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

PUBLIC SERVICE VACANCY CIRCULAR NO 24 OF 2016

1. Introduction

- 1.1 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.
- 1.2 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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CIVILIAN SECRETARIAT FOR POLICE

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

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor , Pretoria at the Reception.
- CLOSING DATE** : 01 July 2016
- NOTE** : Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. NB: Please ensure that your application reaches this office before 17h00 on week-days.

OTHER POST

- POST 24/01** : **SENIOR STATE ACCOUNTANT REF NO: CSP/21/2016**
- SALARY** : R243 747 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma or Degree (NQF Level 7) in Financial Accounting / Cost and Management Accounting or related field. Two years work experience in the Financial Administration environment, with special reference to PMG and Bank related matters, Debtors, Accounts Payables and Ledger Accounts. Thorough understanding of Persal, Payroll Management and Tax processes. An Understanding of the Public Finance Management Act (PFMA) and Treasury Regulations. Good interpersonal relations, attention to detail, team work, as well as the ability to be innovative and creative. Good computer literacy (MS Word and Excel) and a valid drivers license
- DUTIES** : Management of ledger accounts. Reconciliation of the bank account. Processing of supplier payments and inter-departmental claims. Processing of employee debt and revenue collection. Process S&T and Persal related payments. Ensure proper payroll management in line with applicable prescripts. Process Tax reconciliation in line with SARS requirements. Supervise the performance and conduct of subordinates.
- ENQUIRIES** : Sylvester Chauke, Tel: 012- 393 1873

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 01 July 2016 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons not employed by the DOD/Public Service may thus not apply for the vacancies advertised in this Circular

OTHER POSTS

- POST 24/02** : **ASSISTANT DIRECTOR GRIEVANCE & MISCONDUCT REF NO: CFO 16/7/1**
Financial Management Division, Chief Directorate Financial Services, Directorate Finance Support Services, Grievance and Misconduct
- SALARY** : R389 145 per annum, Level 10
- CENTRE** : Pretoria.
- REQUIREMENTS** : Minimum Requirements: B Degree or three year National Diploma in Labour Relations/Legal/Human Resource Management related field. A minimum of three years' working experience on supervisory salary level (L8) or equivalent position in the labour relations environment. Proven training/experience in labour relations, mainly on issues of discipline and/ or grievances. Sound knowledge of disciplinary processes and/or grievance procedure in the Public Service. Knowledge: Sound knowledge of the LRA, BCEA, PSA, PSR, EEA, OHS, SDA, PFMA, etc. Be computer literate. Abilities: Interpret and apply policies, regulations, etc. Communicate with employees and other stakeholders on various levels. Be flexible. Work under pressure. Skills: Problem solving skills. Communication skills. Negotiation skills. Writing skills. In possession of a valid driver's license. Be willing to travel to regions outside Gauteng if necessary. Added advantage: B degree or three year National Diploma in Labour Relations/Legal qualification.
- DUTIES** : Manage all misconduct and grievance cases in the Financial Management Division (FMD). Ensure investigations and disciplinary proceedings are conducted. Ensure proper arrangement and consultations with all the role players. Provide guidance, support and coordination of activities to ensure correct disciplinary processes. Ensure timeous reporting to Director Labour and Services Relations concerning misconducts and grievances. Ensure criminal activities are reported to relevant authorities. Grievances: Ensure grievances are reported and dealt with in terms of

the prescripts. Ensure timeous investigation and reporting on the registered grievances. Ensure the correct procedure is followed to finalise the reported grievances. Provide guidance and support to employees registered grievances and other role players. Other duties: Ensure investigation and submission of reports concerning financial misconducts in the FMD. Prepare, implement and submit reports of the anti-criminality plan. Ensure training is provided on matters related to labour relations if required. Perform other duties related to the KRAs of this post if necessary. Ensure guidelines relating to functions of this post are developed and implemented. Establish and maintain appropriate internal systems and controls to meet performance expectations. Ensure submission of reports of the sub-section. Ensure proper filing of documentations. Ensure effective management of the resources of the sub-section. Attend meetings or forums. Deputise the Deputy Director as and when required.

ENQUIRIES : Mr S.L. Leballo, tel: (012) 392-2540
APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
NOTE : Please use reference number not post number

POST 24/03 : **TRAINER: SSA 2 POSTS REF NO: CFO 16/7/2**
Financial Management Division, Chief Directorate Financial Services, Directorate Finance Support Services, Finance ETD Centre, Thaba Tshwane

SALARY : R262 272 per annum, Level 08
CENTRE : Pretoria
REQUIREMENTS : Minimum requirements: B degree or three year National Diploma in HR related field with a minimum of three years' experience in training environment or Gr 12 Certificate with a minimum of 7 years' working experience in a training related field. Knowledge: Knowledge of PERSAL/PERSOL. Ability to correctly interpret and apply policies and regulations. Knowledge of the SDA, PSA, SDLA, PFMA, LRA and EEA. Skills: Proven ETD related skills/training. Proven Computer literacy (Office packages). Excellent communication training skills. Good inter-personal, analytical and innovative thinking abilities. Ability to conduct effective presentations and training. Ability to compile, draft and present effective curriculum. Personal attributes: Ability to research information and course content. Ability to work as an individual and in a team. Able to work accurately under pressure. Be willing to conduct training outside the Pretoria area if required. Added advantage: A valid drivers' licence. Knowledge of FMS. CIP trainer. General administrative skills. Supervisory skills.

DUTIES : Assist in the efficient and effective execution and management of the prescribed education, training and development (ETD) function with regard to all personnel within the Financial Management Division (FMD). Managing attendance of learners. Managing the compiling and distribution of course reports and certificates. Managing the amendment and updating of lesson plans and course objectives. Assisting in the regular updating of ETD procedure and policy documents. Managing ETD projects and liaising with the managers of the different lines of business. Prepare curricula, lesson plans, evaluation documents and study material. Conduct lectures/presentations including office package i.e. (Power Point, excel, word) to learners and evaluate tests and exams. Compiling management reports for submission to the Fin ETD Manager. Managing and supervising of all learners attending courses at the Fin ETD Centre. Attend meetings on behalf of the ETD Manager when requested. Act as a Fin ETD Manager as and when required. Execute administrative related duties as and when required.

ENQUIRIES : Ms M. Wehl, tel (012) 674 4626/ 4628/9
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.

NOTE : Please use reference number not post number

DEPARTMENT OF ENERGY

<u>APPLICATIONS</u>	:	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)
<u>FOR ATTENTION</u>	:	Mr. D Mbhokota/ Mr P Ndlovu
<u>CLOSING DATE</u>	:	01 July 2016
<u>NOTE</u>	:	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 POSTS

<u>POST 24/04</u>	:	<u>PETROLEUM LICENSING: ANALYST</u>
<u>SALARY</u>	:	R389 145 per annum, Level 10
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An Applicant must be in possession of a National Diploma/ Degree or qualification in commerce, Business Management, Economics, Accounting, Financial Management or Energy Studies, and minimum 3 years experience in a hydrocarbons related sector PLUS the following key competencies, Knowledge of and interest in the South African energy and petroleum industry, Petroleum Products Act, 1977 (Act 120 of 1977), as amended and regulations thereto, Working knowledge of regulatory and administrative system, Experience in data manipulation and analysis, as well as report writing, Working knowledge of Petroleum and liquid Fuel Charter and a strategic understanding of the implementation potential and/or constraints thereof, Thinking Demand, Evaluation and verification of license applications, Prior experience in the technical project, management, procurement and supplier development crucial, Analytical thinking, Convey PPAA knowledge to clients and directing, client on what supporting evidence is required, Organizing, planning and interpersonal skills, Good communication skills (written and verbal), Ability to communicate clearly with stakeholders in the public and private sectors, Personal Attributes: Analytical and innovative thinker, Problem solving ability, Recommendation/Note Driver's license is essential
<u>DUTIES</u>	:	Confirm, validity and clarity applications to ensure that they are complete and in line with prescriptions of PPAA and related regulation, Evaluate applications, records, or documents to gather information about eligibility issues to ensure that the application complies with the provisions of section 2B of the regulation, Determine the economic viability of the Business (Net Present Value), Conduct re-site visit on request with the Regional Director as per Ministerial directive for re-evaluation of an application to verify the need for retailing operation, and determine whether the operation will promote the objective of the PPAA, Determine the level of compliance with the Charter (section 2C of the Act) when considering licence

applications, (e.g. Unemployment and poverty, Promotion of the advancement of Historically Disadvantaged South Africans, Effect to the Charter, Ownership, Control, Procurement and Employment Equity), Assist in handling the ministerial enquiries regarding Petroleum Products Amendment Act (Objections in terms of Regulation 4(4) of Site, 16(4) of Retail, 4(4) Wholesale and Manufacturing), Handle enquiries and provide advice with regards to licensing issues.

ENQUIRIES :

Ms P Maupye ☎(012)406 7347

POST 24/05 :

NUCLEAR ENERGY OFFICER (FUEL CYCLE)

SALARY :

R262 272 per annum, Level 08

CENTRE :

Head Office (Pretoria)

REQUIREMENTS :

A degree in Natural Sciences or Engineering coupled with 1-2 years working experience in the nuclear sector. PLUS the following key competencies, Knowledge of Overview of the nuclear sector and the nuclear fuel cycle, Role of nuclear energy in electricity supply, thorough understanding of the impact of different nuclear legislation and policies, the Department of Energy and other government departments on issues related to the nuclear fuel cycle, Thinking Demand: analytical, creative and innovative thinker having the ability to analyse different scenarios pertaining to the nuclear fuel cycle and draw appropriate conclusions, Skills, computer skills, basic research and problem solving skills, presentation and report writing skills, Personal Attributes willingness to learn, ability to work as a team and work under pressure.

DUTIES :

Collect information on methodologies, technologies and international best practices to support the establishment and management of a sustainable national nuclear fuel cycle programme, Provide support to the monitoring of international nuclear fuel developments and report on the implementation of nuclear fuel cycle strategies and programmes, Liaise with relevant stakeholders on matters of the nuclear fuel cycle, participate in departmental nuclear energy sub-working groups, attend meetings of the International Atomic Energy Agency, Generation IV International Forum and the International Project on Innovative Nuclear Reactors and Fuel Cycles (INPRO); conduct public campaigns on nuclear fuel cycle and related matters and provide feedback report from these meetings/events, Provide secretariat services to various structures and committees on nuclear fuel cycle, invite relevant stakeholders to meetings, draft Agenda, draft meeting presentations, compile meeting documents, minutes and submissions.

ENQUIRIES :

Ms B Makgopa ☎012 406 7490

POST 24/06 :

NUCLEAR ENERGY OFFICER: POWER REACTORS

SALARY :

R262 272 per annum, Level: 08

CENTRE :

Head Office (Pretoria)

REQUIREMENTS :

A degree in Natural Sciences or Engineering coupled with 1-2 years working experience in the nuclear sector. PLUS the following key competencies Knowledge of Overview of the nuclear sector and understanding of the role of nuclear energy in electricity supply, thorough understanding of the impact of different nuclear legislation and policies, the Department of Energy and other government departments on issues related to nuclear power reactors, Thinking Demand: analytical, creative and innovative thinker having the ability to analyse different scenarios pertaining to nuclear power reactors and draw appropriate conclusions Skills: computer skills, basic research and problem solving skills, presentation and report writing skills, Personal Attributes willingness to learn, ability to work as a team and work under pressure

DUTIES :

Collect information on methodologies, technologies and international best practices to support expansion and management of the national nuclear power programme, Monitor and report on implementation of the South African nuclear power programme, projects and strategies in line with national legislative and policy requirements, Liaise with relevant stakeholders on matters of nuclear power reactors and nuclear power programme, participate in nuclear energy sub-working groups, attend meetings of the International Atomic Energy Agency, Generation IV International Forum, the International Project on Innovative Nuclear Reactors and Fuel Cycles (INPRO) and the African Network for Nuclear Power Infrastructure; conduct public campaigns on nuclear power reactors and related matters and

provide feedback report from these meetings/events, Provide secretariat services to various structures and committees on nuclear power reactors, invite relevant stakeholders to meetings, draft Agenda, draft meeting presentations, compile meeting documents, minutes and submissions.

ENQUIRIES : Ms B Makgopa ☎012 406 7490

POST 24/07 : **SENIOR SECURITY OFFICER**

SALARY : R171 069 per annum, Level 06
CENTRE : Head Office (Pretoria)

REQUIREMENTS : A Senior Certificate, Grade B Security Officers certificate, PSIRA Certificate plus 3 – 5 years in security operation and administration, Must be able to work irregular hours, excellent sight and hearing abilities, must be in good health (physical fitness in particular), willingness to travel, PLUS the following key competencies Knowledge of Security legislation, policies and Procedures, Access control Procedure, Safety precautions, Security Registers, Thinking Demand, Innovative and Pro-Active thinking, Analytical mind, Skills, Problem solving skills, Communication skills (verbal and written), Personal Attributes, Discipline, Self-confidence, High level of integrity, Tact and interpersonal relation

DUTIES : Oversee/execute access control and monitor movements within the building: Lock and unlock entrances. Operate X-ray machines, Identify suspicious conduct, Ensure that unauthorised persons and dangerous objects do not enter the building/premises, and Allow visitors/contractors into the building as per direction of security management, Monitor/investigate any breaches of security and ensure proper reporting thereof, Ensure that all incidents are recorded in the occurrence books/register, Ensure that all registers are kept up to date during shifts, and Obtain feedback from supervisors on incidents reported, Monitor daily inspection for security, health, safety risks, unauthorised removal of equipment, documents and stores from building or premises in the building, Ensure the monitoring of the movements of private and GG vehicles in the parking area and safeguard the parking area itself, Monitor the working conditions of all security equipment and report any faults thereof, Co-ordinate the handover of shifts, patrolling, escorting, documenting and reporting of incidents, Supervise and develop staff, Supervision of contracted security officers, Assist to compile and allocate security personnel by drafting the duty roster for the security personnel.

ENQUIRIES : Mr M L Lethole ☎ (012) 406 7783/7595

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Ms Lerato Ngobeni
<u>CLOSING DATE</u>	:	04 July 2016
<u>NOTE</u>	:	Application must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document and a valid Driver's License in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification. 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 subject to a security clearance, the signing of a performance agreement and an employment contract. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za . Click on vacancies and ensure you follow the correct link to the position of interest. The Department reserves the right not to make an appointment. No e-mailed, faxed or late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

<u>POST 24/08</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A: COMPLIANCE BIODIVERSITY AND CONSERVATION REF NO: LACE01/2016</u>
<u>SALARY</u>	:	R223 686 per annum (Total package of R328 586 per annum/ condition apply)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant National Diploma/ Bachelor's degree in Natural Sciences or Environmental Management or relevant equivalent qualification. Knowledge of biodiversity compliance and enforcement experience or knowledge of the provisions of the National Environmental Management Act (NEMA), the National Environmental Management Biodiversity Act (NEMBA), the National Environmental Management Protected Areas Act (NEMPAA) and associated regulations and norms and standards. Government's environmental quality and protection related legislation and regulations and good understanding of environmental legislation and knowledge of government standard administrative procedures and policies will be essential. Applicants must have the following skills: good communications skills (written and oral), good report writing skills, project management, conflict management skills, good interpersonal relations, good organization and planning management. A valid Driver's License.
<u>DUTIES</u>	:	Plan and coordinate national activities/ joint operations on compliance monitoring. Conduct compliance inspections of the provisions of the National Environmental Management Act, National Environmental Management: Biodiversity Act, the National Environmental Management: Protected Areas Act, its associated regulations and norms and standards. Maintain and administer compliance monitoring information management and reporting system pertaining to import and export requirements/ control. Participate in the implementation of compliance and enforcement measures to protect biodiversity. Work closely with other organs of state and conservation agencies. Provide technical support to the Sub-directorate.

ENQUIRIES

: Provide technical support to all the Compliance and Enforcement projects. Perform administrative related functions
Mr W Rikhotso Tel: (012) 399 8803

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).

<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms N Sombinge
<u>CLOSING DATE</u>	:	04 July 2016
<u>NOTE</u>	:	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, 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 post. 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.

OTHER POSTS

<u>POST 24/09</u>	:	<u>ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 (6 POSTS) (EASTERN CAPE-X1 POST REF NO: NDOH 54/2016), (KWAZULU-NATAL-X1 POST REF NO: NDOH 55/2016), (LIMPOPO-X1 POSTS REF NO: NDOH 56/2016), (GAUTENG OR TAMBO-X3 POST REF NO: NDOH 57/2016)</u>
<u>SALARY</u>	:	R262 020 per annum as per OSD, Certified copies of original certificates of service must be submitted with the application.
<u>CENTRE</u>	:	Chief Directorate: Environmental Health and Port Health Services. Various Province
<u>REQUIREMENTS</u>	:	National Diploma or equivalent NQF 6 qualification in Environmental Health and current registration with the HPCSA as an Environmental Health Practitioner, At least one (1) year experience in environmental health, Knowledge of South African legislation and International Health Regulations, Good communication (written and verbal), financial management, administrative, interpersonal and computer skills (MS Office package), Must be willing to work shifts, weekends and public holidays *A valid driver's license.
<u>DUTIES</u>	:	Inspection of baggage, cargo, containers, conveyances, goods and postal parcels for compliance to International Health Regulations, 2005 and relevant legislation, Surveillance and reporting of communicable diseases, Inspection, sampling and detaining for assessment any imported foodstuffs, cosmetics, disinfectants, medicaments, tobacco products and hazardous substance and ensure validity of import permits for human remains for chemical, microbiological, histological, irradiation and labeling purposes, Ensure the safe disposal of illegal and noncompliant cosmetics and medicaments with an accredited service provider, Supervise and train community service EHP's *Attend to client's queries in connection with daily operations, Compile daily, weekly and monthly statistics for Points of Entry (PoE) operations, Ensure proper utilisation of resources, Ensure maintenance of vector control activities at PoE *Report Port Health related information/data to the Chief Port Health Officer or supervisor, Verify authenticity and issue related health documents such as Extended Health Detention, Deratting Exemption Certificate, International Certificate of Vaccination or Prophylaxis and General Declaration of Health, Participate in local Border Control Operational and

Co-ordinating Committee (BCOCC) and outbreak response teams, Execute any activities as directed by the Chief Port Health Officer.

ENQUIRIES : Ms A P Hargreaves (031) 301 0381 Eastern Cape & KZN, Mr O Jacobs (012) 395 9417 Limpopo Mr M A M Ramathuba (011) 394 3605 Gauteng OR Tambo

POST 24/10 : **ENVIRONMENTAL HEALTH ASSISTANT REF NO: NDOH 53/2016**

SALARY : Grade 1: R172 695 – R197 460 per annum. An appropriate qualification(with duration of at least 2 years) or prescribed in-service training (with duration of at least 2 years) that allows for the required registration with the HPCSA, where applicable in the relevant profession
Grade 2: R203 424 – R246 867 per annum. Qualification and registration requirements as indicated for Grade 1 plus a minimum of ten (10) years appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA, where applicable in the relevant profession.

CENTRE : Chief Directorate: Environmental Health and Port Health Services. Directorate: Port Health-Coastal Region

REQUIREMENTS : Qualification and experience as indicated above , Technical and practical knowledge of environmental health and port health , Knowledge of the legislative and policy framework related to environmental health , Ability to interpret and implement applicable legislation and guidelines.

DUTIES : Inspection and clearance of all international conveyances and travellers arriving at the point of entry , Inspection of conveyances for the renewal of Ship Sanitation Control , Exemption Certificates , Printing of all free pratique applications from e-mails and fax machines , Monitor vector borne diseases in the point of entry , Identify all importers of used tyre casing arriving from the east , Set up and monitor ovitraps at the point of entry and tyre importers premises , Monitor collection and safe disposal of gallery waste from conveyances in point of entry , Assist in sampling of imported products , Extraction of grain products on-board vessels *Completion of laboratory forms and submission of samples to the respective laboratories for analysis , Ensure compliance with IHR core capacity plan , Undertaking administrative duties relating to the rendering and functioning of Port Health.

ENQUIRIES : Ms A P Hargreaves at Tel no (031) 301 0381

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 : 04 July 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 24/11 : **DIRECTOR: COURT INTERPRETING COURT SERVICES REF NO: 16/65/CS**

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

CENTRE : National Office; Pretoria

REQUIREMENTS : An LLB Degree in Legal interpreting at NQF level 7 or any other relevant tertiary qualification; Proficiency in three or more indigenous languages and English; 5 years' experience at a middle/senior managerial level; Extensive knowledge of court interpreting; A valid driver's license. Skills and Competencies: Strategic capability and leadership; Programme and project management; Change management; Knowledge management; Service delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation and customer focus.

DUTIES : Key Performance Areas: Formulate policies and strategies for legal interpreting and language services; Manage compliance with all applicable regulatory framework; Undertake research for the development of policies in legal interpreting and language services; Oversee the operational efficiency of the Department's legal interpreting and language services; Develop operational plan of the Departmental legal interpreting and language services; Oversee the Evaluation and Quality Assurance of the departmental interpreting and language services; Oversee stakeholder Relations and Code of Conduct in the departmental interpreting and language services.

ENQUIRIES : Mr. T .Rangwato (012) 315 1456

APPLICATIONS : 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 Street, Pretoria.

NOTE : Preference will be given to women and people with disability. Candidates will be subjected to a competency based assessment

OTHER POSTS

POST 24/12 : **DEPUTY DIRECTOR: HR SKILLS DEVELOPMENT REF NO: 16/157/HR**

SALARY : R612 822 – R721 878 per annum All inclusive. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria
REQUIREMENTS : Bachelor's Degree/National Diploma in Human Resource or equivalent qualification; 6 years' experience in Human Resource of which 3 years should be at supervisory/ management level; Knowledge and application of legislative requirements. Skills and Competencies: Communication skills verbal & written; Computer literacy MS Office; Customer services orientation; Problem analysis and creative thinking; Project management and decision making; Financial management.

DUTIES : Key Performance Areas: Manage Departmental Skills Audits; Manage the compilation Work Skill Plan WSP and Annual Training programmes; Facilitate Departmental Training and Skills Programmes; Develop and maintain organizational Education Training and Development ETD policies; Develop and review Skills Development Programmes policies and strategies.

ENQUIRIES : Ms. S Bezuidenhout at ☎ (012) 315 1090

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001.OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 24/13 : **COURT MANAGER 3 POSTS**

SALARY : R389 145 – R458 385 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Tsakane Ref: 2016/110/GP
Magistrate Court: Umzimkhulu Ref: 16/119/KZN; Re-advertisement
Middelburg Ref: 2016/48/MP

REQUIREMENTS : Three 3 years qualification in Administration NOF level 6 and / or National Diploma in Service Management NQF level 5 plus the module on Case Flow Management or equivalent qualification; At least 3 years managerial or supervisory experience; knowledge and experience in office and district administration Knowledge of Public Financial Management Act PFMA; Experience in managing Trust Third Party Funds and Vote Account; A valid driver's license; Experience in the Court environment will be an added advantage. Skill and Competencies: Strong Leadership and management capabilities; Strategic capabilities. Good communication verbal and written.

DUTIES : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office. Co-ordinate and manage risk and security in the court. Manage strategic and business planning processes. Manage the facility, Physical resources, information and communication related to courts. Implement the department policies at the courts. Compile and analyse court statistics to show performance trends. Support Case Flow Management at the court. Compile annual performance and statutory reports to the relevant users. Develop and implement customer service improvement strategies. Lead and manage the transformation of the office. Manage the project intended to improve court management. Manage the communication and relations with the internal and external stake holders. Manage service level agreements.

ENQUIRIES : Gauteng: Mr. T Modise☎ 011 332 9000
Nelspruit: Mr. SE Mashela 013 753 9300/08

APPLICATIONS : Kwazulu-Natal: Mr S.C Ndwandwe ☎ 031 372 3000
GAUTENG Private Bag X6, Johannesburg, 2000 • 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, JOHANNESBURG
NELSPRUIT: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit.

<u>NOTE</u>	:	KWAZULU-NATAL Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, DURBAN, 4000 or Physical Address: Recruitment, First Floor, 2 Devonshire Place, Durban
	:	PWD/ Coloured Female followed by Indian Female and African Male or Female respectively. Separate applications must be made quoting relevant reference number
<u>POST 24/14</u>	:	<u>ASSISTANT DIRECTOR: QUALITY MANAGEMENT REF NO: 16/158/CLO</u>
<u>SALARY</u>	:	R311 784 – R367 254 per annum. The successful candidates will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	A Bachelor's Degree in Administration/Management/Finance and Statistics; 3 years' experience of which one year should be at supervisory level; Knowledge of Finance/Accounting, Quality, assurance, Public Sector; Human Resource ,Data Analysis and Supply Chain Management; Knowledge of experience in Basic Accounting System (BAS), PERSAL, Departmental Financial Instructions DFI and Public Finance Management Act PFMA. Skills and Competencies: Communication skills verbal and written; People management skills; Computer skills; Interpersonal and report writing skills; Analytical skills; Presentation and problem solving skills.
<u>DUTIES</u>	:	Key Performance Areas: Monitor and advise on performance management system, produces data and reports on performance; Liaise with other managers and staff throughout the CLO branch to ensure that Quality System is functioning properly; Ensure quality management objectives are set and the targets are achieved; Develop and maintain systems to measure performance according to establishment standards; Ensure compliance with the departmental and public service standards and legislation; Assist in preparing in implementing of strategic and operational plans; Compile and consolidate of statistical and performance report; Establish standards of services for the client department; Make sure that State Attorney Offices understand the necessary aspects of HRM and to ensure that HR policies and procedures are compliant with.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K. Ngomani ☎ (012) 357-8661
	:	Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 24/15</u>	:	<u>ASSISTANT STATE ATTORNEY, LP3-LP4 REF NO: 16/162/SA</u>
<u>SALARY</u>	:	R247 236 – R707 925. Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Bloemfontein
	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post legal/litigation experience; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication written and verbal skills.
<u>DUTIES</u>	:	Key Performance Areas: Handle litigation and appeals in the High Court, Magistrate Court, Labour Court, Land Claims and CCMA; Provide conveyancing and notarial services; Draft legal documents and conduct legal research; Furnish legal advice and opinion; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection; Attend to liquidation, insolvency queries, register trust and companies.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M. Kooko ☎ 012 315 1164
	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001.OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.

POST 24/16 : **ADMINISTRATION OFFICER REF NO: 16/137/PEC**

SALARY : R211 194 – R248 781 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : Bachelor Degree/National Diploma or an equivalent qualification; At least 1 year relevant experience in Office Administration; Knowledge of Public Finance Management Act, Supply Chain Management policies and practices; Experience and understanding of the supply chain environment will be an added advantage; A valid driver's will be an advantage. Skills and Competencies: Organizational skills; Communication verbal and written skills; Listening skills; Preparing written submissions; Interpersonal skills; Customer Service Orientation; Ability to work under pressure and willing to work after hours.

DUTIES : Key Performance Areas: Perform a variety of routine administrative duties related to the activities of the directorate; Manage and arrange maintenance of office equipment utilized; Establish filing system and record all budget commitments; Facilitate service providers registered on JYP, BAS and Treasury Central Database; Follow up on payment to ascertain that prompt payment is made to service providers; Assist with daily operations and ad hoc duties of the directorate; Provide effective people management.

ENQUIRIES : Ms .M. Modibane ☎ 012 315- 1668

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

NOTE : People with disabilities are encouraged to apply.

POST 24/17 : **ASSISTANT MASTER, MR3- MR5 REF NO: 16/160/MAS**

SALARY : R210 837 – R762 630 per annum. Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

CENTRE : Master of the High Court: Mthatha

REQUIREMENTS : LLB Degree or four years recognized legal qualification; 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Masters of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.

DUTIES : Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust, Curatorship and the operations regarding the Guardian's Fund; Provide strategic direction to the office; Ensure that departmental policy, procedures and legislations are implemented; Manage the operations regarding the Guardian's Funds and resources in the office.

ENQUIRIES : Mr. M. Lehong Tel: 012 315 1264

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

NOTE : People with disabilities are encouraged to apply.

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lillian Ngoyi Streets, Pretoria, for attention Ms A West.
- CLOSING DATE** : 15 July 2016 @15h45
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that faxed, e-mailed and late applications will not be accepted.

MANAGEMENT ECHELON

- POST 24/18** : **DEPUTY DIRECTOR-GENERAL: INTEGRITY AND ANTI-CORRUPTION REF NO: DDG/IAC/05/2016**
- SALARY** : All inclusive remuneration package of R 1 267 806 per annum. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE REQUIREMENTS** : Head Office, Pretoria
: The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have, A post graduate qualification (New NQF level 8) in either Public Administration, Social Science or Law, A minimum of 8 years' experience at a Senior Management level, A minimum of 5 years' experience in the Integrity and Ethics, Anti-Corruption or investigation fields, Knowledge of the latest trends and initiatives in Integrity and Ethics, Monitoring and Evaluation, Anti-Corruption fields or investigations fields, Demonstrated knowledge and experience in the ethical infrastructure of the Public Service, Knowledge of the legislation, policies and regulatory framework of the Public Service, including Government's Medium Term Strategic Framework linked to the National Development Plan, Demonstrated experience in providing technical advice to internal and external stakeholders, Ability to work under pressure and adapt to a dynamic environment, People management, project management and financial management skill, Presentation, research, excellent writing and communications skills, Sufficient computer skills and experience in the Microsoft Office Suite, e.g. Excel, Word and PowerPoint, A valid Driver's License.
- DUTIES** : Investigate complaints about public administration practices not complying with the constitutional values and principles governing Public Administration, Conduct ethics research and promote a high standard of professional ethical conduct in the Public Service, Contribute to the prevention and combating of corruption through, amongst others, the management of Conflict of Interests identified through the Financial Disclosure Framework for Senior Managers and the management of confidential hotline, Monitor, evaluate and maintain a database on financial

ENQUIRIES
NOTE

misconduct and the Financial Disclosure Framework, Provide strategic direction to the Branch and manage the Financial and Human Resources of the Branch in line with the legislative policy imperatives.

: Mr DC Ndlondlozi Tel: (012) 352 1212

: All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the selection panel will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools

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.dpme.gov.za
- CLOSING DATE** : 01 July 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.

OTHER POSTS

- POST 24/19** : **ASSISTANT ICT TECHNICIAN REF NO: 033/2016**
- SALARY** : R262 272 – R308 943 per annum, Level 08, plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year tertiary qualification in Computer Science or Information Technology with minimum of 2 years experience in offering technical support services in a corporate environment. Must have basic understanding of the network equipment (switches) and a good understanding of the ICT support environment with oral & verbal communications. Must have sound organizing and planning skills. Candidate should be able to work under pressure, be customer focused, be flexible and be able to work after hours or on standby. Must be innovative, dedicated, committed and self-motivated.
- DUTIES** : The successful candidate will be responsible for the following IT and related functions: Diagnose software and hardware problems. Provide first line support to all staff on IT related problems. Track and prioritise ICT support calls and document the resolution. Install, configure new computers and other IT equipment. Identify problems and repair existing ICT equipment. Keep track of IT supplies and equipment. Provision for the measure and adherence of policies and standards.

- Conduct research and keep updated with new software in the market that relates to the organization's functions.
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462 and in connection with the post, Mr. TL Moyaba at Tel No (012) 312-0514
- POST 24/20** : **SENIOR REGISTRY CLERK REF NO: 034 /2016**
- SALARY** : R142 461 – R167 814 per annum, Level 05, plus benefits
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate or equivalent qualification with a minimum of 2 years relevant experience. Should possess the following skills; computer literacy; planning and organising, good verbal and written communication. Knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding the work in Registry.
- DUTIES** : The successful candidate will be responsible for providing registry services to the department. This would involve: operating the registry counter service, handling of incoming and outgoing correspondence, rendering effective filing and records management services, operating office machines in relation to the registry functions, processing of documents for archiving; and maintaining records of archived documents.
- ENQUIRIES** : In connection with the post kindly contact Ms F Sibeko, Tel No (012)312-0007 and in connection with applications, Ms K Mokgotsi at Tel No (012) 312-0465

DEPARTMENT OF TOURISM

The Department of Tourism 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.

<u>APPLICATIONS</u>	:	Applications, quoting the relevant reference number must be forwarded to: Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Mr R Hobyani
<u>CLOSING DATE</u>	:	30 June 2016 at 16:30 (E mailed, faxed and late applications will not be considered)
<u>NOTE</u>	:	In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship/permanent residence if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

OTHER POST

<u>POST 24/21</u>	:	<u>ASSISTANT DIRECTOR: RESEARCH REF NO: NDT16/2016</u>
<u>SALARY</u>	:	R311 784 per annum (Total inclusive package of R 439 077 per annum /conditions apply)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised three year Degree/National Diploma (NQF6) in Economics/Tourism or related field (Humanities, Social Sciences and Development Studies). Two (2) years minimum experience in research environment; with relevant experience in research methodologies and design; quantitative and qualitative research. Sound knowledge of data management and data analysis or statistical skills. Good understanding of the tourism sector. Ability to work both independently and in a team environment. Good writing skills, project management, communication, co-ordination and stakeholder liaison.
<u>DUTIES</u>	:	The recommended official will be responsible for the following functions: Provide research and management support to the Sub-directorate: Research. Assist in the identification and execution of priority research. Assist in the conceptualisation, design and execution of research projects. Conduct literature searches and assist with writing literature reviews, research proposals and high quality research reports. Participate in the collection and analysis of data. Coordinate and provide secretariat support to Research Committees/Forums. Provide general administrative support.
<u>ENQUIRIES</u>	:	Ms M Mogane, Tel. (012) 444 6351

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply. Candidates will be subjected to a security clearance up to the level of "Top Secret".

APPLICATIONS : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at 535 Johannes Ramokhoase Street (former Proes Street), Arcadia, Pretoria.

FOR ATTENTION : Mr N Molepo

CLOSING DATE : 01 July 2016

NOTE : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

OTHER POSTS

POST 24/22 : **CHIEF PERSONNEL OFFICER**
Directorate: Human Resources Operations

SALARY : R262 272 per annum, Level 08)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate and an appropriate recognized three (3) years tertiary qualification or equivalent plus a minimum of 3 years' experience in implementation of Conditions of Service in the Public Service OR Senior Certificate or equivalent plus a minimum of 10 years' experience in implementation of Conditions of Service in the Public Service . Evidence of functioning in a supervisory capacity for at least one year. In-depth knowledge and experience of functionality of the PERSAL system. Thorough knowledge and experience in a variety HR Administration functions. Ability to function independently as well as in a team. Sound interpersonal relations. Analytical and problem solving skills. Sound knowledge of Public Service Act, Public Service Regulations, Policy and Procedure on Incapacity Leave and Ill-health Retirement (PILIR) and other HR related legislation and proven exposure to HR policy interpretation.

DUTIES : The successful candidate will be responsible for the efficient and effective implementation in terms of Appointments, Transfers, Leave of absence, Allowances, Debt Recovery, Termination of Services, Pensions, Injury on Duty, etc. Approve and/or authorise PERSAL transactions in a supervisory capacity. Advice and attend to officials queries. Supervise subordinates. Draft submissions to obtain approval e.g. short-period resignation, ill-health and other retirements, etc. Consult/Liaise with Health Risk Manager, Employee Wellness Office, Medical Practitioners, etc on the Policy and procedure on Incapacity Leave and Ill Health Retirement (PILIR) issues. Maintain and update database regarding Conditions of Service. Contribute to the promotion of human resource best practices. Provide expert advice to management/colleagues on matters regarding conditions of service and service benefits. Perform any other reasonable tasks given.

ENQUIRIES : Ms C Mkhase Tel: (012) 300-5891

POST 24/23 : **CHIEF NETWORK CONTROLLER**
Directorate: Information Technology

SALARY : R262 272 per annum (level 08)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus a National Diploma/Degree in Information Technology coupled with at least three years relevant working experience. A Microsoft

qualification would be an advantage. Good knowledge of LAN/WAN devices and management as well as experience on Windows Server 2008 and /2012, Exchange 2010 and Windows /7/8 is essential. Knowledge of government transversal systems will be an added advantage. Knowledge and working experience with anti-virus software, backups and Microsoft Active Directory is essential. Knowledge of CISCO devices and their operation as well as VoIP will serve as an added advantage. Advanced troubleshooting and fault findings skills. Ability to communicate well at all levels. Ability to work under pressure, independently and in a team environment. Must be prepared to travel and work after hours and public holidays when required. Must be prepared to be on standby when required. The appointment is subject to a positive security clearance by the security agency.

DUTIES

: The successful candidate will be responsible for administering and configuration of Windows 2008/ and 2012 servers and ensure maximum performance. Perform backups and restores, Administer WAN/LAN connections, fix errors and escalate when necessary. Troubleshoot network problems including Exchange Server 2010. Assist with implementation and testing of network security measures and Disaster Recovery Plan. Implement network policies and procedures and other projects. Compile and maintain network configuration and Disaster Recovery documentation. Ensure update of anti-virus software. Install, configure and troubleshoot BAS, Persal, Logis or any Government Transversal System. Research new computer and network technology. Ensure maximum up time of network equipment through accurate and early response.

ENQUIRIES

: Mr Samuel Lemaou (012) 300-5566

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : For Centre: King William's Town, Port Elizabeth, East London, Cradock, Mthatha, please forward your applications quoting the relevant reference number to: Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town. For attention: Mr MK. Noah
For Centre: Bloemfontein please forward your applications quoting the relevant reference number to: Private Bag 528 Bloemfontein.9300. or hand deliver at 2 floor, Bloem Plaza, cnr East burger and Charlotte Maxeke Str, Bloemfontein,9300. for attention: Ms. Pulane Shabe
- CLOSING DATE** : 01 July 2016 Time: 16H00
- NOTE** : Applications must be submitted on a signed and dated Z83 form, 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 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 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" People with disabilities are highly encouraged to apply for the posts.
Erratum: Post: Senior State Accountant (General Ledge) Ref No: 240616/29 has been withdrawn.

MANAGEMENT ECHELON

- POST 24/24** : **DIRECTOR PLANNING AND INFORMATION. REF NO: 010716/01**
- SALARY** : R864 177 per annum (all inclusive salary package), Level 13
- CENTRE** : King William's Town
- REQUIREMENTS** : B -Degree or NQF 7 qualification in Water Resources Environment /Engineering. Five (5) to ten (10) years experience in WRM, Environment, Policy and Strategy Development, and Project of which five (5) years should be at Middle / Senior Managerial level. Good understanding of Hydrology. Knowledge of yield calculations. 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 Conduct.
- DUTIES** : The development of strategic and business plan in protection of surface and ground water. Ensure the implementation of WRM policies. Ensure the implementation of business strategy for the component. Develops reconciliation strategies. Develops reconciliation strategies for the catchments system for the component. Ensures the maintenance of the Coastal and inland provincial management WRM strategies. Ensures the maintenance of the reconciliation strategies for all rivers. The development of Water Resource Management data information on surface and ground water. Develops reconciliation strategies for all other towns in the Central, East, North and South planning areas. Develop WRM data base for the component. Ensure that WR data is maintained. Ensure that relevant IT system is developed

and maintain in storing data. Develop reconciliation and management strategies for various catchments. Develops water quality management strategy for the Catchments and rivers System. Ensures the maintenance of the water quality management strategies is developed for all Catchments. Manage flow of water in rivers and catchments accordingly. The management of various stakeholders within the sector. Ensures the application of models for reconciliation is maintained. Ensures Models for reconciliation and allocation process in Catchments are implemented. Updates hydrology and yield analysis of the all Rivers catchments within the specific WRM boundaries. Manage Human Resources Promote transformation within the directorate. Implement HR policies and transformation imperatives. Manage budget and financial resources.

ENQUIRIES :

Ms P Makhanya, Tel (043) 604 5406

POST 24/25 :

DIRECTOR: WATER SECTOR SUPPORT REF NO: 010716/02

SALARY :
CENTRE :
REQUIREMENTS :

R864 177 per annum (all inclusive salary package), Level 13
 King William's Town
 Degree in Social Science/Natural Science or relevant qualification (NQF 7). Five (5) to ten (10) years experience of which five (5) years should be at middle or senior management level.. Sound knowledge and understanding of public management. Understanding of current legislation and policies governing Water Supply and Sanitation plus Water Resources Management. Experience in dealing with Provincial and Local Government. Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Knowledge of Integrated Water Resource Management, water sector capacity building and skills development programmes. Problem solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus and Communication. Accountability and Ethical Conduct. Valid driver's license (certified copy must be attached)

DUTIES :

Provide leadership in directorate and lead water sector support interventions. Promote a culture of innovation and performance. Promote Batho Pele Principles in directorate. Develop strategic business plan for the directorate. Develops and manages the budget for the directorate and support financial performance on DWA funded projects. Municipal. Provides direction in S78 Process. Ensures the promotion of Departmental sector support strategy. Promote and lead integrated planning in the water sector.. Ensure provision of technical assistance in MIG. Provide advice into the effective local level operations and management of the water services business. Manages and oversees all special intervention and water crisis. Ensures the effective communication and involvement with various role-players. Ensures that the sector has mechanisms in place to monitor quality. Oversees and ensures the promotion of all inter-governmental relations and public participation programmes. Promotion of CSO participation and gender and appropriate technology initiatives Manage the promotion of IWRM. Provides guidance and advice on operations and maintenance within the water sector.. Facilitate the management of free basic services. Effective monitoring and evaluation of the water sector. Monitor that national targets are met. Provide effective support to Local Government and Water Sector stakeholders. Co-ordinate capacity building support to the sector. Promote transformation within the directorate. Implement HR policies and transformation imperatives.

ENQUIRIES :

Ms P Makhanya 043 - 6045406

OTHER POSTS

POST 24/26 :

DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: 010716/03

SALARY :
CENTRE :
REQUIREMENTS :

R726 276 per annum (all inclusive salary package), Level 12)
 King William's Town
 National Diploma or Degree in Public Management, Business Management or Project Management. Three (3) to five (5) years relevant experience (Integrated Water Resource Management). Experience in the areas of General Management, Project and Programme Management. Monitoring and Evaluation, Strategic planning and financial management. Ability to deal with pressure Willingness to

travel provincially and liaison skills. Excellent computer literacy Presentation skills Planning and organising skills. Excellent interpersonal skills Research skills Knowledge of public Service Regulations, Public Service Act, Public Finance Management Act and DORA, Human resources policies and procedures A valid code 08 drivers license.

DUTIES : Facilitate and co-ordinate the preparation of the monthly reports and quarterly Regional reporting as per OPS plan, reporting and ensuring both quality and meeting deadlines. Analyse and integrate all regional water sector relevant information for reporting (meta data) Liaise with key provincial sector players and ensure intergovernmental relations. Prepare regional summary slide presentation on the analysis of project programme progress, including content and financial. Represent the regional /Chief Director in some meetings. Conduct regional training workshops on monitoring, reporting and evaluation Ensure monthly data is quality checked, analysed & captured Obtain approval from regional sector forum for key progress analysis and findings in reports. Ensure the consolidation of all quarterly regional information into the water sector Work Plan reporting tool. Ensure that the Departmental Ministerial and PGDP priorities for the region as agreed in the business plan are captured and programmatically in the work plan tool and are reported on.

ENQUIRIES : Ms P Makhanya, Tel (043) 604 5401

POST 24/27 : **DEPUTY DIRECTOR: INSTITUTIONS AND STAKEHOLDERS REF NO: 010716/04**

SALARY : R726 276 per annum (all inclusive salary package), Level 12
CENTRE : Port Elizabeth

REQUIREMENTS : Degree or National Diploma in Natural Science. Three (3) to five (5) years relevant experience (Integrated Water Resource Management). In integrated Water Resource Management at Junior Management. Stakeholder management experience in one or all the sectors of water, agriculture, land and rural development. Proven ability to interpret and implement policy and strategy. Experience in terms of inter-government relations, co-operative governance, institutional structures management and regulation. Excellent experience in project and programme management. Proven ability to solve problems. Demonstrated decision-making ability. Ability to communicate with a range of stakeholders. Proven experience in strategic and business planning. Proven ability to forage partnerships between governments, non-government stakeholders. Excellent verbal and written communication skills. General management experience. Knowledge of the National Water Act (1998). Valid driver's licence (certified copy must be attached) and willingness to travel.

DUTIES : Ensure effective development and implementation of policies and strategies. Ensure redress of past imbalances in water allocations. Ensure capacity building within water allocation processes. Use transformational leadership to integrate marginalised and previously excluded stakeholders using water. Ensure that the water allocation process contributes to economic growth and development. Ensure that the water allocation process responds to local, provincial and national planning initiatives. Ensure that the water allocation process is undertaken in a fair, reasonable, lawful and consistent manner. Ensure that the water allocation process will provide protection of water resources as outline in the National Water Act (1998). Ensure that development and implementation of innovative mechanisms that reduce the administration of water use. Provide leadership to the section. Conduct strategic and business planning.

ENQUIRIES : Ms B Kama, Tel (043) 701 0376

POST 24/28 : **SCIENTIST PRODUCTION GRADE A-C REF NO: 010716/05**

SALARY : R512 244 – 785 292 per annum (all inclusive OSD salary package- offer based on proven years of experience)

CENTRE : East London

REQUIREMENTS : Science Degree (BSc) (Hon) with Geohydrology, Hydrology as one of the majors or relevant qualifications. Compulsory registration with the SACNASP as a professional Natural Scientist. Three (3) years post-qualification Natural Scientific experience. Valid driver's licence (certified copy must be attached). Good

		knowledge of hydrology programme and project management. Scientific research methodologies and models. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Scientific data analysis. Presentation skills. Problem solving and analysis abilities and negotiation skills. Good written and verbal communication skills. Computer skills. People management. Conflict management.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Monitor and evaluate programme performance and perform scientific functions that require interpretation in the absence of an established framework. Provide scientific support and advice. Develop working relations with client base. Create public awareness of the science system. Provide scientific data, information and advice as requested and review scientific publications. Conduct analysis on scientific data. Gather and interpret data, evaluate results and disseminate information. Apply appropriate scientific models to generate information and knowledge. Conduct basic and applied research. Publish and present research findings. Liaise with relevant bodies / councils on science-related matters. Mentor, train and develop candidate scientist and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practise. Supervise scientific work and processes and manage the performance and development of staff. Assist the Water Management Area 7 and Water Sector Support with assessment of Water Use Licence Applications. Deal with geohydrological queries regards water use in the catchment. Manage special geohydrological projects. To run hydrological models in order to assist in decision-making. To give inputs to all feasibility studies. To attend to water use data request from stakeholders. To represent the Department in different forums where hydrological inputs are required from Department. To support the Water Quality Team with hydrological inputs in their various projects.
<u>ENQUIRIES</u>	:	Ms B Kama, Tel (043) 701 0376
<u>POST 24/29</u>	:	<u>ASSISTANT DIRECTOR: STAKEHOLDER EMPOWERMENT (CAPACITY BUILDING SUPPORT) REF NO: 010716/06</u>
<u>SALARY</u>	:	R389 145 per annum, Level 10
<u>CENTRE</u>	:	King Williams Town
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Development or Social Science on Humanities. Three (3) to five (5) years experience in the local government or water sector. Sound knowledge of Ms Office and related programs viz word, excel and PowerPoint. Ability and willingness to travel extensively and work away from the office for extended period. Leadership competence including skills in co-ordination, environment facilitation, report writing. and networking. Knowledge of programme Management and the relevant legislation: Good written and verbal communication skills, Problem-solving, negotiation and interpersonal skills. Must be supportive, motivated, innovative and self confident. Understanding of government systems, policies and programmes. Practical knowledge of the Municipal and Local Government environment. Ability to interact with stakeholders. Valid code 08 drivers licence.
<u>DUTIES</u>	:	Facilitate and coordinate Capacity Building Initiatives to the Water Sector in the Province within the context of Water Service Act and other relevant legislation. Provide support to the development and implementation of Water Skills Development Programmes towards the sector. Provide ISD Support for smooth implementation of Water projects with water Services Authorities. Support water Service Institutions in Policy interpretation, Development and Review. Liaise with internal and external stakeholders including Civil Society Organisations (CSOs) regarding Capacity Building Programmes/ projects. Participation in Skills Development Fora within and outside the province. Prepare Business Plans for Capacity Building programmes to SETAs. Solicit Financial and Management support from relevant role players on implementation of skills programmes. Provide guidance in prioritisation and practical implementation of institutional Support projects within WSAs and WSIs. Prepare monthly, quarterly and annual reports on Capacity programme. Mentor and supervisor team of project Management and other resources within the unit.
<u>ENQUIRIES</u>	:	Ms S Morapeli, Tel. 043 604 5416

POST 24/30 : **CONTROL ENGINEERING TECHNICIAN GRADE A (DATA QUALITY CONTROL) REF NO: 010716/07**

SALARY : R369 408 per annum (all inclusive OSD salary package)

CENTRE : Cradock

REQUIREMENTS : National Diploma in Civil Engineering or relevant qualification. Six (6) years post qualification technical (Engineering) experience. Compulsory registration Engineering Council of South Africa (ECSA) as an Engineering Technician (proof of registration must be attached). A valid Driver's licence (copy must be attached). Demonstration of good understanding and competence in all aspects of hydrometry. Appropriate experience in project management. Familiar with quality management principles. Knowledge of the formulation, setting and implementation of data quality related standards and processes. Strong technical problem solving abilities. A sound understanding of Government Policies; Knowledge of the implementation of Occupational Health and Safety act; Knowledge and understanding of Government Procurement system, Environment, Conservation and the National Water Act (Act no. 36 of 1998). Good interpersonal skills, as well as presentation, organizational and analytical skills. Experience in supervision and management of personnel and other service providers. Good spoken and written communication skills in English and willing to work with consultants/clients in the hydrological field. Candidates must be willing to undergo a computer test regarding the appropriate programmes used for this component. Valid Code B drivers licence (Certified copy must be attached). Willing to travel long distances and work away from home if and when needed. Must be prepared to undergo extensive in-house training at different locations.

DUTIES : Assist the manager Data Management in the Eastern Cape in establishing an effective, efficient and accurate data and quality management system. Manage the day to day Hydrometry investigations, quality of data, planning of data collection, processing of data, and calibration of the hydrological network within Eastern Cape. Provide guidance, assistance, supervision and training of technical personnel in all aspects of hydrometry. Able to perform land surveying if and when needed for calibration purposes. Apply commercial software and in-house computer software to achieve maximum efficiency in performing duties. Calibration of Gauging Weirs. Perform quality control tasks on processed time series data. Research on station history and updating of Hydstra database. Data dissemination

ENQUIRIES : Mr. S Maduna, Tel (048) 801 1300

APPLICATIONS : Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X 7485, King William's Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town

POST 24/31 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION) REF NO: 01071608**

SALARY : R332 853 per annum (all inclusive OSD salary package)

CENTRE : East London

REQUIREMENTS : A relevant Honours degree in Natural or Earth Sciences, Environmental Management or a related field. 4 years experience in the field or water quality management and integrated water resource management with serve as an advantage. Sound knowledge of the National Water Act (Act 36 of 1998) and related policies, strategies and guidelines is required as well as knowledge of other relevant legislation. Knowledge of industrial, agricultural and mining processes as well as waste water treatment processes. Computer literacy. A valid Code EB driver's licence. Proven management and negotiation skills. Good Communication (Verbal and Written) skills Good writing skills. A willingness to travel extensively and work irregular hours.

DUTIES : Process water use authorization applications in the Water Management Area 15. Provide comments on environmental impact assessments (EIAs), environmental management programme reports, mine closure reports and other technical reports. Liaise with stakeholders in the water sector and other government departments. Conduct regular compliance monitoring at industries, local authorities, etc. and prepare reports. Assist with the supervision of staff.

ENQUIRES : Ms B Kama, Tel (043) 701 0376

POST 24/32 : **ASSISTANT DIRECTOR: HR TRANSACTIONS AND INFORMATION MANAGEMENT. REF NO: 010716/09**

SALARY : R311 784 per annum, Level 09
CENTRE : King William's Town

REQUIREMENTS : National Diploma or Degree in Human Resources or equivalent. Three (3) years management experience in Human Resource Transaction. A valid code 08 driver's licence. Experience in computer systems i.e Persal, Excel, MS Word and email. Must be able to work independently with minimal supervision. Be willing to travel extensively throughout the region at short notice. Competent; energetic motivated and able to liaise effectively with internal and external stakeholders. Ability to communicate both with Management as well as Lower level employees

DUTIES : Co-ordinate recruitment and selection. Provide technical support to line managers and personnel. Determine and meeting the Region's human resourcing requirements. Interpret and apply conditions of service. Conduct research and update the DD:HR on all DPSA Circulars and new Directives. Collect and analyze a wide range of statistics and preparing reports. Maintaining the Region's organogram and its implementation on Persal. Management of HR Transactions. Manage Record keeping of all HR related information. Responsible for conducting Audits. Management of staff within the unit. Maintain regional data in Persal and drawing disseminating information as needed. Manage and motivate staff. Persal Co-ordinator for the region.

ENQUIRES : Ms T Solwandle, Tel (043) 604 5476

POST 24/33 : **ASSISTANT DIRECTOR: PMDS REF NO: 010716/10**

SALARY : R311 784 per annum, Level 09
CENTRE : King William's Town

REQUIREMENTS : Degree or National Diploma in Human Resources Management. Three (3) to five (5) years experience in a Human Resources Development Environment in Junior Management. A valid driver's licence. Knowledge of SAQA, NQF and the Skills Development Act..

DUTIES : Manage bursary administration. Ensure training administration (short courses, seminars and other special programmes) is done. Participate in the development, implementation and monitoring of Talent Management Policies. Identify training needs and the drawing up of a training plan for regional employees. Compile a Workplace Skills Plan for the region. Facilitate and present courses and /or information. Evaluate the impact of training on employees. Facilitate employee development. Give career development advice to individuals and line management. Design and implement talent management special programmes, such as internships, ABET and experiential learning. Advise the line function on Talent Management Policies and activities. Market bursaries in the region. Attend meetings pertaining to Talent Management.

ENQUIRIES : Ms T. Solwandle, tel. (043) 604 5476

POST 24/34 : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: 010716/11**

SALARY : R311 784 per annum, Level 09
CENTRE : East London

REQUIREMENTS : Degree in Financial Management with Accounting III as a major subject. Three (3) to five (5) in Financial Management. Practical knowledge of Accrual Accounting. Computer literacy in Microsoft Office (particularly Excel). Extensive knowledge of SAP and PERSAL. Knowledge of Treasury Regulations, the Public Finance Management Act (PFMA), GAAP/GRAP, DORA and Public Service Act. Problem solving, analytical and report writing skills. Strategic thinking. Conversant in English and Afrikaans (isiXhosa will be an added advantage). Good verbal and written communication skills. A valid driver's licence is required.

DUTIES : Manage the co-ordination of debtor relationships. Manage the collection of debt and the reconciliation of customer accounts. Manage the recording of all receivable. Manage Billing, Return to Sender and Unidentified Revenue received in the region. Provide monthly age analysis reports on debtor's accounts. Manage and mentor revenue staff. Recommend action to be taken against defaulting

debtors. Implement business policies and process relating to debt management.
Supervise staff

ENQUIRIES : Ms B Kama, Tel (043) 701 0376

POST 24/36 : **PRINCIPAL COMMUNICATION OFFICER REF NO: 010716/14**

SALARY : R262 272 per annum, Level 08
CENTRE : King William's town
REQUIREMENTS : Degree or National Diploma in Communication. Three (3) to five (5) years experience in communication. Advanced computer literacy (Ms Office Programmes, Word, Excel in communication and mediastudies. Disciplinary knowledge in political science and policy. Disciplinary knowledge in public Administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Understanding of Water Sector legislation, Financial Management and knowledge of PFMA Decision making. Knowledge techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and analysis. People and Diversity Management. Client Orientation and Customer Focus. Good communication skills. Accountability and Ethical Conduct. Working under pressure. Candidate must have newsroom experience. A valid code 08 drivers license is required.

DUTIES : Implement communication plans. Execute media production, Issue publications, organise press conferences and media coverage to the department. Develop or improve concepts, theories and operational methods. Disseminate knowledge relating to information on work organisation. Organise and implement publicity projects and events. Establish and maintains stakeholder relations with community and media. General administration of the unit.

ENQUIRES : Mr. T Ngcume, Tel (043) 604 5418

POST 24/37 : **SENIOR ADMINISTRATION OFFICER. REF NO: 010716/15**

SALARY : R262 272 per annum, Level 08
CENTRE : East London
REQUIREMENTS : Degree/ National Diploma in Public Administration or Social Sciences. Three (3) to five (5) years experience in administration environment. Knowledge of administrative procedures. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA.

DUTIES : Provide administrative support to all personnel in the component. Compile and manages budget. Controls expenditure. Analyse procurement trends. Implement policies. Engage supplier regarding purchased materials. Develop action plan for the section. Assist with the execution of financial administration. Compile and manages budget. Receive, checks, compiles payment advisees and VA2's and forward them to procurement office for payment. Compile monthly reports. Do early warning systems. Provide procurement services to the component. Handle procurement administration for the component. Process payment of goods and services acquired by component. Check Professional Services. Providers claims in terms rates charged and annual professional fees. Provide records on goods and services procured. Maintain register of the component up to date. Allocate task to staff and manage progress thereof. Keep register up to date. Implement approved resolutions. Prepare submissions for the component. Allocate task to staff and manage progress thereof. Do submissions on behalf of the component. Compile monthly reports. Implement approved resolutions

ENQUIRIES : Ms L Fourie, Tel (043) 701 0376

POST 24/38 : **SENIOR STATE ACCOUNTANT (COMPLIANCE UNIT) REF NO: 010716/16**

SALARY : R262 272 per annum, Level 08
CENTRE : King William's Town
REQUIREMENTS : Degree/National Diploma in Financial Management. One (1) to two (2) years experience in financial matters, knowledge of the Financial Systems BAS, LOGIS, PERSAL & SAP Computer Literate, Communication Skills, Analytical Skills.

		Knowledge of Auditing Practice, Risk Management Skills & Management Skills. Knowledge of Policies & Procedures, Financial Management Skills; Presentation Skills, Ability to deal with pressure,, Willingness to travel, Research Skill; Knowledge of Public Service Regulation, Public Service Act, Public Finance Management Act (PFMA) Treasury Regulations and DORA, Human resources policies and procedures; A valid code 08 drivers license is required.
<u>DUTIES</u>	:	Develop and Implement compliance procedures and guidelines. Compiling Risk Management Reports for the region. Risk analysis and Risk identification, Pre Audit checks on all documents, Develop & formalise annual compliance plan based on the assessment of key risk area, Monitor and evaluate Assessment Management, Manage & Co-ordinate the activities of the Internal & external activities of the relationships with external auditors and other assurance providers, conduct regular inspections and provide training.
<u>ENQUIRIES</u>	:	Ms P Makhanya, Tel (043) 604 5401
<u>POST 24/39</u>	:	<u>ENGINEERING TECHNICIAN (PRODUCTION GRADE A C) REF NO: 010716/12</u>
<u>SALARY</u>	:	R255 768 – R392 070 per annum (all inclusive OSD salary package- offer based on proven years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Port Elizabeth A National Diploma in Engineering or a relevant qualification. Three (3) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as Engineering technician (proof of registration must be attached). A valid drivers licence and willingness to travel and work away from home. Appropriate experience in project management, field works, formulating and setting standards, managerial and administrative fields. A sound understanding of government policies. A sound understanding of government policies. Knowledge of the implementation of occupational health and Safety Act (OHS) and knowledge and understanding of the government's procurement system. Good interpersonal relations (human relations). Presentation, organising and analytical skills. Good communication skills. Computer literacy.
<u>DUTIES</u>	:	Apply commercial software and in-house computer software to achieve maximum efficiency in performing duties. Provide services/ take responsibility regarding equipment and material used in sub-region. Supervise, provide guidance and train sub-region. Investigate and analyse surface water resources, specifically for storage, stream flow reduction activities and abstraction-associated water use developments to determine water availability and optimum utilisation of surface water resources. Implement scientific and technical methodology from conception to operation in support of the water from conception to operation in support of the water use licensing process. Provide technical support to WARMS in improving the database for revenue collection (WRMC) and extend support to other units on matters related to the support to other units on matters related to the management of surfaces water resources. Conduct fieldwork and provide technical advice to our clients (consultants, farmers, municipalities, industries, etc) evaluate technical reports or studies on new surface water developments such as EIA, Feasibility studies, EMPR and Hydrological Reports submitted by clients and provide comments when necessary. Develop an understanding of the surface water resources on both catchment and national level. Assist with the inception of catchment assessment studies and participate in the water resource planning studies, both on regional or national catchment level. Coordinate water resource management forums / activities/ projects with the NWRP Directorate and other stakeholders in insuring effective management of surface water resources.
<u>ENQUIRIES</u>	:	Mr. P Chilton, Tel (041) 501 0700
<u>POST 24/40</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C REF NO: 010716/13</u>
<u>SALARY</u>	:	R223 686 – R392 070 per annum (all inclusive OSD salary package- offer based on proven years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Mthatha National Diploma in Environmental Management or Natural Sciences. Programme and project management. Understanding of Social and Economic development issues. Technical report writing. Data analysis. Presentation skills Mentoring. Decision making. Analytical skills. Creativity. Communication. Problem solving and

Analysis. Computer literacy. People management/Conflict management.Planning and organising.

DUTIES : Facilitate responsible management of water quality. Implement a sub catchment integrated water quality management plan; Monitor implementation of integrated water quality management plan for municipalities and industries; Update sub catchment information system; Promote strategies for cleaner production technologies. Assist with research and formulation of strategies and guidelines for cleaner production technologies; Provide inputs into regional cleaner production strategies; Disseminate information. Enforce statutory obligations regarding water quality. Provide advice pertaining to licence requirements; Monitor operation and performance of facilities; Monitor rehabilitation of polluted areas.

ENQUIRIES : MS N Mgca, Tel (043) 701 0376

POST 24/41 : **CHIEF ADMINISTRATION CLERK (CONTRACTS ADMINISTRATOR) REF NO: 010716/17**

SALARY : R211 194 per annum, Level 07
CENTRE : King Williams Town
REQUIREMENTS : Grade 12 certificate or equivalent. Three (3) to five (5) years experience in administration matters. Knowledge of administrative procedures. Knowledge of Policies-Treasury Regulations, Knowledge of PFMA, Computer Literate in (Ms Office Package, Word, Excel, Power Point, Outlook, Database and Internet). Good verbal and written communication, problem solving, decision-making and good interpersonal relation skills. Ability to perform under pressure, work independently and be responsible efficiently with minimal supervision.

DUTIES : Monitor contracts appointment and expiry dates under administration, Preparation of specifications for tender contracts, Preparation of submissions for approval by BID Committee, Chairing of monthly meetings with service providers, compiling and consolidation of reports, minute taking and typing, Preparation of Agendas and Memo and all other correspondence, Liaise with Supply Chain in drafting of specifications. Procurement, Coordinates with and sensitises / advises the manager regarding engagements. Compiles realistic schedules of appointments. Render administrative support services. This will entail, enter alia, the following. Ensure the effective flow of information and documents to and from the office of the managé. Ensure the safe safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Scrutinise routine submissions / reports and make notes and / or recommendations for the manager. Filin of documents.

ENQUIRIES : MS N Dakin, Tel (043) 604 5510

POST 24/42 : **CHIEF ADMINISTRATION CLERK (TRANSPORT OFFICER) REF NO: 010716/18**

SALARY : R211 194 per annum, Level 07
CENTRE : King Williams Town
REQUIREMENTS : Grade 12 or equivalent. Three (3) to five (5) years experience in Fleet Management, management of contracts and records management. Excellent communication and report writing skills. Computer literacy. Knowledge of Transport Policies. Drivers licence. Strong leadership abilities.

DUTIES : Controls the processing of requisitions and invoices. Ensures that accurate ad recent BAS codes are available and correctly used. Monitor all requisitions and documentation for accuracy. Ensures that the correct documents are attached and necessary approvals are obtained. Reconciles BAS reports with invoices/ claims paid. Monitor all accounts payable for the section. Monitor all accounts receivable for the Section. Coordinates training of Section staff. Ensures effective personnel management for the Section. Provides effective office services. Checks and verifies received invoices and documentations for payments. Ensures and maintains a well-managed filing system. Ensures proper control of incoming and outgoing post within the Section. Ensures an effective management system for telephone accounts. Ensures effective management procedures for all photocopies and faxes. Ensures effective transport management for the Section.

ENQUIRIES : MS N Dakin, Tel (043) 604 5510

POST 24/43 : **ARTISAN (PRODUCTION) GRADE A-C REF NO: 010716/19**

SALARY : R156 363 – R268 824 per annum - offer based on proven years of experience)

CENTRE : Mthatha

REQUIREMENTS : Appropriate Trade Certificate. Valid Code C1 driver's license and also with valid PDP license Willingness to travel and work away from home. A minimum 3 years experience in staff supervision. Computer literacy (Word, Excel, Outlook). Experience in minor civil construction work, basic levelling work and interpretation of specifications on plans. Good technical problem solving abilities. Appropriate experience in project management, field works, formulating and setting of standards, managerial and administrative fields. A sound understanding of Government Policies, knowledge of the implementation of Occupational Health and Safety Act (OHS) and knowledge and understanding of Government Procurement system. Good interpersonal relations (good human relations) presentation-, organising- and analytical skills. Good communication skills. Understanding Xhosa will be a recommendation. Occupational Health & Safety courses attended
Physical fitness

DUTIES : To properly supervise the construction / upgrading of flow gauging weirs. Supervise construction and maintenance teams in their duties to do maintenance at integrated gauging sites. To effectively manage the personnel. Responsible for procurement activities for construction and maintenance teams. Ensure that safety regulations are met.

ENQUIRIES : Mr. S Maduna, Tel (048) 801 1300

POST 24/44 : **HUMAN RESOURCE OFFICER REF NO: 010716/20**

SALARY : R142 461 per annum, Level 05

CENTRE : Cradock

REQUIREMENTS : A Grade 12 certificate or equivalent. Minimum of (one) year experience in Human Resource Management will be an added advantage. Knowledge of Persal system, database and spread sheet application. Knowledge of the PSA, PSR and other relevant Human Resource prescripts and legislation. Good communication skills (written and verbal). Ability to work under pressure. Code 8 drivers' licence.

DUTIES : Responsible for rendering professional advice to line managers. Ensure effective and efficient interpretation and implementation of the departmental HRM policies, system, regulations, guidelines, resolutions and other prescribes. Capturing of transactions on Persal. Recruitment and Selection. Organisational Development, Employee Relations, Human Resource Development. Drafting of submissions. Handling all Human Resource administration i.e. condition of service, termination of services and leave management.

ENQUIRIES : Ms T Solwandle, Tel 043 604 5476

POST 24/45 : **TELECOM OPERATOR/ RECEPTIONIST REF NO: 010716/21**

SALARY : R142 461 per annum, Level 05

CENTRE : Cradock

REQUIREMENTS : Grade 12 Certificate or equivalent. Good written and verbal communication skills. Ability to learn the departmental service delivery components. Must be able to operate a switchboard. Must have computer and typing skills. Must be able to organise and prioritise work and have telephone etiquette. Must be able to communicate in English, Xhosa and Afrikaans. Ability to take initiative and work independently.

DUTIES : Operate the switchboard by answering incoming and making outgoing calls. Ensure that customers are referred to promptly and correctly. Take messages and administer the correct distribution thereof. Supply basic information to customers regarding the departmental services. Keep the reception area clean and tidy at all times. Receive and or visitors update and distribute the internal telephone directory and keep a database of other important contract numbers. Operate the fax machine, responsible for reporting faults on the telephone system to the service provider.

ENQUIRIES : Mr. S Maduna, Tel (048) 801 1300

POST 24/46 : **DRIVER REF NO: 010716/22**

SALARY : R100 545 per annum, Level 03
CENTRE : Mthatha
REQUIREMENTS : ABET, Grade 10 and 1-3 years experience in messenger services. A Valid code C1 driver's licence and P.D.P. Good written and verbal communication skills. Knowledge and experience of working in a Civil Environment. Have experience to operate some of the following: Petrol/diesel tractor, hand rollers, welder generator machine and generator Have knowledge of safety requirements and procedures for the above tasks and equipment. Wwillingness to work away from home for extended periods. Physical fitness. Good driving skills. Occupational Health & Safety courses attended

DUTIES : Transportation of teams workers between office and sites Driving of heavy motor vehicles. Filling in of vehicle logs and obey transport regulations. General upkeep and washing of vehicles. General assistance in the above Civil and Building disciplines. General civil construction and maintenance tasks. Collect, load and offload material and equipment. Willingness to travel and work away from home.

ENQUIRIES : Mr. S Maduna, Tel (048) 801 1300

POST 24/47 : **DRIVER 2 POSTS REF NO: 010716/23**

SALARY : R100 545 per annum, Level 03
CENTRE : Cradock
REQUIREMENTS : ABET, Grade 10 and 1-3 years experience in messenger services. A Valid code C1 driver's licence and P.D.P. Good written and verbal communication skills. Knowledge and experience of working in a Civil Environment. Have experience to operate some of the following: Petrol/diesel driven concrete mixers, petrol/diesel driven pumps, petrol/diesel driven vibrator, petrol/diesel driven compactor, hand rollers, welder generator machine and generator. Have knowledge of safety requirements and procedures for the above tasks and equipment. Willingness to work away from home for extended periods. Physical fitness Good driving skills Occupational Health & Safety courses attended

DUTIES : Transportation of teams workers between office and sites Driving of heavy motor vehicles. Filling in of vehicle logs and obey transport regulations. General upkeep and washing of vehicles General assistance in the above Civil and Building disciplines General civil construction and maintenance tasks Collect, load and offload material and equipment Willingness to travel and work away from home.

ENQUIRIES : Mr. S Maduna, Tel (048) 801 1300.

POST 24/48 : **MESSENGER- REF NO: 010716/24**

SALARY : R84 096 per annum, Level 02
CENTRE : Cradock
REQUIREMENTS : ABET, Grade 10 and 1-3 years experience in messenger services. Good verbal and written communication skills Valid driver's licence (Code EB) Good driving skills Customer relations Ability to work under pressure Interpersonal relations Good planning and organising skills Ability to sort correspondence

DUTIES : Assist with the preparation of the daily mail Transport of personnel and equipment Responsible for the collection and delivery of mail, parcels, files, books and other forms of documentation and articles to and from the Post Office/other Departments/institutions. Distribute mail, circulars, post, memo's, documents, equipment and material to the different offices/personnel/archive. Making of photocopies. Attend to duties and transport related issues for vehicle used to perform duties

ENQUIRIES : Mr S Maduna, Tel (048) 801 1300

POST 24/49 : **CLEANERS 5 POSTS**

SALARY : R 84 096 per annum, Level 02
CENTRE : King Williams Town X 4 posts. REF: 010716/25 A
Cradock x 1 post. REF: 010716/25 B

- REQUIREMENTS** : Grade 8 or ABET Literacy, three (3) years experience working as a Cleaner will be an added advantage. Be able to read and write, be able to speak Xhosa and understand English
- DUTIES** : Cleans above the floor surfaces according to surface type and best cleaning practice. Cleans hard and resilient floors according to the surface type and best cleaning practice. Cleans textile surfaces according to the surface type and best cleaning practice. Cleans abluition facilities toilets, urinals, baths, showers and basins, fixtures and fittings according. To surface type and best fittings according. To surface type and best cleaning practice. Cleans kitchens, kitchen items and surface, type, cleaning specification, worksite procedures and basic cleaning principles. Cleans building surrounds systematically in accordance with the area, surface type. Cleaning specification, worksite procedures and basic cleaning principles.
- ENQUIRIES** : Ms N Ndaki, Tel (043) 604 5510 (King Williams Town)
Mr. S Maduna, Tel (048) 801 1300 (Cradock)
- NOTE** : Separate applications to be completed for each post (quote the relevant reference number)
- POST 24/50** : **GENERAL WORKER- SUB DIRECTORATE: HYDROLOGICAL SERVICES REF NO: 010716/26**
- SALARY** : R84 096 per annum, Level 02
- CENTRE** : Bloemfontein
- REQUIREMENTS** : ABET. Literate (Read and Write). Willing to travel and work away from home. Good technical problem solving abilities. Appropriate experience in fieldwork and administrative fields. A sound understanding of Government Policies, Knowledge of the implementation of Occupational Health and Safety act (OHS); Knowledge and understanding of Government Procurement System, Environment Conservation and the National Water Act (Act no. 36 of 1998). Good interpersonal relations (good human relations).
- DUTIES** : Routine preventative maintenance tasks at gauging stations (cleaning work, paintwork and duties at Krugersdrift Dam workshop, equipment stores, gardens and personal stores); Betterment works (pipe work for electronic equipment, steelwork, and concrete work); Surveys and current gaugings (survey assistant, current gauging assistant); Ad hoc duties.
- ENQUIRIES** : Mr. Chris Lloyd, Tel (051) 405 9000

**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)

<u>CLOSING DATE</u>	:	01 July 2016 @ 16h00
<u>NOTE</u>	:	Applications must be submitted on a completed form Z83 obtainable from any Public Service Administration, or 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.
OTHER POST		
<u>POST 24/51</u>	:	<u>RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: ESL/2016/05/01</u>
<u>SALARY</u>	:	The remuneration of the Chairperson of the Risk Committee is determined at an hourly rate in accordance with the Provincial Treasury Framework for the appointment and remuneration of Audit Committee members (Instruction Note 6 of 2014/15)
<u>CENTRE REQUIREMENTS</u>	:	Head Office – Bhisho CA/MBA/MBL/CIA/CRMA of other relevant qualification in Legal, Accounting, Auditing or Financial Management. Extensive knowledge of the relevant regulations and prescripts including, PFMA, Treasury Regulations, King III Report on Corporate Governance, COSO Framework and Public Sector Risk Management Framework. Experience in Enterprise Risk Management, Compliance with laws and regulations, Anti-fraud & Corruption and Auditing in the Public or Private Sector. Membership of a professional body which includes the field of Risk Management. Experience in serving on Risk Management or Auditing Committees. Knowledge and understanding of the challenges facing the Department and Liaison will be added advantage.
<u>DUTIES</u>	:	Assist the Accounting Officer in discharging responsibilities relating in risk management matters. Provide an oversight role regarding, monitoring and implementation within the department, review of risk management action plans to be instituted and ensuring compliance with such plans, integration of risk management into planning, monitoring and reporting processes, review of the risk appetite and risk tolerance levels of the Department. Review and recommend, through the Risk Management Committee amongst others the approval of the following: Risk Management Policy, Risk Management Strategy, Risk Management Implementation Plan, and Risk Management Committee Charter. Report to the Head of Department and Audit Committee on behalf of the Risk Management Committee on quarterly basis. Perform such duties and responsibilities as may be requested by the Accounting Officer relation to Risk Management
<u>ENQUIRIES</u>	:	Mr LL Jaji/Ms T Mali @ 040 635 0419
<u>APPLICATIONS</u>	:	Forward your application, quoting the reference number, 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.
<u>FOR ATTENTION</u>	:	Ms N Mahonga: Senior Manager: HRM

**PROVINCIAL ADMINISTRATION: GAUTENG
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 24/52 : **MEDICAL BIOLOGICAL SCIENTISTS 2 POSTS REF NO: HRM 41/2016**
(This is a re-advertisement. Candidates who have applied previously do not need to re-apply)
Directorate: Reproductive Biology

SALARY : R262 020 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. BSC honours in the relevant field (Reproductive Biology/Physiology/Cell Biology) with current registration at the HPCSA in Reproductive Biology. Skilled in basic theoretical and practical aspects of ART laboratory procedures including semen processing, embryo culture, micromanipulation and cryopreservation techniques.

DUTIES : Participate in all assisted reproductive procedures (Spermatology & Embryology). Facilitate and support the provision of assisted reproductive services to all patients; perform micro-manipulation techniques, quality controls, database upkeep, statistics and cryopreservation. Support and participate in research projects at the unit.

ENQUIRIES : Prof. Huyser C Tel: (012) 354 2067
APPLICATIONS : Applications must submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 24 June 2016

POST 24/53 : **LOGISTICAL SUPPORT OFFICER REF NO: TRH 09/2016**
Directorate: Supply Chain Management

SALARY : R211 194 per annum (plus benefits)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : A three years Diploma or Degree in Supply Chain Management and 5 Experience in the Section. Knowledge and Proficiency in SAP/SRM and R3. Knowledge of Supply Chain Policies, PMDS, Treasury Regulation and the PAS manual.

DUTIES : Responsible for ensuring that all stock transactions are promptly updated and accounted for ensuring key control register is monitored, Ensure that monthly stock balances are done and ensure monthly stock taking is conducted. Ensuring annual and biannual stock taking is conducted. Ensure that all risk identified are effectively managed. Ensure that staff members are appropriately developed and utilized (PMDS). Ensure adherence to minimum and maximum stock levels. Systematic and retrievable filling system. Out of stock report. Capturing all requisitions on SAP/SRM. Ensuring quality supply chain management process in the institution which is efficient, economic and promptly. Proper implementation and supervision of all sections.

ENQUIRIES : Mr T Mabena, Tel. No: (012) 354 - 6812

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 : 01 July 2016

POST 24/54 : **HUMAN RESOURCE CLERK 3 POSTS REF NO: HRM 40/2016**
Directorate Human Resource Management

SALARY : R142 461 per annum
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12/ an appropriate National Diploma or equivalent qualification on NQF level 4 to 6. Working knowledge of PERSAL. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Public Service Act and Regulations, Health Act, Basic Conditions of Employment Act, labour Relations Act, Employment Equity Act, Skills Development Act. Computer literacy in MS Office suite, specifically MS Word, Excel, Outlook, PowerPoint. Excellent administrative skills. Good written and verbal communication skills. Good planning and organizing skills. Problem solving skills. Sound co-ordination, administrative skills and counseling experience.

DUTIES : Implement post establishment transaction on PERSAL. Align post establishment to the organizational structure. Allocate vacant posts for advertisement, interview reports, transfer and acting allowance. Render post establishment administrative support. Handling of various administration aspects within Human Resource. Leave management, PILIR, Processing of transactions, verifications on Persal. Recruitment and selection, PMDS, allowances, Medical Aid, Payroll verification, filing. Capturing Overtime. Compile data and reports. Must work independently and in a team.

ENQUIRIES : Mr. CV MSIZA Tel: (012) 354 5396
APPLICATIONS : Applications must submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 24 June 2016

POST 24/55 : **HUMAN RESOURCE CLERK REF NO: TRH 10/2016**
Directorate: Human Resources

SALARY : R142 641 per annum (plus benefits)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : A three years Diploma in Human Resource Management or equivalent plus relevant experience or Grade 12 Certificate plus experience in Human Resource Administration. Knowledge of PERSAL and HR processes. Computer literacy (Ms Word, Excel, PowerPoint), Organizational skills, Communication skills (written and verbal). Ability to work under pressure. Knowledge of Human Resource Legislative Framework.

DUTIES : Perform duties pertaining to: Promotion, Appointment, Transfer, Service Terminations, PILLIR, Service Benefits, Recruitment and Selection as well as PMDS. Capturing of leave on Persal. Send mandates to E-Government. Ensure proper record keeping of leave, appointments, transfers, termination of service and finance documents.

ENQUIRIES : Ms Eva Mokonyane, Tel. No: (012) 354 - 6818
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 : 01 July 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.

- 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 X12, Marshalltown, 2107.
- CLOSING DATE** : 01 July 2016
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). 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.

OTHER POSTS

- POST 24/56** : **DEPUTY DIRECTOR: INFRASTRUCTURE MANAGEMENT**
Re-advertisement. Please not changes in requirements. Candidate who applied for the position under ref: 23/113 should re-apply
Branch: Sustainable Fiscal Resource Management
- SALARY CENTRE REQUIREMENTS** : R612 822 per annum (All-inclusive package)
: Johannesburg
: Relevant 3 year tertiary qualification e.g. National Diploma or Degree in Built Environment. 1 – 2 years' experience in team management/supervision. 3 – 5 years' experience in the Economic and or Built Environment or Infrastructure Management field. COMPETENCIES: Must have excellent communication skills (both written and verbal), analytical skills, interpersonal relations, strategic management, programme and project management, financial management, problem solving and analysis, team work, flexibility and computer literacy (Microsoft Excel, Word, Outlook and Power point) is essential. Accuracy and ability to pay attention to detail is important.
- DUTIES** : Monitor the implementation of infrastructure programmes in order to improve planning and delivery of infrastructure targets. Provide technical advice and support to provincial departments on Infrastructure planning and management. Audit and analyse infrastructure projects and make appropriate recommendations. Provide analysis and inputs into budget reforms and budgetary frameworks linked to infrastructure delivery. Implement appropriate monitoring, infrastructure database and evaluation tools to measure financial viability of infrastructure projects. Facilitate the roll-out of the implementation of the Infrastructure Delivery Improvement Programme (IDIP).
- ENQUIRIES NOTE** : Ms. Tshiamo Sokupha Tel no: (011) 227-9000
: All shortlisted candidates may be required to write simulation test.
- POST 24/57** : **DEPUTY DIRECTOR: MONITORING AND REPORTING**
Re-advertisement
Directorate: Office of the Deputy Director General
- SALARY CENTRE** : R612 822 – R721 878 per annum (All- inclusive package)
: Johannesburg

REQUIREMENTS

: NQF level 6 in Public Administration majoring in Monitoring and Evaluation, 3 – 5 years at an Assistant Director level with 2 years experience in the Monitoring and Reporting field. Exposure in the role of performance monitoring and quality management. Experience with planning, design and implementation of Monitoring & Evaluation systems. Facilitation of M&E quality assurance and information workshop. Data and information analysis and reporting to stakeholders. Knowledge of the Public Finance Management Act and Treasury Regulations, Policy development and implementation, understanding of Government legislation, Departmental policies and procedures and records management. Competencies: Must have excellent communication skills (both written and verbal) interpersonal relations, strategic management, programme and project management, financial management, problem solving and analysis, people management and job knowledge , team work, flexibility, computer literacy (Microsoft Excel, Word, Outlook and Powerpoint) is essential, Accuracy and ability to pay attention to detail.

DUTIES

: The successful candidate will render strategic support with the operations within the Office of the Deputy Director-General: Financial Governance. Manage the flow of documentation (incoming and outgoing) by ensuring that all submissions, memorandums, correspondence, reports are scrutinised. Coordinate the consolidation of the Branch's strategic, business, operational plans as well as monitor the performance and report on (quarterly, bi-annually, annually) thereof. Administratively manage meetings, recordings of minutes and ensure that all decisions taken are communicated to relevant role players and follow up on progress. Liaise with the internal and external stakeholders on behalf of the Deputy Director General. Ensure the creation of coherence and synergy across all functional areas. Provide support in managing all resources (human, financial, assets) within the office of the Deputy Director-General. Assist with the execution of the strategic objectives of the component in respect of performance output. Render support and take the lead in monthly stakeholder meetings

ENQUIRIES

: Ms Bulelwa, Tel, no: 011 227-9000

**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 24/58 : **PHARMACY SUPERVISOR GRADE1**
(Chief Directorate: Metro District Health Services)

SALARY : R 686 322 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Gugulethu Community Health Centre

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: Proof of current registration with the SAPC as Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Valid driver's licence. Register as Responsible Pharmacist with the SAPC. Willingness to be registered as a tutor with the South African Pharmacy Council. Competencies (knowledge/skills): Extensive knowledge of Good Pharmacy Practice (GPP). Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Supervision, management and leadership skills. Communication and conflict handling skills. Experience or knowledge of MEDSAS and JAC. Computer literacy. Proficiency in at least two of the three official languages of the Western Cape. Proof of Continuous Professional Development. Appropriate ability to tutor Pharmacist's Assistants and/or Intern Pharmacists. Note: No payment of any kind is required when applying for this post. Key result areas/outputs: Governance and leadership: Overall responsibility for pharmaceutical service delivery at Gugulethu CHC in line with statutory requirements and Western Cape Government policy. Promote rational medicine use. Represent pharmacy at management level. Good Pharmacy Practise compliance. Ensure improved access to a quality service. Manage and supervise the selection, procurement, distribution and use of all pharmaceutical stock to ensure constant supply and budgetary control. Human Resources Management and Development in the Pharmacy which includes tutoring of Pharmacist's Assistants. Obtain quality Information by collecting, collating and submitting prescribed pharmaceutical data within the required timeframe.

DUTIES : Key result areas/outputs: Governance and leadership: Overall responsibility for pharmaceutical service delivery at Gugulethu CHC in line with statutory requirements and Western Cape Government policy. Promote rational medicine use. Represent pharmacy at management level. Good Pharmacy Practise compliance. Ensure improved access to a quality service. Manage and supervise the selection, procurement, distribution and use of all pharmaceutical stock to ensure constant supply and budgetary control. Human Resources Management and Development in the Pharmacy which includes tutoring of Pharmacist's Assistants. Obtain quality Information by collecting, collating and submitting prescribed pharmaceutical data within the required timeframe.

ENQUIRIES : Mr M Roomanay, tel. no. (021) 370 5001

APPLICATIONS : To The Director: Klipfontein/Mitchell's Plain Sub-structure Office, Lentegeur Hospital, Highlands Drive, Mitchells Plain, 7785 or Private Bag X7, Lentegeur, Mitchells Plain, 7789.

FOR ATTENTION : Mr RS Jonker

CLOSING DATE : 01 July 2016

POST 24/59 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY) 4 POSTS**
(Chief Directorate: Metro District Health Services)

SALARY : Grade 1: 317 271 (PN-B1) per annum
Grade 2: 390 216 (PN-B2) per annum

CENTRE : Du Noon Community Health Centre

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and

Neonatal Nursing Sciences. Registration Registration with the SANC as Professional Nurse 2016/2017. Experience: Grade 1: A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Grade 2: A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Required to work shifts and after hours (weekend, public holidays and night duty). Competencies (knowledge/ skills): Sound knowledge and understanding of nursing and health service related acts, legislation and policies and ability to facilitate and promote training. Computer literacy (MS Word, Outlook and Excel). Communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Ability to facilitate and promote training. Analytical thinking, independent decision making and problem solving skills. Note: No payment of any kind is required when applying for this post. Candidates who without the required post-basic qualification may also apply for this position. Such candidates will only be considered if no suitable candidate/s with the required qualification could be found. The successful candidate/s will be appointed into the general stream and will be required to obtain the necessary qualification within the period as agreed to. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Render an effective and continuous comprehensive nursing treatment care to patients. Ensure that services are rendered in a cost effective manner. Work as part of the multi-disciplinary team to ensure good nursing care. Promote and perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility.

ENQUIRIES : Ms LE Van Wyk, tel. no. (021) 200-2281
APPLICATIONS : The Director: Metro District Health Services, Southern/Western Sub-structure Office, DP Marais Nurses Home, Coner of White and Main Roads, Retreat, 7945.

FOR ATTENTION : Mr F Le Roux
CLOSING DATE : 01 July 2016

POST 24/60 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY) 2 POSTS**
 (Chief Directorate: Metro District Health Services)

SALARY : Grade 1: 317 271 (PNB1) per annum
 Grade 2: 390 216 (PNB2) per annum

CENTRE : Du Noon Community Health Centre
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post-basic nursing qualification as mentioned above. Inherent requirement of the job: Required to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/ skills): Sound knowledge and understanding of nursing and health service related acts, legislation and policies and ability to facilitate and promote training. Computer literacy (MS Word, MS Outlook and Excel). Communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Ability to facilitate and promote training. Analytical thinking, independent decision making and problem solving skills. Note: No payment of any kind is required when applying for this post.

Candidates without the required post-basic qualification may also apply for this position. Such candidates will only be considered if no suitable candidate/s with the required qualification could be found. The successful candidate/s will be appointed into the general stream and will be required to obtain the necessary qualification within the period as agreed to.

DUTIES : Key result areas/outputs: Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services: relief duties and act as junior shift leader as required. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.

ENQUIRIES : Ms LE Van Wyk, tel. no. (021) 200-2281

APPLICATIONS : The Director: Metro District Health Services, Southern/Western Sub-structure Office, DP Marais Nurses Home, Coner of White and Main Roads, Retreat, 7945.

FOR ATTENTION : Mr F Le Roux

CLOSING DATE : 01 July 2016

POST 24/61 : **ADMINISTRATIVE OFFICER: FINANCE (FEES: REVENUE AND PATIENT ADMINISTRATION)**

SALARY : R211 194 per annum

CENTRE : Vredendal Hospital West Coast District

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA'S) of the post. Experience: Appropriate patient administration and hospital fees experience. Appropriate supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook and Access). Ability to maintain a filing system. Conversant with Uniform Patient Fee Schedule (UPFS), Hospital Fees Memorandum Chapter 18, Hospital Information System (Accounts Receivable System, Clinicom and JAC). Interpersonal skills addressing diverse cultures and the ability to work in a team. Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. In depth knowledge of Clinicom and Accounts Receivable System. Note: No payment of any kind is required when applying for this post

DUTIES : Duties (key result areas/outputs): Responsible for patient administration and IYM reporting. Manage patient statistics and JAC reporting. Manage asset-liability accounts (Medscheme) and regular follow ups. File, keep records and audit files. Effective generating of income and the management thereof. Manage Human Resources in Patient Administration and Fees including Labour Relations, Financial Management, SPMS, Leave, Training and Development of staff and duty rosters. Manage a 24 hour patient administration service. Monthly reporting on compliance in respect of the Compliance Assessment tool and manage Loss control processes

ENQUIRIES : Prof P Smith tel.no. (021) 404-5383

APPLICATIONS : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

FOR ATTENTION : Ms M Tangayi

CLOSING DATE : 01 July 2016