day-to-day ad hoc coastal management matters and queries.
- ENQUIRIES** : Mr L.S Mudau (Tel: 021 819 2497)

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria, 0001 for attention Mr S Matshageng or Hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria / OR directed to the Provincial Director GCIS Free State, PO Box 995, Bloemfontein, 9300, or hand-delivered to Bloem Plaza, East Burger Street, Bloemfontein.
- FOR ATTENTION** : Mr S Matshageng in Pretoria; Mr T Mokeyane in Bloemfontein
- CLOSING DATE** : 4 March 2016
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. 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, citizenship, credit record checks, qualification verification and employment verification). "The successful candidate must disclose to the DG particulars of all registrable financial interests".

OTHER POSTS

- POST 07/52** : **ADMINISTRATIVE OFFICER: FREE STATE**
Directorate: PLL Free State
- SALARY** : R196 278 per annum (Excluding Benefits)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : Qualifications: Applicants must be in possession of a relevant three year Degree / Diploma in Administration or relevant qualification. Experience: At least two years' experience in administration. Special requirements / skills needed: Excellent interpersonal skills. Good communication skills (written and oral), and exceptional organising and planning skills. Ability to work independently, under pressure and in a team. Time management and pro-activeness. Problem solving skills and results orientated individual. Attention to detail. Computer literate (Microsoft Word, Power Point, Access and Excel). Job Knowledge: He / she must have knowledge of the Public Finance Management Act and RFQ / Tender procedures.
- DUTIES** : The incumbent will be responsible for the following: procurement, asset control and disposal in respect of A-class accountable items, budgeting and financial management at provincial level. The official will be responsible for the procurement of goods and services. The official will be responsible for capturing orders and maintaining the database. Other duties will include support in the provisioning of GG and subsidised transport services in the Provincial Office. Provision of monthly administrative reports to Head Office and to the Provincial Director on administrative matters with other departments as well as the public and service providers for the Free State Provincial GCIS. Training and guidance on administrative matters to communication officers, the secretary, part-time workers and interns. Support in terms of lease agreements for the GCIS Provincial as well as District offices. Supporting the Provincial Director in evaluating staff under his/her supervision. Support regarding personnel matters to Head Office from the Free State GCIS Provincial Office. Support in compiling monthly budget projections and record-keeping of budget expenditure. Handling and controlling all financial matters for the Free State GCIS and Information Resource Centres located in the Thusong Service Centres and elsewhere.
- ENQUIRIES** : Ms Trevor Mokeyane, Tel: (051) 448 4504/5/6

NATIONAL 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** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Strubenstreets.Pretoria.
- FOR ATTENTION** : Ms N Sombinge
- CLOSING DATE** : 7 March 2016
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks 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 number(s) on their applications.
- Erratum: The National Department of Health is retracting the advertisement of Chief Director: Health Facilities Infrastructure Management post with reference no: NDOH 6/2016 and post circular no: 05/21 of circular number 5. The post is no longer advertised due to some unforeseen circumstances. We apologies for any convenience resulting from the withdrawal of the advertisement.

MANAAGEMENT ECHELON

- POST 07/53** : **DIRECTOR: ENVIRONMENTAL HEALTH REF NO: 2/2016**
Chief Directorate: Environmental and Port Health Directorate: Environmental and Port Health
- SALARY** : An all inclusive remuneration package of R864 177 per annum [basic salary consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A four year Bachelor's Degree or equivalent NQF 7 certificate in Environmental Health or Public Health and valid registration with HPCSA as an Environmental Health Practitioner , At least five (5) years working experience at a middle managerial level in environmental health, including experience in Policy development, Human resource and Financial management as well as procurement procedures , Knowledge of environmental health related government policies and legislation, coordination, analysis and application thereof, Good communication (written and verbal), interpersonal, planning, organisational, strategic capacity leadership, project management, and computer skills , Ability to work in a highly pressured environment and driven by sense of urgency to meet deadlines , A valid driver's licence.
- DUTIES** : Key Performance: Management of environmental health services delivery in South Africa , Drive the process to develop environmental health legislation,

policies and systems , Assist in the strategic planning and strategic positioning of environmental health services , Link with regional and international agencies dealing with environment and health issues , Develop National Environmental health Action Plans and Operational Plans.

ENQUIRIES

: Mrs APR Cele on tel 012 395-8522/8521

OTHER POSTS

POST 07/54

: **ASSISTANT DIRECTOR: DIETETICS REF NO: NDOH 12/2016**

SALARY

: Grade 1: R398 040 per annum as per OSD

CENTRE

: Chief Directorate: Health Promotion and Nutrition. Directorate: Nutrition. Pretoria

REQUIREMENTS

: A three (3) year Degree/National diploma or equivalent NQF 6 certificate in Science (Dietetics/Nutrition) and registration with HPCSA in the Dietary Services , At least eight (8) years experience in the relevant profession of which five (5) years must be in a supervisory capacity , Knowledge and experience in Integrated Nutrition Programmes including poverty related issues , Good communication (written and verbal), computer (MS Word, MS Powerpoint and MS Excel), planning, monitoring, evaluation, research, organisational, training, programme design and analysis skills , Must be willing to travel and work long and irregular hours , A valid driver's licence.

DUTIES

: Develop clinical guidelines on defined nutrition priorities , Establish clinical working groups on disease specific nutrition support , Monitor the compliance of food standards by the industry , Contribute to the development of food standards and specifications for special dietary use , Monitor implementation of nutrition interventions in provinces , Support capacity building workshops on clinical nutrition guidelines in provinces , Contribute to implementation of norms and standards for nutrition services , Support the implementation of special projects within the directorate , Undertake other related duties as requested by the Director.

ENQUIRIES

: Mr G Tshitauzi (012) 395 8513

POST 07/55

: **ASSISTANT DIRECTOR: REVITALISATION PROJECT FINANCE REF NO: NDOH 16/2016**

SALARY

: R361 659 per annum (All inclusive).

CENTRE

: Chief Directorate: Health Facilities Infrastructure Management. Directorate: Revitalisation Project. Pretoria

REQUIREMENTS

: A B.Comm Degree/National Diploma/equivalent NQF 6 in Finance and a Certificate in Project management , At least three (3) years experience working with projects cash flow , Experience in financial data collection, data analysis and application report writing of Public Finance Management Act (PFMA) and Division of Revenue Act (DORA) , Good computer literacy (MS Word, MS Excel and MS Powerpoint), communication (written and verbal) and presentation skills , Willingness to travel regularly , A valid driver's license.

DUTIES

: Prepare and update the provincial project cash flow payment schedule , Ensure that all payments schedule are according to the allocated budget , Ensure that provincial allocated budget per projects are recorded correctly in the Project Management Information System (PMIS) , Draw financial report on the monthly basis and advice accordingly , Conduct financial audit review in all provinces , Manage other financial matters within the Directorate and Cluster.

ENQUIRIES

: Mr NN Mphaphuli at tel no (012) 395 – 8267

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

NOTE

- : "All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. "Applications should be submitted on a Z83 obtained from any Public Service Department accompanied by a comprehensive CV, certified copies of Qualifications and ID. 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. The appointment is subject to security clearance and verification of qualifications. Faxed, emailed, registered post and late applications will not be considered.

MANAGEMENT ECHELON**POST 07/56**

- : **DIRECTOR SUPPLY CHAIN MANAGEMENT REF NO: Q9/2016/22**
This is a re-advertisement of post (ref: Q9/2016/02) and those who applied previously must not apply.

SALARY

- : R 864 177.00 per annum (Salary level 13). The successful Candidate will be required to sign a performance agreement.

**CENTRE
REQUIREMENTS**

- : Pretoria
: An appropriate recognized three year (3) Bachelor's degree at NQF Level 7, or equivalent, in Supply Chain Management/Finance/ Commerce or relevant related field. At least ten (10) years' experience in supply chain management (including asset management) of which Five years (5) of the experience in Supply Chain Management should be in middle management level. Extensive knowledge and experience in Supply Chain Management and Asset Management. In depth knowledge of Financial, Supply Chain Management and Asset Management Procedures and prescripts is vital. Knowledge of the PFMA, PPPFA, Treasury Regulations, GIAMA and SCM Practice Notes is essential. LOGIS knowledge and experience, as well as Accounting and Provisioning Administration background required. Good interpersonal and communication skills as well as advanced computer skills. The ability to manage staff and draft relevant policies and/or reports as required. Applicants must be able to work under pressure, independently and be willing to work overtime when necessary. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Valid Driver's license is required.

DUTIES

- : The successful candidate will be primarily responsible to: Develop and oversee the implementation of the supply chain management system; Establish the bid specification, bid evaluation and bid adjudication committees, and oversee the proper functioning of the committees; Manage the Demand Management process, Identify preference points system and appropriate goals per commodity in terms of preferential procurement policy Objectives; Oversee the development and utilisation of a supplier database; Oversee bid/quotation process; Oversee the management of logistics operations; Report on supply chain management information as required to internal and external stakeholders; Develop and oversee the implementation of a SCM performance system; Manage the annual SCM risk assessment ,development of the SCM risk universe and risk response plan; Develop and oversee the implementation of the asset management system, including: the establishment of the Asset Management Unit, and departmental policies and procedures; Develop and maintain the lease register; Utilise BAS to capture accounting transactions, control the general ledger, perform financial administration and prepare financial reports; Utilise LOGIS for provisioning, procurement, stock control and reporting; Utilise Vulindlela as a management information system for monitoring and reporting of revenue, expenditure, assets and liabilities.

ENQUIRIES APPLICATIONS : Ms Nkhensani Hlongwane (012) 399 0040
 : Independent Police Investigative Directorate, Private Bag X941, Pretoria, 0001
 or, hand deliver to 114 Madiba Street, City Forum Building, Pretoria 0001.

CLOSING DATE FOR ATTENTION NOTE : 4 March 2016
 : Ms Portia Hlalele
 : The successful candidate will have to undergo security vetting. His/her character should be beyond reproach. Only African females/ males, Coloured females /Males, White males are encouraged to apply

OTHER POSTS

POST 07/57 : **PRINCIPAL INVESTIGATOR AND PROTECTION OFFICER (NATIONAL SPECIALISED INVESTIGATIVE TEAM) NSIT 4 POSTS**

SALARY : R289 761 per annum (Salary level 9). The successful candidate will be required to sign a performance agreement.

CENTRE : Western Cape Ref No: Q9/2016/25
 Kwa-Zulu Natal Ref No: Q9/2016/26
 Free State Ref No: Q9/2016/27
 Gauteng Q9/2016/28

REQUIREMENTS : Relevant Bachelor's Degree or equivalent qualification in law or law enforcement, a minimum of three (3) years' experience in the Criminal Justice System. Criminal investigation experience relating to specialised investigations (corruption, racketeering and money laundering, surveillance and covert information gathering, forensic investigations, cybercrime investigations, witness protection) will serve as an added advantage. Thorough knowledge and understanding of criminal law and Criminal Procedure Act and other applicable legislation, knowledge of human rights and government's broad transformation objectives and initiatives are essential, Project Management skills and knowledge of investigative system and procedures, a valid driver's license is essential, ability to work under pressure. Should have undergone firearm competency training and should be willing to carry an official firearm if needed/required/requested. Should be available on short notice to perform duties, should be willing to travel on short notice. Sound knowledge in compliance practices and prescripts. Familiarity with criminal investigation processes

DUTIES : Undertake supervise specialized investigations (investigative projects) that might require the official to be away from office for extended periods. Make criminal recommendations to the Director of Public Prosecution and SAPS/MPS based on the outcome of investigation. Be responsible to the safeguarding and protection of witnesses and investigators where necessary.

ENQUIRIES APPLICATIONS : Ms Nkhensani Hlongwane
 : Independent Police Investigative Directorate, Private Bag X941, Pretoria, 0001
 or, hand deliver to 114 Madiba Street, City Forum Building, Pretoria 0001.

CLOSING DATE FOR ATTENTION : 4 March 2016
 : Ms Portia Hlalele

POST 07/58 : **INVESTIGATOR REF NO: Q9/2016/23**

SALARY : R196 278 per annum

CENTRE : Western Cape Provincial Office (Bellville)

REQUIREMENTS : A minimum of Grade 12 or a relevant diploma/degree in Law or Policing, Knowledge of Criminal Law, Criminal Procedure and Law of Evidence, A valid Code 08 driver's license and the ability to drive a motor vehicle in that class, Computer literacy, The ability to work under pressure, Competent in interviewing, report writing as well as verbal and written communication, Competent and fit to handle a firearm or willing to undergo such a test, Willingness to be on standby and perform overtime duties, Analytical thinking, problem-solving and decision making skills, Client orientation and customer focus, Results-driven.

DUTIES : Key performance Areas: Receive, register and allocate cases, Attend crime scenes and post-mortems, Collect, safeguard and process exhibits at the crime scene, Conduct interviews with suspects and witnesses and obtaining affidavits, Advise the next of kin of victims and other relevant stakeholders regarding progress of investigations, Manage stakeholders, Conduct investigations of cases of alleged criminality and misconduct against members of the police, as stipulated in Section 28 of the IPID Act, Conduct searches, seizures and collection of evidence, etcetera, Compile 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, Update electronically the status of each case on the database.
<u>ENQUIRIES</u>	:	Mr GJ Trussell Tel: (021) 941 4800
<u>APPLICATIONS</u>	:	Independent Police Investigative Directorate, Private Bag X43, Bellville, 7535 or hand deliver at Cnr Petrusa & Mazzur Street, 1 st Floor, Fintrust Building, Bellville, 7530
<u>FOR ATTENTION</u>	:	Ms T Mandlakhe Tel: (021) 941 4800
<u>CLOSING DATE</u>	:	29 February 2016
<u>NOTE</u>	:	White Females/Males and Coloured Males/Females are encouraged to apply.

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

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

- APPLICATIONS** : For other relevant information and how to apply, please visit the Department's website: www.dirco.gov.za and click on "employment information". Please note that only on-line applications submitted through e-recruitment will be accepted.
- CLOSING DATE** : 26 February 2016 - 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). We thank all applicants for their interest. The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 07/59** : **CHIEF DIRECTOR: SOUTHERN AFRICA**
Branch: Africa
- SALARY** : Total salary package: R1 042 500 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance contract.
- REQUIREMENTS** : Applicants must be in possession of a SAQA recognised NQF level 7 qualification in Political Science or related fields; At least 5 years' experience at senior managerial level in International Relations. Skills & Competencies: Knowledge and understanding of legislative framework governing the Public Service – Public Service Act, 1994; Treasury Regulations; Global political and economic change and development; Monitoring and evaluation processes; Performance assessment tools and Cabinet Parliamentary processes; Knowledge of Cabinet and Parliamentary processes. Knowledge of practices associated with the support of administrative and management activities. Substantive knowledge and understanding of: South African Government policies, objectives and strategies; South African Foreign Policy; The South African economy (NDP; NGP; IPAP etc.); Global political and economic trends, and international politics; South Africa, the region as well as the Continent; and Knowledge and insight into South Africa's History; Understanding of international trade and investment; Knowledge of Political Science and International Relations; Knowledge of relevant Justice and international laws e. g. international humanitarian law; Understanding of international agreements, treaties, resolutions, commitments and outcomes of major global development conferences; and Understanding of intergovernmental relations and co-operative governance.
- DUTIES** : Serve South African domestic priorities through the promotion of bilateral relations and execution of specific projects in the political, economic and cultural sectors with foreign countries, specifically countries in, Southern Africa. Manage and provide advice to the Departmental Executives on relations to foreign policy direction with foreign countries under jurisdiction. Establish, manage and maintain internal and external stakeholder relations. Provide strategic leadership and management support in the Chief Directorate and to South African missions abroad in promoting the interests of the country.
- ENQUIRIES** : Mr Henko Labuschagne, Tel: (012) 351 0411
- NOTE** : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

<u>POST 07/60</u>	:	<u>DIRECTOR: TRANSNATIONAL ORGANISED CRIME & CRIMINAL JUSTICE</u> Branch: Global Governance and Continental Agenda
<u>SALARY</u>	:	Total salary package: R864 177 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance contract.
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a SAQA recognised NQF level 7 qualification in Law / Criminal Justice / Political Science / International Relations or related fields; At least 5 years' experience at middle/senior managerial level in Criminal Justice or related field Skills & Competencies: In-depth understanding of South Africa's foreign policy Good knowledge of international politics Knowledge of regional and global economic issues Strategic management and policy formulation skills Analytical skills Report-writing skills Communication skills Negotiation skills Diplomacy Liaison with internal and external stakeholders Intergovernmental liaison and co-ordination
<u>DUTIES</u>	:	Manage and coordinate South Africa's approach to global policy making regarding crime Manage and coordinate South Africa's approach to global policy making regarding the issue of narcotic drugs and psychotropic substances Manage and coordinate South Africa's approach to global policy making regarding corruption and related economic crimes Manage the overall performance of the Directorate and participate in corporate governance.
<u>ENQUIRIES</u>	:	Ms F Rakiep Telephone number: (012) 351-0538
<u>NOTE</u>	:	All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<u>POST 07/61</u>	:	<u>DIRECTOR: HUMAN RIGHTS</u>
<u>SALARY</u>	:	Total salary package: R864 177 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance contract.
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a SAQA recognised NQF level 7 qualification in Political Science or related fields; At least 5 years' experience at middle/senior managerial level in Multilateralism or related field Added advantage: Mission experience. Skills & Competencies: Strategic Capability and Leadership Client orientation Knowledge and understanding of South Africa's foreign policy Knowledge and understanding of Legislative Framework governing the Public Service Understanding of International Human Rights Law (HRL). Knowledge and understanding of South African Constitutional Law. Diplomacy, Networking, Problem solving, Computer, Language, Financial
<u>DUTIES</u>	:	Manage and facilitate South Africa's participation within international human rights structures Provide strategic guidance on the overall coordination of domestic mechanisms to enhance South Africa's effectiveness and influence in multilateral arena Facilitate South Africa's compliance with its international obligations and deployment of South Africa's experts Manage the overall performance of the Directorate and participate in Corporate Governance Facilitate and participate in multilateralism fora and structures.
<u>ENQUIRIES</u>	:	Ms F Rakiep Telephone number: (012) 351-0538
<u>NOTE</u>	:	All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

<u>POST 07/62</u>	:	<u>DIRECTOR: STRATEGIC SUPPORT</u>
<u>SALARY</u>	:	Total salary package: R864 177 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance contract.
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a SAQA recognised NQF level 7 qualification in International Relations/Political Science or related fields; At least 5 years' experience at middle/senior managerial level in Multilateralism or related fields, Added Advantage: Mission experience, Skills & Competencies: Strategic Capability and Leadership, Client orientation, Knowledge and understanding of South Africa's foreign policy, Knowledge and understanding of Legislative Framework governing the Public Service, Diplomacy, Networking, Problem solving, Computer literacy, Communication skills, Financial skills
<u>DUTIES</u>	:	Manage and coordinate the office of the Deputy Director-General Manage and coordinate substance support to the Branch, Manage the budget process in the Branch, Manage and coordinate Branch Strategic Management i.e. planning, monitoring and evaluation and reporting processes between line function and Missions Manage and provide corporate services to the Branch and Missions under Jurisdiction Manage the overall performance of the Directorate and participate in corporate governance
<u>ENQUIRIES</u>	:	Ms F Rakiep Telephone number: 351-0538
<u>NOTE</u>	:	All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the Implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<u>POST 07/63</u>	:	<u>DIRECTOR: GOVERNANCE PERFORMANCE AND IT AUDIT</u> Chief Directorate: Internal Audit
<u>SALARY</u>	:	Total salary package: R864 177 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance contract.
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a SAQA recognized NQF 7 qualification in Information Technology/ Informatics/ Computer Science; At least 5 years' experience at middle/senior managerial level within the auditing environment including at least 5 years' experience in IT Auditing; Knowledge of Performance Auditing is compulsory; Higher/ Postgraduate Diploma in Computer Auditing would be an added advantage; Registration with Professional Body such as the CIA / CA (SA) / CISA would be an added advantage; Willingness to travel extensively, Skills & Competencies: Information Technology /Finance experience, Information Technology knowledge (IT Infrastructure, IT Operations, IT Security, ERP systems), Experience in auditing techniques (CAATs), data analytics, including scripting, Knowledge of performance auditing/internal auditing, Understanding of business processes and systems, Knowledge and understanding of enterprise-wide risk management, Knowledge of the public sector regulatory framework, e.g. the Public Finance Management Act and Treasury Regulations, Strategic and analytical thinking, Leadership skills, Interpersonal skills, Client service orientation, Ability to work independently and under pressure.
<u>DUTIES</u>	:	Key Responsibilities: Provide strategic and operational management support for the ICT and Performance Audits Develop and manage the ICT and Performance Audit Methodologies Manage and execute the Information technology audits Manage and execute Performance Audits Develop and improve ICT and performance audit methodology and tools, related risks and controls matrices, audit manual. Accountable for the identification and reporting on significant control weaknesses within the ICT environment. Lead a team to undertake specific audit activities and assures compliance with ICT and performance audit methodology, quality and homogeneity of the IA outputs including quality and formatting of audit reports issued. Quality assure system description, working papers and reports prepared by subordinates. Enable the Department to satisfy the Corporate

Governance requirements. Undertake audit activity to ensure that high risk areas are subject to greater focus than low risk areas Participate in the Chief Directorate's strategic and operational plans. Participate in the Chief Directorate's budget and resource plans to meet requirements of the approved audit plan. Preparing the Audit Committee, Steering Committee and Departmental Management Committee reports and attending all meetings. Implementation of the IT and performance audit plans for the Internal Audit Business Unit. Identification of specialist skills required for IT and performance audit projects. Preparation of the monthly progress reports.

ENQUIRIES
NOTE

- : Mr Phaladi Thipa Telephone number: (012) 351 1461/ 0151
- : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 07/64

- : **DIRECTOR: VETTING FIELDWORK AND INTEGRITY MANAGEMENT**
Branch: Corporate Management

SALARY

- : Total salary package: R864 177 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance contract.

REQUIREMENTS

- : Applicants must be in possession of a SAQA recognised NQF level 7 qualification in Social Science or related fields; At least 5 years' experience at middle/senior managerial level in Vetting and Integrity fields; A valid Top Secret security clearance; A valid driver's license; Short course in analysis and conflict management will be an added advantage Skills & Competencies: Strategic Capability and Leadership Financial Management People Management and Empowerment Client Orientation and Customer Focus Change Management Knowledge Management Service Delivery Innovation

DUTIES

- : Manage the execution of fieldwork investigations within the Department Develop, manage and implement policies, guidelines norms and standards in vetting and investigations for security clearance levels Manage resources projects and files Implement the public service integrity management framework in the department Manage the overall performance of the Directorate and participate in Corporate Governance

ENQUIRIES
NOTE

- : Ms M Tsamaisi Telephone number: (012) 351 1796
- : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 07/65

- : **DIRECTOR: RECORDS MANAGEMENT**

SALARY

- : Total salary package: R864 177 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance contract.

REQUIREMENTS

- : Applicants must be in possession of a SAQA recognised NQF level 7 qualification; At least 5 years' experience at middle/senior managerial level in Record Management; Proof of attendance / completion of the National Archives and Records Service's Record Management Course Skills & Competencies: Strategic Capability and Leadership Financial Management People Management and Empowerment Client Orientation and Customer Focus Change Management Knowledge Management Service Delivery Innovation

DUTIES

- : Develop, implement and maintain records management policies, file plans, record manuals and record control schedule for the Department Ensure proper management and care of departmental records Ensure the records generated and

stored in electronic systems are managed in terms of the requirements set out in the National Archives and Record Service of South Africa Act, 1996 for managing electronic records in governmental bodies Coordinate the promotion of access to information as well as distribution and reporting of news supply service

ENQUIRIES
NOTE

- : Ms M Tsamaisi Telephone number: (012) 351 1796
- : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 07/66

- : **DIRECTOR: HUMAN RESOURCES DEVELOPMENT AND PERFORMANCE MANAGEMENT**

SALARY

- : Total salary package: R864 177 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance contract.

REQUIREMENTS

- : Applicants must be in possession of a SAQA NQF level 7 qualification in Human Resource Management/ Human Resource Development/Public Administration/Industrial Psychology or related field; At least five years middle/senior Management experience in Human Resource Performance Management and Development. Skills and Competencies: Knowledge of and ability to interpret Public Service prescripts on broader Human Resources Management matters generally, with specific reference to Human Resource Development and Performance Management; and career and talent management Knowledge of policy research and skills in analysis and development concerning HRD & PM Ability to interpret and apply policies through scrutiny and innovative thinking on HRD & PM as well as NQF Knowledge of and skills in strategic and project planning and management Knowledge of and skills in financial management and budgeting Knowledge and skills of data analysis and in report writing Demonstrable ability to manage, empower and provide strategic direction to subordinates on Human Resource Development and Performance Management Proven skills and proven experience in facilitating the implementation of HRD & PM policies and general Human Resource prescripts Ability to develop innovative ideas that result in major changes on the implementation of existing policy framework Ability to work under pressure and political and cultural sensitivity Computer literacy

DUTIES

- : Key Responsibilities: Manage and monitor the implementation of Performance Management system Manage and monitor the implementation of the Skills Development Programmes Manage learnership and internship programmes Manage and facilitate the implementation of career management services and talent management Manage the overall performance of the Directorate and participate in Corporate Governance Building and maintaining partnerships with internal and external stakeholders Facilitating and provide advice on the application of Human Resource Development and Performance Management systems Transforming the adherence to HRD & PM culture across DIRCO into one based on trusted relationships and solution orientated problem solving Develop plans aimed at promoting sound HRD and the management of poor performance where appropriate Represent the Department at relevant fora, including Supply Chain Management Develop, consult and monitor the application of HRD & PM policy framework and procedure Manage and ensure awareness/development of management and all employees with regard to HRD & PM legislation, policy and procedures Initiate, facilitate and co-ordinate procedures with regard to performance management

ENQUIRIES
NOTE

- : Ms M Tsamaisi Telephone number: (012) 351 1796
- : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

<u>POST 07/67</u>	:	<u>DIRECTOR: SECURITY MANAGEMENT</u> Office of the Chief Operations Officer
<u>SALARY</u>	:	Total salary package: R864 177 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance contract.
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an undergraduate (NQF level 7) or equivalent qualification in Security Management or equivalent qualification; At least five years' at a middle/senior managerial level in Security Management; A valid top security clearance. Skills and Competencies: Knowledge and Understanding of relevant public service legislation. Knowledge and understanding of SA Foreign Policy. Knowledge and understanding of safety and Security services framework. Knowledge and Understanding of MISS Knowledge of and skills in strategic and project planning and management Demonstrable ability to manage, empower and provide strategic direction Ability to work under pressure and long hours Political and cultural sensitivity Computer literacy Financial Management Willingness to travel
<u>DUTIES</u>	:	Key Responsibilities: Manage the provision of physical security services based on the MISS Develop, evaluate and coordinate emergency plans at Head Office and Missions in consultation with State Security Agency (SSA) Participate in the Management of the department's information security services including the Missions Coordinate and participate in Joint Emergency and Evacuation committee (JEEC) at Head Office and Missions abroad Analyse Mission security audit reports done by SSA and advise business units Missions on corrective Manage the provision of Diplomatic mail and mail distribution services Manage the overall performance of the Directorate and participate in Corporate Governance
<u>ENQUIRIES</u>	:	Mr J Munro Telephone number: (012) 351 1323
<u>NOTE</u>	:	All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<u>POST 07/68</u>	:	<u>DIRECTOR: COST AND MANAGEMENT ACCOUNTING</u> Branch: Financial and Asset Management
<u>SALARY</u>	:	Total salary package: R864 177 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance contract.
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an undergraduate (NQF level 7) or equivalent qualification in Financial Management or related field; At least five years' at a middle/senior managerial level within a Financial Management Field. Competencies: Knowledge and understanding of Legislative Framework governing the Public Service; Financial Management; Government policies, legislation / regulations such as PFMA; Treasury Regulations and Frameworks and Division of Revenue Act; ARF Act; Generally Recognized Accounting Practice (GRAP) and Modified Cash Standard (MCS). Knowledge and Understanding of cost and management accounting Knowledge of government systems Knowledge and understanding of foreign currency Problem solving Analytical thinking Networking Communication skills Computer literacy Planning and Organising Project Management
<u>DUTIES</u>	:	Manage and facilitate the department's financial planning processes Manage the department's financial reporting process Develop a commodities sourcing strategy in line with the markets prices. Align operations and cost based planning budgeting and forecasting including foreign exchange. Manage of demand management plans with cash flow projections and drawings. Manage the monthly forecast process for costs and make sure all deadlines are met. Conduct the feasibility study to determine enterprise optimizations for the department. Analyse capital expenditure (capex) projects including ICT for the business and ensure

that capex stays within Budgeted targets. Provide support during the regulatory audit process by working with the auditors to answer queries and provide analysis as required in a timely manner. Manage the overall performance of the Directorate and participate in Corporate Governance.

ENQUIRIES

NOTE

- : Ms E Moss, tel. (012) 351-1392
- : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 07/69

- : **DIRECTOR: STRATEGIC SUPPORT**
Branch: Asia and the Middle East

SALARY

- : Total salary package: R864 177 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance contract.

REQUIREMENTS

- : Applicants must be in possession of a SAQA recognised NQF level 7 qualification in International Relations/Political Science or related fields; At least 5 years' experience at middle/senior managerial level in the International Relations environment Added Advantage: Mission experience Skills & Competencies: Strategic Capability and Leadership Client orientation Knowledge and understanding of South Africa's foreign policy Knowledge and understanding of Legislative Framework governing the Public Service Diplomacy Networking Problem solving Computer literacy Communication skills Financial skills

DUTIES

- : Manage and coordinate the office of the Deputy Director General Manage and coordinate Substance support to the Branch Manage the Budget process in the Branch Manage and provide corporate services to the Branch and Missions under Jurisdiction Manage and coordinate Branch Strategic Management i.e. planning, monitoring and evaluation and reporting processes between line function and Missions Manage the overall performance of the Directorate and participate in corporate governance

ENQUIRIES

NOTE

- : Mr N Shunmugam Telephone number: (012) 351-0721
- : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the Implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration

CLOSING DATE : 07 MARCH 2016

NOTE : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications and identity document and a driver's licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). Candidate will complete a financial disclosure form and also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Shortlisted candidates will be subjected to a personnel vetting process. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 07/70 : **SOLICITOR GENERAL REF NO: 16/26/CLO**
5 Years renewable contract
Job Purpose: To oversee and coordinate the establishment of a single Unit: State Legal Services to represent government and organs of state in courts of law; Determine the legal position that government will take in the Constitutional/Supreme Court and to provide legal advice.

SALARY : R1 267 806 – R1 428 186 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An undergraduate legal qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA in Business Administration and/or Public Administration; At least 8 - 10 years experience at a senior managerial level; 10 years experience, inter alia, practicing as a lawyer, commercial/corporate lawyer, drafting, opinion writing and subordinate legislation; Admittance as an Attorney/Advocate in any division of the High Court of South Africa or previously admitted as an Attorney and practiced as such; Knowledge of, inter alia, interpretation of statutes, administrative law, constitutional law; Public Service experience would be an advantage; A valid driver's licence; Skills and Competencies: Planning and Organizational skills; Strategic, capability and leadership skills; Communication (written and verbal) skills; Computer literacy (MS Office); Research, statistical and negotiation skills; Project management skills; Financial management; Change management.

DUTIES : Key Performance Areas: Develop and table to the Minister the litigation policy framework for the implementation across all spheres of government; Provide and implement the litigation strategy across all spheres of government; Direct, oversee and report on litigation for and on behalf of government; Direct and oversee and coordinate the provision of mediation services; Drive down the astronomical costs of litigation for government; Drive the transformation agenda through the management of briefs and instructions to the legal profession; Oversee and facilitate the provision of cooperative inter-governmental relations of legal and constitutional matters; Direct, oversee and quality assure the provision of state legal advisory service to all organs of state; Provide strategic leadership,

		management and corporate governance of the Unit; Oversee and facilitate the provision of corporate management services.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Jacobs (012) 315 1186
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>NOTE</u>	:	Women and People with disabilities are encouraged to apply.
<u>POST 07/71</u>	:	<u>DIRECTOR: NATIONAL OPERATIONS CENTRE REF NO: 16/27/COO</u>
<u>SALARY</u>	:	R864 177 – R1 017 972 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	An undergraduate qualification (NQF level 7) in Statistics/Information Management or related fields as recognized by SAQA; At least 6 - 10 years' experience of which 5 years must be at middle/senior managerial level; Knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations; A valid driver's licence. Skills and Competencies: Planning and Organizational skills; Strategic, capability and leadership skills; Communication (written and verbal) skills; Computer literacy (MS Office); Research, statistical and negotiation skills; Project management skills; Financial management; Change management.
<u>DUTIES</u>	:	Key Performance Areas: Monitor and evaluate the performance of the Department and service points on a regular basis; Collate, process and analyse management information and statistics gathered from service points across the country; Compile and write specific and standard reports, using the information and statistics that has been gathered and processed from service points; Plan, implement and manage different projects to evaluate and measure the performance of the Department and develop the capacity and improve performance and service delivery; Produce various reports in support of policy decisions that will ensure equitable access to justice and lead to a re-distribution of resources; Manage human and physical resources of the directorate to ensure that appropriate capacity and facilities are in place to meet the directorate's strategies goals.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. MC Kekana (012) 357 8023
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>NOTE</u>	:	Women and People with disabilities are encouraged to apply.

OTHER POSTS

<u>POST 07/72</u>	:	<u>DEPUTY DIRECTOR: SYSTEMS MANAGER BUSINESS SYSTEMS SUPPORT MAINTENANCE REF NO: 16/38/ISM</u> Contract appointment ending September 2018
<u>SALARY</u>	:	R569 538 – R670 890 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	A National Diploma/Degree in Information Technology or equivalent qualification at NQF6; Three (3) years experience in an IT environment with focus on Business Application Maintenance, Functional Support and testing; A minimum of 1 year experience in SLA Management; The following will serve as an advantage:- Experience in Application Development and exposure to development of IT policies, procedures and processes, ITIL as well as IT auditing standards; Experience in Project Management, Change Management, End User Training and business applications deployment/implementation. Skills and Competencies: Communication (written and verbal) skills; Project Management and Management skills; Good interpersonal relations; Creative and analytical; Ability to work independently and under pressure; Attention to detail and accuracy.
<u>DUTIES</u>	:	Key Performance Areas: Provide general functional and system support, specializing in business systems/subsystems; Quality assurance of developed systems/enhancement to systems; Ensure deployment/implementation of developed solutions; Manage the service level agreement.

<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Zeekoei 📞 (012) 315 1436
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 07/73</u>	:	<u>ASSISTANT DIRECTOR: FRAUD AND CORRUPTION PREVENTION 2 POSTS REF NO: 16/39/COO</u>
<u>SALARY</u>	:	R289 761 - R341 313 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	Bachelor's Degree/Public Administration/Management or equivalent qualification; 3 years experience in fraud and corruption prevention, including investigations and public service anti-fraud and anti-corruption policies and strategies; Knowledge of Departmental policies and legal framework; A valid driver's licence. Skills and Competencies: Organizing and planning; Motivational skills; Communication skills (written and verbal); Interpersonal skills; Problem solving; Presentation/facilitation skills; Computer literacy (MS Office); Ability to work under pressure; Basic financial management skills; Project management skills.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the development and implementation of Fraud and Corruption Prevention Strategy/Plan in the Department; Review and evaluate anti-corruption capacity measures within the Department; Administer financial disclosures and provide advisory services on ethical issues; Monitor and evaluate integrity systems and processes; Manage resources (human, financial and assets) in compliance with PFMA and relevant regulatory framework.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M. Modibane 📞 (012) 315 1668
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource, Department of Justice and Constitutional Development Private Bag X81, Pretoria, 0001. OR Application Box, First Floor, Reception, East Tower, Momentum Building, Pretoria, 0001.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 07/74</u>	:	<u>CLUSTER MANAGER: COURT INTERPRETING 5 POSTS REF NO: 29/16/WC</u>
<u>SALARY</u>	:	R289 761 – R341 313 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Offices; Atlantis Cluster (also serving Vredendal Cluster) Bellville Cluster (also serving Somerset West Cluster), George Cluster (also serving Oudtshoorn Cluster), Khayelitsha Cluster (also serving Mitchells Plain Cluster) and Paarl Cluster (also serving Worcester Cluster)
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 and National Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English and two or more indigenous languages; Six years' practical experience as a Court Interpreter with minimum three years supervisory experience; A valid driver's licence. Skills and Competencies: Communication (verbal and written) skills;; Listening skills; interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Manage the legal interpreting, language services and stakeholder relations in the cluster; Develop and implement the legal interpreting and language services business plan for the cluster; Manage both human and non-human resources of legal interpreting and language services in the cluster; Manage special projects of legal interpreting and language services; Manage training and development of court interpreters; Manage compliance of the code of conduct.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J January Tel. (021) 462 5471
	:	Forward your application to: The Regional Head, Private Bag x 9171, Cape Town 8000 OR Physical address: Plein Park Building, Mezzanine floor, Plein Street, Cape Town.
<u>FOR ATTENTION</u>	:	Mr H Mzaca
<u>POST 07/75</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: 38/15EC</u>
<u>SALARY</u>	:	R289 761 – R341 313 per annum, The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office, East London

<u>REQUIREMENTS</u>	:	3 year National Diploma/Degree in Human Resources or relevant field; Three years supervisory experience; A valid driver's licence; The following will serve as an added advantage: 6 years experience in Human Resources. Skills and Competencies: Basic project management skills; Computer literacy (MS Office, Intranet and Internet); Basic training skills; Communication skills;(verbal and written); Numerical skills; Interpersonal relations; Problem analysis and solving; Planning and organizing; Knowledge of PERSAL system.
<u>DUTIES</u>	:	Key Performance Areas: Manage and maintain performance management system of the Region and measure compliance; Provide, advise training and support to the Regional Office and sub-offices on the development of performance agreements; Facilitate, monitor and assess the implementation of the performance management system in the Region; Manage the implementation of policies and procedures related to the Human Resources PILLIR administration; Provide support and guidance to staff regarding policies, requirements and general pre-scripts; Monitor work-flow, apply and maintain discipline in the unit; Ensure that staff is adequately trained and developed to fulfill their functions; Assist with policy implementation and compliance; Submission of statistics; Submissions of monthly, quarterly, annual reports contributions.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. Pretorius ☎ 043 702 7000
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200
<u>POST 07/76</u>	:	<u>ASSISTANT STATE ATTORNEY, LP3-LP4 6 POSTS REF NO: 16/33/CLO</u>
<u>SALARY</u>	:	R229 773 – R657 924. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Pretoria
	:	An LLB or 4 year recognized legal qualification; At least 2 years appropriate post legal/litigation experience; Admission as an Attorney; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal); Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Guide and train Candidate State Attorneys; Handle litigation and appeals in the following Courts: Magistrates, High, Labour, CCMA, Land Claims, Constitutional, Tax and tax tribunals; Attend to liquidation and insolvency queries; Draft and/or settle all types of contracts on behalf of the various client departments; Render legal opinions and advice; All forms of arbitration, including inter-departmental arbitrations; Register trusts companies and debt collection.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Khanyi Ngomani ☎ (012) 357 8661
	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. A current certificate of good standing from relevant Law Society must accompany the application.
<u>POST 07/77</u>	:	<u>ASSISTANT STATE ATTORNEY LP3-LP4 2 POSTS REF NO: 16/34/CLO</u>
<u>SALARY</u>	:	R229 773 – R657 924. (Salary will be in accordance with OSD determination).
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Pretoria
	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post legal/litigation experience; Right of appearance in the High Court of South Africa; A valid driver's licence; Admission as Conveyance. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication (written and verbal) skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrate Court, Labour Court, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice/opinions and contracts; Draft and/or settle all types of arrangements on behalf of various clients; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection; Provide conveyance and notarial services.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Khanyi Ngomani ☎ (012) 357 8661
	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development;

Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

NOTE : The successful candidate will be required to sign a performance agreement, People with disabilities are encouraged to apply. A current certificate of good standing from relevant Law Society must accompany the application.

POST 07/78 : **PROVISIONING ADMINISTRATION OFFICER: PERFORMANCE MANAGEMENT 02 POSTS REF NO: 16/37/CFO**

SALARY : R196 278 – R231 210 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An appropriate Bachelors Degree/National Diploma in Purchasing Management/Logistics or equivalent qualifications; At least 1 year experience in Court Management or Supplier Performance Management as well as the drafting of contracts or services level agreements; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and other relevant prescripts; Appropriate practical experience in legal administration; A valid driver's licence. Skills and Competencies: Computer skills (MS Word, Excel); communication skills (written and verbal); Good organizing skills; Good planning and decision making skills; Conflict resolutions; Time management; Interpersonal relations; Ability to work under pressure and be self motivated.

DUTIES : Key Performance Areas: Assess and evaluate actual performance of contracted suppliers in conjunction with Project Managers; Assist with the drafting of Service Legal Agreements/Contracts in accordance with the approved Bid proposal and Terms of Reference (TOR); Assist with the monitoring of suppliers and ensure that they meet performance criteria, e.g. service levels and quality laid down in the contract; Provide assistance and support to Branches/Project Managers on contract and supplier performance related activities; Support visits to regions and contracted suppliers as and when required; Compare the awarded bid documents (terms, conditions, scope of provider during the bidding process; Meet with the service providers and project teams to review progress, discuss problems consider necessary changes; Perform general administrative duties.

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

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

NOTE : People with disabilities are encouraged to apply.

POST 07/79 : **PROVISIONING ADMINISTRATION OFFICER: BIDS AND NEGOTIATION 2 POSTS REF NO: 16/36/CFO**

SALARY : R196 278 – R231 210 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An appropriate Degree in Commerce, Accounting/Economics or equivalent qualifications; At least 1 year experience in Supply Chain Management; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, PPPFA and other relevant prescripts; Knowledge of Supply Chain Management within the public sector. Skills and Competencies: Computer skills (MS Word, Excel); Communication skills (written and verbal); Good planning and organizing skills; Analytical skills; Presentation skills; Problem solving skills; Client orientation and customer focus skills; Strategic planning skills.

DUTIES : Key Performance Areas: Administer the bid process within the Department; Quality check the submission, recommendations and specifications/terms of reference presented to the Bid Adjudication Committee and evaluation committee; Render secretarial services to the Bid Adjudication Committee and Evaluation Committee; Update Bid register and communicate the outcome of the various decisions to the relevant stakeholders; Manage the sourcing of quotations for all goods and services in the National Office; Follow up and provide feedback with regards to the matters considered by the Bid Adjudication Committee to the internal clients.

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

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private

	Bag X81, Pretoria, 0001, OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	: People with disabilities are encouraged to apply
<u>POST 07/80</u>	: <u>INTERNAL AUDITOR: COMPUTER AUDIT REF NO: 16/22/IA</u>
<u>SALARY</u>	: R243 747 – R287 121 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: National Office: Pretoria
<u>REQUIREMENTS</u>	: A Bachelor's Degree or National Diploma in Auditing, Information systems, computer science or any other related qualification; At least 1 year computer auditing experience; Experience in the use of CAATS and teammate software; The Certified Information System Auditor (CISA), Certified Internal Audit (CIA) or other professional designations will serve as an advantage; Knowledge of COBIT, ITIL, COSO and IT governance framework and must also be a member of the Information Systems Audit and Control Association (ISACA) and comply with the Standards of the Professional Practice of Internal Auditing or other professional standards. Skills and Competencies: Communication (written and verbal); Financial Management; Computer skills; Planning and Organizing; Programme & Project Management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.
<u>DUTIES</u>	: Key Performance Areas: Conduct computer audits in accordance with the approved audit methodology, ISACA and Institute of Internal Auditors (IIA) Standards; Execute and report on general and application control reviews on complex and high level audit assignments; Perform IT audits for the Internal Audit (IA) components which includes performing general control reviews that test and evaluate security administration, scheduling, IT planning, policies, procedures, production operations, maintenance, system infrastructure and networks; Formulate an audit program based on the outcome of the preliminary survey; Draft reports on the internal audit work; Monitor implementation and adherence to audit recommendations; Disseminate corporate governance awareness through various forums to all staff; Build relationships with external auditors and other assurance providers; Perform audits using CAATS and Systems Development Life Cycle audits; Identify opportunities and provide inputs through audit recommendations for improvement of organizational efficiencies and performance; Assist with IT risk assessments.
<u>ENQUIRIES</u>	: Mr. C. Sibiya Tel (012) 315 1351
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	: People with disabilities are encouraged to apply.
<u>POST 07/81</u>	: <u>SENIOR STATE ACCOUNTANT REF NO: 16/31/MAS</u>
<u>SALARY</u>	: R243 747 – R287 121 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Master of the High Court: Cape Town
<u>REQUIREMENTS</u>	: 3 years Bachelor's Degree/ National Diploma in Finance; 3 years relevant experience in Financial and Administration environment as well as creditors; Knowledge of Public Finance Management Act (PFMA), Treasury Act, Public Service Act and other legislative prescripts; Knowledge of Basic Accounting System (BAS) and Pastel Accounting software; Knowledge of Supply Chain Management (Facilities, Asset Management, Procurement and Provisioning) prescripts. Skills and Competencies: Computer literacy (MS Word, Excel, Power Point and Outlook); Communication (written and verbal) skills; Interpersonal relations; Problem solving skills; Ability to work under pressure; Report writing skills; Ability to interpret and apply policies; Analytical skills, accuracy and attention to detail; Planning and organization.
<u>DUTIES</u>	: Key Performance Areas: Prepare financial statements and co-ordinate the budget reviews (monthly, quarterly and annually); Collect, consolidate annual budget inputs and draft operational procurement plan; Perform reconciliations between supplier statements and BAS payment report; Oversee expenditure trends in the office by maintaining expenditure commitment report and issue early warning reports; Follow up on outstanding cases and handle enquiries from suppliers; Liaise with Office Manager and the Master on all financial matters of the office and assist the branch during the audit process; Provide effective people management.

<u>ENQUIRIES APPLICATIONS</u>	:	Mr S. Maeko ☎(012) 315 1996
	:	Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 07/82</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 16/19/FS</u>
<u>SALARY</u>	:	R196 278 – R231 210 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate's Office, Thaba Nchu
	:	NQF level 4/Grade 12 National and National Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English and two or more indigenous languages; Three (3) years practical experience in court interpreting; A valid driver's licence; Knowledge of legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competencies: Excellent communication skills; Listening skills; Interpersonal skills; Time management; Computer Literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality and ability to work under pressure and Art of interpreting; Language requirements: SeSotho, SeTswana, IsiXhosa, English and Afrikaans. Knowledge of IsiZulu will be an added advantage.
<u>DUTIES</u>	:	Key Performance Areas: To interpret in Court of Law (Civil and Criminal matters), confessions and commissions; Entering of criminal cases in the criminal record book / register; To interpret in small claims courts, disciplinary hearings and Conciliation and Arbitration; Interpret in re-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pretrial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance and give feedback to Court Interpreter. Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor. To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him / her from time to time and to assist with the necessary Administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Sithole ☎ (051) 407 1800
	:	Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.
<u>POST 07/83</u>	:	<u>PRINCIPAL COURT INTERPRETER, REF NO: 113/14/NC</u>
<u>SALARY</u>	:	R 243 747–R287 121 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office Kimberley (This post is a re-advertisement; candidates who previously applied are encouraged to re-apply)
<u>REQUIREMENTS</u>	:	NQF level 4/Grade 12 and National Diploma in Legal Interpreting (NQF level 5) or any other relevant tertiary qualification at NQF level 5; Proficiency in English and two or more indigenous languages; Five (5) years practical experience in Court Interpreter with minimum of two years supervisory experiences; A valid driver's licence. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical Thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting. Language requirements: Tswana, English, Afrikaans and isiXhosa are compulsory; Sotho, Sepedi, Tsonga and isiZulu will be an added advantage Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical Thinking; Problem Solving; Planning and Organizing; Confidentiality; Ability to work under pressure; Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects; Quarterly and annual assessments of interpreters; Procure Foreign Language Interpreters and Casual Interpreters in line with the PFMA.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. C Mashibini ☎ (053) 8021300
	:	If applying for more than one post, please state the name of the office and reference number as well as order of preference. A separate application must be

submitted for each post. Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

<u>POST 07/84</u>	:	<u>SENIOR COURT INTERPRETERS 2 POSTS REF NR: 061/15/NC REF NO: 097/15/NC</u>
<u>SALARY</u>	:	R196 278 – R231 210 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Kimberley Magistrates Office (This post is a re-advertisement; candidates who previously applied are encouraged to re-apply)
<u>REQUIREMENTS</u>	:	NQF level 4/Grade 12 National and National Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English and two or more indigenous languages; Three (3) years practical experience in court interpreting; A valid driver's licence; Knowledge of legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competencies: Excellent communication skills; Listening skills; Interpersonal skills; Time management; Computer Literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality and ability to work under pressure and Art of interpreting Language Requirements: isiXhosa, Tswana, English, Afrikaans are compulsory; Sotho, Sepedi, XiTsonga, Tshivenda and isiZulu will be an added advantage Skills and Competencies: Computer literacy (MS Office); Good communication(written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: To interpret in Court of Law (Civil and Criminal matters), confessions and commissions; Entering of criminal cases in the criminal record book / register; To interpret in small claims courts, disciplinary hearings and Conciliation and Arbitration; Interpret in re-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pretrial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance and give feedback to Court Interpreter. Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor. To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him / her from time to time and to assist with the necessary Administrative duties.
<u>ENQUIRIES</u>	:	Ms C Mashibini ☎ (053) 802 1300
<u>APPLICATIONS</u>	:	If applying for more than one post, please state the name of the office and reference number as well as order of preference. A separate application must be submitted for each post. Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7 th floor, Kimberley, 8301. Email or faxed applications will not be considered.
<u>NOTE</u>	:	Applicants will be subjected to a Language test

OFFICE OF THE CHIEF JUSTICE

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic persons are required to establish the Office:

CLOSING DATE : 4 MARCH 2015

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. The successful candidate/s will be subjected to Pre Vetting (Pre-Screening) Financial records will only be checked and considered for applicants applying for finance related posts. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

OTHER POSTS

POST 07/85 : **DEPUTY DIRECTOR: FINANCE REF NO: 2016/82/OCJ**
This is a re-advertisement, candidates who applied previously are encouraged to re-apply

SALARY : R 569 538 – R 670 890 per annum (all inclusive package). The successful candidate will be required to sign a performance agreement.

CENTRE : KwaZulu-Natal Service Centre: Durban

REQUIREMENTS : Bachelor's Degree in Finance/ B Com Degree or an equivalent qualification in Public Finance and/ Auditing. Five (5) years' experience of which three (3) years should be on junior/ middle management level and Financial Management and Accounting. Knowledge of GRAP/GAAP. Sound track record in Financial Accounting in the Public Service or entities. Knowledge of Public Finance Management Act (PFMA), National Treasury Regulations; Knowledge of financial and operational prescripts that governs the department and public sector. Knowledge of transversal systems used in the department e.g BAS, PERSAL, and JYP. Knowledge of budgeting of Vote Account. Must have budgeting knowledge and skills. Must have payroll and basic conditions of service knowledge. A valid driver's licence. Skills and Competencies: Communications skills (written and verbal); Problem solving and decision making skills. Ability to work under pressure and meet deadlines. Computer literacy (MS Word, Excel, Power Point and outlook). Computer literacy (MS Office- with focus on Excel); Numerical, analytical, reporting, financial Skills. Assertiveness, accuracy and attention to detail.

DUTIES : Advise and assist the Director Court Operations in the exercise of powers, functions assigned and delegations. Ensure the effective implementation of the Public Finance Management Act (PFMA) and Treasury Regulations. Ensure compliance with the best practice accounting norms and standards. Manage, monitor, and implement financial systems and accounts control. Prepare financial statements; Facilitate internal and external audits. Manage bookkeeping and financial quality control services. Establish and maintain effective, efficient and transparent system and internal control. Determine the long term direction of court finance services and relate these to present and future strategic goals. Manage and direct the finance Directorate staff and budgets.

ENQUIRIES : Ms Lalitha Marrie ☎ (031) 372 3109

APPLICATIONS : Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X54372, Durban, 4000 OR Can be hand delivered to Office of the Chief Justice Service Centre, 3rd floor Devonshire House, 2 Devonshire Place, Durban 4000.

<u>POST 07/86</u>	:	<u>LAW RESEARCHER 2 POSTS</u>
<u>SALARY</u>	:	R289 761 - R 350 025 per annum per annum (all inclusive package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	KwaZulu-Natal High Court: Durban Ref No: 2016/84/DUR/OCJ KwaZulu-Natal High Court: Pietermaritzburg Ref No: 2016/85/PMB/OCJ
<u>REQUIREMENTS</u>	:	An appropriate four year recognised legal degree or equivalent qualification. 0 -3 years experience in a legal environment. A valid driver's licence. LLM will be an added advantage. Skills and Competencies: Research and analytical skills; Report writing skills; Good communication skills (verbal and written); Computer literacy; Ability to conduct research using electronic research engines/tools; Ability to conduct research manually using text books; statutes; journals etc. Project management, including planning and organising ability. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal skills. Problems solving skills. Ability to work under pressure.
<u>DUTIES</u>	:	Research and retrieve material from the library accessible at the court physically and electronically; Participate in sub-committee of researches at the court; Attend training programs and orientation program or seminars of the court; Proofreading and side checking of all draft judgment; Convey all documents and criticisms to the Judiciary; Retrieve and analyze pertinent information in order to prepare draft speech and papers for local and international conferences; Provide updating services to ensure the Judges are alerted to the impact of recent local and foreign policies on the previous judgment; Conduct research for the judges of the Division; Write competent research memorandums; Keep judges abreast with new developments in law; Compile summaries of judgments delivered in the Eastern Cape; Assist the Law Librarian to retrieve certain information required by the judges.
<u>ENQUIRIES</u>	:	Ms Lalitha Marrie ☎ (031) 372 3109
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X54372, DURBAN, 4000 OR Can be hand delivered to Office of the Chief Justice Service Centre, 3rd floor Devonshire House, 2 Devonshire Place, DURBAN 4000.
<u>POST 07/87</u>	:	<u>REGISTRAR REF NO: 2015/86/OCJ</u> This is a re-advertisement, candidates who applied previously are encouraged to re-apply
<u>SALARY</u>	:	MR3-MR5 (R 195 945 – R 708 765 per annum) (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Constitutional Court
<u>REQUIREMENTS</u>	:	LLB degree or four year recognised legal qualification; At least two (2) to eight (8) years appropriate post qualification legal experience Skills and Competencies: Case flow Management; Dispute management; Legal drafting; Legal research; Office management, planning and organizational skills; Good communications skills (written and verbal); Good interpersonal relations; Computer Literacy; Ability to interpret Acts and Regulations; Negotiation, motivation, customer relations, self management and stress management skills.
<u>DUTIES</u>	:	Manage the co-ordination of Case Flow Management support; Processes to the Judiciary and prosecution at area level; Issue all processes that initiate court proceedings; Co-ordinate interpreting service Appeals and Reviews; Process unopposed Divorces and facilitation of Pre-Trial Conference; Check Criminal Record books; Consider Judgement by default; Appointment of Sheriffs of the Court on "ad hoc" basis; Authenticate signatures of Legal Practitioners, Notaries and Sworn translators, supervision of subordinates and evaluation of their performance; Any other official duties requested by the Chief Registrar.
<u>ENQUIRIES</u>	:	Ms D van Ransburg ☎ (011) 838 2010
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 13 th floor, Edura House, 41 Fox Street, Johannesburg.

<u>POST 07/88</u>	:	<u>REGISTRAR REF NO: 2015/87/OCJ</u>
<u>SALARY</u>	:	MR3-MR5 (R 195 945 – R 708 765 per annum) (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Eastern Cape High Court: Mthatha
	:	LLB degree or four year recognised legal qualification; At least two (2) to eight (8) years appropriate post qualification legal experience Skills and Competencies: Case flow Management; Dispute management; Legal drafting; Legal research; Office management, planning and organizational skills; Good communications skills (written and verbal); Good interpersonal relations; Computer Literacy; Ability to interpret Acts and Regulations; Negotiation, motivation, customer relations, self management and stress management skills.
<u>DUTIES</u>	:	Manage the co-ordination of Case Flow Management support; Processes to the Judiciary and prosecution at area level; Issue all processes that initiate court proceedings; Co-ordinate interpreting service Appeals and Reviews; Process unopposed Divorces and facilitation of Pre-Trial Conference; Check Criminal Record books; Consider Judgement by default; Appointment of Sheriffs of the Court on "ad hoc" basis; Authenticate signatures of Legal Practitioners, Notaries and Sworn translators, supervision of subordinates and evaluation of their performance; Any other official duties requested by the Chief Registrar.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Biko ☎ (043) 702 7000
	:	Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X 9065, East London, 5200 OR hand delivered to: Office of the Chief Justice Service Centre, No 3 Phillip Frame Road, Cheslehurst, East London.
<u>POST 07/89</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO: 2016/83/OCJ</u>
	:	This is a re-advertisement, candidates who applied previously are encouraged to re-apply
<u>SALARY</u>	:	R 289 761.00 – R 350 025.00 per annum, The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	The Supreme Court of Appeal: Bloemfontein
	:	A Bachelor's Degree in Financial Management/Internal Auditing/Accounting or a Commercial field or an equivalent qualification. A minimum of 3-5 Years' experience in expenditure and budget management, supply chain management, asset and stock management and involvement in the various internal and external audit processes. Knowledge and experience in financial systems, prescripts and legislation, procedures and processes. A valid code 8 driver's licence. Skills and Competencies: Sound Interpersonal relations; Organizing, Problem solving; Customer Care; Computer literacy; Numeracy; Ability to work under pressure and adhere to deadlines given; Language proficiency; Good Communication Skills; Conflict management and Supervisory skills.
<u>DUTIES</u>	:	Ensure sound financial administration and compliance of all financial transactions. Compile and analyse the budget expenditure patterns on a monthly basis and report to the Director of the court accordingly. Manage all supply chain management transactions, facilitate all asset management processes in the office and ensure that any thefts and losses are dealt with and reported as prescribed. Ensure that all transactions are audit ready and exercise effective control over all risk management matters in the office. Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Martin ☎ (051) 412 7423
	:	Quoting the relevant reference number, direct your application to: The Director, Supreme Court of Appeal, PO Box X258, BLOEMFONTEIN, 9300 OR hand deliver to: The Supreme Court of Appeal, Corner President Brand and Elizabeth Streets, BLOEMFONTEIN.
<u>POST 07/90</u>	:	<u>JUDGES SECRETARY REF NO: 2016/88/OCJ</u>
<u>SALARY</u>	:	R196 278 – R 231 210 per annum, The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Western Cape High Court: Cape Town
	:	Grade 12 plus three years' experience or second year registered Law Student, 2 – 3 years legal experience will serve as an added advantage, A valid driver's licence is an added advantage, The ability to do dictophone typing will be a strong advantage. Skills and competency: Good communication skills (written and verbal), Computer literacy (MS Office), Excellent typing skills, Administration and

DUTIES

organizational skills, Self-driven, Exceptional interpersonal skills, Ability to meet strict deadline and to work under Pressure, Attention to detail.

: Types(or format) draft memorandum decision, opinions or judgement entries written by assigned Judge, administrator and modifies or corrects same as directed(including dicta typing), Arrange and diarize appointments, meetings, official visits, and make travel and accommodation arrangements etc, Safeguarding of all case files and the endorsement of case files with order made by Judge, Provide general secretarial/administrative duties to the Judge, Update files , documents and provide copies of documents to the Registrar, Accompany the Judge to Court and circuit Courts as well, After a case has been completed and opinion, decision or judgement entry released, returns case file to administration for returns to clerk's office, Management of judge's vehicle, logbook and the driving thereof, Arrange receptions for the Judge, and his visitors and attend to their needs. Manage of Judge's Library and updating of loose leaf publications, Any other task for or allocated by the Judge, Comply with Departmental Policies and Prescripts.

ENQUIRIES APPLICATIONS

: Ms M Beker ☎ (021) 469 4000

: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice Service Centre, Private Bag X9020, Cape Town, 8000. Applications can also be hand delivered to 35 Keerom street, Cape Town.

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation, attention Mr MJ Mkwanaenzi, by mail to Private Bag X944, PRETORIA, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. WEBSITE: www.thepresidency-dpme.gov.za
- CLOSING DATE** : 11 March 2016 by 12:00 pm
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. Note: Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

- POST 07/91** : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: 07/2016**
- SALARY** : R289 761 to R341 313 per annum (Salary Level 9) plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3 year relevant tertiary qualification and at least 5 years experience in the various disciplines related to Supply Chain Management OR a Senior Certificate and least 10 years' experience in the various disciplines related to Supply Chain Management. Experience in Demand and Acquisition Management will serve as an advantage. High level of computer literacy and sound knowledge of the Microsoft suite of applications. Excellent presentation skills of excel spreadsheets, Report Writing, Organisational skills and good interpersonal relations, Communication skills (written & verbal), Ability to maintain high level of confidentiality and be able to work under pressure
- DUTIES** : The successful candidate will be responsible to provide Demand and Acquisition management services through performing the following functions; Assist End Users with Strategic Sourcing, timeous development of the specifications/ToR for sourcing of quotations & bids. Check quality of submissions & specifications in terms of reference presented to Bid Adjudication Committee & secretariat of Adjudication Committee. Coordinate the sourcing & purchasing of all goods & services. Render secretarial service to the Bid Specification Committee. Determine critical delivery date and frequency of needs. Administer Contracts & maintain the Database of Service Providers. Ensure compliance with PFMA,

Procurement policy & Strategy. Human Resource management. Reporting on procurement spending to N/Treasury & management in terms of PPPFA. Conduct cost effectiveness analysis of products/services. Solicit/bids & awarding process. Submission of monthly, quarterly and yearly reports, Managing the demand/orders, open register, clearing regularly. Managing the deviation register on compliance and reporting. Implementation, rotation and maintenance of suppliers' database.

ENQUIRIES : In connection with the applications kindly contact Mr MJ Mkwanzani, Tel No (012) 312-0460 and in connection with the post kindly contact Mr K Du Plooy, Tel No (012) 312-0413.

POST 07/92 : **SENIOR ACCOUNTING CLERK: PAYMENTS REF NO: 06/2016**
Office of the Chief Financial Officer, Division: Financial Accounting

SALARY : R158 985 to R187 275 per annum (salary level 6) plus benefits
CENTRE : Pretoria
REQUIREMENTS : A relevant 3 years tertiary qualification or equivalent with 1 year relevant experience or Grade 12 or equivalent with 5 years relevant experience. Must have knowledge of BAS, PERSAL, PFMA and National Treasury Regulations, computer literacy and sound knowledge of Microsoft Office suite applications is essential, organisational skills and good interpersonal relations, communication skills (written & verbal), ability to maintain high level of confidentiality and be able to work under pressure.

DUTIES : The successful candidate will be responsible to provide financial administrative and operational services within the Department and will be required to perform the following financial accounting functions: compiling and capturing sundry payments in line with policies & procedures, processing transfer payments, assisting with reporting on the suspense accounts, assisting with reporting on donor funds, assisting with the submission of VAT returns, compiling and capturing journals, take-on and write off of departmental debts and assisting other finance sections with capturing if and when needed.

ENQUIRIES : In connection with the applications kindly contact Mr MJ Mkwanzani, Tel No (012) 312-0460 and in connection with the post kindly contact Mr. L. Nemakorani, Tel No (012) 312-0447

THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

<u>APPLICATIONS</u>	:	Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X84, Pretoria 0001 or hand delivered at the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
<u>CLOSING DATE</u>	:	04 March 2016 Applications received after the closing date will not be considered
<u>NOTE</u>	:	Applications must be submitted on a signed Z83 form, which can be obtained from the dti website (http://www.thedti.gov.za), and must be accompanied by a comprehensive CV with copies of qualifications. Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. Department Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No late applications will be accepted. It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

MANAGEMENT ECHELON

<u>POST 07/93</u>	:	<u>DIRECTOR: STRATEGY, MONITORING AND EVALUATION REF NO: ODG/COSP 2</u>
<u>SALARY</u>	:	All-inclusive remuneration package: R 864 177 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Mandatory requirements: Post Graduate Degree in Business Management/Public Administration/Economics/ coupled with 6-10 years' managerial experience in strategic planning/facilitation/ monitoring and evaluation/ policy analysis environment.
<u>DUTIES</u>	:	Identify, ensure development and maintenance of strategic plans for the department. Ensure coordination of strategic plan inputs with relevant units within the department for inclusion into the overall departmental strategic plan. Oversee compliance of monitoring tools, policy and frameworks within the department. Oversee the development of strategies and business plans. Oversee the development and implementation of strategic and business planning guidelines. Provide strategic direction on the MTEF, and ENE. Provide support and advice to Business Units for effective and efficient operation. Manage the effective tracking of all Strategic Management and programme implementation processes undertaken by the different programmes within the department. Coordinate Projects initiated in the Office of the DG. Manage project deliverables for consultants appointed on contract. Oversee the development and implementation of DSBD Service Delivery Model. Work closely with other departments to develop a supportive policy environment to implement the key action programmes. Establish contact and set up information sharing sessions with other units in the department. Liaise, consult and network with appropriate and relevant stakeholders for developing joint programmes. Facilitate the reporting against strategic and divisional business plans. Consolidate reports and present at Divisional Meetings. Ensure coordination of divisional review sessions. Oversee and monitor divisional monthly, quarterly and annual reporting. Conduct human resource forecasting. Facilitate effective performance management in line with HR guidelines. Train and develop staff in accordance with Personal Development Plans and Divisional Training and Development plans.
<u>ENQUIRIES</u>	:	Mr M Maki 012 394 1736

OTHER POSTS

<u>POST 07/94</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT REF NO: CORP SERV/HR 06</u>
<u>SALARY</u>	:	All-inclusive remuneration package: R569 538 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Mandatory requirements: Minimum: B Degree or National Diploma in Human Resources/Social Science/Industrial Psychology. 3-5 years managerial experience in Performance Management and Human Resource Development. Key requirements: Extensive knowledge and working experience regarding standardised financial management systems such as PERSAL. Computer literacy

in terms of MS Office, such as MS Word, MS Excel, MS Power point and Email. Knowledge and understanding of the PFMA and the Treasury Regulations. Applied strategic thinking, planning and organizing, project management, change management. Problem solving and decision making, client orientation and customer focus with exceptional interpersonal skills. Well-developed verbal and written communication skills.

DUTIES : Reporting to the Director: Human Resource Management to discharge the following duties. Manage and monitor the development and implementation of performance management and skills development policies, strategies, systems and plans. Manage the training and development processes and programmes. Manage the performance management system. Maintain strategic alignment of the performance management system and directives with departmental objectives. Develop a result-based training & development strategy to enhance capacity building and improve service delivery. Develop and implement a workplace skills plan, leadership development, coaching programs as well as a comprehensive induction and orientation program. Manage, co-ordinate and/or outsource in-house training, courses, seminars and workshops. Manage the implementation of mentorship program. Manage the administration of recognition of prior learning and competency assessments through the HRD quality and information management system. Manage training and development processes and programmes. Provide input into mandatory and discretionary grants regarding training delivery. Manage learnerships, internships, bursary scheme, mentorship and scholarship programmes. Identify relevant transverse training for identified occupations and advise on new training trends. Manage the identification of areas for learnership and Internship and align with the departmental strategic plan and SETA. Manage the analysis of market/labour statistics on a continuous basis to ensure that DSBD is aligned to best practice. Manage the analysis of performance management and rewards information with the aim of identify trends and patterns to propose solution/advice on these. Facilitate the development and implementation of performance management system. Manage the administration of the performance management system. Manage performance assessments and incentive system. Manage the development and management of attraction, retention and exit strategies for staff. Manage the implementation of performance development plans. Compile and submit annual training reports. Compile Skills Development Plans and training reports to PSETA. Monitor the accessibility and applicability of learnerships, qualifications and unit standards. Design and pursue a systematic approach to employee development based upon a departmental skills gap analysis. Monitor and manage the administration of learnership agreements. Monitor the implementation of career exhibition program, Open day sessions and support programmes. Monitor and report on the utilisation of equipment. Monitor compliance via the performance management system and directives, present progress reports, recommendations and facilitate management decisions. Monitor and evaluate the provision of human resources training and development. Build synergy and co-ordination with other HR programs (e.g. PMDS,) including transformation and talent management. Manage the dissemination of information on learning and development and performance management through provision of advice, roadshows, enquiries, workshops and exhibitions. Collaborate with legal services on contractual agreements. Manage financial resource and assets of the unit. Manage the staff and personnel in the unit. Manage the strategic planning of the unit and execution of the operational plan.

ENQUIRIES : Ms H Rossouw 012 394 1843

POST 07/95 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: ODG/ ICON 003**
12 Months Contract

SALARY : R289 761 per annum + 37 % in lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : Mandatory requirements: Minimum: Degree or Diploma in Auditing or Accounting. Minimum: 3-5 years auditing experience. Knowledge of Auditing standards.
DUTIES : Plan and conduct Internal Audit projects per the annual coverage plan. Compile planning, fieldwork and reporting work peppers. Prepare audit reports for review by the Audit Manager. Maintain good relationships with the DSBD Management. Ensure efficient management of the Internal Audit projects. Allocate activities and review the work of Internal Auditors and interns. Assist in the administrative activities of the Internal Audit Unit.

ENQUIRIES : Ms N Buthelezi 012 394 1757

<u>POST 07/96</u>	:	<u>SENIOR INTERNAL AUDITOR REF NO: ODG/ ICON 004</u> 12 Months Contract
<u>SALARY</u>	:	R243 747 per annum + 37 % in lieu of benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Mandatory requirements: Minimum: Degree or Diploma in Auditing or Accounting. Minimum: 2-3 years auditing experience. Knowledge of Auditing standards.
<u>DUTIES</u>	:	Plan and conduct Internal Audit projects per the annual coverage plan. Compile planning, fieldwork and reporting work papers. Prepare audit reports for review by the Audit Manager. Maintain good relationships with the DSBD Management. Assist the Audit Manager to ensure efficient management of the internal audit projects. Supervise and provide guidance to the Interns. Assist in the administrative activities of the Internal Audit Unit.
<u>ENQUIRIES</u>	:	Ms N Buthelezi 012 394 1757

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts 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 E de Waal
- CLOSING DATE** : 04 March 2016
- NOTE** : A curriculum vitae with a detailed description of duties, the names of two referees, certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate for a SMS post will sign an annual performance agreement, complete a financial disclosure form and also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2001 (as amended) Part VII/D. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised posts may direct their enquiries to the person as indicated.

OTHER POSTS

- POST 07/97** : **SYSTEMS ANALYST**
Directorate: Systems Development
- SALARY** : R289 761 per annum
- CENTRE** : HSRC Building, Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree/Diploma in Information Technology plus credible experience in IT solutions/systems development. Knowledge of the Public Service Regulations. Knowledge of information technology business systems. Competencies needed: Communication (written and verbal) skills. Planning and organising skills. Computer literacy. Facilitation and presentation skills. Project management skills. Quality management skills. Technical report writing skills. IT Research skills. Negotiating skills. Quality assurance skills. Analytical skills. Attributes: Interpersonal and liaison skills. Ability to work under pressure. Ability to work independently and as part of a team. Innovative and creative. Assertiveness. Achievement orientated. Cost consciousness. Business ethics. Confidentiality.
- DUTIES** : Key Responsibilities: Develop implementation (roll-out) plans in consultation with relevant directorates. Manage the roll-out projects on systems. Manage the JAD sessions (Joint Application Design sessions) and secure release of the different stakeholders from their directorates to join projects. Provide feedback to the custodians and beneficiaries of the system. Align the business systems with the departmental strategic direction. Regularly share the department's strategic initiatives with relevant stakeholders. Integrate all business systems initiatives with the national efforts. Consolidate links with provinces for smooth running of national projects on systems.

<u>ENQUIRIES</u>	:	Ms M Nkhethoa Tel: (012) 312-7108
<u>POST 07/98</u>	:	<u>ADMINISTRATIVE ASSISTANT</u> Office of the Chief Director: Costing and Management Accounting
<u>SALARY</u>	:	R158 985 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Diploma (or equivalent qualification) plus a minimum of one (1) year administrative experience and/or a Senior Certificate (or equivalent qualification) plus extensive administrative experience. Knowledge of i) relevant Public Service Legislation, ii) financial, procurement prescripts and procedures, iii) document management, tracking and retrieving of information. Competencies needed: Communication (verbal and written) skills. Computer literacy. Problem-solving skills. Planning and organising skills. Customer care skills. Office administration skills. Attributes: Friendly and trustworthy. Good interpersonal relations. Accurate. Independent. Assertiveness. Ability to work independently and as part of a team. Ability to work under pressure. Adaptive. Confidentiality. Integrity. Disciplined.
<u>DUTIES</u>	:	Key Responsibilities: Serve as a Chief User Clerk and facilitate the procurement of resources. Support managers in preparing financial plans and reports. Administer all logistical arrangements for Directorate that is welcome visitors/clients and prepare for meeting venues and distribution of relevant documentation, check invoices for correctness and certify them for payment, make copies and allocate correspondence to relevant officials and other components. Process all the relevant claims and distribute salary advices for staff. Provide records management services, type documents and track responses. Take minutes and make follow-ups on decisions taken during unit meetings. Participate in core functions of the unit (25%) as part of personal development.
<u>ENQUIRIES</u>	:	Mr SC Esterhuizen Tel: (012) 312-7778

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its employment equity targets at these specific levels in terms of the Department's Employment Equity Plan, i.e. People with disabilities, Coloureds, Indian women and males of all races.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 of hand deliver at the Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit, Room 4040. Employees are reminded to quote the relevant reference numbers/post number when applying for these posts.
- CLOSING DATE** : 07 March 2016
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV including the details of at least two contactable referees (should be people who recently worked with the candidate (previous experience must be comprehensively detailed, i.e. positions held, responsibilities and exact dates), as well as certified copies of all qualifications and ID document. All fields of the Application for Employment Form (Z83) must be fully completed. Failure to submit the requested documents/information will result in your application not being 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 posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. . If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful

OTHER POSTS

- POST 07/99** : **ASSISTANT DIRECTOR: SAFETY, HEALTH ENVIRONMENT RISK AND QUALITY MANAGEMENT (SHERQ) REF NO: 02/2016/02**
(Branch: Administration (Office of the Chief Operations Officer)
(Chief Directorate: Human Resource Management & Development)
(Directorate: Organisational Development and Change Management)
(Sub-directorate: Employee Health and Wellness)
- SALARY** : R289 761 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate three year's National Diploma in Safety Management or equivalent qualification (SAMTRAC + IT IS), NOSA with at least three (3) year's relevant experience.
- DUTIES** : Develop, implement and monitor compliance with Safety, Health, Environment and Risk Quality. Establish policy guidelines that will regulate the functions, responsibilities and administrative aspects of Occupational Health and Safety committee. Coordinate Occupational Health and Safety related training and continuous educational programs. Identify hazards and risks at the workplace and initiate appropriate actions. Organise occupational Health and Safety compliance audits by appropriate authorities (Department of Labour etc on an annual basis). Develop, implement and monitor Safety, Health, Environment, Risk Quality management system. Evaluate and analyse possible risk factors that may impact on the organisation in terms of environmental, health, safety and risk.
- ENQUIRIES** : Ms. Vivian Mofokeng Tel: (012) 309 3735
- NOTE** : The following will serve as strong recommendation: General knowledge of a health and safety environment. Good knowledge of the Occupational Health and Safety Act, its regulations and safety national standards and codes. Knowledge of the Public Service Regulations and ability to interpret and apply all applicable regulatory prescripts. Co-ordination and organising skills. Good communication and interpersonal skills. Project Management skills. Analytical thinking, decision making and motivational abilities. Analytical report writing, presentation, planning and coordination skills. Computer literacy.

<u>POST 07/100</u>	:	<u>ASSISTANT DIRECTOR: BEE IMPLEMENTATION, MONITORING AND EVALUATION (PUBLIC SECTOR) REF NO: 02/2016/03</u> (Branch: Integrated Transport Planning) (Chief Directorate: Modelling and Economic Analysis) (Directorate: Black Economic Empowerment) (Sub-Directorate: Implementation, Monitoring & Evaluation)
<u>SALARY</u>	:	R289 761 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicant must have B Com Economics, Business Administration or equivalent qualification (preferably commercial qualification) with at least 3 year's relevant experience. Thorough understanding of transformation and Broad - Based Black Economic Empowerment (B-BBEE) principles, legislations and requirements. Understanding of Corporate Governance, Public Financial Management Act, Employment Equity Act, Public Preferential Procurement Policy Framework Act, Skills Development Act, etc. Ability to establish relationships and partnerships with a wide variety of stakeholders. Excellent stakeholder interaction. Interpersonal relations and people's management, leadership qualities, pay attention to details, apply systematic approach, ability to work under pressure, good verbal and written communication, excellent computer skills, project management and above-average analytical skills.
<u>DUTIES</u>	:	The incumbent will: Assist in making sure that public sector deliver on the Transport Sector B-BBEE Charter; Assist in the collation and collection of information related to key BEE Performance Indicators; Communicate public sector B-BBEE scorecard; Monitor progress of the charter by public sector; Assist in developing systems that will assist implementation, monitoring and evaluation of public sector scorecard's targets and weightings; and Continuously update public sector database. Help to analyse B-BBEE trends in the Transport Sector (Public Sector) through verification of B-BBEE certificates from transport entities, provinces stakeholders at large; Advise the Department on B-BBEE non-compliance; and constantly interact with the institutions (e.g. Transport Sector B-BBEE Council, Provincial Government, State-Owned Enterprises, etc.) to monitor B-BBEE in the transport sector. Provide administrative support within B-BBEE processes (such as planning and organizing meetings with stakeholders, taking minutes of stakeholders meetings, etc). She/he must be willing to work under pressure, long hours and do intensive travelling.
<u>ENQUIRIES</u>	:	Mr T Mafolo, tel. (012) 309-3011

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, corner Cnr Visagie and Bosman, street, Pretoria. For attention: Ms L Van Wyk.
- CLOSING DATE** : 04 March 2016
- NOTE** : Applications must be submitted on signed and dated form Z83, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity Document. For all posts, please forward your application quoting the relevant reference number, to the address mentioned at each post. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to permanent appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subject to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are highly encouraged to apply for the posts. People with disabilities are highly encouraged to apply.

MANAGEMENT ECHELON

- POST 07/101** : **CHIEF DIRECTOR: WATER USE LICENCE ADMINISTRATION REF NO: 040316/01**
- SALARY** : R1 042 500 per annum (All inclusive package) Level 14
- CENTRE** : Pretoria
- REQUIREMENTS** : A B degree (NQF Level 7) in Public Administration or Management or relevant qualification. 8 – 10 years experience in WRM, Water Use Authorizations, Waste, Policy and Strategy Development, and project management experience of which five (5) years should be in senior management level. Understanding of integrated water resources management. Knowledge of National Water Act (NWA), National Environmental management Act (NEMA), BBBEE Act, Disaster Management Act. Knowledge and understanding of South African Constitutional Act. Proven knowledge of Water Use Authorization business processes. Knowledge of systems used to manage Water Resources. Knowledge of integrated resources management. Strategic Capability and leadership. Programme and Project Management. Financial management. Change management. Knowledge management. Service delivery Innovation (SDI). Problem management and Empowerment. Client orientation and customer focus. Communication and accountability ethical conduct.
- DUTIES** : Facilitate resources quality protection; develop and administer framework of effective allocation of water use; Administration and authorisation of water use for mining and industrial sectors and strategic water uses; Authorisation of water use abstraction and in stream use including Dam safety; the provision of business planning and general management for the Chief Directorate; Ensure inter departmental inputs, technical and system coordination e.g. DMR, DEA etc.; ensure cooperative authorisation between DMA, DMR, Energy.
- ENQUIRIES** : Ms B Naidoo 012 336 6581
- POST 07/102** : **CHIEF DIRECTOR: ECONOMIC REGULATION REF NO: 040316/02**
- SALARY** : R1 042 500 per annum (All inclusive package) Level 14
- CENTRE** : Pretoria

<u>REQUIREMENTS</u>	:	B Degree in Economics or Social Science or equivalent. 5 – 10 year management experience in a water /regulation environment of which five (5) years should be in senior management level. Financial background is essential. Knowledge of tariff setting process, asset management and performance management is crucial. Extensive knowledge of relevant legislation, policies and practices nationally and International. Knowledge of financial management and understanding of PFMA. Knowledge of programme and project management. Knowledge of local government sector and knowledge of Public service act and Public Service regulations. Strategic Capability and leadership. Programme and Project Management. Financial management. Change management. Knowledge management. Service delivery Innovation (SDI). Problem management and Empowerment. Client orientation and customer focus. Communication and accountability ethical conduct.
<u>DUTIES</u>	:	Enforce the adherence to the following regulations: Raw water pricing regulations, Bulk portable water pricing regulation, Retail water pricing regulation, Social regulation. Ensure contract compliance to section 19(5) of the regulation. Research and development on tariff setting.
<u>ENQUIRIES</u>	:	Ms B Naidoo 012 336 6581
<u>POST 07/103</u>	:	<u>CHIEF DIRECTOR: ENFORCEMENT REF NO: 040316/03</u>
<u>SALARY</u>	:	R1 042 500 per annum (All inclusive package) Level 14
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	B Degree in Environmental Law, Administrative Law, Criminal Law (NQF 7). An Honours Degree in LLB or equivalent will be an added advantage. Eight (8) to ten (10) years experience in Environmental Law, Administrative Law, Criminal Law or relevant experience of which five (5) years should be in senior management level. An understanding of local government legislations, water related functions and local government institutions. Extensive dispute resolution experience Knowledge of environmental law, administrative law, criminal law of evidence and procedures. A comprehensive knowledge of the water services act and regulation. Understanding of integrated water resources management. Knowledge of National Water act (NWA), National environmental management act (NEMA), Disaster management act and South African Constitution act. Strategic Capability and leadership. Programme and Project Management. Financial management. Change management. Knowledge management. Service delivery Innovation (SDI). Problem management and, Empowerment. Client orientation and customer focus. Communication and accountability ethical conduct.
<u>DUTIES</u>	:	Facilitate investigation of non-compliance with legislation. Provide advice and support on Criminal and Administrative litigation. Initiate prosecution against non-compliance through administrative enforcement.
<u>ENQUIRIES</u>	:	Ms B Naidoo 012 336 6581
<u>POST 07/104</u>	:	<u>CHIEF DIRECTOR: COMPLIANCE MONITORING REF NO: 040316/04</u>
<u>SALARY</u>	:	R1 042 500 per annum (All inclusive package) Level 14
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An Honours Degree in Natural or Environmental or Social Science (NQF 7). Experience in Water Resource Management, Water Services and Regulation environment of which five (5) years should be in senior management level. Understanding of integrated water resources management. Knowledge of National Water act (NWA), National environmental management act (NEMA), Disaster management act and South African Constitution act. Strategic Capability and leadership. Programme and Project Management. Financial management. Change management. Knowledge management. Service delivery Innovation (SDI). Problem management and, Empowerment. Client orientation and customer focus. Communication and accountability ethical conduct.
<u>DUTIES</u>	:	The development of and implementation of regulations, norms, standards and guidelines. Ensure effective compliance monitoring of all water uses with legislation. Ensure compliance with dam safety legislations. The provision of training and support of Water Management Institution (WMI) and Water Services Institution (WSI).
<u>ENQUIRIES</u>	:	Ms B Naidoo 012 336 6581
<u>POST 07/105</u>	:	<u>DIRECTOR: WATER USE LICENCE AUTHORITY REF NO: 040316/05</u>
<u>SALARY</u>	:	R864 177 per annum (All inclusive package) Level 13
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	A Degree qualification in Water Sector /Science / Environmental Science / Engineering environment (NQF 7). NQF level 8 in the above mentioned field will be added advantage. Six (6) – Ten (10) years experience in Financial Management or Management Accounting of which five (5) years experience should be at middle/senior managerial level. Understanding of integrated water resources management. Knowledge of National Water Act (NWA), National Environmental management Act (NEMA), BBBEE Act, Disaster Management Act. Knowledge and understanding of South African Constitutional Act. Proven knowledge of Water Use Authorization business processes. Knowledge of systems used to manage Water Resources. Knowledge of integrated resources management. Strategic Capability and leadership. Programme and Project Management. Financial management. Change management. Knowledge management. Service delivery Innovation (SDI). Problem management and Empowerment. Client orientation and customer focus. Communication and accountability ethical conduct.
<u>DUTIES</u>	:	The development and implementation of policies and business strategy for water license in the Department. The management of administrative processing for water licensing applications. The processing of all water licence for all water sectors, including mining sectors, industries, agricultural sectors, settlements and water support service. The leading of Technical co-ordination and support service. Provide monitoring and evaluation mechanisms for equal distribution of water.
<u>ENQUIRIES</u>	:	Ms B Naidoo 012 336 6581
<u>POST 07/106</u>	:	<u>DIRECTOR: ADMINISTRATION SUPPORT REF NO: 040316/06</u>
<u>SALARY</u>	:	R864 177 per annum (All inclusive package) Level 13
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A four year degree or equivalent qualification in the field of Natural Sciences, or Environmental Management or relevant qualification. Knowledge of relevant legislation, policies and practices Nationally and International. Applicable knowledge of programme and project. Understanding of local government sector, local government sector, public service act and public service regulations. Key Competencies: Strategic capability and leadership. Manage financial, change management and general management. Service delivery innovation (SDI). Exceptional problem solving and analysis skills. People management and empowerment. Excellent client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct.
<u>DUTIES</u>	:	The development and implementation of policies for managing non compliance in utilising water resources distributed by the department. The management of issuing non compliance notices to various stakeholders. The management of conducting research with other water sectors on utilising best practices for issuing notices to non compliance. Provision of business planning and general management for the directorate.
<u>ENQUIRIES</u>	:	Ms B Naidoo 012 336 6581
<u>POST 07/107</u>	:	<u>DIRECTOR: SOCIAL REGULATION REF NO: 040316/07</u>
<u>SALARY</u>	:	R864 177 per annum (All inclusive package) Level 13
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A B-Degree in Economic or Social Science or relevant qualification (NQF level 7) . Six (6) to ten (10) years experience in environment of Economic or Social Science or relevant of which five (5) years experience should be at Middle/Senior Managerial level. Extensive knowledge of relevant legislation, policies and practices Nationally and International. Knowledge of financial management an understanding of PFMA. Through knowledge of programme, project management, local government sector, public service act and public service regulations. Key Competencies: The successful candidate must possess strong strategic capability and leadership, programme and project management. Must have financial management and change management skills. Service delivery innovation (SDI). Exceptional problem solving and analysis skills. People management and empowerment. Excellent client orientation and customer focus. Excellent communication skills. Ensure accountability and ethical conduct.
<u>DUTIES</u>	:	Conduct feasibility studies and technical investigations. Monitor service quality standards. Consumer and community relations. Provision of business planning and general management for the directorate.
<u>ENQUIRIES</u>	:	Ms B Naidoo 012 336 6581
<u>POST 07/108</u>	:	<u>DIRECTOR: RESOURCE PROTECTION AND WASTE REF NO: 040316/08</u>

SALARY : R864 177 per annum (All inclusive package) Level 13
CENTRE : Pretoria
REQUIREMENTS : A B-Degree in water resources or relevant qualification (NQF level 7). Six (6) to ten (10) years in water services environment of which five (5) years experience should be at Middle/Senior Managerial level. Knowledge of and experience in government legal processes, legislation, contracts. Extensive knowledge of PFMA, public service regulation, treasury regulations, water sector dynamics, International Relations, project management, resilience and independence. Must also be able to handle ambiguity. Key Competencies: The successful candidate must possess strong strategic capability and leadership, programme and project management. Must have financial management and change management skills. Service delivery innovation (SDI). Exceptional problem solving and analysis skills. People management and empowerment. Excellent client orientation and customer focus. Excellent communication skills. Ensure accountability and ethical conduct.

DUTIES : Resource protection and waste policy development. Cooperating with all spheres of government. Institutional regulation and development.

ENQUIRIES : Ms B Naidoo 012 336 6581

POST 07/109 : **DIRECTOR: RETAIL (MUNICIPAL) WATER PRICE REGULATION REF NO: 040316/15**

SALARY : R864 177 per annum (All inclusive package) Level 13
CENTRE : Pretoria
REQUIREMENTS : A Degree or (NQF 7) qualification in Economic Science or equivalent. Six (6) to (10) ten years experience in pricing tariffs of which five (5) years of experience should be at a middle/ senior management level. Knowledge of pricing strategy. Extensive knowledge of relevant legislations, policies and practices Nationally and Internationally. Knowledge of financial management; local government sector; programme and project management and Public Service Act and Public Service Regulations and understanding of PFMA. strategic capability and leadership. Programme and project management. Must have financial management and change management skills. Service delivery innovation (SDI). Exceptional problem solving and analysis skills. People management and empowerment. Excellent client orientation and customer focus. Excellent communication skills. Ensure accountability and ethical conduct.

DUTIES : Analysis of tariffs inputs costs factors. Manage the development of tariffs determination standard. Manage water tariffs adjustments. The provision of business planning and general management for the directorate.

ENQUIRIES : Ms B Naidoo 012 336 6581

POST 07/110 : **DIRECTOR: COMPLIANCE MONITORING: AGRICULTURE AND AFORESTATION REF NO: 040316/09**

SALARY : R864 177 per annum (All inclusive package) Level 13
CENTRE : Pretoria
REQUIREMENTS : A Degree in Water related field/Agriculture (NQF 7). LLB degree will be an added advantage. Six (6) to ten (10) years management experience in the water management of which five (5) years of experience should be at a middle/senior management level. Legal background will be an added advantage. Relevant experience in conducting compliance audits/inspection. General management. Presentation skills, negotiation skills and communication/ interpersonal skills. Policy & strategy development. Knowledge of relevant Acts. Project and Programme management. Strategic capability and leadership. Financial management and change management skills. Service delivery innovation (SDI). Problem solving and analysis skills. People management and empowerment. Client orientation and customer focus. Communication skills. Ensure accountability and ethical conduct.

DUTIES : Facilitate the development of regulatory strategies, norms, regulations, standard operating procedures, memorandum of agreements with other enforcement agencies and guidelines for the sector. Provide support and capacity building across the sector. Prepare baseline inspection/audit reports for enforcement action. Manage case management system protocol. Provision of business planning and general management for the directorate.

ENQUIRIES : Ms B Naidoo 012 336 6581

POST 07/111 : **DIRECTOR: WATER SERVICES REGULATION REF 040316/10**

SALARY : R864 177 per annum (All inclusive package) Level 13
CENTRE : Pretoria
REQUIREMENTS : Degree in (Civil Engineering) or Degree in (Social Sciences). Relevant experience in Water services of which five (5) years should be at middle/senior managerial level. Knowledge of training in policy, regulation and legislation on water services, HR promulgated legislation. Knowledge of relevant legislation, local government sector, water service policies and existing regulations in water services. Strategic capability and leadership, programme and project management and financial management skills.

DUTIES : Finalise the development of the Water Sector Regulation framework focussing on the institutional Model of Water Services and alignment with Water Resources. Roll out Water Services Regulation strategy in the sector and capacitate regions to implement and work with SALGA on development of local regulation. To monitor the performance and compliance of Water Services Institutions (WSI) in terms of section 9 regulations initially focusing on, Drink Water Quality standards. To monitor the performance and compliance of Water Services Institutions (WSI) in terms of section 10 & 19 regulations focusing on: WSA/WSP contracts, financial efficiency, effluent standards, reporting. Create mechanisms to facilitate active involvement of the customer and public in WS regulation and liaise with the sector. Promote knowledge sharing and learning through participation and building the support the African Forum for Water Utility (AFUR) Network, WIN-SA, WISA, IMESA and other institutions.

ENQUIRIES : Ms B Naidoo 012 336 6581

POST 07/112 : **DIRECTOR: ENFORCEMENT SUPPORT: REF NO: 040316/11**

SALARY : R864 177 per annum (All inclusive package) Level 13
CENTRE : Pretoria
REQUIREMENTS : LLB Degree. Six (6) to ten (10) years applicable experience in Enforcement of which a minimum of five (5) years experience should be at a middle/senior managerial level. Knowledge of Constitution and National Water Act. An understanding of the Water Service Act and the Public Service Act. Knowledge in Public Service Regulation and PFMA. Management of Treasury regulation and MFMA. Knowledge and understanding of natural resource management and general management. Key Competencies: The successful candidate must possess strong strategic capability and leadership, programme and project management. Manage service delivery innovation (SDI). Exceptional problem solving and analysis skills. People management and empowerment. Excellent client orientation and customer focus. Excellent communication skills. Manage accountability and ethical conduct. Ability to understand and unpack relevant legislation.

DUTIES : Manage criminal proceedings against transgressors. Facilitate all appropriate case law documentation. Develop guidelines for enforcement action legal. Report on enforcement trends and outcomes. Provision of business planning and general management for the directorate.

ENQUIRIES : Ms B Naidoo 012 336 6581

OTHER POSTS

POST 07/113 : **DEPUTY DIRECTOR: COMMUNICATION SERVICES REF NO: 040316/12**

SALARY : R674 979 per annum (All inclusive package) Level 12
CENTRE : Pretoria
REQUIREMENTS : A Degree in Communication, Journalism or similar. At least 5 years experience in a newsroom environment. Appropriate experience in the public sector (government or parastatal). Disciplinary knowledge in communication and media studies. Knowledge of media principles, techniques and tools. Experience of the writing process, copy writing and proofreading. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of media operations. Programme and Project Management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes.

DUTIES : Develop and implement communication plans and policies. Develop news and media products. Manage media production, issue publications, organise press conferences and media coverage to the department. Develop or improve media

		concepts and operational methods. Manage and mentor regional communicators. Organise and implement publicity projects and events. Ms J Julies Nale 012 336 7908
<u>ENQUIRIES</u>	:	
<u>POST 07/114</u>	:	<u>ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: 040316/13</u>
<u>SALARY</u>	:	R361 659 per annum, Level 10
<u>CENTRE</u>	:	Provincial Office North West
<u>REQUIREMENTS</u>	:	A Degree or National Diploma Communication or similar. 1-3 years experience in Communication. Disciplinary knowledge in communication and media studies. Knowledge of communications principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Programme and Project Management. Knowledge of relationship management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes.
<u>DUTIES</u>	:	Implement communication plans. Execute media products, issue publications, organise press briefings and media coverage in profiling the work of government. Develop or improve communication concepts, theories and operational methods. Disseminate knowledge and information to communities. Organise and implement publicity projects and events. Establish and maintains stakeholder relations with community and media.
<u>ENQUIRIES</u>	:	Ms J Julies Nale 012 336 7908
<u>POST 07/115</u>	:	<u>CHIEF DEVELOPMENT EXPERT (STAKEHOLDERS) REF NO: 040316/14</u>
<u>SALARY</u>	:	R361 659per annum, Level 10
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Degree or National Diploma in Social Sciences or relevant qualification. Three (3) – Five (5) years experience in the government communications and developmental communications. Knowledge of public sector stakeholder management, events management and community mobilisation. Experience in organising meaningful engagements with communities through izimbiso, public education programmes and developmental communications. Government policies and procedures. Governmental financial systems. Knowledge in Project management, Problem management. Client orientation and customer focus. Communication, accountability, ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes.
<u>DUTIES</u>	:	Advocacy and communication of government activities with stakeholders and partners. Develop and conceptualise stakeholder interactions. Support meaningful engagement with communities through events, project steering committees, forums and public participation activities. Ensure information dissemination to identified communities through public education programmes and developmental communications. Handle project management and conduct research on beneficiary communities. Support the management of human and financial resources.
<u>ENQUIRIES</u>	:	Ms J Julies Nale 012 336 7908
<u>POST 07/116</u>	:	<u>PRINCIPAL COMMUNICATION OFFICER 2 POSTS REF NO: 040316/16</u>
<u>SALARY</u>	:	R243 747 per annum, Level 8
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Degree or National Diploma Communication or relevant qualification. one (1)-three (3) years experience in Communication. Disciplinary knowledge in communication and media studies. Knowledge of communications principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Programme and Project Management. Knowledge of relationship management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes
<u>DUTIES</u>	:	Implement communication plans. Execute media products, issue publications, organise press briefings and media coverage in profiling the work of government. Develop or improve communication concepts, theories and operational methods. Disseminate knowledge and information to communities. Organise and implement

		publicity projects and events. Establish and maintains stakeholder relations with community and media
<u>ENQUIRIES</u>	:	Ms J Julies Nale 012 336 7908
<u>POST 07/117</u>	:	<u>COMMUNICATION OFFICER REF NO: 040316/17</u>
<u>SALARY</u>	:	R243 747 per annum, Level 8
<u>CENTRE</u>	:	Limpopo provincial office
<u>REQUIREMENTS</u>	:	A Degree or National Diploma Communication or relevant qualification. One (1) – three (3) years experience in Communication. Disciplinary knowledge in communication and media studies. Knowledge of communications principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Programme and Project Management. Knowledge of relationship management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes
<u>DUTIES</u>	:	Implement communication plans. Execute media products, issue publications, organise press briefings and media coverage in profiling the work of government. Develop or improve communication concepts, theories and operational methods. Disseminate knowledge and information to communities. Organise and implement publicity projects and events. Establish and maintains stakeholder relations with community and media
<u>ENQUIRIES</u>	:	Ms J Julies Nale 012 336 7908
<u>POST 07/118</u>	:	<u>DRIVER / MESSENGER REF NO: 040316/18</u>
<u>SALARY</u>	:	R110 739 per annum, Level 4
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12. Drivers licence 1-3 years experience in driver / messenger services. Knowledge in messenger services. Knowledge of organisational policies and procedures. Knowledge of process flow. Knowledge in tracing retrieving files. Knowledge of organisational and government structures. Knowledge of procedures and processes. Knowledge of government regulations, practice notes, circulars, and policy frameworks. Knowledge of internal sorting and distribution matrix. Knowledge of organisations record keeping practices / system Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Knowledge of analytical procedures. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes
<u>DUTIES</u>	:	Retrieve files and deliver them to the offices where they are being utilised. Receives and verifies delivery items, messages, mail, documents for correctness. Tracking and searching and placement of correspondence in files. Transporting and retrieving of files to various locations. Check and record out going files. Place correspondence on the files
<u>ENQUIRIES</u>	:	Ms J Julies Nale 012 336 7908

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

The Department of Cooperative Governance and Traditional Affairs is a an equal opportunity, affirmative action employer females and disabled persons are encouraged to apply

- APPLICATIONS** : Applications quoting reference number must be addressed to Ms N. Nyembezi but will be received at Foyer until 15H30 on the closing date. Applications must be posted to The Head of Department, Department of Cooperative Governance & Traditional Affairs, Private Bag X0035, BHISHO, 5605. NB: No late or faxed applications will be accepted.
- CLOSING DATE** : 04 March 2016, 15H30.
- NOTE** : Applicants are required to submit a completed Z.83 form obtainable from any Government Institution. Certified copies of the required qualifications, bar coded identity document, academic records and comprehensive Curriculum Vitae must accompany these forms. Candidates must indicate the number of this circular and the post number as a reference. Candidates requiring additional information must direct their enquiries telephonically to the person indicated below. All shortlisted candidates will be subjected to personnel suitability check in terms of minimum information security standard. Selected candidates will also be subjected to competency based assessment and technical exercise that intends to test relevant technical elements of the job. Communication will be limited to selected candidates only. If you do not hear from us within six (6) months of the closing date, please accept that your application is unsuccessful.

MANAGEMENT ECHELON

- POST 07/119** : **DEPUTY DIRECTOR-GENERAL (EXECUTIVE MANAGER)**
Directorate: Corporate Management, Intergovernmental Relations & District Coordination
- SALARY** : R1 267 806 – R 1 428 186 commencing salary: R1 267 806.00 per annum, Level: 15
- CENTRE** : Bhischo
- REQUIREMENTS** : A three year degree/higher diploma in Public Admin/Human Resource Management/ BCom an undergraduate a post qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA. A minimum of eight years' experience at a Senior Management level.
- DUTIES** : Formulate and drive strategic direction in the branch. Responsible for efficient management of the branch, including the effective utilisation and training of staff, the maintenance of discipline, promotion of sound labour relations and proper use of state property. Responsible for planning and budgeting within the branch. Ensure strategic human resource planning, transformation and change management. Manage Information Communication Technology (ICT) related business solutions in support of the Departments services delivery programmes. Provide overall financial management support including supply chain management. Manage and provide leadership guidance to the department, corporate and finance branches. Ensure good corporate governance in the organisation. Foster intergovernmental relations between the provincial administration and other provincial administrations as well as national departments and for intra governmental co-operation within the provincial administration and its various provincial departments/institutions, including the co-operation of their actions and legislation. Ensure compliance with the PFMA, Public Service Act of 1994 and Public Service Regulations, Municipal Structures Act, Municipal System Act and related legislation. Responsible for strategic planning, monitoring and evaluation and corporate communication.
- ENQUIRIES** : Ms N. Mabusela, Tel no (040) 609 5350/2
- POST 07/120** : **CHIEF DIRECTOR: CHIEF DIRECTORATE: HOD'S OFFICE SUPPORT & CO-ORDINATION**
- SALARY** : R1 042 500 – R1 246 449 per annum commencing salary: R1 042 500, Level: 14
- CENTRE** : Bhischo
- REQUIREMENTS** : A recognized three year 3 Degree/ B Tech Public Admin / an undergraduate qualification (NQF level 7) as recognized by SAQA, A postgraduate Degree/Diploma legal qualification will be an added advantage. Minimum of 5 years working experience in a Senior Management position. COMPETENCIES:

Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and The Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills.

DUTIES : Co-ordinate departmental reports on behalf of the HOD. Ensure compliance with all relevant legislative and statutory requirements towards the achievement of departmental service delivery priorities and goals. Develop and implement monitoring systems to track progress and monitor institutional performance and impact. Develop, monitor, promote and co-ordinate the implementation of departmental service delivery plans. Promote co-operative governance with National and Provincial Government. Assume overall responsibility for the management of the office of the HOD. Manage and supervise the staff within the office of the HOD • Ensure proper performance management and development procedures in the office of the HOD and attend to staff growth and development needs. Attend to submissions of and briefings on major policy administrative issues. Report on expenditure performance, provide advice and prioritise support levels. Coordination of Special Programmes Unit (SPU), Internal Audit and Legal Services.

ENQUIRIES : Ms N. Mabusela, Tel no (040) 609 5350/2
NOTE : Please note: Female candidates and people with disabilities are encouraged to apply, as the Department is in the process of closing the gap in terms of equity targets.

POST 07/121 : **CHIEF DIRECTOR: DISTRICT CO-ORDINATION & IGR**

SALARY : R1 042 500 - R1 246 449 commencing salary: R1 042 500 per annum, Level: 14
CENTRE : Bhishe

REQUIREMENTS : A recognized three (3) year Degree/Advanced Diploma in Public Admin/Management or Social Science or equivalent NQF 7 level relevant qualification. Five years (5) experience at a senior managerial level and three to five years' experience in local government environment or general administration field will be an added advantage. COMPETENCIES: Strong and dynamic strategic leadership and communication skills . An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and The Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development . Programme and project management skills . Proven record of monitoring and evaluation. People management and empowerment skills . Possess experience in stakeholder management, negotiation and corporate governance .Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills . Knowledge of business and management principles involved in strategic planning and the co-ordination . Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills.

DUTIES : Overall management and co-ordination of six (6) District Support Offices including overall facilitation of strategic direction for the District support offices and ensure the formulation and implementation of policies which will enable the district to successfully fulfil its role in delivering services to the communities/clients. Ensure that policies of the government of the day relevant the department are translated and implemented properly to achieve the desired goals within District office Centres/offices, this includes co-ordinate all activities of the district related to Municipalities and Traditional Leadership Institutions. Ensure smooth integration of services between departmental fine functions and District Support Centres/offices and other relevant stakeholders. Ensure compliance with all relevant mandates, legislations, guidelines etc are implemented in the best way to maximize efficiency. Overall management and co-ordination of the promotion of inter-Governmental Relations. Overall management of the promotion and facilitation of the inter-Governmental Relations as well as municipal international

relations (twining arrangements). Overall facilitation, monitoring and co-ordination of the implementation of intergovernmental activities. Overall facilitation of bi-lateral agreements/memoranda of understanding between municipalities and sector departments. Overall management and co-ordination of district/regional intergovernmental structures with the Province. Promotion of the single window of co-ordination within District and local areas. Overall facilitation of effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use of state property. Ensure compliance with PFMA, Public Services Act of 1994 and Public Service Regulations, Municipal Structures Act, Municipal Systems Act, Traditional Leadership and Governance Act and other relevant legislation and mandates that are relevant to the department and also governing local government and traditional Institutions. Managing and exercise overall control over all functions and personnel under his/her supervision in order to determine if directorate's goals are achieved and taking corrective actions.

ENQUIRIES : Ms N. Mabusela, Tel no (040) 609 5350/2

POST 07/122 : **DIRECTORS: DISTRICT SUPPORT CENTRE 3 POSTS**

SALARY : R864 177 – R1 017 972 commencing salary: R864 177 per annum, Level: 13
CENTRE : Amathole, OR.Tambo & Alfred Ndzo Districts
REQUIREMENTS : A recognised three year degree/ diploma in Public Administration/Management, Development Studies or an undergraduate relevant qualification at NQF level 7as recognised by SAQA. Experience in Local Government will be an added advantage. Have a valid/unendorsed Code 8 (EB) Driver's License, Computer Literacy, Communications, Presentation and Report Writing as well as People Management Skills. Minimum of five years working experience as a Deputy Director in the related field.

DUTIES : Responsible for efficient management of the District including the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use of state property. Provide and drive strategic direction for the District and ensure the formulation and implementation of policies which will enable the district to successfully fulfil its role in delivering services to the communities/clients. Ensure that policies of the government of the day relevant to the department are translated and implemented properly to achieve the desired goals. Co-ordinate all activities of the district related to Municipalities and Traditional Leadership Institutions. Perform accounting officer's responsibilities in the district as per delegations from the accounting officer, this includes management of the office. Maintain good working relations and participate in IGR related institutional arrangements with all relevant stakeholders within the District. Serve as a contact person between the department and municipalities that fall within the District. Ensure compliance with all relevant mandates, legislations, regulations, guidelines and other applicable directives are implemented in the best way to maximize efficiency. Manage and monitor Directorate's budget and action plans. Managing and exercise overall control over all functions and personnel under his/her supervision, in order to determine if directorate's goals are achieved and taking corrective actions. Ensure that, the managing of risk management indications, quality assurance measures, transformation audits, employment equity practice and performance management system are up to required standards. Ensure compliance with PFMA, MFMA, Public Service Act of 1994 and Public Service Regulations, municipal Structures Act, Municipal Systems Act, IGR Framework Act, Traditional Leadership and Governance Framework Act, SITA and other relevant legislation and mandates that are relevant to the department and also governing Local Government and Traditional Institutions.

ENQUIRIES : Ms N. Mabusela, Tel no (040) 609 5350/2

POST 07/123 : **DIRECTOR: MUNICIPAL DEVELOPMENT FINANCE**

SALARY : R864 177 per annum– R1 017 972, Level: 13
CENTRE : Bhisho
REQUIREMENTS : A recognised 3 year degree/ diploma or equivalent NQF level 6 relevant qualification with at least Accounting/ Financial Management and / Auditing in the relevant field. A minimum of four years experience as a Deputy Director with specific focus in Financial and /Auditing / Internal Auditing environment. Understanding of Municipal Finance Management Act and other Local Government Legislation, Policies and Procedures. Management and internal control skills.

DUTIES : Facilitate and promote financial viability and management in municipalities. Seek solutions to resolve financial problems in municipalities. Ensuring the development and implementation of policies and procedures pertaining to financial management in municipalities. Develop mechanism and procedures to monitor and support municipalities on financial management. Develop strategies to improve financial viability in municipalities. Develop and implement a strategy to ensure the success of departmental interventions on financial matters in municipalities. Promote accountability in municipalities by ensuring proper and timely reporting including submission of oversight reports of municipalities to Legislature. Support all programmes that are designed to improve governance and fight corruption in municipalities. Evaluate the systems of internal control in municipalities and design support measure. Create a conducive environment for municipalities to address matters raised on audit reports. Responsible for the efficient management of the sub directorate, including the effective utilization and training of staff, maintenance of discipline and proper use of resources.

ENQUIRIES : Ms N. Mabusela, Tel no (040) 609 5350/2

POST 07/124 : **DIRECTOR: HUMAN RESOURCE UTILISATION & CAPACITY BUILDING**

SALARY : R864 177–R1 017 972 Commencing Salary: R864 177 per annum, Level 13
CENTRE : BHISHO
REQUIREMENTS : A recognized three year degree/advanced diploma or NQF 7 relevant qualification with three years experience at managerial level. Good communication skills (verbal and written). Excellent computer skills in as far as MS Word, Excel and Power point. Code EB Drivers licence. Five years experience Understanding of the performance management and development systems, skills development legislation and HR policies. Computer Literacy.

DUTIES : Provide strategic leadership pertaining to HR development, performance management and development. Responsible for the Development and implementation of HR policies, plans and strategy. Manage the development, maintenance and implementation of Workplace Skills Plan. Identify strategic priorities for training and development across the Department. Manage bursaries, training, learnership, internship, induction and mentorship programmes with the Department. Manage implementation of performance management and development system. Provide leadership in supporting the development of a stronger performance management culture. Provide guidance and support to staff within the Human Resource Development Directorate Responsible for the Directorate's budget and resources in accordance with the Public Finance Management Act.

ENQUIRIES : Ms N. Mabusela, Tel no (040) 609 5350/2

POST 07/125 : **DIRECTOR: SECURITY SERVICES & ANT- CORRUPTION**

SALARY : SALARY SCALE: R864 177 – R1 017 972.00 COMMENCING SALARY: R864 177.00 PER ANNUM SALARY LEVEL: 13
CENTRE : BHISHO
REQUIREMENTS : A recognised three year degree or equivalent NQF6 qualification with security related training.3-5 years' experience in middle management. Experience in any security environment will be added an advantage. Risk management and communication course Cryptograph will be added advantage.

DUTIES : Coordinate and manage the total security function of the Department (document security, personnel security, IT security communication and physical security). Manage information and communication security systems. Co-ordinate and manage the vetting process of the Department. Develop and implement the security policy of the department in line with the Minimum Information Standard (MISS) and the provincial security management security. Ensure Management of classified documents. Establish function relations with the law enforcement agencies. Render fraud and anti-corruption services in the Department

ENQUIRIES : Ms N. Mabusela, Tel no (040) 609 5350/2

OTHER POSTS

POST 07/126 : **CHIEF ENGINEER GRADE A 2 POSTS**
Component: Municipal Infrastructure Services

SALARY : R809 988 per annum, Level: OSD Post
CENTRE : Bhisho

<u>REQUIREMENTS</u>	:	A recognized degree BSC or B-Tech in Built Environment, preferable Civil Engineering / Quantity Surveying with six years post qualification experience and registration as a professional Engineer / Technologist. Programme or project management course will be an added advantage. Computer literacy, presentation, communication, liaison, coordination, planning and organizing skills are considered. Code EB driver's license is compulsory
<u>DUTIES</u>	:	Oversee that municipalities adhere to legislation and policies as stated in the constitution Facilitate technical support to the Municipal Technical Units. Assess municipal performance on all capital grants and advise on the support required. Facilitate Inter Governmental Relations between all spheres of government. Facilitate the evaluation of project technical reports and Business Plans for registration and recommendation for approval by the MIG Provincial Programme Manager. Monitor the implementation of infrastructure backlogs eradication by municipalities. Programme and project manage departmental funded infrastructure projects in terms of various categories of Engineering norms and standards.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 07/127</u>	:	<u>CHIEF PROFESSIONAL SURVEYOR GRADE A: LAND SURVEY</u>
<u>SALARY</u>	:	R791 574 – R1 219 020 commencing salary: R791 574 per annum, Level : OSD post
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Bachelor's degree in Land Surveying or Geomatics or an equivalent NQF Level 7 qualification recognised by the South African Council for Professional and Technical Surveyors. Registration as a Professional Land Surveyor with the Council plus five years post registration working experience. Knowledge of Local Government legislation and environment, land survey legislation, methods and procedures will be a strong recommendation. Have programme and project management knowledge and experience. Have analytical and financial management skills. Knowledge of GIS will be an added advantage. Have a valid driver's licence.
<u>DUTIES</u>	:	Assist the Senior Manager in the effective operation and management of the Land Survey Section in the facilitation of cadastral information management, land survey and mapping services. Formulate and interpret land survey and planning legislation and processes. Responsible for the efficient management of the Sub-division, including the effective utilisation and training of staff, the maintenance of discipline, promotion of sound labour relations and the proper use of state property. Administration of operational plans for the Section, ensuring that the goals and objectives determined are achieved. Co-ordinate and direct programmes of technical support with regard to land survey services to local government structures. Provide information on land survey-related issues to Municipalities and other users.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 07/128</u>	:	<u>DEPUTY DIRECTOR: COMMUNICATION</u>
<u>SALARY</u>	:	R674 979 – R795 090 Commencing Salary: R674 979.00 per annum, Level: 12
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A recognised three year degree/diploma in Public Relations, Communications, Journalism or equivalent NQF 6 level relevant qualification. Three years' managerial/assistant manager experience in a Communication, Media Liaison, Public Relations, Protocol and Events Management environment. Relevant experience in protocol services in a senior public representative office at an executive level. Good Communication Skills (verbal and written) Computer literacy in Ms Word, Excel and Power Point Excellent presentation skills. A valid Code 08 (EB) driver's licence.
<u>DUTIES</u>	:	Develop and implement the Communication, Public Relations, Protocol Plans and Strategies. Develop and manage the events and protocol framework for the Department. Develop and Manage the stakeholder engagement plan of the department. Develop and manage the policy and procedural framework for the unit. Liaise with the media. Manage media monitoring and analysis. Develop and implement and manage the social media policy of the department. Manage multi-media production services of the Department. Implement the Local Government Communication System. Contribute towards the strengthening of the Government communication machinery by ensuring a synergistic approach to Government campaigns. Provide research services for the drafting of speeches, briefs and papers. Be responsible for the efficient management of the unit, including the

		utilisation and training of staff, the maintenance and promotion of sound labour relations and the proper use of State property.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 07/129</u>	:	<u>DEPUTY DIRECTOR: PUBLIC PATICIPATION</u>
<u>SALARY</u>	:	R674 979–R795 090 commencing salary: R674 979.00 per annum, Level: 12
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Relevant three year Degree/Diploma/NQF6. Three years managerial experience in local governance. Three years' experience as an assistant director in the related field . Senior Certificate couple with seven years' experience at supervisory level in the relevant field. A valid driver's licence.
<u>DUTIES</u>	:	Provide support in strengthening municipal and council administration to enhance Public Participation. Implement the roll-out of Public Participation Framework Facilitate, establish and implement Ward Committee systems. Monitor and evaluate efficacy of Public Participation .Support the Implementation of Departmental Outreach programme, EXCO Outreach programme(IMBIZO), Municipal Outreach programme . Provide input into policy and legislation formulation. Efficient management of unit's resources.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 07/130</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL CAPACITY BUILDING</u>
<u>SALARY</u>	:	SALARY SALE: R674 979.00 – R795 090.00 COMMENCING SALARY: R674 979.00 per annum
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A recognised three year Degree/Diploma in Human Resource Management, Public Administration or NQF 6 level qualification with at least 3 years' experience in the related field. Senior Certificate coupled with seven years experience at supervisory level in the related field. Two years' experience as an Assistant Manager in Human Resource Development. Computer Literacy. Skills And Knowledge: Good presentation skills, report writing and knowledge of legislation applicable to the post. Knowledge of Municipal environment will be an added advantage.
<u>DUTIES</u>	:	The development, implementation and monitoring the unit Capacity Building plan of the Province (for Municipalities) Coordinate and assist with the development of Work Place Skills Plan for all municipalities in the Province. Ensure that Work Place Skills Plan (WSP) address the skills gaps identified by the Skills Audit. Ensure that all training committees in the Province are inducted and monitor their functioning thereof. Facilitate all Capacity Building Initiation in collaboration with SALGA, LGSETA respective Municipalities. Ensure that all Skills Development Facilitators for all Municipalities are trained. Represent the directorate in all Capacity Building forums. Conduct a need analysis for scarce skills and develop a comprehensive plan to address the gaps in collaboration with LGSETA and SALGA. Manage and develop staff of the unit. Ensure effective utilization of Financial Resources.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, tel no (040) 609 5350/2
<u>POST 07/131</u>	:	<u>CHIEF TOWN AND REGIONAL PLANNER GRADE A</u> Component: Spatial Planning
<u>SALARY</u>	:	R697 941.00 – R798 021.00 COMMENCING SALARY: R697 941.00 per annum salary level: OSD post
<u>CENTRE</u>	:	BHISHO
<u>REQUIREMENTS</u>	:	An appropriate four year honours degree in Town or Urban and Regional Planning. A master's degree in Urban and Regional Planning would be an advantage. The applicant must be a registered professional planner in line with the prescripts of SACPLAN. The applicant must have a minimum of 7 years' proven experience in spatial planning, as a registered member of SACPLAN. The applicant must be conversant in the provisions of SPLUMA, the MSA and its Regulations, the provisions of IGR, PAJA, NEMA and other relevant provincial planning laws that affect this Province, including the Provincial TL&GFA (2005) and PFMA. The applicant must be in possession of a valid driver's license and be prepared to travel extensively across the Province
<u>DUTIES</u>	:	Monitoring and supporting municipal planning functions as stipulated in the Constitution of the Republic of South Africa, the MSA and SPLUMA. Performing provincial planning functions in accordance with the provisions of the Constitution of the Republic of South Africa, the MSA and SPLUMA. Advising relevant

stakeholders on spatial planning matters in as much as these impact on this Province and the municipalities herein. Advising on matters pertaining to township establishment and layout planning. Assisting in the preparation and approval of the terms of reference of provincial planning projects. Managing provincial planning projects in conjunction with the Directorate, Chief Directorate and other stakeholders. Engaging in stakeholder participation and consultation processes. Assessing development applications and preparing reports for submission to various Boards and MEC for approval. Assisting the Senior Manager in the preparation of Directorate budgets. Assisting the Senior Manager to manage the affairs of Directorate as well as the professional and administrative staff of the Directorate and Promoting and upholding the dignity of the profession.

ENQUIRIES : Ms N. Mabusela, tel no (040) 609 5350/2

POST 07/132 : **IMPACT ASSESSOR: MUNICIPAL INFRASTRUCTURE SERVICES**

SALARY : COMMENCING SALARY: R674 979 SALARY SCALE: R 674979.00 – R795 090.00 PER ANNUM SALARY LEVEL: 12

CENTRE : BHISHO

REQUIREMENTS : A three- year degree/diploma or equivalent qualification in the field of Social Science or Development Studies. A minimum of five years' experience in municipal social development. Computer literacy.

DUTIES : Compile and consolidate monthly and quarterly key performance indicator reports on the MIG , BEP and EPWP for the Department and national office. Support and encourage poverty alleviation initiatives through identification of sustainable job creation models and promotion of LED. Establish and support the provincial and municipal PMU's ISD officers on social development. Develop and strength provincial communication strategies in popularising and promoting these programmes. Conduct impact assessment on projects , identify best practices and advise the Department on policy development and review. Support EPWP for all infrastructure projects and ensure compliance. Analyse and interpret municipal infrastructure backlog studies for municipal planning processes.

ENQUIRIES : N. Mabusela, tel no (040) 609 5350/2

POST 07/133 : **3 X DEPUTY DIRECTORS: MUNICIPAL GOVERNANCE & SUPPORT SERVICES**

SALARY : SALARY LEVEL: 12 SALARY SCALE: R674 979.00 – R795 090.00 COMMENCING SALARY: R674 979.00 PER ANNUM

CENTRE : CHRIS HANI, JOE GQABI AND ALFRED NDZO

REQUIREMENTS : A recognized three (3) year Degree/Diploma in Public Admin/Management or Social Science or equivalent NQF level 6 relevant qualification. Three (3) years working experience as an Assistant Director. Experience in Local Government will be an added advantage. Have a valid / unendorsed code 8 (EB) Driver's License, Computer Literacy, Communications, Presentation and Report Writing Skills.

DUTIES : Provide support and drive strategic direction for the district and ensure the formulation and implementation of policies which will enable the district to successfully fulfil its role in delivering services to the communities/Clients. Co-ordinate all departmental and sector programs At the district related to municipalities and Traditional Leadership Institutions. Maintain good working relations and participate in IGR related institutional arrangements with all relevant stakeholders within districts. Support the OCA project implementation of 1994 and Public Service regulations, Municipal Structures Act, Municipal Systems Act, IGR Framework Act, Traditional Leadership and Governance Framework Act, SITA and other relevant Legislations and mandates that are relevant to the department and also governing local government and traditional institutions.

ENQUIRIES : Ms N. Mabusela, tel no (040) 609 5350/2

POST 07/134 : **DEPUTY DIRECTOR: MUNICIPAL EVALUATION AND CAPACITY ASSESSMENT**

SALARY : 12 SALARY SCALE: R674 979.00 – R795 090.00 COMMENCING SALARY: R674 979.00 PER ANNUM

CENTRE : BHISHO

REQUIREMENTS : Three year degree/diploma in public administration/ development studies/relevant qualifications. Three years working experience as an Assistant Manager in local government environment. One to two years of research, professional and/or

analytical work experience. Experience in capacity assessment, monitoring and evaluation is preferred. Strong organizational skills and ability to multi-task. Creative and innovative thinking. Computer literacy Microsoft office applications) advanced experience in Microsoft excel preferred. In depth knowledge of Local Government legislation. Good verbal, communication and presentation skills. Code 8 (EB) driver's licence.

DUTIES : Development and review of Municipal Capacity Assessment Tool. Conduct capacity assessment of municipalities. Identify and prioritise capacity gaps. Support the development of strategies on municipal capacity development in line with capacity gaps identified. Assist in developing of Monitoring and Evaluation (M&E) Guidelines & tool of all support programmes. Review Monitoring and Evaluation Guidelines & Tools. Conduct monitoring of support programs to municipalities. Conduct evaluation of support programs rendered to municipalities. Compile M&E reports and communication of results to The relevant stakeholders. Assist in the preparation of the directorate's budget. Assist in the preparation of Annual Performance Plan and Operational Plan. Management of Human, Financial and Physical resources according to Prescripts

ENQUIRIES : Ms N. Mabusela, tel no (040) 609 5350/2

POST 07/135 : **DEPUTY DIRECTOR**
COMPONENT SECOND ECONOMIES: LED FACILITATION

SALARY : SALARY SCALE: R674 979.00 – R795 090.00 COMMENCING SALARY: R674 979.00 PER ANNUM SALARY LEVEL: 12

CENTRE : BHISHO

REQUIREMENTS : A recognised three year degree/Diploma in Economic/ Development Studies or NQF level 6 qualification. Three (3) years working experience in project conception, planning and management as an Assistant Manager. The applicant must have proven experience in report writing and presenting power point presentations, concepts letters and memoranda. Demonstrated ability and experience in managing cash flow and develop a budget to implement a Key Performance Area. Proven economic development ability and experience essential for designing development programmes for economically depressed areas. Proven presentation skills and ability to articulate government development programmes, Computer skills (with emphasis on Microsoft Word, MS Excel, Project and Power –point) are all mandatory. A valid code 8 driver's license is compulsory.

DUTIES : Conceive, plan, implement and manage, co-ordinate and monitor the development and roll-out of public employment programmes. Provide guidance and oversight on the implementation of Community Work Programme and Expanded Public Works Programme. Coordinate the implementation of the revitalisation of small towns and urban centres. Assist with project planning, presentations and reporting on economic development projects and programmes. Efficiently manage the Sub-directorate, including the effective utilization and training of staff. Responsible for efficient management of the directorate, including the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use of state property.

ENQUIRIES : Ms N. Mabusela, tel no (040) 609 5350/2

POST 07/136 : **ENGINEER (PRODUCTION)**
COMPONENTS: MUNICIPAL INFRASTRUCTURE SERVICES

SALARY : COMMENCING SALARY: R552 489.00 SALARY SCALE: R552 489 – R595 185.00 PER ANNUM SALARY LEVEL: OSD POST

CENTRE : BHISHO

REQUIREMENTS : A BSc degree or B Tech in Civil Engineering or relevant engineering field with relevant experience in the Public or Private Sector. A minimum of three years experience in the municipal infrastructure development in public or private sector. Programme or project management course will be an added advantage. Presentation skills, communication and liaison skills, co-ordination, planning and organizing skills required. Computer literacy. Eligibility to register with a professional body either engineering or project management councils. Code EB driver's license.

DUTIES : Facilitate technical support to the Municipal Project Management Unit. Facilitate the coordination and involvement of municipalities and line departments in the updating of infrastructure Plan (CIP). Support the implementation of infrastructure backlogs eradication by municipalities. Provide hands on support on projects implemented through the Municipal Infrastructure Grant (MIG) and Disaster relief

		projects. Appraise and evaluate municipality's feasibility study applications and projects registration. Compile monthly report on physical progress on project implementation. Co – ordinate the provision of Operation and Maintenance (O&M) of municipal infrastructure at district level. Facilitate staff capacity development
<u>ENQUIRIES</u>	:	Ms N. Mabusela, tel no (040) 609 5350/2
<u>POST 07/137</u>	:	<u>VALUER: VALUATIONS</u>
<u>SALARY</u>	:	SALARY LEVEL: 10 SALARY SCALE: R361 659.00 – R426 009.00
<u>CENTRE</u>	:	COMMENCING SALARY: R401 379.00
<u>REQUIREMENTS</u>	:	BHISHO An appropriate degree/diploma in Property Valuations supported by a minimum of three years' experience in the field of property valuation. Registration or eligibility to gister as a Professional Valuer or Professional Associated Valuer without restriction with the South African Council for the Property Valuers Profession.
<u>DUTIES</u>	:	Support and monitor the implementation of the Municipal Property Rates Act, 2004. Facilitate the conduction of property valuations. Manage the provision of technical support to the municipalities on valuation matters. Manage the control and recording of documents relating to valuations. Responsible for efficient management of the Division, including the effective utilization and training of staff, the maintenance of discipline, promotion of sound labour relations and the proper use of State proper.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 07/138</u>	:	<u>ASSISTANT DIRECTOR (WEB APPLICATIONS): INFORMATION MANAGEMENT (DGITO) SERVICE</u>
<u>SALARY</u>	:	SALARY SCALE: R361 659.00 - R426 009.00 SALARY LEVEL: 10
<u>CENTRE</u>	:	COMMENCING SALARY: R361 659.00 PER ANNUM
<u>REQUIREMENTS</u>	:	BHISHO A recognised 3 year degree/ diploma or NQF level 6 relevant qualification in Information Technology. Three (3) years working experience in Information Technology environment and knowledge of SharePoint Working experience as reflected in the CV format available on the Department's website. The following will serve as strong recommendations Microsoft-based web development tools and technologies experience, which includes most of the following: Visio studio, VB, ASP, ASP.Net, ADO, SQL Server 2008, My SQL, COM and JavaScript, Access, HTML, DHTML, Portal systems, XML, web hosting, C#, SharePoint, Word press, Content Management System, MVC and network experience.
<u>DUTIES</u>	:	Intranet strategy design. Web project management (intranet and internet portals).Website design, specification, development and implementation. Intranet and extranet support and interaction management with Government portal. Design and develop content maintenance functions .For the web applications. Integrate existing systems/ content in to the web applications and systems. Develop databases, tools and web applications for departmental use. Responsible for efficient management of the Sub-Directorate including the effective utilization and training of staff, change management, the maintenance of discipline, promotion of sound labour relations and the proper use of state property. In order to consistently assess all applications, applicants are required to complete a Z.83 form and CV using the ICT CV template for Developers published on the Department's website. Applicants are hereby advised that a competency assessment shall be conducted for all shortlisted candidates for the following: Creating a dummy SharePoint site, Creating a dummy website.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 07/139</u>	:	<u>SENIOR NETWORK ADMINISTRATOR: INFORMATION MANAGEMENT (DGITO) SERVICE</u>
<u>SALARY</u>	:	SALARY LEVEL: 10 SALARY SCALE: R361 659.00 - R426 009.00
<u>CENTRE</u>	:	COMMENCING SALARY: R361 659.00 PER ANNUM
<u>REQUIREMENTS</u>	:	BHISHO Three year Degree/Diploma in Information Technology /Computer Engineering / Computer Science / Senior Certificate / Matric / Grade 12 / or relevant NQF level 6 qualification with ICT work track record / project experience, reflected in the CV format available on the Department's website on at least three of the following technologies: Five years general ICT experience. Experience in installation and administration of Windows Server (2003 and later), SQL Server (2005 and later).

Conversant with technologies such as DHCP, DNS,FTP, DFS, SSL, WSUS; Basic understanding of Disaster Recovery and DR plans. Experience in installation and configuration of server hardware. Unendorsed driver's license (minimum EB). An ability to work extended working hours may be required occasionally. Basic understanding of CT project management experience covering initiation, planning, execution and closure / post –implementation stages. PREFERRED: Proficiency in Microsoft Visio and Project. Formal training in Microsoft technologies. SKILLS AND COMPETENCIES: (subject to competency assessment) Can install, configure and maintain / administer a Microsoft Windows Server Active Directory(2003 or later) environment. Can install, configure and maintain / administer a Microsoft SQL Server (2005 or later) environment. A basic understanding of the Project Management Lifecycle and the ability to implement a structured project methodology without constricting the delivery process. Efficiently manage the Sub-directorate, including the effective utilization and training staff. Maintenance of discipline, promotion of sound relation and proper use of State property. Ability to take on client problems and issues and create a workable solution wherever possible. Ability to install, configure and maintain personal computers, networks, and related hardware and software. Knowledge of computer and/or network security systems, applications, procedures, and techniques. Ability to learn and support new systems and applications.

DUTIES : Maintain server volumes and hardware; Install and configure servers, printers, applications and other peripherals that integrate with the LAN / WAN; Responsibility of installing and maintaining the office network and as several types of computer systems and configurations exist, they will be expected to install, configure and maintain all systems used; Provide ICT staff /users with support regarding the use of applications and the network functionality; Effective management of software to deliver business applications. Managing appropriate user and device access to business applications; Monitor the backup processes to ensure the capability to recover systems and / or data; Validating backup processes to effectively \restore systems / data to minimise the impact to business; Implementing effective measures to protect systems and applications; Deliver technical, end user, and advanced support; Incident / problem or escalate problems to appropriate external service providers. In order to consistently assess all applications, applicants are required to complete a Z.83 form and CV using the ICT CV template for Network Administrators published on the Department's website. Applicants are hereby advised that an independent computer-based competency assessment shall be conducted for all shortlisted candidates for the following: Project Management for IT Professionals:- Microsoft Windows Server Administration. Microsoft ExchangeServer Administration. Microsoft SQL Server Administration

ENQUIRIES : Ms N. Mabusela, tel no (040) 609 5350/2

POST 07/140 : **ASSISTANT DIRECTOR: CORPORATE COMMUNICATION**

SALARY : COMMENCING SALARY: R361 659.00 SALARY LEVEL: 10 SALARY SCALE: R361 659.00 – 426 009.00

CENTRE : BHISHO

REQUIREMENTS : An appropriate recognised Bachelor Degree / National Diploma in Communication/ Journalism or Marketing. Three years' work experience in a Communication Services/Field. Knowledge of Public Services frame works relevant to communication and treasury Regulations. Computer Literacy, Good written, verbal communication, presentation, decision making skills and a valid driver's license. Must be prepared to travel throughout the Province on week-ends and public holidays.

DUTIES : Media liaison, mobilisation, monitoring and analysis. Maintain and update a reliable media database Manage support initiatives for the implementation of the Local Government Communication System (LGCS). Manage Human, Financial Resources of the Unit. Manage the development of public relations campaigns and events

ENQUIRIES : Ms N. Mabusela, Tel no (040) 609 5350/2

POST 07/141 : **3 X ASSISTANT DIRECTORS: TRADITIONAL INSTITUTIONAL SUPPORT**

SALARY : SALARY SCALE: R361 659-R426 009 COMMENCING SALARY: R361 659

CENTRE : O.R TAMBO :(DALINDYEBO), ALFRED NZO :MALUTI & JOE GQABI (STERKSPRUIT) DISTRICT

<u>REQUIREMENTS</u>	:	A recognized three year degree, diploma in Public Management /Administration/ Social Science /NQF 6 level related field. Senior Certificate coupled with five (5) years appropriate experience as Senior Admin Officer in the relevant field. Knowledge of legislative framework governing the institution of Traditional Leadership will be added advantage. Knowledge in the coordination of and implementation of programmes. Excellent interpersonal relations, ability to handle pressure. Good communication, presentation, and writing skills. Willingness to travel in rural communities and work extended hours when required. Computer Literacy Code 08 drivers' license.
<u>DUTIES</u>	:	Co-ordinate the functions and activities of Traditional Leadership Institutions, Regional Offices, Intra, inter Departmental and other institutions. Assist the recognition and removal of traditional leaders. Assist in managing the process of applications for traditional communities and leaders. Provide administration support to traditional leaders. Ensure that the full requirements of the recognition of traditional leaders are met. Facilitate and assist in monitoring the construction and renovation of traditional institutions. Ensure that physical verification of traditional leaders is done periodically and provide written quarterly report to the manager and senior manager. Responsible for efficient management of region including efficient utilization of resources, training staff. Maintenance of discipline, promotion of sound labour relations and the proper use of state property.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 07/142</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT - LOGIS SYSCON</u>
<u>SALARY</u>	:	SALARY SCALE: R361 659.00 – R426 009.00 COMMENCING SALARY: R361 659.00 PER ANNUM SALARY LEVEL: 10
<u>CENTRE</u>	:	BHISHO
<u>REQUIREMENTS</u>	:	Degree/National Diploma in finance/Logistics/Project Management/Financial Information Systems or any other related qualification with relevant experience as a LOGIS SYSCON or LOGIS Training environment or Senior Certificate with 5 years' experience in the relevant field. Thorough knowledge of the PFMA, Treasury Regulations, Framework for Supply Chain Management, PPPFA and other relevant legislation, as well as the ability to implement these prescripts. Knowledge of transversal systems (e.g. LOGIS, BAS) will serve as an advantage. LOGIS system controller certificate, good leadership and communication (verbal and written) skills, presentation skills, budgeting skills and computer literacy.
<u>DUTIES</u>	:	Act as LOGIS Systems Controller. Create LOGIS infrastructure. Facilitate capturing of suppliers bank details. Manage user accounts. Provide technical assistance to cost centres, SCM and Finance. Draw reports and interpret financial data. Create contract information and link to ICN and supplier number. Develop LOGIS training needs. Provide one on one mentoring to all LOGIS users. Identify system security risks and provide deterrent if possible. Prepare and submit monthly and quarterly reports to authorities with regards to user accounts.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 07/143</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT - BID ADMINISTRATION</u>
<u>SALARY</u>	:	SALARY SCALE: R361 659.00 – R426 009.00 COMMENCING SALARY: R361 659.00 PER ANNUM SALARY LEVEL: 10
<u>CENTRE</u>	:	BHISHO
<u>EQUIREMENTS</u>	:	Degree/Diploma in finance/Logistics/Supply Chain Management or any other related qualification. Thorough knowledge of the PFMA, Treasury Regulations, Framework for Supply Chain Management, BBBEE, PPPFA and other relevant legislation, as well as the ability to implement these prescripts. Knowledge of the Supply Chain bidding process, good leadership and communication (verbal and written) skills, presentation skills, budgeting skills. Computer literacy.
<u>DUTIES</u>	:	Provide secretariat support to Bid Committees. Ensure that bid evaluation, adjudication committees are timeously established. Assist in compilation of Acquisition management policies and procedure manuals. Prepare and submit monthly and quarterly reports in line with the reporting requirements.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 07/144</u>	:	<u>RECORDS MANAGER: ORGANISATIONAL TRANSFORMATION & PLANNING</u>
<u>SALARY</u>	:	SALARY SCALE: R361 659-R426 009 COMMENCING SALARY: R361 659 SALARY LEVEL: 10

<u>CENTRE REQUIREMENTS</u>	:	BHISHO
	:	A three year degree/diploma or equivalent NQF6 qualification with relevant courses. Minimum of three years' experience in records management /registry environment. Sound knowledge of Archives and records management legislation. Knowledge of records management practices and electronic records systems.
<u>DUTIES</u>	:	Manage Compile and review records classification systems. Develop and oversee and the implementation of records Management policies and procedure manuals. Evaluate and monitor compliance with sound records management legislation and prescripts .Train staff from the Department on records management. Manage the administration of Promotion of Access to information Act (PAIA) and promotion of Administration Justice Act (PAJA).Manage and control creation, movement, security, physical custody and care of records and flow of information. Manage the disposal of records. Manage records, management staff and registries to ensure sound records management practices. Liaise with other stakeholders within the Department, i.e. IT, Risk Management, Strategic Planning. Workstudy etc. Conduct regular audits on records management practices.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, tel no (040) 609 5350/2
<u>POST 07/145</u>	:	<u>ASSTANT DIRECTOR: INTEGRATED DEVELOPMENT PLANNING</u>
<u>SALARY</u>	:	SALARY SCALE : R361 659-R426 009 COMMENCING SALARY: R361 659 SALARY LEVEL : 10
<u>CENTRE REQUIREMENTS</u>	:	AMATHOLE DISTRICT SUPPORT CENTRE
	:	A recognised 3 year degree/diploma (RVQ13) in Development Studies or Policy Studies or Public Administration /Management plus three (3) years relevant experience or Senior Certificate coupled with 3 years appropriate experience the related filed. Code 08 driver's licence. Computer Literacy. Core competences: the prospective candidate will be characterized by service delivery innovation, client orientation and customer focus, people management and empowerment, financial and project management and knowledge management skills.
<u>DUTIES</u>	:	Promote, Facilitate, co-ordination, monitor and analyse the development process of municipal integrated development planning and plans of Amathole District municipal area, Eastern Cape. Promote, facilitate, coordinate ,strengthen, monitor and analyse intergovernmental and interspheral development planning in Amathole District of the Eastern Cape. Promote, facilitate, strength, monitor the use and have the ability to interpret STATS information for the benefit of the Integrated Development Planning purpose. Responsibility for the administrative function within the Directorate i.e submission of reports development and rendering of presentations, efficient management of human, physical and financial resources of the Directorate. Good communication skill and interpersonal relations as well as client and results orientated.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 07/146</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT - PROCUREMENT</u>
<u>SALARY</u>	:	SALARY SCALE: R361 659.00 – R426 009.00 COMMENCING SALARY: R361 659.00 PER ANNUM SALARY LEVEL: 10
<u>CENTRE REQUIREMENTS</u>	:	BHISHO
	:	Degree/ National Diploma in finance/Logistics/Supply Chain Management or any other related qualification. LOGIS experience. Thorough knowledge of the PFMA, Treasury Regulations, Framework for Supply Chain Management, PPPFA and other relevant legislation, as well as the ability to implement these prescripts. Knowledge of transversal systems (e.g. LOGIS, BAS) will serve as an advantage. LOGIS system controller certificate, good leadership and communication (verbal and written) skills. Presentation skills, budgeting skills. Computer literacy.
<u>DUTIES</u>	:	Manage the order creation process. Reconcile manual orders to LOGIS. Facilitate capturing of suppliers bank details. Provide technical assistance to cost centres, SCM and Finance. Draw reports and interpret financial data. Create contract information and link to ICN and supplier number. Prepare and submit monthly and quarterly commitment reports to authorities with regards to user accounts.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 07/147</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL ADMINISTRATION</u>
<u>SALARY</u>	:	SALARY SCALE: R361 659.00 - R426 009.00 COMMENCING SALARY: R361 659.00 PER ANNUM SALARY LEVEL: 10
<u>CENTRE</u>	:	JOE GQABI

<u>REQUIREMENTS</u>	:	An appropriate three-year diploma / degree in Public Management/Social Sciences or NQF6 level equivalent qualification with three (3) years working experience as a Senior Admin Officer or (Senior Certificate) with three years appropriate working experience as a Senior Admin Officer in in the Public Service. Two years' working experience in Municipal Administration. Five years' experience in local government environment. Full understanding of Local Government: Municipal Structures Act and other Local Government Legislation, including policies and procedures. Excellent communication skills (written and verbal), ability to work under pressure, attention to details, analytical skills, meticulous planning and organisational skill Computer literacy (Microsoft office applications). Excellent communication, including producing quality reports. Drivers licence. Willingness to travel and work after hours and when required.
<u>DUTIES</u>	:	Ensure legislative compliance by municipalities. Assist municipalities in the reviewal and rationalisation of by-laws and policies. Assist the MDB in the redetermination of boundaries by receiving applications, assist in the hearings and meetings and also advise MDB, Gazette concurrences. Assist in the determination of councillors as full time. Assist in Section 139 Municipal Interventions. Responsible including the effective utilization and training of staff maintenance of discipline, promotion of sound labour relations and proper use of State property.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 07/148</u>	:	<u>2 X ASSTANT MANAGERS: LAND USE MANAGEMENT</u>
<u>SALARY</u>	:	SALARY SCALE: R361 659.00 –R 426 009.00COMMENCING SALARY: R361 659.00 SALARY LEVEL : 10
<u>CENTRE REQUIREMENTS</u>	:	CHIRS HANI & JOE GQABI DISTRICT SUPPORT CENTRES
	:	A Recognised 3 year degree/diploma in Public Admin /Management or equivalent NQF 6 relevant qualification. Senior Certificate with three years' experience as a Senior Admin Officer or equivalent ranks. Communication Skills. Computer literacy-Word, Excel, Internet, Email. EB Valid Driver's licence will be an added advantage.
<u>DUTIES</u>	:	To ensure the effective, efficient and economical operation of the statutory bodies established in terms of the assigned spatial planning and land use planning legislations. To render assistance and support required in respect of the effective and efficient administrative of land rights. To liaise with external stakeholders including but not limited to Municipalities, Communities, Deeds Offices, Office of the Surveyor General, Conveyancers, Land Surveyors, Town Planners, Commission for Restitution of Land Rights, etc.To participate and input into the budgetary processes of the -as per the Public Finance Management Act.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 07/149</u>	:	<u>ASSISTANT DIRECTOR: PUBLIC PATICIPATION</u>
<u>SALARY</u>	:	SALARY SCALE: R361 659.00 – R426 009.00 COMMENCING SALARY: R361 659.00 PER ANNUM SALARY LEVEL: 10
<u>CENTRE REQUIREMENTS</u>	:	OR TAMBO DISTRICT SUPPORT CENTRE
	:	A recognised 3 year Degree/Diploma in Public Administration/Management or equivalent NQF6 relevant qualification .5 years' experience in local Government environment .Communication skills .Computer Literacy. Driver's license Three years' experience in community development will be added advantage.
<u>DUTIES</u>	:	Assist in facilitating the effective functioning of Ward Committees. Facilitate and monitor the CDW Programme as district co-ordinators. Facilitate and support Municipal Public Participation outreach programs. Support Municipalities in establishing effective Public Participation Units. Facilitation and monitoring of elections and by- elections in municipalities. Manage and development the staff in the district. Ensure compliance and meeting of targets with regard to financial management requirements.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 07/150</u>	:	<u>ASSISTANT MANAGER: MUNICIPAL AUDIT / RISK MANAGEMENT</u>
<u>SALARY</u>	:	SALARY SCALE: R361 659 –R426 009.00 COMMENCING SALARY: R361 659.00 PER ANNUM SALARY LEVEL: 10
<u>CENTRE REQUIREMENTS</u>	:	AMATHOLE DISTRICT SUPPORT CENTRE
	:	A recognised three year degree/ diploma in Accounting / Financial Administration / Financial Management / Auditing or relevant NQF level 6 qualification with three years working experience in the related field as a Senior Admin Officer or

equivalent ranks or senior certificate with five years working experience in the related field as a Senior Admin Officer or equivalent ranks OR A recognized three (3) year Degree/Diploma in Accounting / Financial Administration / Financial Management / Auditing or NQF level 6 qualification with four (4) years relevant experience as an Admin Officer or equivalent ranks in the related field OR Senior certificate with six (6) years relevant working experience as an Admin Officer or equivalent ranks in the related field. Ability to analyse Annual Financial Statements, and other financial reports. Knowledge of GRAP Standards. Understanding of Municipal Finance Management Act and other Local Government legislation. Communication skills. Computer literacy. A Valid driver's licence.

DUTIES : Assess and report the adequacy of audit intervention plans in addressing issues raised in audit reports of municipalities Monitor the implementation of audit intervention plans by municipalities Assess and report compliance of annual and oversight reports with Municipal Finance Management Act Requirements Monitor and support functionality of financial oversight structures in municipalities Assess and strengthen internal controls systems of municipalities Monitor and support municipalities on the review of annual financial statements Monitor and support risk management processes in municipalities Manage staff and resources within the subdivision Assist in the management of budget in the directorate of Municipal Development Finance. Responsible for efficient management of human resources, assets and financial resources of the district.

ENQUIRIES : Ms N. Mabusela, Tel no (040) 609 5350/2

POST 07/151 : **ASSISTANT MANAGER: FINANCIAL/ BUDGET PLANNING**

SALARY : SALARY SCALE: R361 659 –R426 009.00 COMMENCING SALARY: R361 659.00 PER ANNUM SALARY LEVEL: 10

CENTRE : BHISHO

REQUIREMENTS : A recognised three year degree / diploma in Accounting /Financial Management/Cost Management/Economics or equivalent NQF Level 6 qualification with three years working experience as a Senior State Accountant Senior certificate with five years working experience in the relevant environment as a Senior State Accountant OR A recognized three (3) year Degree/ Diploma with four (4) years relevant experience as a State Accountant or equivalent ranks or Senior certificate with six (6) years working experience as a State Accountant In – depth knowledge and understanding of PFMA and Treasury regulations Understanding of budget process in government and knowledge of Basic Accounting System (BAS) Computer literacy (With expert knowledge of Excel and PowerPoint in addition to other computer programmes) Driver's license

DUTES : Assist in the preparation of the Departmental Budget and adjustment estimates as per Treasury instructions Assist Programmes with the costing of activities during budget preparations Conduct expenditure analysis and report findings to the relevant Manager Prepare the shifting and virement of funds, make recommendations to the relevant Manager during the year and ensure the implementation on BAS once approved Assist in monitoring of departmental expenditure including commitments and offer advice to programmes. Prepare monthly In Year Monitoring reports for submission to Provincial Treasury and Executive Authority Identify and correct misallocated funds Attend to Audit queries pertaining to the Unit Efficiently manage the Section, including the effective utilization and training of staff. Responsible for efficient management of the directorate, including the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use of state property.

ENQUIRIES : Ms N. Mabusela, Tel no (040) 609 5350/2

POST 07/152 : **ASSISTANT DIRECTOR: ORGANISATION TRANSFORMATION**

SALARY : SALARY SCALE: R361 659 –R426 009.00 COMMENCING SALARY: R361 659.00 PER ANNUM SALARY LEVEL: 10

CENTRE : BHISHO

REQUIREMENTS : A recognised three year degree/diploma in Organisational and work study or certificate in organisational and work study or management services with three (3) years working experience as a Senior Work study officer Senior certificate coupled with five (5) years working experience in the related field as a Senior Work study officer A recognised three year degree/diploma in Organisational and work study or certificate in organisational and work study or management services with four (4) years working experience as a Work study officer. A recognised three

		year degree/diploma in Organisational and work study or certificate in organisational and work study or management services with six (6) years working experience as a Work study officer
<u>DUTIES</u>	:	Conducting of organisational development investigations as follows: Collate and evaluate requests and decisions in respect of structural changes or adaptations. Provide expert advice on Organisational Development processes and liaise with senior management. Initiate work study investigations Prepare draft proposals and recommendations for consideration Create/adapt organisational structure upon approval and assist with implementation. Facilitate development of Job Descriptions Maintain and act as custodian of the Organisational Structure. Facilitate development and evaluation of work flow processes. Conducting of job evaluation processes as follows: Facilitate job evaluation process Plan and implement Job Evaluation investigations in terms of prescriptions. Evaluate results and present proposals in accordance with policy guidelines and procedures. Present recommendations for consideration and approval. Implement decisions. Provide advice and guidance on Job Evaluation processes. Responsible for efficient management of the Sub Directorate, including the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use of state property
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 07/153</u>	:	<u>OFFICE MANAGERS: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT, SPATIAL PLANNING & CORPORATE SERVICES 3 POSTS</u>
<u>SALARY</u>	:	SALARY SCALE: R361 659.00 – R426 009.00 COMMENCING SALARY: R361 659.00 PER ANNUM SALARY LEVEL: 10
<u>CENTRE REQUIREMENTS</u>	:	BHISHO
	:	A recognise three year degree/diploma or NQF6 qualification or Senior Certificate coupled with seven years experience in the related field. Excellent communication skills. Knowledge of Local Government ,Public Finance Management Act and Treasury Regulations. Computer Literacy
<u>DUTIES</u>	:	Assist in the co-ordination of the activities of the Chief Directorate of Municipal Infrastructure or Disaster Management and Free Basic Services. Facilitate and co-ordinate reporting on a five year Local Government Strategy Agenda for the Chief Directorate. Make follow ups to task assigned to directorates. Prepare memoranda, reports ,speeches, etc for the General Manager. Facilitate the co-ordination of strategy and operation plans of the Chief Directorate. Facilitate the co-ordination of compilation of programme performance monthly /quarterly/half-yearly annually and administration reports for the Chief Directorate Co-ordinate the development and implementation of the Procurement Plan of the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms N. Mabusela. Tel no (040) 609 5350/2
<u>POST 07/154</u>	:	<u>PRINCIPAL COMMUNICATION OFFICER: CORPORATE COMMUNICATION</u>
<u>SALARY</u>	:	COMMENCING SALARY: R243 747.00 SALARY SCALE: R243 747.00 – 287 121.00 SALARY LEVEL: 8
<u>CENTRE REQUIREMENTS</u>	:	BHISHO
	:	A recognised 3 year degree or diploma in Communication, Journalism, Public Relations or Marketing. 3 years experience within a communications environment. Computer Literacy. Valid drivers license. Experience in events co-ordination and management. Experience in photography and journalistic writing skills. Proficiency in isiXhosa and English. Must be prepared to travel throughout the Province even on weekends and public holidays.
<u>DUTIES</u>	:	Organise departmental events. Manage exhibitions during departmental and provincial events. Research and write news articles for internal, external newsletter and any other departmental publication. Render translation services as and when required. Perform daily weekly and monthly media monitoring and analysis services. Update and upload information in the departmental website. Develop and maintain social media platforms (facebook, twitter, you tube etc.) Responsible for the archiving and safe storage of photographic, promotional products and promotional material. Advise management on new communication approaches and trends. Render photographic services during departmental events. Render branding services in departmental and government events. Safe keeping and handling of departmental property and equipment.
<u>ENQUIRIES</u>	:	Ms N. Mabusela. Tel no (040) 609 5350/2

<u>POST 07/155</u>	:	<u>SENIOR ADMIN OFFICER: RESEARCH: HOUSE OF TRADITIONAL LEADERS</u>
<u>SALARY</u>	:	SALARY LEVEL: 08 SALARY SCALE: R243 747.00 – R287 121.00 COMMENCING SALARY: R243 747.00
<u>CENTRE REQUIREMENTS</u>	:	BHISHO A Recognized three year degree in Social Science with research methodology as a major subject. Three (3) years' experience in research related field. A Qualification in Anthropology will be an added advantage. Must be able to communicate fluently in African languages both verbally and in writing. Knowledge of legislation governing traditional leadership institution. Conflict management skills. Driver's license (Code 8), Computer literacy, Project management, interpersonal and team work skills.
<u>DUTIES</u>	:	Conduct research on relevant traditions and customs Applicable in the Eastern Cape Province. Render Administrative support to House Committees. Conduct research on claims and counter claims pertaining traditional leadership disputes. Develop detailed reports on research findings.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 07/156</u>	:	<u>COMMUNITY DEVELOPMENT OFFICER: COMMUNITY DEVELOPMENT FACILITATION</u>
<u>SALARY</u>	:	SALARY SCALE: R243 747 – R287 121.00 COMMENCING SALARY: R243 747.00 SALARY LEVEL: 08
<u>CENTRE REQUIREMENTS</u>	:	BHISHO A recognized three year degree/diploma in Development studies or relevant qualification. Two years' experience in Community Development or relative field. Rural Development experience will be an added advantage. Valid Drivers' License. Computer Literacy. Assist in facilitating the involvement of Traditional Leaders in development initiatives. Assist in promoting co-operative relations with developmental partners and Government Departments. Facilitate and co-ordinate trainings for projects/developmental programmes in Traditional Communities. Assist and facilitate the involvement of donors in Traditional Communities development.
<u>DUTIES</u>	:	
<u>ENQUIRIES</u>	:	Ms N. Mabusela, tel no (040) 609 5350/2
<u>POST 07/157</u>	:	<u>STATE ACCOUNTANT: BUDGETING PLANNING AND MANAGEMENT</u>
<u>SALARY</u>	:	SALARY SCALE: R196 278.00 – R231 210.00 COMMENCING SALARY: R196 278.00 PER ANNUM SALARY LEVEL: 07
<u>CENTRE REQUIREMENTS</u>	:	BHISHO Appropriate B Degree/National Diploma in majoring in Accounting or Equivalent. Three years' experience in Finances at supervisory level. Computer Literacy (Word and Excel or equivalent packages). Good communication skills, interpersonal and numerical skills. Knowledge and experience in BAS system and understanding of PFMA, Treasury prescripts. Understanding of budget process in government.
<u>DUTIES</u>	:	Assist in the compilation of departmental budget inputs including the consolidation of MTEF budget, Adjustment Estimates as per Treasury Instructions and budget guidelines. Regular monitoring of expenditure. Assist in capturing and management of virements according to PFMA and Treasury Regulations. Prepare weekly cash flows. Render effective budgeting and financial advice to the departmental programme. Assist in the coordination of monthly Financial Management meetings.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 07/158</u>	:	<u>STATE ACCOUNTANT: GENERAL PAYMENTS</u>
<u>SALARY</u>	:	SALARY SCALE: R196 278.00 - R231 210.00 SALARY LEVEL: 07 COMMENCING SALARY: R196 278.00
<u>CENTRE REQUIREMENTS</u>	:	BHISHO Three year Degree/ Diploma in Accounting financial related studies or equivalent NQF level 07 qualification. Senior Certificate with five years relevant experience of financial administration. Knowledge of BAS and Logis. Knowledge of the PFMA, Treasury Regulations, Public Service Act, Conditions of Employment Act and any other relevant prescripts. Computer literacy and valid driver's license.
<u>DUTIES</u>	:	Receive and compile payment advices. Capture sundry payments on BAS system. Capture payment on LOGIS mainframe. Submit payments for verification

		and authorization. Maintain payment monitoring tool. Ensure proper filing of payment vouchers. Facilitate Monthly Reconciliation of Creditors Accounts. Perform creditors reconciliation. Request monthly statements from suppliers. Request disbursement report. from BAS then compile reconciliation. Follow upon creditors regarding any queries from creditors reconciliation.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 07/159</u>	:	<u>COMMUNICATION OFFICER: CORPORATE COMMUNICATION</u>
<u>SALARY</u>	:	SALARY SCALE: R158 985.00 COMMENCING SALARY: R158 985.00 – R187 275.00 SALARY LEVEL: 06
<u>CENTRE REQUIREMENTS</u>	:	BHISHO Three (3) year degree or diploma in Communication/Journalism/ Public Relations. 1 year experience within a communications environment. Computer literacy and desk top publishing will be an added advantage. Valid driver's license. Experience in photography and journalistic writing skills Knowledge of new media platforms Proficiency in IsiXhosa and English Must be prepared to travel throughout the Province on week-ends and public holidays.
<u>DUTIES</u>	:	Research and write articles for internal, external newsletter and any other departmental publications Attend departmental events for newsgathering purposes. Update social media platforms (Facebook, twitter, you tube etc.) Render photography during departmental events. Render branding services in departmental and government events. Safe keeping and handling of departmental property and provide administrative support services and any other official delegated duty.
<u>POST 07/160</u>	:	<u>PERSONAL ASSISTANTS TO DDG & DIRECTOR PROVINCIAL HOUSE OF TRADITIONAL LEADERS, TRADITIONAL LEADERSHIP RURAL DEVELOPMENT FACILITATION, TRADITIONAL FINANCE,TRADITIONAL INSTITUTIONAL SUPPORT & CORDINATION, HUMAN RESOURCE MANAGEMENT, DEVELOPMENTAL LOCAL GOVERNMENT 7 POSTS</u>
<u>SALARY</u>	:	SALARY SCALE: R196 278.00 – R231 210.00 COMMENCING SALARY: R196 278.00 SALARY LEVEL: 07
<u>CENTRE REQUIREMENTS</u>	:	BHISHO Senior Certificate coupled with secretarial certificate or equivalent qualification. Computer Literacy. Relevant experience in this field will be an added advantage
<u>DUTIES</u>	:	Facilitate the smooth running of Senior Manager's office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where is required. Type correspondence delegate by the Senior Manager. Manage the diary of Senior Manager. Manage the resources of the office of the Senior Manager.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 07/161</u>	:	<u>SENIOR ADMIN CLERK: PROCUREMENT ADMIN</u>
<u>SALARY</u>	:	SALARY SCALE: R158 985.00 – R187 275.00 COMMENCING SALARY: R158 985.00 PER ANNUM SALARY LEVEL: 06
<u>CENTRE REQUIREMENTS</u>	:	BHISHO Senior Certificate. Degree/Diploma in Finance/Logistics /Purchasing Management in Supply Chain Management will be an added advantage. Knowledge of SCM prescripts i.e. Treasury Regulations, Practise Notes, PFMA, etc. Computer Literacy i.e. BAS Logis, Excel Word, Power Point etc
<u>DUTIES</u>	:	Rendering effective ordering process. Capturing of all orders and invoices onto Excel. Capturing of commitments onto Excel spread sheet monthly. Verification of request from the End user. Fax orders to service providers and confirm receipt. Ensure proper filling of requisition (VA2)
<u>CENTRE ENQUIRIES</u>	:	BHISHO Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 07/162</u>	:	<u>SENIOR ACCOUNTING CLERK: FINANCIAL ACCOUNTING SERVICES</u>
<u>SALARY</u>	:	SALARY SCALE: R158 985.00 – R187 275.00 SALARY LEVEL: 06 COMMENCING SALARY: R158 985.00
<u>CENTRE</u>	:	BHISHO

<u>REQUIREMENTS</u>	:	Three year Degree/ Diploma in Accounting or financial related studies. Senior Certificate with Mathematics, Physical Science or Accounting with three (3) years experience in finance. Knowledge of BAS and Logis. Computer literacy. Knowledge of the PFMA, Treasury Regulations, Public Service Act, Basic Conditions of Employment Act, and any other relevant prescripts.
<u>DUTIES</u>	:	Compile and capture payments on BAS. Insert paid stamps on all batches. File payment batches on box files. Retrieve payment batches on request (by AG, Internal Auditor, SCM and other Directorate within the department). Any other administrative work.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 07/163</u>	:	<u>SENIOR ADMINISTRATIVE CLERKS: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT 14 POSTS</u>
<u>SALARY</u>	:	SALARY LEVEL: 06 SALARY SCALE: R158 985.00 – R187 275.00 COMMENCING SALARY: R158 985.00 PER ANNUM
<u>CENTRE</u>	:	NTLEZI TC: FLAGSTAFF, AMAKWALO TC: LUSIKISIKI, AMANDENGANE TC: BIZANA, AMACWERA TC: NTABANKULU, IMIDUTSHANE TC: CENTANE, MOSHOESHOE TC: MALUTI, HALA TC: LADY FRERE, MPEKO TC: MTHATHA, UPPER GQOBONCO TC: NGCOBO, HALA TC: MQANDULI, MANZAMHLOPHE TC: PORT ST JONHS, NGXANGULA TC: NGQELENI, MCWEBENI TC: NGQELENI, AND AMAZIZI TC: TSOMO
<u>REQUIREMENTS</u>	:	National Senior Certificate or equivalent qualification NQF Level 4 and Computer literacy.
<u>DUTIES</u>	:	Receiving of funds on behalf of Traditional Council. Compilation of financial statements. Recording of minutes in the meeting. Compilation of vouchers for payment Control of Safes as prescribed by the Treasury instructions. Control over expenditure and guard against over spending. Compilation of monthly returns through cashbook, book and record books. Assist in typing of correspondence in the Traditional Council, Municipalities and other Structures Understanding of Traditional Affairs and finances will be an added advantage.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 07/164</u>	:	<u>MESSENGER DRIVER: TRADITIONAL LEADERSHIP: INSTITUTIONAL SUPPORT SERVICES 3 POSTS</u>
<u>SALARY</u>	:	SALARY SCALE: R110 739.00 - R130 446.00 COMMENCING SALARY: R110 739.00 PER ANNUM SALARY LEVEL: 4
<u>CENTRE</u>	:	WESTERN THEMBULAND, EMBOLAND & RHARHABE REGION
<u>REQUIREMENTS</u>	:	Senior Certificate/ equivalent qualification. Drivers licence with code 14 or PDP
<u>DUTIES</u>	:	Deliver all official documents to the relevant stakeholders e.g the Queen, Traditional Leaders and the Department. Assist on the transportation of iNkosi to various ama-Komkhulu. Provide messenger driving services to the King.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 07/165</u>	:	<u>CLEANER: OFFICE SERVICES 2 POSTS</u>
<u>SALARY</u>	:	SALARY SCALE: R93 444.00 – R110 073 COMMENCING SALARY: R93 444.00 SALARY LEVEL: 03
<u>CENTRE</u>	:	CHRIS HANI & BHISHO
<u>REQUIREMENTS</u>	:	ABET (Level 5) or equivalent. Ability to use cleaning material. Ability to work in a team and maintain good interpersonal relationships. Good communication.
<u>DUTIES</u>	:	Clean and create and orderly working environment. Ensure that boardroom, offices, kitchen are clean. Prepare tea and other refreshments. Empty dust beam
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2

DEPARTMENT OF SOCIAL DEVELOPMENT

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.

<u>APPLICATIONS</u>	:	The Department of Social Development is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D and qualification. Applications should be submitted at the Eastern Cape Department of Social Development, Please quote the reference number and
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forward your application to the following address: King William's Town: The Head of Department, Social Development and Special Programmes, Private Bag X 0039, Bhisho, 5605 or hand delivered at Beacon Hill Office Park – Corner of Hargreaves Road and Hockey Close at King William's Town for the attention of Mr Mapuza. Enquiries may be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055115 or Mr M. Mapuza at (043) 6055104.

CLOSING DATE
NOTE

: 26 February 2016
: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). No faxed or e-mailed applications will be allowed. Failure to submit all the requested documents will result in the application not being considered. Applicants must please indicate the reference of the post he/she is applying for and fill in a separate application form for each post, if applying for more than one post .Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: All shortlisted candidates will be subject to security clearance and SMS members will be required to undergo competency assessment and sign a performance agreement.

OTHER POSTS

POST 07/166

: **DIRECTOR: FINANCIAL MANAGEMENT REF NO: 124853/1**

SALARY
CENTRE
REQUIREMENTS

: R864 177 per annum, Level 13
: Provincial Office (King Williams Town)
: A Bachelor's Degree in Commerce majoring in Accounting or National Diploma in Accounting. A minimum of five (5) years' experience at Middle Management level. Post graduate will be an added advantage. A driver's license is essential. Competencies: Knowledge of PFMA and Treasury Regulations, Division of Revenue Act and applicable budgetary processes. Sound experience in preparation of financial statements in accordance with GRAAP and other National Treasury Directives, preparation and monitoring of budget and expenditure management and reporting requirements in terms of PFMA. Strong strategic and leadership capability. Excellent managerial and organizational skills. Excellent verbal, communication and report writing skills. Good interpersonal skills. Ability to work under pressure and at odd hours to meet tight deadlines and compliance requirements. Proven project management and analytical skills. Extensive report writing skills. Computer literacy especially Excel , Word & PowerPoint and understanding of BAS.

DUTIES

: Develop and monitor the implementation of an effective financial management strategy. Ensure rendering of financial planning services. Ensure rendering of financial systems and accounting services. Ensure rendering of expenditure management services. Ensure rendering of pre-audit services. Ensure that financial reporting is a true reflection of the financial position of the Department. Develop and implement financial and associated governance norms and standards to enhance performance orientated finance results and accountability in the department. Facilitate the implementation of risk management strategies and fraud prevention. Ensure integrity of financial information and alignment of financial systems. Coordinate the finalization and submission of the Annual Financial Statements and the subsequent finalization of the audit processes by the Auditor – General. Report directly to Chief Financial Officer

ENQUIRIES
NOTE

: Ms B. Nxusani, Tel. No: (043 6055103)/ Ms A. Bongco (043) 605 5115
: NB: Women and people with disability are encouraged to apply

POST 07/167

: **DIRECTOR: ANTI POVERTY CO-ORDINATION REF NOI: 124853/2**
Re - Advertisement

SALARY
CENTRE
REQUIREMENTS

: R864 177 per annum, Level 13
: Provincial Office (King Williams Town)
: An appropriate Bachelors Degree in Social Science specializing in Community Development/ Development Studies/ Social Development/ Economic Science and other related studies with (5) ten years relevant experience of which three (3) years must be at a middle management. Post graduate will an added advantage. A valid driver's licence is essential. COMPETENCIES: Core SMS management competencies including: Programme and project management, Strategic

capability and leadership, Financial Management, Change Management, Knowledge Management, Service Delivery Innovations, Problem Solving and analysis, People Management and Empowerment, Client Orientation and Customer Care, Communication, Honesty and Integrity. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Employment Equity, Skills Development and Labour Relations Acts.

DUTIES : Manage the Poverty Reduction Programme in the Eastern Cape. Monitor, evaluate and report on poverty reduction programme in the Eastern Cape. Facilitate the alignment of business plans of project participants to the ECPPRP. Adhere to the Public Finance Management Act (PFMA) and requirements of the Division of the Revenue Act (DORA). Contribute to the policy formulation relevant to the programme. Develop and maintain a database on poverty indicators. Provide strategic leadership to the Eastern Cape Poverty Reduction Programme. Participate in strengthening strategic partnership dialogue and negotiations with key provincial stakeholders, including donors, District Municipalities and national Departments and traditional leaders. Provide provincial leadership in the active acquisition and sharing of business – sensitive knowledge with regard to the Poverty Reduction Programme on Poverty Reduction Programme corporate initiative and activities

NOTE : NB: Women and people with disability are encouraged to apply
ENQUIRIES : Ms B. Nxusani, Tel. No: (043 6055103)/ Ms A. Bongco (043) 605 5115

OTHER POST

POST 07/168 : **TRANSITION MANAGER REF NO: 124853/3**

SALARY : R674 979 per annum Level 12
CENTRE : Provincial Office (King Williams Town)
REQUIREMENTS : An appropriate Bachelor's Degree. A minimum of 5 yrs recognized experience of which 3 must be at middle management level. A valid driver's license is essential, Competencies: Understanding of policies related to food security and nutrition. Knowledge of project management and Financial Management. Knowledge and understanding food security. Understanding of dynamics of communities. Demonstrate evidence of operational and people management, skills, advocacy, interpersonal communication skills (Both verbal and written. Conflict Management.

DUTIES : Facilitate functioning of PFDC and CNDCs on behalf of the Provincial & National DSD. Monitor the integrated Food and Nutrition Security implementation plans within province, especially the PFDC and CNDCs. Coordinate sustenance of the Provincial Food Distribution Centres (PFDC), and Community Nutrition and Development Centres (CNDCs). Coordinate implementation, monitoring and reporting on the performance of PFDC & CNDC's. Manage and guide the New Implementing Agent. Manage the relationship and reports to Provincial & National offices project management team. NB: Women and people with disability are encouraged to apply

ENQUIRIES : Ms B. Nxusani, Tel. No: (043 6055103)/ Ms A. Bongco (043) 605 5115

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT**

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

APPLICATIONS : Applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown or Applicants can apply online at: www.gautengonline.gov.za

CLOSING DATE : 03 March 2016

MANAGEMENT ECHELON

POST 07/169 : **DEPUTY DIRECTOR-GENERAL: INFORMATION COMMUNICATION TECHNOLOGY REF NO: 000328**
(Performance-based: 5 Year Fixed-Term Employment Contract)
Directorate: Information Communication Technology

SALARY : R1 267 806 – R1 428 186 per annum (All Inclusive Remuneration Package)
CENTRE : Johannesburg
REQUIREMENTS : An appropriate B.Com (Information Technology), B.Sc.(Computer Science), or related Information Technology qualification. 6 –10 years 'experience in a Senior Management position ideally managing an IT Service Unit. Experience in managing and developing employees. Large scale. Project Management experience. Extensive experience in a volume driven. Processing Centre environment will be an advantage. Person Profile: Excellent time management, report writing, communication Skills, legislative. Good customer relations skills, management skills, analytical and solution orientated.

DUTIES : Rollout GPG broadband network (GBN) to promote service delivery efficiencies and connectivity in the GPG offices, facilities and communities. Facilitate the development of an ICT economy in the province that leverages off the GBN. Ensure coordination, regulation and compliance of all ICT related activity and investment in GPG. Create an enabling environment and systems for sound corporate governance of ICT in GPG. Re-engineer and transform back office processes and improve frontline service delivery. Promote the use of e-Government services to business, government and citizens. Support radical economic transformation in the province. Establish partnerships with the private sector. Facilitate the innovation of entrepreneurial projects. Develop and implement an omni channel CRM strategy. Implement an e-government model including policies, regulations, standards and guidelines to sponsor and drive the implementation of Gauteng City Region GCR. Provide strategic direction on the implementation of infrastructure and applications. Consolidate all GPG computing infrastructure into one data centre with disaster recovery capability.

ENQUIRIES : Mr. B. Ngidi Tel. No: (011) 689 8892

POST 07/170 : **DIRECTOR: HUMAN RESOURCE MANAGEMENT -REF NO: 000221**
Directorate: Human Resource Management

SALARY : R864 177 per annum (all inclusive remuneration salary package)
CENTRE : Johannesburg

REQUIREMENTS : Matric plus a National Diploma/Degree in Human Resources Management or related (NQF 7) Human Resource qualification. Minimum of 10 years 'experience in human resource management, 5 of which must be on a middle management level. Public Sector HR experience is advantageous. Knowledge of SAP and Transversal systems. The ideal candidate analytical skills. A valid driver's licence.

DUTIES : Develop and implement HR strategies, plans and initiatives aligned with the overall business strategy. Support current and future business needs through the development, engagement, motivation and preservation of human capital. Develop and monitor overall HR strategies, systems, tactics and procedures across the organization. Bridge management and employee relations by addressing disputes, grievances or other issues. Manage the recruitment and selection process. Manage, facilitate and oversee performance management and development programmes. Provide human resource administration to the department. Provide employee health, wellness and relations programmes within the department. Provide strategic direction and operational leadership to the Internal Human Resource unit. Manage all resources including budget in terms of

ENQUIRIES : PFMA. Ensure legislative compliance. Develop service and maintain SLA's and LOE's with e-Gov. Business Units.
Mr E Ogle Tel No: (011) 689 6861

OTHER POSTS

POST 07/171 : **DEPUTY DIRECTOR: SENIOR CONSULTANT (ERP BASIS) REF NO: 000329**
Directorate: Applications Competency Centre

SALARY : R569 538 per annum (all inclusive remuneration salary package)
CENTRE : Johannesburg

REQUIREMENTS : Matric plus B. Degree or National Diploma in IT/Commerce. Relevant ERP qualification. 4+ years comprehensive ERP knowledge required. Relevant industry experience (government service) strongly desired. People management experience. Experience in ERP and IT program and project management.

DUTIES : Maintain effective client contact and builds credible relationships with key client personnel. Understand client requirements and advise on designing optimum solutions. Work closely with the client (s) to create and define consulting projects and ensure that the client's overall business objectives and needs are translated into well-defined and justified projects. Prepare plans and contribute to proposals that describe the process use to meet the client's needs and include deliverables, timelines and estimates of the costs and resources required. Prepare and contribute to the process design workshops, provide direction to the consultants and configure the ERP system, demonstrate and gain acceptance from the customer. Deploy consultants in the technical preparation of Business Process Procedures, Test Scenarios, End-user documentation, and User manuals. Set priorities appropriately and ensure that work outputs are timely and of the highest quality. Continually develop ERP core skills, IS-specific skills and cross-functional expertise and business knowledge based on accumulated experience. Apply knowledge gained from each project experience to execute future tasks for projects more effectively. Use ASAP methodology and tools in the project. Perform any administrative tasks that are involved in a project. Lead the execution of assigned project tasks through the effective facilitating meetings/task groups, tracking and influencing task group progress, tracking project deliverables, etc. Interact with ERP organisation as appropriate, to deploy the requisite expertise on the engagement team to address specific client needs in a timely and efficient manner. Act as a key client contact and exercise authority appropriate to particular client requests. Commensurate with client expectations of decision-making and consistency with the ERP Applications Team's policies and practices. This will include decisions on resources, contracts, and other business/process issues where the Senior Consultant is representing the ERP Applications Team. Manage/contribute to the professional development of the junior consultants within the implementation team. Provide feedback to Consultants on their consulting performance. Manage the assignment of consultants to projects.

ENQUIRIES : Mr. E. Kara (011) 689 8285

POST 07/172 : **DEPUTY DIRECTOR: BUSINESS INTELLIGENCE REF NO: 000252**
Directorate: Business Intelligence

SALARY : R630 822 per annum (all inclusive remuneration salary package)
CENTRE : Johannesburg

REQUIREMENTS : Matric plus relevant Degree or National Diploma in ICT. SAP Business Intelligence Certification will be advantageous. Business Analytics and Management training. 5 years' experience in systems development and support. 3 years 'experience in working with SAP Business Intelligence and Business/Data Analysis. 3-5 years proven experience in SAP Business Intelligence development including SAP BI design and universe creation from SAP BW as well as other data sources, cascading visual data representation. 3 years' experience in managing BI and software development teams.

DUTIES : Organise, manage, and review customer requirements. Propose technical solutions that would address customer requirements effectively and efficiently. Ensure that the applications that are to be created are delivered and completed within the agreed timeframes and quality. Provide support for business critical and other applications used within various applications. Efficiently manage personnel within the team. Manage the software and hardware peripherals that are associated with various applications. Coach and mentor members. Provide expert advice on technical matters regarding applications. Advise and assist management in determining the sections budget and strategic direction. Achieve

customer expected service levels. Produce fully tested applications ready for implementation. Ensure that the required content from all stakeholders is managed. Solve issues as and when required. Create a strong productive team. Produce management reports. Manage, input and maintain Data Governance and other applicable policies. Ensure that effective application training is conducted. Responsible for content management.

ENQUIRIES : Mr. Mahomed Mahomed Tel No: (011) 689 6253

DEPARTMENT OF HEALTH

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.

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). 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 please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 07/173 : **HEAD: CLINICAL DEPARTMENT (MEDICAL) GRADE 1 REF NO: S-000072**
Directorate: Forensic Pathology Services

SALARY : R1 678 821 – 1 781 835 (OSD Level) (all Inclusive Packages)
CENTRE : GA-Rankuwa FPS
REQUIREMENTS : An appropriate medical degree with a postgraduate qualification in Forensic Pathology and postgraduate experience in forensic medicine. Registration with the HPCSA as a Forensic Pathologist. Proven teaching experience at postgraduate level and undergraduate level. A prior research record would be an added advantage. Knowledge of relevant legislation, including but not limited to the inquest Act, Birth and Death Registration Act, Criminal Procedures Act and Human Tissue Act. Managerial and leadership skills and experience. Administration experience at Middle or Senior level. Good interpersonal and communication skills.

DUTIES : Organise, supervise and render a support service to the Gauteng provincial government with regard to the Forensic Medical Service and act as Medico-legal consultant to the Pathologist, Medical Officers and Medico-legal Mortuary staff. Take a leading role in the development of service standards, protocols, quality and ensuring ethical levels of professional conduct on the part of all staff. Organise, supervise and coordinate the teaching and training programmes for undergraduate medical students as well as postgraduate students. Engage in and supervise research for presentation at congress or publications. Perform autopsies and assist as required. Attend crime scene, present evidence to court, assess Medico-legal reports and inquest dockets. Make recommendations to State prosecutions involved with the handling of forensic inquests, including proposals for the appointment of witnesses. Advise and assist the Provincial Department of Health with logistics and planning issues as required. Ensure efficient collection and processing of tissues and toxicology specimens submitted to SAPS forensic chemistry laboratories. Manage the Department's provincial budget and staff establishment.

ENQUIRIES : Dr LRR Lebethe, Tel: 011 689 5547/48
APPLICATIONS : Applications must be forwarded or hand delivered to Forensic Pathology Service, 28 Harrison Street, ground floor, reception or can be posted to: PO BOX 7128, JOHANNESBURG, 2000 or apply on line at; www.gautengonline.gov.za

CLOSING DATE : 04 March 2016

NOTE : Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993. Security clearance check with the South African Police Service or other relevant State agencies, reference check and verification of qualification.

POST 07/174 : **HEAD CLINICAL UNIT: PAEDIATRIC DEPARTMENT REF NO: S-000241**
Directorate: Paediatrics

SALARY : R1 342 803 per annum (all inclusive package)
CENTRE : Sebokeng Hospital
REQUIREMENTS : An appropriate qualification that allows registration with HPCSA as Pediatric Specialist and proof of current registration. A minimum of 3 years appropriate experience as Pediatric Specialist after registration with HPCSA as a Paediatric Specialist in a normal speciality or a recognized Sub- Speciality. Computer literacy, managerial and financial skills re budgetary processes will be an advantage. **SKILLS:** Knowledge of Public Service Regulations, legislation, policies and procedures, Organizing, Communication, strategic thinking, Analytic and Budgeting skills. Knowledge of specialized paediatric procedures Sound Equipment management skills.

DUTIES : Coordinate Specialist services regarding equitable distribution of all resources to achieve optimal patient care. Provide clinicians with advice, diagnosis and management of patients. Teaching and mentoring of staff. Ensure compliance with sustainability of Millennium Goals Programme. Pay attention and focus on planning, Implementation, mentoring and evaluation activities and services. Ensure that steps to minimize mortality and morbidity are in place. Implement Outreach Programme to Sedibeng District.

ENQUIRIES : Dr. N.A Msibi, Tel. No: (016) 930 3304
APPLICATIONS : Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng or apply online at www.gautengonline.gov.za

CLOSING DATE : 04 March 2016
NOTE : People with disabilities are encouraged to apply.

POST 07/175 : **MANAGER: MEDICAL SERVICES GRADE 1 REF NO: 000306**
 Directorate: Medical Services
 This Is A Re-Advertisement, Previous Applicants Are Welcome To Re-Apply.

SALARY : R911 796 – R1 011 954 per annum (all inclusive package)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Medical registration with the HPCSA plus post-graduate qualification(s) in Public Health Medicine/ Public Health Management/Public Administration or Health System. A minimum of 5-years experience after registration with HPCSA as Medical Practitioner in the Public Service. **COMPETENCIES:** Strategic capability and leadership. Change Management, planning and organizing, strategy, policy development, project management, financial management, client orientation and focus, people oriented. High level computer literacy. Knowledge of GPG and Health Policies and procedures, relevant legislation and public service regulations. Understanding of expectations of customers. Knowledge Management, Health Information Management, Clinical Governance and Economics, Evidence based Medicine and Monitoring, Evaluation and Reporting.

DUTIES : Functioning as a Medical Manager of a newly designated Tertiary Hospital with an ambitious and innovative team, a Medical Manager will be expected to add value as follows: Provide and inspire medical services to deliver excellent Tertiary medical services. Plan, manage, monitor and evaluate activities of medical services directorate. Plan, manage, and control resources allocated to medical service directorate. Lead and manage the development of Functional Business Units (FBU's); Support Senior Manager: Medical Services in ensuring decentralized management and accountability and ensure adhere to clinical governance.

ENQUIRIES : Dr. K.E. Letebele-Hartell, Tel No: (012) 318-6503
APPLICATIONS : Applications must be filled on a Z83 form accompanied by CV and certified copies of ID and certificates. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

CLOSING DATE : 04 March 2016

OTHER POSTS

POST 07/176 : **DIRECTOR REF NO: S-000073**
 Directorate: Clinical Forensic Medical Services

SALARY : R864 177 – 1 017 972 plus benefits (All package Inclusive)
CENTRE : Forensic Medical Service – Head Office
REQUIREMENTS : An appropriate Degree/Diploma in Nursing or equivalent. A minimum of five years or more relevant experience at Middle/Senior management level in Clinical

		Forensic Medical Services. Skills: Excellent Strategic capability and leadership; good planning and organising skills; good negotiation and conflict management. Proven track record of managing change management initiatives and applying innovative thinking. Sound interpersonal relations. Computer literacy.
<u>DUTIES</u>	:	Strategic capability and leadership by ensuring appropriate internal controls and reporting systems. Direct and manage the provision of clinical forensic medical service to ensure that required standards are met and maintained. Direct and manage the provision of medical services to offenders at Correctional Centres. Ensure that policies and/or guidelines relevant to this area are developed and approved. Manage human resource aspects of the directorate. Manage the financial aspects of the directorate. Support and promote the strategic intent of the Gauteng Health Turnaround Strategy. Create a conducive environment for the investigation, reporting and giving of evidence in cases of unnatural deaths, specifically violence and other clinical forensic medical cases especially violence against women and children. Manage and support victims of violence especially domestic violence, sexual violence and violence.
<u>ENQUIRIES</u>	:	Dr Richard Lebethe, Tel no: 011 689 5547/48
<u>APPLICATIONS</u>	:	Applications must be forwarded or hand delivered to Forensic Pathology Service, 28 Harrison Street, ground floor, reception or can be posted to: PO BOX 7128, JOHANNESBURG, 2000 or apply online at: www.gautengonline.gov.za .
<u>CLOSING DATE</u>	:	04 March 2016
<u>NOTE</u>	:	Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993. Security clearance check with the South African Police Service or other relevant State agencies, reference check and verification of qualification.
<u>POST 07/177</u>	:	<u>PHARMACY MANAGER REF NO: S-000313</u> Directorate: Pharmacy Department
<u>SALARY</u>	:	R 846 390 per annum plus benefits
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Basic Qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Must be registered with the South African Pharmacy Council as a Pharmacist. Must be able to lead and manage Pharmaceutical Service at a tertiary Hospital to ensure cost effective and efficient Pharmaceutical services. Relevant post graduate qualification will be an added advantage. At least nine (9) years' experience in a huge or busy pharmaceutical environment, of which five (5) years must be in a management position. Must have a valid South African driver's license.
<u>DUTIES</u>	:	The provision of financial, budget and expenditure management. The provision of HR management of Pharmaceutical systems, e.g. HR and labour relations issues, training and development of staff. Effective and efficient operations management, (including Medicines supply management, IT, infrastructure and equipment management). Provision of strategic and operational direction to Pharmacy staff. Ensure Quality Pharmaceutical service in line with batho pele principles. Project Management. The provision of an effective and efficient clinical Pharmaceutical services. E.G to co-ordinate the implementation of the outcomes of provincial and institutional pharmacy and therapeutics committee decision. Make sure that the Pharmacy never closes until all patients are served and that the Pharmacy provides seven days 24 hours service
<u>ENQUIRIES</u>	:	Mrs. O. I. Ubogu, (011) 488 4812
<u>APPLICATIONS</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SAPC Registration and Qualifications to be attached. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/178</u>	:	<u>MEDICAL SPECIALIST REF NO: HRM 15/2016</u> Directorate: Internal Medicine
<u>SALARY</u>	:	R859 086 per annum
<u>CENTRE</u>	:	Steve Biko Academic Hospital

<u>REQUIREMENTS</u>	:	MMed or FCP qualification in Internal Medicine plus a qualification in the subspecialty of Nephrology. Registration as a Specialist Physician and Nephrologist with HPCSA. Proven ability to work with all Unit members e.g. Endocrinologists, Nephrologists, Gastroenterologists, Rheumatologists, Pulmonologists, Infectious Diseases, Specialist physicians, Registrars, MO's, Students, Interns and fulfill the University criteria in doing clinical research. Good people skills and be able to take the lead in a team in the unit. Continuous education and evaluation in the clinical setting.
<u>DUTIES</u>	:	Service delivery: ward rounds, out-patient clinics, consultations and calls in Internal Medicine and Nephrology. Supervision of Fellows, Registrars, MO's, Interns and students in the clinical setting. Conducting clinical training ward rounds and giving small group tutorials as well as lectures. Teach, train and examine under- and post-graduate students. Evaluate Fellows and rotating Registrars. Active participation in research. Assist the Head of Division and Head of Clinical Department in administrative and managerial duties, the short-and long term planning of the unit, the co-ordination and monitoring of the unit activities and the unit statistics.
<u>ENQUIRIES</u>	:	Prof. G.R. Tintinger (012) 354 2112
<u>APPLICATIONS</u>	:	Application must be submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>CLOSING DATE</u>	:	30 April 2016
<u>POST 07/179</u>	:	<u>MANAGER: PHARMACEUTICAL SERVICES REF NO: HRM 14/2016</u> Directorate: Pharmacy
<u>SALARY</u>	:	R846 390 per annum
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. A minimum of 9 years appropriate experience after registration as a Pharmacist with the SAPC. Leadership and strategic planning skills. Presentation skills. Policy/Objective formulation skills. Financial Management skills. HR, Labour Relations and conflict management skills. Diversity management skills. Good interpersonal skills. Communication, networking and information management skills. Time management skills. Training skills. Supervisory/motivational skills. Project management skills. Monitoring and evaluation skills. Group dynamic skills. Problem solving and decision making skills.
<u>DUTIES</u>	:	Register as the responsible Pharmacist with the SAPC. Lead and manage Pharmaceutical services in the hospital through the following: Provision of financial, budget and expenditure management. Provision of the Human Resource and Human Resource Development management of Pharmaceutical Services. Effective and efficient operations management (including medicine supply management, IT, infrastructure and equipment management). Provision of strategic direction to the Pharmacy. Ensure quality Pharmaceutical Services in line with the Batho Pele principles. Project management. The provision of an effective and efficient clinical pharmaceutical services. Serve in various committees in the hospital and province.
<u>ENQUIRIES</u>	:	Dr. A.P. Van der Walt Tel: (012) 354 2336
<u>APPLICATIONS</u>	:	Application must be submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/180</u>	:	<u>MEDICAL OFFICER GRADE 1-3 REF NO: 000307</u> Directorate: Paediatrics Department (HAST)
<u>SALARY</u>	:	Grade 1 R637 845 – R687 144 per annum (all inclusive package); Grade 2 R729 315 – R797 457 per annum (all inclusive package); Grade 3 R846 390 – R1 058 184 per annum (all inclusive package)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	MBChB or equivalent, Registration as Medical Practitioner with HPCSA. Recommendations: Experience in the management of children and adolescents with HIV and tuberculosis, HIV Management Diploma.

<u>DUTIES</u>	:	Service rendering in the Paediatric Immunology Clinic. Undergraduate teaching as well as assistance in research projects of the clinic. Call duties as required by the Department of Paediatrics in General Paediatrics.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof. T. Avenant, Tel No: (012) 373-1009
	:	Applications must be filled on a Z 83 form accompanied by CV and certified copies of ID and certificates. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za .
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/181</u>	:	<u>ASSISTANT MANAGER: NURSING-PN-B4 (1 POST) ORTHOPAEDICS REF NO: 000266</u> Directorate: Nursing services
<u>SALARY</u>	:	R473 187 per annum (plus benefits)
<u>CENTRE</u>	:	Helen Joseph Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with SANC in terms of R425 or equivalent qualification that allows registration with SANC as a Professional Nurse. Plus a post basic Orthopaedics qualification with at least 1 year accredited with SANC in terms of R212. And diploma or degree in admin and education as an advantage.
<u>DUTIES</u>	:	To ensure safe and effective clinical Orthopedic nursing practice Ensure effective management of quality Orthopedics Nursing service. Mentoring of operational managers Ability and knowledge of orthopedics nursing modalities and management thereof Manage fractured patient and identify complications Demonstrate knowledge and understanding of referring patients to the road accident fund (patients involved in MVA) Manage PMDS of subordinates Ensure effective communication within the health setting Ensure optimal utilization of personnel in the unit Develop SOP's and protocols for the Department Ability to deal with conflict and knowledge of oH policies Ensure that the national core standards are maintained and upheld Manage the Human Resource in the Department and ensure skilling.. Manage the department efficiently and cost effectively .
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. JK Moitsiwa (011)489 0896
	:	Applicants to attach all the necessary documents which are certified in your application including your valid identity document and relevant certificates, applications without proof of the necessary documents will be disqualified. forms must be delivered to HR Helen Joseph Hospital, No 14 Perth Road, Auckland Park, HR Department. or apply online at www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/182</u>	:	<u>ASSISTANT MANAGER: NURSING (SPECIALITY: THEATRE) REF NO: S-000293</u> Directorate: Health
<u>SALARY</u>	:	R 473 187 – R 532 566 per annum (plus benefits)
<u>CENTRE</u>	:	Pholosong Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows Registration with the SANC AS A Professional Nurse. A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SA Nursing Council in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in Theatre after obtaining a Post- Basic Nursing Qualification. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level.
<u>DUTIES</u>	:	Demonstrate an in depth understanding of Nursing Legislation and related legal and ethical Nursing Practices and how this impacts on service delivery. Ensure Clinical Nursing by the Nursing Team (Unit) in accordance with the Scope of Practice and Nursing Standards as determined by the relevant Health Facility. Promote quality of nursing care as directed by the Professional Scope of practice and Standards as determined by the relevant Health Facility. Demonstrate a basic understanding of HR and Financial Policies and Practices. The member will be in charge of other units either than theatre as determined by the Nursing Services Manager. Demonstrate effective communication with patients, supervisors and other Health Professionals and junior colleagues, including more complex report writing.
<u>ENQUIRIES</u>	:	Dr K .F Mabuza, Tel. No; (011) 812 5000

<u>APPLICATIONS</u>	:	Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550 or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	04 March 2016
<u>NOTE</u>	:	The institution reserves the right not to fill the post.
<u>POST 07/183</u>	:	<u>OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: S-000309</u> Directorate: Nursing Division Neonatal Unit/ Transitional Unit Area 166E
<u>SALARY</u>	:	R 433 029 per annum (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in 1) Advanced Midwifery, OR 2) Child Nursing, OR 3) Critical Care Nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in any of the above as listed.
<u>DUTIES</u>	:	Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Demonstrate in depth knowledge on the acute and emergency care of the neonate. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Demonstrate the ability to teach and impart knowledge and skills to staff, nursing students and medical interns. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.
<u>ENQUIRIES</u>	:	Ms O Khumalo, Tel. No: (011) 488 3633
<u>APPLICATIONS</u>	:	The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Attachment should be originally certified copies, not copies of "Certified copies." Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first Floor, Room 8 admin building, No 17 Jubilee Road, Parktown or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/184</u>	:	<u>CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: S-000242</u> Directorate: Occupational Therapy Department
<u>SALARY</u>	:	R 358 641 per annum (plus Benefits)
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	Degree in Occupational Therapy and minimum of 5 years clinical experience as an Occupational Therapist. Current registration with the HPCSA as an Occupational Therapist is compulsory. Computer literacy is essential. Supervisory skills and managerial qualification will be an added advantage.
<u>DUTIES</u>	:	Ensure provision of quality occupational therapy services. Manage Human Resource and ensure that Continuous Professional Development system is in place and performance management is done as required. Ensure appropriate

	financial management and cost centering is implemented in the section. Implement sectional and provincial quality assurance measures in the section and ensure that areas of non-compliance are attended to. Develop & ensure implementation of strategies in occupational therapy services as required. Provide training to allocated occupational therapy staff as and contribute to research.
<u>ENQUIRIES</u>	: Mrs. M Madolo, Tel. No: (016) 930 3305
<u>APPLICATIONS</u>	: Applications must be submitted on form Z83 obtainable from any public service Department or on the internet at www.dpsa.gov.za/documents the completed and signed form should be accompanied by a recent updated CV as well as copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submitted all the requested documents will results in the application not been considered. Correspondence will be limited to short-listing candidates only if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Application should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng or applies online at www.gautengonline.gov.za
<u>CLOSING DATE</u>	: 26 February 2016
<u>NOTE</u>	: People with disabilities are encouraged to apply.
<u>POST 07/185</u>	: <u>OPERATIONAL MANAGER NURSING: SPECIALTY UNIT PNB3 LABOUR WARD REF NO: S-000294</u> Directorate: Health
<u>SALARY</u>	: R 353 484 – R 397 739 per annum (plus benefits)
<u>CENTRE</u>	: Pholosong Hospital
<u>REQUIREMENTS</u>	: A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC in general nursing. At least 5 years of period referred above should be appropriate/ recognized experience after obtaining the 1 year post basic diploma in Advanced Midwifery. A post basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery Nursing.
<u>DUTIES</u>	: Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework, Manage effective the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services, Maintain professional growth/ ethical standards and self- development. Must have strong leadership skills, good verbal and written communication and conflict management skills, good interpersonal relationship and ability to work under pressure. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele Demonstrate an in depth understanding of nursing legislation and related legal and nursing ethical practices and how this impacts on service delivery.
<u>NOTE</u>	: The institution reserves the right not to fill the post.
<u>ENQUIRIES</u>	: Dr K .F Mabuza, Tel. No; (011) 812 5000
<u>APPLICATIONS</u>	: Applications must be submitted on a Z83 form, certified copies of ID, Qualifications to be attached. Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be Posted to Private Bag X4, Brakpan, 1550 or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	: 04 March 2016
<u>POST 07/186</u>	: <u>PN-A5 OPERATIONAL MANAGER (SPECIALTY) MATERNITY POST-NATAL REF NO: 000330</u> Directorate: Nursing Department
<u>SALARY</u>	: R341 835 – R384 735 per annum (plus benefits)
<u>CENTRE</u>	: Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	: Grade 12 or equivalent NQF level 4 qualification. Basic qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic nursing qualification, with a duration of at least 1-year accredited with SANC in Advanced Midwifery. Diploma in Nursing Administration / Management registered with SANC. Proof of 2016 SANC receipt. Drivers license and computer literacy will be an added advantage. Experiential/Competency: A minimum of 9-years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5-years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining 1-

	year post basic qualification in Advanced Midwifery. Proof of service record certificate.
<u>DUTIES</u>	: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts service delivery. Ensure clinical nursing practice by the team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resources and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious difference. Work as part of multidisciplinary team at unit level to ensure good nursing care by the nursing team. Display concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the adherence to the principles of Batho Pele. Key Performance Areas: Coordinate optimal, holistic, specialized nursing care with set standards and within a professional / legal framework. Manage effectively the supervision and utilization of resources. Coordination of the provision of effective training and research. Provision of support to nursing services. Maintain professional growth / ethical standards and self-development.
<u>ENQUIRIES</u>	: Ms. M.V. Mathabatha, Tel No: (012) 318-6622
<u>APPLICATIONS</u>	: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za .
<u>CLOSING DATE</u>	: 04 March 2016
<u>POST 07/187</u>	: <u>CLINICAL PROGRAMME COORDINATOR PREVENTION OF INJURIES AND NON-NATURAL DEATHS REF NO: 000301</u> Directorate: Clinical Forensic Medical Services
<u>SALARY</u>	: R341 835 – 384 735 OSD Grade 1 per annum (plus benefits) R396 282 – 446 031 OSD Grade 2 per annum (plus benefits)
<u>CENTRE</u>	: Forensic Medical Service - Head Office
<u>REQUIREMENTS</u>	: An appropriate Degree/Diploma in Nursing includes education, trauma or equivalent qualification. A minimum of 7 years appropriate experience in nursing after registration as Professional Nurse with the SANC in General Nursing of which 3-5 years working experience in Clinical Forensic Medicine. Current registration with South African Nursing Council. Driver's licence and be able to drive. Computer literacy. Good communication and sound interpersonal skills are necessary. Basic understanding of PFMA and relevant legislative frameworks that govern Clinical Forensic Medicine.
<u>DUTIES</u>	: To demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery particularly cases of trauma and injuries. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standard for prevention of injuries and non natural deaths. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant facility to support the justice system. To facilitate implementation, monitoring and evaluation of policies and strategies. Provide support for Clinical Forensic Medical Services at district level. Liaise with stakeholders in including NGO's, tertiary institutions and research institutions. Facilitate training pertaining to injury prevention strategies. conduct research on causes of injuries and non natural deaths and implement prevention strategies. Facilitate and/or conduct education and awareness to communities. Develop guidelines on strategic framework on prevention of injuries and non natural deaths Liaise with stakeholders as part of a team for the comprehensive management of victims of crime Manage projects as assigned.
<u>ENQUIRIES</u>	: Ms P Thango, Tel no: 011 689 5556
<u>APPLICATIONS</u>	: Applications must be forwarded to Forensic Pathology Services, No. 28 Harrison Street, ground floor, reception area or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000 or apply online at: www.gautengonline.gov.za .
<u>CLOSING DATE</u>	: 04 March 2016
<u>NOTE</u>	: Please note successful candidate will be subjected to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993. Security

clearance check with the South African Police Service or other relevant State agencies, reference check and verification of qualification.

POST 07/188 : **LECTURE PND 1/2 PROFESSIONAL NURSE ADVANCE MIDWIFERY AND NEONATAL NURSING REF NO: 000263**
Directorate: Nursing Service

SALARY : R294 861 and R 362 655 per annum (plus benefits)
CENTRE : Rahima Moosa Nursing College
REQUIREMENTS : PND1 minimum of 4 years appropriate/ recognizable nursing experience after registered as Professional Nurse. PND2 minimum of 14 years appropriate/ recognizable nursing experience after registered as Professional Nurse, at least 10 years of the period must be appropriate experience in nursing education. Minimum of 2 years appropriate experience in Midwifery and Neonatal Nursing (Advance Midwifery), Registered with SANC as a General Nurse and Midwifery, Diploma / Degree in Midwifery and Neonatal Nursing, diploma / degree in nursing education. A track record of transferability of the post applied for. A code 8 Drivers' License. Computer literacy (Word, PowerPoint, Excel,) is allocated. Post is allocated at Rahima Moosa Nursing College.

DUTIES : Plan and manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes, policy development, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies, implement clinical assessment strategies to determine learner competence in the clinical area, record –keeping as required, accompany learners in clinical areas affiliated to the college, continuing education in Nursing education as well as own specialty

ENQUIRIES : Mrs. J. Gassiep - (011) 247- 3303/3300
APPLICATIONS : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department or apply online at www.gautengonline.gov.za

CLOSING DATE : 04 March 2016

POST 07/189 : **ASSISTANT DIRECTOR: ADMINISTRATION AND SUPPORT SERVICES REF NO: S-000243**
Directorate: Administration

SALARY : R289 761 per annum (plus benefits)
CENTRE : Sebokeng Hospital
REQUIREMENTS : A relevant 3 years degree or diploma from an accredited Institution with a minimum of 5 years experience in management of Support. Services, facility and other areas of importance. Understanding of administration in the hospital environment will be an advantage. Skills required: Good communication skills (verbal and written) analytical skills, Supervisory skills, organizing skills, leadership skills, interpersonal skills, problem solving, conflict management, project management and presentation skills. Must be service driven, time driven, value diversity, self- motivated and willing to learn. Conversation with Customer care and Batho Pele Principles. A driver's license will be an added advantage.

DUTIES : Take leadership of the support services including Facility Management, transport, security, cleaning, grounds, linen, client information, registry, nurses and Doctor resident. Ensure that the hostel management/ hospitality of the hospital with regard to cleanliness is of high quality standard. Ensure the hospital environment is free of pets through ensuring clean standard and effective pest control. Monitor the implementation of policies, directives and procedures relating to patient administration and records management. Manage resources in patient administration, portering and ward clerks. Coordinate the activities of patient affairs strengthen record keeping processes, ensure maximum revenue collection and reduction of debts, prepare monthly reports and statistics, develop strategic and operational plans for patients administration, ensure compliance with A.G recommendations and Quality assurance improvement plans and standards, responsible for performance appraisals and development of staff. Apply discipline. Overall operational management of manual and electronic records management processes i.e. record tracking, record safe keeping and disposal. Management of mortuary, attend meetings and training, comply with PMDS.

ENQUIRIES : Mrs. M Marobobo, Tel No; (016) 930 3236
APPLICATIONS : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents the completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed).

Certification should not be more than 3 months old). 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 please accept that your application was unsuccessful. Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng or apply online at www.gautengonline.gov.za

CLOSING DATE : 26 February 2016
NOTE : People with disabilities are encouraged to apply. Please refrain from online applications as we are experiencing system challenges

POST 07/190 : **ASSISTANT DIRECTOR: PATIENT ADMINISTRATION REF NO: 000317**
 Directorate: Administration Services

SALARY : R289 761 – R350 025 per annum (plus benefits)
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Appropriate degree/national diploma with 5 – 10 years' experience or Grade 12/ equivalent more than 10 years' experience of which 3 years should be of supervisory experience level 7/8. Knowledge of PFMS, UPFS, Revenue, Debts and Records Management. Experience in managing administration services in a hospital environment, Billing, including internal control revenue generation and collection. Knowledge of PAAB and BAS systems. Good communication skills, Report writing, Analytical skills, Conflict management and Problem solving skills.

DUTIES : Overall management of Outpatients, HIS, Accounts and billing sections, Records and Registry. Co-ordinate the activities of different patient administration sections. Strengthen record keeping processes and implement records management policies. Ensure maximum revenue collection and reduction of debts. Preparation of different reports and monthly statistics. Participate in the development of strategic and operational plans for the hospital. Responsible for performance evaluation and development of staff. Attend to Audit queries and implement action plan. Liaise with relevant stakeholders and maintain labour peace. Perform any other duties delegated by supervisor.

ENQUIRIES : Ms. MS Raphalo, Tel No: (011) 488 4851
APPLICATIONS : Applications must be hand delivered at: Wits Oral Health Centre, Area 385 Orange Block in Charlotte Maxeke Johannesburg Academic Hospital Jubilee Road Parktown or posted to: The HR Manager, Wits Oral Health Centre: Private Bag x 17 Braamfontein, or apply online at www.gautengonline.gov.za.

CLOSING DATE : 04 March 2016

POST 07/191 : **DIAGNOSTIC RADIOGRAPHER GRADE 1-3 REF NO: 000311**
 Directorate: Radiography Department

SALARY : Grade 1 R243 513 per annum (plus benefits)
 Grade 2 R286 848 per annum (plus benefits)
 Grade 3 R337 902 per annum (plus benefits)

CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Degree or Diploma in Diagnostic Radiography; Registered with Health Professions Council of South Africa; HPCSA proof of registration; Grade 1 requires no experience, Grade 2 requires 10-years minimum experience and Grade 3 requires 20-years minimum experience in Diagnostic Radiography after registering with HPCSA as a Diagnostic Radiographer; Sound interpersonal and communication skills.

DUTIES : Undertake radiographic procedures in accordance with prescribed radiation control and medico legal requirements; provision of: general diagnostic radiography, special examinations, i.e. GIT, IVP, Cystogram, Myelogram, etc.; Theatre radiography service and emergency radiography service in different units. Assist trainee Radiographers to develop radiographic and other relevant skills; Participate in departmental radiographic policy making and planning for service delivery improvement.

ENQUIRIES : Ms. R. Mashubuku, Contact no. (012) 318-6658
APPLICATIONS : Applications must be filled on a Z83 form accompanied by CV and certified copies of ID and certificates. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

CLOSING DATE : 04 March 2016

POST 07/192 : **ASSISTANT CASE MANAGER: REF NO: S-000319**

Directorate: Finance

<u>SALARY</u>	:	R 196 278 per annum (plus benefit)
<u>CENTRE</u>	:	Tembisa Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 12 and a three (3) year appropriate Degree / Diploma in a Health Related Field. 3 -5 years relevant experience in a clinical field. Knowledge of legal frameworks i.e.: Health Act , PFMA, Medical Schemes Act, PMB regulations, RAF Act, UPFS, Administration Procedure Manual, ICD 10 Coding and Procedure coding. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel). Must be a driven, customer focused individual with excellent planning, organizing communication (verbal and written) and reporting skills. Must have good interpersonal relations and training skills. Must be able to work under pressure.
<u>DUTIES</u>	:	Application of clinical knowledge in the risk management (financial and clinical) of patients in terms of Length of stay, level of care, clinical updates, ICD 10 coding, procedure coding and costs benefits available, identification of billable services, treatment care plans, chronic disease case management and discharge planning. Communicate with Funders, Patients, and Multidisciplinary Health Care Team. Oversee pre-admission management of patients (confirmations and authorizations) audit patient's accounts, train hospital officials on the utilization of charge sheet, and keep electronic and physical records. Ensure compliance to regulations, prescripts and policies of the department. Manage performance and development of staff.
<u>ENQUIRIES</u>	:	Mr. K.E. Phaka, Tel No: (011) 923-2068
<u>APPLICATIONS</u>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665 or apply online at; www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/193</u>	:	<u>HUMAN RESOURCE INFORMATION OFFICER (LEVEL 7) REF NO: 000303</u> Directorate: Forensic Medical Services
<u>SALARY</u>	:	R196 278 per annum (plus benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A recognized three years tertiary Degree/ National Diploma in Human Resource Management or Grade 12/ ABET Level 4/ National Certificate Vocational with 5-7 years' experience in Human Resource Management. Knowledge of the Public Service prescripts. In-depth knowledge and understanding of the PILIR policy and procedures. Knowledge of PERSAL. Computer skills, Presentation and investigation skills, organizing skills, good communication skills (written and verbal), good interpersonal relations, report writing skills, problem solving skills, self-driven and a team player with the ability to work under pressure and independently. A valid driver's license. Good leadership skills.
<u>DUTIES</u>	:	Manage and provide effective Human Resource Information system and its processes. Circulate HR Policies and personnel circular minutes and make sure they are implemented. Advise management and employees on all HR regulations. Manage staff establishment and its movement. Give specialist advice on establishment matters and assistance to practitioners. Conduct post establishment audits. Verify the approved organization structure and PERSAL establishment. Analyze monthly staff establishment statistics and give reports. Maintain the Employment Equity reports. Draft advertisement and submit to GDF for publishing on GPG/DPSA vacancy website and media and make follows. Manage PMDS and quarterly reviews and evaluate performance of HR staff. Coordinate and facilitate PILIR meetings, training and support line managers and clients. Identify incapacity risks areas and making follow-ups. Compile monthly PILIR report and write recommendation of incapacity reports after the settings. Overall management of Human Resource general administration. Manage and address AG findings and manage HR projects and must be able meet the deadline. Render any other duties as may be assigned from time to time by the facility Managers.
<u>ENQUIRIES</u>	:	Ms N Mashiya Tel No: (011) 689 5594/82

<u>APPLICATIONS</u>	:	Applications must be submitted with a Z83 form, a CV and certified copies of ID and qualifications attached. Applications should be forwarded to Forensic Pathology Services, No. 28 Harrison Street, ground floor, reception area or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.or apply online at: www.gautengonline.gov.za .
<u>CLOSING DATE</u>	:	04 March 2016
<u>NOTE</u>	:	Successful candidate will be subjected to OHS medical Surveillance as required in the HBA regulations within the OHS act 85 of 1993. Security clearance check with the South African Police Service or other relevant State agencies, reference check and verification of qualification.
<u>POST 07/194</u>	:	<u>PN A2 PROFESSIONAL NURSE (OCCUPATIONAL HEALTH & SAFETY) REF NO: 000310</u> Directorate: Quality Assurance Unit
<u>SALARY</u>	:	R195 819 – R227 007 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Basic qualifications accredited with the South African Nursing Council in terms of government notice 425, i.e. appropriate degree / diploma in nursing. Current registration with South African Nursing Council as a Professional Nurse.A valid EB or Code 8 driver's license. COMPETENCIES: Minimum 4-years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC. Knowledge of OHS prescripts, practices, standards. INHERENT REQUIREMENTS: Sound knowledge in computer skills (MS Word, Excel and PowerPoint), interpersonal communication and leadership skills. Ability to engage appropriate stakeholders on OHS matters. Good writing and verbal skills. Knowledge of National Core Standards.
<u>DUTIES</u>	:	To assist in implementation and management of the Occupational Health and Safety (OHS) Programmes, i.e. Environmental Health, Waste Management, Employee Assistance Programme and to ensure legislative and policy compliance with OHS policies. Identification of workplace risks and hazards. Conduct Health Risk Assessment. Assist in training staff on Occupational Health and Safety. Immunization of staff (high risk groups), Hepatitis B and Flu Vaccines. Managing the OHS Office.
<u>ENQUIRIES</u>	:	Ms. J.M. Mbiza, Tel No: (012) 318-6910/7059
<u>APPLICATIONS</u>	:	Applications must be filled on a Z83 form accompanied by CV and certified copies of ID and certificates. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za .
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/195</u>	:	<u>CHIEF ADMIN CLERK: PATIENT ADMIN REF NO: S-000245</u> Directorate: Patient Affairs
<u>SALARY</u>	:	R170 799 per annum (plus Benefits)
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	An appropriate three year Degree or Diploma in Public Administration and Management with 3 years' experience in Patient Affairs or Grade 12 with 5-10 years' experience in Patient Affairs. Knowledge of PAAB/UPFS and PFMA. Computer literacy (Ms Word, Ms Excel and Power point). Knowledge and experience of down time/manual patient administration system. Good records management (Medical record). Knowledge and experience in managing administration services in a Hospital setting. Skills Required: Good Communication skills (verbal and written) analytical skills, supervisory skills, Organizing skills, leadership, interpersonal relations, problem solving, conflict Management skills. Must be service driven, time driven, value diversity, self-motivated willingness to learn. Sound Knowledge of Customer care and Batho Pele Principles.
<u>DUTIES</u>	:	Monitor the implementation of policies, directives and procedures relating to Patient Administration and records management. Manage resources in Patient registration, medical records, and ward clerks. Coordinate the activities of patient affairs strengthen record keeping processes and ensure maximum Revenue collection and reduction of debts. Prepare monthly reports and statistics. Apply discipline. Overall operational management of manual and electronic records management processes i.e. record tracking, record safekeeping and disposal, management of redundant files, attend meetings and training, comply with PMDS.
<u>ENQUIRIES</u>	:	Mrs M Marobobo, Tel No: (016) 930 3236

<u>APPLICATIONS</u>	:	Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents the completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only and if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng or apply online at www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	26 February 2016
<u>NOTE</u>	:	People with disabilities are encouraged to apply
<u>POST 07/196</u>	:	<u>FORENSIC PATHOLOGY OFFICER GRADE II REF NO: 000302</u> Directorate: Forensic Pathology Service
<u>SALARY</u>	:	R151 221 per annum (plus benefits) OSD level
<u>CENTRE</u>	:	Springs - FPS
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12. A minimum of 3 years' experience in the Medico-Legal field. Relevant qualifications in the Medico-Legal (health sciences) field will be an added advantage. Valid driver's license minimum Code C1 with current Public Driver Permit. Advanced computer skills (MS Word, MS Excel, MS PowerPoint). Must be able to work with corpses (mutilated, decomposed, infected with infectious diseases). Must be able to work shift duties. Must be able to work on a supervisory level. Organizing and planning, communication, time management and inter-personal skills. Sufficient knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to the Principles of Batho Pele.
<u>DUTIES</u>	:	Efficient support to the manager with regard to the management of the facility. Supervision of fellow and junior staff members and performance management. Effective and efficient recovery, storage and processing of bodies. Safe keeping of the deceased's documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process (which includes evisceration, scribing and typing) in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Management of exhibits, specimens, specimen statements and reports, including completion and administration of statements and documentation during and after the forensic pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.
<u>ENQUIRIES</u>	:	Mr G Mashego ,Tel No: (011) 811 9640
<u>APPLICATIONS</u>	:	Applications must be submitted with a Z83 form, a CV and certified copies of ID and qualifications attached. Applications should be forwarded to Forensic Pathology Services, No. 28 Harrison Street, ground floor, reception area or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000 or apply online at: www.gautengonline.gov.za .
<u>CLOSING DATE</u>	:	04 March 2016
<u>NOTE</u>	:	Applicants invited for interviews will be tested in terms of computer literacy (MS-Word, Excel & PowerPoint) and vehicle driving skills due to job inherent requirements of the post. Successful candidate will be subjected to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993. Security clearance check with the South African Police Service or other relevant State agencies, reference check and verification of qualification.
<u>POST 07/197</u>	:	<u>ADMINISTRATION CLERK REF NO: 000308</u> Directorate: Patients Affairs Department
<u>SALARY</u>	:	R132 399 – R155 961 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Minimum Grade 12 or equivalent. Computer literacy certificate. 2-years experience of customer service. Must be willing to work shifts and working under pressure. Knowledge of PAAB; Records Management; PFMA; Basic Conditions of Employment Act will be an added advantage.

<u>DUTIES</u>	:	Admission and registration of patients on PAAB and manual, filing and retrieval of files from records. Billing and collecting money from patients and issuing receipts. Completion of GPF 3, 4 and 5 forms. Classification of patients according to the UPFS. Updating down time. Assisting in other units within Patients Affairs when the need arises and ensuring that working material and equipments are always available and reporting of lost, damaged and not working equipments.
<u>ENQUIRIES</u>	:	Ms. A. Sape, Tel No: (012) 318-6844
<u>APPLICATIONS</u>	:	Applications must be filled on a Z83 form accompanied by CV and certified copies of ID and certificates. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za .
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/198</u>	:	<u>REGISTRY CLERK REF NO: S-000320</u> Directorate: Human Resource
<u>SALARY</u>	:	R132 399 per annum (plus benefits)
<u>CENTRE</u>	:	Tembisa Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 12 Qualification or equivalent. (Diploma in Human Resource will be an added advantage). Computer literacy (Ms Word, Ms Excel). Knowledge of the Human Resource Administration Processes. Ability to handle information confidentially. Sound verbal and written communication skills. Good telephone etiquette and interpersonal relations skills. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within human resource department. Knowledge of regulations and the legislative framework related to personal administration.
<u>DUTIES</u>	:	Provide registry counters services Handle incoming and outgoing correspondence Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and disposal Knowledge of storage and retrieval procedures in terms of the working environment.
<u>ENQUIRIES</u>	:	Mr. N. Ramolumisi, Telephone No: (011) 923-2080
<u>APPLICATIONS</u>	:	Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/199</u>	:	<u>ADMINISTRATION CLERK REF NO: S-000246</u> Directorate: Patient Affairs
<u>SALARY</u>	:	R132 399 per annum (plus benefits)
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or minimum of Grade 10/ Abet level 4 numeracy and Literacy. Good reading, clear writing skills, good interpersonal communication skills and experience in Patient Admissions in Government Hospital will be an advantage. Must be able and prepared to work shifts, weekends and public holidays and be able to work independently under pressure and have a good Leave Record. Skills Required: Clear writing skill, good interpersonal communication skills.
<u>DUTIES</u>	:	Accurate registration of patients, manually and on Computer System.
<u>ENQUIRIES</u>	:	Mrs S Dys, Tel No; (016) 930 3047
<u>APPLICATIONS</u>	:	Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents the completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). 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 please accept that your application was unsuccessful. Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng or apply online at www.gautengonline.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	26 February 2016
<u>POST 07/200</u>	:	<u>ADMINISTRATION CLERK 3 POSTS REF NO: S-000321</u> Directorate Patient Administration

SALARY : R132 399 per annum (plus benefits)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 Certificate (Relevant National Diploma/Degree in Public Administration will be an added advantage), excellent customer care skills and good Communication Skills (verbal and written). Knowledge of UPFS and PAAB system
DUTIES : Render effective and efficient Administration function in patient affairs. Collect accurate patient data and classification, compile patient's statistics. Ability to work under pressure and shifts.
ENQUIRIES : Ms. M.G. Pholushe, Tel No: (011) 923- 2093
APPLICATIONS : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665 or apply online at; www.gautengonline.gov.za
CLOSING DATE : 04 March 2016

POST 07/201 : **MATERIAL RECORDING CLERK REF NO: S-000247**
 Directorate: Procurement

SALARY : R132 399 per annum (plus benefits)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 2-3 years of relevant experience in Stores. Must be innovative and analytical in executing duties allocated. Must be able to work under pressure. Must have knowledge of relevant public service procedures and policies. Must be computer literate.
DUTIES : Update stock on a register. Assist in stock taking. Filing and keeping stores records. Receiving and issuing of stock. Update all transactions on tally and bin cards. Conduct monthly stock taking and disposal, replenishment of stock. Maintain minimum and maximum stock level, keep stores clean and tidy. Update inventory register. Avoid over and under stocking, conduct spot check, pack items on the shelves accordingly. Dispose damage and expired stock in line with departmental norms and standards, ensure receipt and issues are correctly posted and update requisition/ issues voucher number. Compile reconciliation reports perform other duties delegated by the supervisor.
ENQUIRIES : Ms. T.M Ramaifo, Tel. No: (016) 930 3323
APPLICATIONS : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents the completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). 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 please accept that your application was unsuccessful. Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng. or apply online at www.gautengonline.gov.za
CLOSING DATE : 26 February 2016
NOTE : People with disabilities are encouraged to apply

POST 07/202 : **FOOD SERVICE AID SUPERVISOR REF NO: S-000322**
 Directorate: Human Nutrition

SALARY : R132 399 per annum (plus benefits)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 or Grade 11 qualification with 10 to 15 years' experience and as Senior Food Service Supervisor in a Provincial Hospital Food Service unit. Food service management or hospitality in University level will be advantage. Advanced knowledge of Human Nutrition Policies and procedures. Knowledge and understanding of production processes and Human Nutrition service rendered. Knowledge and understanding of production processes and Human Nutrition service rendered. Knowledge of food Service Equipment (name, operation, uses and care). Literacy with special focus on: -Numerical (E.g. Basic calculations & Knowledge of decimals, measures, etc), - Have good reading and report writing skills. Must be able to work shifts and Public Holidays. The incumbent must have problem solving skills and be able to work under pressure.
DUTIES : Responsible for the recording of daily statistics. Assist with the implementation of plan menu and changes. Assist with implementation of plan and changes Liase with dieticians with regard to therapeutic diets. Responsible for allocated internal

administrative duties regard to the ordering, receipt and issuing of stock. Supervise the pre-preparation, preparation, portioning, garnishing and distribution of meals, normal and therapeutic diets and reports accordingly. Assist with plate waste study. Receive, store and issue all provisions delivered according to procurement and set guidelines. Responsible for internal orders according to hospital procedure. Responsible for supervision of proper storage of all provisions according to regulations. Carry out Supervisory duties: production processes, functions, operation of equipment, hygiene and safety, supervision of food Service Aids etc. Supervise pre-preparation, preparation, serving and distribution of food; and functions in all areas of services rendered. Personal assistant and performing of assigned function duties. Handling of keys: Ensure that all storage areas are efficiently cleaned and locked at all times along with accompanying responsibilities. Update and maintain stock control cards as well stocktaking, and assistance with inventory counting. Hands on spot- checks in wards. Assistance with and applying of disciplinary procedures (including writing of reports). Maintain of set Human Resource Nutrition Policies and procedures.

ENQUIRIES : Ms.V. Mtwesi Tel No: (011) 923 – 2227
APPLICATIONS : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665 or apply online at; www.gautengonline.gov.za
CLOSING DATE : 04 March 2016

POST 07/203 : **INFRASTRUCTURE FACILITATOR REF NO: S-000318**
DIRECTORATE: INFRASTRUCTURE (MERA FONG SUB DISTRICT)

SALARY : R132 399 Per annum (plus benefits)
CENTRE : Westrand District Health Region A
REQUIREMENTS : Grade 12 or equivalent qualifications & valid driver's License. Computer literacy, good communication skills Writing skills and interpersonal skills. Ability to work Under pressure. Knowledge of Administration duties In the Public sector.

DUTIES : Daily site visits to identify infrastructural malfunctions In facilities and report through Maintenance system And make follow ups. Monitor parking in facilities For revenue collection. Prepare reports for Sub District Reviews. Communicate with stakeholders. Monitor Contractor projects progress on sites. Monitor Payment register for budget purpose.

ENQUIRIES : Mr R Dipale (018)788 2289
APPLICATIONS : Applicants must apply online at: www.gautengonline.gov.za
CLOSING DATE : 04 March 2016

POST 07/204 : **ACCOUNTING CLERK 2 POSTS REF NO: S-000323**
Directorate: Finance (Revenue)

SALARY : R132 399 per annum (plus benefits)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 Certificate (relevant Degree or Nation Diploma will be an added advantage) and the following key competencies: Knowledge of: Accounting and Basic accounting system (BAS) PAAB and understanding of Public Finance Management Act, Treasury Regulations, Computer literacy (Spreadsheets techniques) and numeracy. Ability to use Excel, communicate at all levels.

DUTIES : Candidates must be able to raise patient's invoices, be familiar with ICD 1 Code, making follow ups of outstanding debts, writing of long outstanding Untraceable debts and submission of patient's accounts to different stakeholders.

ENQUIRIES : Mr. K.E. Phaka, Tel. No : (011) 923- 2000
APPLICATIONS : Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665 or apply online at; www.gautengonline.gov.za
CLOSING DATE : 04 March 2016

POST 07/205 : **HUMAN RESOURCE INFORMATION CLERK – LEVEL 5 REF NO: 000304**

Directorate: Forensic Medical Services

SALARY : 132 399 per annum (plus benefits)
CENTRE : Head Office – Forensic Medical Service
REQUIREMENTS : Grade 12 or equivalent. 1 - 3years experience in Human Resource environment. Three years Diploma/ Degree in Human Resource Management will be an added advantage. Knowledge of PERSAL system. Knowledge and understanding of HR legislative framework governing the Public Service. Understanding of registry work. Computer Skills, good communication skills (verbal and written), planning and organising skills. Willingness to work under pressure.

DUTIES : Support Human Resource Information Officer with management of PILIR and staff establishment. Compile monthly PILIR reports and EE reports. Recruitment and selection (appointments, verification of qualifications, package restructuring, terminations and transfer). Implement conditions of service (leave, PILIR, housing, Medical Aid, overtime, standby and nightshift, long service recognition, etc.) Capturing of performance management contract and reviews. Salary administration (non-OSD or OSD remunerations, garnishee orders, etc.) Management of staff establishment. Compiling mandates to be send to GDF. Ensure proper record keeping of documents. Attend to all queries related to HR Administration and any additional work as need arises.

ENQUIRIES : Ms N Mashiya, Tel no: 011 689 5594/82
APPLICATIONS : Applications must be submitted with a Z83 form, a CV and certified copies of ID and qualifications attached. Applications should be forwarded to Forensic Pathology Services, No. 28 Harrison Street, ground floor, reception area or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000. or apply online at: www.gautengonline.gov.za.

CLOSING DATE : 04 March 2016
NOTE : Applicants invited for interviews will be tested in terms of computer literacy (MS-Word, Excel & PowerPoint) Successful candidate will be subjected to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993. Security clearance check with the South African Police Service or other relevant. State agencies, reference check and verification of qualification.

POST 07/206 : **FINANCE CLERK REF NO: 000264**
 Directorate: Management and support

SALARY : R132 399 per annum (plus benefits)
CENTRE : Rahima Moosa Nursing College
REQUIREMENTS : Grade 12 with a minimum of 1- 2 years' experience finance Management, recognized degree/ National Diploma in Financial Management. Good knowledge and competencies of financial management and processes. Extensive knowledge of SAP, BAS, PERSAL. Must be computer literate and typing skills (Advanced Ms Word and Excel). The candidate must be in possession of a driver's license (Manual).

DUTIES : Ensure compliance with all relevant legislation frameworks. Process invoices for payment within 30 days. Clear SAP web cycle on weekly basis. Report all accruals, fruitless and wasteful expenditure and donations. Supplier's Reconciliation statements, BAS report request on a monthly basis. Clear suspense accounts on weekly basis. Reconciliation of Persal/BAS, BAS/SAP and staff parking expenditure monitoring and reporting. Capture RLS02. Assist in compiling of MTEF. Manage and control of transport. Attend meetings, participate in committees. Assist with the development of operational plans and costing. Present quarterly reviews reports. Perform other duties in accordance with the job description and delegation.

ENQUIRIES : Mrs. J. Gassiep - (011) 247- 3303/3300
APPLICATIONS : All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa , Private Bag X 116 Melville, 2109 Human Resource Department or apply online at www.gautengonline.gov.za

CLOSING DATE : 04 March 2016

POST 07/207 : **ADMIN.CLERK (PHARMACY) 1 POST REF NO: 000156**
 Directorate: Admin
 (Re-Advertisement)

SALARY : R132 399 per annum (plus benefits)
CENTRE : Dr Yusuf Dadoo Hospital

<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Must be computer literate. Have good interpersonal and problem solving skill and promote high standard of professional ethics. Ability to plan and organize to ensure that work is completed in an efficient manner. At least 1-3 years' experience in Pharmacy will be an added advantage.
<u>DUTIES</u>	:	Receive store and inventory pharmaceutical supplies or medications, check for out dated medications and notify pharmacist when inventory levels are low. Prepare, maintain and record records of inventories, receipts, purchases or deliveries, using variety of computer screen formats. Work hand in hand with Finance on monthly basis with regard to MEDSAS report.
<u>ENQUIRIES</u>	:	Mr De Wet Lesenya –Pharmacy Manager (011)951-6024
<u>APPLICATIONS</u>	:	Must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740. Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead into disqualification of your application.
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/208</u>	:	<u>DATA CLERK REF NO: 000262</u> Directorate: HAST
<u>SALARY</u>	:	R132 399 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane Health District Office
<u>REQUIREMENTS</u>	:	Grade 12. Experience in working within the HIV/AIDS/STI &TB environment at institution level. Trained on tier.net data management system. Experience in capturing data on the tier.net system. Ability to pay attention to detail. Must have an understanding of the data management system. Advanced computer skills-word, excel, PowerPoint and email programmes. Good communication skills. Good interpersonal skills. Must be able to function under pressure.
<u>DUTIES</u>	:	Responsible for proper patient records management. Retrieving and proper filing of patients records. Recording of patient's information in files. Liaise and support the facility manager on issues related to data management. Liaise with FPD and all other partners on issues related to data management. Compile monthly statistics for forwarding to next level of the reporting channel data management system reporting lines according to due dates as informed by the related policy and guidelines. Maintain utmost confidentiality. Function as part of the multidisciplinary team. Attend meetings and trainings related to data management. Ordering of stationery.
<u>ENQUIRIES</u>	:	Mrs DONT Mataboge Tel No: (012) 451 9154
<u>APPLICATIONS</u>	:	Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001 or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/209</u>	:	<u>FINANCIAL CLERK REF NO: TDH 0010/2016</u> Directorate: Finance
<u>SALARY</u>	:	R 132 399 per annum
<u>CENTRE</u>	:	Tshwane District Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate with mathematics /accounting/ business economics as a subject. A Diploma in accounting field will serve as an advantage. Experience in the field of financial accounting environment would be an advantage. Good communication (verbal, written and report writing) skills. Must be computer literate and able to work under pressure. Be punctual, reliable and honest.
<u>DUTIES</u>	:	Assist in all aspects of financial management. Perform any duties related to finalise assigned by the manager. Meet reporting and other deadlines. Submit reports to Finance Manager. Will be developed and going through in house training by the Finance Manager.
<u>ENQUIRIES</u>	:	Mr. PH O`yan (012) 354- 7624
<u>APPLICATIONS</u>	:	All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 Or Candidates should apply directly to the Hospital in HR Department
<u>CLOSING DATE</u>	:	11 March 2016
<u>POST 07/210</u>	:	<u>HUMAN RESOURCE CLERK REF NO: TRH 02/2016</u> Directorate: Human Resources This is a Re-advert, This post was advertised previously on circular 18 of 2015 with Ref number 18/95 and people who applied before should re-apply.

<u>SALARY</u>	:	R132 399 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane Rehabilitation Hospital
<u>REQUIREMENTS</u>	:	National Diploma in Human Resource Management or equivalent plus relevant experience or Grade 12 Certificate plus extensive experience in Human Resource Administration. Knowledge of PERSAL and HR processes. Computer literacy (Ms Word, Excel, PowerPoint), Organizational skills, Communication skills (written and verbal). Ability to work under pressure. Knowledge of Human Resource Legislative Framework.
<u>DUTIES</u>	:	Perform duties pertaining to: Promotion, Appointment, Transfer, Service Terminations, PILIR, Service Benefits, Recruitment and Selection as well as PMDS. Capturing of leave on Persal. Send mandates to Gauteng Department of Finance. Ensure proper record keeping of leave, appointments, transfers, termination of service and finance documents.
<u>ENQUIRIES</u>	:	Ms Eva Mokonyane, Tel. No: (012) 354 - 6818
<u>APPLICATIONS</u>	:	Applications must be send directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
<u>CLOSING DATE</u>	:	04 March 2016
<u>NOTE</u>	:	People with disability and white females are encouraged to apply.
<u>POST 07/211</u>	:	<u>DRIVER REF NO: 000153</u> Directorate: Logistics services
<u>SALARY</u>	:	R110 739 per annum (Plus benefits)
<u>CENTRE</u>	:	Dr Yusuf Dadoo Hospital (Krugersdorp)
<u>REQUIREMENTS</u>	:	Grade 10/12 valid code 10 driver's licwnse and PDP..
<u>DUTIES</u>	:	Transport officials to and from various destinations. Collect and deliver mail. Deliver blood specimens to various destinations.Update log sheets and trip authority forms on daily basis. Conduct regular inspection of vehicles and report defects immediately. Keep allocated vehicles neat and tidy at all times. Submit petrol cards and receipts after every refill to the supervisor. Work compulsory shifts and standby according to the rooster. Ensure cleanness of vehicles.
<u>ENQUIRIES</u>	:	Ms Mazibuko G.S Tel no:(011) 951-6217
<u>APPLICATIONS</u>	:	Must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740. Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead into disqualification of your application.
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/212</u>	:	<u>DRIVER REF NO: S-000253</u> Directorate: Transport
<u>SALARY</u>	:	R110 739 per annum (plus benefits).
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 (Numerical and Literacy) or Grade 10 Valid Code 10 (C1) driver's license with PDP. 2 Years experience as a driver. Good verbal and written skills. Be prepared to work shifts (night and day, weekends as well as Public Holidays. Subject to a driving skills test.
<u>DUTIES</u>	:	To collect and deliver blood from wards and blood bank and vice versa. Collecting and delivering of documents to various departments as instructed. Transporting of staff and patients to various institutions. Maintenance and garaging og (GG) vehicles. Update log sheet and submit all fuel receipts. Do pre-inspection on daily basis and report all damages to transport manager.
<u>ENQUIRIES</u>	:	Mr. P. Shabangu, Tel. No :(016) 930 3367
<u>APPLICATIONS</u>	:	Applications must be submitted to HR Department, Sebokeng Hospital on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents or apply online at www.gautengonline.gov.za The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than 3 months old). 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 please accept that your application was unsuccessful Due to system challenges on-line applications cannot be acknowledged.
<u>CLOSING DATE</u>	:	26 February 2016
<u>NOTE</u>	:	People with disabilities are encouraged to apply

<u>POST 07/213</u>	:	<u>OPERATOR REF NO: 000151</u> Directorate: CSSD
<u>SALARY</u>	:	R93 444 per annum (Plus benefits)
<u>CENTRE</u>	:	Dr Yusuf Dadoo Hospital (Krugersdorp)
<u>REQUIREMENTS</u>	:	Be able to read and write. Good Communication and planning skills. Experience in CSSD and theatre will be an added advantage. Must be prepared to work under pressure.
<u>DUTIES</u>	:	Must be able to maintain infection prevention and to control knowledge of principles of infection control in the working area and differentiate between clean and dirty area. Be able to operate autoclaves and instruments washer. Packing theatre packs and linen according to the principles. Dispose waste according to internal policy. Perform any other duties delegated by the supervisor.
<u>ENQUIRIES</u>	:	Ms Montshiwa T Tel no:(011) 951-6117
<u>APPLICATIONS</u>	:	Must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740. Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead to disqualification of your application.
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/214</u>	:	<u>HOUSEKEEPER REF NO: S-000248</u> Directorate: Nurses Residence
<u>SALARY</u>	:	R93 444 per annum (plus benefits).
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or ABET level 4 (Numerical and Literacy) Minimum of 5 years' experience as support of Staff. Fit and healthy and willing to do physical work. Ability to read, write and communicate effectively in English. Prepared and able to work shifts, weekends and Public Holidays.
<u>DUTIES</u>	:	Monitor Nurses Home activities and ensuring quality of cleanliness within Nursing Residence. Supervision of staff, knowledge of leave regulation and discipline of staff. Be able to evaluate staff performance. Monitor registers of booking of meeting and events. Proper management and control of equipment.
<u>ENQUIRIES</u>	:	Mrs. M.E. Zeelie, Tel No; (016) 930 3366
<u>APPLICATIONS</u>	:	Applications must be submitted to HR Department, Sebokeng Hospital on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents or apply online at www.gautengonline.gov.za The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than 3 months old). 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 please accept that your application was unsuccessful.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	26 February 2016
<u>POST 07/215</u>	:	<u>SECURITY GUARD REF NO: 000154</u> Directorate: Security services
<u>SALARY</u>	:	R93 444 per annum (Plus benefits)
<u>CENTRE</u>	:	Dr Yusuf Dadoo Hospital (Krugersdorp)
<u>REQUIREMENTS</u>	:	Grade 10/12 or equivalent qualification, relevant experience with PSIRA Grade C security certificate. Minimum 3-5 years' experience. Knowledge of control of access to public premises and vehicles Act 53 of 1985. Understands security Acts, regulations and directives of public sector (MISS). Must be prepared to work shifts and under pressure. No criminal record.
<u>DUTIES</u>	:	Search for all prohibited items. Search vehicles at all times when entering the Hospital premises and leaving the Hospital. Ensure that all visitors' vehicles and staff vehicles are parked at appropriate parking bays. Check the building at regular interval, wards, office blocks and workshop area and look for suspicious objects, report incidents breaches in the occurrence book. (OB). Keep control of visitors register. Render escort services to staff, visitors and patients when need arises. Vehicles searching and enforce departmental policies.
<u>ENQUIRIES</u>	:	Ms Mazibuko G.S Tel no :(011) 951-6217

<u>APPLICATIONS</u>	:	Must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740. Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead into disqualification of your application.
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/216</u>	:	<u>LAUNDRY WORKERS REF NO: REFS-000149</u> Directorate: Laundry Services
<u>SALARY</u>	:	R78 156 per annum (plus benefits)
<u>CENTRE</u>	:	Dr Yusuf Dadoo Hospital
<u>REQUIREMENTS</u>	:	Basic Numeracy and literacy skills. Be able to communicate well with other people. Laundry experience will be an added advantage.
<u>DUTIES</u>	:	Sort, count and record dirty linen, iron, fold and seal linen bags. Collect and deliver linen bags to and from all wards. Load and offload linen Bags. Operate various laundry machines i.e. washing. dryers, ironing and pressing including sluicing. Must be able to mend torn linen.
<u>ENQUIRIES</u>	:	Ms Jooste M (011)951-6124
<u>APPLICATIONS</u>	:	Must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740. Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead into disqualification of your application.
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/217</u>	:	<u>FOOD SERVICE AID 4 POSTS REF NO: S-000324</u> Directorate: Provincial Health Services Sub- Directorate Nutrition
<u>SALARY</u>	:	R78 156 per annum (plus benefits)
<u>CENTRE</u>	:	Tembisa Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 10 qualification, Experience as food Service Aid in a provincial Hospital Service Unit will be added advantage. Knowledge of Human Nutrition hygiene and safety Procedure. Male candidates will be given added advantage.
<u>DUTIES</u>	:	Cleaning of pot , Pans, Floors ,Walls, Fridges , doors and the whole general cleaning of the Kitchen, Chemical receiving storing from issuing supervisor .all provisions delivered according to Procurement and set guidelines. Signing stock and consumption and other Relevant responsible for safekeeping and ensuring that faulty equipment are reported Immediately personal assistance and performing of assigned function duties. Handling of key, ensure that all storage areas are efficiently cleaned and locked at Accompanying responsibilities. Update and maintain stock control cards as well as stocktaking, and assistance with Inventory counting. Attend performance training and staff development. Relevant administrative duties as per job description Follow all food service procedures and policies by food service management.
<u>ENQUIRIES</u>	:	Ms. V.N Mtvesi, Tel. No: (011) 923- 2227
<u>APPLICATIONS</u>	:	Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665 or apply online at; www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/218</u>	:	<u>CLEANER 7 POSTS REF NO: S-000325</u> Directorate: Cleaning
<u>SALARY</u>	:	R78 156 .00 per annum (plus benefits)
<u>CENTRE</u>	:	Tembisa Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification as well as basic reading and writing Skills. KEY Responsibility: To maintain higher standard of cleanliness in line with cleaning protocol.
<u>DUTIES</u>	:	Scrubbing and polishing of floors using relevant scrubbing machines. To mop the floors with prescribed cleaning detergent daily. Washing and emptying of dustbins daily and patient's utensils. Collecting patient's food/ tea from the kitchen to the wards daily. Damp dusting of wards and clinics daily. Cleaning of ablution areas

		and provide them with DEO block, hand washing soap And toilet papers daily. Perform any other duties as instructed by supervisor.
<u>ENQUIRIES</u>	:	Ms. L.R. Mathabela, Tel .No:(011) 923- 2093
<u>APPLICATIONS</u>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665 or apply online at; www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/219</u>	:	<u>LAUNDRY WORKER 5 POSTS REF NO: S-000326</u> Directorate: Laundry
<u>SALARY</u>	:	R78 156 per annum (plus benefits)
<u>CENTRE</u>	:	Tembisa Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or Equivalent Qualification as well as basic reading and writing Skills.
<u>DUTIES</u>	:	To maintain higher standard of rendering effective and efficient laundry Service as required by the institution. Loading soiled linen bags into the trucks for dispatch to laundry. Unloaded clean linen bags from laundry trucks into the linen bank. Deliver clean linen to the wards. Perform any other duties as instructed by supervisor.
<u>ENQUIRIES</u>	:	Ms. M.M Mathabela, Tel.No :(011) 923- 2093
<u>APPLICATIONS</u>	:	Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665 or apply online at; www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/220</u>	:	<u>PORTER 3 POSTS REF NO: S-000327</u> Directorate Porters
<u>SALARY</u>	:	R78 156 .00per annum (plus benefits)
<u>CENTRE</u>	:	Tembisa Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or Equivalent Qualification as well as basic reading and writing skills. Be able to work under pressure and shifts. Possess good communication and interpersonal skills.
<u>DUTIES</u>	:	Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Complete ambulance form and enter patients data on porters registers at emergency area and hand over ambulance form to registry clerk Perform any other duties as instructed by supervisor.
<u>ENQUIRIES</u>	:	Ms G. Pholushe, Tel No: (011) 923- 2115
<u>APPLICATIONS</u>	:	Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665 or apply online at; www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/221</u>	:	<u>HOUSEHOLD AID REF NO: S-000249</u> Directorate: Nurses Residence
<u>SALARY</u>	:	R78 156 per annum (plus benefits).
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 (Numerical and Literacy) or Grade 10 with 1 – 2 years' experience. Fit and healthy and willing to do physical work. Ability to read and write. Ability to work shifts weekends and Public Holidays. Be honest and reliable. Physical strength and able to work as a team.
<u>DUTIES</u>	:	Cleaning duties in and around Nurses Home and Nurses Residence. Preparation of sitting room for meetings and events. Good control of chemicals and operate heavy duty cleaning machines. Assist residents when required.

<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. M.E. Zeelie, Tel No: (016) 930 3366
	:	Applications must be submitted to HR Department, Sebokeng Hospital on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents or apply online at www.gautengonline.gov.za The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than 3 months old). 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 please accept that your application was unsuccessful Due to system challenges on-line applications cannot be acknowledged.
<u>CLOSING DATE NOTE</u>	:	26 February 2016
	:	People with disabilities are encouraged to apply
<u>POST 07/222</u>	:	<u>CLEANER REF NO: S-000250</u>
	:	Directorate: Cleaning Department
<u>SALARY CENTRE REQUIREMENTS</u>	:	R78 156 per annum (plus benefits).
	:	Sebokeng Hospital
	:	Abet level 4 or Grade 10 with 1 – 2 years cleaning experience. Good communication skill. Ability to read and write. Ability to work shifts, weekends and Public Holidays. Be honest and reliable. Physical strength and be able to work as a team.
<u>DUTIES</u>	:	Clean floors, dusting, washing of walls, doors, frames, windows, lockers, beds. Clean curtains. Cleaning of outside areas, cleaning and washing dust bins and removal of waste bags. Good control of chemicals and operate heavy duty cleaning machines. Ensure a clean and secure environment of patients. Perform delegated duties requested by the supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. M.E. Zeelie , Tel No: (016) 930 3366
	:	Applications must be submitted to HR Department, Sebokeng Hospital on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents or apply online at www.gautengonline.gov.za The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than 3 months old). 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 please accept that your application was unsuccessful Due to system challenges on-line applications cannot be acknowledged
<u>CLOSING DATE NOTE</u>	:	26 February 2016
	:	People with disabilities are encouraged to apply
<u>POST 07/223</u>	:	<u>STORES ASSISTANT REF NO: S-000251</u>
	:	Directorate;
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 78 156 per annum (plus benefits)
	:	Sebokeng Hospital
	:	Grade 12 or Minimum Grade 10 / ABET Level 4 qualification. Reading and writing skills. Must be willing to work under pressure.
<u>DUTIES</u>	:	Issuing of stock as well as delivery of stock to various sections within the hospital. Move equipment from one department to another. Pack and unpack stock from shelves. Ensure that stock is packed properly on shelves. Weekly and monthly stock counts. Marking of received stock / boxes. Collecting VA2 s and submitting to posting.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. M.Ramaifo, Tel No; (016) 930 3372
	:	Applications on form Z83, ID, CV and qualification should be forwarded to the Human Resource Department, Sebokeng Hospital or apply online at www.gautengonline.gov.za
<u>NOTE CLOSING DATE</u>	:	People with disabilities are encouraged to apply
	:	26 February 2016
<u>POST 07/224</u>	:	<u>FOOD SERVICE AID 2 POSTS REF NO: 000150</u>
	:	Directorate: Support
<u>SALARY CENTRE</u>	:	R78 156 per annum (Plus benefits)
	:	Dr Yusuf Dadoo Hospital (Krugersdorp)

<u>REQUIREMENTS</u>	:	Abet or equivalent. Ability to read and write. Be prepared to work under pressure. Must have sound interpersonal relations. Food service experience will be an added advantage.
<u>DUTIES</u>	:	Perform specific duties regarding receiving, storage, preparation, cooking, dishing up, deliveries and serving of food, snacks and beverages to patients and staff. Loading and unloading of food containers/plates from the food trolley. Operate and care for equipment also report broken equipment. Responsible for general neatness and hygiene with regards to cleaning tasks. Wear appropriate uniform and protective clothing. Work according to duty rooster and leave procedures. Act as a messenger when necessary/needed. Perform all general work related to food services as delegated by the supervisor. Expected to work in a team, work shifts and public Holidays.
<u>ENQUIRIES</u>	:	Ms Mahlangu T.R Tel no:(011) 951-6111
<u>APPLICATIONS</u>	:	Must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740. Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead into disqualification of your application.
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/225</u>	:	<u>PROPERTY CARETAKER REF NO: 000334</u> Directorate: Maintenance This post is a Re-advertisement. People with disabilities and males are encouraged to apply.
<u>SALARY</u>	:	R77 718 per annum (plus benefits)
<u>CENTRE</u>	:	Odi District Hospital
<u>REQUIREMENTS</u>	:	Abet level 4/ Grade 10 with experience in a formal cleaning environment/ground. Extensive previous working experience will be required. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<u>DUTIES</u>	:	Maintenance and development of hospital garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of machinery and equipment. Remove and collection of medical boxes in wards. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
<u>NOTE</u>	:	Application must be submitted on form Z83, obtainable from any Public Service Department. The completed and signed forms should be accompanied by a recently updated CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed. Certified copies should not be more than three months old. 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 please accept that your application was unsuccessful.
<u>ENQUIRIES</u>	:	Mr I. MABUA: Tel o:(012) 725 2335
<u>APPLICATIONS</u>	:	Kindly forward your application to Odi Hospital, Human Resource Department for the attention of Human Resource Manager, Odi District Hospital, Private Bag X509, Mabopane, 0190. or apply online at: www.gautengonline.gov.za .
<u>CLOSING DATE</u>	:	04 March 2016

PROVINCIAL TREASURY

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.

<u>APPLICATIONS</u>	:	Applications must be submitted on a Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X 12, Marshalltown, 2107.
<u>CLOSING DATE</u>	:	4 March 2016
<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as

certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on implementation of competency based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency tools".

OTHER POSTS

<u>POST 07/226</u>	:	<u>ASISTANT DIRECTOR: ACCOUNTING AND REPORTING</u> Directorate: Provincial Accounting Services
<u>SALARY</u>	:	R289 761 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A relevant three year tertiary qualification in Financial Accounting or Auditing. 2 years' experience in the financial accounting/auditing environment. Knowledge and understanding of the relevant legislative environment, People management skills, implementation and monitoring; Analytical and proactive capabilities, sound financial management skills, ability to execute activities, decision making skills, excellent communication skills (verbal and written) and populate reports; Be able to plan and organise, Professional and holds high standards of work ethic and professional values, Deadlines driven and able to work under pressure, Accuracy and ability to pay attention to detail.
<u>DUTIES</u>	:	The incumbent will be responsible to assist with the preparation of the Gauteng Provincial Government consolidated Financial Statements, Review and monitor the implementation of recommendations on the monthly financial statement disclosure submissions of Gauteng provincial departments, Review the monthly trial balances of Gauteng provincial public entities and ensure that all recommendations are affected by the public entities, Review the quarterly and annual financial statements of Gauteng provincial departments and entities and ensure that all recommendations are implemented by the departments and entities. Provide assistance to Gauteng provincial departments and entities with regard to interpretation and implementation of applicable accounting standards. Monitor the progress made by Gauteng provincial departments and entities on their actions implemented to address the audit findings raised by the Auditor General of South Africa. Ensure that departments and entities comply with Public Finance Management Act, Treasury Regulations and other applicable legislation. Undertake physical visits to the departments and entities in order to provide technical support regarding financial reporting.
<u>ENQUIRIES</u>	:	Ms Bulelwa, Tel, No: 011 227-9000
<u>POST 07/227</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT</u> Directorate: FINANCIAL GOVERNANCE
<u>SALARY</u>	:	R289 761 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Relevant 3-year tertiary qualification, e.g. National Diploma or Degree in Risk Management / Financial Management / Internal Audit / Business Management. 2 years' experience in the Risk Management / Auditing and / or related field.
<u>DUTIES</u>	:	Ensure effective implementation of Risk Management Framework in Departments and Municipalities. Provide technical assistance and training to Departments and Municipalities. Ensure compilation and submission of accurate and timeous reports as and when required.
<u>ENQUIRIES</u>	:	Ms. Tshiamo Sokupha Tel No: (011) 227-9000

<u>POST 07/228</u>	:	<u>ASSISTANT DIRECTOR: SUPPLIER DEVELOPMENT</u> Directorate: Procurement Services
<u>SALARY</u>	:	R 289 761 per annum, (Plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A Business Management, supply chain or Project Management Diploma qualification. At least 2 years business experience preferably with relevant experience in a SCM or BEE development environment. Experience in a supervisory position, Understanding of the South African marketplace and BEE SMME environment in particular. Broad knowledge of Supply Chain Management.
<u>DUTIES</u>	:	Participate in scheduled Bid Specification Committee and Bid Evaluation meetings to promote BBBEE/ SMME objectives. Attend site inspections and briefing sessions only when necessary. Identify strategies that promotes BEE development. In collaboration with all relevant stakeholders, utilise BBBEE interventions and training to implement these projects. Monitor and record the impact of these projects to the GPG PP spend. Liaise with Procurement sub programmes as well as GPG departments to provide relevant support for the achievement of the PP spend targets. Monitor progress on gaps identified and interventions adopted. Manage, monitor and report on the process for allocation of BBBEE points as per BBBEE certificates submitted for Request for Proposal (RFP). Ensure classification of supplier is properly done. Oversee and verify the reports written and projects undertaken by Practitioners. Assist with the development of Practitioners by providing guidance and support. Monitor the Practitioner's performance and address developmental needs. Liaison and correspondence with all relevant stakeholders.
<u>ENQUIRIES</u>	:	Ms Bulelwa Mtshizana, Tel, No: (011) 227 9000

DEPARTMENT OF SOCIAL DEVELOPMENT

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.

<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). 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 please accept that your application was unsuccessful.
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OTHER POSTS

<u>POST 07/229</u>	:	<u>DEPUTY DIRECTOR: HR & AUXILIARY SERVICES 2 POSTS REF NO: SD/2016/02/21/H</u>
<u>SALARY</u>	:	R569 538 per annum plus benefits.
<u>CENTRE</u>	:	Sedibeng Region x1. West Rand Region x1
<u>REQUIREMENTS</u>	:	A three year National Diploma / Bachelor's degree in Human Resource Management with 4-5 years' experience in the HR Environment in the Public Service. A valid driver's licence. Skills and Competencies: Knowledge and understanding of legislative and policy framework procedure and processes regulating human resource management in the Public Service. Good communication, management, dispute resolution, conflict resolution negotiation and excellent planning and organizing skills.
<u>DUTIES</u>	:	Co-ordinate Human resource management and development functions. Co-ordinate the administration of service benefits and conditions. Co-ordinate recruitment and records management functions. Co-ordinate regional records management system and management of service points. Oversee service points. Align the service points to department decentralization plan. Manage the directorate. Manage operational plan of the unit. Manage performance, Training, Development and absenteeism of staff. Provide quarterly, monthly and ad-hoc report. Manage operational plan of the unit.
<u>ENQUIRIES</u>	:	Mr DP Sambo, Tel. No: (011) 355 7701
<u>APPLICATIONS</u>	:	Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number

to – The Gauteng Department of Social Development, Sedibeng Region: 3 Moshoeshoe Street, Sebokeng for Attention- Mr S Marumuloa:Tel- (016) 930 2055. West Rand Region: 16 Human Street, SA Dutch, Krugersdorp for Attention- Mr S Makgorogo: Tel- (011) 950 7782

<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/230</u>	:	<u>DEPUTY DIRECTOR SPECIAL PROJECTS REF NO: SD/2016/02/23/H</u>
<u>SALARY</u>	:	R569 538 per annum (plus benefits)
<u>CENTRE</u>	:	Head Office Johannesburg
<u>REQUIREMENTS</u>	:	A three year National Diploma / Bachelor's degree in Community Development or relevant and equivalent qualification with 4-5 years' experience in Sustainable Livelihoods Programme Planning, Implementation and Monitoring. Knowledge and understanding legislative and policy frameworks, procedures and processes regulating Sustainable Livelihoods programmes in the Public Service. Knowledge and understanding of Departmental Special Projects priorities, commitments, systems and processes. A valid driver's licence. Skills and Competencies: Sound Communication skills. Good management, dispute and conflict resolution, planning and organising skills.
<u>DUTIES</u>	:	Provide support to cooperatives. Manage partnership with stakeholders on cooperatives development and support. Manage skills development programme for job placement of vulnerable individuals. Manage Special projects and report all stakeholders on the implementation of Bana Pele Programme in the Department. Enterprise Development Programme and manage the start-ups and expansion of Enterprise Development projects. Manage staff leave plans, disciplinary, grievance matters, staff performance and development plans.
<u>ENQUIRIES</u>	:	Mr DP Sambo, Tel. No: (011) 355 7701
<u>APPLICATIONS</u>	:	Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/231</u>	:	<u>BUSINES ANALYST REPORTING: SUPPORTING ORGANIZATION REF NO: SD/2016/02/19/H</u>
<u>SALARY</u>	:	R289 761 -per annum (plus benefits)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	A three year National Diploma / Degree in Information Technology plus knowledge in Business Warehouse /Business Intelligence/ Business objectives will be an added advantage. A minimum of 5-10 years' experience in Business Warehouse. A valid driver's licence. Skills and Competencies Knowledge and understanding of the Public Finance Management Act (PFMA) and the Department's Constitutional mandates. Knowledge of SAP Customer Relationship Management (SAP CRM). Sound communication skills. Good Report writing, People Management, Conflict management, Project Management, People Management Skills.
<u>DUTIES</u>	:	Manage statistical reports with E-Government developer. Encourage users to complete all data fields in order to draw reliable reports. Develop new reports and monitor the implementation of RFC in production. Facilitate site visit to entities on BW reports. Manage and plan visits to users. Provide online support on the drawing and interpretation reports. Prepare and distribute training manuals on BW to all users. Submit of RFC document to the Change Advisory Board (CAB).
<u>ENQUIRIES</u>	:	Ms T Mbhense, Tel. No: (011) 355 7703
<u>APPLICATIONS</u>	:	Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/232</u>	:	<u>ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT X2 POSTS REF NO: SD/2016/02/08/H</u>
<u>SALARY</u>	:	R289 761 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni x1 and Sedibeng x1

<u>REQUIREMENTS</u>	:	A 3 year National Diploma/ Degree in Finance/ Supply Chain Management with 5-10 years' experience in Finance or Supply Chain Management in the public sector. Knowledge of and understanding of legislative and policy framework regulating Financial and Supply Chain Management systems, procedures and processes. A valid driver's license. Skills and Competencies Sound communication skills. Good interpersonal, problem solving, report, analytical and decision making Skills. Must be Computer literate.
<u>DUTIES</u>	:	Develop and consolidate draft budget. Quality assures the accuracy of budget and monitors the expenditure against the allocated budget. Authorise payments and provide monthly and quarterly expenditure reports. Manage of procurement functions relating to releasing of requisitions for goods and services. Present submissions for assets to Asset Management Committee and monitoring of service providers on services rendered. Coordinate the regions needs for assets and compile submissions. Manage outsourced contracts. Assist in the planning for outsourced contracts. Prepare specifications for tendering and contracting and monitor outsourced services. Manage staff performance, training needs, leave plans, grievances and disciplinary matters.
<u>ENQUIRIES</u>	:	Mr N Shibambu, Tel. No: (011) 355 7971
<u>APPLICATIONS</u>	:	Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, Ekurhuleni Region: 40 Catlin Street, Germiston for Attention- Ms F Pete Tel- (011) 820 0300. Sedibeng Region: 3 Moshoeshoe Street, Sebokeng for Attention- Ms J Phetshane Tel- (016) 930 2055.
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/233</u>	:	<u>ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES REF NO: SD/2016/02/09/H</u>
<u>SALARY</u>	:	R289 761 per annum (plus benefits)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	A three year National Diploma or Degree in fleet management with 5-10 years' experience in fleet management. Demonstrated experience in managing the full suite of fleet management in the public service. A valid driver's license. Skills and Competencies Sound Communication, Interpersonal, Problem Solving, conflict Management as well as planning and organizing. Knowledge and understanding of legislative framework of fleet management within the public service. Knowledge and understand PFMA. Knowledge of the department's constitutional mandate.
<u>DUTIES</u>	:	Acquire of GG and Subsidized vehicles in the department. Collect and submit the request for the GG and subsidised vehicles with service providers. Distribute of acquired GG and Subsidized of vehicles. Manage the alignment of departmental fleet management activities in line with fleet management regulatory frameworks. Maintain all vehicles. Manage the referral of the vehicles for investigation and implementation of findings. Manage of GG and Subsidised fleet. Supervise verification of vehicle garaging for overnight parking. Provide input to the unit budget. Supervise fleet management staff in line with the Gauteng performance management and development system (PMDS).
<u>ENQUIRIES</u>	:	Mr N Shibambu, Tel. No: (011) 355 7971
<u>APPLICATIONS</u>	:	Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/234</u>	:	<u>ASSISTANT DIRECTOR: RESEARCH REF NO: SD/2016/02/10/H</u>
<u>SALARY</u>	:	R 289 761 -per annum (plus benefits)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	A three year National Diploma /BA Degree in Social science majoring in Research. With 5-10 years' experience as a Researcher and supervisor in research environment. A post graduate qualification would be an advantage. A valid driver's license. Skills and Competencies Research and analysis, Project management. Intermediate knowledge of research practice and methodology.
<u>DUTIES</u>	:	Develop, design and implement medium scale report. Research Advocacy to key role players. Provide medium scale research information sessions in the department. Provide medium scale complex reports to the manager and key role players. Provide medium scale complex research reports to the manager and

		relevant key role players. Supervise Research officer. Build Research capability in Department.
<u>ENQUIRIES</u>	:	Mr N Shibambu, Tel. No: (011) 355 7971
<u>APPLICATIONS</u>	:	Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/235</u>	:	<u>ASSISTANT DIRECTOR: POLICY COORDINATION REF NO: SD/2016/02/14/H</u>
<u>SALARY</u>	:	R289 761 per annum (plus benefits)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	A three year National Diploma/Degree in Public Management with 5-10 years management experience in policy and research in the Public Service. A valid driver's licence Skills and Competencies Knowledge and understanding of Policy design, practice and methodology. Must have good communication, interpersonal relations, supervision, analytical, planning and coordinating skills.
<u>DUTIES</u>	:	Provide assistance in the analysis of existing policies. Attend to consultation session with programme managers. Assist in the design of draft policies in terms of policy development systems, procedures and processes. Advise programme managers on the implementation of approved policies. Participate in advocacy sessions to key role players. Identify gaps and errors in the implementation of policies. Assist in conducting policy evaluation and research. Prepare report on policy review. Submit proposed policy amendments for consultation and approval process.
<u>ENQUIRIES</u>	:	Ms C Morapane, Tel. No: (011) 355 7971
<u>APPLICATIONS</u>	:	Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/236</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE: SUPPLY CHAIN AND ASSETS REF NO: SD/2016/02/06/H</u>
<u>SALARY</u>	:	R 243 747 per annum (plus benefits)
<u>CENTRE</u>	:	Walter Sisulu Centre
<u>REQUIREMENTS</u>	:	A three year Degree/diploma in Finance or Supply Chain Management with 2 -5 years' experience or grade 12 with more than 10 years' experience in the Finance and Supply Chain Management field. Sound knowledge of Property Management, Risk Management and Occupational Health and Safety. Valid driver's license. Knowledge of PFMA, Finance and Budgeting. Skills and Competencies: Sound communications skills. Good interpersonal, numeric problem solving as well as planning and organising skills. Must have analytical, financial reporting and problem solving skills. Must be Computer literate.
<u>DUTIES</u>	:	Ensure that all monthly management and reconciliations submitted to the manager Auxiliary Services. Attend to audit queries and provide responses. Ensure adherence to all Internal Controls and Financial Prescripts. Ensure effective and efficient management of the component. Responsible for all aspects of the Administration of the component including ensuring correct record keeping, filing, finances, minute taking, report writing and general office administration as well as project and program management support. Draft agenda's, minutes, memorandums, submissions, reports. Participate with the compilation and consolidation of information of the component's activities. Order and follow up on the ordering of office furniture and equipment for the component. Maintain and monitor an asset register of all assets of the component. Report any damaged or loss of assets to Asset Management Team. Follow up the replacement of damage or losses. Maintain office equipment i.e. computers, fax machine, photocopier, binding machine, data video projector etc. Analyze and monitor expenditure in accordance with allocated budgets. Manage service level agreements with contractors/suppliers. Manage the development and implementation of supplier database. Work in conjunction with both procurement and maintenance components .Supervise staff.
<u>ENQUIRIES</u>	:	Mr N Shibambu, Tel. No: (011) 355 77971

<u>APPLICATIONS</u>	:	Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, Walter Sisulu: 3 Modder Street, Noordgesig 1804 for Attention- Ms T Mokgokolushi Tel- (011) 983 0000.
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/237</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: RISK MANAGEMENT 3 POSTS REF NO: SD/2016/02/04/H</u>
<u>SALARY</u>	:	R243 747 annum (plus benefits)
<u>CENTRE</u>	:	Head office - Johannesburg
<u>REQUIREMENTS</u>	:	A three year National Diploma /Degree in Risk Management or studying towards an equivalent Risk Management qualification or Matric with 5 years' experience working within the Risk Management environment. Basic knowledge and understanding of PFMA and Treasury Regulations. A valid driver's licence. Skills and Competencies good Communication skill –both written and spoken, interpersonal, good planning and organising skills. Time management skills and able to work under pressure. Able to work on number of assignments at any given point of time. Computer literate (Ms word, MS Excel, MS power point).
<u>DUTIES</u>	:	Assist with the development of specifically allocated sections of the risk management policy, strategy and annual risk management implementation plan, independently in accordance with the GPG Risk Management Framework, for tabling at the risk committee. (Assist with the implementation of areas of the specifically allocated sections of the departmental risk management framework independently and in within coordinated groups revision or updating, independently and in within coordinated groups undertake the necessary research to ensure proposals made to revise the documents is in accordance with accepted norms, is practical in application and also aligned to all legislative frameworks). Plan, prepare for and undertake specifically allocated capacity building workshops to facilitate management buy – in and integration of principles in specific business operations .Assist with the launch of awareness campaigns independently pitched at the different levels within the department to be able to get the correct messages across the and establish the correct culture. Plan organise and facilitate the formal sessions and informal mechanisms of risk identification : media scanning, discussion and focus groups, reviews of investigation and labour relation case logs, identification of changes to legal and or administration frameworks, audit reports analysis etc. On all specifically allocated key areas of business. update and maintain transversal application system Barn Owl for ease of reporting.
<u>ENQUIRIES</u>	:	Mr M Mbedana, Tel. No: (011) 355 7703
<u>APPLICATIONS</u>	:	Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/238</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SERVICES & STANDARDS UNIT 2 POSTS REF NO: SD/2016/02/07/H</u>
<u>SALARY</u>	:	R243 747 per annum (plus benefits)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	Three year National Diploma or Degree in Community or Youth development or Social Sciences and other related studies with 2-5 years' experience or grade 12 with more than 10 years' experience in the field of Community and Youth development environment. Knowledge of public service regulations. Skills and Competencies: Sound communication skills. Good interpersonal, problem solving, report, analytical and decision making Skills. Must be Computer literate.
<u>DUTIES</u>	:	Coordinate community development programmes in line with policy guidelines of the Department. Assist in norms and standards for community development in line with community development policy framework. Ensure all service standards are in line with the community development policy guidelines are adhered to by all regions. Monitor analysing and facilitating interventions for uniform project and other textile & footwear related projects. Monitoring the implementation of project plans. Assist the development and reviewing of concept documents, policies and

guidelines for job creation programmes. Mobilise the relevant stakeholders to assist the department to achieve its mandate such as development and support cooperatives. Perform any other duties such as attending and organizing meetings and workshops.

ENQUIRIES : Mr N Shibambu, Tel. No: (011) 355 7971
APPLICATIONS : Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000
CLOSING DATE : 04 March 2016

POST 07/239 : **SENIOR ADMINISTRATIVE OFFICER: INTERNAL CONTROL REF NO: SD/2016/02/11/H**

SALARY : R243 747 per annum (plus benefits)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : A relevant 3 year National Diploma/Degree in field of Internal Auditing credited with of the Institute of Auditors with at least 5 years in Internal Control and/or Internal Auditing. Demonstrate up to 5 years of having the knowledge of a wide range or work areas, processes and systems such as Human Resource, Supply Chain Management: Tenders and quotations, asset and inventory management, petty cash management, debtors management, creditors management, strategic planning, monitoring and evaluation of performance reporting systems, OHS, BCP, fleet management, records management etc. to be able test and monitor. A minimum of 4 years' experience in working with auditors by supporting and supervising audit process, request, queries until resolution and monthly monitoring and tracking implementation of audit recommendations until fully implemented and audit risk reduced. A valid Driver's License. Skills and Competencies, Technical, Analytical, and statistical, problem solving and project management skills. Confidentiality, Honesty and integrity

DUTIES : Plan and organise assessments to be undertaken at allocated departmental sites within group plan agreed upon timelines and for junior assigned to mentor. Plan and hold both entry and exit meetings with Regional Directors, Deputy Directors, Heads of Institutions, Directors at Head office, Chief Directors to facilitate the commencement of the assessments and at the end to provide feedback to the relevant levels of management on control deficiencies identified, root cause analysis explanations and recommendations on mitigation plans to address deficiencies within the legislative/Policy frameworks with no assistance from supervisor. Undertake a control assessment at all allocated sites and supervise and guide juniors on the assessments. Communicate all deficiencies identified with relevant management during the quarterly assessments without assistance of supervisor. Consolidate the assessment report for translation into the dashboard reported to the audit committee, HOD and Treasury without assistance from supervisor. Plan and undertake the monthly cost containment testing and monitoring for reporting to Treasury monthly without the assistance of the supervisor. Receive all audit requests, review and clarify any discrepancies prior to circulating to relevant managers for action within agreed upon timelines. Test the implementation of audit action plans to vouch progress made done with relevant managers on allocated components of findings.

ENQUIRIES : Ms C Morapane, Tel. No: (011) 355 7971
APPLICATIONS : Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000
CLOSING DATE : 04 March 2016

POST 07/240 : **SENIOR ADMINISTRATIVE OFFICER: FLEET REF NO: SD/2016/02/12/H**

SALARY : R243 747 per annum (plus benefits)
CENTRE : West Rand x1 and Ekurhuleni x1
REQUIREMENTS : A three year National Diploma/Degree in Logistics or Supply Chain Management plus 2 years' relevant experience or grade 12 with more than 10 years' experience in Fleet Management and administration in the Public Service environment. Knowledge of Electronic Log Sheet system. A valid driver's licence. Skills and Competencies Must have customer focus and responsiveness, honesty and

	integrity. Good report writing skills, communication skills, problem solving skills and good interpersonal skills.
<u>DUTIES</u>	: Manage Admin Support Service. Compile the GG fleet and sub-vehicles analysis and budgetary indicators for Annual & MTEF periods in line with the Component Personnel HR plans and Departmental GG Vehicle acquisition plans. Coordinate GG Vehicles Components Allocation process in line with individual Service Delivery needs. Coordinate the maintenance of GG Vehicle Fleet, Conditions Inspections, and GG vehicle repairs and vehicle servicing. Ensure that accident reports are completed correctly and forwarded to Head Office Transport within the said timeframe according to the Transport Policy. Monitor and Evaluate the usage of G Fleet and Sub vehicles in the Region. Render Shuttle and messenger services. Supervise transport management, staff and Switchboard. Monitor the effective utilization of switchboard system and analyse the monthly telephone accounts.
<u>ENQUIRIES</u>	: Ms C Morapane, Tel. No: (011) 355 7971
<u>APPLICATIONS</u>	: Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, West Rand Region: 16 Human Street, SA Dutch, Krugersdorp. Ekurhuleni Region: 40 Catlin Street, Germiston for Attention- Mr DP Sambo Tel- (011) 355 7701.
<u>CLOSING DATE</u>	: 04 March 2016
<u>POST 07/241</u>	: <u>INFORMATION OFFICER: MONITORING AND EVALUATION REF NO: SD/2016/02/13/H</u>
<u>SALARY</u>	: R 243 747 per annum (plus benefits)
<u>CENTRE</u>	: Head Office, Johannesburg
<u>REQUIREMENTS</u>	: A three year National Diploma/Degree in Information Management with 2-5 years' experience in Data Capturing or grade 12 with more than 10 years' experience related experience in Information Management. A valid driver's license. Skills and Competencies Sound Communication, Interpersonal, Problem Solving, conflict Management as well as planning and organizing. Knowledge and understanding of policy framework, procedures and processes regulating Information Management in the NPO sector.
<u>DUTIES</u>	: Develop and maintain central data base of all NPOs, programmes and any relevant information. Collate and analyse data to inform decision making. Monitor trends of service users (beneficiaries) in NPO's to inform budgeting. Assist in the mapping of services. Work closely with the Assistant Director, Finance and the monitoring and evaluation team. Ensure updated and credible information related to NGOs is posted to the Department website. Promote the effective use of information. Provide training on relevant tools. Facilitate learning and information sharing through meetings, workshops and conferences.
<u>ENQUIRIES</u>	: Ms C Morapane, Tel. No: (011) 355 7971
<u>APPLICATIONS</u>	: Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000
<u>CLOSING DATE</u>	: 04 March 2016
<u>POST 07/242</u>	: <u>SENIOR ADMINISTRATIVE OFFICER: HR AND AUXILIARY SERVICES REF NO: SD/2016/02/15/H</u>
<u>SALARY</u>	: R243 747 per annum (plus benefits)
<u>CENTRE</u>	: Don Mattera Place of Safety
<u>REQUIREMENTS</u>	: A three year National Diploma/Degree in Human Resource Management/Public Administration with 2-5 years' experience or Grade 12 with more than 10 years' experience in the Human Resource Management/Auxiliary environment. A valid driver's licence. Skills and Competencies Knowledge of Human Resource Management and Development and general support services functions. i.e. Switchboard, Fleet and records Management in the Department. Must have good communication, people management, report writing, coordination and leadership skills.
<u>DUTIES</u>	: Manage Human Resource Administration, Recruitment as well as Training and Development functions. Coordinate fleet management and records management functions. Coordinate Records Management functions. Manage staff performance and development; staff leaves plan and staff grievances as well as disciplinary matters. ENQUIRIES: Ms C Morapane, Tel. No: (011) 355 7971

APPLICATIONS : Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, Don Mattera: C/o First Avenue & Fourth street Edenvale for Attention- Mr K Khipa Tel- (011) 723 9200.

CLOSING DATE : 04 March 2016

POST 07/243 : **SENIOR ADMINISTRATIVE OFFICER: OD AND CHANGE MANAGEMENT**
REF NO: SD/2016/02/17/H

SALARY : R 243 747 per annum (plus benefits)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : A three (3) year National Diploma in HRM/ Organizational Development with 2-5 years' experience in the field of Organizational Development or Grade 12 with 10 years Organisational Development in the Public Service. Knowledge and understanding of Organizational Development systems, procedures, processes and practices applicable in the Public Service. Knowledge and application of Persal system. A Valid driver's license. Skills and Competencies Good Change management, Communication, Project Management and Interpersonal skills. Proficient in establishment administration, Job profiling and job evaluation.

DUTIES : Coordinate job profiling functions including capturing of functions for newly defined posts and for redefined posts. Coordinate organizational structure and establishment functions including the preparation and submission of motivation for implementation of proposed amendments. Submit mandates on establishment changes for implementation on Persal. Facilitate change management awareness sessions.

ENQUIRIES : Ms T Mbhense, Tel. No: (011) 355 7703
APPLICATIONS : Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000

CLOSING DATE : 04 March 2016

POST 07/244 : **SENIOR ADMINISTRATIVE OFFICER: SYSTEMS CONTROL AND TRAINING**
REF NO: SD/2016/02/18/H

SALARY : R 243 741 -per annum (plus benefits)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Degree /National Diploma in Financial Management/Management Accounting with 2-5 years' experience in Management Accounting environment or Grade 12 with 10 years in Financial Management/ Management Accounting experience in the Public Service. A Valid driver's licence. Skills and Competencies Sound communication skills. Good Budgeting, People Empowerment, Conflict management, Project Management, People Management and Training and Development coordination skills.

DUTIES : Design annual financial system training programme. Follow up training needs assessment for individuals and group of employees. Conduct training on expenditure, revenue and Supply Chain Management monitoring. Provide support on budget processes and costing of activities. Guide and advice line Managers on the analysis of BAS reports and virement shifts. Identify misallocations of expenditure. Monitor the implementation on the recommended Financial Internal Control measures.

ENQUIRIES : Ms T Mbhense, Tel. No: (011) 355 7703
APPLICATIONS : Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000

CLOSING DATE : 04 March 2016

POST 07/245 : **ADMIN OFFICER: CHBC/EPWP 2 POSTS REF NO: SD/2016/02/20/H**

SALARY : R196 278 per annum plus benefits
CENTRE : Sedibeng Region x1 and Westrand Region x1
REQUIREMENTS : A three year National Diploma / Bachelor's degree in Community Development with 1 -2 years' experience in basic community based care programme or grade 12 with more than 10 years' experience in basic community based care programme. Valid driver's licence. Skills and Competencies Knowledge and

understanding of the legislative and policy framework, procedures and processes regulating Community Home Based Care programmes, policies and processes applicable in Social Welfare sector. Sound communication skills. Good Analytical, report writing, monitoring and evaluation, planning, organising, coordination and facilitation skills.

DUTIES : Monitor norms and standards for CHBC's. Conduct onsite inspections at CHBC's and NGO's. Identify deviations on CHBC's norms and standards. Implement corrective measures in line to CHBC's norms and standards. Monitor the implementation of prescribed norms and standards. Capacitate CHBC's and NGO's on building programmes. Identify deviations on CHBC programmes. Implement corrective measures on CHBC's capacity building programmes. Monitor the implementation of corrective measures on CHBC capacity building programmes. Assist in the identification of work opportunities in CHBC sector. Assist in the placement of home based care givers. Monitor and provide guidance to care givers. Provide training and orientation to care givers. Identify vulnerable household in need of psycho-social support services. Monitor the implementation of psycho-social support services to vulnerable household.

ENQUIRIES : Mr DP Sambo, Tel. No: (011) 355 7701
APPLICATIONS : Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, Sedibeng Region: 3 Moshoeshoe Street, Sebokeng, for Attention- Ms J Phetshane Tel- (016) 930 2055. West Rand Region: 16 Human Street, SA Dutch, Krugersdorp for Attention- Mr S Makgorogo Tel- (011) 950 7782.

CLOSING DATE : 04 March 2016

POST 07/246 : **PERSONAL ASSISTANT REF NO: SD/2016/02/22/H**

SALARY : R196 278 per annum plus benefits
CENTRE : Head Office, Johannesburg
REQUIREMENTS : A three year National Diploma / Bachelor's degree in Office Administration with 1-2 years' experience or grade 12 with more than 10 years' experience in general administration or PA/Secretary environment in the Public Service. Skills and Competencies Knowledge and understanding of Departmental and general administrative procedures, processes and systems. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Good Planning and Organizing, communication, coordination, interpersonal, report writing and minute taking skills.

DUTIES : Render administrative support to the Directors within the Department. Maintain a filing system to file and retrieve documentation. Handle confidential documents. Operate standard office equipment (Fax, Photocopying machine and telephone). Type correspondence such as reports, submissions and letters. Receiving the Manager's visitors. Attend to telephone calls and messages and referring appropriately where required. Liaise on behalf of the Chief Director/Director with departmental officials, other government departments, stakeholders and the public. Manage the diary, coordinate meetings, workshops, conferences and perform administrative tasks such as taking minutes and arranging / serving refreshments. Make official travel arrangements, process on subsistence and travel claims. Coordinate special project/activities for/on behalf of the Chief Director/Director. Quality assure all submitted data against set criteria and standards.

ENQUIRIES : Mr DP Sambo, Tel. No: (011) 355 7701
APPLICATIONS : Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000

CLOSING DATE : 04 March 2016

POST 07/247 : **ADMIN OFFICER: INVESTIGATIONS AND LOSS CONTROL REF NO: SD/2016/02/01/H**

SALARY : R196 287 annum (plus benefits)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : A three year National Diploma / Bachelor's degree in Criminal Justice Forensic Investigations/Applied Business with 1-2 years' experience or Grade 12 with more than 10 years' experience in Investigations and Loss Control. Sound knowledge of PFMA and Treasury Regulations. A valid Driver's license. Skills and

	Competencies Sound communication both verbal and written skills. Must have analytical, problem solving, interpersonal and excellent report writing skills. Must be Computer literate.
<u>DUTIES</u>	: Identifying and performing preliminary investigations regarding actual and potential areas of risk and reporting to the relevant manager. Analysis of the reasons for the loss and likelihood thereof. Prioritization of identified losses reported for investigations. Analyse information, determine different alternative and choose an appropriate action for each loss reported. Open and book out of files for Investigations/Loss Control Unit, compilation of report/submission in line with relevant legislation. Maintaining the electronic loss control register for the department and loss control records management for all loss control files. Planning and conducting of loss control awareness sessions under supervision of relevant management. Undertake responses for general loss control related queries and requests.
<u>ENQUIRIES</u>	: Mr M Mbedana, Tel. No: (011) 355 7703
<u>APPLICATIONS</u>	: Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000
<u>CLOSING DATE</u>	: 04 March 2016
<u>POST 07/248</u>	: <u>ADMINISTRATIVE OFFICER: POLICY COORDINATION 2 POSTS REF NO: SD/2016/02/02/H</u>
<u>SALARY</u>	: R196 287 annum (plus benefits)
<u>CENTRE</u>	: Head Office, Johannesburg
<u>REQUIREMENTS</u>	: A three year formal qualification in Social Sciences/Public Management majoring in Public Policy with 1-2 years' experience or Grade 12 with more than 10 years' experience in Policy management. A valid driver's license. Skills and Competencies Knowledge of Policy practice methodology, design and advocacy. Must be self-driven, innovative, creative and system thinker.
<u>DUTIES</u>	: Design small scale complex research policy proposal. Provide Small scale complex research policy standard setting. Analyse and interpret research findings. Develop policy implementation guidelines, systems and procedures on medium scale complex research policy. Conduct research policy briefing sessions to relevant role players. Establish relationships with role players. Provide research policy Information sessions in the Department. Compile research policy reports. Develop and update research Policy bulletin. Manage and supervise staff. Implement research policy business plan. Manage training and development of staff.
<u>ENQUIRIES</u>	: Mr M Mbedana, Tel. No: (011) 355 7703
<u>APPLICATIONS</u>	: Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000
<u>CLOSING DATE</u>	: 04 March 2016
<u>POST 07/249</u>	: <u>BRAILLE INSTRUCTOR REF NO: SD/2016/02/03/H</u>
<u>SALARY</u>	: R196 287 annum (plus benefits)
<u>CENTRE</u>	: Itireleng Child Youth Care Centre
<u>REQUIREMENTS</u>	: Grade 12 with ABET/Teachers Certificate or Advanced Braille Certificate with 3 – 5 years' experience. Skills and Competencies Knowledge of policies on disability, minimum norms and standards on Residential facilities for People with disabilities, older person's Act united integrated National Disability Strategy. Knowledge of Policy framework on disability United nation's standards rules on disability. Knowledge of Human Resource Management systems and procedures in the Department.
<u>DUTIES</u>	: Teach visually impaired people how to read write braille. Work hand to hand with Orientation and Mobility Instructor and music tutor in teaching visually impaired people recreational games. Teach visually impaired people ABET. Convert sighted material / memo in to Braille. Assess the visually impaired people and place them according to their training capacity manage the ordering of books, stationary and equipment for visually impaired people. Supervise Braille instructors. Participate in the MDT and panels for admission of new clients.
<u>ENQUIRIES</u>	: Mr M Mbedana, Tel. No: (011) 355 7703

<u>APPLICATIONS</u>	:	Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, Itireleng Child Youth Care Centre: 3152 Sekwati Street, Garankuwa, 0208, or posted P.O Box 17. Roslyn, 0200 for Attention- Mr DP Sambo Tel- (011) 355 7701
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/250</u>	:	<u>ADMIN OFFICER: FINANCE REF NO: SD/2016/02/05/H</u>
<u>SALARY</u>	:	R196 278 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg Metro x1 and Tshwane Region x1
<u>REQUIREMENTS</u>	:	A three years National Diploma or degree in Financial/Management/Cost Accounting with 1-2 years' experience in Financial Management or grade 12 with more than 10 years' experience in the Financial Management. Must have a valid driver's Licence. Skills and Competencies Knowledge and understanding of departmental, Financial Management processes, procedures and systems applicable to the Regions and Institutions. Sound communication both verbal and written skills. Must have analytical, financial reporting and problem solving skills. Excellent report writing skills. Must be Computer literate.
<u>DUTIES</u>	:	Render financial management and reporting functions in the Region/Institution. Supervise financial management and reporting functions. Monitor spending trend and manage Petty Cash functions. Track and monitor expenditure trends. Analyse and qualities assure expenditure reports. Capturing budget adjustment figures. Manage staff performance and development.
<u>ENQUIRIES</u>	:	Mr N Shibambu, Tel. No: (011) 355 7971.
<u>APPLICATIONS</u>	:	Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, Johannesburg Metro: 91 Commissioner Street, Corner Loveday Street. for Attention- Ms C Dukwane Tel- (011) 355 9502. Tshwane Region: Manaka House, Cnr Thabo Sehume and Pretorius Street for Attention- Mr A Kotetsi Tel- (012) 359 3314.
<u>CLOSING DATE</u>	:	04 March 2016
<u>POST 07/251</u>	:	<u>SUPPLY CHAIN OFFICER REF NO: SD/2016/02/16/H</u>
<u>SALARY</u>	:	R196 278 per annum (plus benefits)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	A three year National Diploma/Degree in Finance, Supply Chain management, Logistics or Public management with 1-2 years supply chain management experience or grade 12 with more than 10 years' experience in supply chain management. Good understanding and knowledge of BAS/SAP/SRM is essential as well as computer literacy. Ability to manage and lead a team. Knowledge of applicable legislation and regulations-PFMA, Treasury Regulations, GPG and public policies and procedures. A valid driver's license. Skills and Competencies Computer Literacy (MS Excel, Outlook and PowerPoint) is essential. Good planning, organizing, facilitation, communication, coordination, minutes taking, report writing, financial management and project management skills. Knowledge and understanding of PFMA and Department's Constitutional mandate.
<u>DUTIES</u>	:	Ensure that the requisitions are properly signed and captured. Assist end-users with using of catalogue and material master. Supervise the expediting of outstanding orders. Ensure GVR are captured within 2 days. Ensure that invoice is cleared for payments on BAS. Supervise the expediting on all invoices submitted to GDF. Follow up on invoice not captured with GDF. Expedite the creation of outstanding orders with GDF buyers. Supervise staff.
<u>ENQUIRIES</u>	:	Ms T Mbhense, Tel. No: (011) 355 7703
<u>APPLICATIONS</u>	:	Preference will be given to Indian, coloured, white and people with special needs (disabilities). Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000
<u>CLOSING DATE</u>	:	04 March 2016

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

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS, THERE WILL BE NO PAYMENT OF S&T CLAIMS.

OTHER POSTS

POST 07/252 : **MEDICAL SPECIALIST REF NO: MEDSPECPLAST/1/2016**

Department: Plastics and Reconstructive Surgery

This is a re advertisement

SALARY : Grade 1: Medical Specialist- R859 086 pa all inclusive salary Package (excluding commuted overtime) EXPERIENCE: Not applicable. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with Health Professional Council of South Africa

Grade 2: Medical Specialist- R982 263 pa all inclusive salary Package (excluding commuted overtime) EXPERIENCE: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Plastic & Reconstructive Surgeon).

Grade 3: Medical Specialist- R1 139 958 pa all inclusive salary package (excluding commuted overtime) EXPERIENCE: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Plastic & Reconstructive Surgeon).

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Applicants must be registered as a Specialist Plastic & Reconstructive Surgeon with the Health Professions Council of South Africa with prior surgical experience
Knowledge, Skills, Training and Competencies: The following will serve as an advantage : Clinical knowledge and experience of treating plastic surgery patients. Knowledge of current health and public service legislation, regulations and policy. Good communication, decision making and clinical skills. In addition, you should have one of the following Advanced Trauma Life Support (ATLS) Advanced Cardiac Life Support (ACLS) Advanced Pediatric Life Support (APLS).

DUTIES : The appointee will be required to perform plastic & reconstructive surgery operations expected of a junior specialist, attend to administration matters, outpatient duty and "on call duties when he/she will field urgent referrals and be required to take the appropriate action regarding these. He/she would also do ward rounds and teaching of undergraduate and postgraduate Medical Students.

ENQUIRIES : Prof A Madaree 031 2401171

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

CLOSING DATE : 11 March 2016

POST 07/253 : **MEDICAL SPECIALIST REF NO: SPECVASCULAR/1/2016**

Department : Vascular Surgery

SALARY : Grade 1 :Medical Specialist- R859 086 per annum, all inclusive salary package (excluding commuted overtime). EXPERIENCE: Not applicable
Grade 2: Medical Specialist- R982 263 pa all inclusive salary package (excluding commuted overtime). EXPERIENCE: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (General Surgery).
Grade 3: Medical Specialist– R1 139 958 pa all inclusive salary package (excluding commuted overtime) EXPERIENCE: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (General Surgery).

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital.
: Specialist qualification in General Surgery. Current registration with the Health Professions Council of South Africa as a certified vascular specialist or a General surgeon with an intention to train as a vascular surgeon. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Knowledge, Skills, Training and Competencies: Sound knowledge and experience in surgery. Ability to teach and supervise junior staff. Middle Management Skills. Research principles. Good administrative, decision making and communication skills.

DUTIES : Provide vascular service to all departments at Albert Luthuli Hospital as well as in the relevant Durban Metropolitan State Hospitals. Control and management of these services as delegated. Maintain clinical, professional and ethical standards related to these services. Provide after hour care in accordance with the commuted overtime contract. Training of undergraduate medical students, and allied personnel and participate in formal teaching as required by the department. Promote community orientated services. Conduct outpatient clinics, and provide Expert opinion where required in consultation with senior specialists. Participate in the Quality Improvement Programmes of the Department. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct, assist and stimulate research
Dr B. Pillay (Clinical Head).-031-2401000.

ENQUIRIES APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058

CLOSING DATE : 24 March 2016

POST 07/254 : **MEDICAL SPECIALIST (PAEDIATRICS)** **REF** **NO:**
MEDSPECPAEDCRITCARE/1/2016
Department: Paediatric Critical Care

SALARY : Grade 1: Medical Specialist- R859 086 pa all inclusive salary package (excluding commuted overtime). Experience: Minimum 2 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics).
Grade 2: Medical Specialist- R982 263 pa all inclusive salary package (excluding commuted overtime). Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics).
Grade 3: Medical Specialist– R1 139 958 pa all inclusive salary package (excluding commuted overtime). Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics).

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital.
: Matric certificate. MBCHB qualification. Registration as Paediatrician with HPCSA. Current registration with HPCSA as a Paediatrician. Completion of FCPaeds OR MMed (Paed); APLS/PALS. Knowledge, Skills, Training And Competencies Required In-depth knowledge of General Paediatrics and Ethics. Ability to manage paediatric patients independently. Ability to independently manage critically ill children including support in the Paediatric Intensive Care Unit. Ability to learn, innovate and be prepared to work overtime. Good interpersonal skills. An interest in conducting research in Critical Care.

DUTIES : Participation in academic and teaching programmes and meetings in the Paediatric Department: for both Undergraduate and Postgraduate teaching. Participating in Multi-disciplinary team discussions in the Unit. Responsibility for care of patients in the Paediatric Intensive Care Unit, High Care Unit, Wards and Theatres. Attendance at Ward rounds and/or Tutorials Supervision and teaching of undergraduates and post graduates. Provision of after-hours care for critically

	ill children. Keeping the database records e.g. PIP, PICU statistics and Morbidity and Mortality Statistics in order. Completion of research project as part of critical care training.
<u>ENQUIRIES APPLICATIONS</u>	: Prof Refiloe Masekela (Department of Paediatrics and Child Health) 031 260 4399 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058
<u>CLOSING DATE</u>	: 11 March 2016
<u>POST 07/255</u>	: <u>THERAPIST: AUDIOLOGIST (GRADE 1) REFERENCE NO: AUDIO/1/2016</u> Department: Speech Therapy and Audiology
<u>SALARY</u>	: Grade 1 R243 513 pa, Plus 13 th cheque, Medical Aid –Optional & Housing Allowance: Employee must meet prescribed requirements. No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Speech and Hearing Therapist or Communication Pathology: Audiologist in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Speech and Hearing Therapist or Communication Pathology: Audiologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: R286 848 pa Plus 13 th Cheque, Medical Aid-optional and Housing Allowance- Employee must meet prescribed requirements. Minimum of 10 years relevant experience after registration with the HPCSA as a Speech and Hearing Therapist or Communication Pathology: Audiologist in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Speech and Hearing Therapist or Communication Pathology: Audiologist in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa Grade 3: R337 902 pa Plus 13 th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements. Minimum of 20 years relevant experience after registration with the HPCSA as a Speech and Hearing Therapist or Communication Pathology: Audiologist in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as Speech and Hearing Therapist or Communication Pathology: Audiologist in respect of foreign qualified employees of whom it is not required to perform community service as required In South Africa.
<u>CENTRE REQUIREMENTS</u>	: Inkosi Albert Luthuli Central Hospital (IALCH) : Bachelor's degree in Speech and Hearing Therapy or a Bachelor's degree in Communication Pathology: Audiology. Registration Certificate with HPCSA and Proof of current registration. At least one year work experience in Audiology, after completion of the Community Service year. Knowledge, Skills, Training And Competence Required: Application of theoretical knowledge of assessment and treatment procedures in the field of Audiology, for different communication pathologies as applicable to the level of care rendered at Inkosi Albert Luthuli Central hospital. Exposure to, and ability to work within specialised units e.g. Paediatric Neurology, High care wards, ICU's (incl NICU). Ability to assess and differentially diagnose Paediatric and Adult patients via various electro physiologic methods. Ability to assess and manage patients with Vestibular disorders. Ability to assess and monitor patients in on going chronic Programmes (e.g. in the Renal or Oncology units i.e. Ototoxicity monitoring programmes) Sound knowledge of policies, protocols and procedures as is applicable to the profession and the hospital. Good verbal and written communication skills. Computer literacy essential. Good interpersonal, decision-making and problem solving abilities.
<u>DUTIES</u>	: To ensure effective and efficient management of all persons with communication pathologies referred to the Audiology department. To manage clients within a multi-disciplinary team framework. To manage and provide a high quality Audiology service in accordance with Batho Pele principles. To ensure that safe and effective policies and procedures are in place and fully implemented. To build capacity and engage in skills transfer to other personnel. To promote the profession of Speech Therapy and Audiology whenever possible. To engage in effective communication and interaction between departments, personnel, and other service providers.
<u>ENQUIRIES</u>	: Rasheena Dooki Tel No: 031 2401052

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

CLOSING DATE : 11 March 2016

**PROVINCIAL ADMINISTRATION: NORTH WEST
OFFICE OF THE PREMIER**

<u>APPLICATIONS</u>	:	Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735. or hand delivered to Human Resource Management, Third Floor, Garona Building Mmabatho.
<u>CLOSING DATE</u>	:	04 March 2016
<u>NOTE</u>	:	The Office of the Premier is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Applications must be accompanied by Z83, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with 3 contactable referees. Failure to submit the requested documents will result in your application not being considered. Late, faxed and e-mailed applications will not be considered. Qualifications will be verified. The successful candidates for the above positions will be required to undergo security screening. Candidates will be subject to competency assessment. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority.

MANAGEMENT ECHELON

<u>POST 07/256</u>	:	<u>CHIEF DIRECTOR: CORPORATE MANAGEMENT REF NO: K26320/1</u>
<u>SALARY</u>	:	R1 042 500 per annum (all-inclusive package)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Three year post matric qualification in Public Administration or related field of study. 5 years appropriate experience at senior managerial level. Competencies: Strategic capability and leadership, Project management, Financial management, Problem solving and analysis, people management and empowerment, Proven experience in change management and management of diversity in a dynamic transformation and reforming environment, Proven innovative and creative ability.
<u>DUTIES</u>	:	The management and provision of Human Resource Management. The management and implementation of Strategic Management Services. The management and provision of office support and auxiliary services
<u>ENQUIRIES</u>	:	Mr. A M Senne. Tel. 018 3883135
<u>POST 07/257</u>	:	<u>CHIEF DIRECTOR: COMMUNICATIONS REF NO: K26320/2</u>
<u>SALARY</u>	:	R1 0425 per annum (all-inclusive package)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Three year post matric qualification in communication or related field of study. 5 years appropriate experience at senior managerial level. Competencies: Strategic Capability & Leadership, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation. Problem Solving & Analysis. People Management & Empowerment, Client Orientation & Customer Focus Communication.
<u>DUTIES</u>	:	The promotion of provincial government corporate identity. The provision of strategic support and co-ordination of government communication. The provision of media relation services.
<u>ENQUIRIES</u>	:	Ms. FH Mashimbye Tel. 018 3883099
<u>POST 07/258</u>	:	<u>DISTRICT DIRECTOR: SERVICE DELIVERY 4 POSTS REF NO: K26320/3</u>
<u>SALARY</u>	:	R864 177 per annum (all-inclusive package)
<u>CENTRE</u>	:	Ngaka-Modiri Molema, Ruth Segomotsi Mompati, Bojanala and Dr. Kenneth Kaunda
<u>REQUIREMENTS</u>	:	5 years public service experience on a middle management level, Post matric qualifications or NQF level 7. Competencies: Ability to mobilize resources towards common goals. Ability to efficiently communicate verbally and non-verbally. Astute writing and reporting skills, Analytical and decision making with strategic thinking. Understanding of the public service statutes and application thereof.
<u>DUTIES</u>	:	Management of district wide service delivery in line with the 5th administration programmes based on the five concretes. Coordination of National, Provincial and

		Local government service delivery interventions. Management of community development workers in ensuring community involvement and participation in government programmes. Monitoring, reporting, evaluation and intervention of government service delivery performance in district.
<u>ENQUIRIES</u>	:	Mr. Jimmy Maweela Tel. 018 388 2696
<u>POST 07/259</u>	:	<u>DIRECTOR: PMEI REF NO: K2632/4</u>
<u>SALARY</u>	:	R864 177 per annum (all-inclusive package)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	5 years public service experience on a middle management level, Post matric qualifications or NQF level 7. Experience in the field of public service performance monitoring and evaluation. Competencies: Ability to efficiently communicate verbally and non- verbally. Astute writing and reporting skills, Analytical and decision making with strategic thinking. Understanding of the public service statutes and application thereof.
<u>DUTIES</u>	:	The management and review of monitoring and evaluation framework. Facilitate provincial performance monitoring and evaluation systems in line with the five concretes. Collation, consolidation, analysis and reporting of provincial department's performance against pre-determined objectives as informed by the Medium Term Strategic Framework (MTSF), as well provincial priorities. To coordinate clusters and produce analytical report against the government Programme of Action (PoA), and provincial policy priorities. Facilitate Local Government reporting against the Integrated Development Plans (IDP) and Service Delivery and Budget Improvement Plans (SDBIP)
<u>ENQUIRIES</u>	:	Mr. Buti Chuma Tel. 0827437581
<u>POST 07/260</u>	:	<u>DIRECTOR: SECURITY SERVICES REFERENCE: K26320/5</u>
<u>SALARY</u>	:	R864 177 per annum (all-inclusive package)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Three year post matric qualification in security services or related field of study. 5 years appropriate experience at middle/senior managerial level. Competencies: Strategic Capability & Leadership, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Focus Communication.
<u>DUTIES</u>	:	The co-ordination of the implementation of provincial Security policy and standards. The co-ordination of Security Administration Services
<u>ENQUIRIES</u>	:	Ms. FH Mashimbye Tel. 018 3883099
<u>POST 07/261</u>	:	<u>DIRECTOR: STRATEGIC MANAGEMENT SERVICES REF NO: K26320/6</u>
<u>SALARY</u>	:	R864 177 per annum (all-inclusive package)
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Three year post matric qualification in Public Administration or related field of study. 5 years appropriate experience at middle/senior managerial level. Competencies: Strategic capability and leadership, Project and programs management, Financial management, Problem solving and analysis, people management and empowerment, Proven experience in change management and management of diversity in a dynamic transformation and reforming environment, Proven innovative and creative ability.
<u>DUTIES</u>	:	The management and implementation of transformation programs. The management and facilitation of strategic planning, monitoring and evaluation services. The provision of effective internal communication. The management and facilitation of the provision of information communication and technology management services
<u>ENQUIRIES</u>	:	Mr. A M Senne. Tel. 018 3883135

OTHER POSTS

<u>POST 07/262</u>	:	<u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: K26320/8</u>
<u>SALARY</u>	:	R289 761 per annum
<u>CENTRE</u>	:	Mafikeng
<u>REQUIREMENTS</u>	:	National Diploma or Bachelor's Degree in Records Management or relevant equivalent qualification. At least 3 years' supervisory experience in Records Management environment. Extensive knowledge of relevant Public Service

policies and legislation. Report- writing and presentation skills. Computer literacy. Good interpersonal and communication skills. Relevant training presented by the National Archives and Records Service. Knowledge of the National Archives and Records Services of South Africa Act (No 43 of 1996) as amended. 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. Provision of messenger services. Develop, implement and maintain the Departmental Records management Policy, File plan, Records Control Schedule. Ensure the application of policy on document economy.

ENQUIRIES : Ms. M. Selwane, Tel: 018 3883540

POST 07/263 : **PERSONAL ASSISTANT REF NO: K26320/9**

SALARY : R196 278 per annum

CENTRE : Mafikeng

REQUIREMENTS : Secretariat Diploma or equivalent qualification with 3-5 years relevant experience in rendering a support service to senior manager. Language skills and ability to communicate well with people at different level and from different backgrounds. Good telephone etiquette. Computer Literacy. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Self management and motivation. Knowledge on the relevant legislation/ policies/ prescripts and procedure. Knowledge of financial administration. Knowledge on public resource management. Basic knowledge of financial administration.

DUTIES : Provide a secretarial/ receptionist support service to the Chief Director. Render administrative support services. Provide support to the manager during meetings. Support the Chief Director with administration of the Chief Directorate's budget. Study the relevant public service departmental prescripts/ policies and other documents and ensure that the application thereof is applied properly.

ENQUIRIES : Mr. B. Chuma, Tel 018- 3884012

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

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

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.

OTHER POSTS

POST 07/264 : **SENIOR ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT (SYSTEMS PROJECTS)**
Head Office Cape Town

SALARY : R 243 747 per annum
CENTRE : Directorate: Supply Chain Management
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's of the post. Experience: Appropriate experience in Supply Chain Management practices or systems management/implementation. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Data analysis and sound report writing skills. Knowledge of database building. Strong information management skills. Knowledgeable of the following procurement systems (e.g. MEDSAS, JAC, LOGIS, BAS, SYSPRO). Knowledge of the supply chain management environment and an understanding of legislation and policy governing supply chain management. Sound knowledge of SharePoint site administration. Note: No payment of any kind is required when applying for this post. Shortlisted candidate may be subjected to do a practical test.

DUTIES : Key result areas/outputs: Co-ordinate all supply chain statistics and information required for strategic decision making. Lead key systems transformation projects. Administration of the SCM SharePoint site identify and develop new electronic systems and/or tools for the improvement in SCM operations. Represent WCDOH in working groups related to any SCM systems integration and rollout.

ENQUIRIES : Mr A Paul, tel. no. (021) 483-3862
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Versfeld
CLOSING DATE : 04 March 2016

POST 07/265 : **SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Eden District

SALARY : R 243 747 (Level 8) per annum
CENTRE : Ladismith Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in People Management. Experience in support services: food services, laundry, workshop/maintenance, telephone services and transport. Appropriate experience in Financial Administration and Supply Chain Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work extra hours. Competencies (knowledge/skills): Advanced computer literacy in Microsoft Office applications (Word, Excel). Excellent (verbal and written) communication skills in at least two of the three official languages of the Western Cape. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Render effective, efficient supervisory functions in the People Management Component. Supervise and administrative duties relating to support service sections, including the food service Unit, laundry,

workshop/maintenance functions, telephone services and transport. Effective and efficient Finance and Supply Chain Management supervisory functions. Overall responsibility of hospital and sub-district administrative management functions.

ENQUIRIES : Dr J Denkema, tel. no. (028) 551-1010
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 11 March 2016

POST 07/266 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
 (Chief Directorate: General Specialist and Emergency Medical Services)

SALARY : R 196 278 per annum
CENTRE : George Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Supply Chain Management environment. Appropriate experience in LOGIS and IPS (Integrated procurement solution). Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy in Microsoft Office (Word, Excel and Outlook). Knowledge of the PFMA, Finance Instructions, Provincial and Treasury regulations as well as AO system. Note: Shortlisted candidates will be subject to competency testing. No payment of any kind is required when applying for this post. CV's should address experience and knowledge extensively with regard to duties above.

DUTIES : Key result areas/outputs: Effective and efficient management of procurement processes and contract management. Inventory control, warehouse and asset management. Perform LOGIS system controller functions. Ensure audit compliance as well as handle audit queries with regard to SCM. Accurate and timeous reporting as well as assisting with the compilation of annual/interim financial statements. Effective management of human resources within the component.

ENQUIRIES : Ms N Colburn, tel. no. (044) 802-4332
APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag x 6534, George, 6530
FOR ATTENTION : Mr MZ Emandien
CLOSING DATE : 11 March 2016

DEPARTMENT OF THE PREMIER

Exciting opportunities for persons who want to make a difference. The WCG is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regard would be appreciated.

APPLICATIONS : Applications are to be submitted online via www.westerncape.gov.za/jobs
CLOSING DATE : 04 March 2016 @ 16:00
NOTE : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

MANAGEMENT ECHELON

POST 07/267 : **DEPUTY DIRECTOR - GENERAL REF NO. AGR 2016-202**
 Department of Agriculture, Elsenburg

SALARY : All –inclusive salary package of R 1 267 806 – R 1 428 186 per annum (Salary level 15). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE : Agriculture, Elsenburg
REQUIREMENTS : A relevant NQF 8 qualification in Public Administration/Management/Agricultural Sciences as recognised by SAQA; A minimum of 8 years' relevant experience at senior managerial level. Recommendation: Masters' Degree in Public

		Administration/Management/Agricultural Sciences; Sound knowledge and understanding of the Agricultural sector. Competencies: Excellent planning, organising and people management skills; Strategic capability and leadership skills; The ability to multitask, deal with the ambiguity and manage under rapidly and changing and pressurised circumstances; Ability to communicate at all levels and across sectors utilising various media.
<u>DUTIES</u>	:	Enhance and sustain the departmental strategic direction in line with the strategic vision, budget and management plans, of both the Department and the Western Cape Government; Provide overarching strategic direction for the Branch and ensure implementation of the applicable strategies; Evaluate and interpret impact of provincial, national and environmental variables; Advise top management and executing authority on impact on strategic changes; Ensure compliance with Public Service statutory frameworks, regulations and professional ethics applicable to programmes in the Branch; Maintain good relations with industrial role-players, NGO's and other relevant bodies in the Agricultural environment; Promote Agriculture across all spheres of government; Explore and implement new ways of service delivery innovations; Oversee strategic line function management.
<u>ENQUIRIES</u>	:	Ms JS Isaacs at (021) 808 5006
<u>POST 07/268</u>	:	<u>CHIEF DIRECTOR: HUMAN SETTLEMENT IMPLEMENTATION, REF NO. HS 2016-200</u> Department of the Human Settlement, Cape Town
<u>SALARY</u>	:	All-inclusive salary package of R 1 042 500 – R 1 246 449 per annum (Level 14). The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Human Settlement, Cape Town A relevant undergraduate qualification (as recognised by SAQA – NQF Level 7); A minimum of 5 years' senior management experience; A valid driver's licence (Code B). Recommendation: Post-graduation qualification; Professional registration with relevant bodies; Extensive work experience within the human settlement fraternity/delivery; Extensive experience in intergovernmental relations e.g. local authorities/national departments and other provincial departments; Extensive management experience of community dynamics; Extensive management experience of build sector professionals and service providers/contractors; and Extensive programme management experience.. Competencies: Proven knowledge with experience in/of: Latest Building Legislation, Building contracts and Contract Administration, Project design and project management in the built environment, Occupational Health and Safety, Engineering, legal and compliance; Extensive knowledge of applicable policies and procedures; Conceptual and formulation skills; Ability to communicate at all levels across sectors; Leadership skills with specific reference to the ability to display thought leadership in complex applications; Strategic planning, organising and people management skills; and Computer literacy in MS Office.
<u>DUTIES</u>	:	Facilitate departmental engagements with municipalities and render human settlement development support & monitoring on a regional basis; Facilitate implementation of provincial priority human settlements projects; Ensure cooperative governance between spheres of government and in partnership with the private sector; Promote and facilitate the capacitation of Local Government; Promote and manage economic empowerment, capacity building within communities; and Define and review on a continuous basis the purpose, challenges, objectives and priorities of the directorates under your control as well as overall responsibilities in respect of Risk Management, Human Resources, Budget and Financial Management.
<u>ENQUIRIES</u>	:	Mr TC Mguli at (021) 483 4956
<u>POST 07/269</u>	:	<u>REGIONAL MANAGER: REGIONAL OFFICE, CAPE WINELANDS/OVERBERG, REF NO. DSD 2016 - 207</u> Department of the Social Development, Worcester
<u>SALARY</u>	:	All-inclusive salary package of R 864 177 – R 1 017 972 per annum (Level 13). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
<u>CENTRE</u>	:	Social Development, Worcester

<u>REQUIREMENTS</u>	:	An appropriate B-Degree (as recognised by SAQA); A minimum of 5 years' middle/senior management experience. Recommendation: Experience within a regional office environment. Competencies: Knowledge on managing the implementation and quality of developmental social welfare and community development interventions in the region; High level in-house advisor; Written and verbal communication skills; Conflict management skills; Presentation skills; Teamwork and networking skills; Outstanding planning, organising and people management skills.
<u>DUTIES</u>	:	Manage the implementation and quality of developmental social welfare and community development interventions in the regions through the :-o Management and monitoring of the implementation of programmes within the Service Delivery Unit / Local Offices, Ensure effective and efficient management of Regional, Local Offices and Service Points, Coordinate and support the implementation of programmes within the region, Management of corporate services within the region; Provide Strategic-, Human Resource- and Financial Management to the Region.
<u>ENQUIRIES</u>	:	Dr R Macdonald at (021) 483 3083
<u>POST 07/270</u>	:	<u>DIRECTOR: SPECIALISED SUPPORT, REF NO. LG 2016-206</u> Department of the Local Government, Cape Town
<u>SALARY</u>	:	All-inclusive salary package of R 864 177 – R 1 017 972 per annum (Salary level 13). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Local Government, Cape Town
	:	A relevant undergraduate qualification (NQF 7 as recognised by SAQA); A minimum of 6 years' middle/senior management experience; A valid driver's licence. Recommendation: A law degree; Knowledge of the Constitution and local government legislation. Competencies: Thorough knowledge of the application of the Constitution and legislation pertaining to local government; Proven experience in the interpretation of the law; Ability to conceptualise new legislation with regard to local government; Understanding the role of Provinces as it relates to Municipalities; Strategically and politically astute.
<u>DUTIES</u>	:	To facilitate, manage and provide specialised support to municipalities; Manage the provision of formal and informal interventive support if institutional deficiencies at municipalities occur; Manage the provision of informal interventive financial support to municipalities with financial problems; To assist Provincial Treasury with mandatory interventions; Manage interventions at municipalities in terms of the MFMA (Discretionary); Ensure effective management of human resources, financial resources and risks.
<u>ENQUIRIES</u>	:	Mr GW Paulse at (021) 483 4999
<u>POST 07/271</u>	:	<u>DIRECTOR: PROFESSIONAL AND PROJECT MANAGEMENT SERVICES, REF NO. HS 2016-202</u> Department of the Human Settlement, Cape Town
<u>SALARY</u>	:	All-inclusive salary package of R 864 177 – R 1 017 972 per annum (Salary level 13). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Human Settlement, Cape Town
	:	A relevant undergraduate qualification (NQF 7 as recognised by SAQA); A minimum of 6 years' middle/senior management experience; A valid driver's licence. Recommendation: Post-graduation qualification; and Professional registration with relevant bodies. Competencies: Proven knowledge with experience in/of: Latest Building Legislation, Building contracts and Contract Administration, Project design and project management in the built environment Occupational Health and Safety, Engineering, legal and compliance; Extensive knowledge of applicable policies and procedures; Conceptual and formulation skills; Ability to communicate at all levels across sectors; Leadership skills with specific reference to the ability to display thought leadership in complex applications; Strategic planning, organising and people management skills; and Computer literacy in MS Office
<u>DUTIES</u>	:	Render a building inspection support service; Render an engineering and project management support service; Render an architectural design and technical support service with regard to housing and building related projects; Coordinate and facilitate settlement upgrading in terms of emergency housing and housing

ENQUIRIES

support in times of disasters; Responsibilities in respect of Risk Management, Human Resources, Budget and Financial Management; and Render an administrative support service.
: Ms PN Mayisela at (021) 4838789