



DATE OF ISSUE: 11 MARCH 2016

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

PUBLIC SERVICE VACANCY CIRCULAR NO 10 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.

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DEPARTMENT OF DEFENCE

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). Must be a South African citizen. 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 application 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. The Department reserves the right not to make appointment(s) to the advertised post(s). Local geo locations will receive preference. The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

OTHER POSTS

POST 10/01 : **STOREKEEPER GRADE II 2 POSTS REF NO: 04/01**
These posts are advertised in the DOD, Broader Public Service and Media (internet only)

SALARY : R93 444 per annum, Level 3
CENTRE : 3 Military Hospital, Tempe, Bloemfontein
REQUIREMENTS : Grade 12 (NQF Level 4) with relevant experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Computer literate. Detailed knowledge of the operation/utilization of specific software packages (MS Word, MS Excell, MS Power Point and Lotus Notes). Calm. Good communication skills (verbal & written). Good telephone etiquette. Must be able to work under pressure and adhere to strict time frames. Good health. No criminal record.

DUTIES : Manage general office administration. Assist with receiving and sorting of stock. Assist clients with clothing enquiries. Ensure the general cleanliness of the work environment. Assist with the replenishing of Issue Stores. Ensure clothing is tagged for theft prevention. Assist with stock taking. Have to report all losses and damages.

ENQUIRIES : WO1 S.S. Twala, Telephone: (051) 402 2326
APPLICATIONS : Department of Defence, 3 Military Hospital, Private Bag X40003, Brandhof, 9324
CLOSING DATE : 08 April 2016 (Applications received after the closing date and faxed copies will not be considered).

POST 10/02 : **SENIOR PORTER (USAGE 2304) REF NO: 04/02**
These posts are advertised in the DOD, Broader Public Service and Media (internet only)

SALARY : R78 156 per annum, Level 2
CENTRE : Tertiary Military Health Formation, 3 Military Hospital
REQUIREMENTS : Grade 10. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Organizing, interpersonal relationship skills. Proven ability to communicate effectively (written & verbal) in English and Afrikaans. Knowledge of policies and

directives. Meeting deadlines and setting goals. Handle repetitive work. Team player. Must be able to obtain security clearance within a year. Must be able to work under pressure. Applicants must be in good health to be able to transport patients on wheelchairs and on hospital beds.

DUTIES : Transporting of patients between various departments within the hospital. Transporting of patients from vehicles/ ambulances to hospital and back. Transporting of documents, packages and equipment between various departments within the hospital. Telephonic enquiries. Problem solving.

ENQUIRIES APPLICATIONS : Maj P.L. Kruger, Telephone: (051) 402 2275

CLOSING DATE : 08 April 2016 (Applications received after the closing date and faxed copies will not be considered).

POST 10/03 : **GROUNDSMAN II 5 POSTS REF NO: ARMY/95/04**
These posts are advertised in the DOD, broader Public Service and Media (Flyers).

SALARY CENTRE REQUIREMENTS : R78 156 per annum, Level 2
ASB Bloemfontein

DUTIES : A minimum of ABET Level 1 – 4. Previous grounds work will be an advantage. Must be able to operate a lawnmower and wheat eater.
Cultivation. Pruning. Weed Control. Removing of all refuse. Maintenance of all gardens. Maintenance of ground alongside tar roads. To render a basic gardening service. Must help with the Base maintenance related tasks.

ENQUIRIES APPLICATIONS : Maj A.S. Botipe, Tel: (051) 402 1120
Department of Defence, ASB Bloemfontein, Private Bag X20599, Bloemfontein 9300 or may be hand-delivered at Corner Nelson Mandela and D.F. Malherbe, Bloemfontein.

CLOSING DATE : 15 April 2016 (Applications received after the closing date and faxed copies will not be considered).

POST 10/04 : **GROUNDSMAN II 5 POSTS REF NO: ARMY/95/05**
These posts are advertised in the DOD, broader Public Service and Media (Flyers).

SALARY CENTRE REQUIREMENTS : R78 156 per annum, Level 2
ASB Eastern Cape

DUTIES : A minimum of ABET Level 1 – 4. Previous grounds work will be an advantage. Must be able to operate a lawnmower and wheat eater.
Cultivation. Pruning. Weed Control. Removing of all refuse. Maintenance of all gardens. Maintenance of ground alongside tar roads. To render a basic gardening service. Must help with the Base maintenance related tasks.

ENQUIRIES APPLICATIONS : Lt S.C. Africaner, Tel: (041) 505 1237
Department of Defence, ASB Easter Cape, P.O. Box X13419, Humewood, Port Elizabeth 6013

CLOSING DATE : 15 April 2016 (Applications received after the closing date and faxed copies will not be considered).

POST 10/05 : **GROUNDSMAN II 5 POSTS, REF NO: ARMY/95/06**
These posts are advertised in the DOD, broader Public Service and Media (Flyers).

SALARY CENTRE REQUIREMENTS : R78 156 per annum, Level 2
JSB Garrison, Pretoria.

DUTIES : A minimum of ABET Level 1 – 4. Previous grounds work will be an advantage. Must be able to operate a lawnmower and wheat eater.
Cultivation. Pruning. Weed Control. Removing of all refuse. Maintenance of all gardens. Maintenance of ground alongside tar roads. To render a basic gardening service. Must help with the Base maintenance related tasks.

ENQUIRIES APPLICATIONS : Lt Col G.V. Mositi / Ms M.T.P. Ncube, Tel: (012) 684 2029
Department of Defence, JSB Garrison, Pretoria, Private Bag X1001, Thaba Tshwane, 0143 or may be hand delivered at 1 van Riebeck Road, Thaba Tshwane, Pretoria.

CLOSING DATE : 15 April 2016 (Applications received after the closing date and faxed copies will not be considered).

POST 10/06 : **GROUNDSMAN II (BASE MAINTENANCE) REF NO: ARMY/95/07**

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

SALARY : R78 156 per annum, Level 2
CENTRE : SA Army, School of Artillery, Potchefstroom
REQUIREMENTS : A minimum of ABET Level 1 – 4. Previous grounds work will be an advantage.
DUTIES : Cultivation of garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mowing of lawns and cutting of edges. Loading and unloading of various articles and equipment needed on the grounds. Irrigating of lawns. Remove refuse from the terrain. Load refuse on truck for transportation to refuse dumps or burn refuse. Maintain neatness of unit areas.

ENQUIRIES : Capt T.P. Papi, Tel: (018) 289-3812
APPLICATIONS : Department of Defence School of Artillery, Private Bag X2005, Noordbrug, Potchefstroom 2531

CLOSING DATE : 15 April 2016 (Applications received after the closing date and faxed copies will not be considered).

POST 10/07 : **CLEANER II 5 POSTS REF NO: ARMY/95/08**
These posts are advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R78 156 per annum, Level 2
CENTRE : JSB Garrison, Pretoria.
REQUIREMENTS : A minimum of ABET Level 1 – 4. Previous cleaning work will be an advantage.
DUTIES: Clean offices, entertainment areas, accommodation, kitchen and mess areas. Clean, shine, wash, wipe, dust, scrub, and polish of floors, windows, walls, carpets, furniture, frames, tiles and office equipment. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities.

ENQUIRIES : Lt Col G.V. Mositi / Ms M.T.P. Ncube, Tel: (012) 684 2029
APPLICATIONS : Department of Defence, JSB Garrison, Pretoria, Private Bag X1001, Thaba Tshwane, 0143 or may be hand delivered at 1 van Riebeck Road, Thaba Tshwane, Pretoria.

CLOSING DATE : 15 April 2016 (Applications received after the closing date and faxed copies will not be considered).

POST 10/08 : **CLEANER II 2 POSTS REF NO: ARMY/95/09**
These posts are advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R78 156 per annum, Level 2
CENTRE : SA Army, School of Artillery, Potchefstroom
REQUIREMENTS : A minimum of ABET Level 1 – 4. Previous cleaning work will be an advantage. Special requirements (skills needed): Knowledge of a limited range of work procedures such as cleaning, equipment, work procedures, health and safety measures and incident handling procedures. Basic numeracy, interpersonal relationship, organizing and literacy. Must be physically fit and healthy. Must be willing to work shifts.

DUTIES : Render a cleaning service in order to maintain a high level of hygiene in and around the workplace by cleaning offices, toilets, bathrooms, lounges, bars, vehicles, dining halls and TV rooms by dusting, polishing furniture, vacuuming carpets, washing windows, polishing and sweeping of floors, removing refuse and sweeping sidewalks and streets. Maintain all equipment and machinery used and report any defects. Forward requests for chemicals and cleaning materials to be used for the execution of functions. Ensure safety awareness with the use of all equipment on all tasks.

ENQUIRIES : Capt T.P. Papi, Tel: (018) 289 3812
APPLICATIONS : Department of Defence, School of Artillery, Private Bag X2005, Noordbrug, Potchefstroom 2531.

CLOSING DATE : 15 April 2016 (Applications received after the closing date and faxed copies will not be considered).

POST 10/09 : **FOOD SERVICE AID GRII (HOSPITALITY SERVICE) REF NO: ARMY/95/10**
This post is advertised in the DOD, broader Public Service and Media (Flyers).

SALARY : R78 156 per annum, Level 2
CENTRE : SA Army, School of Arty, Potchefstroom
REQUIREMENTS : A minimum of ABET Level 1 – 4. Applicants with experience may also apply. SAPS clearance or fingerprint must be provided. Must be able to work shifts

- DUTIES** : Assist in the preparation of meals and snacks according to ration scales and menu. Assist with the dishing up of food per meal. Assist with the receiving of rations. Assist with food preparations and other related responsibilities during field exercises. Apply hygiene as well as safety measures in the work environment. Remove kitchen waste.
- ENQUIRIES** : Capt T.P. Papi, Tel: (018) 289 3812
- APPLICATIONS** : Department of Defence, School of Artillery, Private Bag X2005, Noordbrug, Potchefstroom 2531
- CLOSING DATE** : 15 April 2016 (Applications received after the closing date and faxed copies will not be considered).
- POST 10/10** : **CLEANER 7 POSTS REF NO: 04/03**
These posts are advertised in the DOD, Broader Public Service and Media (internet only)
- SALARY** : R78 156 per annum, Level 2
- CENTRE** : 3 Military Hospital, Bloemfontein, Tempe
- REQUIREMENTS** : NQF Level 2 (Grade 10) or ABET Level 1 - 4 with relevant experience. Special requirements (skills needed): Communicate effectively. Candidates must be physically healthy. Background on cleaning in a hospital environment will be an advantage.
- DUTIES** : To ensure high standard of cleaning and hygiene service in and around the hospital including outside areas. Duties includes dust of surfaces, polish furniture, vacuum carpets, wash windows, clean ablution facilities, polish and sweep floor, remove refuse and reporting of any defaults in the facilities. Check the general condition of cleaning machinery regularly and report where equipment is not up to standard.
- ENQUIRIES** : Maj H.M. de Klerk, Telephone: (051) 402 2213
- APPLICATIONS** : Department of Defence, 3 Military Hospital, Private Bag X40003, Brandhof, 9324
- CLOSING DATE** : 08 April 2016 (Applications received after the closing date and faxed copies will not be considered).

ECONOMIC DEVELOPMENT DEPARTMENT

- APPLICATIONS** : Economic Development Department, Private Bag X 149, Pretoria, 0001 or Hand delivered to 77 Meintjies Street, the dti Campus, Sunnyside, Pretoria, Block G, Ground Floor.
- FOR ATTENTION** : Ms Nthabiseng Mahlangu
- CLOSING DATE** : 29 March 2016
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, faxed and emailed will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates will be appointed on a probation period of 12 months. The successful candidate will be subjected to a security clearance.

OTHER POST

- POST 10/11** : **DEPUTY DIRECTOR: CABINET AND PARLIAMENTARY SERVICES/SUPPORT**
REF NO: EDD/2016/03/1
- SALARY** : R569 538 to R670 890 per annum, all-inclusive flexible remuneration package, Salary Level 11
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3 year degree or equivalent qualification. 3 to 5 years' appropriate experience.
- DUTIES** : To manage the interface between the Office of the Director-General and Parliament. Receipt, scrutiny and coordination of all parliamentary and Cabinet correspondence. Preparing and coordinating of briefings concerning Cabinet agenda items, venues and dates of meetings and deadlines. Implement all processes of briefings as required by relevant bodies of Cabinet and Parliament. Directing and follow-up of parliamentary questions. Administering of all Cabinet related issues, memoranda, reports and briefings. Support Cabinet Committee processes and the Director-General's participation at cluster and FOSAD. Rendering advice to the Director-General on Parliamentary etiquette and protocol. Manage the interface between the Office of the Director-General and Ministry. Implement Ministerial instructions and policy directives as instructed by the Director-General for correspondence related to Parliamentary and Cabinet processes. . The managing of Parliamentary questions, including registering and circulation of questions, gathering of departmental responses on all departmental or functional matters, editing of responses, follow-up of outstanding matters and recording and distribution of responses. Including Monitoring of questions and order papers and minutes of Parliament. Arranging for departmental presence for Parliamentary appearances. Accompanying and assisting the Director-General on request during Parliamentary appearances. Ensure compliance to time frames and proper recording/ registering of correspondence. Ensure safekeeping and confidentiality of documents and correspondence. Ensure that meetings/ events are suitably arranged and appointments adhered to. To manage the resources of the component. Leadership, supervision, coaching and guidance to subordinates, as well as performance assessment for subordinates.
- ENQUIRIES** : Ms Lethabo Gwangwa (012) 394 5028 OR Mr Albert Malatji (012) 394 3501

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** : 01 April 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 10/12** : **ENERGY LICENSING OFFICER**
- SALARY** : R243 747 per annum, Level 08
- CENTRE** : Gauteng Office
- REQUIREMENTS** : A National Diploma/Bachelor Degree in Economics, Business Management or Energy Studies coupled with 1 – 2 in call centre management. Knowledge of South African Petroleum Industry will be an added advantage. PLUS the following key competencies: Knowledge of The South African energy and petroleum industries, Client care or call centre experience, Document management, Working knowledge of liquid fuels Charter and a strategic understanding of the implementation, potential and/or constraints thereof, Thinking Demand: Systematic or structured approach to evaluating documents, Skills Analytical and innovative thinker, Computer literacy, Good interpersonal skills, Good communication (verbal and written), Personal Attributes: Analytical and innovative thinker, Problem Solving Ability, Attention to details.
- DUTIES** : Handle/direct electronic and telephonic enquiries regarding petroleum licensing and compliance monitoring, Capturing and updating of licensing applications and data on the licensing information system and keep record thereof in the regional registry, Verify petroleum license applications, completeness and integrity of applications, Ensuring licensing processes are followed in the regional office, Provide office support service for the Inspector: Energy and Regional Director.
- ENQUIRIES** : Mr L Mdungwana ☎ 012 406 7496

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** : 29 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 the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. 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 10/13** : **DEPUTY DIRECTOR: QUALITY MANAGEMENT (STRUCTURAL ENGINEERING) REF NO: EP17/2015**
- SALARY** : R671 196 per annum (All inclusive flexible remuneration flexible package conditions apply).
- CENTRE REQUIREMENTS** : Pretoria
A recognized three-year Bachelor's degree/ National Diploma in civil or structural engineering, or an appropriate equivalent qualification with extensive years of post-qualification experience as a Professional Engineer, extensive experience in structural design, planning, and implementation, Knowledge of and experience in agricultural or Protected area infrastructure design and construction project management systems programme and project management, registration with the Engineering Council of South Africa (ECSA) will be added advantage. Computer literacy, knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills • A Valid driver's license and willingness to travel and work long hours with limited supervision
- DUTIES** : The incumbent will be expected to manage and the undertaking of sampled quality compliance of all EP infrastructure/structural projects plans, designs and assist in providing strategic direction on quality aspect of the project, Analysis of sampled structural design and calculations using applicable governing codes and engineering standards and formulas, Conduct random projects monitoring during or after construction to ensure projects conform to design specifications and ensure adherence to professional engineering regulations and procedures, Analyses results of regular Quality inspection and investigations to ensure projects buildings and other structures do not deflect, rotate, vibrate excessively or collapse and that they remain stable and secure throughout their use. Draft assessment reports and engage with operations around the implementation of recommendations, support operational managers with identified area of interventions to address compliance shortcomings, and were necessary Provide technical consulting services to the operation on engineering related matters,

Investigate complaints, whistle blowing reports, hotline reports, ministerial queries and similar requests on a focused project performance. Where necessary liaison with other designers disciplines such as architectural, mechanical, electrical, to agree on safe designs and their alignment with the aesthetic concept of the construction, were necessary Apply expert knowledge, or working with geotechnical engineers to investigate ground conditions and analyses results of soil sample and in situ tests to achieve conservation objectives.

ENQUIRIES : Mr R Nenungwi Tel: 012 399 9757
APPLICATIONS : 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. No faxed, e-mailed and late applications will be considered.

FOR ATTENTION : Mr. S Raswiswi

POST 10/14 : **DEPUTY DIRECTOR: NEAR-TERM PRIORITY FLAGSHIP PROGRAMMES: FINANCE AND RESOURCE MOBILISATION COORDINATOR – NEMA SECTION 40 APPOINTMENT REF NO: CC&AQ 09/2015**
(One year fixed term contract)

SALARY : R566 343 per annum (All inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A recognised three year Bachelor's degree/National Diploma in Finance/ Economics/Applied Mathematics/Business Science or similar fields with /experience in: Financial management, Accounting and finance, Investment management or Economic/financial modelling. Knowledge and understanding of South Africa's public finance system. Knowledge and understanding of climate change and/or sustainable development. Knowledge and understanding of climate finance landscape. Work experience in development, climate change and development, environmental sciences, natural resource management, disaster risk management, law, economics, business social sciences, sustainable development or a related field.

DUTIES : Support the development of strategic framework on accessing finance for the Climate Change Flagship Programmes and engaging local and international climate finance mechanisms (e.g., Green Fund, GCF, GEF), to support the development of financing plans/ resource mobilisation for the scaled-up implementation of Climate Change Flagship Programmes Support engagements with key national and international climate finance and funding bodies that are able to support the development and implementation of Climate Change Flagship Programmes. Support and facilitate the streamlining of projects/programmes with the aim of linking them to opportunities of financial support. Support and facilitate the development of programme/project. Contribute to the profiling of the Climate Change Flagship Programmes, and knowledge management for the Climate Change Flagship Programmes, assisting with the development of materials and content for this purpose.

ENQUIRIES : Ms R Molotsoane Tel: (012) 399 9147
APPLICATIONS : 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. No faxed, e-mailed and late applications will be considered.

FOR ATTENTION : Ms S Zungu

POST 10/15 : **DEPUTY DIRECTOR: NEAR-TERM PRIORITY FLAGSHIP PROGRAMMES: PROGRAMME DEVELOPMENT AND MANAGEMENT –NEMA SECTION 40 APPOINTMENT REF NO: CC&AQ 10/2015**
(One year fixed term contract)

SALARY : R566 343 per annum (All inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A recognised three year Bachelor's degree/National Diploma in Management/Business Management, Programme/Project Management or a similar field. Sound understanding of climate change and/or sustainable development. Strong communication and leadership. Extensive knowledge and understanding of South Africa climate change response policies and relevant strategies/regulatory frameworks. Knowledge and understanding of climate change and/or sustainable development. Work experience in development, climate change and development, environmental sciences, natural resource management, disaster risk management, law, applied economics, social sciences, sustainable development or a related field.

DUTIES : Support DEA's coordination of the implementation and scaling-up plans of prioritised Climate Change Flagship Programme activities. Provide technical support to key actors in the implementation and scaling-up of prioritised Climate Change Flagship Programme activities including the coordination of programmes across different spheres of government, the private sector and civil society, where relevant. Support the identification and, coordination of stakeholders in the development and implementation of prioritised Climate Change Flagship Programme activities and enhance co-operation and collaborative action among these key actors. Contribute to the profiling of the Climate Change Flagship Programmes, and knowledge management for the Climate Change Flagship Programmes, assisting with the development of materials and content for this purpose.

ENQUIRIES APPLICATIONS : Ms R Molotsoane Tel: (012) 399 9147
 : 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. No faxed, e-mailed and late applications will be considered.

FOR ATTENTION : Ms S Zungu

POST 10/16 : **ASSISTANT DIRECTOR: NEAR-TERM PRIORITY FLAGSHIP PROGRAMMES: PROGRAMME DEVELOPMENT AND MANAGEMENT –NEMA SECTION 40 APPOINTMENT REF NO: CC&AQ 11/2015**
 (One year fixed term contract)

SALARY CENTRE REQUIREMENTS : R361 659153 per annum (Plus 37% in lieu of benefits)
 : Pretoria
 : A recognised three year Bachelor degree/ National Diploma in management/business management/environmental management, programme/project management or a similar field. Sound understanding of climate change and/or sustainable development. Strong communication. Knowledge and understanding of South Africa climate change response policies and relevant strategies/regulatory frameworks. Work experience in development, climate change and development, environmental sciences, natural resource management, disaster risk management, law, applied economics, social sciences, sustainable development or a related field

DUTIES : Support DEA's coordination of the implementation and scaling-up plans of prioritised Climate Change Flagship Programme activities. Support the identification and, coordination of stakeholders in the development and implementation of prioritised Climate Change Flagship Programme activities and enhance co-operation and collaborative action among these key actors. Contribute to the profiling of the Climate Change Flagship Programmes, and knowledge management for the Climate Change Flagship Programmes, assisting with the development of materials and content for this purpose

ENQUIRIES APPLICATIONS : Ms R Molotsoane Tel: (012) 399 9147
 : 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. No faxed, e-mailed and late applications will be considered.

FOR ATTENTION : Ms S Zungu

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- APPLICATIONS** : Please forward your application, quoting the reference number to Thenjiwe Gasas, 34 Hamilton Street, Arcadia, Pretoria before 12h00 noon on the closing date.
- FOR ATTENTION** : Ms Thenjiwe Gasas - Recruitment
- CLOSING DATE** : 29 March 2016, No late applications will be considered.
- NOTE** : Requirement of applications: Must be submitted on form Z83, obtainable from any Public Service Department (originally signed) or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf>. Must be accompanied by a comprehensive CV with original certified copies of all qualifications (including matriculation), ID document and drivers licence if a prerequisite (copies of certified documents will not be accepted). Certified documents should not be older than 3 months. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications that don't meet the above requirements will be deemed as regret. . Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

- POST 10/17** : **ASSISTANT MANAGER: TERMINATIONS/APPOINTMENTS/TRANSFERS REF NO: ASM/TAT/2016/03-1P**
Human Resource Section
Permanent Position
- SALARY** : R289 761 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant three-year tertiary qualification/or equivalent three year qualification (360 credits) with at least 4 years' experience in the administration of Terminations / Transfers / Appointments of individuals in the Public Service of which at least two years involved supervision/management of staff. Must be analytical and thorough. Customer centric approach. Problem solving ability. Excellent interpersonal relations. Effective managerial and supervisory skills. Ability to work in a team as well as independently. Adhering to business ethics and deal with confidential matters. Organisational skills (ability to prioritize urgent matters). Building and maintaining collaborative and strong relationships. Ability to communicate at all levels. Knowledge of HR administration: Appointments, Terminations and Transfers. Excellent working knowledge of PERSAL. Excellent working knowledge of Microsoft Office products. Knowledge of the establishment. Knowledge of Public Service prescripts and legislations.
- DUTIES** : The following core areas of responsibility will apply amongst others: Manage all aspects of the Terminations, Appointments and Transfers, which includes the following: Ensure that the necessary approvals are received before doing appointments, terminations, transfers or resettlement. Ensure that all relevant documentation and contracts are prepared and provided to employees. Ensure that all relevant documentation is submitted and fully completed and verify documentation when required. Ensure that appointments are done on PERSAL one week after assumption of duty to ensure new employee receives salary. Approve PERSAL transactions. Provide monthly statistics on all appointments, terminations, transfers and contract workers within three working days after month end. Keep data base of contract workers and ensure that contracts are extended in time. Ensure that terminations are done on PERSAL in time to prevent overpayments. Ensure that Z102 are correctly completed and given through to CLO within two weeks after termination of service. Ensure that resettlement is paid according to the policy and to qualifying officials only.

Responsible for maintenance of organizational structure on PERSAL. Implement and maintain HR policies and procedures pertaining to terminations, appointments, transfers and resettlement Manage the Termination, Appointments and Transfer Unit of GPAA: Allocate work according to skills and competencies of subordinates. Develop, train and coach subordinates. Effective communication to staff. Maintain discipline. Manage staff performance Provide advice, solutions and guidance: Provide guidance to line managers on transfers and appointments and termination requirements.

ENQUIRIES
NOTE

- : Thenjiwe Gasa 012- 319 1304.
- : One Assistant Manager: Terminations/Appointments/Transfers position is currently available at the Government Pensions Administration Agency. This position will be filled as a permanent position

NATIONAL DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets.Pretoria.
- FOR ATTENTION** : Ms N Sombinge
- CLOSING DATE** : 28 March 2016
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

- POST 10/18** : **DIRECTOR: INFORMATION TECHNOLOGY REF NO: NDOH 31/2016**
Directorate: Information Technology
- SALARY** : An all inclusive remuneration package of R864 177 per annum [basic salary consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE** : Pretoria.
- REQUIREMENTS** : A Bachelor Degree/equivalent qualification in the Information Technology/Information Systems/Computer Systems field on NQF 7 plus ITIL Foundations and COBIT Foundations certificates , At least 5 years experience in the management of IT projects, IT Risks, strategy development and implementation at middle management level , Knowledge and application of Public Service Regulations (PSR), Public Finance Management Act (PFMA), Treasury Regulations and Public Service Act (PSA), Knowledge of IT service continuity management and functional understanding of WAN/LAN technology, Knowledge of ICT strategy development and IT governance , Good communication (written and verbal), coordination, planning and project management skills , Ability to analyse , provide action, strategic, a team player and proactive , A valid driver's licence.
- DUTIES** : Key Performance: Provide strategic direction to the ICT functions, Develop and oversee the development of relevant ICT policies and procedures for the departmental ICT function , Management or resources both finance and human , Oversee the security of ICT systems and services , Oversee the delivery and support of ICT systems and services , Coordinate the implementation of the departmental ICT strategic plan , Ensure that ICT risks are identified and managed in the department.

ENQUIRIES : Ms VM Rennie at tel. (012) 395-8504

OTHER POST

POST 10/19 : **ASSISTANT DIRECTOR: ADMINISTRATION 4 POSTS (BISHO REF NO: NDOH 26/2016), (KIMBERLY REF NO: NDOH 27/2016), (KLERKSDORP REF NO: NDOH 28/2016), (PIETERMARITZBURG REF NO: NDOH 29/2016)**

Chief Directorate: Technical Policy and Planning
(Contract ending 31 august 2017)

SALARY : R361 659 per annum (plus 37% in lieu of benefits).
CENTRE : Bisho (1), Kimberley (1), Klerksdorp (1), Pietermaritzburg (1).
REQUIREMENTS :

A three year Bachelor's degree/National diploma or equivalent NQF 6 in Public Administration/Office Administration or any relevant Administration qualification , At least three (3) years experience in administration at a supervisory level , Experience should include Human Resources, Finances and Supply Chain Management , Knowledge of modern principles, methods and practices relating to public administration; governmental budgeting and financial principles and practices; application of the Public Finance Management Act (PFMA) and treasury regulations , Knowledge of the departmental policies and regulations will be an added advantage , Good communication (written and verbal), interpersonal and computer (MS Word, MS Excel and PowerPoint) skills , A valid driver's license.

DUTIES : Control of documentation within the unit , Consolidation of reports for the unit , Ensure effective and efficient financial and human resource management , Arrange meetings, workshops, functions, accommodation and travel for officials , Provide secretariat services for the unit , Procure goods and services according to National and Departmental policies , Maintain a filing system of the unit , Supervise junior staff , Manage risk and audit queries within the area of work.

ENQUIRIES : Ms K J Matjila at tel no. (012) 395 8168

NOTE : Applicant must indicate clearly where they want to be placed on their application

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate's (IPID) intention is to promote representatively in terms of race, gender and disability within the Department through the filling of posts. Candidates, whose appointment/promotion/transfer will promote the achievement of gender equity within the IPID, will receive preference.

NOTE : Applications should be submitted on a Z83 obtained from any Public Service Department accompanied by a comprehensive CV, certified copies of Qualifications and ID. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with short listed candidates only. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment. Faxed and late applications will not be considered.

OTHER POSTS

POST 10/20 : **PRINCIPAL INVESTIGATOR REF NO: Q9/2015/36**

SALARY : R288 135 per annum
CENTRE : Johannesburg

REQUIREMENTS : A minimum of Grade 12 and five (5) years' proven experience in criminal investigations are required for consideration to this position. Previous supervisory experience is essential. A degree/diploma in law or policing will serve as an added advantage. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. The successful candidate must possess a valid Code 8 driver's license and be able to drive the motor vehicle in that class, be computer literate and be able to work under pressure. Be competent and fit to handle a firearm or must be willing to undergo such a test. Willing to perform standby and overtime duties. Skills and competencies: Analytical thinking, problem solving and decision making skills. Competent in interviewing, report writing as well as verbal and written communication skills. Client orientation and customer focus. Results-driven.

DUTIES : Key performance Areas: Supervise Senior Investigators by providing guidance on the investigation of complaints in line with the IPID's legislative imperative and Standard Operating Procedure. Receive, register and allocate cases. Attend crime scenes and post mortems. Collect, safeguard and process exhibits at the crime scene. Conduct interviews with suspects and witnesses and obtaining affidavits. Advise the victims or their next of kin and other relevant stakeholders regarding progress of the investigation. Stakeholder management. Conduct investigations of cases of alleged criminality and misconduct against members of the police as stipulated in Section 28 of the IPID Act. Conduct searches, seizures and collection of evidence etc. Compile investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation report at the conclusion of each investigation. Update electronically the status of each case on the database. investigations of complaints of alleged criminality and misconduct against members of the police; conduct searches, seizures and collection of evidence etc; compiling investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.

ENQUIRIES : MS Kea Mothusi / MS M Tshabalala Tel: (011) 220 1500
APPLICATIONS : Independent Police Investigative Directorate P/ Bag X25 Johannesburg 2000 or hand deliver at 208 – 212 Cnr Jeppe & Von Weillegh Street 20th Floor Marble Towers Building Johannesburg 2000

FOR ATTENTION : Ms M Tshabalala (011) 220 1500

CLOSING DATE : 29 March 2016

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

POST 10/21 : **INVESTIGATOR–WA ZULU NATAL OFFICE REF NO: Q9/2016/34**

SALARY : R196 278 per annum (Salary level 7) .The successful candidate will be required to sign a performance agreement.

CENTRE : Durban

REQUIREMENTS : A minimum of Grade 12 or relevant diploma/degree in Law or Policing. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration, A valid Code 8 driver's license is essential and be able to drive the motor vehicle in that class, Computer literate and the ability to work under pressure, Competent in interviewing, report writing as well as verbal and written communication skills, Be competent and fit to handle a firearm or must be willing to undergo such a test, Willing to perform standby and overtime duties. Skills and Competencies: Analytical thinking, problem solving and decision making skills

DUTIES : Report writing, Client orientation and customer focus, Results-driven. Key performance Areas: Receive, register and allocate cases, Attend crime scenes and post mortems, Collect, safeguard and process exhibits at the crime scene, Conduct interviews with suspects and witnesses and obtaining affidavits, Advise the victims of their next of kin and other relevant stakeholders regarding progress of the investigation, Stakeholder management, Conduct investigations of cases of alleged criminality and misconduct against members of the police as stipulated in Section 28 of the IPID Act, Conduct searches, seizures and collection of evidence etc., Compile investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation, update electronically the status of each case on the database.

ENQUIRIES : Ms. N Phakathi- 031 310 1300

APPLICATIONS : Independent Police Investigative Directorate, Private Bag X54303, Durban, 4000 or, hand deliver to Marine Building, 22 Dorothy Nyembe Street, Durban.

FOR ATTENTION : Ms N Phakathi

CLOSING DATE : 18 March 2016

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

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

CLOSING DATE : 29 March 2016

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

MANAGEMENT ECHELON

POST 10/22 : **DIRECTOR: COURT ADMINISTRATION 2 POSTS**
These posts are re- advertisements; candidates who previously applied are encouraged to re-apply

SALARY : R864 177 – R1017 972 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : REF NO: 082/15/NC Northern Cape
REF NO: 2015/238/GP Gauteng

REQUIREMENTS : An under-graduate qualification (NQF level 7) as recognized by SAQA; A minimum of six (6) years' experience at middle/senior management level; Experience in Court Management will serve as an added advantage; Knowledge of legislation prescripts and Frameworks of the department; A valid driver's licence; Skills and Competencies: Strategic leadership capabilities; Computer literacy (MS Office, Excel , MS PowerPoint and MS Project);Analytical thinking, , project management, research and development, knowledge management, change management and financial management.

DUTIES : Key Performance Areas: Manage court operations, case flow and administrative support; Manage efficient language and interpreting services for all courts in the Region; Manage court facilities in the Region; Manage security service and monitor risk areas at courts environment; Manage quality assurance and auxiliary services in the Region; Manage court stakeholders and customer relations; Manage effective utilization of resources in the directorate.

ENQUIRIES : Kimberley:Mr D. Plaatjies ☎ (053) 802 1300
Gauteng Ms P Raadt ☎ 011 332 9000

APPLICATIONS : Kimberley Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.
GAUTENG: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Regional Office – Gauteng; Department of Justice

and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg

NOTE : Separate applications must be made quoting the relevant reference.

OTHER POSTS

POST 10/23 : **FAMILY ADVOCATE LP8 REF NO: 16/25/FS**

SALARY : R698 286 – R983 454 per annum (Salary will be in accordance with the OSD determination). The successful candidates will be required to sign a performance agreement

CENTRE : Office of the Family Advocate: Bloemfontein
REQUIREMENTS: An LLB Degree or recognized four (4) years Legal qualification; At least nine (9) years appropriate post qualification/litigation experience; Admitted as an Advocate; A valid driver's licence. Skills and Competencies: Litigation; Advocacy; Legal research and drafting Dispute resolution and case flow Management.

DUTIES : Key Performance Areas: Perform all functions and duties of the Senior Family Advocate in accordance with relevant legislation; Endorse Settlement Agreements or commenting thereon; Institute enquiries to ascertain the best interest of the minor child by means of ADRS procedures and evaluation. Attend to Hague matters when delegated to do so; Attend to relevant Circuit Courts within the Free State Province.

ENQUIRIES : Ms. NN Sithole ☎ (051) 407 1800.

APPLICATIONS : Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300. Physical Address: 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300

POST 10/24 : **DEPUTY DIRECTOR: VETTING SUPERVISOR: VETTING FIELDWORK REF NO: 16/59/COO**

SALARY : R674 979 – R795 090 per annum (All inclusive) The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : A 3 years Bachelor's Degree/NQF 6 in Social Sciences or equivalent qualification; 3 (three) years junior/middle management and investigation experience; A valid driver's license Skills and Competencies: Communication (verbal and written) skills; Analytical skills, Conflict management; Listening skills; Computer literacy; Financial management skills; Supervisory skills; Accuracy and attention to details; Key Performance Areas: Manage execution of fieldwork investigations within the Department; Develop, manage and implement policies, guidelines, norms and standards in vetting and investigations for security clearance levels; Manage resources, projects and files; Provide effective people management.

DUTIES : Ms. D Modibane ☎ (012) 315 1668

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

POST 10/25 : **ASSISTANT DIRECTOR: THIRD PARTY FUNDS: FINANCIAL MANAGEMENT REF NO: 2016/52/GP**

SALARY : R289 761 – R341 313 per annum The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office Gauteng

REQUIREMENTS : A Degree/National Diploma in Financial Management or equivalent qualification; Minimum of three (3) years relevant experience in a financial accounting/management environment of which one year should be at supervisor/junior management level; Knowledge of Public Finance Management Act (PFMA), National Treasury Regulations, Knowledge of GRAP/GAAP, accrual accounting as well as modified cash and cash accounting, A valid driver's license. The following will serve as recommendations: Knowledge of the Departmental Financial Instructions (DFI). Skills and Competencies: Planning and organizing, Problem solving skills, Ability to work under pressure and meet deadline; Computer literacy (MS Office), Communication skills (verbal and written), Assertiveness, Accuracy and attention to detail.

DUTIES : Key Performance Areas: Implement Act as a System Manager/Administrator on decentralized Internet Banking; Provide TPF AFS project support and

implementation thereof; Report and liaise with Court and Office Managers on all TPF related matters: Assist with training on EFT decentralization, ICMS TPF and check documentation for the write-off irrecoverable deferred fines: Ensure monthly consolidation of all TPF information required: Assist with TPF Audit readiness and facilitation, Provide inputs on any improvements in financial systems, processes and procedures: Perform other ad-hoc function as required and ensure effective management of staff

ENQUIRIES :
APPLICATIONS :

Ms. P Raadt ☎ (011) 332 9000
 Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg

POST 10/26 :

ASSISTANT DIRECTOR: FINANCIAL OPERATIONS REF NO: 16/34/FS

SALARY :

R289 761 – R341 313 per annum, The successful candidate will be required to sign a performance agreement.

CENTRE :
REQUIREMENTS :

Bethlehem Cluster
 Bachelor's Degree or National Diploma in Financial or Commercial field. Three (3) years relevant experience in financial and related fields; A valid driver's licence; Knowledge of BAS and supply chain management (SCM), incl. asset management: Operational knowledge and practical experience of JYP and JDAS would be an added advantage. Skills and Competences: Financial skills; Computer literacy (MS Office – with focus on Excel); Good communication skills (written and verbal); General office - and project management; report writing; Good people skills/interpersonal relations; Ability to work long hours under pressure and be self-motivated and attention to detail.

DUTIES :

Key Performance Areas: Assess financial performance and compliance with the PFMA, TR and DFI within the cluster; Analyse budget performance, procurement and asset management within the cluster (expenditure management); Provide financial- and SCM capacity building within the cluster; Provide training on financial and supply chain management issues. Provide guidance on operations and reconciliations of Third Party Funds modules; Assist with office readiness for system roll-out and compile monthly and ad-hoc reports on office visits. Provide effective people management.

ENQUIRIES :
APPLICATIONS :

Ms. N Sithole ☎ (051) 407 1800
 Quoting the relevant reference number, direct your application to: Postal address: Human Resources: The Department of Justice and Constitutional Development, Private Bag X20578, BLOEMFONTEIN, 9300. OR Physical address: Application Box, 53 Colonial Building, Charlotte Maxeke Street, BLOEMFONTEIN, 9301

POST 10/27 :

ADMINISTRATIVE OFFICER 2 POSTS REF NO: 16/27/FS
 (Re-Advertisement)

SALARY :

R243 747 – R287 121 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE :
REQUIREMENTS :

Magistrate's Offices, Welkom and Odendaalsrus
 Grade 12 plus Applicable B Degree/ National Diploma in Administration/ Financial Management or equivalent; A three (3) years administrative experience of which court experience will serve as an advantage; Proven supervisory experience; Knowledge of the Public Financial Management Act (PFMA) and Human Resource Management Understanding of the Department's Accounting System (BAS, JDAS, and JYP); Departmental Financial Instructions (DFI) Departmental policies and procedures; Knowledge of Assets and Facility Management and Security Risk Management; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office); Excellent Communication (Written and verbal) skills; Customer Orientated. Good Interpersonal Skills, Planning and organizing skills; Problem Solving Skills and Leadership skills.

DUTIES :

Key Performance Areas: Co-ordinate and manage the financial and human resources of the office, as well as all functions relating to the Criminal Courts, Civil Courts, Family Courts and other related divisions. Co-ordinate and manage risk and security in the court. Manage Assets, TPF Account, Vote Account including Supply Chain processes, Budget, Facilities, physical resources, information and communication related to the court. Implement the departmental trends. Support case flow management at the court and provide support to the judiciary and internal stakeholders. Manage communication and relations with the

- internal and external stake-holders Manage service level agreement and performance agreement.
- ENQUIRIES APPLICATIONS** : Ms N Dywili @ (051) 407 1800
 : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 OR Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300
- POST 10/28** : **ADMINISTRATIVE OFFICER 3 POSTS REF NO: 16/28/FS**
 (Re-Advertisement)
- SALARY** : R243 747 – R287 121 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Offices, Koppies, Viljoenskroon, and Paul Roux
 : Grade 12 plus Applicable B Degree/ National Diploma in Administration/ Financial Management or equivalent; A three (3) years administrative experience of which court experience will serve as an advantage; Proven supervisory experience; Knowledge of the Public Financial Management Act (PFMA) and Human Resource Management Understanding of the Department's Accounting System (BAS, JDAS, and JYP); Departmental Financial Instructions (DFI) Departmental policies and procedures; Knowledge of Assets and Facility Management and Security Risk Management; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Excellent Communication (Written and verbal) skills. Customer Orientated. Good Interpersonal Skills, Planning and organizing skills; Problem Solving Skills and Leadership skills.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office, as well as all functions relating to the Criminal Courts, Civil Courts, Family Courts and other related divisions. Co-ordinate and manage risk and security in the court. Manage Assets, TPF Account, Vote Account including Supply Chain processes, Budget, Facilities, physical resources, information and communication related to the court. Implement the departmental trends. Support case flow management at the court and provide support to the judiciary and internal stakeholders. Manage communication and relations with the internal and external stake-holders Manage service level agreement and performance agreement.
- ENQUIRIES APPLICATIONS** : Ms N Dywili @ (051) 407 1800
 : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 OR Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300
- POST 10/29** : **SOCIAL WORKER/FAMILY COUNSELLOR (GRADE 1-4) REF NO: 50/14/NC**
- SALARY** : R196 341 – R447 171 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of the Family Advocate: Kimberley
 : Bachelor's Degree in Social Work or equivalent qualification; A minimum of three (3) years appropriate experience in Social Work after registration as Social Worker with the SACSSP; Registration with SA council for social service professions (sacssp); knowledge and experience in mediation; knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license.
- DUTIES** : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes;
- ENQUIRIES APPLICATIONS** : Adv. P. Molokwane 📞 (053) 833 1062
 : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.
- NOTE** : Candidates whose name appears on Part B of the Child Protection Register as mandated by the Section 123(5) of the Children's Act, 2005 need not apply.

Applicants are required to attach proof of registration with SACSSP Skills and Competencies: Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.

- POST 10/30** : **CHIEF ADMINISTRATION CLERK 32 POSTS REF NO: 16/26/FS**
- SALARY** : R196 278 – R231 210 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Bloemfontein (10 posts); Botshabelo (1 post); Bethlehem (3 posts); Thaba Nchu (1 posts); Harrismith (1 post); Ficksburg (1 post); Phuthaditjhaba (1 post); Makwane (1 post); Tseki (1 post); Sasolburg (2 posts); Parys (1 post); Kroonstad (3 post); Virginia (1 post); Welkom (5 posts) sign a performance agreement.
- REQUIREMENTS** : Grade 12 with at least 5 years relevant experience in court operations with proven supervisory/team leading experience; Knowledge of all DOJ Codes, Policies, Prescripts and systems; Knowledge of the duties of the clerk the criminal, civil and family court; Knowledge of departmental financial processes including Third Party Funds and Vote Accounting, Supply Chain Management; Sound knowledge of operational fields in Human Resources and Finance; A valid drivers' licence. Skills and Competencies: Computer literacy (MS Office); Good interpersonal relations and problem solving skills; Communication (verbal, written, reading); Ability to work under pressure; Attention to detail
- DUTIES** : Management of support functions to the criminal, civil, and family court; Monitor and control over all delegated duties; Daily checking of all relevant work assigned to officials; Submit all returns, reports, statistics as required; Ensure compliance to all prescripts and policies in relevant section; Drive section to 100% compliance and audit readiness; Manage the assets in the Section; Supervise human resources/staff under direct supervision and perform all relevant personnel management functions;
- ENQUIRIES** : Ms N Sithole Tel (051) 407 1800
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag X20578 Bloemfontein 9300 OR Physical address: No 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein
- POST 10/31** : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: 16/24/FS**
(5 Months Contract)
- SALARY** : R196 278 + 37% per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Regional Office: Bloemfontein
- REQUIREMENTS** : An appropriate Degree/ National Diploma in Public/Purchase/Logistics Management, Accounting or Economics or equivalent financial qualification; Two(2) to three (3) years working experience in the Supply Chain Management environment; Knowledge of PFMA, PPPFA, Treasury Regulations and other relevant prescripts. Knowledge of Supply Chain Management within the Public Sector; Skills and Competencies: Analytical skills; Presentation skills; Coordination skills; Planning and Organising skills; Problem Solving skills; Negotiation Skills. Client orientation and customer focus skills; Computer literacy; Financial Management skills; Research skills. Facilitation and People Management skills; Good communication skills; Strategy skills; Good planning and decision making skills. Good interpersonal relations. Ability to work under pressure and be self motivated; A valid driver's licence.
- DUTIES** : Update commitment register .Supervision of staff; Conduct Performance assessment of staff on quarterly basis; Verify the documents and prepare for payments. Update Regional Control Register; Maintain benchmark against procurement trends. Register all invoice and make follow up on outstanding invoices with supplier. Ensure monthly report; Authorization of payments.
- ENQUIRIES** : Ms NN Sithole 📞 (051) 407 1800
- APPLICATIONS** : Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.

POST 10/32 : **ADMINISTRATIVE OFFICER: ASSET AND DISPOSAL MANAGEMENT REF NO: 16/23/FS**
(5 Months Contract)

SALARY : R196 278 + 37% per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office: Bloemfontein

REQUIREMENTS : An appropriate Degree/ National Diploma in Public/Purchase/Logistics Management, Accounting or Economics or equivalent financial qualification. Two (2) years working experience in the Asset Management environment, with one (1) year experience on supervisory level; Knowledge of PFMA, PPPFA, Treasury Regulations and other relevant prescripts; Knowledge of Supply Chain Management within the Public Sector. Skills and Competencies: Analytical skills; Presentation skills; Coordination skills; Planning and Organising skills. Problem Solving skills; Negotiations Skills Client orientation and customer focus skills; Computer literacy; Financial Management skills; Research skills; Facilitation and People Management skills; Good communication skills; Strategy skills; Good planning and decision making skills; Policy Management skills Project Management skills; Good interpersonal relations; Ability to work under pressure and be self motivated; A valid driver's licence.

DUTIES : Ensure effective control over the safekeeping; utilization and maintenance of the departmental assets. Update and maintain the asset and lease register and manage the lease agreements. Reconciliation of the departmental asset and lease registers against the details and values on the procurements system and financial management system and liaise with the relevant stakeholders on discrepancies; Ensure that monthly verification is done. Facilitate bar-coding of departmental assets; Ensure that lease register is updated. Management of all leased asset term of contract and facilitates the disposal of assets; Ensure that assets are captured correctly on the transversal system.

ENQUIRIES : Ms NN Sithole ☎ (051) 407 1800

APPLICATIONS : Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.

POST 10/33 : **MAINTENANCE OFFICER (MR-1 – MR-5) REF NO: 007/16/NC**
(Contract post ending 31 March 2017)

SALARY : R151 233 – R708 765 per annum. (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office Calvinia

REQUIREMENTS : LLB or an appropriate four year recognized legal qualification; Extensive knowledge of the maintenance system; Proficiency in at least two official languages; Understanding of all services and procedures in the area of maintenance and other areas of family law; A valid driver's license; Skills and Competencies: Computer literacy (MS Office); Excellent Communication skills (written and verbal); Numeric skills; Communications skills; Facilitation skills; Good facilitation skills; Legal research and drafting Dispute resolution and case flow Management. Think innovatively and work in pressurized environment;

DUTIES : Key Performance Areas: Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.

ENQUIRIES : Mr. J. Tope ☎ (053) 802 13000

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

POST 10/34 : **MAINTENANCE OFFICER (MR1 - MR5) REF NO: 16/33/FS**

- SALARY** : R151 233 – R708 765 per annum. (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate’s Office, Kroonstad
- REQUIREMENTS** : LLB or an appropriate four year recognized legal qualification; Experience in Family Law matters; Extensive knowledge of the Maintenance system and Maintenance Act (Act 99 of 1998) (as amended). Proficiency in at least two (2) official languages; A valid driver’s license. Skills and Competencies: Computer literacy (Ms Office), Excellent communication skills (both verbal and written); Inter-personal relations and ability to liaise with senior officials; Problem solving skills; Legal research and drafting Dispute resolution and case flow Management; Ability to analyze statistics; Report writing skills; Time management skills; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act. Screening of Maintenance files; Assisting the clients (and Attorneys) in reaching an agreement; Administer the preparation and issuing section 26 and emoluments attached orders as well as court interdicts. Conduct interviews with stakeholders. Obtain financial information for the purpose of maintenance enquiries; Appear in Maintenance court proceedings under the Maintenance Act 99 of 1998 (DNA test appointment) involved and ensure that payment is for made by the state expense.
- ENQUIRIES** : Ms. N Dywili 📞 (051) 407 1800
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300

OFFICE OF THE CHIEF JUSTICE

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

- CLOSING DATE** : 24 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 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.
- Erratum: Kindly note that the Ref Nos for the following posts, advertised in PSVC 09 of 2016 have been amended, the correct Ref Nos are as follows: Judges Secretary Ref No: 2016/98/OCJ, State Accountant: Financial Accounting Ref No: 2016/99/OCJ, State Accountant: Budget And Reporting 3 Posts Ref No: 2016/100/OCJ.

OTHER POSTS

- POST 10/35** : **DEPUTY DIRECTOR: INSTITUTIONAL PERFORMANCE REPORTING REF NO: 2016/89/OCJ**
(This is a re-advertisement, candidates who applied previously are encouraged to re-apply)
- SALARY** : R569 538 – R 670 890 per annum (all inclusive). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office
- REQUIREMENTS** : A relevant B degree or National Diploma plus three to five years' experience in Institutional Performance Reporting; In-depth knowledge of Strategic Planning and reporting processes; In-depth knowledge and understating of the Public Finance Management Act, Government Wide –Monitoring and Evaluation Framework (DPME Guidelines), National Treasury Regulations, and Framework for Strategic Plan and Annual Performance Plan; Valid Driver's Licence. Skills and Competencies: Decision-making and analytical thinking skills; Research knowledge; Problem solving skills; Advanced report writing skills; Advanced computer literacy; Innovative and proactive; Advanced facilitation skills.
- DUTIES** : Manage and facilitate Departmental Performance reporting; Coordinate the development of the Department's Quarterly reports Facilitate and coordinate the preparation of the Departmental Annual Report; Prepare Quarterly and Annual Performance Reports against the APP for submission to the EXCO, ARC, National Treasury, DPME, Auditor General and Parliament; Monitor the financial execution of the budget in relation to actual expenditure, including timely financial performance reports; Provide technical support to Branch/Units quarterly review sessions and reporting; Support the development and facilitation of Departmental Monitoring and Evaluation systems and performance auditing; Manage the development of reporting tools for monitoring of Annual Performance Plan and Budgetary outputs and deliverables; Develop policies and reporting procedures for the Department; Report on policy, budget and strategy alignment; Manage the component including subordinates.
- ENQUIRIES** : Mr I Malao ☎ (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 10/36 : **ASSISTANT DIRECTOR: BUDGET AND REPORTING REF NO: 2016/101/OCJ**
(This is a re-advertisement, candidates who applied previously are encouraged to re-apply)

SALARY : R289 761 – R 350 025 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office
A National Diploma/ Bachelor's Degree in Commerce with Accounting or Auditing as major subjects or equivalent Qualification. Three years financial budget experience at supervisory level; Knowledge of Public Finance Management Act, and related financial management systems, norms and standards; Knowledge of financial and payroll management and Administration system; Excellent organizational ability and analytical acumen; A valid code 8 driver's licence. Skills and Competencies: Ability to meet deadlines; A sense for attention to detail; Ability to work under pressure; Budget and reporting management; Problem solving and decision making; Developing people Team leadership.

DUTIES : Manage and ensure application of the prescribed financial procedures including PFMA, and Treasury Regulations; Prepare and compile the medium- term expenditure framework, the adjusted and estimates of national expenditure budget Capture the budget in financial system (BAS); Manage and monitor the departmental budget and implement the entire budget shifts as authorized; Prepare management reports as required by PFMA; Supervise the sub-ordinates and manage the filing system of the directorate (Management Accounting unit); Perform other duties as directed;

ENQUIRIES APPLICATIONS : Mr S Jiyane ☎ (011) 335 0392
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 10/37 : **ADMINISTRATIVE OFFICER REF NO: 2016/102/OCJ**

SALARY : R243 747 – R 287 121 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Free State High Court: Bloemfontein
An appropriate National Diploma /Bachelor's Degree in Public Administration or equivalent qualification on NQF level 6; Two (2) to three (3) years' experience in Administration; Knowledge of the Public Finance Management Act (PFMA); Knowledge of Human Resource Management; Understanding of the Department's Accounting System (BAS, JDAS, and JYP); Understanding of the Departmental Financial Instructions (DFI) and Departmental policies and procedures; Knowledge of Assets and Facility Management and Security Risk Management; A valid driver's licence; Skills and Competencies: Ability to work independently and meet deadlines; Ability to attend to detail and ensure the correctness of information; Ability to work under pressure; Good communication skills (written and verbal); Computer literacy; Problem solving skills; Facilities administration.

DUTIES : Facilitate the correctness of financial document, i.e. invoices, payment document, petty cash and all finance registers by following Treasury Regulations; Ensuring compliance with Supply Chain Management regulations in terms of Treasury Regulations; Managing of transport of the court including the Judiciary's vehicle; Asset management and day to day maintenance of the court; Supervision of staff members; Willingness to work beyond official hours;

ENQUIRIES APPLICATIONS : Ms MA Luthuli ☎ (053) 807 2733
The Provincial Head, Office of the Chief Justice, Provincial Service Centre, Free State High Court, Private Bag X 20612, Bloemfontein, 9300 OR PHYSICAL ADDRESS: Office of the Chief Justice, Provincial Service Centre, Free State High Court, Corner President Brand Street & Fontein Street, Bloemfontein, 9301

POST 10/38 : **JUDGES SECRETARY REF NO: 2016/103/OCJ**

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

CENTRE REQUIREMENTS : Free State High Court: Bloemfontein
 : Grade 12 plus 3 years' secretarial experience or second year registered Law Student; Computer literacy (MS Office); A valid driver's licence; 2-3 years legal experience legal experience will serve as an added advantage. 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 MA Luthuli ☎ (053) 807 2733
 : The Provincial Head, Office of the Chief Justice, Provincial Service Centre, Free State High Court, Private Bag X 20612, Bloemfontein, 9300 OR PHYSICAL ADDRESS: Office of the Chief Justice, Provincial Service Centre, Free State High Court, Corner President Brand Street & Fontein Street, Bloemfontein, 9301

POST 10/39 : **CHIEF ADMIN CLERK REF NO: 2015/104/OCJ**

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

CENTRE REQUIREMENTS : Supreme Court of Appeal: Bloemfontein
 : A Grade 12 or equivalent qualification; A National Diploma or Bachelor Degree in financial Management or equivalent qualification will be an added advantage; 3 years' experience in a financial environment; Knowledge and experience of processing transaction on the Basic Accounting System (BAS) and Logis system; Knowledge and experience in the various asset management processes; Knowledge and experience in PFMA and Treasury Regulations, PERSAL, Departmental Financial Instructions (DFI); Skills and Competencies: Sound financial administration skills; Ability to work under pressure; Ability to adhere to strict deadlines; Computer literacy; Numeracy; Organising and planning skills; Problem solving skills; Customer care; Good interpersonal relations; Language proficiency; Ability to communicate with suppliers and other stakeholders in a professional and prompt manner; Conflict management; Knowledge and experience of sound document management and filing.

DUTIES : Performing financial operational functions according to Departmental Financial Instructions (DFI) and in compliance with PFMA; Ensuring that all supply chain management transactions are performed in line with the relevant policies. Prescripts,, regulations and guidelines and ensuring that all documents is audit ready; Dealing with the processing of all invoices and related correspondence in line with the relevant prescripts; Performing Secretariat functions for the Provincial Control Committee and for the Provincial Disposal Committee; Any other duties as required by the supervisor, Comply with Departmental Policies and Prescripts.

ENQUIRIES APPLICATIONS : Ms C Martin ☎ (051) 412 7423
 : Quoting the relevant reference number, direct your application to: The Director, The Supreme Court of Appeal, PO Box X258, Bloemfontein, 9300 OR hand deliver to: The Supreme Court of Appeal, Corner President Brand and Elizabeth Streets, Bloemfontein.

POST 10/40 : **LIBRARY ASSISTANCE REF NO: 2015/105/OCJ**

SALARY : R110 739 – R 130 446 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Supreme Court of Appeal: Bloemfontein
 : A Grade 12 or equivalent qualification; relevant experience and general knowledge for a legal library will be an added advantage. Skills and Competencies: Organizing; Problem solving; Customer care; Interpersonal relations; Computer literacy; Numeracy; Ability to work under pressure; Language

proficiency; Communication Skills; Research and planning skills; Conflict management and Administrative skills.

DUTIES

: Maintain relevant registers in the library and handle inquiries; Render library administrative functions; Classify all publications and pack publications on the shelves; Assist with the quarterly library stock taking and asset verification process; Assist with the ordering and updating of all publications and library resources; Keep library statistics on a daily basis; Ensure the safekeeping of all library resources; Perform various administrative support services to all internal and external library stakeholders.

ENQUIRIES

: Ms C Martin ☎ (051) 412 7423

APPLICATIONS

: Quoting the relevant reference number, direct your application to: The Director, The Supreme Court of Appeal, PO Box X258, Bloemfontein, 9300 OR hand deliver to: The Supreme Court of Appeal, Corner President Brand and Elizabeth Streets, Bloemfontein.

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation, attention Ms J Mchunu, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. website: www.thepresidency-dpme.gov.za
- CLOSING DATE** : 24 March 2016 @ 12:00 pm
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. Note: Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 10/41** : **OUTCOMES FACILITATOR: ENVIRONMENT REF NO: 009/2016**
- SALARY** : R1 267 806 – 1 428 186 all inclusive salary package per annum (Salary Level 15)
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant post-graduate qualification plus a minimum of 10 years appropriate experience of which 8-10 years is at senior managerial level. Extensive knowledge and experience in the environmental sector is a key requirement. Analytical thinker with strong background in monitoring, turnaround strategies and change management. Experience in monitoring and evaluation of government policies. A thorough understanding of policy and administrative processes of Government. A good understanding of political, administrative and governance issues of the Public Service. Ability to develop and manage effective working arrangements with other government departments, provinces and local authorities to ensure co-ordinated and integrated actions. The ability to successfully operate at high level in government. Please note that this is a re-advertisement and people who previously applied are also encouraged to apply.
- DUTIES** : The incumbent of post will interact with all role players in environmental sectors to contribute to the achievement of outcomes and to identify and overcome obstacles. Develop sector specific service delivery and value chain and evaluation systems. Initiate and direct the development and implementation of service delivery agreements with Executive Authorities and Heads of Departments. Analyse, evaluate and identify sector specific service delivery shortcomings and render advice on remedial measures. Liaise with political office bearers, senior management of governmental institutions and primary sector role

players to establish coherence and cooperation. Facilitate specific service delivery forums and coordination mechanisms and render direction to such forums. Regularly report on sector performance and suggest improvement based on data.

ENQUIRIES : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462 and in connection with the post kindly contact Mr T Masilela,(012) 312-0107

POST 10/42 : **OUTCOMES FACILITATOR: INFRASTRUCTURE REF NO: 010/2016**

SALARY : R1 267 806 – R1 428 186 all inclusive salary package per annum (Salary Level 15)

CENTRE : Pretoria

REQUIREMENTS : A relevant post-graduate qualification plus a minimum of 10 years appropriate experience of which 8-10 years is at senior managerial level. Extensive knowledge and experience in the Infrastructure sector is a key requirement. Analytical thinker with strong background in monitoring, turnaround strategies and change management. Experience in monitoring and evaluation of government policies. A thorough understanding of policy and administrative processes of Government. A good understanding of political and governance issues. Ability to develop and manage effective working arrangements with other government departments, provinces and local authorities to ensure co-ordinated and integrated actions. The ability to successfully operate at high level in government. Please note that this is a re-advertisement and people who previously applied are also encouraged to apply.

DUTIES : The incumbent of the post will interact with all role players in the Infrastructure sector to contribute to the achievement of outcomes and to identify and overcome obstacles. Develop sector specific service delivery and value chain and evaluation systems. Initiate and direct the development and implementation of service delivery agreements with Executive Authorities and Heads of Departments. Analyse evaluate and identify sector specific service delivery shortcomings and render advice on remedial measures. Liaise with political office bearers, senior management of governmental institutions and primary sector role players to establish coherence and cooperation. Facilitate specific service delivery forums and coordination mechanisms and render direction to such forums. Regularly reporting on sector performance improvement.

ENQUIRIES : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462 and in connection with the post, Mr T Masilela at Tel No (012) 312-0107

POST 10/43 : **DIRECTOR: LOCAL GOVERNMENT PERFORMANCE ASSESSMENT 2 POSTS REF NO 011/2016**

SALARY : R864 177 to 1 017 972 per annum, all-inclusive salary package per annum (Salary Level 13)

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA, a post graduate qualification in governance, built environment, public administration, finance or equivalent will serve as an advantage plus 5 - 8 years' experience, of which 5 years' work experience must have been at a middle/senior managerial level. Two of the five years specified at a middle/senior managerial level must include at least 2 years' experience in the management of complex programmes. Additional: Experience working in organisational change and development programmes and sound knowledge of current issues in the local Government sector including legislation, policies and practices are important requirements. Should possess the following skills: Strategic thinking, problem solving and analysis, change management, verbal communication skills to represent the organisation at meetings and explain key messages in accessible language, project / programme management, advanced report / document writing, computer literacy, good interpersonal relations, ability to work under pressure; ability to work independently, understanding, experience in performance monitoring and/or management; willing to travel and work irregular hours and a must have a valid driver's license.

DUTIES : Responsible for developing, implementing and maintaining a municipal performance assessment system and assessing management and administrative practices in municipalities. This would involve designing and updating relevant performance indicators for specific management areas; Provide guidance and oversight on activities in respect of administering the performance assessment tool; Co-ordinate and oversee the regular performance assessment of individual municipalities; Collect and analyse data from a wide range of sources, to inform

the performance assessment of individual municipalities; Validate assessments data and coordinate expert assessments in specified management areas; Formulate recommendations in respect of implementation of appropriate interventions to address key areas of weakness identified in the performance assessment; Monitor the progress and level of success in respect of the implementation of appropriate interventions to address key areas of weakness identified in the performance assessment; Do regular reporting on activities and findings to key stakeholders and interested and/or affected parties; Collaborate with DCoG, National Treasury, provincial departments of local government and Offices of the Premier to do the above.

ENQUIRIES : In connection with the applications kindly contact Mr MJ Mkwanzani Tel No (012)312-0460 and in connection with the post kindly contact Mr. H. Mohamed Tel No (012)312-0105.

POST 10/44 : **DIRECTOR: PM&E ADVOCACY AND KNOWLEDGE MANAGEMENT REF NO: 012/2016**

SALARY : R864 177 to R1 017 972 per annum, all-inclusive salary package per annum (Salary Level 13)

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA, a relevant post graduate qualification will serve as an advantage plus 5 - 8 years' experience of which 5 years' work experience must have been at a middle/senior managerial level. Deep understanding of Government functioning at the level of policy and practical implementation and wide range of planning, monitoring and evaluation (PM&E) knowledge is required, including international collaboration. Additional: Should possess the following skills: Conceptual oriented, strategic thinking, problem solving and analysis, verbal and written communication skills, report and document writing, project management, financial management, client oriented and customer focused, people management and empowerment and computer literacy. Candidate must be willing to frequently travel and work irregular hours and a must have a valid driver's license.

DUTIES : Responsible to coordinate the development of M&E policy tool kit for government institutions and assisting the Chief Director in the implementation of monitoring and evaluation policies and systems. Development and implementation of Knowledge Management strategies, guidelines and champion sound knowledge management practices at the DPME, including the implementation of Promotion of Access to Information Act (PAIA). Advocacy of sound planning and M&E practices nationally, provincially and internationally. Facilitate the external assessment of the quality and use of DPME products, conduct periodic surveys to measure positive customer satisfaction and assist in projects in other DPME Units when required.

ENQUIRIES : In connection with the applications kindly contact Mr MJ Mkwanzani Tel No (012)312-0460 and in connection with the post kindly contact Mr. S.S. Ntakumba Tel No (012)312 0202

DEPARTMENT OF SCIENCE AND TECHNOLOGY

The Department of Science and Technology is an affirmative action employer and coloured people, white females and people with disabilities are encouraged to apply for these posts.

- APPLICATIONS** : The Chief Director: Human Resources, Private Bag X894, Pretoria, 0001, or hand-deliver them to the Department at Building 53, CSIR Campus, Meiring Naudé Road, Brummeria.
- CLOSING DATE** : 24 March 2016
- NOTE** : Applications must be accompanied by a signed Z83 form and up-to-date curriculum vitae (including three contactable referees) as well as recently certified copies of all qualifications and the applicant's identity document. Confirmation of permanent appointment will be subject to the applicant passing a security check and confirmation of the applicant's qualifications. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to appoint anyone to the above posts, and to withdraw them, re-advertise them or fill them by way of transfer or deployment if this is considered in the interest of service delivery.

OTHER POSTS

- POST 10/45** : **CHIEF REGISTRY CLERK: MINISTRY**
- SALARY** : R196 278 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : One year certificate or diploma in a relevant field of study with at least five years' experience in a registry/administration/clerical environment or – a national diploma or degree with at least one year's experience in a similar environment. Advanced document-management experience. Organisational, planning and basic communication skills. Good interpersonal, presentation and negotiation skills. The ability to respond to queries and handle customers effectively are essential attributes. Ability to work under pressure, individually and in a team. Knowledge of administrative procedures, government policies, Cabinet and parliamentary processes, as well as departmental procedures and prescripts. Understanding of access to information protocols, political matters and Public Service Regulations and prescripts.
- DUTIES** : Registration and distribution of outgoing and incoming correspondence. Provision of support to the Office of the Administrative Secretary to track documentation flow and maintain an effective filing system. Preparation of files and documents for meetings. Maintenance of the document management system of the Ministry. Safe keeping of classified documents according to required standards. Provision of administrative support.
- ENQUIRIES** : Ms Tshiamo Ikgopoleng at 012 843 6675
- POST 10/46** : **ADMINISTRATIVE OFFICER: INTERNATIONAL RELATIONS**
- SALARY** : R196 278 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 certificate with five years of experience in administration, or a diploma or certificate in office administration. Clear understanding of office administration and processes. Understanding of government policies. Knowledge of the Public Finance Management Act and Public Service Regulations. Computer skills (MS Office, database use and management, and Internet research). Listening, communication and report-writing skills. Knowledge of office etiquette. Good interpersonal and people skills, and ability to work with and in teams.
- DUTIES** : Financial management. Administrative support and events management. Logistics and procurement. Document and records management.
- ENQUIRIES** : Ms Tshiamo Ikgopoleng, Tel. 012 843 6675
- POST 10/47** : **SENIOR SECRETARY: STRATEGIC AND DEVELOPMENT PARTNERSHIPS**
- SALARY** : R158 985 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 and relevant certificate or diploma of more than six months. 1-2 years' experience in secretarial services/administration. Clear understanding of office

administration activities and processes. Knowledge of office administration. Administrative skills (including general office administration, and document and file management). Communication, advanced computer, events coordination, organising and good interpersonal skills. Ability to take the initiative and to work with and in teams.

DUTIES

: Providing secretarial and administrative support to the Directorate: Strategic Partnerships and the Directorate Development Partnerships. Compile submissions, memoranda, minutes and letters on behalf of these directorates. Organise meetings and workshops. Liaise with all relevant stakeholders. Arrange travelling and accommodation. Process travelling and subsistence claims.

ENQUIRIES

: Ms Tshiamo Ikgopoleng, Tel. 012 843 6675

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Please forward your applications quoting the relevant reference number and centre to: 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
- CLOSING DATE** : 29 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 10/48** : **CHIEF DIRECTOR: ENGINEERING SERVICES REF NO: 250316/02**
This is a re-advertisement and applicants that have previously applied are encouraged to re-apply.
- SALARY** : R 1 042 500- R1 246 449 per annum (All inclusive package) level 14
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree in Civil Engineering (Recognised by Engineering Council of SA. Five (5) to ten (10) years experience in engineering services environment of which 5 years of experience should be at a senior management level. Knowledge of dam engineering and large bulk water infrastructure projects. Knowledge of project management. Knowledge of financial management. Knowledge of contract administration. Knowledge of the water sector. Understanding and application of Human Resource components. Understanding and application of the Finance components. Understanding and application of engineering and environmental principles and accepted best practices. Strategic capability and leadership. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Accountability and ethical focus.
- DUTIES** : The leading of engineering services in the development strategies and business planning. The ensuring of relevant efficient engineering services. The ensuring of financial management/ planning. The ensuring of human resource management/ planning.
- ENQUIRIES** : Ms Z Mathe, tel (012) 336 8519
- POST 10/49** : **CHIEF DIRECTOR: WATER SERVICES AND LOCAL MANAGEMENT REF NO: 250316/03**
- SALARY** : R 1 042 500- R1 246 449 per annum (All inclusive package) level 14
- CENTRE** : Pretoria

- REQUIREMENTS** : B Degree in Engineering/Science/Economics or Social Science or equivalent. Five (5) to ten (10) years management experience in water environment with five (5) years experience in senior management level. Should have prior experience in having managed the planning of provision of water. Sound knowledge of policies and developments in the water sector. Understanding of water service processes both at planning and implementation levels. Background in financial management is essential. Must have solid technical knowledge of the business of water such as water quality, distribution and funding. Knowledge of strategic capability, leadership, and change management.
- DUTIES** : To provide strategic leadership to water services and local water management environment. Facilitate the development of local government plans for the provisioning of sustainable adequate water services. Lead DWS key programmes that promote water conservation and water demand management in the country. Establish and maintain systems to monitor and report on the performance of Water Services Authorities and Water Services Providers. Establish and maintain reporting mechanisms for Government outcomes related to access to water services.
- ENQUIRIES** : Ms N Mohapi tel (0123368724)
- POST 10/50** : **DIRECTOR: CAPITAL PROJECTS REF NO: 250316/04**
This is a re-advertisement and applicants that have previously applied are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R864 177 – R 1 017 972 per annum (All inclusive package) level 13
: Pretoria
: B Degree or NQF level 7 qualification in Engineering/ Capital Project Management. Six (6) – ten (10) years experience in engineering/ Capital Project Management of which 5 years of experience should be at a middle/senior management level. Business process mapping knowledge. Understanding of Quality Management Process. Knowledge of current engineering standards. Knowledge of safety, health, risk, environmental and requirements. Knowledge of writing technical reports and compiling engineering drawings. Strategic capability and leadership. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Accountability and ethical focus.
- DUTIES** : The co-ordination of the implementation of water infrastructure projects. The coordination of stakeholders. The provision of business planning and general management for water infrastructure projects.
- ENQUIRIES** : Mr S Arumugam (Tel: 012 336 7027)
- POST 10/51** : **DIRECTOR: MECHANICAL AND ELECTRICAL ENGINEERING: REF NO: 250316/05**
This is a re-advertisement and applicants that have previously applied are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R864 177 – R 1 017 972 per annum (All inclusive package) level 13
: Pretoria
: B Degree (NQF level 7) qualification in Engineering/Mechanical/Electrical Engineering. Six (6) – ten (10) years experience in Engineering/Mechanical/Electrical services of which five (5) years experience should be at middle/senior Managerial level. Technical Discipline knowledge (Mechanical, Electric, Electronic). Programme and project management skills. Knowledge in Engineering design, analysis, research and development. Knowledge of Computer – aided engineering applications. Knowledge of legal compliance and technical report writing. Creating high performance culture, networking, Engineering and make professional judgement.
- DUTIES** : The provision of strategic direction to mechanical and electrical engineering services. The coordination of mechanical and electrical engineering design. Knowledge in governance and financial management. Excellent people management skills.
- ENQUIRIES** : Mr A Thobejane (012) 336 7869
- POST 10/52** : **DIRECTOR: URBAN AND RURAL WATER MANAGEMENT REF NO: 250316/06**
- SALARY** : R 864 177 – R 1 017 972 per annum (All inclusive package) level 13

CENTRE REQUIREMENTS : Pretoria
: B Degree in Engineering/Science or Developmental studies. Six (6) to ten (10) years management experience in rural and urban water supply of which five (5) years experience should be at middle/senior managerial level. Sound knowledge of policies and developments in the water sector. Understanding of integrated water resources management and water services. Must have solid technical knowledge of the business of WS such as water quality, distribution and funding. Knowledge of strategic capability, leadership, financial management and change management.

DUTIES : To formulate strategies and guidelines for urban and rural management. Render planning support to local government on surface and ground water management. Provide provision of business planning and general management for the directorate. Lead key initiatives of integrated water resources management that support local government.

ENQUIRIES : Mr M Matlala, tel (012) 336 7860

POST 10/53 : **DIRECTOR: SANITATION MACRO PLANNING REF NO: 250316/07**

SALARY CENTRE REQUIREMENTS : R864 177 – R 1 017 972 per annum (All inclusive package) level 13
: Pretoria
: B Degree in Civil Engineering or equivalent. Information Management will be an added advantage. Ten (10) years in civil engineering environment of which five (5) years experience should be in middle/senior management. Experience in information management. Knowledge of local government environment, civil engineering, information management, project and program management.

DUTIES : Provision of comprehensive Sanitation Information Support Services. Develop Sanitation Planning framework and support its implementation. Situation assessment of sanitation countrywide at a local level. Support development of water and sanitation master plans. Support municipalities in developing bulk sewer infrastructure and maintenance plans. Strengthen and support the planning and delivery of sanitation services by municipalities within the regulatory framework of integrated development planning. Establish integrated monitoring system for tracking implementation of sanitation projects.

ENQUIRIES : Ms N Mpotulo tel: (012) 336 7016

POST 10/54 : **DIRECTOR: WATER RESOURCE QUALITY INFORMATION REF NO: 250316/08**

SALARY CENTRE REQUIREMENTS : R864 177 – R 1 017 972 per annum (All inclusive package) level 13
: Pretoria
: B –Degree/NQF level 7 qualification in Natural, Earth or Numerical Science, water management, environmental management or related field. Six (6) to ten (10) years experience in the field of integrated environmental management (IEM) or integrated water resources management (IWRM). A minimum of five (5) years experience at middle/senior managerial level with experience in information management. Ability to lead multidisciplinary teams Sound knowledge and understanding of natural resource management. Ability to understand and unpack relevant policies and legislation. Knowledge of relevant aspects relating to the fields of natural science (hydrology, geohydrology, ecology, geography, geology and social studies). Use and application of decision-support tools (GIS, DSS) and other related supporting systems. Environmental Management Systems, understanding and application of concepts such as resource efficiency, integrated water resource management, water-linked ecosystems approach, freshwater biodiversity, water resource protection, etc.

DUTIES : Responsible for the establishment and maintenance of water resource quality and aquatic ecosystems' monitoring systems and programmes for current and future information needs of the Department. Overall planning, management, co-ordination and guidance of multidisciplinary scientific teams responsible for development of guidelines, procedures and systems for freshwater quality and ecosystem health, in support of the National Water Resource Strategy and related legislation.. Providing diverse scientific and technical support to the Department and external clients as part of the Water Resources Information management function. Liaising with other components of the Department, the scientific community and other role-players.

ENQUIRIES : Mr F Guma, tel (012) 336 7892

OTHER POSTS

POST 10/55 : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A X5 POSTS 3-YEAR CONTRACT REF NO: 250316/09**
This is a re-advertisement and applicants that have previously applied are encouraged to re-apply.

SALARY : R809 988- 926 139 per annum (all inclusive OSD package salary will be in according to OSD salary determination)

CENTRE REQUIREMENTS : Pretoria,
National Higher Diploma/ B-Tech/ Honours degree (Built Environment field) with minimum of six (6) years experience as a registered Professional Construction Project Manager with SACPCMP. Compulsory registration with SACPCMP as a Professional Construction Project Manager on appointment (proof of registration must be attached). Valid driver's license.

DUTIES : Perform final review and approvals or audits on project designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organizational goals to direct or redirect project services for the attainment of organizational objectives. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management.

ENQUIRIES : Mr S Arumugam (Tel: 012 336 7027)

POST 10/56 : **CHIEF QUANTITY SURVEYOR (3-year contract) .REF NO: 250316/10**
This is a re-advertisement and applicants that have previously applied are encouraged to re-apply.

SALARY : R697 941- 798 021 per annum (all inclusive OSD package- salary will be in according to OSD salary determination)

CENTRE REQUIREMENTS : Pretoria
Degree in Quality Survey or relevant qualification. Six (6) years post qualification Survey experience required. Valid driver's license. Compulsory registration with the South African Council for Quantity Surveying (SACQSP) as a professional Quantity Surveyor (proof of registration must be attached). Must be in possession of valid driver's licence. Must have extensive knowledge of survey design and analysis. Incumbent should be proficient in technical consulting and technical report writing. Must be able to draw up Bill of Quantities, submitting payment certificates and budget control of projects. Research and development. Computer-aided survey applications. Mobile equipment operating skills. Must have good communication (written and verbal) and interpersonal skills. Must be able and prepared to work under pressure. Problem solving and analysis, professional judgement, research and development, decision making, leadership qualities and creativity. Financial management.

DUTIES : Coordinate professional teams on all aspects regarding the quantity survey and provide assistance to all Project Managers and Site Agents responsible for calculation of unit rates for record keeping, creating a database for all construction activities. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity survey related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and /or sub-professional personnel. Ensure adherence to the requirements of professional registration. Ensure training and development of subordinates to promote skills/acknowledge transfer and sound engineering principles and code of good of practice. Incumbent will be responsible for effective personnel management and compilation of and adherence to budgets and programmes. Responsible to report on project progress and supervise Contractors. Ensure compliance with the Occupational Health and Safety Act, the Employment Equity Act, the Skills Development Act and the Labour Relations Act, team leadership. Creativity. Financial Management. Customer focus and responsiveness. Planning

and organizing. People Management. Knowledge and practical experience in Government procurement procedures.

ENQUIRIES :

Mr S Arumugam , tel (012) 336 7027

POST 10/57 :

PROFESSIONAL CONSTRUCTION PROJECT MANAGER X 4 POSTS 3-year contract REF NO: 250316/11

This is a re-advertisement and applicants that have previously applied are encouraged to re-apply.

SALARY :

R552 489 – 595 185 (all inclusive OSD package - salary will be in according to OSD salary determination)

CENTRE :

Pretoria,

EQUIREMENTS :

National Higher Diploma (Built Environment field) with minimum of four (4) years and six (6) months certified experience. B-Tech (Built Environment field) with minimum of four (4) years certified managerial experience. Honours degree in any Built environment field with minimum of three (3) years experience. Compulsory registration with SACPCMP as a Professional Construction Project Manager on appointment (proof of registration must be attached). Valid driver's license.

DUTIES :

Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Project Manager. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope; and effectively apply methodology and enforce project standards to minimize risk on projects. Report project progress to Chief Construction Project Manager. Manage project budget and resources in consultation with Chief Construction Project Manager. Provide inputs to Chief Construction Project Manager with tender administration. Liaise and interact with service providers, client and management under the guidance of the Chief Construction Project Manager;- contribute to the human resources and related activities. Maintain the record management system and the architectural library; and utilize resources allocated effectively. Keep up with new technologies and procedures. Research / literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.

ENQUIRIES :

Mr S Arumugam (Tel: 012 336 7027)

POST 10/58 :

DEPUTY DIRECTOR: PROJECT MANAGEMENT 3 YEAR CONTRACT REF NO: 250316/12

SALARY :

R674 979 per annum (All inclusive package) level 12

CENTRE :

Pretoria

REQUIREMENTS :

A National Diploma (NQF level 6) in related fields. Two (2) to three (3) years experience in project management. Possesses a general understanding of contract administration, business principles. Possesses a broad understanding of water environment. Effective leadership skills. Effective computer skills; Microsoft Office Software and specific project management software applications. Effective communication skills both verbally and in writing with management, colleagues, and individuals inside and outside the organisation. Effective analytical and problem-solving skills. An understanding of the principles of Public Finance Management Act (PFMA) Framework for managing performance information. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct

DUTIES :

Defining, implementing and maintaining the programme management frameworks and methodologies, including those relating to group-wide roadmaps, transformation dashboards that provide oversight and governance of all initiatives, project portfolio governance, the change delivery lifecycle, programme and project level reporting, project planning tools, resource plans, change control, impact assessment, stakeholder mapping and expectation management tools. To ensure that projects are completed on-time, within budget, and within expectations for quality and functionality. Provide management level oversight regarding compliance and the programme

ENQUIRIES : Ms J Julies Nale tel, (012) 336 7908

POST 10/59 : **QUANTITY SURVEYOR GRADE A 3-YEAR CONTRACT REF NO: 250316/13**
This is a re-advertisement and applicants that have previously applied are encouraged to re-apply.

SALARY : R476 064- 512 850 per annum (all inclusive OSD package-salary will be in according to OSD salary determination)

CENTRE : Pretoria

REQUIREMENTS : Degree in Quantity Surveying or relevant qualification. Three (3) years post qualification survey experience required. Compulsory registration with the South African Council for Quantity Surveying (SACQSP) as a professional Quantity Surveyor(proof of registration must be attached). Valid driver's license. Project management. Survey design and analysis knowledge. Draw up of Bill of Quantities, Submitting payment certificates, Budget control of Projects. Research and development. Computer-aided survey applications. Mobile equipment operating skills. Technical report writing. Technical consulting. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing. People management. Knowledge and practical experience in government procurement procedures.

DUTIES : Reports to the Chief Quantity Surveyor, Give assistance to all Assistant Contract Managers and Site Agents. Pricing of new Construction works, Draw up the Bill of Quantities and Submitting payment certificates. Calculation of unit rates for record keeping, creating a Data base for all Construction activities. Responsible for effective personnel management, as well as compilation of and adherence to budgets and programmes. Report on project progress and supervise contractors. Ensure the compliance with Occupational Health and Safety Act, Employment Equity, Skills Development and Labour Relations Act.

ENQUIRIES : Mr S Arumugam , tel (012) 336 7027

POST 10/60 : **CHIEF DEVELOPMENT AND EXPERT (EVENT-MANAGEMENT) REF NO: 250316/14**

SALARY : R361 659 per annum Level 10

CENTRE : Pretoria

REQUIREMENTS : Degree or National Diploma in Social Sciences or similar. Three (3) – Five (5) years experience in the government communications and developmental communications. Knowledge of public sector stakeholder management, events management and community mobilisation. Experience in organising meaningful engagements with communities through izimbiso, public education programmes and developmental communications. Government policies and procedures. Governmental financial systems. Knowledge in Project management, Problem management. Client orientation and customer focus. Communication, accountability, ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes.

DUTIES : Advocacy and communication of government activities with stakeholders and partners through events. Develop and conceptualise stakeholder interactions. Support meaningful engagement with communities through events, project steering committees, forums, events and public participation activities. Ensure information dissemination to identified communities through public education programmes and developmental communications. Handle project management and conduct research on beneficiary communities. Support the management of human and financial resources.

ENQUIRIES : Ms J Julies Nale tel, (012) 336 7908

POST 10/61 : **PRINCIPAL COMMUNICATION OFFICER X2 POSTS REF NO: 040316/16**
This post is not a re-advertisement but extension of closing date. Those who have previously applied may no need to re-apply

SALARY : R243 747 per annum level 8

CENTRE : Pretoria

REQUIREMENTS : A Degree or National Diploma Communication or relevant qualification. one (1)-three (3) years experience in Communication. Disciplinary knowledge in communication and media studies. Knowledge of communications principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Programme and Project Management. Knowledge of relationship

management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes

DUTIES : Implement communication plans. Execute media products, issue publications, organise press briefings and media coverage in profiling the work of government. Develop or improve communication concepts, theories and operational methods. Disseminate knowledge and information to communities. Organise and implement publicity projects and events. Establish and maintains stakeholder relations with community and media.

ENQUIRIES : Ms J Julies Nale 012 336 7908

POST 10/62 : **COMMUNICATION OFFICER REF NO: 040316/17**

This post is not a re-advertisement but extension of closing date. Those who have previously applied may no need to re-apply.

SALARY : R 243 747 per annum level 8

CENTRE : Limpopo provincial office

REQUIREMENTS : A Degree or National Diploma Communication or relevant qualification. One (1) – three (3) years experience in Communication. Disciplinary knowledge in communication and media studies. Knowledge of communications principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Programme and Project Management. Knowledge of relationship management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes

DUTIES : Implement communication plans. Execute media products, issue publications, organise press briefings and media coverage in profiling the work of government. Develop or improve communication concepts, theories and operational methods. Disseminate knowledge and information to communities. Organise and implement publicity projects and events. Establish and maintains stakeholder relations with community and media.

ENQUIRIES : Ms J Julies Nale 012 336 7908

POST 10/63 : **DRIVER/MESSENGER REF NO: 040316/18**

This post is not a re-advertisement but extension of closing date. Those who have previously applied may no need to re-apply

SALARY : R 110 739 per annum level 4

CENTRE : Pretoria

REQUIREMENTS : A Grade 12. Drivers licence 1-3 years experience in driver / messenger services. Knowledge in messenger services. Knowledge of organisational policies and procedures. Knowledge of process flow. Knowledge in tracing retrieving files. Knowledge of organisational and government structures. Knowledge of procedures and processes. Knowledge of government regulations, practice notes, circulars, and policy frameworks. Knowledge of internal sorting and distribution matrix. Knowledge of organisations record keeping practices / system Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Knowledge of analytical procedures. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes

DUTIES : Retrieve files and deliver them to the offices where they are being utilised. Receives and verifies delivery items, messages, mail, documents for correctness. Tracking and searching and placement of correspondence in files. Transporting and retrieving of files to various locations. Check and record out going files. Place correspondence on the files.

ENQUIRIES : Ms J Julies Nale 012 336 7908

NOTE : The Department of Water and Sanitation invites the following candidates to apply for the below – mentioned program:

INTERNSHIP PROGRAM IN INFORMATION TECHNOLOGY (12 MONTHS CONTRACT)

NOTE : Only applications for internships in the above-mentioned fields of study will be considered .Successful candidates will receive a monthly stipend as informed by the relevant departmental policy. To be eligible for an internship from the

Department for the above-mentioned study directions, applicants must satisfy the following conditions: Successfully completed theoretical studies. Unemployed, No relevant workplace experience. Between the age of 17 and 35, Candidates who previously participated in the Internship. Programme will not be considered. Interested candidates should apply using the form Z83 (obtainable at any government office), and must include certified copies of the documents mentioned below. Failure to comply will automatically disqualify candidates: A certified copy of South African identity document; A recent CV A certified copy of the completed qualification and or results, if applicable; A comprehensive academic history on completed theoretical studies if candidates are still in need of the experiential training portion to complete the qualification;

- POST 10/64** : **SYSTEM DEVELOPER REF NO: 250316/01A**
- SALARY** : R132 399 Stipend salary (level 05)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : National Diploma, Degree or equivalent Information Technology qualification (NQF 6 or higher). Field of exposure: Programming, System code development, System Enhancement, System Testing
- ENQUIRIES** : Ms C Magolo, tel (012) 336 8466
- POST 10/65** : **BUSINESS ANALYST REF NO: 250316/01B**
- SALARY** : R132 399 Stipend salary (level 05)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : National Diploma, Degree or equivalent Information Technology qualification (NQF 6 or higher). Business Analysis qualification will be an added advantage field of exposure: Business Analysis, System Analysis, Business requirements gathering, System designer,
- ENQUIRIES** : Ms C Magolo, tel (012) 336 8466
- POST 10/66** : **NETWORK SUPPORT REF NO: 250316/01C**
- SALARY** : R132 399 Stipend salary (level 05)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : National Diploma, Degree or equivalent Information Technology qualification (NQF 6 or higher). Network and Communications Systems subjects will be an added advantage field of exposure: Network Support, Network Devices configuration, attending to all network related incidents and faults including cabling
- ENQUIRIES** : Mr F.E Netsianda, tel (012) 336 6840
- POST 10/67** : **IT CUSTOMER RELATIONSHIP MANAGEMENT X 2 POSTS REF NO: 250316/01D**
- SALARY** : R132 399 Stipend salary (level 05)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : National Diploma, Degree or equivalent Information Technology qualification or Public Administration (NQF 6 or higher). Field of exposure: IT Customer Relationship Management, Administration (Data communications), Processing and record keeping of all data communications applications and related documents
- ENQUIRIES** : Ms N.E Maluleka, tel (012) 336 6666
- POST 10/68** : **FINANCIAL MANAGEMENT REF NO: 250316/01E**
- SALARY** : R132 399 Stipend salary (level 05)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : National Diploma, Degree in Accounting/ Financial Management (NQF 6 or higher). Field of exposure: Budgeting, Financial Management, Processing of invoice, Budget and expenditure reconciliation, Financial Reporting.
- ENQUIRIES** : Mr F Mathibela, tel (012) 336 8115
- POST 10/69** : **DESKTOP SUPPORT TECHNICIAN REF NO: 250316/01F**
- SALARY** : R132 399 Stipend salary (level 05)
CENTRE : Kimberly (Northern Cape)

REQUIREMENTS : National Diploma, Degree or equivalent Information Technology qualification (NQF 6 or higher). Field of exposure: Resolution of computer desktop incidents and faults. Updating the call logging system. Network Support and Management, installation and configuration of desktop computer software.

ENQUIRIES : Ms F Adamson, tel (053) 830 8891

POST 10/70 : **DESKTOP SUPPORT TECHNICIAN REF NO: 250316/01G**

SALARY : R132 399 Stipend salary (level 05)
CENTRE : North West (Haartebeesport Dam)
REQUIREMENTS : National Diploma, Degree or equivalent Information Technology qualification (NQF 6 or higher). Field of exposure: Resolution of computer desktop incidents and faults. Updating the call logging system. Network Support and Management

ENQUIRIES : Mr O Madisa, tel (012) 387 9530

POST 10/71 : **DESKTOP SUPPORT TECHNICIAN REF NO: 250316/01H**

SALARY : R132 399 Stipend salary (level 05)
CENTRE : Limpopo (Tzaneen)
REQUIREMENTS : National Diploma, Degree or equivalent Information Technology qualification (NQF 6 or higher). Field of exposure: Resolution of computer desktop incidents and faults. Updating the call logging system. Network Support and Management

ENQUIRIES : Mr S Shivambu, tel (015) 290 1211

POST 10/72 : **DESKTOP SUPPORT TECHNICIAN X 2 POSTS REF NO: 250316/01I**

SALARY : R132 399 Stipend salary (level 05)
CENTRE : Mpumalanga (Nelspruit)
REQUIREMENTS : National Diploma, Degree or equivalent Information Technology qualification (NQF 6 or higher). Field of exposure: Resolution of computer desktop incidents and faults. Updating the call logging system. Network Support and Management

ENQUIRIES : Mr P Mthimkhulu, tel (013) 759 7494

POST 10/73 : **DESKTOP SUPPORT TECHNICIAN REF NO: 250316/01J**

SALARY : R132 399 Stipend salary (level 05)
CENTRE : Mpumalanga (Bronkhorspruit)
REQUIREMENTS : National Diploma, Degree or equivalent Information Technology qualification (NQF 6 or higher). Field of exposure: Resolution of computer desktop incidents and faults. Updating the call logging system. Network Support and Management

ENQUIRIES : Mr P Mthimkhulu, tel (013) 759 7494

POST 10/74 : **DESKTOP SUPPORT TECHNICIAN REF NO: 250316/01K**

SALARY : R132 399 Stipend salary (level 05)
CENTRE : Eastern Cape (Port Elizabeth)
REQUIREMENTS : National Diploma, Degree or equivalent Information Technology qualification (NQF 6 or higher). Field of exposure: Resolution of computer desktop incidents and faults. Updating the call logging system. Network Support and Management

ENQUIRIES : Mr R Becker, tel (021) 872 0591

POST 10/75 : **DESKTOP SUPPORT TECHNICIAN REF NO: 250316/01L**

SALARY : R132 399 Stipend salary (level 05)
CENTRE : Drakenstein (Construction South)
REQUIREMENTS : National Diploma, Degree or equivalent Information Technology qualification (NQF 6 or higher). Field of exposure: Resolution of computer desktop incidents and faults. Updating the call logging system. Network Support and Management

ENQUIRIES : Mr R Becker, tel (021) 872 0591

POST 10/76 : **DESKTOP SUPPORT TECHNICIAN REF NO: 250316/01M**

SALARY : R132 399 Stipend salary (level 05)
CENTRE : Construction West/Central
REQUIREMENTS : National Diploma, Degree or equivalent Information Technology qualification (NQF 6 or higher). Field of exposure: Resolution of computer desktop incidents and faults. Updating the call logging system. Network Support and Management

ENQUIRIES : Mr R Becker, tel (021) 872 0591

POST 10/77 : **DESKTOP SUPPORT TECHNICIAN REF NO: 250316/01N**

SALARY : R132 399 Stipend salary (level 05)
CENTRE : Standerton area (Construction East)
REQUIREMENTS : National Diploma, Degree or equivalent Information Technology qualification (NQF 6 or higher). Field of exposure: Resolution of computer desktop incidents and faults. Updating the call logging system. Network Support and Management

ENQUIRIES : Mr R Becker, tel (021) 872 0591

POST 10/78 : **DESKTOP SUPPORT TECHNICIAN REF NO: 250316/01O**

SALARY : R132 399 Stipend salary (level 05)
CENTRE : King William Town (Eastern Cape)
REQUIREMENTS : National Diploma, Degree or equivalent Information Technology qualification (NQF 6 or higher). Field of exposure: Resolution of computer desktop incidents and faults. Updating the call logging system. Network Support and Management

ENQUIRIES : Mr B Bharat, tel (043) 604 5440

POST 10/79 : **DESKTOP SUPPORT TECHNICIAN REF NO: 50316/01P**

SALARY : R132 399 Stipend salary (level 05)
CENTRE : Jericho Dam
REQUIREMENTS : National Diploma, Degree or equivalent Information Technology qualification (NQF 6 or higher). Field of exposure: Resolution of computer desktop incidents and faults. Updating the call logging system. Network Support and Management.

ENQUIRIES : Mr G Dilima, tel (012) 742 7344

POST 10/80 : **DESKTOP SUPPORT TECHNICIAN REF NO: 250316/01Q**

SALARY : R132 399 Stipend salary (level 05)
CENTRE : Tugela Vaal
REQUIREMENTS : National Diploma, Degree or equivalent Information Technology qualification (NQF 6 or higher). Field of exposure: Resolution of computer desktop incidents and faults. Updating the call logging system. Network Support and Management

ENQUIRIES : Mr G Dilima, tel (012) 742 7344

POST 10/81 : **DESKTOP SUPPORT TECHNICIAN REF NO: 250316/01R**

SALARY : R132 399 Stipend salary (level 05)
CENTRE : Bloemfontein (Free State)
REQUIREMENTS : National Diploma, Degree or equivalent Information Technology qualification (NQF 6 or higher). Field of exposure: Resolution of computer desktop incidents and faults. Updating the call logging system. Network Support and Management.

ENQUIRIES : Ms E Herbert, tel (051) 405 9250

POST 10/81 : **DESKTOP SUPPORT TECHNICIAN REF NO: 250316/01S**

SALARY : R132 399 Stipend salary (level 05)
CENTRE : Durban (Kwazulu Natal)
REQUIREMENTS : National Diploma, Degree or equivalent Information Technology qualification (NQF 6 or higher). Field of exposure: Resolution of computer desktop incidents and faults. Updating the call logging system. Network Support and Management

ENQUIRIES : Mr P Buthelezi, tel (031) 336 2734

POST 10/82 : **DESKTOP SUPPORT TECHNICIAN REF NO: 250316/01T**

SALARY : R132 399 Stipend salary (level 05)
CENTRE : Polokwane (Limpopo)
REQUIREMENTS : National Diploma, Degree or equivalent Information Technology qualification (NQF 6 or higher). Field of exposure: Resolution of computer desktop incidents and faults. Updating the call logging system. Network Support and Management

ENQUIRIES : Mr S Shivambu, tel (015) 290 1211

POST 10/83 : **DESKTOP SUPPORT TECHNICIAN REF NO: 250316/01U**

SALARY : R132 399 Stipend salary (level 05)
CENTRE : Bellville (Western Cape)

REQUIREMENTS : National Diploma, Degree or equivalent Information Technology qualification (NQF 6 or higher). Field of exposure: Resolution of computer desktop incidents and faults. Updating the call logging system. Network Support and Management

ENQUIRIES : Mr R Nxumalo, tel (021) 941 6009

POST 10/84 : **DESKTOP SUPPORT TECHNICIAN REF NO: 250316/01V**

SALARY CENTRE REQUIREMENTS : R132 399 Stipend salary (level 05)
: Pretoria (Gauteng Provincial Office)

REQUIREMENTS : National Diploma, Degree or equivalent Information Technology qualification (NQF 6 or higher). Field of exposure: Resolution of computer desktop incidents and faults. Updating the call logging system. Network Support and Management

ENQUIRIES : Mr L Manqele, tel (012) 392 1424

POST 10/85 : **DESKTOP SUPPORT TECHNICIAN REF NO: 250316/01W**

SALARY CENTRE REQUIREMENTS : R132 399 Stipend salary (level 05)
: Mmabatho (North West Provincial Office)

REQUIREMENTS : National Diploma, Degree or equivalent Information Technology qualification (NQF 6 or higher). Field of exposure: Resolution of computer desktop incidents and faults. Updating the call logging system. Network Support and Management

ENQUIRIES : Ms O.M Madisa/ Mr K.A Mathibe, tel (012 253 1026/ 082 602 4902)

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF SAFETY AND LIAISON**

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

- APPLICATIONS** : Forward your application, quoting the reference number, for the attention of Ms N Mahonga: Senior Manager: HRM to: The Department of Safety and Liaison, Private Bag X 0057, Bhisho, 5605 OR hand deliver at: The Department of Safety & Liaison, Global Life Building, Corner Phalo Avenue & Circular Drive, Bhisho.
- CLOSING DATE** : 18 March 2016 @ 16h00
- NOTE** : Applications must be submitted on a completed form Z83 obtainable from any Public Service Administration, or [http:// www.dpsa. gov.za](http://www.dpsa.gov.za) and should be accompanied by certified copies (not copies of certified copies) of qualifications' Certificates that are not older than three months, Identity Document and a comprehensive updated CV (including three contactable references), as well as driver's license if required. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Applications that do not comply with the above mentioned requirements will not be considered. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Correspondence will be limited to short-listed candidates only. You are also informed that if you have not been contacted within 3 months after the closing date of this advertisement, please regard your application(s) as unsuccessful. Faxed, e-mailed or late application(s) will not be accepted. The Department reserves the right not to make an appointment/s.

MANAGEMENT ECHELON

- POST 10/86** : **SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT REF NO: ESL/2016/01/01**
- SALARY** : R864 177 – 988 101 per annum (Level 13)
- CENTRE** : Head Office – Bhisho
- REQUIREMENTS** : A three year Bachelor's Degree in Supply Chain Management/ Logistics/ Purchasing/ Public Management/Financial Management or relevant qualification. Minimum five (5) years' experience at middle management level or at senior management level in the Supply Chain Management environment, A valid driver's license. Visionary and inspirational leader, Extensive knowledge of PFMA, Treasury Regulations and other legislations. Knowledge of SCM (Demand Management Acquisition Management , Logistics Management, Disposal Management and Asset Management)and Financial accounting systems, Analytical skills, Conflict management and problem-solving skills, Leadership skills, Strong communication skills(verbally and written). Skills and competencies: Computer literacy (Excel, MS Word, Outlook, PowerPoint), Planning and organizational skills and Interpersonal skills.
- DUTIES** : Develop and maintain (periodic reviews) supply chain management related policies, procedures and delegations, such as the Supply Chain Management policy, Asset Management policy, Inventory policy, Disposal strategy, Supply Chain Management frameworks, Demand Management strategy and Procurement delegations, and oversee and ensure the implementation of the policies, procedures and delegations. Annually develop and implement a Sourcing strategy and a Procurement Plan and maintain a record of bids awarded against the Procurement Plan. Manage and oversee the Sub-Directorates that are responsible for demand, acquisition, logistics (including assets), disposal and contract management. Manage the bidding and acquisition processes; oversee the checking of bid specifications, invitation of bids, participation in bid evaluation committees and the awarding of bids. Provide supply chain advisory and support services to the organization. Manage the Logis function, the Logis commitments register on Logis and oversee payments to suppliers. Oversee receipt of requests for quotations, the invitation, evaluation and award of quotations and the maintenance of the supplier's database / utilisation of the central supplier's database. Manage the procurement of goods and services according to the relevant prescripts and procedures. Manage the acquisition, movement and disposal of assets, the physical verification of assets and reconcile the asset register to transactions on the Basic Accounting System

(BAS). Ensure that all the required reports are submitted to the relevant internal and external stakeholders. Serve as a member of the Loss Control Committee and the Disposal Committee and shall be an advisor to the Bid Adjudication Committee. Assess staff capacity and ability to effectively perform their functions, compile performance agreements and provide guidance and support through training courses where necessary in consultation with the Human Resource Development unit. Ensure that monitoring and evaluation is carried out throughout the Directorate. Manage the in-house training of Chief User Clerks in the Department. Prepare and submit reviews of strategic plans and annual performance plans in line with the Branch strategic plan and annual performance plan. Prepare and submit quarterly and annual reports on the performance of the Directorate. Manage all risks pertaining to the supply chain management processes. Provision of SCM related information pertaining to the Interim and Annual Financial Statements. Oversee the management of financial and human resources within the unit. Respond to supply chain management related internal and/or external audit matters/queries and/or issues.

ENQUIRIES :

Ms T Mali @ 040 635 0419

OTHER POST

POST 10/87 :

ASSISTANT MANAGER: DEMAND AND ACQUISITION MANAGEMENT REF NO ESL/2015/09/03

SALARY CENTRE REQUIREMENTS :

R361 659 – 429 009 per annum (Level 10)
 Head Office – Bhishe
 A degree/ national diploma or an equivalent qualification in Logistics Management /Public Administration/Inventory Management/Supply Chain Management/Financial Management or relevant qualification. Three years' supervisory experience in Supply Chain Management environment, Experience in Acquisition of Goods and Services, Demand Management, In-depth knowledge of Supply Chain Management System e.g LOGIS. A valid driver's license and willingness to travel is required. Knowledge of the public sector procurement processes. Knowledge of Public Service Policy Frameworks, in-depth knowledge of the Public Finance Management Act (PFMA), BBB-EE regulations, Treasury Regulations, Supply Chain Management Regulations, notes, circulars, policy frameworks and related prescripts. Must be client orientated with client service experience (internal and external client). Good interpersonal relations and ability to work well in a team environment. Effective communication skills (written and verbal) with emphasis on report writing, Problem solving, basic project /task management skills, good planning and organizational skills. Skills and competencies: Computer literacy (Excel, MS Word, Outlook, PowerPoint)

DUTIES :

Maintain the managerial control, leadership and smooth running of SCM elements which includes demand and acquisition management. Oversee and assist end users with timeous with timeous development of the specifications of bids, oversee and assist end users with compilation of Demand Management Plans. Consolidate relevant reports and review demand management Plans. Review quotations, requisitions and order numbers to ensure compliance to SCM prescripts to avoid unauthorized, irregular, fruitless and wasteful expenditure. Administer bids processes. Attend bid quotation and bid adjudication committee meetings as part of secretariat. Assist with the evaluation and analysis of bids as well as review procurement contracts on a regular basis. Advertise, prepare requests for bids and manage general bid and contract administration including other procurement related issues. Provide supply chain advisory and support services to the organization. Manage the Logis section, the Logis commitments register on Logis and oversee payments to suppliers. Ensure regular dissemination of information and ensure adherence to the PFMA, SCM Framework, Treasury Regulations and any other applicable legislation. Compile and submit weekly, monthly, quarterly and annual reports relevant to Demand and Acquisition. Responsible to coordinate all audit queries under Demand and Acquisition Management, Implement of Audit recommendations and risk registers. Manage all staff training and development of staff

ENQUIRIES :

Ms T Mali @ 040 635 0419

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : 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, 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** : 31 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.
Erratum: Kindly note that the post of Senior Admin Clerk: Transport post no: 08/109 for Tshwane West District advertised in PSVC 08 of 2016 the correct reference number is REF NO: TW2016/02/37

OTHER POSTS

- POST 10/88** : **PRINCIPAL PERSONNEL OFFICER: REF NO: HO2016/03/55**
Sub Directorate: Establishment Control and Reporting
- SALARY** : R196 278 per annum (Plus Benefits)
- CENTRE** : Head Office
- REQUIREMENTS** : An appropriate Tertiary or equivalent qualification (NQF L6) in Human Resource Management plus 1-3 years HR experience. or Senior Certificate PLUS 3-5 years' experience in establishment administration . Knowledge of PERSAL. Knowledge of CORE, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours.
- DUTIES** : To effectively implement and administer organization and post establishment administration services. Verify the correctness of post establishment changes request. Establish control and monitoring mechanism to ensure efficient and effective implementation of post establishment. Generate and analyse reports with regards to special THRS projects. Implement all Departmental Transversal HR policies, strategies and procedures to ensure adherence by the Departmental personnel. Render an effective HR advisory service to management and employees in the department. Ensure compliance with applicable legislation. Supervise, approve and coordinate the work activities of subordinates
- ENQUIRIES** : Mr. L Banda: Tel 011 355 0932
- POST 10/89** : **PERSONAL ASSISTANT 2 POSTS**
Directorate: HR Transaction Services JHB Cluster REF NO: HO2016/02/56
Directorate: Asset Management REF NO:HO2016/03/57
- SALARY** : R196 278 per annum
- CENTRE** : Head Office
- REQUIREMENTS** : 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). Advanced 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 occasionally work after hours when needed is a requirement.
- DUTIES** : 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, including minutes taking. Assist with the compilation of Office budget and document management.

ENQUIRIES : Ms. Veronica Mlambo, Tel (011) 831 0349
Mr. Jorrie Jordaan , Tel (011) 843 6579/6578

POST 10/90 : **SENIOR PERSONNEL OFFICER: CONDITIONS OF SERVICE 3 POSTS REF NO: GE2016/03/58**
Sub Directorate: Transversal Human Resource Service

SALARY : R132 399 per annum (Plus Benefits)
CENTRE : Gauteng East District
REQUIREMENTS : An appropriate recognized tertiary qualification or equivalent or Grade 12 with 1 to 2 years' relevant experience in a Human Resources environment Knowledge of Education Acts. Knowledge of Public Service Act and Regulations. Knowledge of Basic Conditions of Employment Act. Knowledge of applicable resolutions. National and provincial policy frameworks. Basic Knowledge of Persal. PFMA. Computer literacy. Good verbal and written communication skills. Report writing. Time Management. Good inter-personal relations skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. Experience in Project Management and Drivers license will be added advantage. Appointed candidates will be expected to work overtime at times as determined by a specific project.

DUTIES : Provide all personnel administration services on PERSAL. Render appointments services. Render Conditions of services. Implement Performance Management Development System appraisals for all employees in the Department. Implement all departmental Human Resource policies, strategies and procedures to ensure adherence by Departmental personnel. Assist in the coordination of HR administration activities / processes. Capture accurate information on PERSAL. Ensure compliance with the HR related statutory requirements. Participate in the implementation and maintenance of effective and efficient administrative systems and procedures within the Directorate. Provide Human Resource Advisory services to all Departmental personnel. Guide and advice personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/ policies. Assist in the co-ordination of information sharing sessions for all the personnel in the Department. Deal with all HRA related queries.

ENQUIRIES : Mr. Mpho Leotlela: Tel 011 736 0717

POST 10/91 : **SENIOR PERSONNEL OFFICER 4 POSTS REF NO: HO2016/03/59**
Directorate: HRTS- Establishment & Reporting

SALARY : R132 399 per annum (Plus Benefits)
CENTRE : Head Office
REQUIREMENTS : An appropriate recognized tertiary qualification or equivalent or Grade 12 with 1 to 2 years' relevant experience in a Human Resources environment Knowledge of Education Acts. Knowledge of Public Service Act and Regulations. Knowledge of Basic Conditions of Employment Act. Knowledge of applicable resolutions. National and provincial policy frameworks. Basic Knowledge of Persal. PFMA. Computer literacy. Good verbal and written communication skills. Report writing. Time Management. Good inter-personal relations skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. Experience in Project Management and Drivers license will be added advantage. Appointed candidates will be expected to work overtime at times as determined by a specific project.

DUTIES : To provide all establishment administration services on PERSAL. Align PERSAL with the approved post establishment. Creation of posts according to the approved post establishment and organizational structure. Verify the correctness of post establishment changes. Ensure the correct linkage of responsibility and objective code on PERSAL. Provide ad hoc establishment reports. Ensure correct placement of employees. Identify the organisational structure and establishment gaps, problems and needs to be investigated and proposed corrective measures. Deal with all establishments related queries.

ENQUIRIES : Mr. Nkosana Silinda: Tel 011 355 0377

POST 10/92 : **SENIOR ADMIN CLERK REF NO: HO2016/03/60**
 Directorate: School Sports & Extra Curricular Coordination

SALARY : R132 399 per annum
CENTRE : Head Office
REQUIREMENTS : A Grade 12 certificates plus extensive relevant experience in office administration. An understanding of the School Sports and Extra Curriculum Coordination. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc). Ability to work in a team and independently. Willingness to occasionally work after hours when needed is a requirement.

DUTIES : Overall management of the office administration functions. 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/events. Assisting the office with tasks within agreed framework, including minutes taking. Assist with the compilation of Office budget and document management. Reply to queries, compile/type correspondence, documentation, faxing, scanning and photocopying.

ENQUIRIES : Mr. Alfred Motsusi Tel 011 355 0095

POST 10/93 : **DRIVER/MESSENGER REF NO: HO2016/03/61**
 Directorate: School Sports & Extra Curricular Coordination

SALARY : R110 739 per annum plus benefits
CENTRE : Head Office
REQUIREMENTS : Senior certificate or equivalent qualification (ABET level 4 certificate) plus relevant experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. An understanding of the School Sports and Extra Curriculum Coordination. Valid code 08 driver's license and Public driving permit. Good communication skills (verbal & written). Ability to work under pressure. Computer literacy. Willingness to occasionally work after hours when needed is a requirement

DUTIES : Document Management within the Department and other institutions. Perform courier driver duties if and when required. Act as an internal messenger services within the Department. Take and collect all vehicles for or from repairs. Report any defects to vehicles to the Transport Coordinator.

ENQUIRIES : Mr. Alfred Motsusi Tel 011 355 0095

DEPARTMENT OF E-GOVERNMENT

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

CLOSING DATE : 18 March 2016
NOTE : It is the department's intention to promote equity through filling of all numeric targets as contain in Employment Equity Plan to facilitate this process successfully, an indication of race, gender and disability status is required

OTHER POST

POST 10/94 : **DEPUTY DIRECTOR: HR ADMINISTRATION/MANAGEMENT SERVICES-REF NO: 000473**
 Directorate: Human Resource Administration

SALARY : R568 538 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate must have a recognised three year Degree or National Diploma in Human Resource. 5 years management or supervisory experience in Human Resource. Knowledge and understanding of the Public Service Regulations, Ministerial & Senior Management Service Handbooks & Remuneration Policies, PSCBC Resolutions, Financial Manual, PFMA and other Human Resource regulatory framework. Working experience of PERSAL and/or SAP systems. Good report writing skills. Must be computer literate and possesses the following skills: project management, problem solving,

- communication (verbal and written), financial management, interpersonal relations and a valid driver's licence.
- DUTIES** : Management of the Senior Management Service and Middle Management Service as well as Injury on Duty (IOD) support services to GPG Departments. Develop and implement HR processes and procedures on Conditions of Service and Service Benefits administration (i.e. Appointments, promotions, transfers, IOD, etc) for the employees, SMS and MMS members in GPG. Provide quality assurance on MS and IOD processes and ensure compliance to HR legislative framework. Management of the MS and IOD sub-units transactional processes' service level agreement and ensure that services are rendered effectively and efficiently. The successful candidate will be responsible for managing staff and ensure on-going development thereof. Establish and maintain good customer relations with the GPG Departments and other stakeholders. Attend to audit queries and implementation of the recommendations thereof. Compile weekly/monthly/quarterly performance reports and make budgetary recommendations.
- ENQUIRIES** : Mr. Oscar Baloyi, Tel No :(011) 689 4648

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 10/95** : **FAMILY PHYSICIAN (MEDICAL SPECIALIST GR 1) REF NO: 000475**
Directorate: Medical Department
- SALARY CENTRE REQUIREMENTS** : R 859 086 per annum (all inclusive package)
Pretoria West Hospital
M Med (Family Medicine) or equivalent degree. Registration with the HPCSA as a Family Physician. Additional qualifications will be a recommendation. Experience in the full spectrum of District Hospital clinical work, including obstetrics, surgery and anaesthetics. Able to perform core skills as defined by the College of Family Physicians (SA).
- DUTIES** : Reports to the CEO of Pretoria West Hospital and work closely with Department of Family Medicine at Kalafong and University of Pretoria. Compile improve patient / client care through implementation of appropriate evaluation methods, tools and protocols & procedures. Chronic patient care management, improve patient records keeping, enhance accessibility of clinical services, in-service training on clinical care services for health care workers. Co-ordinate medical student training and clinical associates linked with Pretoria University, undertake research protocol development, presentation & publication, develop proper referrals between clinics and higher hospitals, improve DATA collection among doctors and nurses. Ensure compliance with the National Core Standards. Ensure compliance with the code of conduct and Public Service Act and Regulations and PFMA. Manage internal and external stakeholder complaints & conflicts effectively. Permanent Residence or SA Citizenship is essential. Contribute to the academic activities of the Department of Family Medicine.
- ENQUIRIES APPLICATIONS** : Dr HM Mosoane Contact Number: (012 380 1203)
Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117. or apply online www.gautengonline.gov.za Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies found, services will be terminated with immediate effect.
- CLOSING DATE** : 23 March 2016

POST 10/96 : **DEPUTY MANAGER: NURSING SERVICES (LEVEL 1 AND 2 HOSPITAL) REF NO: S-000281**
 Directorate: Nursing

SALARY : R 655 257 per annum (Structuring package)
CENTRE : Bheki Mlangeni District Hospital
REQUIREMENTS : Qualifications and Competencies: Basic R425 qualification (i.e. Diploma / Degree in Nursing Management) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Have current proof of registration with SANC as a Professional Nurse, or (2016 proof of payment). A minimum of 9 years appropriate / recognizable experience in nursing experience after registration as a Professional Nurse with SANC in General Nursing of which least 4 years must be appropriate / recognizable experience at management level. Knowledge and Skills: In-depth knowledge and understanding of health related Acts, Regulations, Guideline and other related policies such :- Nursing Act & Regulations, Health Act ,Code of Ethics, Professional Practice of South African Nursing Council, Nursing Standards of Practice ,Scope of Practice ,Occupational Health and Mental Health Act. Knowledge and understanding of the legislative framework of governing the Public Service including:- Skills Development Act, Public Service Regulations, Labour Relations Act, Grievance procedure, Disciplinary Code & Procedure and Financial Management Act(PFMA).Good communication, report writing, facilitation, co-ordination, problem solving, leadership, analytical ,negotiation ,change management, planning & organizing and interpersonal skills.

DUTIES : Key Performance Areas: Provide direction and supervision for the implementation of the nursing plan clinical practices, quality of practice guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism .Develop and monitor the implementation of policies, programs, regulations, practice, procedures and standard pertaining to nursing care. Utilize information technology and other management information for the enhancement of the service delivery .Practice nursing and health care in accordance with the laws and regulation relevant to nursing and health care. Maintain a constructive working relationship with nursing & other stakeholders. Utilize human material and physical resources efficiently and effectively.

ENQUIRIES : Ms. R.S. Mabyana, Tel No: (011) 241- 5818
APPLICATIONS : Applications must be filled on a Z83 form accompanied by certified copies of certificates and ID document. Applications may be submitted to Bheki Mlangeni District Hospital CNR Bolani Road & Koma Road JABULANI, or post to Private Bag X04, Jabulani, 1868 or apply online at: www.gautengonline.gov.za.

CLOSING DATE : 23 March 2016

POST 10/97 : **ASSISTANT MANAGER: NURSING SPECIALTY STREAM REF NO: S-000441**
 Directorate: Nursing in the Operating Theatre Complex

SALARY : R473 187 Per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R425 qualification (diploma/ degree in nursing) that allows Registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Operating Theatre Nursing Science. A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification as indicated above. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level.

DUTIES : Deliver a service in the Speciality areas indicated to ensure service delivery on a 24 hour basis. Will be required to do call within the discipline and with hospital sit-ups as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to work under pressure to meet patient care standards within the discipline. Manage risk and ensure that the environment complies with the

Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service.

ENQUIRIES : Ms E Kunene, Tel (011) 488 3826
APPLICATIONS : Application must be submitted on a Z83 form with a C.V, certified copies of I.D and Qualifications to be attached. Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first Floor, Room 8.No 17 Jubilee Road, Parktown or apply online at: www.gautengonline.gov.za
CLOSING DATE : 31 March 2016

POST 10/98 : **ASSITANT MANAGER: NURSING REF NO: S-000476**
Directorate: Nursing

SALARY : R 473 187 PNB4 (Specialty) per annum (plus benefits) R433.029 PNA7 (general) per annum (plus benefits)

CENTRE : Sterkfontein Hospital, Krugersdorp

REQUIREMENTS : Appropriate Degree/ Diploma or Equivalent qualification that allow registration with SANC as professional Nurse.1year Post Basic qualification in Psychiatric Nursing in terms of R212. A minimum of 10years experience (Specialty) or 8 years (general) with appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. At least 6 years (specialty) of the period referred above must be appropriate/experience in the specific specialty. At least 3 years of the period referred to the above must be appropriate /experience at Management level for both PNA7 and PNB4. Knowledge of Mental Health Care Act, PFMA and other Public Service Sector Regulations and Legislative Framework Regulation. A valid Driver's license and Computer literacy will be an added advantage.

DUTIES : Co-ordinate, Supervise and control Nursing Services within the designated Specialty Department. Ensure the provision of optical, holistic, specialized nursing care within set standards and a professional and legal framework. Develop and review policies and protocols and ensure that they are adhered to. Effectively manage the initiation and utilization of human and material resources. Ensure the control and execution of quality of care and financial management. Co-ordinate the provision of effective training and research to maintain professional growth, ethical standards and self-development. Liaise directly with the Nursing and Medical Managers as well as the relevant Department Heads (Ancillary and Supporting Services). Relieve the Nursing Managers when the need arises.

ENQUIRIES : Mr. L. S. Monatisa, Tel No :(011) 951 8262
APPLICATIONS : Application must be submitted on Z83 form, certified copies of C.V, ID, and Qualification to be attached. Applications must be submitted to HR in the Administration building or posted to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740 or apply online at www.gautengonline.gov.za
CLOSING DATE : 31 March 2016

POST 10/99 : **ASSISTANT DIRECTOR: DIETETICS REF NO: 000420**
Directorate: Dietetics

SALARY : R398 040 per annum (per annum)

CENTRE : Chris Hani Baragwaneth Academic Hospital (CHBAH)

REQUIREMENTS : Bachelor's Degree in Dietetics. A minimum of 3 years appropriate experience as a Dietitian of which 2 year should be in a supervisory field. This experience is after completion of one year (1) community service. Registration with the Health Professions Council of South Africa (HPCSA) as a Dietitian and proof of current registration. Computer literacy (Ms Word, Ms Excel). Sound knowledge of clinical theory, practice and ethics relating to the delivery of dietetic services. Must have report writing skills. Knowledge of current health and public service legislations, policies and procedures relating to dietetics and foodservices. Excellent written and verbal communication skills. Supervisory, planning, organizing and problem solving skills. Must be able to manage and lead a team in all aspects (eg. HR, financial, clinical etc.). Ability to multi-task and prioritize. Ability to work in a high volume and highly pressurized environment. Must be able to make decisions in the work environment independently within the prescripts of the institution. A post graduate qualification in dietetics/experience in training of

dietetic students/experience in a Level 3 public service hospital at a supervisory level will be an added advantage.

DUTIES : Lead, monitor and manage the dietetics department. Coordinate clinical nutrition and food services. Manage the budget, control expenses and execute all administrative tasks in the dietetics department. Coordinate the student training programme and liaise with the training institutions. Management of supply chain processes in the department. Management of quality assurance and all available resources i.e. personnel, facilities and equipment in the department. Provide optimum nutritional care to in- and outpatients. Market and promote dietetic services and contribute to research. Be responsible for mentoring and training officials. Contribute to policy development and implementation. Contribute to the department's planning, budgeting and procurement processes as well as monitoring and evaluation. Develop annual operational and demand plans for the dietetics department. Attend appropriate meetings and training as approved by the manager. Give timeous feedback and keep manager informed on activities and decisions made relating to dietetics. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment) and other human resource processes for the staff in the dietetics department.

ENQUIRIES : Ms P Naik, (011) 933 8154

APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808. or apply online at www.gautengonline.gov.za.

CLOSING DATE : 23 March 2016

NOTE : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

POST 10/100 : **CHIEF RADIOGRAPHER GRADE 1 REF NO: 000419**
Directorate: Radiography

SALARY : R358 641 per annum (Plus benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS : National Diploma in Diagnostic Radiography or equivalent Qualification and post-graduate Mammography certificate. Current registration with HPCSA. Registration with HPCSA as an Independent Radiographer. Three years' experience as a Diagnostic Radiographer and 2 years supervisory experience. Radiography experience in Academic Hospital including one of the Radiography Specialties like Mammography/ Fluoroscopy. Experience in dealing with public. Ability to communicate well with people at different levels and from diversified backgrounds. Sound organizational skills. High Level of reliability, Ability to handle confidentiality. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Minute-taking and document management skills. Must have office administration competency. Basic skills on report writing. Ability to work under pressure and to take initiative and work independently.

DUTIES : Participate in providing 24 hour radiographic services. To supervise, manage, radiography services in Maternity X-ray department in Mother & Child section. Perform radiography duties in Neonatal, ICU, Newborn babies, Maternity High Care. Do HSG's on Gynaecology patients. Training of staff in utilizing Radiology equipment in Radiology Department and in Ward Radiography. Performing of Quality Assurance tests on Radiology Equipment in Maternity X-ray. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

ENQUIRIES : Ms NG Tsoeu, Tel No :(011) 933 8434

APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808 or apply online at www.gautengonline.gov.za

CLOSING DATE : 23 March 2016

NOTE : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

POST 10/101 : **OPERATIONAL MANAGER GRADE 1 (TRAINING CO-ORDINATOR NURSING) PN-A5 REF NO: 000416**

Directorate: Nursing Department

Please Note: This is a re-advertisement of the Operational Manager Grade 1 (Training Co-ordinator nursing) post. (REF- 07683). Candidates that applied for the post must re-apply.

SALARY
CENTRE
REQUIREMENTS

: R341 835 per annum (plus benefits)

: Pretoria West Hospital

: Basic R425 qualification (i.e. Diploma/Degree) in nursing that allows registration with the SANC as Professional Nurse. A post basic nursing qualification of education with a duration of at least one year accredited with the SANC relevant to the unit mentioned above will be an advantage. A minimum of 7 years appropriate experience in nursing after registration as a Professional Nurse with SANC. Knowledge of legal prescripts that regulate nursing. Computer literacy i.e (Ms Word, Power Point). Ability to work independently and drawing up programs for in service training. Facilitation and presentation skills, problem solving skills and decision making skills.

DUTIES

: Orientation of new nurses. Develop and facilitate in-service education and training in response to clinical needs. Co-ordinate and track continuous professional development for nurses. Ensure that nursing procedures are adhered to. Implement assessment strategies to determine competency of nurses leading to quality improvement. Liaise with nursing colleges on training matters. Evaluate the impact of training for nurses. Act as clinical preceptor for the hospital. Communicate areas of concern weekly and PRN with nursing manager. Maintain the in-service education records.

ENQUIRIES
APPLICATIONS

: Ms HMM Strydom Tel: No: (012) 380 1206

: Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117 or apply online: www.gautengonline.gov.za

CLOSING DATE
NOTE

: 23 March 2016

: Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, council receipt and ID. All qualifications will be verified. If any discrepancies found, services will be terminated with immediate effect.

POST 10/102

: **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF. NO: 000513**

Directorate: Corporate Services

SALARY
CENTRE
REQUIREMENTS

: R289 761 per annum (plus benefits)

: Johannesburg Health District

: An appropriate degree/diploma in Finance. Relevant financial management skills & experience. Professional person with integrity & ability to perform under pressure. Self-driven & results oriented. Good communication, report writing, presentation & interpersonal skills. Knowledge of prescripts & systems an added advantage.

DUTIES

: Manage suppliers' payments & reconciliation. Ensure compliance with prescripts with regard to approval of payments. Eradicate accruals by ensuring that all payments are settled within 30 days of receiving an invoice. Manage the capturing of goods receipt voucher (GRV). Develop standard operating procedures with regard to payments; NGO's; Revenue & petty cash. Manage the reconciliations of transversal systems (Bas/Persal; Bas/medsas; Bas/Sap; Bas/receipts & deposits & Bas/parking & accommodation). Ensure that Local authority & other NGO's comply with monthly, quarterly & annual reporting requirements. Facilitate audit management response by implementing action plan on audit findings. Ensure proper controls & systems are in place to manage the workflow in the division. Manage & supervise staff by ensuring their development & appraisal.

ENQUIRIES
APPLICATIONS

: Mr. N. Mdletshe, Tel No: (011) 694 3882

: Applications to be sent to Johannesburg Health District, corner of Smith and Klein Street, Hillbrow Community Health Centre, ground floor at the entrance Johannesburg District Office. Or be posted to Nangamso Qotoyi Johannesburg

Health District Private Bag X21 Johannesburg 2001 or apply online at www.gautengonline.gov.za

CLOSING DATE :

23 March 2016

POST 10/103 :

ASSISTANT DIRECTOR: FACILITY MANAGEMENT UNITY REF NO: 000421

Directorate: Facility Management

Please note that this is a re-advertisement. Previous applicants may apply.

SALARY :

R289 761- R 350 025 per annum (plus benefits)

CENTRE :

Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS :

Grade 10 or equivalent or Grade 12 or equivalent with more than 10 years' experience or National Diploma /Degree with 5 and 10 years' experience in Facility Management Unit, of which 5 years must be at supervisory level. Computer literacy (MS Word, MS Excel and Power Point). A valid driver's license (code 8 and above). Excellent time management and organizational skill. Knowledge of PFMA, Logistic legislations, OHS Act and Records and Archive Management. Knowledge and experience of managing administration services in a hospital environment. Good communication skills, analytical skills, report writing skills, supervisory skills. Knowledge of the National Building Regulations and Records and Archive Management will be an advantage. Skills required are: verbal and written communication, organizing, leadership, interpersonal relations, problem solving, conflict management, project management, inspection, presentation, and analytical skills. Must be service oriented, time driven, value diversity, self-motivated, willingness to learn and must have integrity.

DUTIES :

Candidate must ensure compliance with necessary statutory requirements for Facility and building maintenance. Compile weekly and monthly reports for management about facility maintenance. Interact with Department of Infrastructure Development (DID) and Infrastructure Management at Central Office for better management of the hospital maintenance. Ensure that defects are attended to and repaired within reasonable time-frame. Be available in cases of emergencies. Supervise and train sub-ordinates in Facility Management Unit (FMU). Attend FMU and other assigned official meetings. Monitor maintenance construction projects and do walk-about to identify areas that need urgent and on-going attention. Report those using available systems and make follow ups to ensure that they are been repaired. Assist to monitor the level of diesel and coal as to advise management for re-order level. Evaluate performance of sub-ordinates (PMDS). Provide daily and monthly of water and electricity readings. Monitor daily diesel consumption of standby generators. Accompany diesel delivery truck to all points of standby generator tanks. Attend and repair minor day-to-day maintenance in terms plumbing, electrical, mechanical, carpentry and general building problems. Conduct annual building assessment and compile the annual maintenance plan. Implement and conform to the requirements of the National Core Standards in respect to facility management. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES :

Mr. K.L. Mokoena, Tel no: (011) 933 8826

APPLICATIONS :

Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X 01, Pimville, 1808 or apply online at www.gautengonline.gov.za. or hand delivered to Chris Hani Baragwanath Academic Hospital between 7am and 4pm at ground floor, Main Admin Building.

CLOSING DATE :

23 March 2016

NOTE :

The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 85/1993. The recommended candidate will be subjected to demonstrate practical knowledge of computer.

POST 10/104 :

ENGINEERING TECHNICIAN REF NO: S-000442

Directorate Medical Workshop

SALARY :

R237 702 per annum (plus benefits)

CENTRE :

Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS :

Must have a National Diploma in Clinical Engineering or relevant qualification. Valid driver's license. Registration with ECSA is compulsory upon appointment. Two years practical experience required in hospital environment.

DUTIES : Repairs and maintain all medical equipment, keep electronic records of repairs. Condemning of medical equipment. Training of clinical engineering students and training of end user.

ENQUIRIES : Mr. L. Van Rensburg , Tel: (011) 488 3531

APPLICATIONS : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. ECSA and Qualifications to be attached. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown, Or apply online at www.gautengonline.gov.za

CLOSING DATE : 31 March 2016

POST 10/105 : **PERSONAL ASSISTANT REF NO: 000422**
Directorate: Supply Chain Management

SALARY : R196 278 per annum (Plus benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS : Grade 10 or equivalent with more than 10 years' experience /or Grade 12 and or equivalent with more than 10 years' experience or National diploma\Degree with 0-2 years' experience in financial\SCM management environment. Basic Knowledge and experience in Financial management and Supply Chain management. Computer literacy(Ms word , Ms Excel , Ms Power Point and outlook). Experience in dealing with public. Ability to communicate well with people at different levels and from diversified backgrounds. Sound organizational skills. High Level of reliability, Ability to handle confidentiality . Sound verbal and written communication skills . Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Minute-taking and document management skills. Must have office administration competency. Basic skills on report writing . Ability to work under pressure and to take initiative and work independently.

DUTIES : Screen, transfer calls and handle telephonic as well as other enquires from internal and external clients. Ensure the effective flow of information and documents to and from the responsible office. Provide administrative support in the office of the Director. Ensure safekeeping of all documentation in the office. Draft documents as required. Compile type and distribute correspondence, reports and documents Administer the in and out flow of correspondence. Administer the filing system, typing of correspondence, agendas, reports, submissions, memos and letters. Coordinate and manage meetings, workshops taking minutes during meetings. Assist with various administrative and secretarial duties as assigned by the Director. Take minutes of meetings. Attend meetings and training as approved by supervisor. Maintenance of user-friendly office. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

ENQUIRIES : Ms TTT Ravele, Tel No: (011) 933 9748

APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808. or apply online at www.gautengonline.gov.za.

CLOSING DATE : 23 March 2016

NOTE : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

POST 10/106 : **INFORMATION COMMUNICATION TECHNOLOGY REFS: 000490**
Directorate: Emergency Medical Services
Information Communication Technology (I.C.T)

SALARY : R196 278 per annum (plus benefits)

CENTRE : Midrand

REQUIREMENTS : Grade 12, A 3 year tertiary qualification in information Technology/Computer Science. A+, N+ and MCSE qualification will be an added advantage. Minimum of 4 years desktop and network support experience. Sound understanding of Windows server i.e. 2003,2007, 2008, and 2012. Experience in Active Directory and MS exchange server . Advanced Competency and experience in personal computing (laptops, desktops, multi-function printers, configurations) Working knowledge of Microsoft Windows XP, Win 8, Microsoft Office 2007,2010, 2013, Outlook (e-mail – configuration and trouble shooting) Working knowledge of networks (LAN, Wi-Fi, WLAN and WAN) and network equipment i.e. switches and

cabling. Valid drivers licences. Experience in working under pressure / managing emergency call centre systems. Required to perform standby duties.

DUTIES : Install and maintain operating systems and application software on desktop, mobile and laptop computers. Install and maintain computer hardware including media driver, printers, 3G card drivers and peripherals. Provide and offer effective and efficient ICT support services to all EMS Head Office and district users. Respond to calls logged via the service desk to ensure prompt support services according to the set SLA. Management of call centre system and ensure that they are accessible 24/7. Installation and support for department's transversal systems. Supervise and train subordinates. Provide training on effective use of technology.

ENQUIRIES : Ms Setshedi MM, Tel No(011) 2242/2026
APPLICATIONS : Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or apply on gautengonline.gov.za

CLOSING DATE : 23 March 2016
NOTE : Applications must be completed on a Z83 form obtainable from any public service department, quoting relevant reference number and department together with certified copies of your ID and qualifications and CV.

POST 10/107 : **LABOUR RELATIONS OFFICER REF NO: TRH 03/2016**
 Directorate: Human Resources

SALARY : R196 278 per annum (plus benefits)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : National Diploma/Degree or Grade 12 with 3-5 years' experience in labour relations. Knowledge of relative legislation/directive and policies. Valid driver's licence. Computer literacy. Excellent consultation, verbal and written communication skills.

DUTIES : Initiate and promote training in labour relations for staff. Implement, monitor and evaluate compliance with collective agreements, policies and relevant legislation. Render and advisory service to all institutional managers and employee regarding labour relations and progressive discipline. Investigations of misconduct cases and grievances, compiling of database and management of strikes and disputes. Representing the hospital in disciplinary hearings. Promote peace in the work place between Management and Labour. Provide information/advice/support to top management. Ensure statistics are submitted on time.

ENQUIRIES : Mr MG Polo, Tel. No: (012) 354 - 6816
APPLICATIONS : Applications must be send directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

CLOSING DATE : 24 March 2016

POST 10/108 : **PERSONAL ASSISTANT REF NO: 000390**
 Directorate: Nursing

SALARY : R196 278 per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Grade 10 or equivalent with more than 10 years' experience /or Grade 12 and or equivalent with more than 10 years' experience or National diploma /with 0-2 years' experience in office management. environment. Computer literacy (Ms Office). Experience in dealing with the public. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. High Level of reliability, Ability to handle information confidentially. Sound verbal and written communication skills . Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Minute-taking and document management skills. Must have office administration competency. Basic knowledge on financial administration. Ability to work under pressure and to take initiative and work independently.

DUTIES : Screen, transfer calls and handle telephonic as well as other enquires from internal and external clients. Ensure the effective flow of information and documents to and from the responsible office. Provide administrative support in the office of the Director. Ensure safekeeping of all documentation in the office. Draft documents as required. Compile type and distribute correspondence, reports and documents Administer the in and out flow of correspondence. Administer the filing system, typing of correspondence, agendas, reports, submissions, memos and letters. Coordinate and manage meetings, workshops taking minutes during meetings. Assist with various administrative and secretarial

duties as assigned by the Director. Take minutes of meetings. Attend meetings and training as approved by supervisor. Maintenance of user-friendly office. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

ENQUIRIES APPLICATIONS : Ms D.F. Ngidi (011) 933 9748

CLOSING DATE : 23 March 2016

NOTE : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

POST 10/109 : **MATERIAL RECORDING CLERK REF NO: S-000443**
Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R132 399 per annum (plus benefits)
: Charlotte Maxeke Johannesburg Academic Hospital
: Ability to work under pressure, Grade 12 with a minimum 6 months experience in Supply Chain Management. Computer literacy, knowledge of SCM, knowledge of PFMA, PPPFA, BBBEE, experience in expediting work. Good writing, interpersonal, communication and organizational skills. The ideal applicant should be versatile and have the ability to relate to staff and external client at all levels, assertive, disciplined and dynamic and able to work independently and as a team member. Driver's license will be added advantage.

DUTIES : Facilitation of the timely delivering of goods, service and equipment ordered by entity for its clients. Act as single point of contact for all delivery related communications. Maintain healthy, open relationships with suppliers. Apply the principles of good supply chain management in their dealings with all suppliers. Monitor delays and access impact on delivery schedule. Provide document support to the procurement department. Update the end user on status of their purchase orders. Advise the responsible buyer when the vendor attempt to change any part of the agreement, e.g. (material specifications). Follow up with supplier on material not delivered on time. Works with warehouse, buyers and suppliers to correct deficiencies, shortages, unacceptable substitutions and other problems. Provide procurement copies of critical communications. Monitor expediting reports on a regular basis for delivery date slippage. Communicate with supplier on status of delivery. Provide end users with status as requested. Follow up on delivery date per purchase order terms and conditions. Submission of daily report to management.

ENQUIRIES APPLICATIONS : Mr. D. Mamburu, Tel (011) 488 3716

CLOSING DATE : 31 March 2016

POST 10/110 : **HUMAN RESOURCE CLERK (HRD) REF NO: S-000448**
Directorate: Human Resource Training and Development

SALARY CENTRE REQUIREMENTS : R132 399 per annum (plus benefits)
: Jubilee District Hospital
: An appropriate 3 years relevant qualification and 1 year appropriate experience or grade 12 and 2 years experience in various disciplines related to Human Resource Development. SKILLS: Must have good communication skills (verbal and written), Technical skills as well as proven computer literacy including Ms word and Ms excel. The candidate must also have proven applied knowledge of HR policy application on term of relevant legislative framework. Willingness to perform additional tasks as and when circumstances so require. High level of self-discipline, Ability to work under stress, be team player.

DUTIES : The successful candidate's responsibilities will include (but not limited to) receive, check the quality and capturing the performance agreements, mid-term reviews, annual assessments and other performance management documents in a data base and PERSAL. Provide advice and workshops to employees. Compile

monthly, quarterly and annual PMDS reports to supervisor. Create and maintain the PMDS database.

ENQUIRIES APPLICATIONS : Mr. L.P Monyaku, Tel. No: (012) 717 9530
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 : 31 March 2016

POST 10/111 : **ADMINISTRATION CLERK REF NO: S-000455**
Directorate: Administration

SALARY CENTRE REQUIREMENTS : R132 399 per annum (plus benefits)
Odi District Hospital
Degree/Diploma in Administration or equivalent qualification with more than one year experience in Administration. Grade 12 with two years' experience in Administration. Experience in Hospital administration will be an added advantage. Knowledge of Public Service Act and Regulations, patient classification and record Management and archives.

DUTIES : Registration, admission and discharging of patients on PAAB system. Compile Statistics for section or wards. Filing and retrieval of Patient's records and other documents related to the patient file in all areas. Correct completion of forms GPF 4 and 5. Daily booking of patient and tracing of missing files .Correct capturing and completion of down time register and down time tool. Tracking and checking movement of patient's Consultations on the system and register book .Perform all other duties as delegated by the Supervisor.

ENQUIRIES APPLICATIONS : MRS. L.M Moeng Tel No: (012)725 2440
Applications can be delivered to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane.0190. Or apply online at: www.gautengonline.gov.za

CLOSING DATE : 31 March 2016

POST 10/112 : **ASSETS CLERK REF NO: 000418**
Directorate: Finance
This post is a Re-Advertisement

SALARY CENTRE REQUIREMENTS : R132 399 per annum (plus benefits)
Rahima Moosa Nursing College
Grade 12 or Standard 10 Certificate. Relevant qualification Degree/National Diploma will be an added Advantage. Minimum of 6 -12 months experience in Assets Management and Computer Literacy. Knowledge of PFMA, SCM, ASSETS Management POLICY and Treasury Regulations. Experience on Baud and Bas will be an added advantage. Good Communication (verbal & written), organisational and problem solving skills. Good computer skills (MS Word, Excel, etc.). Ability to work under pressure. Valid driver's licence.

DUTIES : Control assets within the College. Ensure that all assets of the College are correctly captured on BAUD system. Ensure that all information on BAUD system is updated every month. Monthly reconciliation of financial data between SAP, BAS and BAUD. Control the movements of assets. Ensure that inventory lists are accurately updated at all times. Ensure that all assets are marked/ bar-coded. Perform periodic physical verification. Participate in preparation of annual financial statements. Ensure that the College has proper control of assets going out of the premises. Regular asset counts and verify results against Asset Register. Manage Asset Registers of the College. Ensure a seamless and well-co-ordinated Asset Register. Adhere to regular asset management reporting requirements by preparing, analysing and submitting asset management reports, utilising the appropriate system within the Department. Ensure officials are sufficiently trained on asset management systems, processes, procedures and policies. Prepare monthly reconciliation between Asset Register and annual reconciliation of the Register, Annual Financial Statements and Ledger.

ENQUIRIES APPLICATIONS : Mrs. J. Gassiep (011) 247- 3303/00
All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Private Bag x116, Melville, 2109 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 25 March 2016

POST 10/113 : **HUMAN RESOURCE CLERK: HRD REF NO: S-000456**
 Directorate: Human Resource Management

SALARY : R132 399 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Minimum of N6 certificate in HRM with 1 (one) year experience in Human Resource Management or National Diploma/Degree in HRM/HRD with 6 months experience in HR. Experience in training will be an added advantage. Good Communication skills (written and Verbal), Good interpersonal relations, Computer literate (MS. Word, Power Point, Excel). Must have knowledge of Persal and Human Resource Development prescripts. A valid code 8 driver's license will be an added advantage.

DUTIES : Handle personnel enquiries; provide assistance with HRD functions such as orientation and induction, coordination of training, management of study leave, skills audit and monthly and quarterly statistics. Assist with filing of and capturing of performance management development system, provide secretarial to the training and Employment Equity committee.

ENQUIRIES : Mr. L. Sekwele , Tel No (012) 725 2460
APPLICATIONS : Applications can be delivered to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane.0190. Or apply online at: www.gautengonline.gov.za

CLOSING DATE : 31 March 2016

POST 10/114 : **CLEANER REF NO: S-000457**
 Directorate: Support Service

SALARY : R78 156 per annum (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Minimum of Grade 10 / Abet level 4 and extensive experience in cleaning. Good communication and interpersonal skills. Motivated and willingness to work under pressure and work shifts. Be able to work in a team. Must be willing to learn and use different cleaning equipment and detergents. Have Knowledge in Waste management and Infection control will be an added advantage. Willing to work day and night duty.

DUTIES : Perform routine cleaning service. Cleaning of offices, windows, empty dustbins, wash and strip the floors and apply polish. Be prepared to rotate within the scope of work. Adherence to separation of waste and infection control practices. Packing of clean linen in the wards.

ENQUIRIES : Ms. M.G Sebopela, Tel No. (012) 725 2440
APPLICATIONS : Kindly forward your application to: Odi District Hospital Human Resource office for the attention of Human Resource manager, Odi District Hospital, Private Bag X509, Mabopane, 0190 or hand-delivered to Odi District Hospital Klipgat Road ,Mabopane or apply online at: www.gautengonline.gov.za

CLOSING DATE : 31 March 2016

POST 10/115 : **PROPER CARE TAKER 2 POSTS REF NO: S-000470**
 Directorate: Gardening

SALARY : R78 156 per annum (plus benefits)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Grade 10 or Equivalent Qualification as well as basic reading and writing skills. To provide and maintain attractive garden and grounds in the Hospital.

DUTIES : Planting trees, flowers, grass and other plants in the hospital Preparation of soil for planting plants. General maintenance of garden, flower bed and lawn. Mowing of lawn and cutting the dead branches when need arises. Remove rubbish and falling leaves. Perform any other duties as instructed by supervisor.

ENQUIRIES : Mr A. Maruapula, Tel. No: (011) 923- 2311
CLOSING DATE : 31 March 2016

PROVINCIAL TREASURY

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

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as

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

OTHER POSTS

- POST 10/116** : **SENIOR ASSET OFFICER**
Directorate: Assets Management: CFO
- SALARY** : R243 747 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant 3 year tertiary qualification e.g. National Diploma or degree, related to the job content. 1-2 years' experience. This position will suit person good interpersonal, communication, negotiation, organising, and interpretation skills. Ability to pay attention to detail. Ability to work under pressure.
- DUTIES** : To provide asset management services to the department. Manage Fixed and moveable assets for the GPT. Perform reconciliation between BAS and Asset Management systems. Conduct asset verification, spot checks, asset identification, barcoding of assets, management of movements of assets and regular updates of the asset register. Reconcile the asset verification and the asset register to ensure optimal utilisation of assets. Manage the consumable stores by maintaining the controls i.e. re- order levels and stock takes.
- ENQUIRIES** : Ms Phindile Ngwenya. Tel, No: 011 227-9000
APPLICATIONS : 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
- CLOSING DATE** : 1 April 2016
NOTE : All shortlisted candidates may be required to write simulation test.
- POST 10/117** : **AUDITOR 4 POSTS**
Directorate: Auditor Risk and Compliance Audit
- SALARY** : R243 747 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant Bcom degree or diploma (NQF7) with 3 years audit experience.
DUTIES : Documents system description and prepare flowcharts. Prepare audit programmes execute audit programmes compile and reference audit working papers. Review working papers and referencing prepared by trainees and assistant auditors. Liaise with team leaders at the planning ,execution and reporting phases of each internal review. Compile the audit findings and prepare draft audit report on the job mentoring/coaching motivating and training of other team members. Contribute expertise and industry knowledge to ensure value is added to the client and GAS. Liaise and inform the supervisor regularly on the progress of the audi.t Comply with GAS admin requirements. Maintain accurate time records.
- ENQUIRIES** : Ms Bulelwa Mtshizana, Tel, No: 011 227-9000
APPLICATIONS : 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

CLOSING DATE : 1 April 2016

NOTE : All shortlisted candidates may be required to write simulation test.

POST 10/118 : **PERSONAL ASSISTANT: CHIEF DIRECTOR COMPLIANCE**
Directorate: Compliance

SALARY : R196 278 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Matric and Secretarial Diploma. 3 – 5 years' experience in the public sector and/or related area. Project Management will be an added advantage

DUTIES : Provide a personal assistance support service to the Chief Director. Receive visitors on behalf of the Chief Director. Type documents on behalf of the Director. Receive telephone calls, record messages and communicate the messages to the Chief Director. Manage the diary of the Chief Director. Serve as a secretariat for meetings by preparing invites, agendas and minutes. Develop and implement an efficient filing system. Receive record and distribute all incoming and outgoing documents. Peruse agendas and meeting documents to identify the relevant documents that need the Chief Director's urgent attention. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure the application thereof is understood.

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

APPLICATIONS : Applications must be submitted on a Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X 12, Marshalltown, 2107.

CLOSING DATE : 1 April 2016

NOTE : All shortlisted candidates may be required to write simulation test.

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.

APPLICATIONS : Please forward applications quoting reference no to: Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg 2000 or posted to P/bag X35, Johannesburg, 2000

CLOSING DATE : 18 March 2016

NOTE : Please note that the address has been amended for all these posts. 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.
Please note that this is an erratum. This advert was advertised on Circular No 9

OTHER POSTS

POST 10/119 : **DEPUTY DIRECTOR: INTERNAL COMMUNICATIONS REF NO: SD/2015/02/69**

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 N Ncanywa Tel No :(011) 227 0074

POST 10/120 : **DEPUTY DIRECTOR: ICT SERVICE MANAGEMENT REF NO: SD/2016/02/68**

SALARY : R569 538 per annum plus benefits

CENTRE : Head Office

REQUIREMENTS : Relevant 3 year tertiary qualification with 3-5 years' experience in ICT Services Management environment. Knowledge and understanding of ICT Services Management relating to policies, procedures, standards and processes regulating ICT Service Management. 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

POST 10/121 : **OCCUPATIONAL THERAPIST**

SALARY : R243 513 – R278 430, R 286 848 – R327 996, R337 902- R410 070 per annum (plus benefits)

CENTRE : 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)

REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Ms N Ncanywa, Tel. No: (011) 227 0074/79

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT**

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

- APPLICATIONS** : The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, MMABATHO, 2735 Office No. 132, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.
- CLOSING DATE** : 31 March 2016
- NOTE** : Applications must be accompanied by a signed and dated Z83, a recent updated comprehensive CV with at least names of three(3) referees with current contact details. Originally certified copies of all Qualifications, ID document and other required documents. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Candidates must indicate the number of the post/reference number and the centre in their applications. Candidates requiring additional information regarding an advertised post, must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date and time indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments will be subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. Positions requiring tertiary qualification/s must be accompanied by certified copies of academic transcript/s.

OTHER POST

- POST 10/122** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 40/2014**
Directorate: Monitoring And Oversight
This is a Re-advertisement and Candidates who applied previously are encouraged to reapply
- SALARY** : R289 761 per annum, Level 9
- CENTRE** : Head Office
- REQUIREMENTS** : A three (3) years appropriate Bachelor's Degree in Law/related studies or equivalent. Three to five years (3 – 5) experience in the monitoring and evaluation of policing or Safety and Security environment of which two (2) years must be at supervisory level. A valid driving licence. Extensive knowledge in Public Finance Management, Safety and Security Policies, Transformation Policies, National Crime Prevention Strategy, South African Police Services policies, Performance and Resources Management. Monitoring and Evaluation, Research, Investigations, Project Management, Report Writing, Communications, Conflict Management, Policy Analysis and Computer Literacy.
- DUTIES** : To provide a civilian oversight over the South African Police Services (SAPS) by conducting basic research, analysing data and implementing policies on policing. Monitor and oversee transformation of the SAPS. Monitor SAPS infrastructure development plan. Maintain an effective complaints management system and conduct investigation of complaints. Monitor determination of policing priorities. Monitor SAPS compliance to Domestic Violence Act. Conduct oversight police station visits, based on the implementation of the National Monitoring and Evaluation Tool. Monitor the SAPS implementation of recommendations proposed by the Department (Community Safety and Transport Management). Compile reports.
- ENQUIRIES** : Ms. D. Letsapa, Tel.Nr 087 630 8793

DEPARTMENT OF RURAL, ENVIRONMENT AND AGRICULTURAL DEVELOPMENT
This Department is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

APPLICATIONS : Applications, quoting the relevant reference, should be forwarded as follows:
 Mafikeng - Head Office: The Director: Human Resource Management, Department of Rural, Environment and Agricultural Development, Private Bag X2039, Mmabatho 2735 or delivered at the Agricentre Building, corner Dr James Moroka and Stadium Roads, Mmabatho, For Attention: Ms C Lentsokwane
 Ngaka Modiri Molema District Services (Mahikeng, Mooifontein, Lehurutshe, Tswaing, Ratlou, Shiela/Lichtenburg) The Director, Ngaka Modiri Molema District Services, Private Bag X106, Mmabatho, 2735, for attention Ms K Matheolane. Tel (018) 384 1504
 Dr Ruth Segomotsi Mompoti District Services (Taung, Taung Irrigation, Ganyesa, Lekwa Taemane , Naledi, Morokweng) The Director Dr Ruth Segomotsi Mompoti District Services, P.O Box 112, Vryburg, 8600, for attention Ms M Maretela. Tel (053) 927 0431/5
 Dr Kenneth Kaunda District Services (Ventersdorp, Potchefstroom, Matlosana, Maquassi Hills) The Director Dr Kenneth Kaunda District Services, Private bag X804, Potchefstroom, 2520, for attention Ms Z Jacobs. Tel (018) 299 6681
 Bojanala Platinum District Services (Rustenburg - Kgetleng, Moses Kotane East and West, Madibeng East) The Director Bojanala Platinum District Services, Private Bag X82070, Rustenburg, 0300, for attention Ms I Maponyana. Tel (014) 592 3704

CLOSING DATE : 18 March 2016

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service department and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric Certificate must also be attached), ID document and driver's licence. Non-RSA citizens/permanent resident permit holders must attach a copy of their permanent residence permits to their applications. Should you possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/ asset record checks, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes, and, where applicable, they will be required to enter into a performance agreement and to undergo a competency assessment. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make appointments to the advertised posts. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 10/123 : **DEPUTY DIRECTOR: FARMER SUPPORT AND DEVELOPMENT REF NO: NWREAD 01/02/16**
 Chief Directorate: Farmer Support and Development

SALARY : R569 538 per annum (All-inclusive salary package), Level 11. The remuneration package consists of a basic salary (70%) and employer's contribution to the Government Employees Pension Fund and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines.

CENTRE REQUIREMENTS : Mahikeng - Head Office
 : An appropriate 4-year degree or equivalent (NQF 7), Proof of SACNASP or registration, Valid driver's licence (code B), Relevant post graduate qualification (Extension) will be an added advantage. Minimum 5 years experience in Extension Management, Computer skills, Knowledge of extension methodology, Advanced communication and presentation skills, Knowledge of project planning and management

DUTIES : Support the provision of Agricultural Extension and Advisory services in the Province, Compile and manage utilization of budget and other resources, Promote cooperative governance amongst stakeholders, Manage the KRA's of

District Extension Support personnel, Compile reports. Coordinate and Manage the activities of Relevant Extension Forums, development and Implementation of Extension Programmes. Manage the implementation of Extension Recovery Plan. Analyse, monitor and evaluate compliance to Profession specific regulations. Advice the department on Extension Development strategies, methods and innovations.

ENQUIRIES : Dr B. Matiwane (079 511 2321/ 014 592 8261/2)

POST 10/124 : **SPECIALIST AGRICULTURAL ADVISOR: IRRIGATION 2 POSTS REF NO: NWREAD 03/02/16**

SALARY : R361 659 per annum, Level 10
CENTRE : Madibeng East and Mahikeng Local Development Centres
REQUIREMENTS : An appropriate Bachelor's degree in Veterinary Medicine (BVMCh or BVSc) with a minimum of 8 years' State veterinary experience • Registration with the South African Veterinary Council is necessary • Computer literacy• A Good interpretation and understanding of the strategic intent of the Department.

DUTIES : Manage the registration of export facilities in the North West Province • Communicate and liaise with external stakeholders on the export of commodities • Maintain registers •Manage auditing export facilities registered by State Veterinariansaccording to the requirements of the associated by the PFMA • Develop work plans and manage performance of the subordinates.

ENQUIRIES : Dr B. Matiwane (079 511 2321/ 014 592 8261/2)

POST 10/125 : **SPECIALIST AGRICULTURAL ADVISOR: HORTICULTURE 2 POSTS REF NO: NWREAD 04/02/16**

SALARY : R361 659 per annum, Level 10
CENTRE : Madibeng East and Mahikeng Local Development Centres
REQUIREMENTS : An appropriate Bachelor's degree in Veterinary Medicine (BVMCh or BVSc) with a minimum of 8 years' State veterinary experience, Registration with the South African Veterinary Council is necessary, Computer literacy, A Good interpretation and understanding of the strategic intent of the Department.

DUTIES : Manage the registration of export facilities in the North West Province, Communicate and liaise with external stakeholders on the export of commodities, Maintain registers, Manage auditing export facilities registered by State Veterinarians according to the requirements of the associated by the PFMA, Develop work plans and manage performance of the subordinates.

ENQUIRIES : Dr B. Matiwane (079 511 2321/ 014 592 8261/2)

POST 10/126 : **SPECIALIST AGRICULTURAL ADVISOR: LIVESTOCK (PIG) REF NO: NWREAD 05/02/16**

SALARY : R361 659 per annum, Level 10
CENTRE : Ventersdorp Service Centre
REQUIREMENTS : An appropriate 4-year degree or equivalent (NQF 7) with Animal Science/production as a major or specialization, Relevant post graduate qualification (Pig Production) will be an added advantage. Proof of SACNASP of registration, Valid driver's licence (code B),3 years appropriate experience, Computer skills, Knowledge of extension methodology, Advanced communication and presentation skills, Knowledge of project planning and management.

DUTIES : Interpret and adapt research output to optimize agricultural extension methods and production, Provide commodity specific specialist extension and advisory services, Provide professional support to projects and programmes, Perform administrative and related functions.

ENQUIRIES : Dr B. Matiwane (079 511 2321/ 014 592 8261/2)

POST 10/127 : **SPECIALIST AGRICULTURAL ADVISOR: LIVESTOCK (POULTRY) REF NO: NWREAD 06/02/16**

SALARY : R361 659 per annum, Level 10
CENTRE : Maquassi Hills Local Development Centre
REQUIREMENTS : An appropriate 4-year degree or equivalent (NQF 7) with Animal Science/production as a major or specialization, Relevant post graduate qualification (Poultry Production) will be an added advantage. Proof of SACNASP of registration, Valid driver's licence (code B),3 years appropriate experience, Computer skills, Knowledge of extension methodology, Advanced communication and presentation skills, Knowledge of project planning and management.

DUTIES : Interpret and adapt research output to optimize agricultural extension methods and production, Provide commodity specific specialist extension and advisory services, Provide professional support to projects and programmes, Perform administrative and related functions.

ENQUIRIES : Dr B. Matiwane (079 511 2321/ 014 592 8261/2)

POST 10/128 : **SPECIALIST AGRICULTURAL ADVISOR: LIVESTOCK 4 POSTS REF NO: NWREAD 07/02/16**

SALARY : R361 659 per annum, Level 10
CENTRE : Lehurutshe, Mahikeng, Madibeng East and Moses Kotane East Local Development Centres

REQUIREMENTS : An appropriate 4-year degree or equivalent (NQF 7) with Animal Science/production as a major or specialization, Relevant post graduate qualification will be an added advantage. Proof of SACNASP of registration, Valid driver's licence (code B),3 years appropriate experience, Computer skills, Knowledge of extension methodology, Advanced communication and presentation skills, Knowledge of project planning and management.

DUTIES : Interpret and adapt research output to optimize agricultural extension methods and production, Provide commodity specific specialist extension and advisory services, Provide professional support to projects and programmes, Perform administrative and related functions.

ENQUIRIES : Dr B. Matiwane (079 511 2321/ 014 592 8261/2)

POST 10/129 : **SPECIALIST AGRICULTURAL ADVISOR: CROP 4 POSTS REF NO: NWREAD 08/02/16**

SALARY : R361 659 per annum, Level 10
CENTRE : Shiela/Lichtenburg, Mooifontein, Naledi and Moses Kotane East Local Development Centres

REQUIREMENTS : An appropriate 4-year degree or equivalent (NQF 7) with crop Science/production as a major or specialization, Relevant post graduate qualification will be an added advantage. Proof of SACNASP of registration, Valid driver's licence (code B),3 years appropriate experience, Computer skills, Knowledge of extension methodology, Advanced communication and presentation skills, Knowledge of project planning and management.

DUTIES : Interpret and adapt research output to optimize agricultural extension methods and production, Provide commodity specific specialist extension and advisory services, Provide professional support to projects and programmes, Perform administrative and related functions.

ENQUIRIES : Dr B. Matiwane (079 511 2321/ 014 592 8261/2)

POST 10/130 : **ASSISTANT DIRECTOR: LDC MANAGER 4 POSTS REF NO: READNW 02/02/16**

SALARY : R289 761 per annum, Level 09
CENTRE : Matlosana, Rustenburg - Kgatleng, Lehurutshe, Tswaing
REQUIREMENTS : An appropriate 4-year degree or equivalent (NQF 7) ,Proof of SACNASP of registration, Valid driver's licence (code B),3 years appropriate experience, Computer skills, Knowledge of extension methodology, Advanced communication and presentation skills, Knowledge of project planning and management

DUTIES : Manage the provision of Agricultural Extension and Advisory services, Manage the development and implementation of Agricultural related programmes / projects, Compile and manage utilization of budget and other resources, Promote cooperative governance amongst stakeholders, Manage the KRA's of the managed, Compile reports.

ENQUIRIES : Dr B. Matiwane (079 511 2321/ 014 592 8261/2)

POST 10/131 : **SENIOR AGRICULTURAL ADVISOR: CROP 2 POSTS REF NO: NWREAD 09/02/16**

SALARY : R289 761 per annum, Level 09
CENTRE : Rustenburg – Kgetleng and Tswaing Local Development Centres
REQUIREMENTS : An appropriate 4-year degree or equivalent (NQF 7) with Crop Science/production as a major or specialization, Relevant post graduate qualification will be an added advantage, Proof of SACNASP of registration, Valid driver's licence (code B),3 years appropriate experience, Computer skills,

Knowledge of extension methodology, Advanced communication and presentation skills, Knowledge of project planning and management.

DUTIES : Identify, develop and implement sustainable agricultural production programmes, Render agricultural extension services to internal and external clients, Provide agricultural advisory services to organised agriculture and other agricultural stakeholders, Provide support & guidance to agricultural advisors, Perform administrative functions related to the job.

ENQUIRIES : Dr B. Matiwane (079 511 2321/ 014 592 8261/2)

POST 10/132 : **SENIOR AGRICULTURAL ADVISOR: LIVESTOCK 5 POSTS REF NO: NWREAD 10/02/16**

SALARY CENTRE : R289 761 per annum, Level 09
: Ganyesa, Morokweng, Moses Kotane West and Taung South and North Local Development Centres

REQUIREMENTS : An appropriate 4-year degree or equivalent (NQF 7) with Animal Science/production as a major or specialization, Relevant post graduate qualification will be an added advantage, Proof of SACNASP of registration, Valid driver's licence (code B),3 years appropriate experience, Computer skills, Knowledge of extension methodology, Advanced communication and presentation skills, Knowledge of project planning and management

DUTIES : Identify, develop and implement sustainable agricultural production programmes, Render agricultural extension services to internal and external clients ,Provide agricultural advisory services to organised agriculture and other agricultural stakeholders, Provide support & guidance to agricultural advisors, Perform administrative functions related to the job.

ENQUIRIES : Dr B. Matiwane (079 511 2321/ 014 592 8261/2)

POST 10/133 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: NWREAD 14/02/16**
Directorate: Risk Management and Information Technology services

SALARY CENTRE : R289 761 per annum, Level 09
: Head Office – Mahikeng

REQUIREMENTS : Three (3) year B. Com Degree in Accounting and Auditing and /or Diploma in Internal Auditing and a completed IAT Qualification or at Least three years' experience in terms of article's in accounting and auditing or internal auditing or a B- degree in Risk Management, LLB or Risk Auditing; or an equivalent relevant recognized qualification with at least 3 years' experience in one of the following fields: Risk Auditing, Risk Management, Ethics management, Fraud prevention, Para - Legal, auditing or internal audit ,Computer Literacy (MS word and MS Excel) ,A valid driver's license – at least a Code 8 Drivers License ,Willingness to travel extensively ,Self driven, team player, self-starter, innovative thinker, passionate, having a positive attitude, hard worker, committed, motivated and good listener, role player and willing to go the extra mile ,Extensive experience and /or skills in financial management, internal auditing or auditing in the risk management or governance field, ethics management, fraud prevention, office management and administration ,Excellent writing and communication skills ,A high level of computer literacy in Ms Word, Excel and Power-Point. ,A dynamic and confident person with good inter-personal, networking, organizational and problem solving skills, Advance facilitation, analytical thinking, project management, and report writing skills ,Ethics management, Policy formulation and development skills, operational and programme management skills including management and supervisory skills.

DUTIES : Development and review of policies and strategies ,Report preparation and formulation ,Monitoring and evaluation of results ,Collection of data and assessment of audit results ,Profiling of the organisational risks ,Facilitation of risk assessment exercises at strategic and operational level ,Conducting and facilitation of compliance audits against the governance, control and risk environments ,Evaluation assessments on risk progress against the practices, philosophy, operating style, policies and strategies. Assessment and facilitation of the Governance environment ,Formulation, assessment and review of the Risk profile ,Update, review and analysis of the various risk registers ,Communication, validation and collection of evidence from stakeholders ,Management and oversight of the risk management committee operations and procedures to ensure a successful and functional committee system for the organisation ,Initiation, development, management, maintenance and supervision of various systems, operations and support staff.

ENQUIRIES : Ms A de Bruin, tel: (018) 389 - 5999

POST 10/134 : **SENIOR AGRICULTURAL ADVISOR: EXTENTION SUPPORT 5 POSTS REF NO: NWREAD 11/02/16**

SALARY CENTRE : R243 747 per annum, Level 08
: Mahikeng - Head Office, Rustenburg - Kgetleng, Naledi, and Potchefstroom Local Development Centres

REQUIREMENTS : An appropriate 4-year degree or equivalent (NQF 7) with Animal Science/production as a major or specialization, Relevant post graduate qualification will be an added advantage, Proof of SACNASP of registration, Valid driver's licence (code B),3 years appropriate experience, Computer skills, Knowledge of extension methodology, Advanced communication and presentation skills, Knowledge of project planning and management.

DUTIES : Support rendering of agricultural extension services to internal and external clients, Support the Provision of agricultural advisory services to organised agriculture and other agricultural stakeholders, Provide support & guidance to agricultural advisors ,Perform administrative functions related to the job, Coordinate and manage the activities of Relevant district Extension Forums, development and Implementation of Extension Programmes, Support the implementation of Extension Recovery Plan, Contribute to the Analysis, monitoring and evaluation of compliance to Profession specific regulations , Advice the district on Extension strategies, methods and innovations.

ENQUIRIES : Dr B. Matiwane (079 511 2321/ 014 592 8261/2)

POST 10/135 : **AGRICULTURAL ADVISOR: CROP 4 POSTS REF NO: NWREAD 12/02/16**

SALARY CENTRE : R243 747 per annum, Level 08
: Ganyesa, Lekwa - Taemane, Taung Irrigation, Matlosana Local Development Centres

REQUIREMENTS : An appropriate 4-year degree or equivalent (NQF 7) with Crop Science/production as a major or specialization, Relevant post graduate qualification will be an added advantage, Proof of SACNASP of registration, Valid driver's licence (code B),3 years appropriate experience, Computer skills, Knowledge of extension methodology, Advanced communication and presentation skills, Knowledge of project planning and management.

DUTIES : Identify, develop and implement sustainable production programmes, Identify and stimulate interest to aspirant farmers in farming communities, Render agricultural extension services under guidance of seniors, to internal and external clients. Provide agricultural advisory services to organised agriculture and other agricultural stakeholders, Perform administrative functions related to the job.

ENQUIRIES : Dr B. Matiwane (079 511 2321/ 014 592 8261/2)

POST 10/136 : **AGRICULTURAL ADVISOR: LIVESTOCK 3 POSTS REF NO: NWREAD 13/02/16**

SALARY CENTRE : R243 747 per annum, Level 08
: Maquassi Hills (02) and Ratlou Local Development Centres

REQUIREMENTS : An appropriate 4-year degree or equivalent (NQF 7) with Animal Science/production as a major or specialization, Relevant post graduate qualification will be an added advantage, Proof of SACNASP of registration, Valid driver's licence (code B),3 years appropriate experience, Computer skills, Knowledge of extension methodology, Advanced communication and presentation skills, Knowledge of project planning and management.

DUTIES : Identify, develop and implement sustainable production programmes, Identify and stimulate interest to aspirant farmers in farming communities, Render agricultural extension services under guidance of seniors, to internal and external clients, Provide agricultural advisory services to organised agriculture and other agricultural stakeholders, Perform administrative functions related to the job.

ENQUIRIES : Dr B. Matiwane (079 511 2321/ 014 592 8261/2)

POST 10/137 : **ADMINISTRATION CLERK: RISK MANAGEMENT REF NO: NWREAD 15/02/16**

SALARY CENTRE : R132 399 per annum, Level 05
: Head Office – Mahikeng

REQUIREMENTS : Three (3) year B. Com Degree in Accounting and Auditing and /or Diploma in Internal Auditing and a completed IAT Qualification or at Least three years' experience in terms of article's in accounting and auditing or internal auditing or a

B- degree in Risk Management, LLB or Risk Auditing; or an equivalent relevant recognized qualification with at least 3 years' experience in one of the following fields: Risk Auditing, Risk Management, Ethics management, Fraud prevention, Para - Legal, auditing or internal audit ,Computer Literacy (MS word and MS Excel) ,A valid driver's license – at least a Code 8 Drivers License ,Willingness to travel extensively ,Self driven, team player, self-starter, innovative thinker, passionate, having a positive attitude, hard worker, committed, motivated and good listener, role player and willing to go the extra mile ,Extensive experience and /or skills in financial management, internal auditing or auditing in the risk management or governance field, ethics management, fraud prevention, office management and administration ,Excellent writing and communication skills ,A high level of computer literacy in Ms Word, Excel and Power-Point. ,A dynamic and confident person with good inter-personal, networking, organizational and problem solving skills , Advance facilitation, analytical thinking, project management, and report writing skills ,Ethics management, Policy formulation and development skills, operational and programme management skills including management and supervisory skills.

DUTIES

: Development and review of policies and strategies ,Report preparation and formulation ,Monitoring and evaluation of results ,Collection of data and assessment of audit results ,Profiling of the organisational risks ,Facilitation of risk assessment exercises at strategic and operational level ,Conducting and facilitation of compliance audits against the governance, control and risk environments ,Evaluation assessments on risk progress against the practices, philosophy, operating style, policies and strategies. Assessment and facilitation of the Governance environment, Formulation, assessment and review of the Risk profile ,Update, review and analysis of the various risk registers ,Communication, validation and collection of evidence from stakeholders ,Management and oversight of the risk management committee operations and procedures to ensure a successful and functional committee system for the organisation, Initiation, development, management, maintenance and supervision of various systems, operations and support staff.

ENQUIRIES

: Ms A de Bruin, tel: (018) 389 - 5999

**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 10/138 : **PHARMACY SUPERVISOR GRADE 1**
(Eden District)

SALARY : R637 845 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : D'Almeida CDC, Mossel Bay Sub-district

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Willingness to register as a Responsible Pharmacist. Valid driver's licence (Code B/EB). Willingness to perform relief and after-hour duties when required. Competencies (knowledge/skills): Knowledge of the Acts pertaining to the practice of pharmacy and national and provincial health policies. Proven organisational and management skills. Ability to cope under pressure and maintain a high standard of professionalism. Ability and/or willingness to register as a tutor to train pharmacist interns and/or pharmacist's assistants. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Effectively manage pharmaceutical stock through effective ordering, receipt, control and provision of stock including its safe disposal. Effectively supervise the dispensing of pharmaceuticals in line with statutory requirements. Effectively manage the human resources, finances and administrative aspects relating to the clinic pharmacy. Effectively represent the pharmacy at relevant meetings and ensuring effective lateral and vertical communication of relevant information. Effectively promote rational drug use and antibiotic stewardship. Ensure the compliance of the clinic pharmacy with relevant legislation and adherence to Good Pharmacy Practice.

ENQUIRIES : Mr A Fielies, tel .no. (044) 604-6129

APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar

CLOSING DATE : 1 April 2016

POST 10/139 : **SENIOR ADMINISTRATIVE OFFICER: SCM (INVENTORY AND WAREHOUSE MANAGEMENT)**
Observatory

SALARY : R243 747 per annum

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Extensive experience in the full spectrum of Supply Chain Management. Competencies (knowledge/skills): Good management and supervisory skills. Written and verbal communication skills in at least two of the three official languages of the Western Cape. PFMA, Finance instructions, Treasury regulations and. Good knowledge of inventory management procedures, warehouse management and electronic materials management system. Knowledge of SYSPRO would be an advantage. Knowledge and ability to apply the Disciplinary code. Computer literacy. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Render an effective, efficient and economic service in all aspects of Inventory and Warehouse Management. Liaise with Chief users with regards to any queries which may arise. Manage Inventory and Consumable

stock levels and manage the quarterly stock take process. Perform all warehouse management functions to ensure the availability of inventory and consumables. Perform Disposal Management functions with regards to assets and expired/redundant stock. Liaise with end users, service providers and other Governmental departments regarding Supply Chain matters. Assist in developing and training staff in Supply Chain Management. Manage the performance and development of own staff.

ENQUIRIES : Mr E Mohamed, tel. no. (021) 404-5181
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935
FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 1 April 2016