



DATE OF ISSUE: 04 MARCH 2016

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

PUBLIC SERVICE VACANCY CIRCULAR NO 09 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.

AMENDMENT

: **Department of International Relations and Cooperation:** Kindly note that the posts of Courier: Mission & Information Security (2 posts), advertised in PSVC 08 of 2016, have been withdrawn.
Department of E-Government: Kindly note that the post of Deputy Director: Debt Management with REF NO: 000386 (post 08/121), advertised in PSVC 08 of 2016, the correct salary is R569 538 per annum (all inclusive package).

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DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

- APPLICATIONS** : Human Communications has been retained to handle all responses. Please forward your application, quoting the relevant reference number, to PO Box 1305, Rivonia 2128 or hand deliver at 3 Autumn Street, Rivonia, or you can apply online at www.humanjobs.co.za Applications can also be submitted electronically to Human Communications via the e-mail or fax number indicated at each post or hand delivered at any one of the Department of Agriculture, Forestry and Fisheries offices as indicated below (please place in the blue box marked for applications). ENQUIRIES: Naomi Nortje, tel. (011) 257-8012
Gauteng: Reception, Agriculture Place, 20 Steve Biko Street (formerly Beatrix Street), Arcadia, Pretoria
KwaZulu-Natal: Reception (5th Floor), Old Mutual Building, 185 Langalibalele Street, Pietermaritzburg
Limpopo: Reception (Ground Floor), Magistrates Building, 103 cnr Landdros and Munnik Streets, Makhado
Mpumalanga: Reception (2nd Floor), Permanent Building, 27 Brown Street, Nelspruit
Eastern Cape: King William's Town: Reception (Ground Floor), Old SABC Building, 2 Hargreaves Avenue
Mthatha: Reception (3rd Floor), PRD Building, Sutherland Street
Western Cape: Cape Town: Reception (Ground Floor), Foretrust Building, 3 Martin Hammerschlag Way, Foreshore Stellenbosch: Reception (Support Building), Quarantine Station, Polkadraai Road
- CLOSING DATE** : 18 March 2016 and (1 April 2016 only for State Veterinarian (Ref: 75/2016)
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the Internet at <http://www.daff.co.za/doaDev/doc/Z83.pdf> which must be signed and dated (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric Certificate must also be attached) and ID document and driver's licence (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Applications submitted via e-mail, fax or online must include the post title and reference number in the subject line and a scanned, signed and dated Z83 form (a Z83 form without a physical signature and date will disqualify an application) together with all relevant documents as indicated above. Persons with disabilities are encouraged to apply.

OTHER POSTS

- POST 09/01** : **STATE VETERINARIAN REF NO: 75/2016**
Directorate: Animal Health
- SALARY** : R569 538 per annum (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A BVSc or a BVMCh degree. Compulsory registration with the South African Veterinary Council as a Veterinarian. Sound knowledge of animal diseases control with special references to State-controlled and vector borne diseases. Good verbal and written communication skills. Proven computer literacy in MS Office software (Word, Excel and Outlook). A valid driver's licence.

DUTIES

: Develop and formulate policies, norms, standards and legislation for the prevention and control of animal diseases as well as the implementation and (law) enforcement of the Animal Diseases Act, 35 of 1984 and accompanying Regulations including liaison with relevant role-players and stakeholders. Contribute to an efficient and comprehensive risk analysis service with regard to animal diseases (risk assessments, risk management and risk communication) including the development and facilitation of specific animal disease surveillance programmes and contingency plans. Provide general assistance to the Deputy Director with regard to management of office, administration, personnel, budget etc., including the compilation of reports from the Sub-directorate and mentoring of junior officials with regard to general and specialised functions. Coordinate, administer, facilitate, analyse and amend all Animal Health Schemes, including bovine tuberculosis, bovine brucellosis and any other future proposals. Liaise with the Sub-directorate: Epidemiology regarding programmes and databases for animal disease control and surveillance. Develop, coordinate and administer auditing programmes for national and provincial animal disease control measures. Liaise with the Sub-directorate: Epidemiology and Communication Departments and coordinate formal and informal training programmes for State Veterinarians from the national and provincial directorates. Monitor and analyse all legislation with relevance to Animal Health and Animal Disease Control, liaise with Legal Services as required and prepare the authorisations of officials under the Animal Diseases/Health Act. Prepare amendments to the Animal Diseases/Health Act and Regulations and advise regarding all legal implications of animal disease control measures. Coordinate law enforcement and other legal activities with regard to animal disease control. Monitor and analyse OIE, CODEX and SPS agreements for possible impacts on animal disease control in South Africa and coordinate the response to international questionnaires regarding animal disease control matters.

ENQUIRIES

: Dr M. Maja, tel. (012) 319-7456

APPLICATIONS

: daff1@humanjobs.co.za or fax: 086 762 2863

CLOSING DATE

: 1 April 2016 (for this post only)

POST 09/02

: **ICT SPECIALIST: SYSTEM ADMINISTRATOR REF NO: 83/2016**

Directorate: ICT: Service Strategy and Systems

SALARY

: R569 538 per annum (all-inclusive package)

CENTRE

: Pretoria

REQUIREMENTS

: A Bachelor's degree/National Diploma in Computer Sciences/Information Technology/Information Systems. Experience in database administration e.g. INFORMIX and MS SQL and/or MySQL (you are required to submit a statement of results). Extensive experience in a database management system. The ability to plan, design and develop databases. The ability to write and produce quality reports. Create and implement scripts. Implement data backup and recovery plans. Manage data (in terms of integrity, reliability and non-redundancy). Communicate thoughts, ideas, requirements and complex specifications into an understandable format (management report writing). Interact, network and communicate with role-players and stakeholders on diverse professional and managerial levels.

DUTIES

: Monitor the departmental ICT environment and strategies. Conduct research to provide solutions to the Department of Agriculture, Forestry and Fisheries (DAFF), PDAs, other national departments specifically with regard to ICT development, maintenance, implementation integration as well as data integrity and security. Identify, evaluate and contribute governmental and departmental policies, strategies, standards as well as new information technologies and determine suitability for application or implementation or adaptation to suit the departmental ICT enabling environment. Identify opportunities and gaps (funding, partnerships, joint ventures, capacity planning and forecasting) in the ICT environment that when addressed will be to the betterment of the department and its strategic objectives related to ICT development and maintenance. Provide specialist advice and support to the project team, management and subordinates with regard to the database designs and development of systems. Provide an effective and efficient IT service to clients and stakeholders. Establish the needs of users and monitor user access and security on DAFF systems. Monitor performance and manage parameters to provide fast query responses to 'front end' users. Map out the conceptual design for a planned database in outline. Consider both 'back end' organisation of data and 'front end' accessibility for end users. Refine the logical design so that it can be translated into a specific data

model and to further refine the physical design to meet system storage requirement. Accept responsibility for installation, testing, upgrading and relocation of database management systems, equipment and components to ensure a workable ICT environment. Maintain data standards, including adherence to the Data Protection Act. Write database documentation, including data standards, procedures and definitions for the data dictionary (metadata). Contribute to development of ICT policy and strategy relating to data of the department as well as other provincial and national departments. Develop, manage and test backup and recovery plans, ensuring that storage, archiving backup and recovery procedures are functioning correctly. Research new technologies/products and market directions and make recommendations on the feasibility thereof. Provide management reports on database management system and related projects, tasks and activities (System Development as well as improvement implemented). Work closely with IT project managers, database programmers, system developers, business analyst and web developers. Communicate regularly with technical, applications and operational staff to ensure database integrity and security.

ENQUIRIES : Ms M. Boois, tel. (021) 402-3285
APPLICATIONS : daff2@humanjobs.co.za or fax: 086 762 2864
NOTE : All short-listed candidates will be subjected to skills test. This post is subject to job rotation and enrichment.

POST 09/03 : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT REF NO: 84/2016**
 Directorate: Employee Development and Performance Management

SALARY : R289 761 per annum
CENTRE : Pretoria
REQUIREMENTS : A National Diploma or Bachelor's degree in Human Resource Management and/or Human Resources Development. A minimum experience in Human Resources Management, Human Resource Development and performance management and development environment as a minimum. Knowledge of relevant legislation (Public Service Regulations, Skills Development Act, Basic Condition of Employment Act, National Skills Development Strategy, Employment Equity Act and the Labour Relations Act). Computer literacy in MS Office software (MS Word, Excel, PowerPoint and Outlook). Good presentation and interpersonal relations. Good communication skills (verbal and written). Planning and organisational skills. A valid driver's licence and willingness to travel.

DUTIES : Coordinate the performance management and development systems of all employees in the Department. Provide training, support and advice to employees in the departmental offices on PMDS. Analyse trends on implementation of PMDS and assist with improvement strategies. Provide secretariat support to the Moderation Committee and Appeals Committee. Ensure compliance with SMS PMDS policy and regulations. Conduct qualitative assessment on SMS Member's performance agreements. Provide administrative support services on PMDS. Prepare performance reports quarterly and annually for the Department. Assess the impact of seminars/workshops on performance management.

ENQUIRIES : Mr B. Bilankulu, tel. (012) 319-8094
APPLICATIONS : daff3@humanjobs.co.za or fax: 086 762 2894

POST 09/04 : **HEALTH PROMOTION OFFICER REF NO: 44/2016**
 Directorate: Employee Development and Performance Management

SALARY : R243 747 per annum
CENTRE : Pretoria
REQUIREMENTS : A National Diploma or degree in Nursing or Environmental Health. Experience in environmental health, nursing or a health-related field. Computer literacy. A valid driver's licence. Knowledge and understanding of the Employee Health and Wellness Framework. Monitoring and evaluation skills. Report-writing skills. Extensive travelling.

DUTIES : Participate in the development and implementation of HIV & AIDS and TB and health promotion policies and guidelines. Coordinate health promotion awareness campaigns and orientation programmes including the development of Information, Education and Communication (IEC) material. Analyse and identify health risks/risk factors related to communicable and non-communicable diseases to reduce the impact on productivity and/or man hours lost. Coordinate transversal health and wellness programmes and interventions. Provide care and support to

emergency incidents or accidents and ensure prevention of reoccurrence. Render advisory services on matters related to health promotion and disease management. Liaise with other departments and/or stakeholders in the health and wellness field of work.

ENQUIRIES : Ms M. Lengana, tel. (012) 319-7170
APPLICATIONS : daff4@humanjobs.co.za or fax: 086 762 2910

POST 09/05 : **SCIENTIFIC TECHNICIAN PRODUCTION GRADE A-C REF NO: 74/2016 2 POSTS**
Directorate: Agriculture Inputs Control

SALARY : R237 702 - R364 377 per annum
CENTRE : Pretoria
REQUIREMENTS : A National Diploma in Science or Bachelor's (BSc) degree with Animal Health/Science/Nutrition as major subject(s) (you are required to furnish a credit certificate and/or statement of results). Compulsory registration (or proof of your application for registration) with the South African Council for Natural Scientific Professions (SACNASP) as a Certificated Natural Scientist. 3 years' post-qualification scientific experience. Knowledge of and experience in programme and project management, scientific methodologies and models. The ability to do research and develop independently. Knowledge of legal compliance. Technical report-writing skills (ability to prepare and present reports), data analysis (high analytical skills) as well as presentation and mentoring skills. Knowledge of the interpretation of the Fertiliser, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No 36 of 1947). Computer literacy in MS Office software.

DUTIES : Evaluate and review scientific data to support the minor registrations of farm feeds and stock remedies. Perform scientific verification and screening of registration applications. Prepare and provide written technical evaluation reports. Ensure that scientific trials are designed, conducted and interpreted in a sound scientific manner. Assist in the development of new policies, programmes and processes relating to the registration of farm feeds and stock remedies including the preparation of guidelines, manuals and scientific and technical reports on the regulation of these products. Participate in national and international activities to facilitate harmonisation of testing and evaluation procedures. Create public awareness of the regulation of farm feeds and stock remedies. Liaise with relevant bodies/councils, industry, government departments and other stakeholders on science and regulatory-related matters. File and maintain database.

ENQUIRIES : Ms T. Banda, tel. (012) 319-6837
APPLICATIONS : daff5@humanjobs.co.za or fax: 086 762 2920
NOTE : Candidates will be subjected to a skills/knowledge test.

DEPARTMENT OF ARTS AND CULTURE

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications



- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Chief Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Kingsley Centre, 2nd Floor, Cnr Stanza Bopape and Steve Biko, Arcadia, Pretoria
- CLOSING DATE** : 18 March 2016
- NOTE** : Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant's ID and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests. Identified candidate(s) will be subjected to a Government specific competency assessment.

OTHER POST

- POST 09/06** : **SENIOR ACCOUNTING CLERK REF NO: DAC/16/01**
- SALARY** : R132 399 per annum, Level 5
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicants must be in possession of a Senior Certificate, relevant experience in finance will be an added advantage, knowledge of BAS and PERSAL, knowledge and understanding of the Treasury Regulations, PFMA AND SCOA, and be computer literate.
- DUTIES** : Assist with checking and capturing of the travel and subsistence advances and claims, clearing of the suspense accounts, payroll administration and reconciliation, process all salaries related transactions, Recall of salaries with the reserve bank, distribution of salary advices and IRP5 certificates and filling of all batches with Internal control.
- ENQUIRIES** : Ms N Ngcama, Tel, 012 441 3430

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

- APPLICATIONS** : Department of Basic Education, and submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms M Thubane
- CLOSING DATE** : 18 March 2016
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Short-Listed Applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

MANAGEMENT ECHELON

- POST 09/07** : **ASIDI PROGRAMME DIRECTOR REF NO: 125249/3**
3 Years fixed contract
Branch: Infrastructure
- SALARY** : All-Inclusive remuneration package of R1 042 500 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelors degree or equivalent qualification in the built environment (e.g. Engineer, Architect, or Quantity Surveyor); A post-graduate degree in the relevant field will be an added advantage; At least 15 years of experience being active in the relevant professional field; Member of a Professional Body for the relevant area of expertise; Registered as a Professional Practitioner with the relevant Professional Body; Qualification as a Professional Project/Programme Manager with either PMP, PRINCE2 or MSc in Project/Programme Management; Has a proven experience and track record of managing and leading project teams. The Programme Director for the Accelerated Schools Infrastructure Development Initiative (ASIDI) is accountable to the Head of the Department of Basic Education. The primary objective of the ASIDI Programme Director is to act as the central co-ordinator and manager of all the activities associated with the ASIDI Programme, including managing the members of the ASIDI Project Team and to ensure speedy and successful delivery of all the identified and duly approved projects under the ASIDI Programme. In pursuit of this primary objective, the ASIDI Programme Director would be required to undertake the following:
- DUTIES** : Develop and implement a comprehensive strategy for the ASIDI Programme; Develop, ensure periodic review and effective implementation of the Infrastructure Programme Management Programme (IPMP) for the ASIDI Programme; Lead the process of setting Annual Targets for each of the sub-programmes of the ASIDI Programme, ensure their realisation and report on the progress; Manage the database of all the duly approved ASIDI projects, review proposed changes and effect any duly approved changes to this project list; Identify resource requirements for the ASIDI Programme and make recommendations of such to the Head of Infrastructure; Identify and implement any relevant ICT Systems that will ensure effective and efficient planning, monitoring and management of the ASIDI Programme; Identify strategic and contextual issues that might affect the effective and successful implementation of the ASIDI Programme, including any necessary process improvements and advise the Head of Infrastructure of such timeously; Prepare and present quality, reliable and authentic Monthly Progress Reports, Quarterly Reports, Update Reports and any other reports that might be required by various internal and external management structures and stakeholders; Provide responses to Parliamentary Questions and to various

stakeholder groups, interest groups, and members of general public responding to questions, queries and updates that might be required; Develop and implement Stakeholder Management Plan, the Risk Management and Quality Management Plan for the ASIDI Programme; Effectively manage, guide, coach and cause to account all the ASIDI Team Members (who include the ASIDI Project Managers, Project Accounting Personnel) as their Line Manager; Develop performance targets for all the ASIDI Team Members aligning them to the ASIDI Programme Objectives and Annual Targets, and conduct regular performance reviews; Hold monthly meetings with the ASIDI Team thus ensuring corporate alignment, that areas of collaboration among the ASIDI Team Members and other Units are addressed and assess progress in various areas of performance; Review, as part of the quality control process, all the Programme related submissions tabled by the Programme Support Unit (PSU), Project Managers, and ASIDI Project Accountant, ensuring their technical soundness and correctness; Ensure that all the audit related requests and audit queries arising either from the DBE's Internal Audit and/or from the Auditor General are responded to satisfactorily, professionally, in full and timeously within the requested response period; Effectively monitor the activities of the PSU thereby ensuring effective contracts management; Identify, define and agree on the performance areas of the PSU per their Memorandum of Agreement (MoA); Initiate and carry out, together with the Head of Infrastructure, the Quarterly Performance reviews of the PSU on the identified performance areas; Chair the Contract Management Meetings between the DBE and the PSU; Chair the Technical Committee Meetings between the DBE and the ASIDI Implementing Agents; Co-ordinate the process of developing and periodic review of prototype standard designs for all the ASIDI projects; Lead the process of prioritising ASIDI projects to be implemented in any given financial year (FY), within the allocated budget; Monitor MoA's between the DBE and various Implementing Agents thereby ensuring effective contracts management; Ensure development of effective document and information management and control system and processes for the ASIDI Programme;

ENQUIRIES

: Ms M Thubane (012) 357 3297

POST 09/08

: **DIRECTOR: ENGINEERING PLANNING SERVICES REF NO: 125249/2**
3 Years fixed contract
Branch: Infrastructure

SALARY CENTRE REQUIREMENTS

: All-Inclusive remuneration package of R864 177 per annum
: Pretoria
: A Bachelors degree or equivalent qualification in the built environment (e.g. Engineer, Architect, or Quantity Surveyor); A post-graduate degree in a relevant field of study; At least 10 years of experience being active in the relevant professional field; Member of a Professional Body for the relevant area of expertise; Registered as a Professional Practitioner with the relevant Professional Body; Qualification as a Professional Project Manager with either PMP, PRINCE2 or MSc in Project Management; Experiences in leading and managing multi-disciplinary teams; Proven track record on strategy development; The Director: Engineering Planning Services is accountable to the Head of Infrastructure of the Department of Basic Education. The primary objective of the Director: Engineering Planning Services is to provide assistance on strategic planning processes of the Infrastructure Branch of the Department of Basic Education on matters pertaining to the provision of education infrastructure including providing technical guidance on the ASIDI Projects and other infrastructure projects that are affected by the School Rationalisation Process. In pursuit of this objective, the Director: Engineering Planning Services would be required to undertake the following:

DUTIES

: Collation and synthesis of information to inform the strategy development process and long-term planning processes, leading to the modification of the Education Sector Plan on Infrastructure; Assist with the process of developing and monitoring implementation of education infrastructure sector strategy and the associated medium and long-term plans; Collate desk-top information and liaise with relevant stakeholders leading to the development of various Norms and Standards on the provision of education infrastructure; Lead various focus working groups in facilitating inputs into various Norms and Standards documents that need to be developed; Develop cost norms on the provision of education facilities, liaise with critical stakeholders, monitor their implementation and provide necessary updates; Study and monitor scholar migration patterns, carry out scenario planning and advise on the planning processes in the provision of

infrastructure; Monitor and report on the contextual environmental changes and advise on the necessary modifications on the sector strategy and sector plans; Co-ordinate the activities of various government departments that have an impact on, that provide ancillary services, and provide complementary infrastructure to education facilities, thereby establishing the Intergovernmental Focus Group on Education Infrastructure; Liaise with Provincial Education Departments, relevant government departments, academics, private sector, non-government organisations and professionals in the built environment on issues of progressive development on education infrastructure; Lead research activities and policy development processes pertaining to education infrastructure; Prepare necessary reports and strategy and planning documents as directed by the Head of Infrastructure.

ENQUIRIES : Ms M Thubane (012) 357 3297

POST 09/09 : **DIRECTOR: PROJECT MANAGER REF NO: 125249/4**
3 Years fixed contract
Branch: Infrastructure

SALARY : All-Inclusive remuneration package of R864 177 per annum
CENTRE : Pretoria

REQUIREMENTS : The Project Manager for the Accelerated Schools Infrastructure Development Initiative (ASIDI) reports to the ASIDI Programme Director and is accountable to the Head of Infrastructure of the Department of Basic Education. The primary objective of the ASIDI Project Manager is to ensure effective management of various Implementing Agents that are appointed on the ASIDI Programme and to ensure speedy and successful implementation of all the projects assigned to him/her under the ASIDI Programme. In pursuit of this primary objective, the ASIDI Project Manager would be required to undertake the following: A Bachelors degree or equivalent qualification in the built environment (e.g. Engineer, Architect, or Quantity Surveyor); At least 10 years of experience being active in the relevant professional field; Member of a Professional Body for the relevant area of expertise; Registered as a Professional Practitioner with the relevant Professional Body; Qualification as a Professional Project Manager with either PMP, PRINCE2 or MSc in Project Management; Proven track record of effectively managing a number of infrastructure projects simultaneously; Proven track record of managing project teams.

DUTIES : Manage the Implementing Agents (IAs) assigned to him/her in line with the Infrastructure Programme Management Programme (IPMP) for the ASIDI Programme; Manage the development, approval and implementation of the Infrastructure Project Implementation Plans (IPIPs) that incorporate all the relevant project management subsidiary plans that will be prepared by the IAs assigned to him/her; Chair the Project Steering Committee Meetings for the projects assigned to him/her, ensuring that this structure is functional and effective; Ensure that all the projects are implemented in line with project management best practices and adhering to the requirements of the Infrastructure Delivery Management System (IDMS); Closely monitor, report on and ensure realisation of the project controls and realisation of the identified project acceptance criteria; Closely manage all the elements informing and enabling effective Earned Value Management, including the development and review of meaningful Planned Value Curves, Actual Value Realised and Cashflow Projections based on the identified work packages on the Work Breakdown Structure; Ensure that all the deliverables for each project are realised to achieve the objectives of the ASIDI Programme, without negating the Safety, Health & Environmental (SHE) issues and the socio-economic imperatives; Report regularly on the progress towards realisation of the ASIDI targets associated with the projects he/she is managing, as set by the ASIDI Programme Director; Assist the IAs in resolving inter-governmental blockages; Monitor and manage Ensure that proper project documentation in line with Project Management Best Practices is developed and filed accordingly by the IAs and is easily accessible during audits ;Ensure that IAs follow due procurement processes in line with the requirements of the applicable legislation; Monitor the performance of the IAs on Project Management processes followed, Contracts Management processes and effective Financial Management processes and controls; Ensure that conditions of the Memoranda of Agreement (MoA) between the DBE and the IAs are adhered to at all times; Provide necessary information timeously to the ASIDI Programme Director to enable packaging of various reports and responses that might be required by various stakeholders (internal and external) from time to

time; Process timeously, exercising professional judgement and due care on all the requests submitted to him/her by the members of the Project Support Unit (PSU) and by the IAs; Monitor the management of various Services Providers appointed by the IAs, ensuring that their requests, queries and issues raised and attended to on time and that they are paid on time.

ENQUIRIES

: Ms M Thubane (012) 357 3297

CIVILIAN SECRETARIAT FOR POLICE SERVICE

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

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception. Faxed or e-mailed applications will not be considered.
- CLOSING DATE** : 18 March, 2016
- NOTE** : Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police .All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Certified copies should not be more than 3 months old. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Short-listed candidates will be subject to a security clearance. The Secretary of Police has the right not to fill the post. All posts are based in Pretoria.

OTHER POSTS

- POST 09/10** **SECRETARY: CIVILIAN SECRETARIAT FOR POLICE SERVICE (DEPUTY DIRECTOR-GENERAL) REF NO: CSP/01/2016**
Five year contract

- SALARY** : R1 267 806 per annum (All inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree or equivalent (NQF level 7) and a post graduate qualification (NQF level 8) with extensive management experience in the Public Sector. Strategic capability, leadership and management skills. Financial and people management and proven leadership skills. At least 8 years relevant experience of which 5 years must have been at a Senior Management level in the Public Service. Knowledge and skills in Change management. Service delivery innovation. Problem- solving and analytical skills. Cultivating a high performance culture with a transformation propensity. Good communication, presentation and networking skills. Honesty and integrity. Sound knowledge of the Criminal Justice System. The successful candidate will be directly responsible to the Minister of Police for the performance of the statutory functions of the Civilian Secretariat for Police Service, its operations and the realization of agreed output and targets. Members or former members of the Police Service are not eligible for appointment, so they may not apply.
- DUTIES** : Render strategic policy advice and other support to the Minister of Police to enable the Minister to provide effective direction to the Police. Consult with the Minister from time to time on matters that have significant public or Parliamentary interest. Support the Minister in his international responsibilities. Develop and maintain sound relationships with relevant Parliamentary Committees. Provide required support to the Minister for policies and activities of the Department. Ensure delivery of programs and projects on police oversight in accordance with the mandate of the Secretariat of Police Service. Direct and manage strategic operations of the Secretariat. Provide leadership and high-level strategic direction for the Secretariat. Ensure compliance in all obligations and responsibility with the Public Finance Management Act as an accounting officer. Ensure effective monitoring and evaluation of the Police for regulatory and legislative compliance

by the Department of Police. Create a framework for good governance in the statutory entities reporting to the Minister of Police. Ensure initiation, integration, coordination and sustained inter-governmental and community partnerships to support crime prevention. Develop networks and liaison with international police oversight structures.

ENQUIRIES : Lerato Maisela, 012 393 1916

POST 09/11 : **CHIEF DIRECTOR: OVERSIGHT MONITORING AND EVALUATION REF NO: CSP/02/2016**

SALARY : R1 042 500 per annum (All inclusive package)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor Degree/ National Diploma (NQF level 7) and a post-graduate qualification in Monitoring and Evaluation (NQF level 8). 5 years' experience at Senior Management level. Knowledge and Skills: knowledge of South African Police Service, strategy capability and leadership, People management empowerment, Programme and project management, Financial management, Change management, Leadership skills, Facilitation skills, Computer literacy, Presentation skills, Analytical, Verbal and Written communication skills and Negotiation.

DUTIES : Lead the process towards improving police performance through oversight monitoring and evaluation. Lead the process of enhancing police compliance through Oversight Monitoring Evaluation. Lead the process of enhancing police conduct and transformation of South African Police Service through Oversight Monitoring and Evaluation. Lead the process of improving effectiveness and efficiency of South African Police Service through evaluation. Manage human, financial and other resources.

ENQUIRIES : Lerato Maisela, 012 393 1916

POST 09/12 : **CHIEF FINANCIAL OFFICER REF NO: CSP/04/2016**

SALARY : R1 042 500 per annum (All inclusive package)

CENTRE : Pretoria

REQUIREMENTS : A Degree/National Diploma (NQF level 7) in Finance or equivalent qualification. At least 5 years' experience in a Financial Management/Accounting role. A minimum of 5 years experience at the Senior Management level. A postgraduate qualification, and/or Chartered Accountant qualification will serve as an added advantage. Knowledge of relevant legislative requirements. Skills and competencies: Given the scope of financial management in the public sector it is recognised that the CFO must be technically trained and proficient in at least the following subject areas • Business planning and design Financial accounting (including principles of GAAP/GRAP) • Internal and external audit • Information systems • Communication skills (written and verbal) • Analytical skills • Attention to detail • Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management.

DUTIES : Establish and maintain appropriate systems and policies to ensure effective and efficient management of resources • Manage financial information and respond to changing needs for financial information and advice • Provide leadership in the development and continuous evaluation of short- and long-term strategic financial objectives • Ensure that internal financial targets and budgets are fully consistent with the Secretariat Strategic plan and relevant agreements with Government • Monitor financial risks and implement an anti-fraud and corruption strategy in collaboration with Risk Management • Manage Secretariat revenue and expenditure in accordance with the vote of the Department, main divisions within the vote and the PFMA • Compile budget estimates, monthly forecasts, and project planning and produce adjusted cash flow • Ensure that quarterly and annual financial statements are compiled and submitted timeously in accordance with applicable standards and legislative requirements • Develop tools and systems to provide critical financial and operational information to the Secretary of Police and make actionable recommendations on both strategy and operations • Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Secretariat • Manage activities pertaining to: financial transaction processing and reporting services, supply chain services, asset management services, vote account, costing, budget management and the standardisation of processes, norms and standards.

ENQUIRIES : Lerato Maisela, 012 393 1916

POST 09/13 : **DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY (CHIEF INFORMATION OFFICER) REF NO: CSP/03/2016**

SALARY : R864 177 per annum (All inclusive package)
CENTRE : Pretoria
REQUIREMENTS : A Degree/National Diploma (NQF Level 7) or equivalent in Information and Communication Technology (ICT). At least 5 years' Middle Management experience within the ICT environment. Knowledge and Skills: PFMA, Government policies and procedures, project management, human resource Management, general management, strategic management, IT Governance framework, Civilian Secretariat for Police Service Act, Research, Standard and norms development by Government Information Technology Officers (GITO), Leadership skills, Facilitation skills, Computer literacy, Presentation skills, Analytical, Verbal and Written communication skills, people management and research and Innovation.

DUTIES : Align the department's information management and information technology (as enabler) strategy with the strategic direction, management plan and the business processes of the department, with due consideration of the strategic direction of the Government. Develop departmental supporting information management and information technology policies and strategies, regulations, standard, norms, guidelines, best practices and procedures, derived from the national information management and information technology policy and strategy, standard and norms developed by the GITO Council and DPSA. Develop and manage implementation of policies and procedures aim to control resource to ensure departmental objective are achievable.

ENQUIRIES : Lerato Maisela, 012 393 1916

POST 09/14 : **DIRECTOR: NFORMATION AND KNOWLEDGE MANAGEMENT REF NO: CSP/05/2016**

SALARY : R864 177 per annum (All inclusive package)
CENTRE : Pretoria
REQUIREMENTS : A Degree/National Diploma in Information Management and/ or Library Science (NQF level 7). 5 years' experience at middle Management level. Knowledge of relevant legislative requirements. Skills relevant to strategic management, project management skills, financial accounting, information systems, communication (written and verbal), analysis of information, people management. Ability to work and in a team. A valid driver's licence (code 08)

DUTIES : Manage knowledge management services in the Civilian Secretariat for Police Service. Produce regular reports on the current local and international discourse on crime and policing. Establish and maintain appropriate systems and policies to ensure effective and efficient management of information resources in the Department. Promote the services of the Resource Centre internally and in the Provinces. Manage the access to information process within the Department. Maintain data, reports and records through data processes and systems. Implement and maintain proper document and equipment security within the Resource Centre. Manage the collection of audio-visual materials on policing matters. Collaborate with all units to determine resource requirements pertaining to research and any other literature needs. Develop a database of all provincial best practice models, reports and evaluations for dissemination to all provinces. Manage the sourcing and dissemination of information as required for clients. Manage the intellectual property of the Department. Manage the budget of the Directorate. Support the Chief Director in the exercise of powers and the performance of functions in relation to coordination of Chief Directorate's strategic planning, annual planning, financial management and procurement planning. Manage at least one research project per year for the Chief Directorate.

ENQUIRIES : Lerato Maisela, 012 393 1916

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 18 March 2016 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months to the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons not employed by the DOD/Public Service may thus not apply for the vacancies advertised in this Circular

OTHER POSTS

- POST 09/15** : **ASSISTANT DIRECTOR REF NO: CFO 16/3/1**
Financial Management Division, Joint Operation Division Head Quarters, Budget Management Office
- SALARY** : R289 761 per annum, Level 9
- CENTRE** : Pretoria
- REQUIREMENTS** : Minimum requirements: B degree or three years National Diploma qualifications with finance related main subjects with minimum of three years budgeting experience as Senior State Accountant. Computer literate in Word Processing (MS Word), Spread sheets (Excel) and Presentation (Power Point). Practical experience and knowledge of estimating, budgeting and expenditure control process and related programmes on the Finance Management System (FMS). Knowledge of estimating, budgeting and budget control in the Public Service will also be considered. Good reasoning, mathematical analytical and innovative thinking ability as well as problem solving ability. Proven managerial skills and capabilities at executive level with good negotiating ability. Being qualified to operating the FMS Information Centre (IC) application and to draft report in this regard would be a strong recommendation. Ability to correctly interpret and apply policy. Well-developed verbal and written communication skills. Ability to draft effective reports and well-developed presentation skills and ability to conduct effective briefings to senior management and able to travel at short notice when required. Team worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestion/idea and decisive/persevering in regard to task finalisation. Ability to handle a variety of task execution working under pressure and willing and able to work after hours at short notice. Effective HR management skills. In possession of or able to obtain a DOD confidential security clearance.
- DUTIES** : Executing of all budgeting and budget control duties and responsibilities, as specified in the Public Finance Management Act (PFMA), the Treasury

Regulations as well as Budget Circulars and Practice Notes addressing both domestic and corporate budget of the Joint Operation Division Head Quarters. Capturing the draft budget of the Joint Operation Division Head Quarters on the Financial Management System (FMS) of the DOD. Preparing budget management documentation for Joint Operation Division Head Quarters as required by Budget Manager of Joint Operation Division Head Quarters and the GOC Joint Operation Division Head Quarters and the submission of required financial reports to the GOC Joint Operation Division Head Quarters. Formulation and managing of policy regarding the expenditure of the Joint Operation Division Head Quarters. Managing of accurate and reliable Costing Database for the Joint Operation Division Head Quarters. Managing the re-allocation of budget allocation and income for the Joint Operation Division Head Quarters. Identifications of exceptions for re-planning purposes. Requisition of Roll Over funds. Rendering of financial advices to the GOC and Top Management within Joint Operation Head Quarters. Compile and present budget and expenditure control reports to higher management by means of Power Point. Direct, orchestrate and control the execution of the Finance Governance Function within the Joint Operation Division Head Quarters. Direct, orchestrate and control the Finance Non Compliance of the administration function within the Joint Operation Head Quarters. Effective management of personnel, assets and material resorting under his/her control.

- ENQUIRIES** : Mr L.L. Ngidi, tel (012) 674 5704
- APPLICATIONS** : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at reception.
- NOTE** : Please use reference number not post number
- POST 09/16** : **SENIOR STATE ACCOUNTANT REF NO: CFO 16/3/2**
Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments, Salaries
- SALARY** : R243 747 per annum, Level 8
- CENTRE** : Pretoria
- REQUIREMENTS** : Minimum requirements: B degree or three years National Diploma with Finance (Accounting) related subjects with a minimum of three years relevant experience or Grade 12 with finance related subjects with a minimum of seven years relevant experience. Experience/training in MS Office applications (MS Word and MS Excel). Knowledge of the effective utilization of the PERSOL mainframe system in the Department of Defence (DOD) and/or the PERSAL system in the Government Departments will serve as a strong recommendation. Sound reasoning, mathematical and problem solving ability. Well-developed verbal and written communication skills and ability to effectively render quality service to military (DAP) as well as civilian (PSAP) clients and to answer enquiries in a professional manner. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas, decisive/persevering in regard to task finalization and able to effectively function under pressure. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects.
- DUTIES** : Executing, controlling, accounting and managing of salary and allowance payments to members/employees of the Department of Defence (DOD). Supervising, training and guiding of Chief Accounting Clerks and their subordinates who resort under the control of this post at the Directorate Personnel Payments (DPP). Constant collaboration and communication with the Assistant Director Personnel Payments regarding all functions coupled to the post. Coordinating administrating related tasks
- ENQUIRIES** : Mr G.J.R. Grove, tel (012) 392 2325
- APPLICATIONS** : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception.
- NOTE** : Please use reference number not post number

POST 09/17 : **SENIOR STATE ACCOUNTANT REF NO: CFO 16/3/3**
Finance Management Division, Chief Directorate Budget Management, Fleet Command Budget Management

SALARY : R243 747 per annum, Level 8
CENTRE : Simon's Town
REQUIREMENTS : Minimum requirements: B degree or three year National Diploma with Finance/Accounting related subjects with a minimum of three years relevant experience and or Grade 12 certificate with finance related subjects with a minimum of seven years relevant experience. Understanding and interpret financial prescripts of the State and the DOD. A thorough knowledge of the DOD, s computerised Financial Management System (FMS) and the Management Information System (MIF). Knowledge of the financial processes of the DOD. Knowledge of spread sheet, Word processing and presentation packages (preferable Excel, MS Word, MS Access and PowerPoint. The ability to understand and interpret financial policy. Ability to write FOCUS programs and to extract information from the FMS. Very good writing and oral communication skills and able to effectively communicate with senior officials and managers. Proven ability in the drafting of effective reports. Analytical/innovative thinking ability oriented towards team-work, receptive to work related suggestion/ideas, decisive/persevering in regard to task finalisation. Confidential security clearance or proof that such application has been submitted

DUTIES : Assist in providing information to compile the following reports: Cabinet Memos, Memos of understanding, Expenditure reconciliations, Costing & Funding Reports, Audit Reports and Treasury Memos. Assist the Deputy Director Budget Control (DDBC) by collecting information and recording/capturing the transaction on the Financial Management System (FMS). Manage the office supplies, equipment, official vehicle and furniture. Provide Directorate Budget Control inputs for inclusion in financial statements. Provide support to Budget Manager with regard to budget control related matters on the FMS and information system. Maintain a codes database on the FMS with regard to all budget control transaction. Provide secretarial duties for DDBC as and when required. Execute and action budget control transaction as required in the executions of duties. Obtain and provide ad-hoc management information as and when required. Assist in the financial year-end and closing of books process.

ENQUIRIES : Ms Y. Kweyama, tel: (021 787 4613).
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.

NOTE : Please use reference number not post number

POST 09/18 : **SENIOR STATE ACCOUNTANT REF NO: CFO 16/3/4**
Finance Management Division, Chief Directorate Budget Management, Directorate: Budget Management Office SAMHS, SA Military Health Services

SALARY : R243 747 per annum, Level 8
CENTRE : Pretoria
REQUIREMENTS : Minimum requirements: B Degree/three year National Diploma in Finance/Accounting with a minimum of three years relevant experience or Grade 12 certificate with a minimum of seven years relevant Budget management experience. Financial Management System (FMS) Information Centre qualified and able to draft complex programs in this regard. Sound mathematical and problem solving ability. Thorough, working knowledge of all expenditure control transactions on FMS. Thorough knowledge of computer systems in the Department of Defence, including MS Word, Ms Office and Excel. Ability to interpret and apply policy. Well-developed verbal and written communication skills. Ability to effectively function as part of a team. Receptive to work-related suggestions/ ideas and decisive/ persevering in regard to ask finalization. Must be in possession of valid RSA driver's license/Military drivers licence and willing and able to travel as and when required. Minimum security clearance.

DUTIES : Assisting with formulation and monitoring of compliance to internal controls, policies and operating procedures. Assisting with budgeting and expenditure control as performed at level 4 as well as preparing budgeting and expenditure control documentation. Assisting with the financial authority process. Preparing monthly early warning report for C Fin. Assisting with on- site informal audit of

Military Health Formation Budget Management Offices as to their compliance to prescripts. Participating in Expenditure Control Committee meetings. Assisting in the preparation of management reports for the client through development of information centre reports and graphic presentations. Assisting in executing of budgeting processes as and when required. Participating in preliminary investigations in regard to potential irregularities and compiling of required reports for submitting to GOC and SAMHS BM. Managing of all personnel, assets and material resorting under control of this post.

ENQUIRIES : Mr S.J. Mabaso, Tel: (012) 367-9075
APPLICATIONS : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

NOTE : Please use reference number not Post number

POST 09/19 : **FINANCE CLERK SUPERVISOR REF NO: CFO 16/3/5**
 Financial Management Division, Chief Directorate Financial Services, Directorate Finance Support Services, Fin ETD Centre, Thaba Tshwane

SALARY : R196 278 per annum, Level 7
CENTRE : Pretoria
REQUIREMENTS : Minimum requirements: B Degree/ three year National Diploma in Finance/HR or Public Administration related field with a minimum of two (02) years' experience in training administration environment and/or Grade 12 certificate with a minimum of three (3) years' experience in training administration environment. Knowledge: Knowledge of PERSAL/PERSOL. Knowledge of FMS/BAS. Ability to correctly interpret and apply policies and regulations. Knowledge of the SDA, PSA, SDLA, PFMA, LRA and EEA. Skills: Computer literacy (Office packages). Excellent verbal and written communication skills. Good inter-personal, analytical and innovative thinking abilities. Personal attributes: Ability to work as an individual and in a team. Able to work accurately under pressure. Added advantage: A valid RSA driver's license/Military drivers licence, Knowledge of the DOD ETD policies.

DUTIES : Managing procurement and logistic support to the centre. Responsible for the maintenance of facilities. Be the nodal point for administration of contracts. Liaise with the suppliers for quotations and supply of goods. Responsible for stock control and asset register. Manage the transport fleet allocated to the centre. Provide S&T support to the staff members. Consolidate monthly strength return and payroll system (ACB's). Approval of PERSOL and Milqual transactions. Provide training monthly reports and statistics. Administration of state bursary for Financial Management Division (FMD). Managing cash flow and budget expenditure for the centre. Draft agendas and take minutes during ETD meetings. Management of records and archives. Managing telephone accounts for the centre. Provide OHS support to the centre. Responsible for the general administration. Supervision of personnel under this post.

ENQUIRIES : Ms M. Wehl, tel (012) 674 4626/ 4628/9
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.

NOTE : Please use reference number not post number.

POST 09/20 : **FINANCE CLERK REF NO: CFO 16/3/6**
 Finance Management Division, Chief Directorate Budgeting, Fleet Command Budget Management

SALARY : R132 399 per annum, Level 5
CENTRE : Simon's Town
REQUIREMENTS : Minimum requirement: Grade 12 certificate with finance and / or Accounting related subjects. Knowledge: Ability to understand and interpret basic financial policy. A basic knowledge of financial policy and PFMA Skills: Sound reasoning, mathematical and problem solving skills. MS Word, Excel, PowerPoint Well developed verbal and written communication skills. Personal attributes: Able to compile effective reports and statistics and basic knowledge. Trustworthy, honest and loyal. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas, decisive/persevering in regard to task finalisation and able to

		effectively function under pressure. Be able to compile effective reports and statistics. Basic knowledge of the Budget process. Added advantage: Post matric qualification in finance and/or minimum of one year relevant experience. Successful completion of the Budget Management Courses will be a strong recommendation, a valid RSA driver's license/Military driver's license.
<u>DUTIES</u>	:	Assist in expenditure information, historical information and statistics for the Fleet Budget Manager. Assist in preparing a variety of financial/budgetary reports and statistics as well as manage an effective internal registry for incoming/outgoing correspondence and maintain a filing system for the fleet Budget Manager. Collect/deliver budget related documentation from and to other divisions, formations, directorates and sections. Assist management with regard to general administrative functions at fleet Budget Management office. Prepare and compile budgetary and expenditure control documentation eg. Expenditure graphs, expenditure reports, monthly financial reports, financial Authority (FA documents and motivations. Maintain a register of funds reallocations and FA applications as well as updating the database on the financial management system (FMS). Assist with the preparation of monthly Early Warning Reports (EWR's). Assist in the management of logistical and stationary requirements of fleet Budget Manager and take roll call of Fleet Budget Management Office.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Y. Kweyama, tel: (021 787 4613).
	:	Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.
<u>NOTE</u>	:	Please use reference number not post number
<u>POST 09/21</u>	:	<u>FINANCE CLERK, REF NO: CFO 16/3/7</u> Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments (Final Payment)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R132 399 per annum, Level 5 Pretoria Minimum requirements: Grade 12 Certificate with finance and/or Accounting related subjects. Knowledge of the calculation and processing of salaries and allowances, final payments when persons exit their work, registration of file and documents, data capturing on financial and salary systems will be an advantage. Sound reasoning, mathematical and problem solving abilities. Knowledge of Computer system as well as MS Word and Excel and MS Power Point will be a strong recommendation. Well-developed verbal and written communication skills in English. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in regard to task finalization and able to effectively function under pressure. Added advantage: Post matric qualification in Finance and/or minimum of one year relevant experience.
<u>DUTIES</u>	:	Execution of the prescribed accounting processes related to payments of benefits, leave gratuity and prorata bonus due to DOD personnel that exit DOD, salaries and allowances to DOD personnel out of service. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting and salary systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr V. Mtengwane, tel: (012) 392- 2110 Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.
<u>NOTE</u>	:	Please use reference number not post number
<u>POST 09/22</u>	:	<u>FINANCE CLERK REF NO: CFO 16/3/8</u> Financial Management Division, Chief Directorate Budget Management, Command Division, Joint Operations Budget Management Office
<u>SALARY CENTRE</u>	:	R132 399 per annum, Level 5 Pretoria

<u>REQUIREMENTS</u>	:	Minimum requirement: Grade 12 certificate with finance and/ or Accounting related subjects. Computer literate in MS Word and MS Excel and PowerPoint. Knowledge of main frame Financial Management System (FMS) would serve as a strong recommendation. Ability to understand and interpret basic financial policy. Basic knowledge of Financial Policy and PFMA, budget process as well as the basic financial functions in the Department of Defence (DOD) or any other Public Service Department would serve as a strong recommendation. Reasoning, mathematical and problem solving ability as well as being trustworthy, honest and loyal. Good verbal and written communication skills and able to compile basic reports and statistics. Ability to effectively function as part of a team, receptive to work-related suggestion/ideas, decisive/persevering in regard to task finalization and able to effectively function under pressure. Added advantage: Post matric qualification in Finance and/or minimum of one year relevant experience and being in the possession of valid code 8 driver' license.
<u>DUTIES</u>	:	Assist in maintaining expenditure information, historical information and statistics for the Budget Management (BM). Assist in preparing a variety of financial/budgetary reports and statistics as well as manage an effective internal Registry incoming/outgoing correspondence and maintain a filing system for BM. Collect/deliver budget related documentation from and to other divisions, formations, directorates and sections. Assist management with regard to general administrative functions at the office of the BM. Prepare and compile budgetary and expenditure control documentation, e.g. expenditure graphs, expenditure reports, monthly financial reports, Financial Authority (FA) documents and motivation. Maintain a register of fund re-allocations and FA application as well as updating the database on the Financial Management System (FMS). Assist in the process of preparing monthly Early Warning Reports (EWR's). Assist in the drafting and finalization of Reconciliation Statements. Assist in the management of the logistics and stationery requirements of the BM and take roll call of all personnel under control of the BM.
<u>ENQUIRIES</u>	:	Mr L.L. Ngidi tel (012) 674-5704
<u>APPLICATIONS</u>	:	Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
<u>NOTE</u>	:	Please use reference number not post number
<u>POST 09/23</u>	:	<u>FINANCE CLERK REF NO: CFO 16/3/9</u> Finance Management Division, Chief Directorate Financial Services, Directorate Financial Control Services, Motor Accident Claims Section
<u>SALARY</u>	:	R132 399 per annum, Level 5
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Minimum requirement: Grade 12 certificate with finance and/ or Accounting related subjects. Ability in understanding, interpreting and correctly applying of financial policies and prescripts. Computer literate in MS Office software packages. Ability to effectively liaise and communicate with clients, legal representatives and senior DOD personnel. Successful candidates must have sound reasoning, mathematical and problem solving skills as well as trustworthy, honest and loyal. Decisive and persevering in regard to task finalisation. Permanent RSA citizen, with no criminal record. Must be in the possession of a valid code 8 driver' license. Added advantage: Post matric qualification in Finance and/or minimum of one year relevant experience. Basic knowledge of financial/legal process and insurance claims. The successful candidate will be required to complete all relevant courses and must be willing to travel.
<u>DUTIES</u>	:	Assisting the Supervisor in: Receiving and registering letters of demand and/or summonses in regard to mobile as sets accidents caused by Department of Defence (DOD) drivers and the processing thereof in accordance with policies and prescripts. Obtain information, documents, statements, reports and statutes with regard to the case. Draft briefing notes to State Attorney on proposed handling of the case. Determine course of action to be taken in best interest of the State (DOD). Liaise, negotiate and arrange consultations with roll players for specialized inputs and advice. Frequent inter-action with interest groups, experts, attorneys, council panel and assisting the State Attorney during litigation process and trial. Correctly apply legal and procedural principles whereby civil claims are handled on behalf of the Minister of Defence. Analyse and interpret appropriate action. Regularly study and update own knowledge of Government policies,

regulations and prescripts relating to matters of litigation. Visit of units in Gauteng and Limpopo. Record, files and safeguard of all documentation generated in the section for future enquiries and audit purpose.

ENQUIRIES

:

P. Deane, tel: (012) 392 2672

APPLICATIONS

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Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.

NOTE

:

Please use reference number not post number

DEPARTMENT OF ENERGY

- APPLICATIONS** : The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to, Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)
- FOR ATTENTION** : Mr. D Mbhokota/ Mr P Ndlovu
- CLOSING DATE** : 18 March 2016
- NOTE** : Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful.

OTHER POST

- POST 09/24** : **PROJECT ADMINISTRATOR**
- SALARY** : R196 278 per annum, Level 7
- CENTRE** : Head Office
- REQUIREMENTS** : A National Diploma/Degree in Project Management/ Administration/Natural Science/ Developmental Studies/ Environmental Science or Engineering Civil/Chemical Engineering/ Technology Management; 3-5 years' experience in clerical/administrative PLUS the following key competencies: Knowledge of Advance Project Management, Understanding of the energy sector, legislation, Thinking Demand, Planning, Organising, Creativity, Problem solving and Decision making, Skills: Numeracy, Literacy, Language Skills, Project management, Financial Management, Economic Statistical analysis, Strategic Planning, Personal Attributes: Analytical, Organised and Logical thinker
- DUTIES** : Monitor the submission of project progress, expenditure and quality reports, Monitor compliance with milestones, project costs and technical compliance with specifications, Identify deviations from milestones, project costs and technical compliance with specifications, Report on deviations milestones, project costs and technical compliance specifications, Monitor the implementation of interventions to rectify deviations from milestones, project costs and technical compliance specification, Consolidate project information and generate programme reports
- ENQUIRIES** : Ms LNkhwashi ☎(012) 406 7648

DEPARTMENT OF ENVIRONMENTAL AFFAIRS*The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.*

- APPLICATIONS** : and forwarded for 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.
- CLOSING DATE** : 22 March 2016
- NOTE** : Application must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document and a Driver's license in order to be considered, It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Relaxation of qualification requirements may be considered for non-OSD posts. Candidates shortlisted for SMS positions 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. All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience. 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 unsuccessful.

OTHER POSTS

- POST 09/25** : **PROVINCIAL PROJECT MANAGER REF NO: EP16/2015**
- SALARY** : R674 979 per annum (all-inclusive remuneration package)
- CENTRE** : Limpopo
- REQUIREMENTS** : A recognised Bachelor's degree/National Diploma in Natural Science, Development Planning, preferably Built Environment or equivalent relevant qualification plus extensive relevant experience in project management; relevant experience in community development, business concept development, feasibility testing, market research and sustainability testing; knowledge of the EPWP, proven experience in implementation, monitoring and evaluation of government programmes; ability to operate project management software as well as MS Office; analytical and numerical skills; good report writing skills, interpersonal and problem solving skills; experience in people and financial management, stakeholder engagement, valid code B driver's license and willingness to travel extensively.
- DUTIES** : Manage and Evaluate business plans and provide assistance to project implementers, general management of contract documents and payments; undertake project inspection and quality control and assurance; review progress, financial audit and completion reports; reporting on projects to the province and the department; provide ad-hoc support to the Directorate: Programme Implementation and the Chief Directorate: Environmental Protection and Infrastructure Programmes; oversee the management of staff and other resources in the province; and undertake stakeholder engagement.
- ENQUIRIES** : Ms G Modubu Tel: 012 399 9693
- APPLICATIONS** : 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. No faxed, e-mailed and late applications will be considered
- FOR ATTENTION** : Mr R Mashele

POST 09/26 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: INDUSTRY SUPPORT**
REF NO: CWM13/2015

SALARY : R381 030 per annum (Total package of R 519 496 per annum/ conditions apply)
CENTRE : Pretoria
REQUIREMENTS : A recognised three year bachelor's degree/National Diploma in one of the following study fields: Environmental Sciences, Chemical Engineering; Civil or Environmental Engineering or Natural Sciences or relevant equivalent qualification, plus a minimum of 5 years working experience in an environmental management field and an understanding of the policy and legislative framework governing pollution and waste management. Experience of work with industry is a requirement while knowledge of industrial processes and systems will be an advantage Skills required: Report writing, good interpersonal relations, well-developed communication skills, analytical thinking, interrogation of technical reports and basic computer skills. The incumbent will be required to travel and must be able to work independently and efficiently.

DUTIES : To support industry on waste management planning and reporting. To identify and gather relevant information and awareness materials on the techniques, opportunities and benefits of cleaner production or resource efficiency for dissemination to industry; to identify and prioritise the development of required guidelines, norms and standards for planning and management of waste for various sectors of the industry; to support the development of mechanisms for investigating and promoting the implementation of the waste management hierarchy by industry; to provide support to initiatives aimed at minimising waste and pollution at source; manage and maintain database of investigation areas and contaminated land register, develop integrated reporting system for the management of Remediation Orders, ensures that national land remediation systems are aligned with provincial reporting systems, develop systems for the management of queries on land remediation management.

ENQUIRIES : Dr Mpho Tshitangoni (012 399 9793)
APPLICATIONS : 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. No faxed, e-mailed and late applications will be considered

FOR ATTENTION : Mr R Mashele

POST 09/27 : **AREA MANAGER REF NO: EP07/2016**

SALARY : R361 659 per annum (Total Package R492 153 pa/ conditions apply)
CENTRE : Cape Town
REQUIREMENTS : A recognised three year bachelor's degree / National Diploma in Natural Science / Environmental Management or relevant equivalent qualification Appropriate experience in Natural Resource Management field and EPWP. Administrative procedures, financial management, project management and programme management. Personnel management. Sound organizing and planning. Good communication skills. Compiling reports, listening and writing skills. Excellent communication skills (verbal and written). Experience in supervising and managing. Computer literacy. Problem solving/conflict management. Valid drivers' licence Numerical and literacy.

DUTIES : Provide project planning management and implementation. Hectares of land treated, bush encroachment planned for and dealt with water hyacinth removed through integrated methods. Social development and training person days planned for and budgeted for in the Annual Plans of Operations (APO). Prevention of further spread and Potential invasions of land by Invasive Alien Plants (IAP) and Bush encroachment. Introduce carbon sequestration initiative where necessary in the region. Ensure effective financial management. Sufficient allocation for all projects provided. Budget utilized accordingly as per plans approved. Ensure accountability by all staff through reporting. Provide effective Advocacy and Liaison. Engage with DWA on water trading and other stakeholder. Engage with other stakeholder on Developing a Business Plan. Effective monitoring and evaluation of Natural Resources Management (NRM) Projects in the Management Area. Compliance of planned vs. actual deliverables and adherence to Finance and Supply Chain Management requirements. Compliance to norms and standards. Compliance to report generation and reporting. Compliance to EPWP targets.

ENQUIRIES : Mr N Ngcobo Telephone (021) 441 2749

APPLICATIONS : Director-General, Department of Environmental Affairs, Private Bag x 4390, Cape Town, 8000 or hand-delivered to 14 Loop Street, Cape Town. No faxed, e-mailed and late applications will be considered.

FOR ATTENTION : Human Resource

POST 09/28 : **CONTROL GIS TECHNICIAN GRADE A REF NO: EP05/2016**

SALARY : R343 317 per annum (Total package of R469 898 per annum/ conditions apply)
CENTRE : Kimberley
REQUIREMENTS : A recognised three year Bachelor Degree/National Diploma in Geography/Environmental Sciences/Cartography or relevant equivalent qualification with GIS or Information Management as a major subject. Plus proven relevant experience in Natural Resource Management planning and implementation. Knowledge and experience of (minimum 3-5 years) in relevant GIS or data management post. Innovative, Problem solving, Interpersonal and Conflict management skills. Compulsory registration with PLATO and computer literacy in Microsoft Excel, Access, PowerPoint, Word and GIS packages. A valid Driver's Licence.

DUTIES : The incumbent is expected manage, maintain and monitor the spatial and non – spatial database information system at a Provincial level. Manage and validate the data captured in the NRM systems. Render support to the analysis of EPWP monthly and quarterly reports to check for consistency and accuracy. To manage monthly data queries and reporting meetings within the province. Conduct periodic information audits on provincial data to assess information integrity. Support the development of Annual Plans of Operations (APO) within the province. Manage provincial GIS and mapping functions including staff associated with these functions. Compile provincial monthly KPI report and support monthly engagements around data integrity. Oversee contract clearing and map generation within province, and quality manage this work. Develop and manage and electronic filing system for source information in province.

ENQUIRIES : Mr A Khan Telephone: 021 441 2734
APPLICATIONS : Director-General, Department of Environmental Affairs, Private Bag x 4390, Cape Town, 8000 or hand-delivered to 14 Loop Street, Cape Town. No faxed, e-mailed and late applications will be considered.

FOR ATTENTION : Human Resource

POST 09/29 : **ASSISTANT DIRECTOR: PROGRAMME IMPLEMENTATION-INLAND AND NATIONAL PROGRAMMES REF NO: EP15/2015**

SALARY : R289 761 per annum (Total package of R408 757 per annum/ conditions apply)
CENTRE : Pretoria
REQUIREMENTS : A recognized three-year Bachelor degree or National Diploma in Public Administration, Business Management or equivalent relevant qualification. The applicant should have extensive experience in administration, public administration policies, processes and procedures, public financial management, asset management, personnel management, procurement management and programme management. The following skills will serve as recommendations: analytical thinking, excellent communication skills, computer skills, report writing skills, presentation skills, supervision skills, problem solving skills, conflict resolution skills, numerical skills. The successful candidate must have a valid driver's license.

DUTIES : Develop, Implement and monitor a tracking system for submission of monthly, quarterly, annual and completion reports: Develop a database of projects eligible for submission of annual audits and completion reports, Facilitate the processing of annual audits and completion reports, review and present monthly submission status report of annual audits and completion reports Implement and monitor the procurement plan of the directorate and regional offices: develop directorate procurement plan for the financial year, facilitate procurement of goods and services in accordance with directorate procurement plan, manage expenditure against budget allocated for procurements of goods and services, compile and present monthly procurement reports. Provide assets management support to the directorate and regional offices: Facilitate and conduct assets verification for the directorate, Facilitate bar-coding of all new assets, facilitate service/maintenance and replacement of assets, presentation of asset management reports in directorate meeting. Provide logistical support to the directorate and regional offices: Develop annual schedule for all directorate meetings, workshops and briefing sessions, facilitate provision of logistics for directorate meetings,

workshops and briefing sessions. Provide document management support to the directorate: Facilitate the establishment of directorate e-filing system, Implement and monitor the administrative records filing system, create files for business plan amendment files received from regional offices, create files for annual audit reports received for Regional offices, create files for completion reports received from Regional offices, send correspondences to regional office (authorization, acceptance and /or instruction letters) , initiate submissions on EDMS for the Directorate.

ENQUIRIES : Ms G Modubu Tel: 012 399 9693
APPLICATIONS : 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. No faxed, e-mailed and late applications will be considered

FOR ATTENTION : Mr R Mashele

POST 09/30 : **ASSISTANT DIRECTOR: EVENTS MANAGEMENT AND TECHNICAL SUPPORT REF NO: COO56/2015**

SALARY : R289 761 per annum (Total salary package of R404 917 per annum/ conditions apply)

CENTRE : Pretoria

REQUIREMENTS : 3 year Bachelor's Degree/National Diploma in Communication or equivalent relevant qualification plus experience in a related field OR Senior Certificate with extensive relevant experience. **SKILLS & COMPETENCIES:** Competent in usage of MS Office; Drafting of business/official letters; Drafting of proposals and submissions; Good organizational skills; Ability to work under pressure; Ability to lead & work within a team; Ability to work with difficult people; Sense of responsibility and loyalty; Ability to work long hours voluntarily; A problem solver; Ability to meet deadlines.

DUTIES : Develop the layout and design of an online registration system for DEA events; Develop and maintain systems and products for DEA events; Produce evaluation reports for events hosted; Provide advice to DEA and Ministry on protocol, customs, and etiquette and courtesies functions; Provide support on the care, disposition, and usage of flags, the anthem and ceremonial displays items; Conduct research and advice officials in DEA/Ministry on all aspects of protocol regarding protocol matters; Keep abreast with national and international protocol training conferences; Conduct protocol training for DEA/Ministry officials; Attend annual protocol training conferences and workshops to receive up-to-date information pertaining to official protocol and ceremony function; Provide support with the coordination of agreements with relevant stakeholders regarding the hosting of domestic conferences; Search for appropriate venues for events; Arrange guest list and seating arrangements during the events; Assist with arrivals, housing and transport for overseas dignitaries; Coordinate and facilitate the dispatch of security services at events; Obtain input from branches for upcoming events; Maintain the electronic events calendar for the Department to ensure effective planning.

ENQUIRIES : Ms K Mokgoko; Tel: (012) 399 - 9993
APPLICATIONS : 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. No faxed, e-mailed and late applications will be considered

FOR ATTENTION : Mr I Letschedi

POST 09/31 : **PROJECT COORDINATOR REF NO: EP06/2016**

SALARY : R243 747 per annum (Total package of R349 086 per annum/ conditions Apply)

CENTRE : Gauteng

REQUIREMENTS : A three year Bachelor Degree/National Diploma in Forestry/ Natural/ Environmental Science or Grade 12 Certificate coupled with extensive relevant experience in natural resource management and alien vegetation. Sound project management skills, good communication skills and sound organisation and planning skills. Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage. Knowledge of the Public Service and Departmental procedures and prescripts. Computer literacy, knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills.

Valid driver's licence and willingness to travel and work long hours with limited supervision.

DUTIES : Provide project planning support services to the project by developing a strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation. Facilitate the implementation of project plans through the establishment of project advisory committees. Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which govern alien vegetation control. Render project close out services by conducting final site inspections and facilitating in the handing over of cleared land to the land user.

ENQUIRIES APPLICATIONS : Ms L Mabuza: Telephone: (012)392 1459
 Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-delivered to 14 Loop Street, Cape Town. No faxed, e-mailed and late applications will be considered.

FOR ATTENTION : Human Resource

POST 09/32 : **SOCIAL DEVELOPMENT/TRAINING OFFICER REF NO: EP04/2016**

SALARY CENTRE REQUIREMENTS : R243 747 per annum (Total Package R 349 086 pa/ conditions apply)
 Cape Town
 A three year Degree / National Diploma in Training or relevant equivalent qualification coupled with relevant experience. Knowledge of training policies and procedures, Departmental procedures and prescript/policies. Familiar Administrative/clerical procedures, financial and Procurement procedures. Computer literacy Composition and functions of DEA. Must have sound organising and planning skills, General and Good communications skills. Valid driver's license and willingness to travel and work long hours with limited supervision.

DUTIES : Plan and coordinate provincial training interventions. Conduct training needs analysis for various projects within provinces. Monitoring and evaluation of training programme. Monitoring and evaluation plan implemented Nationally and in the regions. Ensure transformation and employment equity within projects and maintain partnerships with relevant stakeholders. Plan and coordinate the implementation of health promotion programmes. Develop and implement plans for social development interventions within project. Oversee the peer education programmes. Provide financial management support, Monitor training and social development expenditure

ENQUIRIES APPLICATIONS : Mr A Khan Telephone (021) 441 2729
 Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-delivered to 14 Loop Street, Cape Town. No faxed, e-mailed and late applications will be considered.

FOR ATTENTION : Human Resource

POST 09/33 : **BIODIVERSITY OFFICER PRODUCTION GRADE A REF NO: EP03/2016**

SALARY CENTRE REQUIREMENTS : R207 888 per annum (Total Package R 305 577 pa/ conditions apply)
 Gauteng
 A three year Bachelor Degree/ National Diploma in Environmental / Natural / Agricultural Science or relevant equivalent qualification (with Botany, Zoology or Entomology as subjects) coupled with relevant experience in Natural Resources Management. Knowledge of Natural Resources Management policies and procedure. Knowledge of alien species, Knowledge of Departmental procedures and prescript/policies, Knowledge of Project Management, Public Finance Management Act (PFMA) and Procurement procedures, Computer literacy, Composition and functions of DEA. Sound organising and planning skills, Good communications skills. Working for Water skills. Possession of a valid driver's licence and willingness to travel and work long hours with limited supervision.

DUTIES : Provide project planning support services. Assess area and compile mapping requirements. Develop a strategic clearing plan, i.e Management Unit Clearing Plan (MUCP) for approval. Identify the project site. Implementation of biological controls on invasive alien plants. Define biological control strategies, release strategies and processes. Identify the required agents to control specific aliens. Management of aquatic weeds. Define aquatic weeds strategies, release strategies and processes. Identify the suitable control measures. Facilitate and train the teams to acquire specified agents. Application of aerial / manual

ENQUIRIES
APPLICATIONS

herbicide and monitor the project area. Manage invasive fauna projects. Develop
invasive fauna management plans
: Ms D Sharp Telephone: (021) 441 – 2741
: Director-General, Department of Environmental Affairs, Private Bag X4390, Cape
Town, 8000 or hand-delivered to 14 Loop Street, Cape Town. No faxed, e-mailed
and late applications will be considered.
: Human Resource

OFFICE OF THE CHIEF JUSTICE

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

<u>CLOSING DATE</u>	:	18 March 2016
<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. The successful candidate/s will be subjected to Pre Vetting (Pre-Screening) Financial records will only be checked and considered for applicants applying for finance related posts. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

OTHER POSTS

<u>POST 09/34</u>	:	<u>LAW RESEARCHER REF NO: 2016/90/OCJ</u>
<u>SALARY</u>	:	R289 761 – R 350 025 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office (SAJEI) An LLB Degree or four year recognized legal degree; A minimum of 3 years legal research experience; A valid driver's licence; Advanced Computer literacy; Report writing experience. Skills and Competencies: Innovative and self-driven; Ability to work under pressure; Networking ability; Excellent communication skills; Effective stakeholders management; Problem solving and analysis; People management and empowerment; Financial management; Programme and Project Management; Knowledge Management.
<u>DUTIES</u>	:	To provide technical and legal research support to SAJEI; To gather and analyze research data relevant to the training of the Judiciary; To develop research database that will contribute to the overall objectives of SAJEI; To develop research implement SAJEI research agenda; To identify best practices in judicial education and advice the management accordingly; To manage and maintain a research repository for SAJEI; To conduct detailed mapping of the new South African legislation and identify areas of training for the judiciary; To liaise with Regional and International research bodies on continuing judicial education; To ensure compliance with PFMA; Perform other duties as directed; Editing and formatting of material will be advantageous.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Poso Mogale ☎ (011) 838 2010 Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 13 th floor, Eura House, 41 Fox Street, Johannesburg.
<u>POST 09/35</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 2016/91/OCJ</u>
<u>SALARY</u>	:	R289 761–R 350 025 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Judicial Support (Pretoria) Three years National Diploma or Degree in Public Administration, Business Administration or related qualification at NQF Level 6. A minimum of 3-5 Years' experience in Administration environment. Knowledge of Human Resources matters, Procurement directives and procedures, Finance and provisioning administration. A valid driver's licence. Skills and Competencies:

Sound Interpersonal relations; Planning and Organizing skills; People management; Problem solving skills; Maintaining discipline; Conflict resolution; Computer literacy; Good Communication Skills; Conflict management and Supervisory skills.

DUTIES : Manage Finance and procurement of goods and services; Implement Human Resource services within the Office (Oversee all vacancies in the section allocated within the office, manage and administer the leave system after the head of office has approved, provide training to the officials, provide performance improvements and career management service by administering all personal assessments of subordinates, manage the handling of grievance, disputes and disciplinary matters, Monitoring and Evaluation of Appointments and Service Benefits quality assurance processes, Develop and review Recruitment/ Service Benefits and Exit policies); Administer remuneration and condition of services with regard to Judges; To prepare memorandum to the Minister and President on various matters concerning judges; Implementation of the Judges Remuneration Act and Regulations; Oversee the work related to the remuneration of acting and permanent judges; Oversee the work related to the calculation and payment of pension, gratuities and resignation benefits to judges; Compile and co-ordinate monthly/quarterly/yearly reports concerning the Judges.

ENQUIRIES : Ms C Gideon ☎ (011) 335 0392
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 13th floor, Edura House, 41 Fox Street, Johannesburg

POST 09/36 : **SENIOR COURT INTERPRETER REF NO: 2016/96/OCJ**
(This is a re-advertisement, candidates who applied previously are encouraged to re-apply)

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

CENTRE : Northern Cape High Court: Kimberley
REQUIREMENTS : Grade 12/ NQF Level 4; Diploma: Legal Interpreting at NQF level 5 or equivalent qualification; Three (3) years practical experience as Court Interpreting; A valid driver's licence will be an added advantage; LANGUAGE REQUIREMENTS: Afrikaans, Tswana, English, IsiXhosa are compulsory; Sotho, Sepedi, XiTsonga, Tshivenda and IsiZulu will be an added advantage; NB: Shortlisted candidates will be required to undergo oral and written language proficiency testing. Skills and Competencies: Planning and organizing; Confidentiality; Computer literacy (MS Office); Good communication skills (written and verbal); Interpersonal skills; Time management skills; Analytical Thinking; Ability to work under pressure; Confidentiality; Listening skills.

DUTIES : Render Interpreting Services; Assist with the reconstruction of Courts Records; Translate legal document and exhibits; Develop Terminology; Perform specific line and administrative support functions; Control and Supervision of Interpreters;

ENQUIRIES : Ms S Ruthven ☎ (053) 807 2733
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice Service Centre, Private Bag X5043, Kimberley, 8301 OR Physical Address: High Court, Sol Plaatje Drive, Room B107, Kimberley, 8301.

POST 09/37 : **SENIOR COURT INTERPRETER 8 POSTS REF NO: 2016/97/OCJ**

SALARY : R196 278–R 231 210 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Western Cape High Court: Cape Town
REQUIREMENTS : Grade 12/NQF Level 4; Diploma: Legal Interpreting at NQF level 5 or equivalent qualification; Three (3) years practical experience as Court Interpreter; Proficiency in two or more indigenous languages and English; A valid driver's licence will be an added advantage; NB: Shortlisted candidates will be required to undergo oral and written language proficiency testing. Skills and Competencies: Planning and organizing; Confidentiality; Computer literacy (MS Office); Good communication skills (written and verbal); Interpersonal skills; Time management skills; Analytical Thinking; Ability to work under pressure; Confidentiality; Listening skills.

DUTIES : Render Interpreting Services; Assist with the reconstruction of Courts Records; Translate legal document and exhibits; Develop Terminology; Perform specific line and administrative support functions; Control and Supervision of Interpreters;

ENQUIRIES APPLICATIONS : Ms M Baker ☎ (021) 469 4000

Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice Service Centre, Private Bag X9020, Cape Town, 8000 OR Physical Address: 35 Keerom Street, Cape Town.

POST 09/38 : **JUDGES SECRETARY REF NO: 2015/98/OCJ**

SALARY : R196 278–R 231 210 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Northern Cape High Court: Kimberley
Grade 12 plus three years' secretarial experience; Computer literacy (MS Office); 2 – 3 years legal experience will serve as an added advantage; A valid driver's licence; Skills and Competencies: Good communication skills (written and verbal); Computer literacy (MS Office); Excellent typing skills; Administration and organizational skills; Self driven; Exceptional interpersonal skills; Ability to meet strict deadline and to work under pressure; Attention to detail.

DUTIES : Provide general secretarial/administrative duties to the Judge; Answering of telephone calls and make telephone call on behalf of the Judge; Manage and type correspondence for the Judge; Arrange and diarize appointments, meetings, official visits, and make travel and accommodation arrangements etc; Safeguarding of all case files and the endorsement of case files with order made by Judge; Update Judge's chambers book , documents and provide copies of documents to the Registrar; Accompany the Judge to Court and circuit Courts as well; Management of judge's vehicle, logbook and the driving thereof; Arrange receptions for the Judge, and his visitors and attend to their needs; To collate statistics and submission on monthly basis; Any other task for or allocated by the Judge, Comply with Departmental Policies and Prescripts.

ENQUIRIES APPLICATIONS : Ms S Ruthven ☎ (053) 807 2733

Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice Service Centre, Private Bag X5043, Kimberley, 8300. Applications can also be hand delivered to Office of the Chief Justice Service Centre, Northern Cape High Court: Kimberley, 8301.

POST 09/39 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: 2015/99/OCJ**

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

CENTRE REQUIREMENTS : National Office
A National Diploma/ Bachelor Degree in finance or equivalent qualification; 3 years' experience in a financial environment (accounting or Paye and Petty Cash reconciliation); Knowledge of Financial/Accounting, Quality Assurance, Supply Chain Management; Knowledge and experience in PFMA and Treasury Regulations, Basic Accounting system (BAS); PERSAL, Departmental Financial Instructions (DFI); A valid Driver's license. Skills and Competencies: Ability to manage Accounting and Administration functions effectively; Computer literacy; Good communication skills (written and verbal); Ability to work with stakeholders in a profession and empathetic manner; Good interpersonal relations; Accuracy and attention to detail; Problem solving skills.

DUTIES : Verification and authorizing of BAS payments; Ensure all processed documents are audit compliant; Request and analyse expenditure reports; Identify erroneous allocations and correct per journal entry; Follow up outstanding creditor payments; Checking of receipts with cash on hand; Checking of bank deposit book before money is deposited; Monthly reconciliation of receipts and deposit; Ensure safe-keeping of records; Supervision of staff performing financial duties; Ensure adherence to all applicable prescripts, procedures and regulations.

ENQUIRIES APPLICATIONS : Ms P Morapedi ☎ (011) 838 2010

Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 13th floor, Edura House, 41 Fox Street, Johannesburg.

POST 09/40 : **STATE ACCOUNTANT: BUDGET AND REPORTING 3 POSTS REF NO: 2015/100/OCJ**

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

CENTRE : National Office

REQUIREMENTS : A National Diploma/ Bachelor Degree in finance or equivalent qualification. 2 years appropriate budget and expenditure reporting experience. Knowledge of the Public Finance Management Act, and related financial management systems, norms and standards. Knowledge of financial system (BAS). Competent in excel and word. Skills and Competencies: Ability to manage Accounting and Administration functions effectively; Computer literacy; Good communication skills (written and verbal); Ability to work with stakeholders in a profession and empathetic manner; Good interpersonal relations; Accuracy and attention to detail; Problem solving skills.

DUTIES : Assist in preparation of various budgets; Assist responsibility managers in compiling their budgets and report on their expenditure. Capture the budget in the financial system (BAS). Manage the department's budget and notify responsibility managers on possible over/under spending and recommend solutions. Prepare and provide responsibility managers with management reports (cash flow statements) on monthly basis. Assist in the preparation of financial statements (appropriation statement). Investigate and journalise all misallocations. Ensure application of prescribed financial procedures and policies including PFMA and Treasury Regulations. Perform other duties as directed.

ENQUIRIES : Mr S Jiyane 📞 (011) 838 2010

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 13th floor, Edura House, 41 Fox Street, Johannesburg.

POST 09/41 : **REGISTRAR REF NO: 2016/92/OCJ**

SALARY : MR3-MR5 (R195 945 –R 708 765 per annum) (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : North West Provincial Service Centre: Mahikeng

REQUIREMENTS : An LLB Degree or four year equivalent qualification. At least two (2) to eight (8) years appropriate post qualification legal experience. Skills and Competencies: Case flow Management; Dispute management; Legal drafting; Legal research; Office management, planning and organizational skills; Good communications skills (written and verbal); Good interpersonal relations; Computer Literacy; Ability to interpret Acts and Regulations; Negotiation, motivation, customer relations, self-management and stress management skills.

DUTIES : Manage the co-ordination of Case Flow Management support; Processes to the Judiciary and prosecution at area level; Issue all processes that initiate court proceedings; Co-ordinate interpreting service Appeals and Reviews; Process unopposed Divorces and facilitation of Pre-Trial Conference; Check Criminal Record books; Consider Judgement by default; Appointment of Sheriffs of the Court on "ad hoc" basis; Authenticate signatures of Legal Practitioners, Notaries and Sworn translators, supervision of subordinates and evaluation of their performance; Any other official duties requested by the Chief Registrar.

ENQUIRIES : Ms M Monkge 📞 (018) 397 7065

APPLICATIONS : Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X 2033, Mmabatho, 2735 OR hand delivered to: 22 Molopo Road, Ayob Gardens: Mafikeng.

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these positions. The applications of Coloured males and persons with disabilities will receive preference.

- APPLICATIONS** : Applications quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmund and Hamilton Street, Pretoria. Faxed and emailed applications will not be considered.
- CLOSING DATE** : Tuesday, 22 March 2016
- NOTE** : 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, a comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. 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. 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, security vetting, qualification verification and criminal records.

OTHER POST

- POST 09/42** : **PERSONAL ASSISTANT TO THE PROJECT MANAGER: GOVERNMENT EMPLOYEES HOUSING SCHEME**
(3 years contract)
- SALARY** : R196 278 per annum (Level 7). Annual progression up to a maximum salary of R231 210 per annum is possible, subject to satisfactory performance.
- CENTRE REQUIREMENTS** : Pretoria
A Senior Certificate and a Diploma in Office Management or related field of study or equivalent qualification (NQF level 5). Experience in Office Administration in a similar working environment. Knowledge of the Public Service Regulations. Sound knowledge of office tools (fax, photocopier and automated office equipment).
- DUTIES** : Manage the Project Manager's diary and prioritise the Project Manager's meetings. Prepare briefing notes for the Project Manager, remind and advise the Project Manager regarding commitments and schedule appointments for and with the Project Manager. Manage the Office, manage correspondence, screen and record incoming mail and documents, route to line managers and follow up, gather information and prepare briefing notes for the Project Manager. Establish and maintain a filing and document management system in the Office of the Project Manager. Undertake follow-ups on issues raised by the Project Manager with internal and external stakeholders. Draft summaries for the Project Manager in relation to documents submitted for the Project Manager's attention. Co-ordinate travel and accommodation arrangements for the Project Manager. Liaise with travel agencies, draft itinerary and make bookings for accommodation arrangements and shuttle services. Compile itineraries and administer S&T claims.
- ENQUIRIES** : Ms Phindile Nthane Tel: (012) 402 4039

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.



- APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth. 6056.
- FOR ATTENTION** : Ms F Clark
- CLOSING DATE** : 18 March 2015
- NOTE** : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.

OTHER POST

- POST 09/43** : **CHIEF WORKS MANAGER (MECHANICAL) REF NO: 2016/03**
Facilities Management
- SALARY** : R243 747 per annum
- CENTRE** : Port Elizabeth Regional Office
- REQUIREMENTS** : N3 plus a trade certificate in the mechanical field with 2yrs relevant experience OR National Diploma in Mechanical Engineering with 1yr experience in the technical field. Preference will be given to candidates with a trade test certificate. Applicable knowledge of the PFMA, OHSA, National Building Regulations and Environmental Conservation Act, Valid driver's license. Willingness to travel and work irregular hours. Project management skills. Strong verbal and written communication skills. Knowledge of Government procurement processes and systems. Good analytical skills. An unendorsed wireman's license will be an added advantage.
- DUTIES** : Assist Control Works Manage with the management of Mechanical projects. Attend to planned maintenance request from the clients. Inspect leased building, optimum use of electrical equipment and installations. Ensure building work and drawings comply with the OHS Act. Inspect and certify municipal account on electricity consumption. Compile scope of works and prepare estimates as well as technical reports. Certify and verify invoices. Prepare and compile submissions and progress reports on a monthly basis.
- ENQUIRIES** : Mr M Ntshona Tel. (041) 408-2307
- POST 09/44** : **CHIEF WORKS MANAGER (ELECTRICAL) REF NO: 2016/04**
Facilities Management
- SALARY** : R243 747 per annum
- CENTRE** : Port Elizabeth Regional Office
- REQUIREMENTS** : N3 plus a trade certificate in the electrical field with 2yrs relevant experience OR National Diploma in electrical Engineering with 1yr experience in the technical field. Preference will be given to candidates with a trade test certificate. Applicable knowledge of the PFMA, OHSA, National Building Regulations and Environmental Conservation Act, Valid driver's license. Willingness to travel and work irregular hours. Project management skills. Strong verbal and written communication skills. Knowledge of Government procurement processes and systems. Good analytical skills. An unendorsed wireman's license will be an added advantage.

DUTIES

: Assist Control Works Manage with the management of Electrical projects. Attend to planned maintenance request from the clients. Inspect leased building, optimum use of electrical equipment and installations. Ensure building work and drawings comply with the OHS Act. Inspect and certify municipal account on electricity consumption. Compile scope of works and prepare estimates as well as technical reports. Certify and verify invoices. Prepare and compile submissions and progress reports on a monthly basis.

ENQUIRIES

: Mr. M. Ntshona Tel. (041) 408-2307

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, Coloured, Indian and white females; and males of all races.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 of hand deliver at the Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit, Room 4040. Employees are reminded to quote the relevant reference numbers/post number when applying for these posts.
- CLOSING DATE** : 18 March 2016
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV including the details of at least two contactable referees (should be people who recently worked with the candidate (previous experience must be comprehensively detailed, i.e. positions held, responsibilities and exact dates), as well as certified copies of all qualifications and ID document. All fields of the Application for Employment Form (Z83) must be fully completed. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. . If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.
- Kindly note that the following posts were advertised on PSVC 07 and the Department would like to re-advertise them and extended the closing date to 18 March 2016.

OTHER POSTS

- POST 09/45** : **ASSISTANT DIRECTOR: SAFETY, HEALTH ENVIRONMENT RISK AND QUALITY MANAGEMENT (SHERQ) REF NO: 02/2016/02**
(Branch: Administration (Office of the Chief Operations Officer)
(Chief Directorate: Human Resource Management & Development)
(Directorate: Organisational Development and Change Management)
(Sub-directorate: Employee Health and Wellness)
- SALARY CENTRE REQUIREMENTS** : R289 761 per annum
: Pretoria
: Appropriate three year's National Diploma in Safety Management or equivalent qualification (SAMTRAC + IT IS), NOSA with at least three (3) year's relevant experience. The following will serve as strong recommendation: General knowledge of a health and safety environment. Good knowledge of the Occupational Health and Safety Act, its regulations and safety national standards and codes. Knowledge of the Public Service Regulations and ability to interpret and apply all applicable regulatory prescripts. Co-ordination and organising skills. Good communication and interpersonal skills. Project Management skills. Analytical thinking, decision making and motivational abilities. Analytical report writing, presentation, planning and coordination skills. Computer literacy.
- DUTIES** : Develop, implement and monitor compliance with Safety, Health, Environment and Risk Quality. Establish policy guidelines that will regulate the functions, responsibilities and administrative aspects of Occupational Health and Safety committee. Coordinate Occupational Health and Safety related training and continuous educational programs. Identify hazards and risks at the workplace and initiate appropriate actions. Organise occupational Health and Safety compliance audits by appropriate authorities (Department of Labour etc on an annual basis). Develop, implement and monitor Safety, Health, Environment, Risk Quality management system. Evaluate and analyse possible risk factors that may impact on the organisation in terms of environmental, health, safety and risk.

ENQUIRIES : Ms. Vivian Mofokeng Tel: (012) 309 3735

POST 09/46 : **ASSISTANT DIRECTOR: BEE IMPLEMENTATION, MONITORING AND EVALUATION (PUBLIC SECTOR) REF NO: 02/2016/03**
 (Branch: Integrated Transport Planning)
 (Chief Directorate: Modelling and Economic Analysis)
 (Directorate: Black Economic Empowerment)
 (Sub-Directorate: Implementation, Monitoring & Evaluation)

SALARY CENTRE REQUIREMENTS : R 289 761 per annum
 : Pretoria
 : Applicant must have B Com Economics, Business Administration or equivalent qualification (preferably commercial qualification) with at least 3 year's relevant experience. Thorough understanding of transformation and Broad - Based Black Economic Empowerment (B-BBEE) principles, legislations and requirements. Understanding of Corporate Governance, Public Financial Management Act, Employment Equity Act, Public Preferential Procurement Policy Framework Act, Skills Development Act, etc. Ability to establish relationships and partnerships with a wide variety of stakeholders. Excellent stakeholder interaction. Interpersonal relations and people's management, leadership qualities, pay attention to details, apply systematic approach, ability to work under pressure, good verbal and written communication, excellent computer skills, project management and above-average analytical skills.

DUTIES : The incumbent will: Assist in making sure that public sector deliver on the Transport Sector B-BBEE Charter; Assist in the collation and collection of information related to key BEE Performance Indicators; Communicate public sector B-BBEE scorecard; Monitor progress of the charter by public sector; Assist in developing systems that will assist implementation, monitoring and evaluation of public sector scorecard's targets and weightings; and Continuously update public sector database. Help to analyse B-BBEE trends in the Transport Sector (Public Sector) through verification of B-BBEE certificates from transport entities, provinces stakeholders at large; Advise the Department on B-BBEE non-compliance; and constantly interact with the institutions (e.g. Transport Sector B-BBEE Council, Provincial Government, State-Owned Enterprises, etc.) to monitor B-BBEE in the transport sector. Provide administrative support within B-BBEE processes (such as planning and organizing meetings with stakeholders, taking minutes of stakeholders meetings, etc). She/he must be willing to work under pressure, long hours and do intensive travelling.

ENQUIRIES : Mr T Mafolo, tel. (012) 309-3011

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Please forward your applications quoting the relevant reference number for Centre: Pretoria: Department of Water and Sanitation, Private Bag X350 Pretoria 0001 or hand deliver at Continental Building, corner Cnr Visagie and Bosman, street, Pretoria. For attention: Ms C Mazibuko.
Please forward your applications quoting the relevant reference number for Centre: Kimberly: The Provincial Head, Department of Water and Sanitation, Postal is: Private Bag x6101. Kimberley 8301 or hand deliver at 28 Central Road, Beaconsfield, Kimberley. For attention: The Manager (Human Resources)
Please forward your application quoting the relevant reference number Centre: East London to: The Provincial Head, Department of Water and Sanitation, Private bag X7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town. For attention: The Manager (Human Resources)
Please forward your applications quoting the reference number Centre: Durban to the: Provincial Head: KwaZulu-Natal, Department of Water Affairs, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor, Durban. For attention: The Manager (Human Resources)
- CLOSING DATE** : 18 March 2016
- NOTE** : Applications must be submitted on signed and dated form Z83, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity Document. For all posts, please forward your application quoting the relevant reference number, to the address mentioned at each post. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to permanent appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subject to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are highly encouraged to apply for the posts. PEOPLE WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY.

MANAGEMENT ECHELON

- POST 09/47** : **CHIEF DIRECTOR: INTERNAL AUDIT REF NO: 180316/01**
- SALARY** : R 1 042 500 per annum (All inclusive package) level 14
- CENTRE** : Pretoria
- REQUIREMENTS** : B-Degree (NQF 7) in Economic Sciences, Accounting and Auditing as major subjects. Eight (8) – ten (10) years experience in Financial Management or Management Accounting of which five (5) years should be at Senior Managerial level. Must have a proven project management experience. Extensive experience and excellent understanding of the strategic role of internal audit and of the audit committee. Knowledge of business, management principles and strategic planning, resource allocation and human resources. Understanding of the value chain and its impact on demand management. Sound knowledge of risk management, corporate governance and internal controls.
- DUTIES** : Ad hoc requests on Compliance and Performance audit, Forensic Investigation and Quality Assurance audits and Information Technology audit. Ensure administration support to the audit committee. To ensure the development of a three year rolling plan. Ensure financial and human resource management. Maintain strategic support. Develop and implement electronic management system. To ensure stakeholder management.

ENQUIRIES : Mr C Du Preez tel, (012) 336 6506

POST 09/48 : **DIRECTOR: COMPLIANCE AND PERFORMANCE AUDITS REF NO: 180316/02**

SALARY CENTRE REQUIREMENTS : R864 177 per annum (All inclusive package) level 13
 : Pretoria
 : B-Degree or NQF level 7 in Accounting/Auditing or equivalent. Six (6) – ten (10) years experience relating to performing functions in Accounting or Business Economics of which five (5) years experience should be at Middle/senior Management level. Understanding and knowledge of accounting and other relevant principles (IFRS). Knowledge of internal audit principles, IIA Standards, Code of Conduct, King Code on Corporate Governance, Performance audits, Compliance audits, Risk assessment and management. Knowledge and understanding of GAAP/GRAP, PFMA, other relevant legislation and Supply Chain Management. Should have principles and practices of supervision. Understanding of techniques and requirements related to accounting/auditing procedures, practices and internal controls.

DUTIES : Ensure conducting assurance Audit. To conduct performance audits. Managing financial and human resources. To develop annual plans for audit committee approval as per treasury regulations. Develop annual plans for audit committee approval as per treasury regulations.

ENQUIRIES : Mr C Du Preez tel, (012) 336 6506

POST 09/49 : **DIRECTOR: OPERATIONAL SUPPORT REF NO: 180316/03**

SALARY CENTRE REQUIREMENTS : R864 177 per annum (All inclusive package) level 13
 : Pretoria
 : A B-Degree or NQF 7 in project management or equivalent. Six (6) to ten (10) years in a technical/scientific environment of five (5) years experience should be at middle Managerial level. Sound knowledge of public management, PFMA, public service regulation and treasury regulations. Understanding of relevant legislative regime. Excellent knowledge of water sector dynamics.

DUTIES : Development of strategic and business plan for the Directorate. To oversee and manage water sector capacity building programmes. Provide strategic support and monitoring on intervention to local government. Coordinate Operational Support and consolidation within the department and stakeholder.

ENQUIRIES : Ms. P. Ramunenyiwa – Tel (012) 336 8065

POST 09/50 : **DIRECTOR: DAM SAFETY REGULATION REF NO: 180316/04**

SALARY CENTRE REQUIREMENTS : R864 177 per annum (All inclusive package) level 13
 : Pretoria
 : B-Degree or (NQF level 7) qualification in Civil Engineering Water Sector/Science/Environmental Social Sciences/Legal environment or relevant qualification. NQF level 8 in the above mentioned field will be added advantage. Registration as a professional engineer with ECSA will be added advantage. Relevant experience in water resource management, dam safety of which five (5) years experience should be Middle/Senior Management level. Extensive knowledge of relevant legislation, policies and practices Nationally and International. Through knowledge and understanding of financial management and Dam Safety Regulation. Knowledge of programme, project management, local government sector, Public Service Act and Public service regulations.

DUTIES : Manage the registration and classification of all dams with a safety risk. Ensure that all dams with safety risk are designed, build and altered in accordance with appropriate standards. Inspect and evaluate Category I and II dams at 5 year intervals. Provide dam safety reporting. Improve compliance of dams through compliance promotion, monitoring and enforcement (Chapter 12 directives).

ENQUIRIES : Ms B Naidoo Tel, (012) 336 6581

OTHER POSTS

POST 09/51 : **ASSISTANT DIRECTOR: GENERAL CONTROL REVIEW REF NO: 180316/05**

SALARY CENTRE : R361 659 per annum (All inclusive package) Level 10
 : Pretoria

REQUIREMENTS : B Degree or National Diploma in Accounting/Auditing. Three (3) to five (5) years experience in Internal Audit/Auditing. Knowledge on IT auditing processes and audit policies, regulations for IT in the department. Knowledge of performance audits and IT audits risk assessments. Must have knowledge in combating fraud for the department. Good knowledge and understanding in PFMA, other financial prescripts and in GAAP/GRAP.

DUTIES : Manage the implementation of integrated annual IT audit plan. Conduct internal audits on IT systems of the department. Provide management reports on internal audit risk assessment of the information going in and out on departmental IT. Implement audit systems and financial processes to comply with auditing best practices on IT related information for the department. To ensure that unwarranted information on departmental IT is blocked.

ENQUIRIES : Mr P Jordaan tel, (012) 336 8854

POST 09/52 : **SENIOR INTERNAL AUDITOR: GENERAL CONTROLS REVIEW REF NO: 180316/06 D**

SALARY : R243 747 per annum (level 8)
CENTRE : Pretoria
REQUIREMENTS : Degree or National Diploma in Accounting/Auditing. Two (2) to four (4) years experience in training. Knowledge and understanding on Internal Standards and procedures and King Code on corporate governance. Knowledge and understanding of Performance audits and Fraud & information technology audits. Knowledge and understanding of Risk assessment, management and GAAP/GRAP. Knowledge and understanding of Human Resource Management Legislation, policies, practices, procedures and Public Finance Management Act (PFMA). Knowledge of education and training quality assurance processes and procedures. Understanding of Governmental financial systems.

DUTIES : Maintain general Control Review (IT Audits). Ensure application Control (IT Audits). To ensure Forensic Investigations. To maintain Quality Assurance Audits. Manage performance Audits. To ensure compliance Audits.

ENQUIRIES : Mr P Jordaan tel, (012) 336 8854

POST 09/53 : **SENIOR INTERNAL AUDITOR: COMPLIANCE AUDITS 2 POSTS REF NO: 180316/06 A**

SALARY : R243 747 per annum (level 8)
CENTRE : Pretoria
REQUIREMENTS : Degree or National Diploma in Accounting/Auditing. Two (2) to four (4) years experience in training. Knowledge and understanding on Internal Standards and procedures and King Code on corporate governance. Knowledge and understanding of Performance audits and Fraud & information technology audits. Knowledge and understanding of Risk assessment, management and GAAP/GRAP. Knowledge and understanding of Human Resource Management Legislation, policies, practices, procedures and Public Finance Management Act (PFMA). Knowledge of education and training quality assurance processes and procedures. Understanding of Governmental financial systems.

DUTIES : Maintain general Control Review (IT Audits). Ensure application Control (IT Audits). To ensure Forensic Investigations. To maintain Quality Assurance Audits. Manage performance Audits. To ensure compliance Audits.

ENQUIRIES : Mr P Jordaan tel, (012) 336 8854

POST 09/54 : **SENIOR INTERNAL AUDITOR: FORENSIC AUDITS 3 POSTS REF NO: 180316/06 B**

SALARY : R243 747 per annum (level 8)
CENTRE : Pretoria
REQUIREMENTS : Degree or National Diploma in Accounting/Auditing. Two (2) to four (4) years experience in training. Knowledge and understanding on Internal Standards and procedures and King Code on corporate governance. Knowledge and understanding of Performance audits and Fraud & information technology audits. Knowledge and understanding of Risk assessment, management and GAAP/GRAP. Knowledge and understanding of Human Resource Management Legislation, policies, practices, procedures and Public Finance Management Act (PFMA). Knowledge of education and training quality assurance processes and procedures. Understanding of Governmental financial systems.

DUTIES : Maintain general Control Review (IT Audits). Ensure application Control (IT Audits). To ensure Forensic Investigations. To maintain Quality Assurance Audits. Manage performance Audits. To ensure compliance Audits.

ENQUIRIES : Mr P Jordaan tel, (012) 336 8854

POST 09/55 : **SENIOR INTERNAL AUDITOR: PERFORMANCE AUDITS 2 POSTS REF NO: 180316/06 C**

SALARY : R243 747 per annum (level 8)
CENTRE : Pretoria
REQUIREMENTS : Degree or National Diploma in Accounting/Auditing. Two (2) to four (4) years experience in training. Knowledge and understanding on Internal Standards and procedures and King Code on corporate governance. Knowledge and understanding of Performance audits and Fraud & information technology audits. Knowledge and understanding of Risk assessment, management and GAAP/GRAP. Knowledge and understanding of Human Resource Management Legislation, policies, practices, procedures and Public Finance Management Act (PFMA). Knowledge of education and training quality assurance processes and procedures. Understanding of Governmental financial systems.

DUTIES : Maintain general Control Review (IT Audits). Ensure application Control (IT Audits). To ensure Forensic Investigations. To maintain Quality Assurance Audits. Manage performance Audits. To ensure compliance Audits.

ENQUIRIES : Mr P Jordaan tel, (012) 336 8854

POST 09/56 : **ENFORCEMENT OFFICERS/REGULATORY INSPECTOR**

SALARY : R243 747 per annum (level 8)
CENTRE : East London x2: Ref: 180316/07 A
Kimberly x3: Ref: 180316/07 B
Durban x2: Ref: 180316/07 C

REQUIREMENTS : National Diploma Public Administration or equivalent qualification in the field of Natural Science or Policing. Three (3) year experience in the field. Knowledge in water use investigation, inspections, sampling procedures, report writing and relevant legislation. Knowledge and understanding of natural resource management which is technical assessment of action plans.

DUTIES : To ensure compliance through investigations, administrative enforcement action (prepare issue notices and directives).

ENQUIRIES : Mr L Andrew tel, (043) 604 5403/ 043 701 0357 (Eastern Cape)
Mr G Van Dyk tel, (053) 830 8802 (Kimberly)
Ms A Masefield tel, (031) 336 2839 (Durban)

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
The Department of Cooperative Governance and Traditional Affairs is a an equal opportunity, affirmative action employer females and disabled persons are encouraged to apply

APPLICATIONS : Applications quoting reference number must be addressed to Ms N. Nyembezi but will be received at Foyer until 15H30 on the closing date. Applications must be posted to The Head of Department, Department of Cooperative Governance & Traditional Affairs, Private Bag X0035, BHISHO, 5605. NB: No late or faxed applications will be accepted.

CLOSING DATE : 18 March 2016, 15H30.

NOTE : Applicants are required to submit a completed Z.83 form obtainable from any Government Institution. Certified copies of the required qualifications, bar coded identity document, academic records and comprehensive Curriculum Vitae must accompany these forms. Candidates must indicate the number of this circular and the post number as a reference. Candidates requiring additional information must direct their enquiries telephonically to the person indicated below. All shortlisted candidates will be subjected to personnel suitability check in terms of minimum information security standard. Selected candidates will also be subjected to competency based assessment and technical exercise that intends to test relevant technical elements of the job. Communication will be limited to selected candidates only. If you do not hear from us within six (6) months of the closing date, please accept that your application is unsuccessful.

MANAGEMENT ECHELON

POST 09/57 : **DIRECTORS: DISTRICT SUPPORT CENTRE 3 POSTS**

SALARY : R864 177 – R1 017 972 per annum, Level: 13

CENTRE : Amathole, OR.Tambo & Alfred Ndzo Districts

REQUIREMENTS : A recognised three year degree/ advanced diploma in Public Administration/Management, Development Studies or an undergraduate relevant qualification at NQF level 7as recognised by SAQA. Experience in Local Government will be an added advantage. Have a valid/unendorsed Code 8 (EB) Driver's License, Computer Literacy, Communications, Presentation and Report Writing as well as People Management Skills. Minimum of five years working experience as a Deputy Director in the related field.

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

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

<u>POST 09/58</u>	:	<u>DIRECTOR: MUNICIPAL DEVELOPMENT FINANCE</u>
<u>SALARY</u>	:	R864 177 per annum– R1 017 972, Level 13
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A recognised 3 year degree/ advanced diploma or equivalent NQF level 7 relevant qualification with at least Accounting/ Financial Management and / Auditing in the relevant field. A minimum of five years experience as a Deputy Director with specific focus in Financial and /Auditing / Internal Auditing environment. Understanding of Municipal Finance Management Act and other Local Government Legislation, Policies and Procedures. Management and internal control skills.
<u>DUTIES</u>	:	Facilitate and promote financial viability and management in municipalities. Seek solutions to resolve financial problems in municipalities. Ensuring the development and implementation of policies and procedures pertaining to financial management in municipalities. Develop mechanism and procedures to monitor and support municipalities on financial management. Develop strategies to improve financial viability in municipalities. Develop and implement a strategy to ensure the success of departmental interventions on financial matters in municipalities. Promote accountability in municipalities by ensuring proper and timely reporting including submission of oversight reports of municipalities to Legislature. Support all programmes that are designed to improve governance and fight corruption in municipalities. Evaluate the systems of internal control in municipalities and design support measure. Create a conducive environment for municipalities to address matters raised on audit reports. Responsible for the efficient management of the sub directorate, including the effective utilization and training of staff, maintenance of discipline and proper use of resources.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 09/59</u>	:	<u>DIRECTOR: HUMAN RESOURCE UTILISATION & CAPACITY BUILDING</u>
<u>SALARY</u>	:	R864 177–R1 017 972 per annum, Level 13
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A recognized three year degree/advanced diploma or NQF 7 relevant qualification with five years experience at managerial level. Good communication skills (verbal and written). Excellent computer skills in as far as MS Word, Excel and Power point. Code EB Drivers licence. Five years experience Understanding of the performance management and development systems, skills development legislation and HR policies. Computer Literacy.
<u>DUTIES</u>	:	Provide strategic leadership pertaining to HR development, performance management and development. Responsible for the Development and implementation of HR policies, plans and strategy. Manage the development, maintenance and implementation of Workplace Skills Plan. Identify strategic priorities for training and development across the Department. Manage bursaries, training, learnership, internship, induction and mentorship programmes with the Department. Manage implementation of performance management and development system. Provide leadership in supporting the development of a stronger performance management culture. Provide guidance and support to staff within the Human Resource Development Directorate Responsible for the Directorate's budget and resources in accordance with the Public Finance Management Act.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 09/60</u>	:	<u>DIRECTOR: SECURITY SERVICES & ANT- CORRUPTION</u>
<u>SALARY</u>	:	R864 177 – R1 017 972 per annum, Level 13
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A recognised three year degree or equivalent NQF level 7 qualification with security related training. Five years' experience in middle management. Experience in any security environment will be added an advantage. Risk management and communication course Cryptograph will be added advantage.
<u>DUTIES</u>	:	Coordinate and manage the total security function of the Department (document security, personnel security, IT security communication and physical security). Manage information and communication security systems. Co-ordinate and manage the vetting process of the Department. Develop and implement the security policy of the department in line with the Minimum Information Standard (MISS) and the provincial security management security. Ensure Management of

	:	classified documents. Establish function relations with the law enforcement agencies. Render fraud and anti-corruption services in the Department Ms N. Mabusela, Tel no (040) 609 5350/2
<u>ENQUIRIES</u>	:	
<u>POST 09/61</u>	:	<u>CHIEF PROFESSIONAL SURVEYOR GRADE B: LAND SURVEY</u>
<u>SALARY</u>	:	R846 984 – R1 304 352.00 per annum, Level OSD post
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Science Bachelor's degree in Land Surveying or Geomatics or an equivalent NQF Level 7 qualification recognised by the South African Council for Professional and Technical Surveyors. Registration as a Professional Land Surveyor with the Council plus five years post registration working experience. Knowledge of Local Government legislation and environment, land survey legislation, methods and procedures will be a strong recommendation. Have programme and project management knowledge and experience. Have analytical and financial management skills. Knowledge of GIS will be an added advantage. Have a valid driver's licence.
<u>DUTIES</u>	:	Assist the Senior Manager in the effective operation and management of the Land Survey Section in the facilitation of cadastral information management, land survey and mapping services. Formulate and interpret land survey and planning legislation and processes. Responsible for the efficient management of the Sub-division, including the effective utilisation and training of staff, the maintenance of discipline, promotion of sound labour relations and the proper use of state property. Administration of operational plans for the Section, ensuring that the goals and objectives determined are achieved. Co-ordinate and direct programmes of technical support with regard to land survey services to local government structures. Provide information on land survey-related issues to Municipalities and other users.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2

OTHER POSTS

<u>POST 09/62</u>	:	<u>CHIEF ENGINEER GRADE A 2 POSTS</u> Component: Municipal Infrastructure Services
<u>SALARY</u>	:	R809 988 per annum, Level OSD Post
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A recognized degree BSC or B-Tech in Built Environment, preferable Civil Engineering / Quantity Surveying with six years post qualification experience and registration as a professional Engineer / Technologist is compulsory. Programme or project management course will be an added advantage. Computer literacy, presentation, communication, liaison, coordination, planning and organizing skills are considered. Code EB driver's license is compulsory
<u>DUTIES</u>	:	Oversee that municipalities adhere to legislation and policies as stated in the constitution Facilitate technical support to the Municipal Technical Units. Assess municipal performance on all capital grants and advise on the support required. Facilitate Inter Governmental Relations between all spheres of government. Facilitate the evaluation of project technical reports and Business Plans for registration and recommendation for approval by the MIG Provincial Programme Manager. Monitor the implementation of infrastructure backlogs eradication by municipalities. Programme and project manage departmental funded infrastructure projects in terms of various categories of Engineering norms and standards.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 09/63</u>	:	<u>DEPUTY DIRECTOR: PUBLIC PATICIPATION</u>
<u>SALARY</u>	:	R674 979–R795 090 per annum, Level 12
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Relevant three year Degree/Diploma/NQF6. Three years managerial experience in local governance. Three years' experience as an assistant director in the related field. A valid driver's licence.
<u>DUTIES</u>	:	Provide support in strengthening municipal and council administration to enhance Public Participation. Implement the roll-out of Public Participation Framework Facilitate, establish and implement Ward Committee systems. Monitor and evaluate efficacy of Public Participation .Support the Implementation of Departmental Outreach programme, EXCO Outreach programme(IMBIZO),

		Municipal Outreach programme . Provide input into policy and legislation formulation. Efficient management of unit's resources.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, Tel no (040) 609 5350/2
<u>POST 09/64</u>	:	<u>DEPUTY DIRECTORS: DISTRICT SUPPORT CENTRES 3 POSTS</u>
<u>SALARY</u>	:	R674 979 – R795 090 per annum
<u>CENTRE</u>	:	Chris Hani, Joe Gqabi and Alfred Ndzo
<u>REQUIREMENTS</u>	:	A recognized three (3) year Degree/Diploma in Public Admin/Management or Social Science or equivalent NQF level 6 relevant qualification. Three (3) years working experience as an Assistant Director. Experience in Local Government will be an added advantage. Have a valid / unendorsed code 8 (EB) Driver's License, Computer Literacy, Communications, Presentation and Report Writing Skills.
<u>DUTIES</u>	:	Provide support and drive strategic direction for the district and ensure the formulation and implementation of policies which will enable the district to successfully fulfil its role in delivering services to the communities/Clients. Co-ordinate all departmental and sector programs At the district related to municipalities and Traditional Leadership Institutions. Maintain good working relations and participate in IGR related institutional arrangements with all relevant stakeholders within districts. Support the OCA project implementation of 1994 and Public Service regulations, Municipal Structures Act, Municipal Systems Act, IGR Framework Act, Traditional Leadership and Governance Framework Act, SITA and other relevant Legislations and mandates that are relevant to the department and also governing local government and traditional institutions.
<u>ENQUIRIES</u>	:	Ms N. Mabusela, tel no (040) 609 5350/2
<u>POST 09/65</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT</u>
<u>SALARY</u>	:	R674 979–R795 090 per annum, Level 12
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A three year tertiary degree/ diploma in Internal Audit or equivalent NQF 6 level relevant qualification. Minimum of three years appropriate management experience in an Internal Audit environment at level 9/10. A valid driver's Licence. Teammate software as an added advantage. Affiliate member of a professional body Institute of Internal Auditors (IIA), Institute of Risk Management South Africa (IIRMSA), etc.
<u>DUTIES</u>	:	Develop the risk based 3 year strategic and 1 year operational plans for the unit. Develop a project, scheduling the audit assignment for the unit. Monitor progress on execution of the operational plan for the unit. Ensure proper co-ordination with related internal audit assignments. Determine appropriate resources to achieve engagement objectives. Overall supervision of the execution of the engagement and reviewer of the work performed. Communicating results to stakeholders. Monthly progress reporting to the directorates. Quarterly reporting to the Audit committee. Liaison with other service providers to prevent duplication of audit effort (Auditor General). Manage compliance to the Department policies, rules and regulations and procedure manuals. Overall budget monitoring for the unit. Provide input into the overall allocation of the internal audit budget. Provide input into the audit methodology maintenance and development. Ensure overall and timely management and distribution of Audit Committee packs. Responsible for efficient management of the Directorate including the effective utilisation and training of staff, maintenance of discipline, promotion of sound labour relations and proper use State properties.
<u>ENQUIRIES</u>	:	Ms N. Mabusela. Tel no (040) 609 5350/2
<u>POST 09/66</u>	:	<u>OFFICE MANAGERS: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT, SPATIAL PLANNING & CORPORATE SERVICES 3 POSTS</u>
<u>SALARY</u>	:	R361 659–R426 009 per annum, Level 10
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A recognise three year degree/diploma or NQF level 6 qualification or Senior Certificate coupled with seven years' experience in the related field Knowledge of Local Government, Public Finance Management Act and Treasury Regulations will be an added advantage. Computer Literacy. Driver's license, Code 08. Competences: Excellent communication skills.
<u>DUTIES</u>	:	Assist in the co-ordination and consolidation of the activities of the Chief Directorate. Make follow ups to task assigned to directorates. Prepare memoranda, reports, speeches, etc for the Chief Director. Facilitate the co-

ordination of strategy and operation plans of the Chief Directorate. Facilitate the co-ordination of compilation of programme performance monthly /quarterly/half-yearly annually and administration reports for the Chief Directorate. Co-ordinate the development and implementation of the Procurement Plan of the Chief Directorate.

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

POST 09/67 : **ASSISTANT DIRECTOR: POLICY, RESEARCH AND LEGISLATION DEVELOPMENT**

SALARY CENTRE REQUIREMENTS : R361 659–R426 009 per annum, Level 10
: Bhisho

REQUIREMENTS : An appropriate Bachelor's degree or National Diploma in Social Science / relevant qualifications with 3 years' working experience as a Researcher/ Three years' experience at supervisory level, Preferable at level 8. Computer literacy, Code 08 Drivers License. Competencies: Ability to work well with people. Client orientated. Ability to work under pressure meeting strict deadline. Good communication, report writing and presentation skills. Willingness to travel and willingness to work beyond working hours.

DUTIES : Conduct Research of Genealogies of Senior Traditional Leaders. Conduct Research on Heritage of Traditional Leadership Institutions. Assist in the Development of Policies and Legislation Development. Knowledge of the PFMA, Treasury Regulations, Public Service Act, Provincial Traditional Leadership and Governance Act No. 4 of 2005, Traditional Leadership and Governance Framework Act No.41 of 2003 and other relevant legislation and mandates that are relevant to the Department. Efficiently Management of Finances and Human resource.

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

POST 09/68 : **PERSONAL ASSISTANTS TO DDG & DIRECTOR PROVINCIAL HOUSE OF TRADITIONAL LEADERS, TRADITIONAL LEADERSHIP RURAL DEVELOPMENT FACILITATION, TRADITIONAL FINANCE,TRADITIONAL INSTITUTIONAL SUPPORT & CORDINATION, HUMAN RESOURCE MANAGEMENT, DEVELOPMENTAL LOCAL GOVERNMENT & TRADITIONAL LEADER'S ADMINISTRATIVE SUPPORT 7 POSTS**

SALARY CENTRE REQUIREMENTS : R196 278–R231 210 per annum, Level 07
: Bhisho

REQUIREMENTS : Senior Certificate coupled with secretarial certificate or equivalent qualification. Computer Literacy. Relevant experience in this field will be an added advantage

DUTIES : Facilitate the smooth running of Senior Manager's office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where is required. Type correspondence delegate by the Senior Manager. Manage the diary of Senior Manager. Manage the resources of the office of the Senior Manager.

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

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.

APPLICATIONS : Application quoting reference number must be submitted to Human Resource Office, Hand Delivery or posted to Taylor Bequest Hospital Private Bag X 836 Matatiele 4730. Tel: 039 737 3107.NB no late or faxed applications will be accepted.

FOR ATTENTION CLOSING DATE : Mr S M Khohliso
: 18 March 2016

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

MANAGEMENT ECHELON

<u>POST 09/69</u>	:	<u>CLINICAL MANAGER MEDICAL GRADE I</u>
<u>SALARY</u>	:	R911 796 – R1 011 954 per annum (plus competitive benefits) Salary is based on experience in terms of OSD.
<u>CENTRE REQUIREMENTS</u>	:	Taylor Bequest (Matatiele) Hospital MBCHB, Current registration with HPCSA as Medical Practitioner, a minimum of four (4) years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner, valid work permit (if not a South African resident, seeking employment letter from National Department of Health (Initial endorsement), computer skills, valid driver's licence. Understanding of PFMA and Treasury Regulations. Must be able to function in multi-disciplinary team. Good communication interpersonal skills.
<u>DUTIES</u>	:	Provide and support quality clinical services. Support the integrated and extension of clinical care in the health system. Manage all clinical and auxiliary services in the hospital. Must have experience in performing operations and casualty and major theatre and able to transfer skills to newly employed doctors. Audit improve quality in the health services. Provide leadership support and guidance regarding safe, therapeutic clinical management and appropriate medical practices. Support the development of the health system, support the establishment and development of the clinical department of Primary Health care and relationship with the community. Unpack, disseminate, implement and enforce departmental policies.
<u>ENQUIRIES</u>	:	Mr S.M. Khohliso, Tel No 039 737 3107

OTHER POST

<u>POST 09/70</u>	:	<u>MEDICAL OFFICER 2 POSTS</u>
<u>SALARY</u>	:	Grade 1: R637 315 Grade 2: R729 315 – 5 years' experience Grade 3 R 846 390-10 years' experience (Depending on experience).Salary is based on experience in terms of OSD.
<u>CENTRE REQUIREMENTS</u>	:	Taylor Bequest (Matatiele) Hospital MBCHB, Current registration with HPCSA as Medical Practitioner, valid work permit (if not a South African Resident) Ability to work under pressure and within multi-disciplinary.
<u>DUTIES</u>	:	Provide and support quality clinical services. Support the integrated and extension of clinical care in the health system. Manage all clinical and auxiliary services in the hospital. Must have experience in performing operations and casualty and major theatre and able to transfer skills to newly employed doctors. Audit improve quality in the health services. Provide leadership support and guidance regarding safe, therapeutic clinical management and appropriate medical practices. Support the development of the health system, support the establishment and development of the clinical department of Primary Health care and relationship with the community. Unpack, disseminate, implement and enforce departmental policies.
<u>ENQUIRIES</u>	:	Mr S.M. Khohliso, Tel No 039 737 3107

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

- APPLICATIONS** :
- DISTRICTS EKURHULENI NORTH (EN) Physical Address: 78 Howard Avenue, Munpen Building, BENONI Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Emily Mochela TEL: (011) 746-8190,
DISTRICT EKURHULENI SOUTH [ES]: Physical Address: Infinity Office Park, Private Bag X8001 2 Robin Close, Alberton Meyersdal, 1450 ALBERTON Enquiries: Ellen Raphoto TEL: (011) 389-6034,
GAUTENG EAST [GE]: Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address SPRINGS: 1560 Enquiries: Mpho Leotlela TEL: (011) 736-0716
DISTRICT GAUTENG NORTH [GN]: Physical Address: Yorkcor Park Building, 86 Watermeyer Street, VAL DE GRACE, PRETORIA Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Ria Van der Merwe TEL: (012) 846-3635
DISTRICT GAUTENG WEST [GW]: Physical Address: Corner Boshoff & Human Street, KRUGERSDORP Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini TEL: (011) 660-4581,
DISTRICT JOHANNESBURG CENTRAL [JC]: Physical Address: Corner Morola & Chris Hani road Soweto College PIMVILLE Postal Address: P.O. Box 900064, Bertsham, 2013 Enquiries: Rendani Nemukula: TEL: (011) 983-2231,
DISTRICT JOHANNESBURG EAST [JE]: Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, SANDTON Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: TEL: (011) 666-9109, DISTRICT JOHANNESBURG NORTH [JN]: Physical Address: Corner Biccard & Jorrison street FNB Building BRAAMFONTEIN Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Nelisiwe Mashazi: TEL: (011) 694 9378,
DISTRICT JOHANNESBURG SOUTH [JS]: Physical Address: 100 Northern Parkway, Crownwood Ormonde, JOHANNESBURG Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane: TEL: (011) 247-5957
DISTRICT JOHANNESBURG WEST [JW]: Physical Address: 20 Madeline street FLORIDA Postal Address: P.O. Box 1995, Florida,1709 Enquiries: Lizwe Jafta: TEL: (011) 831-5433,
DISTRICT SEDIBENG EAST [SE]: Physical Address: Corner Joubert & Kruger street SL & M Building VEREENIGING Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Ntombi Moyo: TEL: (016) 440-1861
DISTRICT SEDIBENG WEST [SW]: Physical Address: Sebokeng College 6 Samuel Street; Zone 18,SEBOKENG Postal Address: Private Bag X067, Vanderbijlpark, 1900 Enquiries: Erna Rust TEL: (016) 594 9207,
DISTRICT TSWANE NORTH [TN]: Physical Address: Wonderboom Junction 11 Lavender Street, PRETORIA Postal Address: Private Bag X925, Pretoria, 0001 Enquiries Priscilla Ravele TEL: (012) 543 1044,
DISTRICT TSWANE SOUTH [TS]: Physical Address: President Towers Building, 265 Pretorius Street PRETORIA Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Margie van der Walt TEL: (012) 401 6363/5,
DISTRICT TSHWANE WEST [TW] Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Salamina Letoaba TEL: (012) 725 1451, HEAD OFFICE [HO] Physical Address: 111 Commissioner street, Johannesburg Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: CHECK ENQUIRIES ON THE ADVERT
- CLOSING DATE** : 18 March 2016
- NOTE** : Application 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 an 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 months after the closing date please accept that your application was unsuccessful

OTHER POSTS

- POST 09/71** : **SENIOR ADMIN OFFICER REF NO: JW2016/03/01**
Directorate: Education Operations and Support

SALARY CENTRE REQUIREMENTS : R243 747 per annum
: Johannesburg West District
: An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6) in Information systems operation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of relevant policies, procedures and legislative frameworks in public sector. excellent Computer skills (Microsoft package). Good interpersonal skills and communication skills (Verbal and written). Administrative, analytical and organizational skills. Supervisory skills. Ability to work under pressure and in a team.

DUTIES : Proper keeping of records and databases. Gather and process information. functions such as filling, recording and compiling of minutes meetings, report writing and handling incoming and outgoing correspondence and telephone calls. Supervise Staff Convert system data into usable information. Manage the District information system, collate monthly and quarterly reports. Manage annual surveys. Manage the training and implementation of SA-SAMS. Co-Ordinate the use and acquisition of I.T for the District.

ENQUIRIES : Mr Lizwe Jafta, Tel (011) 831 5433

POST 09/72 : **SENIOR PROVISIONING ADMIN OFFICER REF NO: TW2016/03/02**
Directorate: Provisioning & Admin for Institutions

SALARY CENTRE REQUIREMENTS : R243 747 per annum
: Tshwane West District
: An appropriate recognized (or equivalent) qualification (NQF L6) plus 5 -10 years relevant experience. Applicant with prior learning, either by means of experience or alternative course may also apply. Knowledge of PFMA, Treasury Regulations, Procurement Procedures and OHS. Good managerial skills, good interpersonal skills, organizing skills and Time management & Leadership skills, computer literacy. Good communication skill both verbally and written. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline.

DUTIES : Supervise the daily activities of the Cleaners and the General Assistants. Leave management. Conduct random inspections of all areas allocated to the Support staff. Monitor cleaning. Monitoring adherence to cleaning procedures for officials randomly on a weekly basis. Compile a weekly report for inspections. Check and confirm that all cleaning equipment is available and in good working condition. Inventory management. Waste Paper Management. PMDS evaluation. Registry And Photocopying Machine Management, Ensure that the meter readings are captured and verified on a monthly basis. Manage bulk printing. Compile reports. Compile the Operational and Procurement Plan for the unit. Control and monitor support services budget. Ensure that budget is spent according to the Operational and Procurement plan.

ENQUIRIES : (TW) Ms. Salamina Letoaba, Tel (012) 725 1451

POST 09/73 : **CHIEF TYPIST 2 POSTS**
Sub Directorate: Finance and administration
Section: Office Service Pool

SALARY CENTRE REQUIREMENTS : R196 278 per annum
: Johannesburg West REF NO: JW2016/03/03
: Johannesburg East REF NO: JE2016/03/04
: An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6). Applicants with prior learning, either by means of experience or alternative courses may also apply. Computer literate (MS Word, Excel, PowerPoint). Good organizational and communication skills. Able to work under pressure.

DUTIES : Acknowledge receipt of draft document in a register. Ensure correct and timeously execution of typing requests. Ensure strict application of departmental typing prescripts. Type and proof read documents, rectify mistakes and ensure office neatness. Ensure equal workload between typist. Ensure effective utilization of equipment. Up keeping stock levels of stationery.

ENQUIRIES : (JW) Mr. Lizwe Jafta, Tel (011) 831 5433
(JE) Ms. Elizabeth Moloko, Tel (011) 666 9109

POST 09/74 : **PRINCIPAL PERSONNEL OFFICER REF NO: JE2016/03/05**
Sub Directorate: Transversal HR Services
Section: Condition of Services

SALARY : R196 278 per annum
CENTRE : Johannesburg East District
REQUIREMENTS : An appropriate recognized tertiary qualification or equivalent plus relevant plus between 2 to 3 years' experience or Grade 12 or equivalent with more than 10 years in a Human Resources environment. Experience should include experience of conditions of service, appointments, termination of service etc. Knowledge and understanding of Human Resource Management policies, procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills. Ability to work under pressure, use PERSAL and to provide advisory support to business units. Computer literacy in MS Excel, MS Word MS Access and MS outlook. A valid South African driver's license is an added advantage

DUTIES : Responsible for supervision of Condition of Service functions: appointments, promotions, transfers termination of services, payment of pension benefits recognition of qualification, leave, etc. Revise and approve transactions on PERSAL. Compile submissions. Manage projects as identified. Supervise performance management and training of subordinate(s) to ensure a high level of service delivery to line functionaries and clients. Provide advice on conditions of service related matters. Prepare and provide statistics and compile reports. Ensure adherence to effective implementation of HR Policies, Regulations and Acts.

ENQUIRIES : Ms Elizabeth Moloko, Tel (011) 666 9109

POST 09/75 : **CHIEF PROVISIONING ADMIN CLERK 2 POSTS**
Sub Directorate: Finance and administration
Unit: Provisioning and Administration

SALARY : R196 278 per annum
CENTRE : Johannesburg South REF NO: JS2016/03/06, Johannesburg East REF NO: JE2016/03/07
REQUIREMENTS : An appropriate, recognized Tertiary qualification Degree / Diploma-plus 3 years' relevant experience. Grade 12 – plus 6 years' relevant experience. Procurement directives (Supply chain management manual). Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. How to do basic research/gather information. Administration procedures relating to specific working environment, including norms and standards. Planning and organizing. Computer operation. Client service. Reporting procedures. Compilation of Management reports. Computer. Mathematics. Planning and organizing. Ability to perform routine tasks. Ability to operate computer (both hardware and software). Interpersonal relations. Problem solving. Maintaining discipline. Formulating and editing. Conflict resolution. Computer literacy. Verbal exchange of information requiring helpfulness and politeness. Routine notes, memorandums, reports, minutes and letters. Motivations with regard to PMDS. Share information with team members. A driver's license will be added advantage

DUTIES : Monitoring Of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to ASD and HO. Receive invoices from municipalities/Head Office for Non-S21 schools and monitor payment by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non Section 21 functions. Facilitate of schools on Financial Management and Procurement procedures and policies. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring Of Overdraft, Loan, Investment And School Fee Compensations Applications Section 21. Ensure the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform the school of per letter on the outcome of the application submission. PMDS And Leave Administration. Function as team leader by supervising general clerical responsibilities of lower levels. Advice on office administration matters. Provide training to staff on

administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Execute any reasonable task requested by supervisor. Provide management information (weekly reports). Give written feedback on queries –internal and external. Execute any reasonable task requested by supervisor. Attend office meetings. Perform Assistant Directors duties and responsibilities when assigned to do so. To provide monthly reports to Circuit Managers on the functionality of the schools within their Circuits. Other admin duties (Filing, reports, etc.). Compiling weekly reports. Monitor filing of expenditure report. Monitor filing of reconciliation report. Monitor filing of remittance advice. Monitor filing of weekly reports

ENQUIRIES : (JS) Mr. Patrick Sesane, Tel (011) 247 5700
(JE) Ms. Elizabeth Moloko, Tel (011) 666 9109

POST 09/76 : **CHIEF ACCOUNTING CLERK REF NO: SW2016/02/08**
Directorate: Finance & Administration
Unit: Financial Administration

SALARY : R196 278 per annum (Plus Benefits)
CENTRE : Sedibeng West District
REQUIREMENTS : An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQLF L6) -plus 3 years' relevant experience. Grade 12 with accounting – plus 6 years' relevant experience. Knowledge of Treasury Regulations, PFMA, procurement procedures and other legislative frameworks applicable to the Public Sector., Knowledge of Persal, Bas, SAP and SRM. Asset management. Reporting skills. Planning and organizing. Interpersonal relations. Problem solving. Maintaining discipline. Conflict resolution. Supervisory skills, Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Computer literacy (MS Excel, MS Word, MS Office). Share information with team members. Ability to work under pressure and long hours during audit process. A valid driver's license.

DUTIES : Ensure adherence to PFMA, Treasury Instructions. Check and reconcile payments. Ensure that losses and thefts are managed and reported accordingly. Ensure that records of financial transactions are updated correctly. Supervise, develop mentor junior staff. Provide statistical reports when required. Function as team leaders for staff in Pay Office, Salary Office, Cashier Office and Payment Office. Monitor payment on SRM and expenditure on Bas reports. Monitor distribution of payroll control sheets and reconciliation of payrolls against Persal. Monitor compliance with Petty Cash policy. Monitor capturing of receipts and banking of state money is taking place. PMDS and Leave Administration. Check and authorize the work of subordinates. Execute any reasonable task requested by supervisor. Provide management information (weekly, monthly and quarterly reports). Give written feedback on queries – internal and external. Execute any reasonable task requested by supervisor. Attend office meetings. Perform Assistant Director duties and responsibilities when assigned to do so. To provide monthly reports to Circuit Managers and Sub-Directorate Heads on the compliance of the submission of payroll reports to the Pay Office.

ENQUIRIES : Ms. Erna. Rust. Tel. No: (016) 594 9207

POST 09/77 : **CHIEF ADMINISTRATIVE CLERK REF NO: SW2016/03/09**
Directorate: Finance & Administration
Unit: Provisioning and Administration for Institutions

SALARY : R196 278 per annum (Plus Benefits)
CENTRE : Sedibeng West District
REQUIREMENTS : An appropriate, recognized Tertiary qualification Degree / Diploma-plus 3 years' relevant experience. Grade 12 – plus 6 years' relevant experience. Procurement directives (Supply chain management manual). Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Reporting skills. Planning and organizing. Interpersonal relations. Problem solving. Maintaining discipline. Conflict resolution. Supervisory skills, Good interpersonal skills and communication skills (verbal and written). Computer literacy (MS Excel, MS Word, MS Office). Share information with team members. A driver's license will be added advantage.

DUTIES : Monitoring Of School Municipal Accounts for Non-Section 21. Monitor payment of services by None-S21 schools and provide reports to ASD and HO. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending

in terms of Section 21 and non-section 21 schools function. Ensure that schools comply with Financial Management and Procurement procedures and policies. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. PMDS and Leave Administration. Function as team leader by supervising general clerical responsibilities of lower levels. Provide training to staff on administration procedures and processes. Check and authorize the work of subordinates. Execute any reasonable task requested by supervisor. Provide management information (weekly, monthly and quarterly reports). Give written feedback on queries – internal and external. Execute any reasonable task requested by supervisor. Attend office meetings. Perform Senior Admin Office/Senior Provisioning Admin Officer duties and responsibilities when assigned to do so. To provide monthly reports to Circuit Managers on the functionality of the schools within their Circuits.

<u>ENQUIRIES</u>	:	Ms. Erna. Rust. Tel. No: (016) 594 9207
<u>POST 09/78</u>	:	<u>SENIOR ADMIN CLERK 4 POSTS</u> Sub Directorate: Circuit Management & Support
<u>SALARY CENTRE</u>	:	R132 399 per annum Tshwane West (3 Posts) REF NO: TW2016/03/11 Ekurhuleni North REF NO: EN2016/03/12
<u>REQUIREMENTS</u>	:	A grade 12 certificates plus extensive relevant experience in office administration. A relevant post Matric qualification in secretarial studies/office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage.
<u>DUTIES</u>	:	Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework. Assist with the compilation of Office budget
<u>ENQUIRIES</u>	:	(TW) Ms. Salamina Letoaba, Tel (011) 012 725 1451 (EN) Ms. Emily Mochela, Tel (011) 7468190
<u>POST 09/79</u>	:	<u>SENIOR PROVISIONING ADMIN CLERK 7 POSTS</u> Sub Directorate: Finance and administration Section: Finance and Procurement
<u>SALARY CENTRE</u>	:	R132 399 per annum Johannesburg West (2 POSTS) REF NO: JW2016/03/13 Johannesburg North (2POSTS) REF NO: JN2016/03/14 Johannesburg East REF NO: JE2016/03/15 Tshwane South (X 2 POSTS) REF NO:TS2016/03/16
<u>REQUIREMENTS</u>	:	Senior certificate plus relevant years of experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of PERSAL, BAS, PFMA and Treasury Regulations, provisioning procedures and other legislative frameworks applicable to the Public Sector. Leadership, management and conflict Resolutions skills. Communication skills (written & verbal), organizational and interpersonal. Computer literacy and ability to work under pressure long hours during audit process.
<u>DUTIES</u>	:	Provide administration support to the unit. Checking for compliance to both Departmental and provincial policies and procedures in terms of provisioning. Co-ordinate and facilitate the administrative support to the institutions and IDSO. Support the Director and other Heads of unit in the execution of their functions in terms of the relevant legislative imperatives (SASA, PFMA, PPPFA, etc)..
<u>ENQUIRIES</u>	:	(JW) Mr. Lizwe Jafta, Tel (011) 831 5433 (JN) Ms. Nelisiwe Mashszi, Tel (011) 694 9300 (JE) Ms. Elizabeth Moloko, Tel (011) 666 9109 (TS) Ms. Margie Van Der Walt Tel 012 401 6363

POST 09/80 : **SENIOR PROVISIONING ADMIN CLERK**
Sub Directorate: Finance and administration
Section: Office Service Pool

SALARY : R132 399 per annum
CENTRE : Johannesburg West (X 3 POSTS) REF NO: JW2016/03/17
Johannesburg East REF NO:JE2016/03/18 (X 3 POSTS)

REQUIREMENTS : A grade 12 certificate or equivalent qualification Applications with Prior Learning, either by means of experience or Alternative courses may also apply. Knowledge of PERSAL, BAS, PFMA and Treasury regulations, provisioning procedures and other Legislative frameworks applicable to Public Sector. Good interpersonal skills and communication skills (verbal and Written). Administrative, analytical and organizational skills, Computer Literacy. Ability to work under pressure and long hours during audit process.

DUTIES : Provisioning of goods and services. Procurement and accounting for all Goods and services. Placement of orders and effect payment Safekeeping of goods received and delivery thereof. Provisioning of administrative support for Self-managing schools. Control of equipment/stock (stocktaking). Respond to Audit queries. Supervise staff.

ENQUIRIES : (JW) Mr. Lizwe Jafta, Tel (011) 831 5433
(JE) Ms. Elizabeth Moloko, Tel (011) 666 9109

POST 09/81 : **RECEPTIONIST REF NO: TS2016/03/19**
Sub Directorate: Finance and Administration
Section: Office Service Pool

SALARY : R132 399 per annum plus benefits
CENTRE : Tshwane South District
REQUIREMENTS : Grade 12 or equivalent with 1-3 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Excellent verbal and written communication skills. Good inter-personal relations skills. Ability to work independently and under pressure.

DUTIES : Management of incoming and outgoing correspondence. Delivery and of documents. Tracking of documents that were delivered and/or collected Serve as an entry point for all internal and external stakeholders who visit or call the Directorate. Implement and maintain administrative systems and procedures for the Directorate. Ensure that the tracking grid is updated and produce report on same. Provide administrative support to the office.

ENQUIRIES : (TS) Ms. Margie Van Der Walt Tel 012 401 6363

POST 09/82 : **SENIOR PROVISIONING ADMIN CLERK X 2 POSTS REF NO: JE2016/03/20**
Sub Directorate: Finance and administration
Section: Provisioning and Administration

SALARY : R132 399 per annum
CENTRE : Johannesburg East
REQUIREMENTS : A grade 12 certificate or equivalent qualification Applications with Prior Learning, either by means of experience or Alternative courses may also apply. Knowledge of PERSAL, BAS, PFMA and Treasury regulations, provisioning procedures and other Legislative frameworks applicable to Public Sector. Good interpersonal skills and communication skills (verbal and Written). Administrative, analytical and organizational skills, Computer Literacy. Ability to work under pressure and long hours during audit process.

DUTIES : Provisioning of goods and services. Procurement and accounting for all Goods and services. Placement of orders and effect payment Safekeeping of goods received and delivery thereof. Provisioning of administrative support for Self-managing schools. Control of equipment/stock (stocktaking). Respond to Audit queries. Supervise staff.

ENQUIRIES : (JE) Ms. Elizabeth Moloko, Tel (011) 666 9109
(TS) Ms. Margie van der Walt, Tel (012) 401 6363

POST 09/83 : **SENIOR ACCOUNTING CLERK: CASHIER 5 POSTS**
Sub Directorate: Finance and administration
Section: Finance and Procurement

SALARY : R132 399 per annum
CENTRE : Johannesburg West REF NO: JW2016/03/10

Johannesburg East REF NO: JE2016/03/21
Ekurhuleni South REF NO: ES2016/03/22
Sedibeng West REF NO: SW2016/03/23
Tshwane South REF NO: TS2016/03/52

REQUIREMENTS : A Grade 12 certificate with Accounting or equivalent qualification. Applications with Prior Learning, either by means of experience or Alternate courses may also apply. Knowledge of PFMA and Treasury regulations, Supply Chain Management procedures and other Legislative frameworks applicable to Public Sector. Good interpersonal skills and communication skills (verbal and written), Conflict Resolution Skills, organizational and interpersonal skills. Computer Literacy (MS Excel, MS Word, MS Office). Ability to work under pressure and long hours during audit process. A driver's license will be added advantage.

DUTIES : Issuing and allocate of official receipts for all cash received on daily basis. Deposit all money collected as per prescribed on daily basis. Capture receipts On daily basis. Issue and replenish petty cash as per prescribed according to Financial regulations. Reconcile and replenish cash book monthly. Compile and Forward receipts and deposit slips to Head Office for capturing BAS. Maintain a Comprehensive filing system for all documentation. Attend to all verbal and Written enquiries regarding safe keeping and depositing of state money.

ENQUIRIES : (JW) Mr. Lizwe Jafta, Tel (011) 831 5433
(JE) Ms. Elizabeth Moloko, Tel (011) 666 9109
(ES) Ms. Nosimelo Hlatshwayo, Tel (011) 389 6004
(SW) Ms. Erna. Rust. Tel. No: (016) 594 9207
(TS) Ms Margie Van der Walt Tel no: 012 401 6363

POST 09/84 : **SENIOR ACCOUNTING CLERK: PAYMENT CLERK 4 POSTS**
Sub Directorate: Finance and administration
Section: Finance and Procurement

SALARY CENTRE : R132 399 per annum
Johannesburg West (X 2 Posts) REF NO: JW2016/03/24
Johannesburg East REF NO: JE2016/03/25
Ekurhuleni South REF NO: ES2016/03/26

REQUIREMENTS : Senior certificate plus relevant years of experience. Applicants with prior learning, either by means of experience or alternative courses, Minimum of two (2) years' experience for the posts, Communication skills (verbal and written). Knowledge of PERSAL, BAS, and Microsoft systems. Treasury Regulations process.

DUTIES : Compile and Process supplier invoices. Participate in all supplier payment are paid within 30 days. Participate the daily tracking of all payments. Participate the compiling of sundry payment. Improving of customer. Participate Co-ordinate and complete Accounts Payable processes. Allocate payments on the web cycle, Resolve all supplier payment queries, Adhere to Accounts Payable internal controls

ENQUIRIES : (JW) Mr. Lizwe Jafta, Tel (011) 831 5433
(JE) Ms. Elizabeth Moloko, Tel (011) 666 9109
(ES) Ms. Nosimilo Hlatshwayo Tel. No: (011) 389 6004

POST 09/85 : **SENIOR ADMIN CLERK: TRANSPORT REF NO: TS2016/03/27**
Sub-Directorate: Finance & Administration
Section: Office Service Pool

SALARY CENTRE : R132 399 per annum (Plus Benefits)
Tshwane South District

REQUIREMENTS : A grade 12 certificate or equivalent qualification Applications with Prior Learning, either by means of experience or alternative courses may also apply. Knowledge of Legislative frameworks applicable to Public Sector. Good interpersonal skills and communication skills (verbal and Written). Administrative, analytical and organizational skills. Computer Literacy. Ability to work under pressure and long hours during audit Process. Transport administration experience will be an added advantage. A valid driver's license.

DUTIES : Execute daily office record keeping. Store and retrieve information and Documents. Control trip authorities, ensure that drivers are in possession of Valid drives license. Compile monthly statistics. Ensure history files of vehicles Are kept up to date. Reporting any defaults and mechanical problems. Compilation of management reports and statistics.

ENQUIRIES : (TS) Ms. Margie Van Der Walt Tel No: Tel 012 401 6363

POST 09/86 : **SENIOR DATA TYPIST REF NO: JE2016/03/28**
Sub Directorate: Finance and administration
Section: Finance and Procurement

SALARY : R132 399 per annum
CENTRE : Johannesburg East
REQUIREMENTS : Grade 12 or Grade 10 with relevant experience between 5 to 10 years. practices as well as the ability to capture data, and operate computer, working knowledge and understanding of the legislative framework governing the Public Service, Knowledge of storage and retrieval procedures in terms of working environment. Understanding of the work in registry. Ability to work in a team. Good communication skills, good interpersonal relation skills.

DUTIES : Capturing data within the relevant time frame, check captured data for consistency and accuracy. Follow-up on incomplete information, verify and correct data for accuracy. Submission of monthly reports using the correct templates. Exporting of data to the relevant offices within the set due date. Have the ability to assist in other administration duties as allocated by supervisor

ENQUIRIES : (JE) Ms. Elizabeth Moloko, Tel (011) 666 9109

POST 09/87 : **SENIOR TELECOM OPERATOR 2 POSTS**
Sub Directorate: Finance and administration
Section: Office Service Pool

SALARY : R132 399 per annum
CENTRE : Johannesburg West REF NO: JW2016/03/29, Tshwane North REF NO: TN2016/03/30
REQUIREMENTS : A grade 12 Certificate or equivalent qualification. Able to operate switchboard machines. Able to handle confidential information. Able to read and write. Good communication and interpersonal skills. Knowledge of Batho Pele Principles process.

DUTIES : Attend to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to the relevant staff. Keep record of all outgoing calls. Print and issue telephone accounts. Maintain telephone database. Allocate pin codes when authorized Identify and report telephone faults to the supervisor.

ENQUIRIES : (JW) Mr. Lizwe Jafta, Tel (011) 831 5433
(TN) Ms. Priscilla Ravele, Tel (011) 543 1044

POST 09/88 : **SENIOR ADMIN CLERK (X3 POSTS) REF NO: HO2016/03/31**
Directorate: Public Ordinary School

SALARY : R132 399 per annum
CENTRE : Head Office
REQUIREMENTS : Senior certificate or equivalent qualification plus relevant experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of Procurement procedures and other legislative frameworks applicable in the public sector. Good interpersonal skills and communication skills (verbal and written). Computer literacy, administrative, analytical, planning and organizational skills. Ability to work under pressure and in a team.

DUTIES : Reply to queries, compile/type correspondence, documentation, faxing and photocopying. Make logistical arrangement for meetings/workshops/events. Provide administrative support, update and safe-keeping all records, office provisioning, receive and track correspondence & order stationery. Perform administrative duties that will be assigned.

ENQUIRIES : (HO) Ms. Mmule Madonsela, Tel (011) 355 0871

POST 09/89 : **SENIOR REGISTRY CLERK X2 POSTS REF NO: HO2016/03/32**
Directorate: Auxiliary Services and Fleet Management
Unit: Registry Services

SALARY : R132 399 per annum
CENTRE : Head Office
REQUIREMENTS : Grade 12 or equivalent qualification. Knowledge of Registry responsibilities Knowledge of storage and retrieval procedures. Understanding of Legislative Frameworks, computer skills. Good communication skill both verbally and written. Ability to work in a team. Good interpersonal skills.

DUTIES : Provide registry counter services .Handle incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry function. Process documents for archiving and disposal Ensure that all closed files are listed and send to Head Office for archiving purposes. Maintenance of the storage area. Smooth running of the registry office. Storage and retrieval of documents and files. Prepare documents and post daily. Data capturing. Liaising with other departments for transfer and disposal of records. Compile monthly statistics and reports.

ENQUIRIES : (HO) Ms. Monica Sampson, Tel (011) 843 6689

POST 09/90 : **SENIOR ADMIN CLERK REF NO: HO2016/03/33**
Sub Directorate: Special projects

SALARY : R132 399 per annum
CENTRE : Gauteng East
REQUIREMENTS : Grade 12 or equivalent qualification. Knowledge of Registry responsibilities Knowledge of storage and retrieval procedures. Understanding of Legislative Frameworks, computer skills. Good communication skill both verbally and written. Ability to work in a team. Good interpersonal skills.

DUTIES : Provide registry counter services .Handle incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry function. Process documents for archiving and disposal Ensure that all closed files are listed and send to Head Office for archiving purposes. Maintenance of the storage area. Smooth running of the registry office. Storage and retrieval of documents and files. Prepare documents and post daily. Data capturing. Liaising with other departments for transfer and disposal of records. Compile monthly statistics and reports.

ENQUIRIES : (HO) Mr. Mpho Leotlela (011) 736-0717

POST 09/91 : **SENIOR PROVISIONING ADMIN CLERK 4 POSTS**
Sub-Directorate: Finance and Procurement

SALARY : R132 399 per annum (Plus Benefits)
CENTRE : Gauteng North REF NO: GN2016/03/34 (3 POSTS) and Sedibeng West REF NO: SW2016/03/35
REQUIREMENTS : Senior certificate plus relevant years of experience. Applications with prior learning, either by means of experience or alternative courses may also apply, Knowledge of PERSAL, BAS, PFMA and Treasury Regulations, provisioning procedures and other legislative frameworks applications to the Public Sector. Leadership, management and conflict Resolutions skills. Communication skills (Written & Verbal), organizational and interpersonal. Computer literacy and ability to work under pressure long hours during audit process.

DUTIES : Provide administration support to the Unit. Checking for compliance to both Departmental and Provincial policies and procedures in terms of Procurement. Reconcile supplier's accounts and records. Procurement of all Goods and Services. Placement of orders on the SRM and P-Card system. Verify goods delivery with end-users. Compile GRV, secure necessary approvals and delegations for processing and then submit to Financial Administration Unit. Resolve queries from suppliers. Support the Director and other Heads of Units in the executions of their functions in terms of the relevant legislative imperatives (PFMA, PPPFA, SCM and Treasury Regulations). Maintain District Procurement Plans for planning and process purposes.

ENQUIRIES : (GN) Mr. Alfred Phaswana. Tel No (011) 846 3641
(SW) Ms. Erna. Rust. Tel. No: (016) 594 9207

POST 09/92 : **SENIOR ADMIN CLERK 2 POSTS**
Sub-Directorate: Finance & Administration
Unit: Provisioning for Administration and Institutions

SALARY : R132 399 per annum (Plus Benefits)
CENTRE : Sedibeng West REF NO: SW2016/03/36
Gauteng North REF NO: GN2016/03/37
REQUIREMENTS : A Grade 12 certificate or equivalent qualification. Applications with Prior Learning, either by means of experience or Alternate courses may also apply. Knowledge of PFMA and Treasury regulations, provisioning procedures and other Legislative frameworks applicable to Public Sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and

organizational skills. Computer Literacy (MS Excel, MS Word, MS Office). A driver's license will be added advantage.

DUTIES : Provisioning of goods and services. Procurement and accounting for all Goods and Services. Provisioning of administrative support for self-managing schools. Management of assets at schools. Respond to Audit queries. Manage efficient systems in respect of expenditure by schools and payment of services to various Institutions by Head Office.

ENQUIRIES : Ms. Erna. Rust. Tel. No: (016) 594 9207

POST 09/93 : **SENIOR MACHINE OPERATOR 2 POSTS**
Sub Directorate: Finance and administration
Unit: Office Service Pool

SALARY CENTRE : R78 156 per annum
Johannesburg West REF NO: JW2016/03/38, Johannesburg East REF NO: JE2016/039

REQUIREMENTS : Abet (level 1-3) with 1-3 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Good verbal and written communication skills. Good inter-personal relations skill. Ability to work independently, and must be physically healthy process.

DUTIES : Bulk printing, capturing of meter reading. Record keeping, reporting of malfunctioning of photocopy machine. Distribute photo copy material accordingly. Binding, management of the stock room and maintenance of the photocopy machine.

ENQUIRIES : Mr Lizwe Jafta, Tel (011) 831 5433
(JE) Ms. Elizabeth Moloko, Tel (011) 666 9109

POST 09/94 : **DRIVER/MESSANGER 3 POSTS**
Sub Directorate: Finance and administration
Unit: Office Service Pool

SALARY CENTRE : R110 739.00 per annum
Johannesburg West REF NO:JW2016/03/43
Johannesburg East REF NO: JE2016/03/44
Tshwane South REF NO:TS2016/03/45

REQUIREMENTS : Grade 10 or equivalent with 3 -5 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Excellent verbal and written communication skills. Good inter-personal relations skills. In possession of a valid driver's license. Ability to work independently and under pressure. PDP served as added advantage.

DUTIES : Provide driver's services. Management of incoming and outgoing correspondence. Delivery and collection of documents and assets at all levels within the Department. Tracking of documents that were delivered and/or collected. Provide administrative support to the office.

ENQUIRIES : (JW) Mr. Lizwe Jafta, Tel (011) 831 5433
(JE) Ms. Elizabeth Moloko, Tel (011) 666 9109
(TS) Ms. Margie van der Walt, Tel (012) 4016363

POST 09/95 : **DRIVER/ MESSENGER 2 POSTS REF NO: HO2016/03/46**
Directorate: Asset Management

SALARY CENTRE : R110 739 per annum plus benefits
Pretoria

REQUIREMENTS : Grade 10 or AET Certificate with relevant experience between 3 to 5 years. Applicants with prior learning, either by means of experience or alternative courses may also apply. Valid code 10-14 driver's licence with (PDP). 0-2 years' experience in rendering driving support services, good communication skills (verbal & written), sound organisational skills and high level of reliability. Knowledge of assets regulations. Working knowledge of the procedures to perform messenger functions and routine office support functions

DUTIES : Collect and deliver documents within the Department and other institutions. Perform courier driver duties if and when required. Deliver furniture and other stores to the Institutions, Districts & Head Office. Routine maintenance on the allocated vehicles/ trucks and reports defects. Complete log books with regard to the vehicle/ truck and the goods carried. Record all goods to be packed and delivered (quality & quantity) Assist in Registry within the Sub-directorate.

Render messenger services for the sub-directorate. messenger services within the Department.

ENQUIRIES : Mr. MM Tel 012 379 2131

POST 09/96 : **DRIVER/MESSENGER REF NO: HO2016/03/47**
Sub Directorate: e-Learning

SALARY CENTRE REQUIREMENTS : R110 739 per annum (Plus Benefits)
: Head Office
: Grade 10 or equivalent with 3 -5 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Excellent verbal and written communication skills. Good inter-personal relations skills. In possession of a valid driver's license. Ability to work independently and under pressure. PDP served as added advantage. ICT and Document Management skills.

DUTIES : Provide driver's services. Management of incoming and outgoing correspondence. Delivery and collection of documents and assets at all levels within the Department. Tracking of documents that were delivered and/or collected. Provide administrative support to the office.

ENQUIRIES : Ms. Mashudu Masikhwa. Tel. No: (011) 355 0545

POST 09/97 : **GENERAL ASSISTANT REF NO: HO2016/03/48**
Directorate: Asset Management

SALARY CENTRE REQUIREMENTS : R78 156.00per annum (Plus Benefits)
: Pretoria Warehouse
: AET Level 1-3 with 1-3 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Verbal and Written communication skills. Good inter-personal relations skill. Ability to work independently, and must be physically healthy

DUTIES : Clean the interior of buildings, dust and polish furniture, pick up rubbish, empty garbage containers and take content to waste arrears for removal. Vacuum and clean carpets, curtains and floors, wash windows, wash ablution facilities remove dust and dirt from ceilings, walls, overhead pipes and fixtures, sweep floors.and report any defects.

ENQUIRIES : Ms. MM Machoha.Tel No: (012 379 2131)

POST 09/98 : **CLEANER 3 POSTS REF NO: HO2016/03/49**
Directorate: Library Service & LTSM

SALARY CENTRE REQUIREMENTS : R78 156 per annum (Plus Benefits)
: Pretoria
: AET Level 1-3 with 1-3 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Verbal and Written communication skills. Good inter-personal relations skill. Ability to work independently, and must be physically healthy

DUTIES : Clean the interior of buildings, dust and polish furniture, pick up rubbish, empty garbage containers and take content to waste arrears for removal. Vacuum and clean carpets, curtains and floors, wash windows, wash ablution facilities remove dust and dirt from ceilings, walls, overhead pipes and fixtures, sweep floors. Performing landscaping, gardening and general maintenance duties.

ENQUIRIES : Ms Nompilo Zondo Tel No: (011 843 6707

POST 09/99 : **GENERAL ASSISTANT REF NO: HO2016/03/50**
Directorate: ECD

SALARY CENTRE REQUIREMENTS : R78 156 per annum (Plus Benefits)
: Norwood
: AET Level 1-3 with 1-3 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Verbal and Written communication skills. Good inter-personal relations skill. Ability to work independently, and must be physically healthy

DUTIES : Clean the interior of buildings, dust and polish furniture, pick up rubbish, empty garbage containers and take content to waste arrears for removal. Vacuum and clean carpets, curtains and floors, wash windows, wash ablution facilities remove dust and dirt from ceilings, walls, overhead pipes and fixtures, sweep floors. And report any defects.

ENQUIRIES : Ms. Phumelela Tloubatla.Tel No: (011 728 7151)

<u>POST 09/100</u>	:	<u>GENERAL ASSISTANT</u> Sub Directorate: Finance and administration Unit: Office Service Pool
<u>SALARY CENTRE</u>	:	R78 156 per annum Johannesburg West REF NO: JW2016/03/40 Johannesburg South REF NO: JS2016/03/41 (3 Posts) Tshwane South (X 2POSTS)REF NO:TS2016/03/42
<u>REQUIREMENTS</u>	:	Abet (level 1-3) with 1-3 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Verbal and written communication skills. Good inter-personal relations skill. Ability to work independently, and must be physically healthy.
<u>DUTIES</u>	:	Assist in removal of furniture. Cleaning of file/storage area. Assist in cleaning of offices/corridors/boardrooms. Asset management. Circulating of information between offices. Assist with filing and packing of stock in the storerooms. Assist with the delivery of mail in the absence of messengers.
<u>ENQUIRIES</u>	:	(JW) Mr. Lizwe Jafta, Tel (011) 831 5433 (JS) Mr. Patrick Sesane, Tel (011) 247 5989 (JE) Ms. Elizabeth Moloko, Tel (011) 666 9109 (TS) Ms. Margie van der Walt, Tel (012) 4016363

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.

<u>APPLICATIONS</u>	:	Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
<u>CLOSING DATE NOTE</u>	:	18 March 2016 Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on implementation of competency based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency tools".

OTHER POSTS

<u>POST 09/101</u>	:	<u>DEPUTY DIRECTOR: HR PLANNING AND ORGANIZATIONAL DESIGN</u> Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R569 538 per annum, (All-inclusive package) Johannesburg Relevant 3 year tertiary qualification, e.g National Diploma or Degree. 2 – 3 years' experience in the HR Planning, organisational design and/or management field . (NQF level 6)

DUTIES : Manage the development of HR strategies. Manage human resource information and knowledge. Monitor and evaluate the implementation of HR strategies. Co-ordinate and ensure implementation of organisational design and development. Manage the provisioning and allocation of posts. Co-ordinate human resource information system. Coordinate and improve MPAT results.

ENQUIRIES : Ms Linda Ninzi - Tel No: (011) 227-9000

POST 09/102 : **DEPUTY DIRECTOR: CORPORATE PERFORMANCE REPORTING**
Directorate: Corporate Performance Monitoring & Evaluation

SALARY : R569 538 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma or Bachelor's Degree in public management, policy development, monitoring & evaluation, business management or related field. Minimum 2 years in the role of performance monitoring, quality management and/or strategy management and performance monitoring and reporting. 3 years in a management function. Facilitation of M&E quality assurance and information workshops. Experience with planning, design and implementation of systems including use of logical framework approach, results based M&E and other contemporary strategic planning approaches. Data and information analysis and reporting to stakeholders and experience with data processing and analysis using computer systems.

DUTIES : Manage a team of performance monitoring and reporting specialists (Assistant Director level) Develop and implement policies, processes and procedures for performance monitoring and reporting Oversee the reporting of departmental performance to executive management, Legislature and Audit Committee and other stakeholders Conduct performance analysis of programme and projects performance and facilitate implementation of innovative solutions to ensure departmental programmes achieve planned objectives Identify opportunities for improvement of programme performance Develop and implement systems for effective management of performance information Manage portfolio of department's business processes

ENQUIRIES : Ms. Tshiamo Sokupha Tel No: (011) 227-9000

POST 09/103 : **ASSISTANT DIRECTOR: COMPUTER AUDIT**
Directorate: Gauteng Audit Services

SALARY : R361 659 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant degree or Diploma in Computer Audit or equivalent qualification. At least 3 years' experience in Computer Auditing

DUTIES : The incumbent will be responsible for: Planning of computer audits. Perform computer audits. Review work performed. Reporting. Ensure effective, efficient execution of audits. Perform required administrative functions. Staff training and development

ENQUIRIES : Ms Linda Ninzi, Tel No (011) 227 9000

DEPARTMENT OF HEALTH

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 09/104 : **REGISTRAR (MEDICAL) REF NO: 000433**
Directorate: Surgery Department

SALARY : R637 845 – R666 981 per annum (all inclusive package)
CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : MBChB or equivalent qualification. A valid registration with the HPCSA as an independent medical practitioner.

DUTIES : The many and diverse functions of this position encompass aspects of patient care, education, research (should participate in original basic or clinical research) and counsel during surgery emergencies. The service aspect includes ensuring correct surgical treatment of patients. The academic programme will include patient case presentations, subject discussions and attendance of the post graduate programmes. The academic and training requirements include passing primary and intermediate exams of University of Pretoria or College of Surgeons, final exit exams of the College and a research dissertation for University of Pretoria MMed (Chir)

ENQUIRIES : Prof. D. Montwedi, Tel No: (012) 373-1005

APPLICATIONS : Applications must be filled on a Z 83 form accompanied by CV and certified copies of ID and certificates. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

CLOSING DATE : 18 March 2016

NOTE : 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.

POST 09/105 : **PHARMACY SUPERVISOR GRADE 1 REF NO: S-000446**
Directorate: Chronic Dispensing Unit

SALARY : R637 845. – 676 986 per annum (all inclusive remuneration package)

CENTRE : Ekurhuleni Health District (Germiston)

REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist and proof of current registration. A minimum of 4 years' appropriate experience required after registration as a Pharmacist with the SAPC.

DUTIES : Manage the unit, the helpdesk and all personnel under his/her control. Accept responsibility for the unit and its management. Ensure that all pharmacist and pharmacist assistants are registered with SAPC, annually. Implementation of policy and new ideas. Ensure compliance to all legislation. Deputize for the assistant manager when necessary. Plan and coordinate rosters/ schedules for the unit. Plan and coordinate formal and informal training for the unit. Perform quarterly and annual PMDS for staff in the unit. Financial control of the unit. Provision of Pharmaceutical care. Organize and control all aspects of the procurement and receipt of stocks as per Standard Operating procedure. Organize and control all aspects of the storage of stock as per Standard Operating procedures .Organize and control the distribution of pharmaceutical products. Ensure the availability of medicine at all times. Establish line of communication with all stakeholders.

ENQUIRIES : Ms. T. Burisch Tel No: (011) 878 - 8546

APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager. Or apply online at: www.gautengonline.gov.za

CLOSING DATE : 18 March 2016

POST 09/106 : **PHARMACIST GRADE 1-3 4 POSTS REF NO: S-000444**
Directorate: Chronic Dispensing Unit

SALARY : Grade 1 R533 496 – 566 232 per annum (inclusive package)
Grade 2 R583 341 – 619 131 per annum (inclusive package)
Grade 3 R637 845 – 676 986 per annum (inclusive package)

CENTRE : Ekurhuleni Health District (Germiston)

REQUIREMENTS : Grade 1: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist Grade 2: Minimum of five (05) years appropriate experience after registration as A Pharmacist with the SAPC. Grade 3: Minimum of 13 years appropriate experience as a Pharmacist with the SAPC. Current proof of registration with the SAPC as a Pharmacist.

DUTIES : Verify, validate and dispense patients' prescription .Communicate with Prescribers with regards to the status of the prescriptions when necessary. Maintain records/ statistics as per legal requirement. Oversee prepacking

processes in the CDU. Ensure compliance to GPP, SOP and NCS. Procurement and storage of pharmaceutical items. Provide information/ health advice to the staff and the public. Ensure timely submission of reports. Train staff in the unit. Recordkeeping.

ENQUIRIES : Ms T Burisch, Tel No: (011) 878 - 8546
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager. Or apply online at: www.gautengonline.gov.za
CLOSING DATE : 18 March 2016

POST 09/107 : **ASSISTANT MANAGER: QUALITY ASSURANCE REF NO: S-000439**
Directorate: Quality Assurance

SALARY : R433 029 per annum (plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 diploma/degree in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse. A minimum of 8 years appropriate experience after registration with SANC as a Professional Nurse. Managerial experience will be an advantage. A valid driver's license. Competencies, strong interpersonal relations. Ability to interact with all levels of management, external stakeholders and patients. Excellent verbal and written communication. Ability to collect and analyse data, conflict and performance management. Project management and financial management skills. Computer skills in basic programmes. Personal responsiveness, pro active, professionalism, accuracy, flexibility, initiative, and cooperative.

DUTIES : Manage the clinical audits system. Ensure the effectiveness and sustainable implementation and management of the national quality assurance policies and procedures. Develop and co-ordinate the appointment and the activities of Quality Assurance Committee. Analyze the M&M reports for the hospital and make recommendations to the CEO. Conduct Quality Assurance risk management process. Coordinate the reporting and investigation of serious adverse events in the hospital. Ensure compliance to national and provincial Clinical Guidelines including the Ministers key 6 quality priorities, train the employees in implementing national quality core standards, and ensure that all employees are following the required national core standards, manage the programme of Customer Care in the hospital by putting in place the system for complaints management, clients satisfaction surveys and providing information to the service users, marketing the services to the communities. Be part of the institutional and provincial Quality Assurance forums.

ENQUIRIES : Dr. M.N. Maleka Tel No: (011) 681 2002
APPLICATIONS : Applications must be sent to The HR Manager-South Rand Hospital Private Bag X1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road, HR Managers office NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 18 March 2016

POST 09/108 : **OPERATIONAL MANAGER NURSING (SPECIALITY) OPD REF NO: S-000409**
Directorate: Nursing

SALARY : R433 029 per annum (plus benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : Basic R425/R683 qualifications i.e. Diploma/Degree in General, Psychiatry, Community and Midwifery/Diploma in General Nursing. Minimum of 9 (nine) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtain the 1 year post basic qualification in the relevant speciality, Clinical nursing science, health assessment, treatment and care (PHC). Competencies: Leadership, management, planning, organizing, co-ordination, communication skills and team work. Ability to take charge and make appropriate independent decisions. Display a concern for patients, promoting advocacy and facilitating proper treatment and care. Knowledge of nursing legislation and related legal and ethical nursing practices.

DUTIES : Coordination of the provision of optimal, holistic, specialized nursing care within the set standards and professional/legal framework. Ensure clinical nursing

practice by the nursing team in accordance with the scope of practice. Manage the utilization and supervision of human and financial resources effectively. Provision of effective support to nursing service: do relief duties (calls) as required by the service. Maintain professional growth/ethical standards and self-development, promoting the image of the nursing profession and the hospital.

ENQUIRIES : Mrs. M.Matandela, Tel No: 018 788 1704

APPLICATIONS : Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: HR Directorate, Carletonville Hospital, Private bag X2023, Carletonville, 2500 or apply on line at; www.gautengonline.gov.za. Disabled people are encouraged to apply.

CLOSING DATE : 18 March 2016

NOTE : Disabled people are encouraged to apply.

POST 09/109 : **PN-B3 OPERATIONAL MANAGER (SPECIALTY) MATERNITY POST-NATAL 1**
POST REF NO: 000330
 Directorate: Nursing Department
 Re-advertisement

SALARY : R433 029 – R487 374 per annum (plus benefits)

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Grade 12 or equivalent NQF level 4 qualification. Basic qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic nursing qualification, with a duration of at least 1-year accredited with SANC in Advanced Midwifery. Diploma in Nursing Administration / Management registered with SANC. Proof of 2016 SANC receipt. Drivers license and computer literacy will be an added advantage. Experiential / Competency: A minimum of 9-years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5-years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining 1-year post basic qualification in Advanced Midwifery. Proof of service record certificate.

DUTIES : Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts service delivery. Ensure clinical nursing practice by the team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resources and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious difference. Work as part of multidisciplinary team at unit level to ensure good nursing care by the nursing team. Display concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the adherence to the principles of Batho Pele. KEY PERFORMANCE AREAS: Coordinate optimal, holistic, specialized nursing care with set standards and within a professional / legal framework. Manage effectively the supervision and utilization of resources. Coordination of the provision of effective training and research. Provision of support to nursing services. Maintain professional growth / ethical standards and self-development.

ENQUIRIES : Ms. M.V. Mathabatha, Tel No: (012) 318-6622

APPLICATIONS : 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.

CLOSING DATE : 18 March 2016

POST 09/110 : **CLINICAL MENTOR REF NO: S-000398**
 Directorate: HAST

SALARY : R396 282-R446 031 per annum (plus benefits)

CENTRE : West Rand District Health

REQUIREMENTS : Basic R425 qualification as a Registered Nurse & Midwife Minimum nine (9) years' experience as a Registered Nurse, Computer Literacy, valid driver's

licence. NIMART _ trained & experienced knowledge of Hast Programmes. Exposure to PC-101 Facilitation experience will be an added advantage.

DUTIES : Mentoring of Professional Nurses on NIMART. Facilitation of PC-101 Guidelines. Report writing skills. Enhance intersectoral collaboration with the Hast Programme. Proper financial management skills. Monitoring and Evaluation of Hast Programmes.

ENQUIRIES APPLICATIONS : Mrs. Nonkumbulo Ntozakhe (011) 953 4515
Applications should be submitted directly at the West Rand District Health, CNR Vlei and Luipaard Street Krugersdorp or posted to Private |Bag x 2053, Krugersdorp 1740 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 18 March 2016

POST 09/111 : **TB COORDINATOR REF NO: S-000399**
Directorate: TB Unit

SALARY CENTRE REQUIREMENTS : R396 282-R446 031 per annum (plus benefits)
West Rand District Health Region A
Diploma or Degree in nursing that allows registration with the SANC as a Professional Nurse. Minimum Seven (7) Years as a Professional Nurse. Valid Driver's Licence. Computer literacy and be able to work on Excel, Access, Word and Power point.

DUTIES : Ensuring effective implementation of TB Programme at a Sub District level , Promote implementation of the National TB control guidelines and policies in all facilities, Monitor and support all TB reporting units in the Sub District and Hospitals. Affiliated private clinics and Correctional Services. Plan and organise TB quarterly Meetings for the Sub District, Conduct structured support visits in facilities in the Sub District. Monitor and evaluates NGO 's hospitals and TB wards, support and monitor TB focal point in hospitals. Ensure good working relationship with the WBOT programme. Liaison with all programmes with in the Sub District and other stake holders for effective management of the TB programmes , Support and guide managers and nurses on both programmes policies and guidelines. Facilitate and coordinate TB training and in service training for facility health care workers, Coordinate monthly and quarterly TB reports for submission to District, Validate verify and analyse data prior to submission to the next level , Attend District and Provincial meetings as required, Ensure team work in the TB programme.

ENQUIRIES APPLICATIONS : Ms. Lizzy Sebokolodi (011) 953 4515
Applications should be submitted directly at the West Rand District Health CNR Vlei and Luipaard Street Krugersdorp or posted to Private |Bag x 2053 Krugersdorp,1740 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 18 March 2016

POST 09/112 : **PROFESSIONAL NURSE GRADE 2 REF NO: S-000333**
Directorate: Nursing Services

SALARY CENTRE REQUIREMENTS : R240 831 per annum (plus benefits)
Jubilee District Hospital
Diploma / degree in nursing registered with SANC. A minimum of 10years appropriate/recognizable experience in nursing after registration. Post basic qualification in nursing education or experience in nursing HRD will be an added advantage, certified copy of SANC receipt. SKILLS: Presentation skills; ability to facilitate learning; Organizational skills, Good human relations. Communication skills audit. Ability to develop plan. Ability to write a report.

DUTIES : Monitor and coordinate nurses continuing professional development (CPD). Ensure a functional clinical teaching Department (CTD). Conduct nursing personnel's skills audit. Develop a unit's skills development plan monitor implementation. Keep records of formal nurse training (basic & post basic). Liaise with nursing education institutions. Facilitate and keep records of in-service training; workshops seminars. Implement a programme to capacitate and support newly qualified nurses (e.g. Comm. Serve Prof Nurses). Attend to students clinical practice problems. Attend provincial CTD and CPD meetings.

ENQUIRIES APPLICATIONS : Ms T.N. Ngwenya, Tel. No: (012) 717 9398
Application documents must be submitted to Jubilee District Hospital Human Resource Department Private bag x449 Hammanskraal 0400 or hand delivered at Jubilee hospital or apply online at: www.gautengonline.gov.za

CLOSING DATE : 18 March 2016

POST 09/113 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 4 POSTS REF NO: S-000447**
Directorate: CDU

SALARY : R158 832 – 178 920.per annum (plus benefits)
CENTRE : Ekurhuleni Health District (Germiston)
REQUIREMENTS : Post-Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Post-Basic), Registration with the South African Pharmacy Council (SAPC) as a Post-Basic Pharmacist Assistant, Proof of payment for current annual fees.

DUTIES : Receive and record all stock from suppliers. Filling of stock cards. Cyclic stock counts in the dispensary. Validation and dispensing prescriptions in the CDU. Provide information to clinics and the public. Reconcile parcels for distribution. Participate in bi-annual stock take. Prepacking of bulk items into patient ready packs. Work under direct supervision of a Pharmacist. Storage and distribution of pharmaceuticals.

ENQUIRIES : Ms. T. Burisch Tel No: (011) 878 - 8546
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager. Or apply online at: www.gautengonline.gov.za

CLOSING DATE : 18 March 2016

POST 09/114 : **SECRETARY REF NO: S-000396**
Directorate: Office of the CEO

SALARY : R132 399 per annum (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 12 certificates with computer certificate. SKILLS: Exposure to general secretarial duties, Good Telephone Etiquette, Ability to handle variety of tasks and able to work under pressure.

DUTIES : Provide a secretarial / Receptionist support service to the manager / CEO. Receives telephone calls and refers the call to the correct role players. Records appointment and events in the diary. Types documents for the CEO. Operates office equipment like fax machines and photocopiers. Does filling of documents. Records basic minutes of the meetings. Receives, Records and distributes all incoming and outgoing documents.

ENQUIRIES : Ms. Phenylo Seloane, Tel. No (012) 717 9301
APPLICATIONS : Applications must be completed fully on Z83. Certified copies of certificates and identity document must be attached. Application documents must be submitted to Jubilee District Hospital Human Resource Department Private bag x449. Hammanskraal.0400 or hand delivered at Jubilee hospital. or apply online at: www.gautengonline.gov.za

CLOSING DATE : 18 March 2016

POST 09/115 : **ADMINISTRATION CLERK 8 POSTS REF NO: S-000440**
Re-Advertisement
Directorate: Support Services

SALARY : R132 399 per annum (plus benefits)
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : Grade 12 or equivalent with minimum 2 years experience in a hospital environment /Administrative environment. Ability to communicate with people. Documents management skills. Prepare to work shifts and weekends and public holidays. Computer literacy is essential

DUTIES : Opening of files for first visits using PAAB system or manual. Opening accounts when necessary. Collecting of revenue for the hospital. Perform sub cashier duties. Communicate well with patient's private and Hospital. Attend to admissions, transfers and discharge of patients. Prepare all required papers in wards, clinics and perform receptionist duties in the wards. Assist with the preparation of bookings and drawings of files for patients. Assist with the management and reduction of patient waiting times as per Quality Assurance. Provide effective and efficient service to patients. Communicate well with patients and other stakeholders. Perform any other duties that the supervisor may from time to time assign to carry out. Prepare daily weekly/monthly reports.

ENQUIRIES : Ms Lizzy Molefe. Tel no (011) 898 8000

APPLICATIONS : Applications can be forwarded to the Recruitment Officer (Zanele Mkhonto), Room 122, HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1400, Physical address: Railway Street, Boksburg, 1400 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 18 March 2016

POST 09/116 : **ADMINISTRATION CLERK 2 POSTS REF NO: S-000413**
Directorate: Patient Affairs

SALARY : R132 399 -155 088 per annum (Plus benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : Grade 12 or equivalent with one year experience in a Hospital environment. Ability to communicate with people, document management skills, prepared to work shifts, weekends and public holidays. Computers literacy is essential.

DUTIES : Opening of files for first visits using PAAB system or manual. Opening accounts when necessary. Collecting of revenue for the hospital. Perform sub-cashier duties. Communicate well with patients - private and Hospital. Attend to admissions, transfers and discharge of patients. Prepare required papers in wards and perform receptionist duties in the wards. Assist with the management and reduction of patient waiting times as per Quality Assurance. Provide effective and efficient service to patients. Communicate well with patients and other stakeholders. Perform any other duties that the supervisor may from time to time assign to carry out. Prepared daily weekly/monthly reports.

ENQUIRIES : Ms GA Coetzee. Tel no (018) 788 1756
APPLICATIONS : Applications should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Carletonville Hospital, Private Bag x 2023, Carletonville, 2500 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 11 March 2016

POST 09/117 : **ADMINISTRATION CLERKS (RECORDS DEPARTMENT) 4 POSTS REF NO: S-000414**
Directorate: Patient Affairs

SALARY : R132 399 per annum (Plus benefits)
CENTRE : Carletonville Hospital
REQUIREMENTS : Grade 12 or equivalent with one year experience in a hospital environment. Ability to communicate with people, document management skills, prepared to work shifts, weekends and public holidays. Computers literacy is essential.

DUTIES : Draw/ retrieve files requested for patients. Complete records cards. Register all requested files in the records register before leaving the department and prior to filing in the shelves. Collecting of all discharged files from discharged points, wards, casualty, OPD and dispensary. Tracing of missing patients files. Identify files due for disposal or archiving. Communicate well with patients and other stakeholders. Managing and maintenance of file plan. Managing and identify MVA and private patients. Take any other duties that the supervisor may from time to time assign to carry out.

ENQUIRIES : Ms GA Coetzee. Tel no (018) 788 1756
APPLICATIONS : Applications must be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Manager, Carletonville Hospital, Private Bag X 2023, Carletonville, 2500 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 11 March 2016

POST 09/118 : **FOOD SERVICE SUPERVISOR REF NO: S-000412**
Directorate: Hospital Services

SALARY : R110 739 per annum (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 12 (Twelve) with five (5) years experience in food service management in a hospital environment. Computer literacy knowledge of food service policies regulations & legislation. SKILLS: Leadership and management skills in food service unit. Customer care and food services excellence knowledge of disciplinary procedure conflict management.

DUTIES : Assist in the provisioning of normal and therapeutic diets to patients. To manage all HR issues, food production processes and equipment operation. Assist in supervising staff to comply with Hygiene and safety standards. Participate in projects aimed at improving the quality of services. Commitment to vision and

mission of the Department. Assist in ensuring that there is discipline amongst the staff members. Comply with National core standards with regard to food services. Facilitate procurement of material resources necessary for smooth functioning of FSU.

- ENQUIRIES** : Mr. Maluleke R.P Tel: (012) 717 9385
APPLICATIONS : Applications must be completed fully on Z83. Certified copies of certificates and identity document must be attached. Application documents must be submitted to Jubilee District Hospital Human Resource Department Private bag x449. Hammanskraal.0400 or hand delivered at Jubilee hospital or apply online at: www.gautengonline.gov.za
CLOSING DATE : 18 March 2016

DEPARTMENT OF SOCIAL DEVELOPMENT

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

- 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.
Erratum: the of post Information Officer: Monitoring and Evaluation Post no: SD/2016/02/13/H, advertised in PSVC no: 07 of 2016. Kindly note that Post 07/241 the salary is amended to R196 278 per annum and requirements amended as highlighted in red not as advertised in circular 07.

OTHER POSTS

- POST 09/119** : **DEPUTY DIRECTOR: NPO FINANCING 2 POSTS**
- SALARY** : R569 538- R 670 890 per annum (plus benefits)
CENTRE : Tshwane Region REF NO: SD/2016/03/01
West Rand Region REF NO: SD/2016/03/02
- REQUIREMENTS** : A three year National Diploma/ Degree in Accounting and Financial Management. A relevant postgraduate qualification will be advantageous. 5 years' experience in the field of accounting & financial management or monitoring & compliance. 3 years' management/supervisory experience. A strong background and/or knowledge in monitoring & evaluation will be required. A Valid driver's licence. Skills and Competencies Knowledge and understanding of PFMA, Policy on Financial Rewards and other policy and legislative frameworks regulating NPO funding in the public. Knowledge and understanding of Departmental NPO funding processes and procedures and Treasury Regulations. Good communication, financial management, report writing and leadership skills.
- DUTIES** : Provide strategic leadership, direction and mentorship to the Head Office and Regional Office units on all NPO matters. Oversee and support the overall functioning of all Regional Office Units. Develop and update the provincial Financial Policy and Funding Guidelines. Continuously develop relevant and cost-efficient costing models for all funded programmes delivered by NPOS. Ensure timely compilation of a consolidated/provincial proposed approved budget for Executive Management for final authorization. Create new and existing Budget Products (SUBSIDY RATES) on Supatsela. Consolidate and analyse the reconciliation (RECON) reports from Regional Offices for any variances such as outstanding subsidy payment. Prepare quarterly comprehensive reports for various stakeholders such as Legislature, Departmental Quarterly report, Treasury etc. Manage staff development and training. Distribute workload to staff. Monitor and analyse monthly reports from staff.
- ENQUIRIES** : Ms Boitshoko Khutsoane Tel: (011) 355 7805
APPLICATIONS : Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 16 Human Street, SA Dutch, Krugersdorp for Attention- Mr S Makgorogo Tel- (011) 950 7803 or posted to- Private Bag X35, Johannesburg, 2000.

Tshwane Region: Manaka House, Cnr Thabo Sehume and Pretorius Street, Pretoria or post to Private Bag X 266, Pretoria, 0001

CLOSING DATE : 18 March 2016
NOTE : Preference will be given to Indian, coloured, white and people with special needs (disabilities).

POST 09/120 : **DEPUTY DIRECTOR: ICT SERVICES MANAGEMENT REF NO: SD/2016/03/08**

SALARY : R569 538 per annum plus benefits
CENTRE : Head Office
REQUIREMENTS : ICT related tertiary qualification with 4-5 years' experience in ICT Services Management. Knowledge and understanding of ICT Services Management relating to policies procedures and processes regulating ICT equipment. Skills and Competencies: must have good customer relationship management and problem identification. Good communication, financial management, report writing and conflict resolution. Must have interpersonal, monitoring and people management skills. Must be analytical and innovative.

DUTIES : Manage the audit of ICT equipment. Evaluate hardware and software requirements. Conduct needs analysis and coordination of ICT tools of trade requirements for Department. Manage the compilation of submissions for acquiring ICT services, hardware and software. Consult and negotiate with relevant service providers on the provision of required ICT services. Manage the implementation of new and renewal of Department ICT software licenses based on prescribed terms and conditions. Determine the ICT equipment upgrading needs. Compile ICT Demand Plan. Manage ICT budget. Analyse weekly and monthly ICT expenditure reports. Provide input in budget process of ICT equipment. Manage the sub-directorate. Manage staff performance, development, leave plans as well as disciplinary and grievance matters. Manage the compilation and provision of regular and adhoc reports as required.

ENQUIRIES : Ms M Serei, Tel. No: (011) 227 0079
APPLICATIONS : Please forward applications quoting reference no to: Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg 2000 or posted to P/bag x 135, Johannesburg, 2000

CLOSING DATE : 18 March 2016

POST 09/121 : **DEPUTY DIRECTOR: INTERNAL COMMUNICATIONS REF NO: SD/2015/03/17**

SALARY : R569 538-per annum (plus benefits)
CENTRE : Johannesburg Head Office
REQUIREMENTS : A three year Degree/Diploma qualification in Communication/ Marketing with 3-4 years management experience in communication in the Public Service environment. Knowledge and understanding of Legislative, Policy Framework, policies, procedures and systems regulating internal communication in the Public Service. Good communication, management, conflict resolution, negotiations, planning, organizing, reporting and editing skills. Must be creative, artistic and flair in writing and editing. Excellent computer literacy and knowledge of computer software programmes (MS Office package). A valid driver's license

DUTIES : Develop and design the departmental internal communications strategy. Managing the development and alignment of internal communication strategy to departmental strategy goals. Communication with key stakeholders on the internal communication strategy. Coordinate the dissemination and implementation of internal communication strategy. Management and designing corporate branding on the departmental documents and website. Communicate changes regarding the Departmental Corporate brand. Manage the design of the departmental internal circular's, memos and other documents in line with corporate branding. Overseeing the content, editing and publication of internal communications notices. Monitor expenditure on internal communications activities. Provide input on internal communications adjustment budget. Coordinate the planning and implementation of internal communications projects set against set timelines. Conduct staff performance, training, leave plan, grievance and conflict. Develop sub-directorate operational plan.

ENQUIRIES : Ms I Mantome Tel No :(011) 227 0105
APPLICATIONS : Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000

CLOSING DATE : 18 March 2016

POST 09/122 : **SOCIAL WORK POLICY DEVELOPER SOCIAL VICTIM EMPOWERMENT PROGRAMME 2 POSTS REF NO: SD/2016/03/03**

SALARY : R279 918 per annum (plus benefits)
CENTRE : Head Office
REQUIREMENTS : Degree in Social Work with 10 years' experience in Social Work in Social Welfare Sector. A valid driver's licence. Skills and Competencies. Knowledge and understanding of departmental Social Crime Prevention and Victim Empowerment priorities, commitments, policies, procedure and processes. Good reporting, negotiation, project and programme management, conflict resolution and monitoring and Evaluation skills.

DUTIES : Design and schedule social crime awareness and prevention programmes. Monitor the implementation of home based supervision programmes. Monitor funded NPO's implementing diversion and prevention programme. Conduct the placement of victims, crime and violence in shelters. Design and implement programmes for victims placed in shelters. Implement programmes on no violence against women and children. Monitor legislative compliance of shelters and other funded NPO's providing Victim Empowerment Programmes. Monitor the effectiveness and appropriateness of programmes to victims of crime and violence implemented in shelters and other funded NPOs. Prepare and submit quarterly performance report on Social Crime prevention, Victim Empowerment programmes and ad-hoc oversight report as required.

ENQUIRIES : Ms T Mbhense, Tel No: (011) 355 - 7703
APPLICATIONS : Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000

CLOSING DATE : 18 March 2016
NOTE : Preference will be given to Indian, coloured, white and people with special needs (disabilities).

POST 09/123 : **SOCIAL WORK POLICY DEVELOPER SOCIAL CRIME PREVENTION AND VICTIM EMPOWERMENT PROPGRAMME 3 POSTS REF NO: SD/2016/03/04**

SALARY : R279 918 per annum (plus benefits)
CENTRE : Head Office
REQUIREMENTS : Degree in Social Work with 10 years' experience in Social Work in Social Welfare sector. Registration with South African Council Social Services Professions (SACSSP). A valid driver's license Skills and Competencies. Knowledge and understanding of departmental Social Crime Prevention and Victim Empowerment priorities, commitments, policies, procedure and processes. Good reporting, negotiation, project and programme management, conflict resolution and monitoring and Evaluation skills.

DUTIES : Design and schedule social crime awareness and prevention programmes. Monitor the implementation of home based supervision programmes. Conduct placement of victims, crime and violence in shelters. Implement programmes on no violence against women and children and to victims of human trafficking placed in rehabilitation centres. Provide corrective measures on identified defects in complying with legislative and policy mandates. Monitor the effectiveness and appropriateness of programmes to victims of crime and violence implemented in shelters and other funded NPOs. Prepare and submit quarterly performance report on Social Crime prevention, Empowerment Programmes and ad-hoc oversight report as required.

ENQUIRIES : Ms T Mbhense, Tel No: (011) 355 - 7703
APPLICATIONS : Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000

CLOSING DATE : 18 March 2016
NOTE : Preference will be given to Indian, coloured, white and people with special needs (disabilities).

POST 09/124 : **CHILD PROTECTION POLICY DEVELOPER CHILD CARE AND PROTECTION SERVICES REF NO: SD/2016/03/05**

SALARY : R279 918 per annum (Plus benefits)

CENTRE : Head Office

REQUIREMENTS : Degree in Social Work with 10 years' experience in Social Work. Registration with South African Council Social Services Professions (SACSSP). A valid driver's license. Skills and Competencies Good Communication, Interpersonal, Project management, Computer, Planning and organizing skills and ability to work under pressure. Knowledge and understanding of Child protection, committees, PFMA, social Work Procedures, Processes and Systems

DUTIES : Register Ministerial enquiries. Provide operational support with the opening of Ministerial enquiries and submissions to national and Provincial Departments. Operate tasks and co-ordinate child protection committees/ Child Protection week, Children's days and Parliament Activities, Campaigns, Workshops and Functions. Responsible and supervise Records Administration of all Child Protection matter/Functions. Liaise with Regions, Facilities and NGO's and significant others regarding all child protection work and data instrument collection. Compile reports and submissions.

ENQUIRIES : Ms. T Mbhense 011 3 55 77 03

APPLICATIONS : Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000

CLOSING DATE : 18 March 2016

NOTE : Preference will be given to Indian, coloured, white and people with special needs (disabilities)

POST 09/125 : **SOCIAL WORK POLICY DEVELOPER SUBSTANCE ABUSE PREVENTION, TREATMENT AND REHABILITATION 3 POSTS REF NO: SD/2016/03/06**

SALARY : R279 918 per annum (plus benefits)

CENTRE : Head Office

REQUIREMENTS : Degree in Social Work with 8 years' experience in Social Worker in Social Welfare Sector after registration as Social Work with the SACSSP. A valid driver's. Skills and Competencies. Good planning, Project and programme management, reporting, negotiation, verbal and written communication skills. Knowledge and understanding of legislative policy and Institutional framework governing Substance Abuse Services in the Social welfare Services sector.

DUTIES : Develop of provincial policies and guidelines for substance abuse. Ensure compliance to prevention and community base models, norms and standards for in patient, outpatient treatment centres, and community based service and halfway house. Administer the implementation of the National Drug Master plan and the provincial integrated Anti Substance Abuse strategy. Implement Substance Abuse prevention and awareness programmes by facilitating, co-ordinating and implementing Ke Moja Drug prevention programme. Conduct training and capacity building workshops in the field of Substance Abuse. Ensure compliance with the legislation, policies and procedure through DQA's case audits and onsite visits. Prepare and submit quarterly performance reports on substance abuse programmes.

ENQUIRIES : Ms T Mbhense, Tel No: (011) 355 - 7703

APPLICATIONS : Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000

CLOSING DATE : 18 March 2016

NOTE : Preference will be given to Indian, coloured, white and people with special needs (disabilities).

POST 09/126 : **SOCIAL WORK POLICY DEVELOPER SERVICES TO FAMILIES REF NO: SD/2016/03/07**

SALARY : R279 918 per annum (plus benefits)

CENTRE : Head Office

REQUIREMENTS : B. Degree in Social Work with 8 years' experience in Social Work with 10 years' experience in social work environment. Registration with the South African Council Social Services Professions (SACSSP). A valid driver's license. Skills and Competencies Good communication, report writing, project management, problem solving and computer skills. Knowledge and understanding of legislative and policy framework and systems regulating services to families in the Public

<u>DUTIES</u>	:	Service. Knowledge and understanding of departmental priorities, values and commitments related to care and support to families.
	:	Provide Social Work policy development functions and implement developed guidelines on services to families. Disseminate information on training of staff in the regions. Implement policy guidelines and norms and standards for service to families. Provide capacity building services to NPO's that are rendering services to families and to social cluster departments. Communicate revised policies, norms and standards to Regions and NPO's. Identify research priorities on services to families and develop intervention/programmes from the research families.
<u>ENQUIRIES</u>	:	Ms. T Mbhense 011 3 55 77 03
<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to – The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg for Attention- Mr DP Sambo Tel- (011) 355 7701 or posted to- Private Bag X35, Johannesburg, 2000
<u>CLOSING DATE</u>	:	18 March 2016
<u>NOTE</u>	:	Preference will be given to Indian, coloured, white and people with special needs (disabilities).
<u>POST 09/127</u>	:	<u>OCCUPATIONAL THERAPIST GRADE I –GRADE 3</u>
<u>SALARY</u>	:	Grade 1 R 243 513 – R278 430 per annum Grade 2 R 286 848 – R327 996 per annum Grade 3 R337 902- R410 070 per annum (plus benefits)
<u>CENTRE</u>	:	Emmasdal (SD/2016/02/60), Itereleng SD/2016/02/61), Walter Sisulu (SD/2016/02/62, Mary Moodley (SD/2016/02/63, Desmond Tutu (SD/2016/02/64, Garankuwa (SD/2016/02/65), JW Luckhoff (SD/2016/02/66), Father Smangaliso Mkhathshwa (SD/2016/02/67)
<u>REQUIREMENTS</u>	:	A three year National Diploma/Degree in Occupational Therapy. Knowledge of legislative and Policy framework governing the practice of Occupational Therapy. Knowledge of systems, procedures and processes regulating Occupational Therapy in the Institutional environment. Skills and Competences: Problem identification skills, Therapy design and intervention. Rehabilitative, Monitoring, assessment and Reporting skills. Ability to perceive physiological dysfunction. Sharp sense of consideration. Must be sensitive and creative.
<u>DUTIES</u>	:	Conduct occupational therapy assessments. Record individual assessment reports. Maintain assessments reports. Design Occupational Therapy interventions. Conduct individual and group therapy programmes. Assess developmental progress of children and youth. Identify developmental gaps. Implement corrective measures to address development and learning. Evaluate Occupational Therapy programmes. Participate in the Multi-Disciplinary Team. Provide recommendations towards enhancing the effective and functional life space of people with special needs. Coordinate the implementation of Occupational Therapy Programme in the Institution.
<u>ENQUIRIES</u>	:	Ms N Ncanywa, Tel. No: (011) 227 0074/79
<u>APPLICATIONS</u>	:	Please forward applications quoting reference no to: Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg 2000 or posted to P/bag x 135, Johannesburg, 2000
<u>CLOSING DATE</u>	:	18 March 2016

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

- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to: Private Bag X03, Mayville, 4058
- CLOSING DATE** : 11 March 2016
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

MANAGEMENT ECHELON

- POST 09/128** : **MEDICAL SPECIALIST REF NO: MEDSPECPLAST/1/2016**
Department: Plastics and Reconstructive Surgery
- SALARY** : Grade 1: Medical Specialist- R859 086 pa all inclusive salary Package (excluding commuted overtime), Experience: Not applicable. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with Health Professional Council of South Africa
Grade 2 Medical Specialist- R982 263 pa all inclusive salary Package (excluding commuted overtime), Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Plastic & Reconstructive Surgeon).
Grade 3: Medical Specialist- R1 139 958 pa all inclusive salary package (excluding commuted overtime), Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Plastic & Reconstructive Surgeon).
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
Applicants must be registered as a Specialist Plastic & Reconstructive Surgeon with the Health Professions Council of South Africa with prior surgical experience
Knowledge, Skills, Training and Competencies: The following will serve as an advantage: Clinical knowledge and experience of treating plastic surgery patients. Knowledge of current health and public service legislation, regulations and policy. Good communication, decision making and clinical skills. In addition, you should have one of the following Advanced Trauma Life Support (ATLS) Advanced Cardiac Life Support (ACLS) Advanced Pediatric Life Support (APLS).
- DUTIES** : The appointee will be required to perform plastic & reconstructive surgery operations expected of a junior specialist, attend to administration matters, outpatient duty and "on call duties when he/she will field urgent referrals and be required to take the appropriate action regarding these. He/she would also do ward rounds and teaching of undergraduate and postgraduate Medical Students.
- ENQUIRIES** : Prof A Madaree 031 2401171

OTHER POST

- POST 09/129** : **THERAPIST: AUDIOLOGIST (GRADE 1) REF NO: AUDIO/1/2016**
Department: Speech Therapy and Audiology
This is a re advertisement
- SALARY** : Grade 1 R243 513 per annum, Plus 13th cheque, Medical Aid –Optional & Housing Allowance: Employee must meet prescribed requirements. No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Speech and Hearing Therapist or Communication Pathology: Audiologist in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Speech and Hearing Therapist or Communication Pathology: Audiologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
Grade 2: R286 848 per annum, Plus 13th Cheque, Medical Aid-optional and Housing Allowance- Employee must meet prescribed requirements. Minimum of 10 years relevant experience after registration with the HPCSA as a Speech and Hearing Therapist or Communication Pathology: Audiologist in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Speech and Hearing Therapist or Communication Pathology: Audiologist in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa
Grade 3: R337 902 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements. Minimum of 20 years relevant experience after registration with the HPCSA as a Speech and Hearing Therapist or Communication Pathology: Audiologist in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as Speech and Hearing Therapist or Communication Pathology: Audiologist in respect of foreign qualified employees of whom it is not required to perform community service as required In South Africa.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital (IALCH)
achelor's degree in Speech and Hearing Therapy or a Bachelor's degree in Communication Pathology: Audiology. Registration Certificate with HPCSA and Proof of current registration. At least one year work experience in Audiology, after completion of the Community Service year. Knowledge, skills, training and competence required: Application of theoretical knowledge of assessment and treatment procedures in the field of Audiology, for different communication pathologies as applicable to the level of care rendered at Inkosi Albert Luthuli Central hospital. Exposure to, and ability to work within specialised units e.g. Paediatric Neurology, High care wards, ICU's (incl NICU). Ability to assess and differentially diagnose Paediatric and Adult patients via various electro physiologic methods. Ability to assess and manage patients with Vestibular disorders. Ability to assess and monitor patients in on going chronic Programmes (e.g. in the Renal or Oncology units i.e. Ototoxicity monitoring programmes) Sound knowledge of policies, protocols and procedures as is applicable to the profession and the hospital. Good verbal and written communication skills. Computer literacy essential. Good interpersonal, decision-making and problem solving abilities.
- DUTIES** : To ensure effective and efficient management of all persons with communication pathologies referred to the Audiology department. To manage clients within a multi-disciplinary team framework. To manage and provide a high quality Audiology service in accordance with Batho Pele principles. To ensure that safe and effective policies and procedures are in place and fully implemented. To build capacity and engage in skills transfer to other personnel. To promote the profession of Speech Therapy and Audiology whenever possible. To engage in effective communication and interaction between departments, personnel, and other service providers.
- ENQUIRIES** : Rasheena Dooki Tel No: 031 2401052

**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 09/130 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**
Cape Winelands Health District

SALARY : R289 761 per annum
CENTRE : Cape Winelands District Office, Worcester
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Extensive and proven experience in Supply Chain Management. Proven supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good managerial, reporting, business literacy and report writing skills; as well as excellent computer skills and literacy in Microsoft Office (especially, Ms Word, Ms Excel). Interpersonal skills/team player, with excellent communication skills and proven ability to work independently in a high-pressure environment, and with multiple projects at once, while complying to due dates. Excellent knowledge of LOGIS and BAS and sound knowledge of applicable policies (PFMA, AO System, Treasury Instructions and HRM). Good written and 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. Short-listed candidates will be subjected to a practical and competency test as part of the interview process.

DUTIES : Key result areas/outputs: Overall management for all Supply Chain Management (SCM) functions and ensure the effective and efficient application of procurement policies and processes, including demand management, acquisition management, contract management, logistics management, asset- and disposal management and the institutionalisation of proper SCM practice. Responsible for assessing and improving SCM performance and risk management, including establishing and adhering to internal controls. Responsible for timely and accurate reporting, including reporting on the financial treatment and disclosure of assets, inventories and SCM related indicators; manage, control and monitor progress on multiple projects aimed at improving SCM and efficiency. Ensure compliance with PFMA, Treasury-, Financial- and SCM Instructions, and perform SCM leadership functions by advising and guiding all staff in the district office and sub-districts; and provide training and guidance to staff on Supply Chain Management functions. Manage all related human resource management functions within the component at the District Office. The above duties are to be performed, managed and coordinated within the District Office and Sub-districts.

ENQUIRIES : Mr EL Essex, tel.no. (023) 348-8103
APPLICATIONS : The Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.

FOR ATTENTION : Ms JB Salie
CLOSING DATE : 25 March 2016

POST 09/131 : **INDUSTRIAL TECHNICIAN PRODUCTION**
(Bellville, Cape Town)

SALARY : R196 278 per annum
CENTRE : Directorate: Engineering and Technical Services
REQUIREMENTS : Minimum educational qualification: B-Tech or National Diploma or equivalent (T- or N- or S- Stream) in Electronic Engineering or registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act,

1990. Experience: Appropriate experience in design, specification and maintenance of hospital infrastructure with a strong emphasis on mechanical systems as well as fire detection and access control systems. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and Directorates. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge in the compilation of specifications and tender documentation. Contracts and quality management skills. Competent with hands-on practical work, finding practical solutions. Computer literate (MS Word and Excel). Knowledge and experience in IT, design of engineering infrastructure in the Health care environment. An additional electrical or electronic qualification would be an advantage. Note: No payment of any kind is required when applying for this post. A practical/competency test may form part of the shortlisting and/or interview process, a full job description is available upon request.

DUTIES

: Key result areas/outputs: Compile specifications and tender documentation within time limits. Liaise with clients with regard to information and work progress. Ensure continuity of service schedules, prioritising work and consideration of operational requirements. Ensure equipment and working areas are compliant with Occupational Health and Safety Act.

ENQUIRIES
APPLICATIONS

: Mr C Badenhorst/Mr H Grebe, tel. no. (021) 918-1890
: The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION
CLOSING DATE

: Ms C Versfeld
: 18 March 2016