



DATE OF ISSUE: 15 JANUARY 2016

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

PUBLIC SERVICE VACANCY CIRCULAR NO 02 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 Higher Education and Training:** kindly note that POST 01/16 Personal Assistant to the Deputy Director General Ref No: DHET 106/10/2014 is withdrawn from the Public Service Vacancy Circular.

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ANNEXURE A

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

<u>APPLICATIONS</u>	:	The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
<u>CLOSING DATE</u>	:	25 January 2016
<u>NOTE</u>	:	Application must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document and a valid Driver's License in order to be considered. The National Department of Environmental Affairs is an equal opportunity, affirmative action employer. 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; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Relaxation of qualification requirements may be considered for non-OSD posts. Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the 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. Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za . Click on vacancies and ensure you follow the correct link to the position of interest. The department reserves the right not to make an appointment. No e-mailed, faxed 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

MANAGEMENT ECHELON

<u>POST 02/01</u>	:	<u>DIRECTOR: INDUSTRY MITIGATION REF NO: CCAQ14 /2015</u>
<u>SALARY</u>	:	R864 177 per annum (all inclusive SMS remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelor's degree in Environment, Science, Engineering at NQF level 7, or equivalent relevant qualification. Extensive relevant experience, of which a minimum of 5 years' is at a middle/ senior management level. Demonstrated experience in greenhouse gas emission accounting and analysis. Experience in technical activities related to climate change mitigation and low carbon development. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Good managerial, organisational, communication, human resources, administration and interpersonal skills. Ability to develop & interpret policies; Candidate must be willing to work extended hours. Greenhouse gas emission modelling and strong analytical skills will be an added advantage.
<u>DUTIES</u>	:	Manage, facilitate, coordinate, monitor and report national and/or significant mitigation interventions that support low carbon development in the industrial sector. Analysis of greenhouse gas mitigation potential in industry sector. Development and analysis of country's greenhouse gas emissions trajectory, including performance benchmark; Setting of greenhouse gas emission reduction goals at company and sectoral level. Projection of greenhouse gas emissions in different sectors. Management of company-level carbon budgets and sectoral goals. Facilitate, coordinate, manage, monitor, report and provide expert input into national and/or significant industrial sector mitigation responses Development of technical guidelines to support greenhouse gas emission reduction interventions. Ensure that trade and industry sector policies, plans, strategies are aligned with the National Climate Change Response Policy. Manage, facilitate, coordinate, monitor, report all work required to raise general and/or industry sector-specific awareness and response capacity around climate change mitigation in general. Manage all

industry related education and awareness programmes. Facilitate, coordinate, manage, monitor and report all the work required to lead, support and assist industry sector, sector departments, provincial and local government in mainstreaming climate change mitigation. Provide support to sector departments, provincial and local government on climate change mitigation. Stakeholder consultation on implementation of industry sector policies, plans and programmes.

ENQUIRIES

:

Ms S Zungu Tel: 012 399 8635

ANNEXURE B**DEPARTMENT OF HUMAN SETTLEMENTS**

The Department of Human Settlements is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender & disability). The Candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference

- APPLICATIONS** : The Director-General, Department of Human Settlements, Private Bag X644, Pretoria, 0001. Physical address Goven Mbeki House, 240 Justice Mohamed Street, Sunnyside, c/o Mohamed Street and Troye Street.
- FOR ATTENTION** : Mr Abel Mositsa Tel 012 444 9120
- CLOSING DATE** : 29 January 2016
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 02/02** : **SENIOR SUPPLY CHAIN PRACTITIONER (LOGISTICS) REF NO: DOHS/02/2016**
Months Contract
- SALARY** : R333 933.39 pa (level 8 plus 37% in lieu benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : Candidates must be in possession of degree or diploma in Supply Chain Management of B Com. with at least 2 years appropriate experience. Good interpersonal skills and communication (both written and verbal; ability to work under pressure; Computer literacy; Knowledge of Treasury Regulations, Public Finance Management Act, Supply Chain Management Framework, Preferential Procurement Policy Framework Act, LOGIS and BAS. Experience in compiling IFS and AFS information for Supply Chain Management is a requirement.
- DUTIES** : The successful candidate will be responsible for: Compiling IFS and AFS information in the Supply Chain Management component for: Commitments, Accruals, Inventory and Consumables.
- ENQUIRIES** : Ms. L Mahlangu Tel (012) 421-1628
- POST 02/03** : **SUPPLY CHAIN MANAGEMENT CLERKS 2 POSTS (ASSET MANAGEMENT) REF NO: DOHS/01/2016**
6 Months Contract
- SALARY** : R181 386.63 per annum (level 5 plus 37% in lieu benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : Matric certificate or equivalent qualification. Relevant proven experience of 1 to 2 years in Asset Management. Good interpersonal skills and communication (both written and verbal; ability to work under pressure; Computer literacy; Knowledge of Treasury Regulations, Public Finance Management Act, Supply Chain Management Framework, Preferential Procurement Policy Framework Act, LOGIS and BAS.
- DUTIES** : The successful candidate will be responsible for: Asset management activities: asset verification/ stock taking, barcoding of assets, capturing of newly acquired assets in the Asset Register, managing inventory list, filing of documents and updating asset register with disposal, movement and losses.
- ENQUIRIES** : Ms. MM Lebele Tel (012) 421-1382

ANNEXURE C

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Complaints Directorate 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. Candidates, whose appointment/promotion/transfer will promote the achievement of employment equity within the ICD, will receive preference.

- APPLICATIONS** : Independent Police Investigative Directorate P/ Bag X25 Johannesburg 2000 or hand deliver at 208 – 212 Cnr Jeppe & Von Weillegh Street 20th Floor Marble Towers Building Johannesburg 2000
- FOR ATTENTION** : Ms F Diakana
- CLOSING DATE** : 22 January 2016
- NOTE** : Applications should be submitted on a Z83 obtained from any Public Service Department Accompanied by a comprehensive CV, certified copies of Qualifications, ID and Driver's license. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept you're your application was unsuccessful, as communication will be made with the short-listed candidates. The successful candidate will have to undergo security vetting, security clearance, verification of qualifications and competency assessment. Faxed and late applications will not be considered.

OTHER POST

- POST 02/04** : **PRINCIPAL INVESTIGATOR REF NO: Q9/2016/13**
- SALARY** : R288 135 per annum
- CENTRE** : Gauteng Provincial Office (Johannesburg)
- REQUIREMENTS** : A minimum of Grade 12 and five (5) years proven experience in criminal investigations are required for consideration to this position. Previous supervisory experience is essential. A degree/diploma in law or policing will serve as an added advantage. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. The successful candidate must possess a valid Code 8 driver's license and be able to drive the motor vehicle in that class, be computer literate and be able to work under pressure. In addition, the candidates must be competent in interviewing, report writing as well as verbal and written communication skills. He/she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He/she must be willing to perform standby and overtime duties.
- DUTIES** : Key performance Areas: Supervise Senior Investigators by providing guidance on the investigation of complaints in line with the IPID's legislative imperative and Standard Operating Procedure. 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 victims or their next of kin and other relevant stakeholders regarding progress of the investigation. Stakeholder management. 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 etc. 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 report at the conclusion of each investigation. Update electronically the status of each case on the database. investigations of complaints of alleged criminality and misconduct against members of the police; conduct searches, seizures and collection of evidence etc; compiling investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.
- ENQUIRIES** : Mr C De Jager. TEL: (011) 220 1500
- NOTE** : Applications should be submitted on a Z83 obtained from any Public Service Department Accompanied by a comprehensive CV, certified copies of Qualifications, ID and Driver's license. The successful candidate will have to undergo security vetting. His/her character should be beyond reproach. African

Females, Coloured Males/Females, Indian Males and White Males/Females are encouraged to apply.

ANNEXURE D

DEPARTMENT OF LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

<u>CLOSING DATE</u>	:	01 February 2016 at 16:00
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. 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. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

MANAGEMENT ECHELON

<u>POST 02/05</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL PLANNING REF NO HR 4/16/1/04</u> Directorate: Financial Management
<u>SALARY</u>	:	R569 538 per annum (all inclusive)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Three year relevant tertiary qualification in Financial Management. Five years relevant functional experience in finance environment. Two years Supervisory experience. A valid driver's licence. Knowledge: Departmental Policies and Procedure, Public Finance and Management Act (PFMA), Treasury Regulations and Budget Guidelines, Batho Pele Principles, Government Accounting. Skills: Planning and organizing, Communication (Written and Verbal), Computer Literacy (Word, Excel and Power Point), Presentation, Analytical, Competency in English Language, Assertiveness.
<u>DUTIES</u>	:	Coordinate the compilations of Medium Term Expenditure Framework (MTEF). Monitor the allocations of budget including the capital budget within the Department of Labour. Monitor, consolidate and Manage roll-over funds in the Department. Coordinate the compilations of the Estimates of National Expenditure and Adjusted Estimates of National Expenditure (ENE, AENE). Coordinate the compilations of the Appropriation Statement during the Year-End process.
<u>ENQUIRIES</u>	:	Mr D Kyle, Tel: 012 309 4298
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 02/06</u>	:	<u>PSYCHOMETRIST/REGISTRED COUNSELLOR REF NO: HR 4/4/8/197</u>

<u>SALARY</u>	:	R445 608 to 494 556 per annum (OSD) appropriate salary will be determined according to the regulatory frame work Based on OSD.
<u>CENTRE</u>	:	Labour Centre: De Aar
<u>REQUIREMENTS</u>	:	Four years B Psych qualification or a B Psych equivalent Qualification. Valid Drivers licence. Registration with Health Professional Council of South Africa as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice). Knowledge: Knowledge of Employment Services Act, ILO conventions, Financial Management, Human Resource Management, Psychometric assessment .Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.
<u>DUTIES</u>	:	Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.
<u>ENQUIRIES</u>	:	Mr S Mapukata, Tel: (053) 631 0455
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Kimberley
<u>POST02/07</u>	:	<u>ASSISTANT DIRECTOR: LABOUR MARKET AND MONITORING REF NO: HR 4/16/1/01HO</u> Directorate: Labour Market Information and Statistics
<u>SALARY</u>	:	R361 659 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Three year relevant tertiary in Social Science / Economics / Statistics. Two years supervisory experience. Three years functional experience in Data Coding and Data Analysis environment. Knowledge: Public Service transformation and management issues, White paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental Policies, Accounting systems and Internal Control Corporate governance, Batho Pele Principles. Skills: Administration and Financial Management ,Verbal and written communication, Interpersonal relations, Ability to build high-performance teams, Computer literacy, Project management, Strategic management ,Analytical, Statistical analysis, Problem solving, Conflict management , Report writing .
<u>DUTIES</u>	:	Collect labour market information data at National and International level. Process and analyse labour market information data. Compile and disseminate reports for Labour Market. Coordinate labour market information for implementation of policies. Manage all resources of the sub-directorate such as Human Resources, Assets and etc.
<u>ENQUIRIES</u>	:	MS M SEMONO, (012) 309 4258
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 02/08</u>	:	<u>ASSISTANT DIRECTOR: PROGRAMME SPECIFIC TRAINING REF NO: HR 4/16/1/02HO</u> Directorate: Management Advisory Services
<u>SALARY</u>	:	R289 761 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Three year tertiary qualification in Human Resources Development / Management of Training / Human Resources Management / Public Management. Two years supervisory experience. Two years functional experience in Training and Development environment. Knowledge: Skills Development Act, Public Service Human Resource Development, Management principles and practices, Public service rules and regulations, Batho Pele principles, Public Finance Management Act , DOL policies and procedures, Computer usage (MS-Excel, MS-Word, MS-Power point, MS Access and MS Project), Management information systems. Skills: Time Management , Stress Management , Team Building , Managerial (Plan, organise, coordinate and control , Communication including presentation, report writing and interviewing, Training, mentoring and coaching , Diversity

		management , Problem solving, Project Management , Quality management , Interpersonal.
<u>DUTIES</u>	:	Monitor the development and implementation of Workplace Skills Plan. Coordinate the implementation of the Human Resource Development Strategy. Coordinate Learnership and Internship programme. Monitor the Bursary Programmes within the Department of Labour. Coordinate all the training initiatives for Programmes including Provinces as and when the need arises. Monitor the orientation of newly appointed staff and proper integration within the Department. Facilitate the Compulsory Induction Programme module.
<u>ENQUIRIES</u>	:	Ms A Qomoyi, Tel (012) 309 4764
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 02/09</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS (COLLECTIVE BARGAINING) REF NO: HR 4/16/1/03HO</u> Directorate: Employment Relations
<u>SALARY</u>	:	R289 761 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Three year tertiary qualification in Labour Relations / Human Resources Management with Labour Law / Labour Relations or Employment Relations. Two years relevant experience in Employment Relations or Labour Relations. Two years Supervisory experience in Employment Relations or Labour relations. Valid driver's licence. Knowledge: Labour Relations Act , Basic Conditions of Employment Act , Public Service Act , Employment Equity Act , Public Service Regulations, Human Resources Management Policies ,Public Service Co-ordinating Bargaining Council's Resolutions , Collective bargaining agreements , Public Service Commission, Policy / guidelines formulation, Public Finance Management Act. Skills: Management, Problem solving, Organisation, Leadership, Interpretation of legislations / policies, Budgeting / Financial, Negotiating, Verbal and Written Communication, Presentation.
<u>DUTIES</u>	:	Finalise all grievances and complaints received from employees in the Department. Process and finalize all misconduct cases in the Department. Coordinate and provide support in terms of representing Department in all disputes referred to the Public Service Sectoral Bargaining Council and the Commission for Conciliation, Mediation and Arbitration. Develop and manage the information and records of all activities in the Employment Relation. Handle appeals promptly and effectively.
<u>ENQUIRIES</u>	:	Mr TC Skosana, Tel: (012) 309 4541
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 02/10</u>	:	<u>ASSISTANT DIRECTOR: COIDA REF NO: HR 4/4/8/198</u>
<u>SALARY</u>	:	R289 761 per annum
<u>CENTRE</u>	:	Labour Centre: Upington
<u>REQUIREMENTS</u>	:	Three year tertiary qualification degree / diploma in Public Management / Administration / Social Science / OHS / Finance and HRM are required. A medical background will be an added advantage e.g. Professional nurse. Eight to ten years experience in claims processing environment of compensation or medical claims is highly desirable. Valid driver's licence. Knowledge: Public Services, DoL and Compensation Fund business strategies and goals ,Directorate goals and performance requirement , Compensation Fund Services, Compensation Fund Value Chain and business processes , Public Service, DoL and COIDA Act, regulations, policies and procedures , PFMA and Treasury Regulations , Relevant stakeholders , Customer Service(Batho Pele Principles) ,Fund Values, Fund IT Operating System Required IT , DPSA guidelines on COIDA. Skills: Required Technical Proficiency , Business writing , Strategic Leadership , Programme and Project Management, Financial Management , Change Management , Knowledge management , Service Delivery Innovation , Planning and Organizing, Problem Solving and Analysis , Decision Making , Accountability , People Management and Empowerment, Communication, Client orientation, Work Ethics and self management ,Risk Management and Corporate Governance.

<u>DUTIES</u>	:	Work scheduling. Provide oversight and control to claims processing and employer assessment processes as required in terms of segregation of duties. Manage the resolution of all COID enquiries. Manage the quality assurance on all COID claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-directorate.
<u>ENQUIRIES</u>	:	Ms CGM Dipico, Tel: (053) 838 1522
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Kimberley
<u>POST 02/11</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT INFORMATION SERVICES REF NO: HR 5/1/2/3/55</u>
<u>SALARY</u>	:	R289 761 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Bachelors degree in Information Management/Statistics is required .Three to five years experience in Information/Knowledge management and statistics on a supervisory or practitioner level. Knowledge: Public Service, Department of Labour and Compensation Fund business function, Relevant Fund policies, procedures and processes Corporate governance guidelines and strategies, Compensation Fund information technology operating systems, DPSA guidelines on COIDA ,Knowledge management applications, Database structures and procedures, Basic research Customer Service (Batho Pele Principles). Skills: Client orientation and customer focus, Communication (verbal and written), People and performance management, Planning and organising, Knowledge management (including data management and record keeping), Negotiation ,Decision making, Diversity management ,Developing others, Computer literacy (with extensive Excel and Access), Conflict management, Research, Statistical analysis, Quality control, External environmental awareness.
<u>DUTIES</u>	:	Coordinate the collection, collation, processing of data and information. Conduct analysis and disseminate statistical information to the various stakeholders. Assist in the management of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr V Pillay, Tel: (012) 3199 275
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Operations, Compensation Fund
<u>POST 02/12</u>	:	<u>BUSINESS ANALYST REF NO: HR 5/1/2/3/56</u>
<u>SALARY</u>	:	R289 761 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three year Degree/National Diploma in Information Technology or Computer Science and/or a NQF level 6 equivalent is required. Three to five years experience in Business Analysis on a supervisory or practitioner level .Extensive experience in preparing precise and detailed specification documents requirements and user guidelines will be added as advantageous. Knowledge: Public Service, Department of Labour and Compensation Fund business function, Relevant Fund policies, procedures and processes, Risk awareness, Business modelling, Data modelling, SDLC, Compensation Fund information technology operating systems, Customer Service (Batho Pele Principles). Skills: Business and technical writing , Strong understanding of systems engineering concepts, Ability to conduct cost/benefit analysis, Negotiation and design ,Ability to develop sound business cases, Work session leading and execution skills, Network concepts, architectures and protocols, Minimum information security 10 standards (MISS) Business and data modelling, Technology design, Troubleshooting and/or test.
<u>DUTIES</u>	:	Document business process improvement requirements. Customise requirement statements. Analyse business processes. Process improvements through systems implementation and enhancements.
<u>ENQUIRIES</u>	:	Mr V Pillay, Tel: (012) 3199 275
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Operations, Compensation Fund

<u>POST 02/13</u>	:	<u>SENIOR CLAIMS ASSESSOR REF NO: HR 4/4/9/153</u>
<u>SALARY</u>	:	R243 747 per annum
<u>CENTRE</u>	:	Labour Centre: Klerksdorp
<u>REQUIREMENTS</u>	:	Grade 12 (NQF4)/ A three year tertiary qualification degree/diploma in Public Management/ Administration/ Social science/ OHS / Finance/ HRM is required. Three to five years' experience in a claims processing environment of compensation or medical claims is highly desirable plus supervisory experience. Knowledge: DoL and Compensation Fund objectives and business functions, Management functions and management skills, Compensation Fund Services, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes Human anatomy/Biology and medical terminology , Stakeholders and customers, Customer Service (Batho Pele Principles) , Required IT knowledge , IT Operating Systems , Risk Awareness , COIDA Act, Regulations and Policies, COIDA tariffs, COIDA Act, Regulations and Policies Constitution Act ,DPSA guidelines on COIDA ,Mutual association conditions and provisional settlements, Public service Act , Occupational Health and Safety Act (OHS) ,PFMA and National Treasury Regulations ,General knowledge of the Public Service Regulations. Skills: Required Technical Proficiency, Numeracy, Business writing, Required IT, Fund IT Operating Systems, Data Capturing, Data and records management, Telephone etiquette.
<u>DUTIES</u>	:	Administer claim registration process .Adjudicate registered customer claims. Prepare payment of claim. Quality assurance for medical / accounts payments. Serve as a team leader /supervisor.
<u>ENQUIRIES</u>	:	Ms MM Serumula, Tel: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director Provincial Operations: Private Bag X2040, Mmabatho, 2735Or hand deliver at University Drive, provident House, Mmabatho
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Mmabatho
<u>POST 02/14</u>	:	<u>PENSION ADMINISTRATOR REF NO: HR 4/4/9/154</u>
<u>SALARY</u>	:	R 243 747 per annum
<u>CENTRE</u>	:	Provincial Office: North West
<u>REQUIREMENTS</u>	:	Grade 12 (NQF4) / A three year tertiary qualification degree/diploma in Public Management/ Administration/ Social science/ OHS / Finance/ HRM is required. Five years experience in a claims processing environment of compensation or medical claims is highly desirable plus three years experience in pension administration. Knowledge: Department of Labour and Compensation Fund objectives and business functions, Directorate goals and performance requirements, Management functions and management skills, Human anatomy/Biology and medical terminology, Compensation Fund Services, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele principles), Fund Values, Required IT knowledge, IT Operating Systems, Risk Awareness, COIDA Act, Regulations and Policies , COIDA tariffs ,Technical Knowledge. Skills: Required Technical Proficiency, Business writing, required IT, Fund IT Operating Systems, Data Capturing, Data and records management, Telephone etiquette.
<u>DUTIES</u>	:	Render pension administrative duties. Claims adjudication and processing.
<u>ENQUIRIES</u>	:	Ms MM Serumula, Tel: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand deliver at University Drive, provident House, Mmabatho
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Mmabatho
<u>POST 02/15</u>	:	<u>SUPERVISOR: REGISTRATION SERVICE REF NO HR 4/4/7/11</u>
<u>SALARY</u>	:	R243 747 per annum
<u>CENTRE</u>	:	Labour Centre: Secunda
<u>REQUIREMENTS</u>	:	Three year tertiary qualification in Business Administration / Management and / Public Administration / Management or Operations management. Two years functional experience. Knowledge: All Labour legislations and regulations , Private Employment Agency regulations and related ILO conventions ,Batho Pele principles ,Public Service Act , Public Services Regulations, Departmental Policies,

		Procedures and Guidelines. Skills: Problem solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation.
<u>DUTIES</u>	:	Monitor and oversee the help desk at the first port of entry within Registration Services .Oversee the employment services rendered to all clients .Monitor the process of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA .Attend to all queries regarding legislation and follow up on pending queries.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NMR Sophazi, Tel: (017) 631 2585
<u>FOR ATTENTION</u>	:	Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053 Or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank Sub-directorate: Human Resources Management, Emalahleni
<u>POST 02/16</u>	:	<u>EMPLOYER AUDIT SERVICE OFFICER 2 POSTS REF NO: HR 4/4/8/45</u>
<u>SALARY</u>	:	R196 278 per annum
<u>CENTRE</u>	:	Provincial Office: Free State
<u>REQUIREMENTS</u>	:	Three year relevant tertiary qualification with Labour Laws / Accounting / Finance / Internal Audit subject passed up to second or third levels. Zero to one year relevant functional experience in Auditing and / or Financial Management. Valid drivers license. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act , Skills Development Act, Employment Equity Act .Skills: Facilitation ,Planning and Organizing, Computer literacy, Interpersonal , Problem Solving, Interviewing listening and observation, Communication Written and Verbal, Innovative, Analytical, Research, Project management.
<u>DUTIES</u>	:	Monitor the implementation of UIA and COIDA. Investigate the systems that provide expert advice on sector specific UIA and COIDA matters. Organize the procedure that monitor and evaluate impact of UIA and COIDA programs. Assist in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NP Douw-Jack, Tel: (051) 5056 350
<u>FOR ATTENTION</u>	:	Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hands deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein Sub-directorate: Human Resources Management, Bloemfontein
<u>POST 02/17</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: RECRUITMENT AND SELECTION REF NO: HR 5/1/2/3/58</u>
<u>SALARY</u>	:	R196 278 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three years relevant tertiary qualification in human resources management or similar NQF level 6. One to two years experience in a human resources role. Knowledge: DoL and Compensation Fund objectives and business functions, Relevant policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), Persal Systems, Risk Awareness, Public Service Act, Public Service Regulation, Technical Knowledge. Skills: Required Technical Proficiency, Business Writing, Data Capturing, Data and records management, Telephone and Etiquette.
<u>DUTIES</u>	:	Coordinate the filling of vacancies for the Fund. Coordinate the administration of the personnel records management system. Supervise staff in the recruitment, selection and records unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Darmalingam, Tel: (012) 4008514
<u>FOR ATTENTION</u>	:	Chief Director: Human Resources Management: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Operations, Compensation Fund
<u>POST 02/18</u>	:	<u>CLAIM PROCESSOR 2 POSTS</u>
<u>SALARY</u>	:	R158 985 per annum
<u>CENTRE</u>	:	Provincial Office: North West -Reference No: HR 4/4/9/158 (1 post)

<u>REQUIREMENTS</u>	:	Labour Centre: Klerksdorp -Reference No: HR 4/4/9/155 (1 post) Matriculation Certificate (NQF4). One to Five years experience in administration of claims processing environment. Knowledge: DoL and Compensation Fund objectives and business functions , Directorate or sub-directorate goals and performance requirements , Compensation Fund Services , Compensation Fund Value Chain and business processes , Relevant Fund policies, procedures and processes , Human anatomy/Biology , Medical terminology , Stakeholders and customers , Customer service (Batho Pele Principles) , Fund values , Required IT knowledge , IT Operating Systems , Risk awareness , COIDA Act, Regulations and Policies , DPSA guidelines on COIDA , COIDA tariffs , Technical Knowledge. Skills: Required Technical Proficiency, Business Writing, Required IT Skills, Fund IT operation systems, Data capturing, Data and records management, Telephone and Etiquette.
<u>DUTIES</u>	:	Handle claims registration documentation. Prepare for adjudication (claims processing). Prepare for medical claims processing. Render administrative duties. Render pension administrative duties. Claims adjudication and processing.
<u>ENQUIRIES</u>	:	Ms MM Serumula, Tel: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director Provincial Operations: Private Bag X2040, Mmabatho, 2735 Or hand deliver at University Drive, provident House, Mmabatho
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Mmabatho

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation, attention Mr. MJ Mkwanzani, 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** : 30 January 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. 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 02/19** : **ICT SERVICE DESK ADMINISTRATOR**
- SALARY** : R158 985 to R187 275 per annum (Salary level 6) plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3 year tertiary qualification in Computer Science/ Information Technology and 1 year experience OR Senior Certificate plus 5 years experience in the field of ICT Service Desk Administration, relevant ICT technical user support experience is essential and an ITIL certificate will be an added advantage. Good telephone etiquette practices, Good communication skills, Interpersonal skills and ICT Technical skills. Customer care or client liaison is essential.
- DUTIES** : The successful candidate will be responsible for the following ICT Service Desk related functions: Logging and updating of user calls on the service desk System. Follow up on calls with ICT Supports Staff suppliers and Users. Monitor an escalate calls when necessary, Provide first line Telephonic user support and Generate Service desk Reports. Administer and control the movement of ICT equipment and record using movement forms. Update ICT Asset Database/Register. Generate Helpdesk reports, Liaise with SCM on ICT equipment procurement. Ensure that the ITIL methodology is followed on service desk and file all necessary documentation.
- ENQUIRIES** : In connection with the applications kindly contact MJ Mkwanzani, Tel No (012) 312-0460 and in connection with the post, Ms Basia Masiya, 012 312 0502.
- POST 02/20** : **SNR INTERNAL CONTROL CLERK**
- SALARY** : R158 985–R187 275 per annum (Salary level 6) plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant 3 year tertiary qualification with 1 year relevant experience in in either the finance or SCM environment in Government or a Senior certificate and 5 years relevant experience. Should possess skills in: Numeracy, Computer Literacy,

		Knowledge of BAS, LOGIS and PERSAL systems, knowledge of the Public Finance Management Act and Treasury Regulations as well as interpret these policies. Good interpersonal relations.
<u>DUTIES</u>	:	The successful candidate will be responsible to administer and perform internal control and operational services in the Department. This would involve: Supervise and assist with the recording of new invoices on the invoice tracking system, Ensure good document administration (filing) and follow ups on outstanding batches, safeguarding of S&T, Finance and SCM documents in the batch room, Review compliance of BAS system and LOGIS payments with policies and procedures (Both Finance & SCM) before filing them, Compile monthly exception reports on payments of invoices for submission to Treasury, Compile a report on the Finance/SCM compliance with policies and procedures, Identify instances of losses, irregular and fruitless and wasteful expenditure and update the register accordingly and perform the necessary investigations, Assist with the facilitation, coordination and tracking of responses to external and internal audit inquiries, Monitor the implementation of action plans and prepare the necessary reports for internal and external audit, Assist with the Monitoring of LOGIS and BAS systems controller functions and exception reports and ensure that effective segregation of duties is maintained, Assist in conducting operational risk assessments and developing mitigation strategies, Compile monthly exception reports on payments of invoices for submission to Treasury, Assist with verifying the completeness and accuracy of the contract register, Assist with verifying the accuracy and completeness of operating leases and finance leases payments and the related lease liabilities, Assist in the provision of secretariat services to the Loss Control Committee and supervision of staff.
<u>ENQUIRIES</u>	:	In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462 and in connection with the post, Mr M Maasdorp at Tel No (012) 312-0403.
<u>POST 02/21</u>	:	<u>SUPPLY CHAIN CLERK-TRAVEL</u> Office of the Chief Financial Officer, Division: Supply Chain Management
<u>SALARY</u>	:	R132 399 to R155 961 per annum (Salary level 5) plus benefits
<u>REQUIREMENTS</u>	:	A relevant 3 years tertiary qualification or equivalent with 1 year relevant experience or Grade 12 or equivalent with 5 years relevant experience. Must possess the following skills; computer literate, good interpersonal, communication (written & verbal), problem solving, organisational & financial management, decision makings, report writing, good interpersonal, must be able to perform routine tasks, meet deadlines, work under pressure and be able capture to data.
<u>DUTIES</u>	:	The successful candidate will be responsible to provide travel management services by performing the following tasks; Receive, capture and verify travel and venue bookings, Assist clients with enquiries related to travel and venue bookings, Receive, record and compile invoices related to travel accounts, Follow-up on outstanding invoices for payments, Respond to telephonic and electronic enquiries, Collect and submit photocopier meter readings to the supervisor, Detect fruitless and wasteful expenditure caused by officials and refer to supervisor and Ensure that all records a correctly filed.
<u>ENQUIRIES</u>	:	In connection with the applications kindly contact Mr MJ Mkwanzani, Tel No (012) 312-0460 and in connection with the post, Mr M Maasdorp at Tel No (012) 312-0403

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.

<u>APPLICATIONS</u>	:	The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
<u>FOR ATTENTION</u>	:	Ms E de Waal
<u>CLOSING DATE</u>	:	29 January 2016
<u>NOTE</u>	:	Curriculum vitae with a detailed description of duties, the names of two referees and 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 will sign an annual performance agreement, complete a financial discloser form and will 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.

OTHER POST

<u>POST 02/22</u>	:	<u>ASSISTANT DIRECTOR: NPO APPLICATIONS REF NO: B1/2016</u> Directorate: NPO Information and Registration Management (
<u>SALARY</u>	:	R289 761 per annum
<u>CENTRE</u>	:	Pretoria, HSRC Building
<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelors Degree or equivalent qualification Plus a minimum of three (3) years experience in Office Administration. Knowledge of i) NPO sector, ii) Legal Framework on NPO, particularly the NPO Act, iii) Public Service Regulatory Framework and Acts. Competencies: Communication (written and verbal) skills. Planning and organising skills. Problem solving skills. Analytical skills. People management skills. Monitoring and evaluation skills. Interpersonal skills. Computer literacy. Attributes: Ability to work in a team and independently. Positive. Confidentiality. Participative. Patient. Accurate. Adaptive. Disciplined. Friendly and trustworthy. Self-starter. Assertive. Persuasive.
<u>DUTIES</u>	:	Assessing of new applications in accordance with the requirements of the NPO Act. Maintaining correct information of organisations on the register of registered organisations. Providing an efficient and effective administration that will facilitate improved service delivery. Conducting quality assurance.
<u>ENQUIRIES</u>	:	Ms L Mswane Tel: 012 312 7683

ANNEXURE G

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 4034. Employees are reminded to quote the relevant reference numbers/post number when applying for these posts.
- CLOSING DATE** : 01 February 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.

OTHER POSTS

- POST 02/23** : **OFFICE ADMINISTRATOR GRADE III (VARIOUS POSTS) REF NO: DOT/01/2016/2**
Branch: Various
- SALARY** : R243 747 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3 year National Diploma in Office Administration with three (3) years of relevant experience or Grade 12 (Matric) with 6 years of relevant experience. An office Professional Certificate would be an added advantage. Note: The following will serve as recommendations: Proven office administration experience. Experience and ability to work with people. Excellent communication skills (written and verbal). Basic financial recording, minute taking, report writing skills and project management skills. Ability to communicate with all cultures at all levels. Positive, open and friendly disposition in all communication. Confidence, confidentiality and reliability. Computer literacy (Corel and Microsoft Office, Internet and E-mail). Ability to handle documents and correspondence. Ability to maintain client satisfaction, both internal and external. Willingness to work under pressure and irregular working hours. Understanding of the working environment of the public sector. Understanding of the socio-political and economic environment of South Africa.
- DUTIES** : The successful candidate will be responsible for: Providing a support service to the Deputy Director-General and the Branch. Answer and record telephone calls / facsimile and e-mail activity on behalf of the Deputy Director-General as well as screen telephone calls. Ensure that the message system is updated and forward information as required. Take minutes during meetings and ensure that all logistical arrangements are adhered to. Organise meetings, strategic and business planning sessions, etc. Stock refreshment supplies for the office and serve refreshments to the Deputy Director-General and visitors. Attend and respond to queries from the public, stakeholders and staff members. Create a database of clients with respect to contact information, line of business and other information. Co-ordinate engagements across the whole Branch. Keep and maintain a leave register.

		Maintain strict confidentiality when working with documents relating to staff members, Entity Boards, CEO's and other matters. Keep a database on the Branch's projects. Assist with the co-ordination of project reports. Co-ordinate inputs and prepare presentations for meetings. Manage project payments. Provide secretariat support at project meetings. Perform document tracking for all correspondence and memoranda. Receive documentation, acknowledge receipt, apply and allocate a file number, record data into computer system and file documentation appropriately. Ensure safekeeping of all documentation within the office of the Deputy Director-General in line with the relevant policies. Co-ordinate parliamentary questions for the Branch. Keep circulars and all relevant HR, Finance and Supply Chain Management policies updated.
<u>ENQUIRIES</u>	:	Ms Ntombi Masilela Tel: 012 309 3104
<u>POST 02/24</u>	:	<u>OFFICE ADMINISTRATOR GRADE II (VARIOUS POSTS) REF NO: DOT/01/2016/3</u> Branch: Various
<u>SALARY</u>	:	R196 278 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A 3 year National Diploma in Office Administration with two (2) years experience or Grade 12 with 5 years of relevant experience. An Office Professional Certificate would be an added advantage. Note: The following will serve as recommendations: Proven office administration experience. Experience and ability to work with people. Excellent communication skills (written and verbal). Basic financial recording, minute taking and report writing skills. Basic project management skills. Ability to communicate with all cultures at all levels. Positive, open and friendly disposition in all communication. Confidence, confidentiality and reliability. Computer literacy (Corel and Microsoft Office, Internet and E-mail). Ability to handle documents and correspondence. Ability to maintain client satisfaction, both internal and external. Willingness to work under pressure and irregular working hours. Understanding of the working environment of the public sector. Understanding of the socio-political and economic environment of South Africa.
<u>DUTIES</u>	:	The successful candidate will be responsible for: Provide administrative assistance to the Chief Director. Answer and record telephone calls / facsimile and e-mail activity on behalf of the Chief Director as well as screen telephone calls. Record and respond to queries on the Chief Director's e-mails and other correspondence. Handle the procurement administration. Create a filing system for easy tracking of documentation. Ensure fast and efficient handling of documentation, meeting of deadlines. Act as a relief to support the Deputy Director-General / Chief Directors and other Directors in the unit as and when required. Handle enquiries on behalf of the Chief Director from stakeholders and the public. Organise workshops and strategic planning sessions for the Chief Directorate / exhibitions at conferences and seminars. Prepare for meetings (arrange venues, refreshments, electronic equipment and all other logistical requests). Stock refreshment supplies for the office and serve refreshments to the Chief Director and visitors. Co-ordinate and prepare documentation packs for the Chief Director's quarterly reports for presentation at Ministerial, Departmental Executive meetings and other engagements. Keep and maintain a leave register. Co-ordinate media and parliamentary queries. Maintain strict confidentiality when working with documents relating to staff members, Entity Boards, CEO's and other matters. Keep circulars and all relevant HR, Finance and Supply Chain Management policies updated.
<u>ENQUIRIES</u>	:	Ms Ntombi Masilela Tel: 012 309 3104
<u>POST 02/25</u>	:	<u>OFFICE ADMINISTRATOR GRADE I (VARIOUS POSTS) REF NO: DOT/01/2016/4</u> Branch: Various
<u>SALARY</u>	:	R158 985 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A 3 year National Diploma in Office Administration with one (1) year experience or Grade 12 with 4 years of relevant experience. Note: The following will serve as recommendations: Basic Computer Literacy Certificate as well as an Administration Skills (Basic) Certificate. Experience and ability to work with people. Excellent communication skills (written and verbal). Ability to communicate with all cultures

at all levels. Positive, open and friendly disposition in all communication. Confidence, confidentiality and reliability. Computer literacy (Corel and Microsoft Office, Internet and E-mail). Ability to handle documents and correspondence. Ability to maintain client satisfaction, both internal and external. Willingness to work under pressure and irregular working hours.

DUTIES

: The successful candidate will be responsible for: Provide secretarial services to the Directors. Answer and record telephone calls / facsimile and e-mail activity on behalf of the Director as well as screen telephone calls. Record and respond to queries from the public and personnel in the Department. Receive documentation, acknowledge receipt, apply and allocate a file number, record data into computer system and file documentation appropriately. Perform document tracking for all documents. Maintain strict confidentiality when working with documentation related to staff members and other Matters. Act as a relief to support the Chief Director and other Directors in the unit as and when required. Perform general office administration, e.g. Send and receive faxes, e-mails, receive and dispatch items and do photocopying. Type letters, agendas, minutes and other correspondence. Administer travel arrangements. Provide secretarial support for meetings. Keep and maintain a leave register for the Directorate. Assist in organising meetings, workshops, seminars and conferences. Prepare for meetings (arrange venues, refreshments, electronic equipment and all other logistical requests). Stock refreshment supplies for the office and serve refreshments to the Director and visitors. Keep circulars and all relevant HR, Finance and Supply Chain Management policies updated.

ENQUIRIES

: Ms Ntombi Masilela Tel: 012 309 3104

**PROVINCIAL ADMINISTRATION: GAUTENG
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.

OTHER POSTS

POST 02/26 : **FELLOW IN TRAUMA (MEDICAL SPECIALIST GRADE I)**
2 year post

SALARY : R 859 086 per annum plus commuted overtime benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in General Surgery. Must be committed to complete a 2 year full time fellowship training program in Trauma.

DUTIES : This will include after hours work (weekends and weekdays). The Trauma fellow functions as a member of the multi-disciplinary trauma team that manages High Care and trauma patients. Specific duties include: Full time clinical service provision within the Unit of Trauma for the prescribed period. Patient management and supervision of junior medical staff. Participation in the trauma academic program Completion of the prescribed clinical rotation program. Maintaining and completing a monthly logbook. Participation in departmental research activities.

ENQUIRIES : Dr Motilall (012) 354 2048
APPLICATIONS : Application must submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance. Level 3.

CLOSING DATE : 05 February 2016

POST 02/27 : **MEDICAL SPECIALIST GRADE 1 REF NO: HRM 02/2016**
Directorate: Radiation Oncology Steve Biko Academic Hospital

SALARY : R859 086 per annum
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : A minimum Qualification. Mmed or FCP qualification in Radiation Oncology. Registration with the HPCSA. Ability and willingness to do research and teach students. Good interpersonal relationship.

DUTIES : Experience in the management of Cancer and Radiation Oncology. Joint appointment with the University of Pretoria and Steve Biko Academic Hospital. Manage Oncology patients. Participate in the departmental teaching and Research activity. Provide and/or supervise clinical care of patients at a level appropriate to the service platform. Teach and examine pre-graduate students in appropriate aspects of Clinical Unit. Initiate and participate in research activities and publications in accordance with faculty plans. Manage and perform required administrative and academic duties in support of and coordinated with the Head of Department. Render after hours clinical services as required.

ENQUIRIES : Prof. R Lakier [roy.lakier@up.ac.za/](mailto:roy.lakier@up.ac.za)
Mrs Magda Lombaard Magda.lombaard@up.ac.za or 012 354 2747

APPLICATIONS : Application must 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. Level 3

CLOSING DATE : 05 February 2016

<u>POST 02/28</u>	:	<u>PRINCIPAL PSYCHOLOGIST/LECTURER/SENIOR LECTURER REF NO: 000050</u> Directorate: Allied
<u>SALARY CENTRE</u>	:	R796 386 per annum (plus benefits) Dr. George Mukhari Academic Hospital and Sefako Makgatho Health Sciences University (Joint appointment post)
<u>REQUIREMENTS</u>	:	Master's degree in Clinical Psychology and registration with the HPCSA. 8 years post-community service experience. Experience in the supervision of interns. Teaching and research experience at undergraduate and postgraduate levels. Registration towards a doctoral degree qualification or possession of a Doctorate would be an added advantage. Competencies: Excellent writing and communication skills. Demonstrated people management and administrative skills. Knowledge of Research and supervision of clinical cases. Knowledge of relevant health Acts and Legislation.
<u>DUTIES</u>	:	Plan, manage and monitor staff service delivery activities in the Clinical Psychology Unit. Ensure that staff members adhere to the HPCSA ethics and Provincial and National health departments' policies in their delivery of service. Attend management meetings in the hospital and university and implement resolutions in the department. Initiate plans, programmes and support that assist staff to meet the service standards laid down by the HPCSA, the hospital and provincial department. Allocate staff members to different placements for provision of services, i.e hospital wards, departmental out-patient facilities, the psychiatric unit and community outreach to achieve the objectives of the department and the hospital. Plan, organize and achieve departmental strategic objectives and align them with those of the hospital and the province. Provide guidelines for staff to achieve the objectives of the department in accordance with the National Core Standards (NCS) as laid down by the hospital and province. Communicate with the clinical departments, senior management of the hospital and relevant external stakeholders. Support staff in their professional and career development objectives. Conduct quarterly performance reviews of staff members. Supervise staff with the development of their research protocols. Initiate, plan and ensure execution of timeous psychological services to patients. Develop client systems and programs that guarantee prompt service to patients according to the service delivery objectives laid down by the department. Oversee the intake of interns and supervise the management of clinical cases. Develop a system that enables clients to provide feedback to the department to improve service delivery. Write and submit monthly reports to the hospital management on departmental activities. Create an appropriate and safe supportive environment to patients and staff. Initiate and facilitate diversity programmes that support multi-cultural interaction and co-existence. Plan, present lectures/seminars and the assessment of the theoretical and practical psychotherapy clinical cases to MSc Clinical Psychology students and MMED Psychology registrars. Course coordination and curriculum development. Supervise MSc Clinical Psychology research projects. Attend relevant university meetings. Initiate research projects, attend and present finding at conferences.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. L Baloyi, Tel No: (012) 521 4072/4632 Application must be submitted on Z83 form obtainable from any Public Service Department or from the website and must be completed in full. Recently certified copies of qualifications, ID copy and CV must be attached. Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or apply online at: www.gautengonline.gov.za . The Department reserves the right to fill this position(s)
<u>CLOSING DATE</u>	:	12 February 2016
<u>POST 02/29</u>	:	<u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES (DRUG CONTROLLER) REF NO: 000024</u> Directorate: Pharmacy Department
<u>SALARY</u>	:	R697 446 – R809 421 per annum (all inclusive package)

<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Basic Pharmacy qualification (B. Pharm degree), current registration with the SAPC as a Pharmacist. A minimum of seven (7) years relevant experience after registration with SAPC as a Pharmacist. Knowledge and understanding of the Standard Treatment Guidelines, Essential Medicines List, PFMA Act No. 1 of 1999, Budget planning, National Drug Policy, Medicines and Related Substances Act 101 of 1965 and the Pharmacy Act 53 of 1974. Leadership and Strategic planning skills, project planning, problem solving and decision making skills, presentation skills and financial management. Good interpersonal skills, communication, networking and information management skills. Computer literacy with Word and Excel programmes.
<u>DUTIES</u>	:	Assist the Pharmacy manager with the overall running of the Pharmacy which includes but not limited to: Provision of budget and expenditure management. Financial management and reporting thereof. Facilitate the rational use of medicines and conduct relevant Medicine Use Evaluations in the institution. Provide advice and communication to management on matters relating to procurement, logistics and use of medicines. Be part of Budget, PTC meeting and its sub-committees and Infection Control. Updating of the Formulary and implementation in the hospital. Oversee and manage the procurement of medicines, including section 21 medicines and buyouts, monitoring its impact on the budget. Ensure quality service with regards to selection, distribution and use of medicines. Manage medicine availability and communication thereof to relevant stakeholders ensuring minimal impact on patients. Oversee the Stock take process and Expired Stock controls for the hospital.
<u>ENQUIRIES</u>	:	Ms. G. Mayayise, Tel No: (012) 318-6839
<u>APPLICATIONS</u>	:	Should you meet the requirements, please send the applications 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>	:	29 January 2016
<u>POST 02/30</u>	:	<u>MEDICAL OFFICER GRADE1 REF NO: HRM 03/2016</u> Directorate: Radiation Oncology Department
<u>SALARY</u>	:	R637 845 per annum
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	At least 2 years' experience post comm.-serve as a Medical Officer. Registration with HPCSA, MBChB, experience in Oncology desirable.
<u>DUTIES</u>	:	Must be able to render service in managing of cancer and radiation oncology patients, out patients and ward service.
<u>APPLICATIONS</u>	:	Application must 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.
<u>ENQUIRIES</u>	:	Prof. R Lakier roy.lakier@up.ac.za/
<u>CLOSING DATE</u>	:	05 February 2016
<u>POST 02/31</u>	:	<u>OPERATIONAL MANAGER PN-B3 (SPECIALITY) (NIGHT SUPER) REF NO: 000028</u> Directorate: Nursing Services
<u>SALARY</u>	:	R433 029 per annum (plus benefits)
<u>CENTRE</u>	:	Sterkfontein Hospital, Krugersdorp
<u>REQUIREMENTS</u>	:	Basic R425 qualification, i.e. Diploma or Degree in nursing that allows registration with the SANC as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration. At least 5 years of the period referred above must be appropriate / recognizable experience in the specific specialty after obtaining 1 year post basic qualification accredited by the SANC. A post basic qualification in nursing management is recommended. Computer literacy and able to work on Excel, Access, Word and Power Point will be an advantage.
<u>DUTIES</u>	:	Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the health facility. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Able to manage own work, time and that of subordinates and

		colleagues to ensure proper nursing service. Display a concern for patients, by promoting, advocating and facilitating proper treatment and care and ensure that units adhere to the principles of Batho Pele. Be capable of taking charge of the hospital at night. Manage incidents and report to the Assistant Manager. Demonstrate basic understanding of Human Resource and Policies through effective implementation of PMDS, Disciplinary Code, Leave Management and Supply Chain Management procedures.
<u>ENQUIRIES</u>	:	Mr. L.S. Monatisa , Tel. No: (011) 951-8262
<u>APPLICATIONS</u>	:	Applications must be submitted on a Z83 form, CV, certified copies of ID, Driver's Licence and Qualifications must be attached Applications must be submitted to HR in the Administration Building or posted to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740 or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	29 January 2016
<u>POST 02/32</u>	:	<u>OPERATIONAL MANAGER PN-A5 (GENERAL GRADE 1) / SPECIALITY PN-B3</u> <u>REF NO: S-000027</u> Directorate: Nursing Services
<u>SALARY</u>	:	PN-B3 - R433 029 per annum (plus benefits) PN-A5 - R341 825 per annum (plus benefits)
<u>CENTRE</u>	:	Sterkfontein Hospital, Krugersdorp
<u>REQUIREMENTS</u>	:	Basic R425 qualification, i.e. Diploma or Degree in nursing that allows registration with the SANC as Professional Nurse. A minimum of 7 to 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC. A post basic qualification in psychiatric nursing and nursing management is recommended. For PN-B3 at least 5 years of the period referred above must be appropriate / recognizable experience in the specific specialty (psychiatric nursing) after obtaining 1 year post basic qualification accredited by the SANC. Computer literacy and able to work on Excel, Access, Word and Power Point will be an advantage.
<u>DUTIES</u>	:	Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the health facility. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Able to manage own work, time and that of subordinates and colleagues to ensure proper nursing service. Display a concern for patients, by promoting, advocating and facilitating proper treatment and care and ensure that units adhere to the principles of Batho Pele. Be capable of taking charge of the hospital and to relieve the Assistant Managers after hours and over weekends. Manage incidents and report to the Assistant Manager. Demonstrate basic understanding of Human Resources and Policies through effective implementation of PMDS, Disciplinary Code, Leave Management and Supply Chain Management procedures.
<u>ENQUIRIES</u>	:	Mr. S. Kesenogile, Tel. No: (011) 951-8222/8260
<u>APPLICATIONS</u>	:	Applications must be submitted on a Z83 form, CV, certified copies of ID, Driver's Licence and Qualifications must be attached Applications must be submitted to HR in the Administration Building or posted to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740 or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	29 January 2016
<u>POST 02/33</u>	:	<u>OPERATIONAL MANAGER (SPECIALTY UNIT) REF NO: S-000044</u> Directorate: Nursing Services
<u>SALARY</u>	:	R433 029 – R487 374 per annum (plus benefits) for applicants with Advanced Psychiatric Nursing Qualification R341 835 – R384 735 per annum (plus benefits) For General Nursing
<u>CENTRE</u>	:	Tara the H. Moross Centre, Sandton
<u>REQUIREMENTS</u>	:	Appropriate Diploma/degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as Professional Nurse. A post basic qualification in Advanced Psychiatry which is one year and accredited with SANC. A minimum of 9 years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in General Nursing. At least five years of the period above must be appropriate/recognized experience in Psychiatry after obtaining one year post-basic qualification. Proof of current registration with SANC. Sound interpersonal and good communication skills. Knowledge of Mental

		Health Care Act, PFMA and other Public Sector Regulations and legislative framework. A valid driver's license
<u>DUTIES</u>	:	Deputize for Nursing Managers in their absence and take charge of the hospital after hours, at night, during weekends and Public Holidays. Demonstrate basic understanding of Human Resource and Policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and supply chain management procedures. Ensure effective and efficient coordination and integration of Quality specialized nursing care through compliance to Batho Pele Principles, Mental Health Care Act Procedures and Quality Assurance standards. Participate in staff development programme and conduct research when necessary. Compiling of monthly reports and other statistical reports.
<u>ENQUIRIES</u>	:	Mr. S. Nhleko, Tel No: (011) 535 3006/7/8
<u>APPLICATIONS</u>	:	Applications must be delivered to:- Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125 or apply online www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	29 January 2016
<u>NOTE</u>	:	Service certificate should be submitted with the application forms. People with disabilities and other ethnic groupings are encouraged to apply.
<u>POST 02/34</u>	:	<u>DISTRICT MANAGER REF NO: S-000033</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R412 491 per annum (plus benefits)
<u>CENTRE</u>	:	Sedibeng
<u>REQUIREMENTS</u>	:	CCA/N.DIP/B TECH with 3 year after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver's license with PrDP, Registration certificate and current registration with HPCSA. Relevant tertiary management qualifications, as well as 5 years post supervisory experience.
<u>DUTIES</u>	:	Responsible for co-ordination of Emergency Medical Services at District level. Render an effective and efficient Planned Patient Transport and Obstetric Emergencies. Possess expert knowledge of the legislative and policy framework informing the areas of operation .Promote sound Labour relations within the institution by ensuring discipline among staff. Perform leadership functions i.e. give advice and guidance, interpretation and application of directives and policies, planning, budgeting and exercising of control over activities. Ensure effective use of human resources and financial management in the district. Assist Provincial Services to develop and monitor the framework, norms and standards for emergency medical services including contracted services, emergency care, equipment and vehicles. Implement quality assurance programmes for Emergency Medical Services. Management repairs and maintenance of district fleet, in line with operational targets. Plan and co-ordinate disaster management action from an Emergency Medical perspective and arrange emergency exercises if required. Compile regular statutory reports with recommendations and make inputs on budget planning. Assisting management in Operational and infra-structure planning. Control emergency care services according to valid standards and indicators. Assist in the development and provisioning of goal directed education and training to all emergency care personnel. Liaise with relevant stakeholders. Authorizations of private EMS services for the entire Gauteng Province when on duty and on standby. Ensure EMS indicators are met according to prescribed targets. Ensure Sub-ordinates performance indicators are met, and apply remedial action for non-performance. Communicate with allied health institutions to improve EMS services within the district.
<u>ENQUIRIES</u>	:	Mr C R Errakiah Tel No: (011) 564 2002- 011-564 2002
<u>APPLICATIONS</u>	:	Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 Halfway House 1685 or apply online : www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	29 January 2016
<u>POST 02/35</u>	:	<u>PN-A5 OPERATIONAL MANAGER NURSING (GENERAL UNIT) REF NO: 000029</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 / Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration as a Professional Nurse. A minimum of 7-years appropriate / recognizable experience in general nursing after registration as Professional Nurse with SANC in general nursing. Current registration with the South African Nursing Council (SANC). Proof of service record certificate. Diploma in Nursing Administration / Management. Must be computer literate / MS Excel, MS Word, etc. Driver's license will be an added advantage. Good communication skills and ability to work under pressure.
<u>DUTIES</u>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guideline, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.
<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>	:	29 January 2016
<u>POST 02/36</u>	:	<u>PN-A5 OPERATIONAL MANAGER NURSING (GENERAL UNIT) 4 POSTS REF NO: 000030</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 / Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration as a Professional Nurse. A minimum of 7-years appropriate / recognizable experience in general nursing after registration as Professional Nurse with SANC in general nursing. Current registration with the South African Nursing Council (SANC). Proof of service record certificate. Diploma in Nursing Administration / Management. Must be computer literate / MS Excel, MS Word, etc. Driver's license will be an added advantage. Good communication skills and ability to work under pressure.
<u>DUTIES</u>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guideline, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.
<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>	:	29 January 2016
<u>POST 02/37</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (SPECIALTY STREAMS) REF NO: S-000045</u> Directorate: Nursing
<u>SALARY</u>	:	R294 861 – R 362 655 per annual (plus benefits) for applicants with Advanced Psychiatric Nursing Qualification R 194 819 – R 294 861 per annual (plus benefits) for applicants with general nursing. (Salary is based on experience in terms of OSD)
<u>CENTRE</u>	:	Tara the H. Moross Centre, Sandton

<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Diploma / Degree in Nursing in terms of R425, or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in terms of government notice no R212 in the relevant specialty. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing. At least 1 year experience in a psychiatric environment.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care. Participate in training, research, supervision and management of student and junior nurses. Effective utilization of resources. Facilitate the Implementation of the National Core Standards and Batho-Pele Principles. Be in charge of the hospital in the absence of senior managers; maintain own professional growth and ethical standards.
<u>ENQUIRIES</u>	:	Mr. S. Nhleko, Tel No: (011) 535 3007/3008
<u>APPLICATIONS</u>	:	Applications must be submitted to: - Tara the H Moross Centre, P/Bag X7 Randburg 2125 or hand-delivered to: No. 50 Saxon Rd, Hurlingham, 2196 or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	29 January 2016
<u>NOTE</u>	:	Candidates who do not meet the criteria / requirements for a specialty post would be placed on the general stream. Service certificate should be submitted with the application forms.
<u>POST 02/38</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: S-000018</u> Directorate: Mental Health
<u>SALARY</u>	:	R 289 761 per annum (plus benefits)
<u>CENTRE</u>	:	Cullinan Care and rehabilitation Centre
<u>REQUIREMENTS</u>	:	Grade 12 certificate with 10 years' experience in Human Resource Management which 5 years must be managerial/supervisory experience Or National Diploma \ Bachelor's degree in Human Resource Management/ Public Management with 3-5 experience in Human Resource Management. Sound knowledge of Persal system, National Core Standards, HR prescripts, legislative frameworks, procedures PSCBC Resolutions and Human Resource Regulatory frameworks (PILIR, OSD and others). Computer literacy, interpersonal, conflict management and Good communication skills (written and verbal). Ability to work under pressure and independently. Reporting and adherence to strict deadlines. Valid code 8/10 drivers' license.
<u>DUTIES</u>	:	Implement and maintain sound quality management system, including applicable Legislation, policies, best practices and standards, effective and efficient management of HR administrative aspects (Appointments, transfers, terminations, Leave management, Service Benefits and management of condition of services). Ensuring that PERSAL transactions and related mandates forwarded to GSSC are captured correctly. Manage audit queries, Manage Staff Establishment, and Manage Recruitment and Selection. Management of Employee Wellness, HR Training and Development. Render HR advisory to all staff and management, assist with the management and effective implementation of Performance Management and Development System (PMDS). Assist with Job Evaluation processes. Ensure that proper job descriptions are in place. Assist with Labour Relations matters. Draft memorandum, reports, submissions and circulars on HR related matters. Ensure compliance to current and new HR legislation and Policies. Supervise and support staff and manage their work. Lead Human Resource related committees.
<u>ENQUIRIES</u>	:	Ms. M.P.O Nyatlo, Tel No (012 734 7000)
<u>APPLICATIONS</u>	:	Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag x 1005, Cullinan, 1000 or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	29 January 2016
<u>NOTE</u>	:	People with disability are encouraged to apply.
<u>POST 02/39</u>	:	<u>RADIOGRAPHER RADIATION ONCOLOGY (PRODUCTION) REF NO:HRM 07/2016 GRADE 1-3</u> Directorate: Radiation Oncology

<u>SALARY</u>	:	R243 513 per annum
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	B Tech Radiation/Diploma in Radiotherapy. Registration with HPCSA. Grade 1: less than 10 years, Grade 2: 10-20 years and Grade 3 more than 20 years experience in radiation oncology. Good knowledge of IMRT and Stereotactic radiotherapy. Dedicated to patients. Excellent communication skills, Good interpersonal skills. Empathetic. Excellent patient care. Good team worker and excellent health record. Grade 2-3 will prepare to take responsibility in area of duty. Excellent supervisory and leadership skills. Problem solving skills and initiative are very important.
<u>DUTIES</u>	:	Responsible for accurate delivery of radiation treatment to patients with neoplasms, including of brachytherapy. Assist in localization and treatment planning. Physical and emotional support of patients and family. Daily and weekly QA. Manage and organize area of work. Administration duties e.g. appointments and statistics. Assist students during clinical work to develop radiotherapy skills. Treat emergency patients after hours. Attend and participate in continuous professional development program. Grade 2-3 must prepare PMDS of subordinates. Discipline and conflict management. Assist in the overall management of the department.
<u>ENQUIRIES</u>	:	Mrs. P Pillay 012 354 2309
<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>	:	05 February 2016
<u>POST 02/40</u>	:	<u>OCCUPATIONAL THERAPIST X2 (PRODUCTION) REF NO: HRM05/2016</u> Directorate: Occupational Therapy
<u>SALARY</u>	:	R243 513 per annum
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Degree/Diploma in occupational Therapy. Appropriate clinical experience in the field of occupational therapy. Current registration with the HPCSA as an Occupational Therapist is compulsory. Computer literacy is essential.
<u>DUTIES</u>	:	Rendering comprehensive occupational therapy production services. Assist in the management of all resources of Occupational Therapy subsection, including supervision and performance management and development of staff. Implement sectional and provincial quality assurance measures in the designated area. Participate in the formulation and review of strategies in allocation area of work as required. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated area of work. Provide training to allocated occupational therapy students as required and contribute to research activities.
<u>ENQUIRIES</u>	:	Ms. Henriette Dippenaar at (012) 354 1665
<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. Level 3.
<u>CLOSING DATE</u>	:	05 February 2016
<u>POST 02/41</u>	:	<u>STATION MANAGER GRADE 3 TO 6 3 POSTS REF NO: S-000032</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R242 418 – R277 188 per (plus benefits)
<u>CENTRE</u>	:	Westrand (2 POSTS)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification .AEA/ECT/CCA/ with 3 year experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver's license with PrDP, Registration certificate and current registration with HPCSA. Supervisory experience is compulsory.
<u>DUTIES</u>	:	Responsible for all EMS activities in the station. Provide advice on procedures and policy matters to staff. Ensure compliance with all policies operating in the service. Ensure effective communication system for ambulance and staff in the station. Ensure that fleet management is properly implemented to provide for the

		<p>maintenance and replacement of all vehicles. Investigate service complaints received. Ensure the control and have an inventory of all resources at the station. Assist the District Manager in the control and implementation of the EMS policies. Maintain, monitor and review continuous quality improvement for the station in accordance with the policy on quality improvement of EMS. Collect all relevant statistics and indicators. Process overtime and leave forms. Ensure that staff attends to calls timeously. Ensure adherence to EMS procedures. Attend to major incidents and co-ordinate such incidents within the operational area. Ensure effective control and be accountable over resources in the station. Undertake any other duties as allocated by management. Ensure station comply with OHS standards in respect of medical waste storage and disposal.</p>
<u>ENQUIRIES</u>	:	Mr. T. Netsheheni, Tel No: (011) 564 2053
<u>APPLICATIONS</u>	:	Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 halfwayhouse 1685 or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	29 January 2016
<u>POST 02/42</u>	:	<p><u>ERRATUM PROFESSIONAL NURSE: GENERAL NURSING 12 POSTS REF NO: HRM 04//2016</u></p> <p>Directorate: Directorate: Nursing</p>
<u>SALARY</u>	:	R240 83 per annum
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in nursing as a Professional Nurse. PN-A3 minimum of 10 year appropriate / recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Strong leadership. Good communication and sound interpersonal skills are necessary. Verified proof of experience.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing care plan (clinical practice/quality patient care). Implementation standards, practices criteria and indicators for quality nursing care. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Maintain professional growth/ethical standards and development of self and subordinates.
<u>ENQUIRIES</u>	:	Ms. L.R Van Niekerk Tel: (012) 354 2367
<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. Level 3.
<u>CLOSING DATE</u>	:	05 February 2016
<u>POST 02/43</u>	:	<p><u>SOCIAL WORKER GRADE 1 REF NO: 000031</u></p> <p>Directorate: Social Work Department</p>
<u>SALARY</u>	:	R196 341 – R227 610 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	A Degree in Social Work, Registration with SACSSP, Driver's license, Computer literacy.
<u>DUTIES</u>	:	Carry out all methods of Social Work (casework, group work, community work and research). Perform all administrative functions as required. Attend multidisciplinary ward rounds. Attend supervision and supervise students. Engage in specialized professional development activities. Do quality audits.
<u>ENQUIRIES</u>	:	Ms. R.E.M. Kekana, Tel No: (012) 318-6887
<u>APPLICATIONS</u>	:	Should you meet the requirements, please send the applications 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>	:	29 January 2015
<u>POST 02/44</u>	:	<p><u>ADMINISTRATION OFFICER (FACILITY MANAGEMENT UNIT) REF NO: S-000019</u></p> <p>Directorate: Mental Health</p>

<u>SALARY</u>	:	R196 278 per annum (plus benefits)
<u>CENTRE</u>	:	Cullinan Care and rehabilitation centre
<u>REQUIREMENTS</u>	:	Grade 12 certificate with 7-10 years' experience in logistics, facility management, project management Or a Recognized Degree or National Diploma in Project Management, Facility/Building management, Quantity Survey or equivalent with five years of experience in the public or private working environment. Trade test certificate will be an added advantage. Knowledge of building maintenance and project inspections management. Knowledge of PFMA, OHS Act and other related legislations. Valid driver's license, Computer literacy, Presentation Skills, Stock management and Conflict Management. Knowledge of hospital environment, Ability to work independently and under pressure.
<u>DUTIES</u>	:	Manage the maintenance of hospital buildings, machineries (boilers, generator, laundry washing machines and others). Manage state accommodation; Conduct building audits, office accommodation, and residential allocation and hospital keys. Manage all statutory projects and onsite contractors, liaison with all stake holders, draft specification and or scrutinize specification in consultation with DID inspectors. Ensure the availability of boiler coals and other supplements. Identify, receive and log calls for all the defects using E-Maintenance system. Records management (develop and manage all relevant registers), Manage the FMU stock and store room and order day to day maintenance accessories of the section, control and organize all the activities of the section. Rendering support in OHS, infection control and quality assurance committees. Take water and electricity meter readings on monthly basis and submit to finance for billing. Attend meetings, compiling of reports and motivations. Drafting and management of sectional budget. Develop and management of maintenance plan. Conduct monthly inspection of all critical areas and develop plan of action. Supervise and manage subordinate. Perform all delegated responsibilities.
<u>ENQUIRIES</u>	:	Mr. Rasidzoge N.A, Tel No: (012 734 7047/7000)
<u>APPLICATIONS</u>	:	Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag x 1005, Cullinan, 1000 or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	29 January 2016
<u>NOTE</u>	:	People with disability are encouraged to apply.
<u>POST 02/45</u>	:	<u>ADMINISTRATION CLERK (TRANSPORT MANAGEMENT): REF NO: S-000020</u> Directorate: Mental Health
<u>SALARY</u>	:	R132 399 per annum (plus benefits)
<u>CENTRE</u>	:	Cullinan Care and rehabilitation centre
<u>REQUIREMENTS</u>	:	Grade 12 certificate with 5 years' experience in transport environment, Or National Diploma \ Bachelor's degree in social science with 1-2 experience in transport environment. Supervisory experience will be an added advantage. Sound knowledge of Public Service legislations (PFMA, BCEA, PSA, LRA, Treasury Regulations National Road Traffic Act and other Related Legislations). Computer literacy, interpersonal, conflict management and Good communication skills (written and verbal). Knowledge of ELS system, Shift work is compulsory. Valid code 8/10 driver's license and PDP. Be able to work shift hours.
<u>DUTIES</u>	:	Monitor and exercise control over maintenance and expenditure involved in usage of GG vehicles. Management of day to day activities, allocating responsibilities to the drivers, conduct regular vehicle inspections pre- and after trips. Monitor compliance to service level agreement and Transport policies. Develop standard operating procedures for the transport section. Educate all officials on the utilization of GG vehicles, Ensure all vehicles are kept in good and roadworthy condition and are serviced on regular basis. Oversee the management and maintenance of all GG and leases vehicles. Liaise with Government garage and central office on standard transport operating practices. Coordinate and compile monthly reports (Vehicle incidents/accidents reports and traffic fines), log sheets and reconciliation of invoices and Develop and manage all relevant transport registers. Responsible for staff PMDS and prevention of fraud and misuse of Government vehicles. Attend meetings and workshops. Knowledge and application of disciplinary procedures. And perform any other duties delegated by supervisor.

<u>ENQUIRIES</u>	:	Mr. Rasidzoge N.A, Tel No (012 734 7047/7000)
<u>APPLICATIONS</u>	:	Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag x 1005, Cullinan, 1000 or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	29 January 2016
<u>NOTE</u>	:	People with disability are encouraged to apply.
<u>POST 02/46</u>	:	<u>ADMINISTRATION CLERK REF NO: S-000021</u> Directorate: Social Work
<u>SALARY</u>	:	R132 399 per annum (plus benefits)
<u>CENTRE</u>	:	Helen Joseph Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate. Minimum of 6-12 months' experience as admin Clerk, Diploma or certificate will be an added advantage. Ability to read and write. Good interpersonal relation skills. Computer literate. Excellent customer care skills. Be time conscious. An awareness of confidentiality issues. Good problem solving skills.
<u>DUTIES</u>	:	Perform duties as receptionist and secretary of social work department. Office administration including compiling of statistics, filing, taking minutes of meetings, ordering and controlling of stock and storeroom, inventory, work orders etc. Answering of telephone calls and take messages, attend to patients and visitors in waiting area, coordinate and record referrals and coordinate cleaning services in social work department.
<u>ENQUIRIES</u>	:	Ms. H du Plessis Tel No: (011) 489 0426/0731
<u>APPLICATIONS</u>	:	Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Applications should be submitted at Helen Joseph Hospital, No 14 Perth Road, Auckland Park, HR Department or apply online at: www.gautengonline.gov.za Please attach all necessary documents including your valid ID copy and People with disabilities are welcome to apply
<u>CLOSING DATE</u>	:	29 January 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.
<u>POST 02/47</u>	:	<u>CLIENT INFORMATION CLERK REF NO: S-000022</u> Directorate: Patient Affairs
<u>SALARY</u>	:	R132 399 per annum (plus benefits)
<u>CENTRE</u>	:	Helen Joseph Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificates. Minimum of 6/12 months' experience as a switchboard operator will be an added advantage. Ability to read and write. Good command of English language. Good interpersonal relation skills. Computer literate. Excellent customer care skills. Be time conscious. Handle a stressful environment and difficult clients. An awareness of confidentiality issues. Good Problem solving skills.
<u>DUTIES</u>	:	Operating a computerized switchboard. Handling of incoming and outgoing calls and SMS system. Must be able and prepared to work Shift, Public Holidays and weekends.
<u>ENQUIRIES</u>	:	Mr. T Mogashoa, Tel No: (011) 489 0872/ Mr. H Lotter Tel No: (011)489 1011
<u>APPLICATIONS</u>	:	Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Applications should be submitted at Helen Joseph Hospital, No 14 Perth Road, Auckland Park, HR Department. Please attach all necessary documents including your valid ID copy and People with disabilities are welcome to apply.
<u>CLOSING DATE</u>	:	29 January 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.
<u>POST 02/48</u>	:	<u>MATERIAL RECORDING CLERK SR 3 POSTS REF NO: S-000039</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R132 399 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni

<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification, 1-2 years relevant stores experience. Must be innovative and analytical in executing duties allocated. Must be able to work under pressure .Valid code drivers licence will be added advantage. Must have knowledge of relevant public service procedures and policies. Must be computer skills.
<u>DUTIES</u>	:	Update stock registers. Assist in stock taking .Filling and keeping stores records .Receiving and issuing of stock. Update all transaction 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, dust all shelves including items on the shelves, report all losses and theft to immediate supervisor, report and remove damaged stock from the shelves, dispose damaged and expired stock in line with departmental norms and standards, ensure that all receipts and issues are correctly posted, update requisition /issues voucher number. Maintain O-9 file, regular follow-up for outstanding orders, compile RLS02 from for payment and Compile reconciliation report .Travel around the province on regular basis. Willingness to work under pressure. Compile monthly reconciliation reports, Perform other duties as delegated by the supervisor.
<u>ENQUIRIES</u>	:	Ms M. D Matsimela Tel No. (012) 356 9008.
<u>APPLICATIONS</u>	:	Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 Halfwayhouse 1685.or www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	29 January 2016
<u>POST 02/49</u>	:	<u>MATERIAL RECORDING CLERK SR REF NO: S-000040</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R132 399 per annum (plus benefits)
<u>CENTRE</u>	:	Sedibeng
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification, 1-2 years relevant stores experience. Must be innovative and analytical in executing duties allocated. Must be able to work under pressure .Valid code drivers licence will be added advantage. Must have knowledge of relevant public service procedures and policies. Must be computer skills.
<u>DUTIES</u>	:	Update stock registers. Assist in stock taking .Filling and keeping stores records .Receiving and issuing of stock. Update all transaction 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, dust all shelves including items on the shelves, report all losses and theft to immediate supervisor, report and remove damaged stock from the shelves, dispose damaged and expired stock in line with departmental norms and standards, ensure that all receipts and issues are correctly posted, update requisition /issues voucher number. Maintain O-9 file, regular follow-up for outstanding orders, compile RLS02 from for payment and Compile reconciliation report .Travel around the province on regular basis. Willingness to work under pressure. Compile monthly reconciliation reports .Perform other duties as delegated by the supervisor.
<u>ENQUIRIES</u>	:	Ms M. D Matsimela Tel No. (012) 356 9008.
<u>APPLICATIONS</u>	:	Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 Halfwayhouse 1685.or www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	29 January 2016
<u>POST 02/50</u>	:	<u>MATERIAL RECORDING CLERK SR REF NO: S-000041</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R132 399 per annum (plus benefits)
<u>CENTRE</u>	:	COJ
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification, 1-2 years relevant stores experience. Must be innovative and analytical in executing duties allocated. Must be able to work under

		pressure .Valid code drivers licence will be added advantage. Must have knowledge of relevant public service procedures and policies. Must be computer skills.
<u>DUTIES</u>	:	Update stock registers. Assist in stock taking .Filling and keeping stores records .Receiving and issuing of stock. Update all transaction 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, dust all shelves including items on the shelves, report all losses and theft to immediate supervisor, report and remove damaged stock from the shelves, dispose damaged and expired stock in line with departmental norms and standards, ensure that all receipts and issues are correctly posted, update requisition /issues voucher number. Maintain O-9 file, regular follow-up for outstanding orders, compile RLS02 from for payment and Compile reconciliation report .Travel around the province on regular basis. Willingness to work under pressure. Compile monthly reconciliation reports .Perform other duties as delegated by the supervisor.
<u>ENQUIRIES</u>	:	Ms M. D Matsimela Tel No. (012) 356 9008.
<u>APPLICATIONS</u>	:	Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 Halfwayhouse 1685.or www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	29 January 2016
<u>POST 02/51</u>	:	<u>MATERIAL RECORDING CLERK SR REF NO: S-000042</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R132 399 per annum (plus benefits)
<u>CENTRE</u>	:	West Rand
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification, 1-2 years relevant stores experience. Must be innovative and analytical in executing duties allocated. Must be able to work under pressure .Valid code drivers licence will be added advantage. Must have knowledge of relevant public service procedures and policies. Must be computer skills.
<u>DUTIES</u>	:	Update stock registers. Assist in stock taking .Filling and keeping stores records Receiving and issuing of stock. Update all transaction 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, dust all shelves including items on the shelves, report all losses and theft to immediate supervisor, report and remove damaged stock from the shelves, dispose damaged and expired stock in line with departmental norms and standards, ensure that all receipts and issues are correctly posted, update requisition /issues voucher number. Maintain O-9 file, regular follow-up for outstanding orders, compile RLS02 from for payment and Compile reconciliation report .Travel around the province on regular basis. Willingness to work under pressure. Compile monthly reconciliation reports .Perform other duties as delegated by the supervisor.
<u>ENQUIRIES</u>	:	Ms M. D Matsimela Tel No. (012) 356 9008.
<u>APPLICATIONS</u>	:	Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 Halfwayhouse 1685.or www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	29 January 2016
<u>POST 02/52</u>	:	<u>CLIENT INFORMATION OFFICER REF NO: TDH/004/2016</u> Directorate: Switchboard Department
<u>SALARY</u>	:	R132 399 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane District Hospital
<u>REQUIREMENTS</u>	:	Grade 12.At least 2-3yars relevant experience. Telephone etiquette, good communication skills Interpersonal relations and computer literacy.
<u>DUTIES</u>	:	Handling incoming and outgoing calls. Answer general enquiries. Keep record of private calls, receive messages and convey them appropriately to division.

		Updating of departmental telephone directory and distribution And transfer of telephone. Assist with costing of private telephone calls. Perform other tasks that may be delegated to you by the supervisor, work shifts, weekends and public holidays according to the duty roster. Adherence to Batho Pele Principles
<u>ENQUIRIES</u>	:	Mr WB Chauke. Tel No :(012) 354 7766
<u>APPLICATIONS</u>	:	Applications must be submitted on a Z83 form, certified copies of ID and Qualifications to be attached. Applications can be submitted at Tshwane District Hospital: Private Bagx179 Pretoria 0001 or posted to: The HR Manager, Tshwane District Hospital, Private Bag x 179, Pretoria, 0001. Failure to do so will lead to disqualification
<u>CLOSING DATE</u>	:	15 February 2016
<u>POST 02/53</u>	:	<u>MATERIAL RECORDING CLERK SR 2 POSTS REF NO: S-000043</u> Directorate: Emergency Medical Services
<u>SALARY</u>	:	R132 399 per annum (plus benefits)
<u>CENTRE</u>	:	Tshwane
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification, 1-2 years relevant stores experience. Must be innovative and analytical in executing duties allocated. Must be able to work under pressure .Valid code drivers licence will be added advantage. Must have knowledge of relevant public service procedures and policies. Must be computer skills.
<u>DUTIES</u>	:	Update stock registers. Assist in stock taking .Filling and keeping stores records .Receiving and issuing of stock. Update all transaction 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, dust all shelves including items on the shelves, report all losses and theft to immediate supervisor, report and remove damaged stock from the shelves, dispose damaged and expired stock in line with departmental norms and standards, ensure that all receipts and issues are correctly posted, update requisition /issues voucher number. Maintain O-9 file, regular follow-up for outstanding orders, compile RLS02 from for payment and Compile reconciliation report .Travel around the province on regular basis. Willingness to work under pressure. Compile monthly reconciliation reports Perform other duties as delegated by the supervisor.
<u>ENQUIRIES</u>	:	Ms M. D Matsimela Tel No. (012) 356 9008.
<u>APPLICATIONS</u>	:	Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 Halfwayhouse 1685.or www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	29 January 2016
<u>POST 02/54</u>	:	<u>DRIVER REF NO: S-000046</u> Directorate: Auxiliary Support
<u>SALARY</u>	:	R110 739 per annum (plus benefits)
<u>CENTRE</u>	:	Tara the H Moross Centre, Sandton
<u>REQUIREMENTS</u>	:	Abet level 3 or grade 10 / Numeracy & Literacy or equivalent qualifications, a valid Code 10 driver's license with professional driving permits (PDP), Interpersonal Relation. Ability to work under pressure and remain focused towards productivity. Good Verbal and Communication Skills. Extensive knowledge of the transport policy and driving skills. Be able to work shifts and be on standby when the need arises. A minimum of 4-5 years driving experience.
<u>DUTIES</u>	:	Transporting patients and staff on official trips. Collecting and delivering of documents, equipment and medication. Inspection and routine reporting of any vehicle defects, repairs and maintenance to Transport office. Performing any other tasks requested by supervisor / manager. Responsible for recording official trips on log sheet. Responsible for general up-keeping (cleaning) of vehicles. Fulfil duties as per job description and any other duties delegated by supervisor / manager.
<u>ENQUIRIES</u>	:	Mr. C. Paxson Tel: (011) 535 3132

<u>APPLICATIONS</u>	:	Applications must be submitted to: - Tara the H Moross Centre, P/Bag X7 Randburg 2125 or hand-delivered to: No. 50 Saxon Rd, Hurlingham, 2196 or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	29 January 2016
<u>NOTE</u>	:	Candidates will be subjected to a driving test.
<u>POST 02/55</u>	:	<u>SECURITY GUARD 7 POSTS LEVEL 2 REF NO: HRM 01/2016</u> Directorate: Admin and Logistics
<u>SALARY</u>	:	R78 156 per annum
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or Grade 10 certificate with 5 years experience in hospital security environment. Grade 12 certificate plus 5 years experience in security environment is an advantage. Minimum Grade C security certificate. Current registration with PSIRA. Ability to work under pressure. Conflict resolution and negotiation skills. Report writing skills. Knowledge of security, labour relations and other legislation applicable to security, including MPSS. Knowledge on Batho Pele principles. Knowledge on criminal procedure Act 51 of 1977. Knowledge on Fire Arm Control Act. Knowledge of Health and Safety and fire prevention. Willingness to work shifts and extended hours.
<u>DUTIES</u>	:	Access control (emergency area, management square and others). Assist and supervise at parking (searching, disk searching), assist in retaining of violent patients at different wards. Report all security breach to the supervisor and make all occurrence book entries. Report all defects on OHS and FMU. Fire prevention, escorting of visitors and contractors around the hospital. Searching of lost patients/visitors and fetching them from home if absconded. Guarding and managing of waiting arrears, clamping of all vehicles parked in unauthorized parkings. Investigate matters reported to you by staff members and give feedback to them. To work shifts and sometimes abnormal hours. Monitor state vehicles and report any faults. Make verbal and written reports on all incidents happening at the posts. Traffic control around receiving area/Transito, perform any duties delegated by supervisor.
<u>ENQUIRIES</u>	:	Mr. M.F Monama Tel No: (012) 354 1421
<u>APPLICATIONS</u>	:	Application must submitted on Z83 form with certified copy of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001
<u>CLOSING DATE</u>	:	05 February 2016
<u>POST 02/56</u>	:	<u>GENERAL STORE ASSISTANT X3 REFNO: HRM 06/2016</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R78 156 per annum
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Minimum qualifications grade 10 or 11 Must be able to read and write.
<u>DUTIES</u>	:	Distribution of consumables to end users. Pack shelves in relevant warehouses. Ensure that received stock is packed appropriately and according to "LIFO" Rule. Assist with inventory. Ensure that the warehouse is tidy and clean. Effective communication with fellow team members and relevant stake holders within the institution. Render asset Management, General services as collections of redundant and obsolete assets from End-Users. Deliver newly acquired Assets to various wards and section. Bar-coding of assets of assets for repair and maintenance purposes and assist in assets in verification process.
<u>ENQUIRIES</u>	:	Mr. D Moraswi 012 354 5159
<u>APPLICATIONS</u>	:	Application must 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.
<u>CLOSING DATE</u>	:	05 February 2016
<u>POST 02/57</u>	:	<u>CLEANERS 2 POSTS REF NO: TDH 005/2016</u>
<u>SALARY</u>	:	R78156 per annum
<u>CENTRE</u>	:	Tshwane District Hospital
<u>REQUIREMENTS</u>	:	ABET, good verbal communication and interpersonal skills be able to work in a team.

- DUTIES** : Willingness to work shifts and holidays Operate and use cleaning equipment and chemicals Ordering of cleaning equipment and cleaning aids Clean floors, walls, windows, corridors, toilets, baths, sluice, showers, doors Furniture and lifts empty general waste bins and utilize proper plastics thereof Report any defect of cleaning equipment to you supervisors. Ensure that checklists are signed daily. Perform any other duties as and requested by supervisors and manager Willingness to work overtime Willing to be rotated on a six monthly basis to the other working areas as and When necessary
- ENQUIRIES** : Ms A Lewis Tel:012 354 7364
- APPLICATIONS** : Applications must be submitted on a Z83 form, certified copies of ID and Qualifications to be attached. Applications can be submitted at Tshwane District Hospital: Private Bagx179 Pretoria 0001 or posted to: The HR Manager, Tshwane District Hospital, Private Bag x 179, Pretoria, 0001. Failure to do so will lead to disqualification
- CLOSING DATE** : 15 February 2016

GAUTENG 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.

- 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). 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 POST

- POST 02/58** : **DEPUTY DIRECTOR: PUBLIC FINANCE**
Directorate: Public Finance
- SALARY** : R569 538 per annum (all inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A minimum of a three years tertiary qualification, preferably specializing in Economics or Public Finance, plus 2 years public sector or extensive private sector experience in financial and economic performance and management or plus extensive experience in public sector budgetary planning and evaluation of financial and economic performance. Experience/knowledge of Public/Private sector economic research and financial performance monitoring and economic report writing. Recommendations: Planning and organizing, change management, problem solving, negotiation skills, decision making, analytical skills, strategic thinking, project management skills, strong and proven verbal and written communication skills, interpersonal relations and computer literacy.

- DUTIES** : The incumbent will be responsible for, monitoring and evaluating the utilization of provincial resources and to ensure credible expenditure on public policies (budget implementation) for GPG, analyze sector budgets to ensure alignment to prevailing government priorities and to unlock maximum value for money for the GPG, to provide economic and other research to senior sector management team on strategic research areas as may be identified from time to time; review expenditure reports for GPG departments and key spending agencies; presentations developed and presented to improve transparency and awareness of public expenditure and policy performance.
- ENQUIRIES** : Ms Linda Ninzi, Tel, No: (011) 227 9000
- APPLICATIONS** : Please email your Z83 form, CV, certified copies of your ID and Qualifications to jobs.gpt@gauteng.gov.za or hand-deliver them to 75 Fox Street, Ground Floor, Imbumba House, Marshalltown, Johannesburg.
- CLOSING DATE** : 29 January 2016

**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 02/59 : **CHIEF AUDIOLOGIST GRADE 1**

SALARY : R358 641 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Audiologist/Speech Therapist and Audiologist. Registration with a professional council: Registration with the HPCSA as an Audiologist/Speech Therapist and Audiologist. Experience: A minimum of 3 years appropriate experience as an Audiologist after registration with the HPCSA as an Audiologist. Inherent requirements of the job: Willingness to work overtime and be involved in research projects at the institution. Continued professional development within Audiology. Competencies (knowledge/skills): Competency in the assessment and management of patients with hearing loss, in particular severe to profound sensorineural hearing loss. Competency in Diagnostic Audiology, with extensive experience in paediatric test procedures. Competency in paediatric hearing aid fitting and rehabilitation, including complex conditions. Competency in cochlear implants. Experience in electrophysiological testing. Good interpersonal, organisational, problem solving and communication skills in at least two of the three official languages of the Western Cape. Experience in supervising junior staff members and students. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Manage Audiology Unit: personnel, equipment, budget, stock, records and statistics. Initiate and implement clinical policies and protocols within the Audiology Clinic. Liaise with other departmental managers. Co-operate, consult and collaborate with outside agencies and/or professionals. Assess and treat Paediatric in- and out-patients with hearing disorders. Enable supervision of staff and students within allocated responsibility areas. Participate in appropriate research activities and investigations in area of work.

ENQUIRIES : Dr A Booysen, tel. no. (021) 658-5742
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Mr BS Samuels
CLOSING DATE : 22 January 2016

POST 02/60 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: OPTHALMOLOGICAL)**
 (Chief Directorate: Metro District Health Services)

SALARY : Grade 1: R 294 861 (PN-B1) per annum, Grade 2: R 362 655 (PN B2) per annum
CENTRE : George Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmological Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of annual registration with SANC. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years

		appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Ophthalmology nursing after obtaining the 1 year post-basic qualification referred to above. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Willingness to do standby duties. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health, Western Cape. Leadership towards the realisation of strategic goals and objectives of the ophthalmology department with regards to emergency and non-emergency nursing care. Note: No payment of any kind is required when applying for this post.
<u>DUTIES</u>	:	Key result areas/outputs: Responsible for the provision of optimal, holistic, specialised Nursing Care within set standards and within a professional legal framework as a Professional Nurse in an Ophthalmology service. Effective utilisation of human and material resources. Participate in training, development and research. Deliver a support service to the Nursing Service and the institution. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care.
<u>ENQUIRIES</u>	:	Ms GE Sellars, tel. no. (044) 802-4356/7
<u>APPLICATIONS</u>	:	The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
<u>FOR ATTENTION</u>	:	Ms D de Swardt
<u>CLOSING DATE</u>	:	29 January 2016
<u>POST 02/61</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u>
<u>SALARY</u>	:	R 196 278 per annum
<u>CENTRE</u>	:	(Eden District) Office of the Chief Director: Rural District Health Services, Mossel Bay
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in office administration. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Advanced knowledge of MS Excel, Word and PowerPoint packages. Ability to draft complex documentation, manage various office activities and work under pressure. Skills required: Research, analytical thinking, financial Management, computer literacy, problem solving and presentation. Good verbal, written and interpersonal communication skills in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.
<u>DUTIES</u>	:	Key result areas/outputs: Support the Deputy Director: Administration with the administration of the budget, finance as well as supply chain management functions and verify the correctness of S&T claims. Administration in ensuring compliance with HR policies and Prescripts and responsible for HR Administration matters within the office of the Chief Directorate: Rural DHS, as well as applicable aspects of Human Resource Development and Personnel Management. Coordinate and facilitate conditional grants and other special projects like Wellness Busses. Responsible for general support functions within the Office of the Chief Directorate; Rural DHS, such as effective flow of information and document to and from the office, scrutinising of documentation in preparation of meetings the Deputy Director needs to attend, take minutes where needed and ensure the safekeeping of all documentation in the Office of the Chief Director in line with relevant legislation and policies. Render General Clerical duties such as typing, copying, faxing, filing and binding of documents.
<u>ENQUIRIES</u>	:	Ms A Loliwe, tel. no. (044) 695-0047
<u>APPLICATIONS</u>	:	The District Manager: Eden District, Private Bag X6592, George, 6530.
<u>FOR ATTENTION</u>	:	Ms S Pienaar
<u>CLOSING DATE</u>	:	29 January 2016

**OFFICE OF THE PREMIER
Western Cape Government (WCG)**

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

MANAGEMENT ECHELON

POST 02/62 : **DEPUTY DIRECTOR-GENERAL, ECONOMIC OPERATIONS REF NO: DEDAT 2015-253**
Department of the Economic Development and Tourism, Cape Town

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 : Economic Development and Tourism, Cape Town
REQUIREMENTS : A relevant undergraduate NQF 8 qualification as recognised by SAQA; A minimum of 8 years' relevant experience at senior managerial level. Recommendation: Masters' Degree in Economics, Business or similar fields; Experience in Economics/Business Management related fields; A valid code B driver's licence. Competencies: In-depth knowledge of sector and spatial economic activities; Knowledge of/and linkages with economic stakeholders for effective engagement and collaborative interactions; Knowledge in the enabling environment requirements for the support of ease of doing business and red tape reduction; Knowledge in the SA Trade, Investment and Export environment; A clear understanding of the working and role of the informal economy; A clear understanding of the role of SMME in creating job opportunities in SA; A working knowledge of the global and SA economy and its relevance for job creating opportunities; General knowledge of the SA and global business landscape; Excellent communication skills (written and verbal); Demonstrable leadership and strategic planning skills; Ability to build and lead dynamic, professional project management teams; Ability to engage effectively at senior executive levels.

DUTIES : Provide leadership to facilitate the creation of an enabling environment for economic growth and job opportunities; Provide leadership to facilitate the creation of opportunities which will influence economic growth and job creation within specific priority sectors such as Financial Services and ICT sector, Oil and Maritime, Tourism and Agri processing; Provide leadership to facilitate the provisioning of human capital skills in order to deliver on the skills needs of the province; Provide a business regulation service; Provide oversight over the activities of the Department's trade and investment agency; Ensure an effective oversight and management for all financial resources/aspects of the Branch and all performance requirements as related to the PFMA and corporate governance; Management of the Human resources of the branch to achieve the pre-determined performance indicators and service delivery imperatives.

ENQUIRIES : Mr S Fourie at (021) 483 5065

CLOSING DATE : 29 January 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.

<u>POST 02/63</u>	:	<u>DEPUTY DIRECTOR-GENERAL, ECONOMIC COORDINATION AND STAKEHOLDER ENGAGEMENT REF NO: DEDAT 2015-254</u> Department of the Economic Development and Tourism, Cape Town
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Economic Development and Tourism, Cape Town A relevant undergraduate NQF 8 qualification as recognised by SAQA; A minimum of 8 years' relevant experience at senior managerial level. Recommendation: Masters' Degree in Economics, Business or similar fields; Experience in Economics/Business Management related fields; A valid code B driver's licence. Competencies: In-depth knowledge of the following: Sector Catalytic Infrastructure implementation; Linkages with economic stakeholder engagement for effective and collaborative public/private (business) interactions; Enabling environment requirements for an effective knowledge economy, including innovation and the digital economy; Global green economy and its relevance for applicants to create jobs; South African and global business, economic landscape; Excellent communication skills (written and verbal); Demonstrable leadership and strategic planning skills; Ability to build and lead dynamic, professional project management teams; Ability to engage effectively at senior executive levels.
<u>DUTIES</u>	:	Provide leadership to shape provincial economic strategy; Provide leadership for the implementation of economic catalytic projects; Oversee the economic research, planning and policy environment; Provide leadership for engagement with key economic stakeholders; Execute overall control and management of the Western Cape economic broadband programme office to create an enabling environment for the implementation of multiple economic enabling broadband projects; Drive and implement the Western Cape Green Economy Framework; Strategic Management; Financial Management; Human Resource Management.
<u>ENQUIRIES</u>	:	Mr S Fourie at (021) 483 5065
<u>CLOSING DATE</u>	:	29 January 2016 @ 16:00
<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 02/64</u>	:	<u>CHIEF DIRECTOR: CULTURAL AFFAIRS REF NO: CAS 2015-268</u> Department of the Cultural Affairs and Sport, Cape Town
<u>SALARY</u>	:	All-inclusive salary package of R 1 042 500 – R 1 246 499 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>	:	Cultural Affairs and Sport, 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). Competencies: Knowledge of the following: Financial and Human Resource Management; Knowledge Management; Service delivery innovation; • Extensive knowledge of applicable policies and procedures; Excellent communication skills; Computer literacy in MS (Word, Excel, Outlook, PowerPoint); Strategic planning and leadership skills.
<u>DUTIES</u>	:	Ensure the following: Strategic and business plan is developed and implemented for cultural services; Delivery of Cultural Services within the department by leveraging optimal resources; Efficiency of business units through the application of a monitoring and evaluation system to ensure that business units are held accountable for the outcomes in their areas of responsibility; Services are integrated with that of other departments in the province and to co-ordinate these services with other spheres of government to ensure the holistic provision of customer services; Providing strategic leadership and management for the

		implementation of Cultural Services including Arts and Culture, Language Services, Museum Services, Heritage Resource Management, Libraries, Archives and Enterprise Content Management (ECM) to all people in the province; Promote equal status of all cultures and official languages in the province and the advancement of artistic disciplines into viable opportunities; Transform, develop and promote sustainable Library Information and Archive services; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping; Human Resource Management; Financial Management.
<u>ENQUIRIES</u>	:	Mr B Walters at (021) 483 9503
<u>CLOSING DATE</u>	:	21 January 2016 @ 16:00
<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 02/65</u>	:	<u>DIRECTOR: LIBRARY SERVICES REF NO: CAS 2015-284</u> Department of the Cultural Affairs and Sport, 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</u>	:	Cultural Affairs and Sport, Cape Town
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF 7 as recognised by SAQA; A minimum of 5 years' middle/senior managerial experience; A valid driver's licence. Competencies: Knowledge of the following: HRM which include the Public Service Act 1994 as amended, Public Service Regulations, EEA, CORE, Labour Relations Act; Financial Management which include the PFMA, National Treasury Regulations, Provincial Treasury Instructions, Division of Revenue Act; Extensive knowledge of the following: Libraries as well as understanding of applicable legislation and procedures; Applicable constitutional, legislative mandates policies and procedures on national & provincial level; Proven computer literacy in MS (Word, Excel, Outlook, PowerPoint); Public Service reporting procedures; Management practice, reporting and meeting procedures.
<u>DUTIES</u>	:	Ensure the following: Strategic and business plan is developed and implemented for Library services; Delivery of Library services by leveraging optimal resources; Efficiency of business units through the application of a monitoring and evaluation system to ensure that business units are held accountable for the outcomes in their areas of responsibility; Services are integrated with that of other departments in the province and to co-ordinate these services with other spheres of government to ensure the holistic provision of customer services; Provide strategic leadership and management for the implementation of services iro Library services to all people in the province; Transform, develop and promote sustainable Library Information services; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping; Human Resource Management; Financial Management.
<u>ENQUIRIES</u>	:	Mr B Walters at (021) 483 9503
<u>CLOSING DATE</u>	:	21 January 2016 @ 16:00
<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 02/66</u>	:	<u>DIRECTOR: GREEN PROGRAMMES AND PROJECTS REF NO: DEDAT 2015-235</u>

Department of Economic Development and Tourism, Cape Town

<u>SALARY</u>	:	All-inclusive salary package of R864 177 – R1 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 REQUIREMENTS</u>	:	Economic Development and Tourism, Cape Town
	:	Undergraduate qualification NQF 7 as recognised by SAQA in Commerce/Sustainability/ Climate Change/Town Planning/Engineering or Science; A minimum of 5 years' middle/senior management experience. Recommendation: Masters' qualification or equivalent; A valid code B drivers' licence; Project management experience in a Green Economy environment; Experience in multi-organisational stakeholder management. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; o Public Service procedures; Labour relations; Financial Management; Project Management; Communication skills (written and verbal) in at least two of the three official languages of the Western Cape; Computer literacy; Presentation skills; Problem solving and analytical skills.
<u>DUTIES</u>	:	Manage Green Economy projects; Facilitate and manage the alignment between all relevant stakeholder interests within Green Economy; Monitor and oversee the performance of implementing agents contracted by the Western Cape Government to deliver on the Green Economy strategy e.g. Green Cape; Source and communicate intelligence regarding the Green Economy; Strategic Management; Human Resource - and Financial Management.
<u>ENQUIRIES</u>	:	Ms J Johnston at (021) 483 4165
<u>CLOSING DATE</u>	:	29 January 2016 @ 16:00
<u>NOTE</u>	:	Only applications submitted online will be accepted. 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 02/67</u>	:	<u>DIRECTOR: CONNECTED LEADERSHIP (CONNECTED HOUSEHOLDS AND LOCAL GOVERNMENT) REF NO. DEDAT 2015-236</u> Department of Economic Development and Tourism, Cape Town
<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 REQUIREMENTS</u>	:	Economic Development and Tourism, Cape Town
	:	Undergraduate qualification NQF 7 as recognised by SAQA; A minimum of 5 years' middle/senior management experience in an economic development environment; A valid driver's licence. Recommendation: Experience in the following: Contract management; Multi-stakeholder management; Project management in an ICT-enabled environment. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Labour relations; Financial Management; Contract Management; Telecommunications and ICT within an economic development environment; Communication skills (written and verbal) in at least two of the three official languages of the Western Cape; Computer literacy; Presentation skills; Problem solving and analytical skills.
<u>DUTIES</u>	:	Strategically manage and implement the community and municipality connectivity projects and initiatives in the Broad Band plan, including Khayelitsha and Mitchell's Plain as well as Saldanha wireless mesh initiative and ultimately the migration into PPP; Manage and direct other household and municipality connectivity projects and initiatives and ensure synergy with overall objectives of the broadband initiative are realised, and ultimately the migration into the PPP; Provide technical and strategic guidance and manage the PPP process and long term projects as it relates to connected households and municipalities; Manage and provide operational oversight of the migration of short term projects into long term initiative

(including the PPP process) and the future roll out of long term projects; To ensure that Broad Band initiative remains abreast and updated with the latest technology and legislative trends and developments; Actively develop, manage and participate in the establishment and management of all HR capacity within the directorate; Direct responsibility and actively ensure efficient and effective oversight and management for all financial resources/aspects of the directorate and all performance requirements as related to the PFMA and corporate governance; Coordination of all relevant stakeholders related to projects under supervision.

ENQUIRIES : Ms J Johnston at (021) 483 4165
CLOSING DATE : 29 January 2016 @ 16:00
NOTE : Only applications submitted online will be accepted. 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 02/68 : **DIRECTOR: STATE OWNED ENTERPRISES REF NO: DEDAT 2015-237**
 Department of Economic Development and Tourism, Cape Town

SALARY : 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.

CENTRE : Economic Development and Tourism, Cape Town
REQUIREMENTS : Undergraduate qualification NQF 7 as recognised by SAQA; A minimum of 6 years' middle/senior management experience in stakeholder management with State Owned Enterprises and government departments. Recommendation: Experience in the following: Stakeholder management with State Owned Enterprises and Government Departments; Economic infrastructure development; Sector development; Masters' Degree in Economics. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Labour relations; Financial Management; Economic infrastructure development; Communication skills (written and verbal) in at least two of the three official languages of the Western Cape; Computer literacy; Presentation skills; Problem solving and analytical skills.

DUTIES : Develop and maintain stakeholder relationships with State Owned Enterprises (SOE's); Execute an advocacy role to ensure that SOE's participate actively in economic development of the Western Cape; Co-ordinate and manage SOE strategy; Strategic Management; Human Resource Management and Financial Management.

ENQUIRIES : Ms J Johnston at (021) 483 4165
CLOSING DATE : 29 January 2016 @ 16:00
NOTE : Only applications submitted online will be accepted. 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 02/69 : **DIRECTOR: SKILLS STRATEGY AND STAKEHOLDER MANAGEMENT REF NO: DEDAT 2015-243**
 Department of Economic Development and Tourism, Cape Town

SALARY : All-inclusive salary package of R864 177 – R1 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 REQUIREMENTS</u>	:	Economic Development and Tourism, Cape Town
	:	Undergraduate qualification NQF 7 as recognised by SAQA; A minimum of 5 years' middle/senior managerial experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Labour relations; Financial Management; Communication skills (written and verbal) in at least two of the three official languages of the Western Cape; Computer literacy; Presentation skills; Problem solving and analytical skills.
<u>DUTIES</u>	:	Manage and maintain relationships with key stakeholders in the skills landscape to achieve the objectives of the Western Cape Government; Support skills development initiatives, including training and work placement opportunities for youth in priority economic sectors in the Province; Manage the resources for delivery of selected skills projected; Conduct monitoring and evaluation to ensure the desired impact; Human resource management, record management and data management.
<u>ENQUIRIES</u>	:	Mr A Phillips at (021) 483 9418
<u>CLOSING DATE</u>	:	29 January 2016 @ 16:00
<u>NOTE</u>	:	Only applications submitted online will be accepted. 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 02/70</u>	:	<u>DIRECTOR: CATALYTIC ECONOMIC INFRASTRUCTURE REF NO. DEDAT 2015-249</u> Department of Economic Development and Tourism, Cape Town
<u>SALARY</u>	:	All-inclusive salary package of R864 177 – R1 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 REQUIREMENTS</u>	:	Economic Development and Tourism, Cape Town
	:	Undergraduate qualification NQF 7 as recognised by SAQA; A minimum of 6 years' middle/senior managerial experience; A valid driver's licence. Recommendation: Experience in the following: Major infrastructure project preparation and implementation; Multi-organisational stakeholder co-ordination; Project management. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Labour relations; Financial Management; Communication skills (written and verbal) in at least two of the three official languages of the Western Cape; Computer literacy; Presentation skills; Problem solving and analytical skills.
<u>DUTIES</u>	:	Manage and maintain relationships with key stakeholders in the skills landscape to achieve the objectives of the Western Cape Government; Support skills development initiatives, including training and work placement opportunities for youth in priority economic sectors in the Province; Manage the resources for delivery of selected skills projected; Conduct monitoring and evaluation to ensure the desired impact; Human resource management, record management and data management.
<u>ENQUIRIES</u>	:	Ms J Johnston at (021) 483 4165
<u>CLOSING DATE</u>	:	29 January 2016 @ 16:00
<u>NOTE</u>	:	Only applications submitted online will be accepted. 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 02/71</u>	:	<u>DIRECTOR: CHILDREN AND FAMILIES REF NO: DSD 2015-392</u> Department of Social Development, 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</u>	:	Social Development, Cape Town
<u>REQUIREMENTS</u>	:	Undergraduate qualification NQF 7 (as recognised by SAQA); A minimum of 6 years' middle/senior managerial experience; A valid driver's licence. Competencies: Conceptual and formulation skills; Leadership skills with specific reference to the ability to display thought leadership in complex applications; Planning, organising and people management skills; Knowledge of the following: Formulating and managing the Child Protection programmes (including HIV/AIDS); Constitutional, legal, institutional arrangement governing the South African Public Sector; Project Management processes and Assessment systems.
<u>DUTIES</u>	:	Formulating and managing the Child Protection programmes (including HIV/AIDS) and Services to Families programme through the: Participation in the formulation of policy/ legislation at national and provincial level (including policy education); Development of concept papers for Child Protection programmes (including HIV/AIDS) and Services to families programmes; Develop an implementation framework and manage the funding process for programmes; Manage the implementation of the programme in accordance with appropriate legislation; Design, manage and evaluate pilot and special projects; Provide Strategic-, Human Resource - and Financial Management to the directorate..
<u>ENQUIRIES</u>	:	Ms C Jordan at (021) 483 2197
<u>CLOSING DATE</u>	:	29 January 2016 @ 16h00
<u>NOTE</u>	:	Only applications submitted online will be accepted. 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.