PUBLIC SERVICE VACANCY CIRCULAR NO 21 OF 2014

1. Introduction

1.2 The aim of this Circular is not only to distribute advertisements of vacancies to departments and employees throughout the Public Service, but also to facilitate the deployment of employees who are in excess.

1.3 As regards the latter issue, National Departments/Provincial Administrations and Government Components are called upon to give serious consideration during the filling of vacancies to the absorption of employees who have been declared in excess if they apply.

2. Directions to candidates

2.1 Applications on form Z83 with full particulars of the applicants’ training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the National Department/Provincial Administration/Government Component in which the vacancy/vacancies exist(s).

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post, must direct their enquiries to the National Department/Provincial Administration/Government Component where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 Applications should be forwarded in time to the advertising department since applications received after the applicable closing date will not be accepted.

2.5 Considering the aim of this Circular (see paragraph 1.1 above), advertisements contained herein are meant for the attention/perusal of serving employees only. Persons not employed in the Public Service may thus not apply for the vacancies advertised in this Circular, except if the relevant department has extended the scope of its recruitment initiative to persons not employed in the Public Service, in which case the relevant vacancy will have been advertised through other means such as the media. (Clarity in this regard can be obtained from the relevant advertising National Department/Provincial Administration/Government Component).

3. Directions to National Departments/Provincial Administrations/Government Components

3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

4 Directions to National Departments/Provincial Administrations/Government Components in which vacancies exist

4.1 Where vacancies have been identified to promote representativeness, the measures contained in Chapter 1, Part III. D2 of the Public Service Regulations, 2001 must be complied with. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

4.2 Candidates must be assessed and selected in accordance with the relevant measures contained in Chapter 1, Part VII. D of the Public Service Regulations, 2001.

AMENDEMENT: Civilian Secretariat for Police: Kindly note that the post of Deputy Director: Policy Development Ref No: CSP/04/14 (Post 20/10), advertised in PSVC 20 of 2014, the salary level 11 is R532 278 per annum four months contract and please delete the note on salary that says candidate will enter in to permanent employment contract as is only for four months. Please also amend four months contact to four months contract.
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APPLICATIONS: Please forward your application, quoting the relevant reference number to: the Director General, Department of Communications, Private Bag X860, Pretoria, 0001 or hand deliver to: iParoli Office Park, Block E, 1166 Park Street, Hatfield, Pretoria.

FOR ATTENTION: Ms L Kgang/Ms V Leshaba

CLOSING DATE: 13 June 2014

NOTE: Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications and ID document. Applications received after the closing date will not be considered. No faxed or e-mailed applications will be considered. Failure to submit the requested documents will result in your application not being considered. All qualifications are subject to verification. Short listed candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial / asset record check, qualification / study verification and previous employment verification). Shortlisted candidates will be subjected to a competency assessment test. The successful candidates will be appointed on a probation period of 24 months and will be subject to completing a performance contract within 3 months. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months of the closing date, please accept that your application was unsuccessful.

OTHER POSTS

POST 21/01: DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 0001

SALARY: R532 278 per annum

CENTRE: Pretoria, Hatfield

REQUIREMENTS: A recognised bachelor's degree in Internal Auditing / Diploma in Internal Auditing/ Degree in Auditing with completed articles. CIA/CCSA/CGAP/CFSA will be an added advantage. Experience of 4 years at Assistant Director level in internal auditing. Extensive knowledge of Public Service Regulations, Public Finance Management Act and Treasury Regulations and ISPPiA. Average knowledge of Computer Assistant Auditing Tools (CAATS), Knowledge of King III report, Project Management Principles. Must have excellent communications skills (both written and verbal), Accounting and Auditing, Managerial, Computer, Analytical, Mentoring and coaching and project management skills.

DUTIES: The successful candidate will evaluate the effectiveness of risk management, control, governance processes in order to improve the organisations operations and related goals and objectives. Assist in developing the three year rolling internal audit plan and annual internal audit plans based on the results of the risk assessment. Perform internal audit including documenting systems and controls, assessing risks, developing and performing audit procedures. Prepare internal audit reports including recommendations for improvement in controls. Ensure adherence with DoC's quality assurance and improvement programme, development of Charters and IA policies. Ensure efficient management of human resources through successful achievement of the unit’s objectives. Identify trends in best practices by conducting research.

ENQUIRIES: Ms Grace Mokoana (012) 427 8157

POST 21/02: ASSISTANT DIRECTOR: INTERNAL AUDIT 2 POSTS REF NO: 0002

SALARY: R270 804 per annum and benefits

CENTRE: Pretoria, Hatfield

REQUIREMENTS: A recognised Bachelor's Degree or National Diploma in Internal Auditing with experience of 4-5 years at senior internal auditor level. Studying towards CIA will be an added advantage. Good knowledge of Public Service Act and Regulations; PFMA and Treasury Regulations; Acts governing the Department of Communication; ISPPiA; Computer Assisted Auditing tools (CAATS), and Governance Framework e.g. King III. Must have excellent communications skills (both written and verbal); good interpersonal relations, be analytical, good mentoring and coaching skills, client orientated, good planning skills and must demonstrate sound ethical and professional acumen.
**DUTIES**

The successful candidate will assist in developing the three (3) year rolling and annual internal audit plans based on the results of the risk assessment. Assist in performing internal audit including planning of the projects, documenting systems and controls, assessing risks, developing and performing audit procedures. Assist in the preparation of internal audit reports including recommendations for improvements in controls and the development of Charters and IA policies. Adhere to the Department’s quality assurance and improvement programme, the IA methodology and assist in identifying the best practice trends by conducting research. Assist with the administrative functions of the unit where required.

**ENQUIRIES**

Ms Grace Mokoana (012) 427 8157
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 in terms of the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 21/03 : DEPUTY DIRECTOR: PROMOTION OF ACCESS TO INFORMATION NODAL POINT
This post is advertised in the DOD and broader Public Service

SALARY : R630 822 per annum
CENTRE : Defence Enterprise Information Systems Management Division, Defence Secretariat, Pretoria


ENQUIRIES : Ms M. Ockers-Lessing Tel, (012) 482 2313
APPLICATIONS : Department of Defence, Defence Enterprise Information System Management Division, Private Bag X 910, Pretoria 0001 or hand-delivered to: SITA Head Office, 459 Tsitsa Street, Erasmuskloof
CLOSING DATE : 19 June 2014 (Applications received after the closing date and faxed copies will not be considered).

POST 21/04 : DEPUTY DIRECTOR: PROMOTION OF ACCESS TO INFORMATION POLICY AND SUPPORT
This post is advertised in the DOD and broader Public Service

SALARY : R630 822 per annum
CENTRE : Defence Enterprise Information System Management Division, Defence Secretariat, Pretoria


ENQUIRIES: Ms M. Olckers-Lessing Tel, (012) 482 2313

APPLICATIONS: Department of Defence, Defence Enterprise Information System Management Division, Private Bag X 910, Pretoria 0001 or hand-delivered to: SITA Head Office, 459 Tsitsa Street, Erasmuskloof

CLOSING DATE: 19 June 2014 (Applications received after the closing date and faxed copies will not be considered).

POST 21/05: ASSISTANT DIRECTOR: PROMOTION OF ACCESS TO INFORMATION NODAL POINT
This post is advertised in the DOD and broader Public Service

SALARY: R337 998 per annum
CENTRE: Defence Enterprise Information System Management Division, Defence Secretariat, Pretoria


ENQUIRIES: Ms M. Olckers-Lessing Tel, (012) 482 2313
APPLICATIONS: Department of Defence, Defence Enterprise Information System Management Division, Private Bag X 910, Pretoria 0001 or hand-delivered to: SITA Head Office, 459 Tsitsa Street, Erasmuskloof
CLOSING DATE: 19 June 2014 (Applications received after the closing date and faxed copies will not be considered).

POST 21/06: ASSISTANT DIRECTOR: PROMOTION OF ACCESS TO INFORMATION NODAL POINT
This post is advertised in the DOD and broader Public Service

SALARY: R270 804 per annum
CENTRE: Defence Enterprise Information System Management Division, Defence Secretariat, Pretoria


ENQUIRIES: Ms M. Olckers-Lessing Tel, (012) 482 2313
APPLICATIONS: Department of Defence, Defence Enterprise Information System Management Division, Private Bag X 910, Pretoria 0001 or hand-delivered to: SITA Head Office, 459 Tsitsa Street, Erasmuskloof
CLOSING DATE: 19 June 2014 (Applications received after the closing date and faxed copies will not be considered).

POST 21/07: CHIEF ADMINISTRATION CLERK: PROMOTION OF ACCESS TO INFORMATION POLICY AND SUPPORT
This post is advertised in the DOD and broader Public Service
SALARY : R183 438 per annum  
CENTRE : Defence Enterprise Information System Management Division, Defence Secretariat, Pretoria  
DUTIES : Provide support to the development of the Department of Defence Promotion of Access to Information Manual. Provide support to the Promotion of Access to Information Act Educational Sessions. Provide general support services for the Promotion of Access to Information Directorate.  
ENQUIRIES : Ms M. Olckers-Lessing Tel, (012) 482 2313  
APPLICATIONS : Department of Defence, Defence Enterprise Information System Management Division, Private Bag X 910, Pretoria 0001 or hand-delivered to: SITA Head Office, 459 Tsitsa Street, Erasmuskloof  
CLOSING DATE : 19 June 2014 (Applications received after the closing date and faxed copies will not be considered).  
POST 21/08 : CHIEF ADMINISTRATION CLERK: PROMOTION OF ACCESS TO INFORMATION NODAL POINT  
This post is advertised in the DOD and broader Public Service  
SALARY : R183 438 per annum  
CENTRE : Defence Enterprise Information System Management Division, Defence Secretariat, Pretoria  
DUTIES : Provide administrative support services for the Promotion of Access to Information Request receipt process. Provide administrative support services for the Promotion of Access to Information process. Provide administrative support services for the Promotion of Access to Information Appeals process.  
ENQUIRIES : Ms M. Olckers-Lessing Tel, (012) 482 2313  
APPLICATIONS : Department of Defence, Defence Enterprise Information System Management Division, Private Bag X 910, Pretoria 0001 or hand-delivered to: SITA Head Office, 459 Tsitsa Street, Erasmuskloof  
CLOSING DATE : 19 June 2014 (Applications received after the closing date and faxed copies will not be considered).  
POST 21/09 : SENIOR PROVISIONING ADMINISTRATION OFFICER GR III 2 POSTS  
These posts are advertised in the DOD, broader Public Service and Media (flyers)  
SALARY : R148 584 per annum  
CENTRE : Joint Operation Division, SA Special Forces, 4 Special Forces Regiment, Langebaan Western Cape  
REQUIREMENTS : Grade 12, preferably. Extensive experience in the Logistical environment is a prerequisite. Due to the Regiment’s geographic location and unavailability of public transportation. Candidates resident within the West Coast Region will be considered. Special requirements (skills needed): Computer literate (MS Word, Presentations and Excel). Preference will be given to Candidates who are already CALMIS qualified. Have detailed knowledge of the operation and utilization of specific software packages. Organising-, interpersonal relationships and typing skills. Communication efficiency (verbal and written) in English. Ability to work independently.  
DUTIES : To ensure an accounting service wrt Logistical Support Services to enable Special Forces Capability at unit level by means of sound management and administration. Assist Accounting Clerk with the internal management and administration of the accounting department. Ensure implementation of corrective actions where identified. Assist with the verification of stock and the submission of the prescribed documentation. Prepare documentation for handing and taking over. Assist with verification of stocktaking for handing and taking over. Assist with the receiving of stores by printing, managing, finalization and filing of

ENQUIRIES : Maj M.M. Beukes (Tel: 022 707 4519) or Ms M. Labuschagne Tel: 022 707 4503
APPLICATIONS : Department of Defence, 4 Special Forces Regiment, Private Bag X1, Langebaan, 7357
CLOSING DATE : 26 June 2014
NOTE : Candidates will be expected to do a practical test to prove his/her competency in this field as part of the selection process.

POST 21/10 : SENIOR SECRETARY GRADE II: DIRECTORATE PROMOTION OF ACCESS TO INFORMATION
This post is advertised in the DOD and broader Public Service

SALARY : R123 738 per annum
CENTRE : Defence Enterprise Information System Management Division, Defence Secretariat, Pretoria
REQUIREMENTS : A relevant Diploma/Certificate/NQF Level 4/5 with at least 3 – 5 years’ experience in rendering a support service to senior management. Special requirements (skills needed): Good language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation.
DUTIES : The providing of a secretarial/ receptionist support service to the Director Promotion of Access to Information. The providing of a clerical support service to the Director Promotion of Access to Information. The remaining up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the Director Promotion of Access to Information.

ENQUIRIES : Ms M. Ockers-Lessing Tel, (012) 482 2313
APPLICATIONS : Department of Defence, Defence Enterprise Information System Management Division, Private Bag X 910, Pretoria 0001 or hand-delivered to: SITA Head Office, 459 Tsitsa Street, Erasmuskloof
CLOSING DATE : 19 June 2014 (Applications received after the closing date and faxed copies will not be considered).

POST 21/11 : ADMINISTRATION CLERK: PROMOTION OF ACCESS TO INFORMATION POLICY AND SUPPORT
This post is advertised in the DOD and broader Public Service

SALARY : R123 738 per annum
CENTRE : Defence Enterprise Information System Management Division, Defence Secretariat, Pretoria
DUTIES : Provide general support services for the Promotion of Access to Information Directorate. Render general clerical support services. Provide Human Resource administration clerical support service for the directorate.

ENQUIRIES : Ms M. Ockers-Lessing Tel, (012) 482 2313
APPLICATIONS : Department of Defence, Defence Enterprise Information System Management Division, Private Bag X 910, Pretoria 0001 or hand-delivered to: SITA Head Office, 459 Tsitsa Street, Erasmuskloof
CLOSING DATE : 19 June 2014 (Applications received after the closing date and faxed copies will not be considered).
POST 21/12: SENIOR PROVISIONING ADMINISTRATION CLERK: GR II (TECHNICAL CLERK)
This post is advertised in the DOD, broader Public Service and Media (flyers)

SALARY: R123 738 per annum
CENTRE: Joint Operation Division, SA Special Forces, Special Forces Supply Unit (Langebaan) Western Cape

REQUIREMENTS:
Grade 10-12. Extensive Experience in the Technical environment will be a recommendation. Due to the Regiment’s geographic location and the unavailability of public transportation, only Candidates resident within the West Coast Region will be considered. Only candidates resident within the West Coast Region will be considered. Special requirements (skills needed): Computer literate (MS Word, Presentations and Excel). Preference will be given to Candidates who are already CALMIS qualified. Have detailed knowledge of the operation and utilization of specific software packages. Organising, interpersonal relationships and typing skills. Communication efficiency (verbal and written) in English. Ability to work independently. Must be able to obtain a confidential security clearance within a year.

DUTIES:
The recording of the administrative aspects by: Execute the administration wrt spares used on jobs. Ensure that journals are kept to date and all relevant information is captured on the network. Ensure that job cards are completed and the time sheet corresponds with the job card. The information must be fed into the computer network. Advise the Technical Officer on technical planning related aspects. Ensure the correct accounting of resources utilized against the job card. Ensure the accounting of time used for a task. Ensure that a high serviceability of the equipment is maintained. Ensure that the time limits according to the technical inspection are not exceeded. Receive calls and record messages for planning WO. Ensure all orders, news bulletins and documentation is related to all the technical sections. The handling of transactions on the computer network: Advise the section head on administrative related matters. Execute all necessary computer actions wrt all administration of job cards. Type the relevant documentation of the technical environment. Create works and transport requisitions as required. Withdraw information from the computer network on a monthly basis and compile the management information accordingly. Utilize the computer network for administration and briefings. Close job cards for jobs completed. Assist with the budget and financial wrt all related equipment. Assist with the upkeep and equipment readiness according to the determined standard. Compiling of records, planning data, statistics and technical history of equipment: Record all statistics wrt management information on a monthly basis. Ensure that planning board is kept up to date and that all information thereon is relevant. Compiling management information based on statistics and serviceability status. Ensure that the repair and maintenance history of all equipment is kept to date. Assist with the updating of history of equipment repaired. Complete job cards/history files and maintenance cards. Complete reports according to Technical policy. Complete merit assessments. Assist with lectures concerning in-service training. Filing and recording of all technical and repair tasks completed on all technical equipment on their history files: Ensure that physical-/personnel- and security documentation is carried out within the technical section. Execute all filing in the LWT and planning office. Complete all sub files of the history files of all the equipment that were repaired. Send and receive all faxes and complete the necessary registers. Ensure the necessary key control is practiced in the technical section. Ensure meticulous application of chapter 7 of the Unit Standing Orders. Assist with the compiling of an in-service training program for TS members. Assist with the coordinating of leave planning and course attending of personnel. Make photo copies of all the necessary documentation and file.

ENQUIRIES: Maj M.M. Beukes, (022) 707-4519 or WO1 J.M. van Zyl, (022)-4515.
APPLICATIONS: Department of Defence, 4 Special Forces Regiment, Private Bag X1, Langebaan, 7357
CLOSING DATE: 26 June 2014

POST 21/13: SENIOR SECRETARY GR I
This post is advertised in the DOD, only DOD applicants will be considered.

SALARY: R103 494 per annum
CENTRE: Joint Operation Division, 4 Special Forces Regiment, Langebaan Western Cape
REQUIREMENTS: Grade 10-12, Secretarial experience will be an advantage. Applicants with prior learning, either by means of experience or alternative courses may apply. Special requirements (skills needed): Knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Knowledge of all required policies and procedures. Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Ability to do research and analyse documents and situations.

DUTIES: Provide a secretarial support service. Record appointments and events and manage the Officer Commanding’s diary. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agenda’s and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Officer Commanding. Process the travel and subsistence claims for the Officer Commanding. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep Officer Commanding’s directory. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Officer Commanding as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical arrangements for visitors visiting the Officer Commanding. Remain abreast with the procedures and processes that apply in the office of the Officer Commanding. Scrutinize documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role players and make follow-up on progress. Prepare briefing notes for the Officer Commanding as required.

ENQUIRIES: Maj M.M. Beukes, (022) 707-4519 or WO1 J.M. van Zyl, (022)-4515.

APPLICATIONS: Department of Defence, SA Special Force, Private Bag X 1, Langebaan, 7357.

CLOSING DATE: 26 June 2014
DEPARTMENT OF ENERGY

APPLICATIONS: The Director-General, Department of Energy, Private Bag X96, Pretoria, 0001 or hand delivered to, Corner Paul Kruger and Visagie Street, Pretoria

FOR ATTENTION: Ms S Rabodiba/ Mr P Ndlovu

CLOSING DATE: 13 June 2014

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

OTHER POSTS

POST 21/15: DEPUTY DIRECTOR: PETROLEUM REGULATION

SALARY: R680 822 per annum (Inclusive package) Level 12

CENTRE: Head Office

REQUIREMENTS: Degree in Chemical/Industrial Engineering, Bsc (Chemistry), Degree in Law, Degree in Economic Management Sciences e.g. (B.Comm, B. Economics). Postgraduate in Policy Development coupled with 3-5 years junior managerial experience PLUS the following key competencies:

Knowledge of:
- Policy development, Research methodology and Legislative Drafting

Skills:
- Organizing skills, Project management skills, Interpersonal skills, Research skills, Negotiation skills and capable of making decisions, interpretation skills and Communication skills (verbal and written)

Creativity:
- Innovative

DUTIES:
- Investigate, draft and review regulations on Petroleum sector.
- Liaise with energy regulators and other regulators in South Africa and abroad and ensure that South African regulatory processes are benchmarked with the rest of the world.
- Facilitate the development and review of guidelines for the implementation of the legislation and regulations.
- Draft and amend legislation and/or develop and review regulations in relation to energy efficiency and electricity Industry.
- Supervise and develop Staff

ENQUIRIES: Mr Jabulani Ndlovu ☏ 012 – 406 7520
DEPARTMENT OF ENVIRONMENTAL AFFAIRS

The National Department of Environmental Affairs is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment / promotion / transfer will promote representivity will receive preference.

CLOSING DATE : 13 June 2014
NOTE : Applications must be submitted on form Z83 and should be accompanied by a comprehensive CV and original certified copies of qualifications, ID and other relevant documents in order; Take note that the Department will verify all qualifications and experience and that original documents must be submitted on appointment and all qualifications obtained abroad will be evaluated by SAQA. Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. 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.

OTHER POSTS

POST 21/16 : DEPUTY DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT: REF NO: CFO07/2014

SALARY : R532 278 per annum (all inclusive remuneration package)
CENTRE : Cape Town
REQUIREMENTS : BCom degree or equivalent qualification with accounting as a subject coupled with relevant Supply Chain and Asset Management experience. Proven experience in Supply Chain and Asset Management at an operational level, including resolving complex reconciling items, reviewing work, monthly and quarterly statutory reporting. Knowledge of all applicable financial legislation and regulations, including exposure to the Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations, Treasury Regulations, Broad-Based Black Economic Empowerment Act (BBBEEA), Public Finance Management Act (PFMA), South African Statements of Generally Accepted Accounting Practices (GAAP). Proven management, project management, communication, interpersonal, conflict resolution, and analytical and financial management skills. Must be Computer literate and be able to work under pressure. In possession of a valid driver’s license. Note A relevant professional qualification will be an added advantage.

DUTIES : Ensure effective financial and human resources management. Interpret, understand and implement Supply Chain Management as contained in relevant legislation and regulations. Implement relevant DEA policies and procedures with respect to Supply Chain and Asset Management in Cape Town. Develop and implement internal control procedures to ensure the management of risk. Advise on sound contract management principles for the Cape Town. Monitor procurement risk arising from contracts and asset disposals. Provide advisory services in determining the Bid evaluation criteria, compilation of Bid documents, evaluation of Bids and recommendations to the Cape Town branches. Provide a support service to the Director: Supply Chain and Asset Management (Cape Town). Liaise with relevant role-players in the environment regarding specific and transversal procurement matters.

ENQUIRIES : Mr H Du Preez (021) 405-9413
APPLICATIONS : Department of Environmental Affairs Natural Resources Management Private Bag X4390 Cape Town 8000 OR Hand-deliver to 14 Loop Street, Cape Town, 8000
FOR ATTENTION : Ms P Mzuzu

POST 21/17 : ASSISTANT DIRECTOR: DEMAND AND LOGISTICS MANAGEMENT REF NO: COO22/2014

SALARY : R270 804 per annum (total package of R372 496 per annum/conditions apply)
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3 year qualification in Financial Accounting/ Public Management or equivalent qualification coupled with extensive relevant experience. At least 2
years relevant experience will be an added advantage. Knowledge: Working knowledge in transport matters in public service; transport and departmental procedures; insight in procurement (PPPFA) and financial (PFMA) procedures, BBBEE, Treasury regulations, Policies, Regulations, Directives and Prescripts; Administrative tasks emanating from functions of the Transport section; Computer software programs, knowledge of BAS will be an added advantage. Skills: Accurate accounting skills, advanced excel, Logis, sound organising and planning skills, interpersonal relations, verbal and written communication, ability to work under pressure, team work, reliability, ability to take initiative, supervisory skills.

DUTIES: Verification, authorisation and reconciliation of invoices, credit notes with the weekly statements; Reconcile weekly and monthly payments per service providers; Compile and reconcile monthly expenditure reports per service provider; Facilitate the recovery of fruitless and wasteful expenditures; Ensure compliance with policies, service level agreements, terms and conditions of travel and accommodation contracts; Ensure payments within 30 days; Ensure clean audit in travel and accommodation payments; Supervise, develop and conduct personnel performance of staff.

ENQUIRIES: Mr B Matshotsi Tel: (012) 310-3015
APPLICATIONS: Director-General, Department of Environmental Affairs, Private Bag x 447, Pretoria, 0001 (or hand-delivered to: 315 Pretorius Street, Cnr Pretorius & Lilian Ngoyi Streets, Fedsure Forum Building, 1st Floor, North Tower, Room 106 (Information Centre)

FOR ATTENTION: Ms D Mokhachane

POST 21/18 SENIOR PROVISIONING ADMINISTRATION OFFICER: CONTRACT MANAGEMENT (SR8) REF NO: CFO 08/2014

SALARY: R227 802 per annum (Total salary package of R320 320 p.a)
CENTRE: Western Cape
REQUIREMENTS: A Senior Certificate (Grade 12) plus extensive experience in Supply Chain and contracts management and administration of suppliers database. Good knowledge of administrative procedures, insight of procurement procedures. Knowledge of Supply Chain government policies and prescripts, Treasury Regulations, Public Finance Management Act (PFMA), Logis. Computer literacy in MS Office suites. Excellent communication, organizational, interpersonal and planning skills. Ability to work with hostile clients and to resolve conflicts and work under pressure.

DUTIES: Proper Administration of contracts and maintain a list of all transversal contracts. To ensure regular updating of contracts. Ensure that SLA’s are amended according to amendments in contracts. Effectively monitor the expiry of contracts. Ensure that project managers send in copies of relevant documents upon expiry of contracts. Proper administration of database arrange with suppliers summits with local suppliers. Ensuring suppliers database is updated. Do monthly analysis on rotation of suppliers utilized per directorate. Verify BEE scores per request received, supplier banking details on safety web and suppliers information on Logis(LSBD).

ENQUIRIES: Mr H Du Preez (021) 405-9413
APPLICATIONS: Department of Environmental Affairs Natural Resources Management Private Bag X4390 Cape Town 8000 OR Hand-delivered to 14 Loop Street, Cape Town, 8000
FOR ATTENTION: Ms P Mzuzu

POST 21/19 SENIOR STATE ACCOUNTANT: INTERNAL CONTROL REF NO: CFO 03/2014

SALARY: R227 802 per annum (Total package of R320 320 per annum/ conditions apply).
CENTRE: Pretoria
REQUIREMENTS: An appropriate recognized Degree / National Diploma in Financial Management/ Auditing or Accounting plus appropriate experience in a financial and internal control environment or Grade 12 with extensive experience in a financial and internal control environment. Plus the following key competencies: Knowledge of Public Financial Management Act (PFMA), Treasury Regulations, Basic Accounting Systems - Skills: Advanced computer literacy, Time management skills Numeric Analytical Organized, coordinating and planning skills – Communication: Good Verbal and Written communication skills, Ability to
communicate at all levels – Creativity: Ability to analyze financial reports. Problem solving. Ability to work independently and under pressure. Ability to negotiate. Report writing skills.

**DUTIES**: Ensure compliance in relation to all finance sections such as Debtors, Salaries, Petty cash, Creditors Travel and Subsistence and other, by ensuring that all policies and procedures are implemented. Co-ordinate financial management reports and ensure that correct monthly management reports are submitted. Compile reports on all the findings in relation to all payments on a weekly basis. Identify areas of improvement in the relevant financial procedures and policies that are implemented. Check and verify Logis/ BAS payments before submitting to Creditors section. Ensure that financial policies and procedures are implemented by all financial management section.

**ENQUIRIES**: Ms D Madlala (012) 310 3180

**APPLICATIONS**: Director-General, Department of Environmental Affairs, Private Bag x 447, Pretoria, 0001 (or hand-delivered to: 315 Pretorius Street, Cnr Pretorius & Lilian Ngoyi Streets, Fedsure Forum Building, 1st Floor, North Tower, Room 106 (Information Centre))

**FOR ATTENTION**: Ms K Selemela

**POST 21/20**: CHIEF ACCOUNTING CLERK: SALARIES, PAYROLL, REVENUE AND DEBTORS REF NO: CFO 06/2014

**SALARY**: R183 438 per annum (Total package of R266 491 per annum/ conditions apply).

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate recognized degree / national diploma in Accounting or Grade 12 plus appropriate experience. Exposure in the field of salaries and tax will be an advantage. Good Computer skills, Numeracy, Accuracy and Public Service Finance. Good knowledge of Treasury Regulations, Public Finance Management Act, BAS and PERSAL Systems.


**ENQUIRIES**: Ms CS Magagane (012) 310 3227

**APPLICATIONS**: Director-General, Department of Environmental Affairs, Private Bag x 447, Pretoria, 0001 (or hand-delivered to: 315 Pretorius Street, Cnr Pretorius & Lilian Ngoyi Streets, Fedsure Forum Building, 1st Floor, North Tower, Room 106 (Information Centre))

**FOR ATTENTION**: Ms K Selemela

**POST 21/21**: SENIOR ACCOUNTING CLERK: CREDITORS REF NO: CFO04 /2014

**SALARY**: R148 584 per annum (Total package of R224 202 per annum/ conditions apply).

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate recognized degree / national diploma Accounting or Grade 12 coupled with experience in the Public Service Financial Accounting. Good financial management, planning, organizing, problem solving and good communication (written and verbal) skills. Candidate must have sound knowledge of LOGIS and Basic Accounting System (BAS). Good knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Self-starter and able to work independently without compromising team results.

**DUTIES**: Ensure that BAS and LOGIS payments are checked and verified before capturing. Ensure that payments are paid within 30 days. Ensures compliance to PFMA, Treasury Regulations, effective control measures and adherence to all policies as well as Financial Delegations. Safekeeping of documents and ensure the reconciliation of payments are complete. Ensure that Batches are submitted to Internal Control section. Capture journals.

**ENQUIRIES**: Ms D Madlala (012) 310 3180

**APPLICATIONS**: Director-General, Department of Environmental Affairs, Private Bag x 447, Pretoria, 0001 (or hand-delivered to: 315 Pretorius Street, Cnr Pretorius & Lilian Ngoyi Streets, Fedsure Forum Building, 1st Floor, North Tower, Room 106 (Information Centre))

**FOR ATTENTION**: Ms K Selemela
GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM

APPLICATIONS : The CEO of Government Communication and Information System, Private Bag X 745, Pretoria, 0001 for attention Mr S Matshageng or Hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria

FOR ATTENTION : Mr S Matshageng

CLOSING DATE : 6 June 2014

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID document. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The successful candidate must disclose to the CEO particulars of all registrable financial interests. NOTE: All shortlisted candidates will be expected to perform a practical translation, editing and proofreading test.

OTHER POST

POST 21/22 : ASSISTANT DIRECTOR: LANGUAGE SERVICES (NGUNI LANGUAGES)

SALARY : R 270 804 per annum excluding benefits

CENTRE : Pretoria

REQUIREMENTS : An appropriate three-year Bachelor's degree or diploma in Translation/Language Practice. Competencies required: •A proven track record and experience as a translator/language practitioner. •Must be fluent in one of the Nguni languages (SiSwati, isiXhosa, isiZulu and isiNdebele) and have a working knowledge and understanding of the other three Nguni languages. •Outstanding editing and proofreading skills. •Computer literacy. •Sound knowledge and understanding of government policies and programmes. Ability to work under pressure and meet deadlines. •A team player. •Good interpersonal skills.

DUTIES : Develop and translate content for information products such as magazines, reports, newsletters, leaflets, exhibitions, etc. Edit and quality control translated material. •Develop and harvest relevant terminology. •Liaise with service-providers and stakeholders.

ENQUIRIES : Ms Nomgcibelo Motha Tel: 012 473 0211
GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

APPLICATIONS: Please forward your application, quoting the reference number to Alletah Mashiane, 34 Hamilton street, Arcadia, Pretoria before 12h00 noon on the closing date.

CLOSING DATE: 13 June 2014, No late applications will be considered.

NOTE: Requirement of applications: Must be submitted on form Z83, obtainable from any Public Service Department (originally signed) or on the internet at http://www.info.gov.za/documents/forms/employ.pdf. Must be accompanied by a comprehensive CV with original certified copies of all qualifications (including matriculation), ID document and drivers licence if a prerequisite (copies of certified documents will not be accepted). Certified documents should not be older than 3 months. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications that don’t meet the above requirements will be deemed as regret. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

POST 21/23: MANAGEMENT INFORMATION SPECIALIST (MIS) REF NO: MIS-S/2014/05/DPSA

SALARY: R270 804 to R 318 984 per annum (basic salary)
CENTRE: Pretoria


DUTIES: The successful candidate will be responsible for the following but is not limited to: Collect, compile and analyze data from various databases and perform statistical analyses. Draft and prepare standard and / or ad hoc reports Meet with users to gather requirements to assist in MI reports requirements for automation. Analyze user requests and provide guidance and technical assistance on obtaining accurate information reporting systems i.e. Oracle OBIEE. Develop and / or maintain and enhance existing reports. Perform statistical programming utilizing a variety of statistical software packages to summarize data and create reports and/or visual representations. Design and implement process improvement initiatives related to data collection, analysis or presentation. Responsible for maintaining and updating a repository of data analysis, statistics and data. Supervise, train and direct the work of lower-level staff

ENQUIRIES: Alletah Mashiane 012- 319 1218.
One Management Information (MI) Specialist position is currently available at the Government Pensions Administration Agency. The position will be filled as permanent position.
ANNEXURE G

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

APPLICATIONS: Please Forward Your Application, Quoting The Reference Number To: The Director-General, Department Of Higher Education And Training, Private Bag X174, Pretoria, 0001 Or Hand Deliver To: 123 Francis Baard Street, (Old Name 123 Schoeman Street), Cnr Sophie De Bruyn & Francis Baard Street, (Old Name Cnr Schubart & Schoeman), Pretoria, Reception Area.

CLOSING DATE: 17 June 2014, applications received after the closing date or faxed applications will not be considered.

NOTE: Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by a comprehensive CV and certified copies of qualifications. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants.

MANAGEMENT ECHELON

POST 21/24: CHIEF DIRECTOR (DHET 12/05/2014)
3 Year Contract
Branch: University Education
Chief Directorate: Institutional Governance and Management Support

SALARY: All-inclusive remuneration package R988 152 per annum

CENTRE: Pretoria

REQUIREMENTS: The minimum requirement in the position is a Bachelor’s degree in a relevant field coupled with at least 8 years’ experience in the higher education sector, of which 3 years should be in a management position. A legal qualification would be a distinct advantage. This is a senior management position that requires a dynamic individual with deep knowledge of the South African higher education landscape, and specifically the legislative frameworks, policies and regulations that govern the sector. The candidate must have proven strategic management and leadership capabilities, and be a strong communicator with the ability to interact with the leadership of universities, Private Higher Education Institutions, student bodies, and various Higher Education Sector Boards and Councils, as well as various government departments. Further requirements are excellent project management, problem solving, report writing and communication skills. The incumbent should be able to perform in a team environment. Good computer skills are a requirement. Good knowledge and understanding of the Public Finance Management Act (PFMA), public sector budgeting etc. will be an added advantage.

DUTIES: The duties will include: Providing governance and management support to Councils, Boards and management structures in public higher education institutions (universities and higher education colleges), national institutes and relevant public entities; Managing all aspects related to the appointments of independent assessors or administrators to universities or other higher education institutions, institutes or entities in terms of the Higher Education Act; Developing, maintaining and managing the implementation of the Annual Reporting Regulations for universities; Developing institutional and system-wide performance indicators for monitoring and evaluating the health of the HE system; Managing the promulgation of statutes of universities; Providing governance and management support for the establishment of new institutions as required; Providing development support to student leadership structures and student support services, including registration support and mediation where necessary; Managing all complaints and queries related to the public and private higher education sectors; Developing and implementing policy to ensure equitable access to student funding through effective oversight of the National Student Financial Aid Scheme (NSFAS) and other student funding mechanisms, including international scholarships; Regulating and strengthening the Private Higher Education sector as an integral component of a comprehensive higher education sector; Managing processes linked to the development of a national higher education colleges system, including the incorporation of Agricultural Colleges into the integrated Higher Education and Training System, and liaison with relevant departments with respect to other higher education colleges under
their governance. Strategic planning and management of resources allocated to the Chief Directorate in line with the Senior Management Service CMC framework.

ENQUIRES: Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

NOTE: The Chief Directorate Institutional Governance and Management Support provides support to universities, public higher education colleges and other public higher education institutions, institutes and entities on effective and efficient governance, management practices, student leadership, and meaningful transformation. It oversees the management of public entities in terms of the PFMA, and regulates Private Higher Education Institutions.

POST 21/25: CHIEF DIRECTOR REF NO: DHET 21/05/2014
Branch: Skills Development
Chief Directorate: Indlela

SALARY: All inclusive remuneration package R988 152 per annum
CENTRE: Pretoria
REQUIREMENTS:

DUTIES: Develop, implement, monitor, evaluate and continually improve a National Artisan Development Strategy and Programme. Develop and implement an integrated national artisan learner registration management information system that is linked to provinces. Develop and maintain a database of artisan learning programmes (apprenticeships, learnerships, and skills development programmes and training providers). Implement the national artisan development programme inclusive of NAMB statutory function. Develop an artisan learner contracting framework that is aligned to new qualifications and the funding system. Develop and implement a strategy to support the SETAs in the achievement of NSDS targets in relation to artisan learning programmes. Ensure geographic access to and coordinate the conducting of Artisan trade testing and RPL efficiently and effectively nationally. Develop and implement accreditation and quality assurance system for artisan skills development providers.

ENQUIRES: Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

POST 21/26: DIRECTOR: EXECUTIVE SUPPORT AND ADMINISTRATION SERVICES REF NO: DHET 18/05/2014
Branch: Office of the Director-General

SALARY: All inclusive remuneration package R819 126 per annum
CENTRE: Pretoria
REQUIREMENTS:
The ideal candidate for this senior management position should be in possession of a Bachelor’s degree with at least eight (8) years relevant work experience in office management of which five (5) years should be at a supervisory/management level in providing administrative and/or executive support to senior/executive management. Strategic and conceptual capabilities. Human resources, procurement and financial management experience is essential. Knowledge and/or experience in protocol and parliamentary affairs will be an added advantage. Project management, organizational and planning skills.
Effective leadership abilities, interpersonal relations and conflict management skills with regard to people management. Good communication skills with a high proficiency in writing. Advanced level of computer literacy (MS Office, Excel and PowerPoint). Ability to work under pressure and willingness to work extended hours when required. A valid driver’s license.

**DUTIES**: Oversee and coordinate executive support and administrative services staff. Provide general, parliamentary, executive and administrative support to the Director-General. Provide an effective liaison between the Department and Ministry. Provide efficient and effective secretariat services to meetings of the Director-General. Monitor and coordinate decisions taken at meetings. Implement systems and procedures to ensure the effective and efficient management and flow of documents to and from the Office of the Director-General. Compile submissions, speeches, memoranda, reports and letters. Quality assurance of documentation from the Director-General's office to the Minister, including parliamentary questions, briefing notes and submissions. Coordinate and liaise with internal Departmental branches and external stakeholders. Manage the budget, procurement of goods and services, and inventory of the office.

**ENQUIRES**: Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

**POST 21/27**: **DIRECTOR: ITEM DEVELOPMENT AND MARKING REF NO: DHET 45/05/2014**
Directorate: Item Development and Marking

**SALARY**: All inclusive remuneration package R819 126 per annum

**CENTRE**: Pretoria

**REQUIREMENTS**: Recognised 3 year tertiary qualification and a post graduate qualification will be an added advantage; A South African ID and a valid drivers’ licence; A minimum of 5 years’ service in a tertiary, provincial and/or national examinations and assessment or curriculum and assessment environment; A minimum of 5 years’ experience in a supervisory capacity; Five years’ experience in the area of curriculum implementation and related assessment practices in the FET College, AET, school or university sectors; Five years’ experience in the area of item development for national FET College, AET, school or tertiary qualifications and related quality assurance practices and policy formulation in this regard; In-depth knowledge and experience of the administration and implementation of large-scale setting and marking processes; Policies and legislative frameworks pertaining to item development and marking processes; Ability to work under extreme pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literate, financial management, administration, project management, planning and leadership.

**DUTIES**: Manage the selection, appointment and training of examiners, moderators and markers; Manage the setting, moderation, formatting, editing and technical quality control of national question papers, marking guidelines and assessment tasks for all FET College and AET qualifications; Manage the establishment of marking centres and oversight of marking activities at provincial and national centres; Manage the monitoring, moderation and support of site-based assessment practices at FET College and AET centres; Interact with quality councils for FET College and AET qualifications; Maintain national policy and/or regulations on administration and conduct of examinations; Provide administrative leadership and management for the above duties; Other functions and responsibilities are based on the Senior Management Handbook, the Public Service Regulations and the Public Service Act which apply to all Senior Managers in the Public Service.

**ENQUIRES**: Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

**POST 21/28**: **PROJECT MANAGER: POST SCHOOL EDUCATION AND TRAINING PHYSICAL FACILITIES INFRASTRUCTURE REF NO: DHET 14/05/2014**
Branch: Human Resource Development, Planning And Monitoring Coordination
Contract Position: Until 31 January 2016 – renewable annually based on satisfactory performance
SALARY : R819 126 (All inclusive package negotiable against applicants current remuneration package)

CENTRE : Pretoria

REQUIREMENTS : The candidate should possess a recognized, suitable, relevant or appropriate bachelor's qualification. A post graduate in anyone or more of quantity surveying, engineering, architectural, town planning or any other similar professional qualifications will be an advantage. Extensive experience and demonstrable evidence of managing similar large scale infrastructure projects and/or facilities management. Excellent report writing and presentation skills. The ability to work under pressure and meet deadlines. High level of computer literacy especially in Ms Excel and MS Project. Good management skills, including people, communication and financial management skills.

DUTIES : To establish the physical infrastructure project management unit in the DHET and set up systems and processes. Assist with the recruitment of the necessary expertise and to manage the expertise. To manage the development of general policy, norms and standards and guidelines for the identification of planning, establishing, procurement, constructing, maintaining macro and micro infrastructure provisioning. To conceptualize, commission and manage a comprehensive audit of all relevant facilities and land for use for needed facilities. To conceptualize and manage the development and the establishment of an operational database of current infrastructure, and facilities its management, its location, physical conditions, its current use if not used by the system for post school education, its minimum and maximum capacity and potential for expansion. The operational database should also include information of all undeveloped land that is zoned for education use or can be zoned for education use. A comprehensive audit and assessment of existing facilities will be required. To manage the development of a short, medium and long term education and training facilities infrastructure plan and credible planning and information resource for the system, including managing the establishment of a head office, regional offices and other education and training centre's and institutes. To supervise, manage, coordinate and engage with architects, engineers, land developers, town planners and other built environment professionals, in developing macro and actual facilities. To manage development of long, medium and short term, costing, funding, financing, quantity surveying, costing and budgeting of infrastructure. To manage the preparation or evaluation of specifications bids for projects, to evaluate effectiveness of project proposals, to project manages once awarded. Liaise with the line branches of the Department, education and training professions, stakeholders, role players, communities and service providers.

ENQUIRES NOTE : Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

NOTE : The Department of Higher Education and Training is responsible for the provisioning of education and training for the Post School System. This includes the provisioning of education and training through public Universities, colleges and Adult Education Centres. In order to meet the objectives of Government in terms of the National Development Plan and Post School Education and Training Green Paper of expanding the post school system in regards to University Education by more than 50% of the current 890 000 enrolment to 1 620 000 and College Education and Training by more than 1000% of the current approximately 660 000 enrolments to 35 000 000 by 2030. The Department thus seeks to establish a Post School Education and Training Physical Infrastructure Project Management Unit in the Department. We are thus seeking a dynamic person who can drive this project with passion and in so doing build the building blocks for the success of our nation. The successful candidates should be prepared to travel extensively in South Africa. The recommended candidate will be subjected to a top secret security clearance, other integrity and due diligence vetting. The successful applicant should note that they should declare all interests that they or their immediate family have in regards to the nature of the work in this position. Recommended candidate should be prepared to sign confidentiality agreements applicable during their employment period and after their employment period.
OTHER POSTS

POST 21/29 : DEPUTY DIRECTOR REF NO: DHET 50/05/2014

Directorate: Resulting and Certification
Sub-Directorate: Certification and Historical Records

SALARY : All-inclusive remuneration package of R532 278 per annum
CENTRE : Pretoria
REQUIREMENTS : To be considered for an appointment to the mentioned position, the candidate must have Grade 12 or an equivalent qualification [e.g. NC (V)] and a recognized 3-4 years education Diploma / Degree or equivalent qualification. The candidate must have a minimum of five (5) years appropriate education experience. The candidate must have extensive experience on Microsoft Office package (Word, PowerPoint, Outlook, Excel and etc.). The extensive Technical and Vocational Education and Training [TVET] experience will be an advantage. The candidate must have a minimum of two years supervision experience. The successful candidate must have analytical, interpersonal, communication (both verbal and nonverbal) and report writing skills.

DUTIES : Ensure that all qualified TVET candidates certificates are issued for each of the nine examination cycles. Administer, audit and manage examination certification and data archival processes for all TVET examination cycles. Manage all queries and incidents associated with certification and historical records. Assess, administer, audit and manage TVET examination concessions and the verification of TVET qualifications or part-qualifications [i.e. National N Diplomas and Certificates - N and NC (V)]. Implement, maintain and audit examination operational security measures relevant to certification and historical records processes. Build and maintain stakeholder relationship and improve service delivery to TVET sector. Coordinate the TVET certification projects. Provide guidance and sound advice on general policies and legislation relevant to registration, resulting and certification processes for each examination cycle.

ENQUIRES : Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

POST 21/30 : EXECUTIVE SUPPORT: BRANCH COORDINATOR OFFICE OF THE DEPUTY DIRECTOR-GENERAL: SKILLS DEVELOPMENT REF NO: DHET 22/05/2014

SALARY : All inclusive remuneration package R532 278 Per annum
CENTRE : Pretoria
Objective: To provide coordination services to the Deputy Director-General

REQUIREMENTS : An appropriate three year Bachelor’s degree or equivalent qualification with demonstrable experience in coordination. At least 6 years working experience plus 4 years relevant management experience. Familiarity with the Post Schooling or Human Resource Development Environment would be an added advantage. Knowledge of relevant legislative frameworks, policies and procedures pertaining to the Post Schooling Sector and the Public Services Sector. Advanced technical knowledge in office management and administration. Willingness and ability to work under pressure. A valid SA ID and Driver’s License.

DUTIES : The successful candidate will be responsible for the following duties: Assist the DDG to monitor the implementation of executive decisions; Assist the DDG in developing strategic and operational plans for the branch and in managing relations with external stakeholders and coordinating special projects; Act as a principal contact and provide support to the offices of the Deputy Director-General, Director-General and Minister; Provide leadership in the management of the DDG’s diary; Assist the DDG to prepare for multilateral meetings. Undertake research and compile reports for the DDG; Coordinate and manage cabinet and parliamentary matters; Manage staff within the office of the DDG. Manage the Deputy-Director General’s office including correspondence management, office budget and expenditure control; provide secretarial role in the Branch meetings such as Branch Management meetings/ Quarterly Review Meetings. Co-ordinate and consolidate all relevant documentation for the DDG, viz., Branch business plans, budgets and reports. Coordinate the DG and DDG’s one-on one meetings on a regular basis to keep the DG informed of developments in the Branch; Organise and determine the most effective methods and standards of documents that will enhance the quality of the Branch; Compile and distribute confidential documents, cabinet memoranda and general
correspondence to relevant stakeholders. Liaise with other Branch Coordinators and officials in the Department; Assist with the quality assurance of submissions.

ENQUIRES : Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

POST 21/31 : DEPUTY DIRECTOR: SKILLS PLANNING REF NO: DHET 25/05/2014
Directorate: SETA Support And Learnership

SALARY : All inclusive remuneration package R532 278 per annum
CENTRE : Pretoria
REQUIREMENTS : A Bachelor’s Degree with and at least 6 years’ relevant work experience in skills planning. (An advanced degree in research and planning would be advantageous); Ability to develop policy frameworks and guides. Excellent oral and written communication skills. A valid driver’s license is required. Skills And Competencies: Knowledge of labour market issues in relation to employment, skills supply and demand in South Africa; Knowledge of skills development legislation; Good understanding of the education and training sector; Highly developed research and planning skills; Demonstrable ability to engage stakeholders and to facilitate stakeholder meetings and workshops, Ability to analyse information including quantitative data. Ability to develop reports for a variety of stakeholders.

DUTIES : Support, analyse and Monitor SETAs in developing Sector Skills plans and Research. Prepare Sector Skills Plans reports for variety of stakeholders, manage and facilitate SETA SSP Forum, facilitate the work of the SSP task team, develop skills planning concepts documents, tools and systems, actively participate in skills planning initiatives led by other government department, facilitate the interface between sector skills planning and other national and provincial skills planning initiatives, support the development of SETAs and Department research capacity, Actively participate in Labour market intelligence project, produce reports and actively participate in SETA policy and strategy alignment.

ENQUIRES : Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

POST 21/32 : DEPUTY DIRECTOR: ADMINISTRATION REF NO: DHET 19/05/2014

SALARY : All Inclusive Remuneration Package R532 278 Per annum
CENTRE : Pretoria
REQUIREMENTS : A Bachelor’s degree/National Diploma/equivalent NQF 6 Certificate with at least six (6) years relevant work experience in office management of which four (4) years should be at a supervisory level. The functioning of this post requires the qualification and skills to provide an effective and efficient administrative support service to the Office of Director-General. Strong organisational skills with specific reference to the management of documents. Sound understanding of financial policies as guided by Treasury Regulations. Advanced level of computer literacy (MS Office, Excel and PowerPoint). Good communication skills with a high proficiency in writing. Ability to work as part of a team and under pressure. Must be assertive, have sound interpersonal relations and conflict management skills. Ability to coordinate and liaise with internal Departmental branches and external stakeholders. Willingness to work overtime. Driver’s License.

DUTIES : Maintain a workflow system for the registration, tracking, coordination and filing of information and/or documentation from and to branches within the Department, external government departments, entities and stakeholders. General administrative duties to ensure the effective and efficient functioning of the Office of the Director-General. Take responsibility for the processing of documentation that goes through the Office the Director-General. Quality assurance of documents for the Director-General’s attention as well as from the Director-General’s office to the Ministry and external government departments, entities and stakeholders, including speeches, parliamentary questions, briefing notes, and submissions. Work in collaboration with the parliamentary officer in the processing of responses to parliamentary questions, briefing notes and other relevant documents. Liaise with branches within the Department regarding the management of documents and workflow.

ENQUIRES : Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190
POST 21/33 : DEPUTY DIRECTOR: MONITORING AND REPORTING REF NO: DHET 27/05/2014
Directorate: Seta Performance Management

SALARY : All inclusive remuneration package R532 278 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must have an appropriate recognized 3 year qualification with at least 6 years’ work experience of which 4 should be at supervisory level involving Education and Training within the workplace. Evidence of management is essential. Valid driver’s license. Skills And Competencies: An in-depth understanding of Skills Development legislations / prescripts such as Skills Development Act, Skills Development Levies Act, South African Qualifications Authority Act, National Qualifications Framework Act, Public Finance Management Act, Labour Relation Act, Employment Equity Act, key SA Labour Market partners. Project management, Financial management, Quality management, Performance management, Monitoring, Evaluation & Reporting, Investigation skills, Communication skills, Computer literacy, Negotiation skills, business writing, report writing skills and analytical skills.

DUTIES : Provide support to a cluster of Sector Education and Training Authorities on behalf of the Department of Higher Education and Training to ensure they implement the provisions of the Skills Development Act and other regulatory framework; Negotiate annual sector targets in accordance with the Sector Education and Training Authorities’ Sector Skills Plans and the National Skills Development Strategy, ensure conclusion of Service Level Agreements with the Sector Education and Training Authorities in the clusters and information captured on the Employment Services of South Africa; Advice and assist Sector Education and Training Authorities with the development and approval processes of their Constitutions, Service Level Agreements, and other legislation reporting requirements; Manage, monitor, and evaluate performance against Service Level Agreements and ensure quarterly reports are uploaded on the Employment Services of South Africa system and submitted to the Department of Higher Education and Training by Sector Education and Training Authorities and make recommendations on underperformance to the, Skills Development Services &Human Resources Development Branch and the National Skills Authority in terms of the Governance and Performance Management procedures; Compile and submit regular reports on Sector Education and Training Authorities’ performance and other developments utilizing the Employment Services of South Africa; Facilitate and maintain linkages between Sector Education and Training Authorities and other Sub-directorates and Directorates within SETA Co-ordination, Skills Development Services &Human Resources Development Branch and other related sections; Contact person to ensure that Sector Education and Training Authorities in the cluster collaborate and participate effectively in initiatives under sections and units responsible for: Learnerships/Education and Training Quality Assurance; Apprenticeship records, Capacity Development; Levy Grant Disbursement, Marketing, National Skills Fund Projects and Skills Development Planning in the Department of Higher Education and Training; Provide advice, motivation and strategic intervention to the Sector Education and Training Authorities within the cluster; Conduct research including investigations on complaints and enquiries of specific Sector Education and Training Authorities -related issues as required by the Minister, Director General, National Skills Authority, and other relevant stakeholders to assist in diagnosing and resolving problems, facilitation of changes, implementation of interventions and evaluation of the impact of the changes undertaken in all Sector Education and Training Authorities; Liaising and collaborating with other Government departments on Sector Education and Training Authorities related issues with regards to Skills Development.

ENQUIRES : Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

POST 21/34 : DEPUTY DIRECTOR: FINANCIAL MANAGEMENT FOR FET COLLEGES REF NO: DHET 44/05/2014
Branch: Vocational Continuing Education And Training
Directorate: Financial Planning

SALARY : All- inclusive remuneration package of R532 278 per annum
CENTRE : Pretoria
REQUIREMENTS: Applicants should be in possession of at least a three year B degree with Financial Accounting or Financial Management as one of the majors (or equivalent qualification), 6 years relevant work experience preferably in the financial environment. Extensive knowledge of and insight into education policies and legislations for further education and training colleges. Experience in financial management in a Government environment will be an added advantage. Experience in GRAP. Policy development, and implementation skills. Knowledge of the legislative framework in Technical and Vocational Education and Training, the Public Finance Management Act and Treasury Regulations. Good analytical and research skills. Good communication skills (oral and written) and interpersonal skills. Ability to work in a team and to work under pressure, meet tight deadlines and be target driven. Computer literate with extensive knowledge of MS Word and Excel skills. CTA qualification or honours in Accounting will be an added advantage.

DUTIES: Analyse and interpret Audited Financial Statements for FET Colleges, advice and support in financial policy development for FET Colleges, provide advisory support with regard to the financial system development of FET Colleges. Manage the development and maintenance of database of annual financial statements and projections reports. Monitor and support financial management in FET Colleges. Develop information systems to monitor financial management, expenditure and service delivery in the VCET sector. Develop and maintain Costing Models. Conduct research to support development and review of funding policies for VCET institutions.

ENQUIRES: Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

POST 21/35: DEPUTY DIRECTOR: ASSESSMENT REF NO: DHET 33/05/2014

SALARY: R532 278 per annum

CENTRE: Pretoria


DUTIES: To manage the Sub-Directorate Assessment, and oversee assessments, to ensure Quality assurance on internal Moderation and Assessments which were conducted to evaluate the subject knowledge and skills of candidates according to the prevailing legislation. To coordinate and manage the scheduled pre-trade and trade assessments. Conduct and monitor internally trade testing results and process in terms of the prescribed norms and standards for trade assessment. Report on all trade testing results to the Registration Sub Directorate. Conduct moderation of assessments at External sites on behalf of NAMB should NAMB request such moderation. Manage and maintain assets. Supervise workshop operations in relation to staff performance through the PMDS process. Report as required on all assessment performance.

ENQUIRES: Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

POST 21/36: CHIEF ARTISAN GRADE B: ELECTRICAL REF NO: DHET 31/05/2014

SALARY: R337 263 per annum

CENTRE: Indlela

REQUIREMENTS: A National Technical Diploma in Electrical Engineering or equivalent qualification coupled with 3 years supervisory and technical training experience after qualifying as an artisan. Trade Test Certificate in Electrical Engineering. Must be in possession of a Wiremen's License. Knowledge of the repealed


**ENQUIRES**: Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

**POST**: CHIEF ARTISAN GRADE A: DIESEL MECHANIC (AUTOMOTIVE) REF NO: DHET 28/05/2014

**SALARY**: R277 917 per annum

**CENTRE**: Indlela


**ENQUIRES**: Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

**POST**: CHIEF ARTISAN GRADE A: MOTOR MECHANIC (AUTOMOTIVE) REF NO: DHET 29/05/2014

**SALARY**: R277 917 per annum

**CENTRE**: Indlela

**REQUIREMENTS**: A National Technical Certificate N3 or equivalent qualification. Trade Test Certificate and qualified as a Motor Mechanic, plus three years supervisory and technical training experience after qualifying as an artisan. Trade Test Certificate in Plumbing. Qualified as Plumber. Knowledge of the repealed Manpower Training Act, 1981, and Skills Development Act, 1998. Must be able to assess Plumbers. Must have good knowledge of unit standards. Skills:


**ENQUIRES**: Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

**POST**: CHIEF ARTISAN GRADE A: PLUMBER REF NO: DHET 32/05/2014

**SALARY**: R277 917 per annum

**CENTRE**: Indlela

**REQUIREMENTS**: A National Technical Certificate N3 or equivalent qualification coupled with 3 years supervisory and technical training experience after qualifying as an artisan. Trade Test Certificate in Plumbing. Qualified as Plumber. Knowledge of the repealed Manpower Training Act, 1981, and Skills Development Act, 1998. Must be able to assess Plumbers. Must have good knowledge of unit standards. Skills:
Computer literacy (MS Word, Excel, Power Point). Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem solving skill. Good supervisory skills.

**DUTIES:**

**ENQUIRES:**
Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

**POST 21/40:**
CHIEF ARTISAN GRADE A: INDUSTRIAL INSTRUMENTATION MECHANIC
REF NO: DHET 34/05/2014

**SALARY:**
R277 917 per annum

**CENTRE:**
Indlela

**REQUIREMENTS:**

**DUTIES:**

**ENQUIRES:**
Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

**POST 21/41:**
CHIEF ARTISAN GRADE A: EARTH MOVING EQUIPMENT MECHANIC (AUTOMOTIVE)
REF NO: DHET 35/05/2014

**SALARY:**
R277 917 per annum

**CENTRE:**
Indlela

**REQUIREMENTS:**
A National Technical Certificate N3 or equivalent qualification. Trade Test Certificate as qualified Earth Moving Equipment Mechanic, plus five years supervisory and technical training experience after qualifying as an artisan. Knowledge of the repealed Manpower Training Act, 1981, and Skills Development Act, 1998. Good knowledge of Electronics such as Engine Control Unit (ECU) and new technology. Good knowledge of Rotary and Inline Diesel Fuel Systems, such as DPA; VE – pumps; Hydraulics Systems; Undercarriage and Air Brake System. Skills: Computer literacy (MS Word, Excel, Power Point). Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem solving skill. Good supervisory skills.

**DUTIES:**

**ENQUIRES:**
Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

**POST 21/42:**
ASSISTANT DIRECTOR: AUXILIARY SUPPORT SERVICES
REF NO: DHET 30/05/2014

**SALARY:**
R270 804 per annum

**CENTRE:**
Indlela

**REQUIREMENTS:**
An appropriate Bachelor’s degree or equivalent qualification. Three years management and five years supervisory experience in Public or Private Sector: A valid driver’s license. Knowledge: Good knowledge of Public Financial Management Act (PFMA), Treasury Regulations and related act. Good knowledge of Departmental policies and prescripts. Good knowledge of the BAS system. Skills: Project management skills. Good communication skills Good written and verbal communication skills and ability to facilitate workshops and
present policies. Planning and organizing skills Ability to work under pressure.
Good Analysing and interpretation skills. Management / leadership and supervisory skills. Computer literacy.

**DUTIES**
will include: Manage support services i.e. Auxiliary Services, Hostel, Finance, Transport Section and IT within the Chief Directorate. Manage and administer the trade testing administrative processes in terms of the Trade Test Regulations. Monitor and evaluate staff performance. Identify training needs and initiate training of staff. Ensure that the service delivery goals of the units are met. Ensure that monthly statistics and reports have been compiled. Liaise with external clients with respect to trade test application enquiries and queries (pre and post customer care service). Facilitate the marketing processes of INDLELA.

**ENQUIRES**
Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

**POST 21/43**
ASSISTANT DIRECTOR: SCHOLARSHIPS MANAGEMENT REF NO: DHET 13/05/2014
2 Year Contract
Directorate: Higher Education Scholarships

**SALARY**
R270 804 per annum plus 37% service benefits

**CENTRE**
Pretoria

**REQUIREMENTS**
A relevant university degree or equivalent professional qualification, preferably in the IT or Communication Science areas * at least 5 years’ experience in recent media, marketing and communications * experience in developing corporate/organizational communications / public relations materials and copywriting/editing, promotional writing or any other position requiring a high level of written communications and interpersonal skills in English (in addition, proficiency in other official languages would be advantageous) * IT Systems management skills * Web / online development and management expertise * experience of working within a web content management system * exposure to Microsoft Dynamics CRM or any CRM application *demonstrated working and participation knowledge across multiple social media platforms * in-depth understanding of how to integrate new media and traditional communication channels * demonstrated ability to assimilate and present data with accuracy *Knowledge of, and experience within the higher education environment will be an added advantage.

**DUTIES**
Facilitate the integrated coordination of all scholarship programmes and relevant initiatives across all government departments, entities, and NGOs * implement standard operating procedure for the evaluation of all incoming scholarship offers * work with government departments, agencies, parastatals and the private sector to link scholarship recipients with employment or internship opportunities * administer and manage the processes involved in scholarship offers including queries, applications, selection * assist with the implementation and monitoring of support systems for awardees before, during and after completing their studies * administer programmes to bring top international academics and lecturers to teach in South Africa * oversee the setting up of meetings, production and dissemination of meeting documentation, and actioning of decisions, of the DHET Scholarships Committee and any sub-committees or Working Groups as may be established * assist in the monitoring and evaluation of the effectiveness of the Department’s Scholarship Programme. The incumbent will also be required to assist in the development and management of a database and information management system to support the management of scholarships.

**ENQUIRES**
Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

**POST 21/44**
ASSISTANT DIRECTOR: SYSTEM ADMINISTRATION REF NO: DHET 51/05/2014
Sub-Direcorate: System Administration

**SALARY**
R270 804 per annum

**CENTRE**
Indlela

**REQUIREMENTS**
To be considered for appointment to the above post, the candidate must have Grade 12 or an equivalent qualification [e.g. NC (V)] and a recognized 3-4 year IT Diploma, Degree or equivalent qualification / s. The candidate must also have a minimum of 3 years IT experience, knowledge and insight in programming and application functional support services. The candidate must be able to gather the business requirements and being able to translate & develop these into a workable solution which meets the business requirements. Day to day support of
the business and resolution of any incidents. Maintenance of existing applications. Establishing world-class approaches to education examination management systems/solutions. The candidate must possess extensive knowledge and experience of mainframe and including advanced competence in MS office suite (e.g. MS Word, MS Excel and MS Access). The successful candidate must be adaptable, disciplined, self-confident, able to work independently and under pressure, and work with a diverse team. Good writing, communication and interpersonal relationship skills are essential along with experience in database administration and management, statistical analysis relating to educational data, programming and service level agreements.

**DUTIES**

Administer and manage the examinations databases for FET College and Adult Education and Training examinations. To ensure continuous system availability in line with the signed service level agreement (SLA). To carry out all administrative duties relating to area of responsibility for operational efficiency. Perform full-lifecycle implementations in functional capacity (Define > Analysis > Design > Build > Transition > Production). To gather business requirements (to be model - as is model). To perform / lead Unit testing, User Acceptance Testing. To maintain and create functional and technical documentation for technology applications to allow the Department to monitor, fix, improve and manage all applications. To manage and own the lifecycle of tasks assigned and to apply corrective action while keeping the business updated with progress. Monitoring Applications and its services. Perform and assist others with systems problems root cause analysis and reporting. Identify all defects during testing (Functional, Stress testing & UAT). Regularly identify defects in error logs and take corrective action. Interpret and apply policies and quality council directives relevant to registration and resulting processes for each qualifications on offer in the Technical and Vocational and Training sector. Co-ordinate, prepare and assist project & governance meetings. Maintain all relevant Project Documentation. Manage small projects-follows project management methodology as defined.

**ENQUIRES**

Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

**NOTE**

The Department is looking for a highly motivated individual to provide an effective and efficient Applications Support service from a National level to both internal and external stakeholders in the College and Adult Education and Training sectors.

**POST 21/45**

**ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND SUPPORT**

**REF NO: DHET 55/05/2014**

Directorate: Adult Education And Training Programmes

**SALARY**

R270 804 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

Applicants should be in a possession of at least a three-year B degree (or equivalent qualification) 5 years relevant work experience preferably in curriculum and extensive knowledge of and insight into education policies and legislation for Adult Education and Training. Prospective candidates should be pro-active, effective, confident and able to provide leadership and work in a diverse team. The candidate should possess excellent verbal and writing skills. In addition, the successful candidate must have competency in Microsoft Word, Microsoft Excel, Microsoft Access and Microsoft PowerPoint and applicants should be prepared to perform a skills test as part of the selection process.

**DUTIES**

The successful candidate will primarily be required to: Assist with the development and implementation of curriculum statements in Adult Education and Training. Assist with the development of curriculum policy, systems, structures and guidelines in Adult Education and Training; Assist with the development of strategies for improved learner performance and achievement; Assist with the provision of support to Provinces on curriculum implementation; Assist with developing strategies for linking literacy, AET and FET programmes within the Adult Education and Training system; Assist with the development and co-ordination of learning and teaching resources for Adult Education and Training Programmes. Perform other duties delegated from time to time in the Directorate.

**ENQUIRES**

Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

**NOTE**

The mandate of the Directorate: Adult Education and Training Programmes is to render support to the Department through the development and maintenance of Adult Education and Training programmes for adults and out-of-school youth
ASSISTANT DIRECTOR: LEVY GRANT REF NO: DHET 23/05/2014
Directorate: Seta Support And Learnership

SALARY: R270 804 per annum
CENTRE: Pretoria
REQUIREMENTS:
A recognised 3 year Bachelor's degree or an equivalent qualification. A relevant Post-graduate degree will be an added advantage. At least 5 years relevant work experience of which 2 should be at supervisory level. A valid driver's license is required.

Skills And Competences:

DUTIES:
Processing the monthly Skills Development Levy Financial and Employer Data from SARS through the Skills Development Levies Information System (SDLIS) and split the levies into 80% (SETAs) and 20% (NSF); Transfer the levies to SETAs and NSF as per agree scheduled dates; Upload the processed Skills Development Levy Financial and Employer Data into the Skills Development Grants Disbursement Information System (SDGDIS); Provide support to SETAs and resolve matters relating to Skills Development Levies; Manage the Performance Agreements and Performance Assessments of the Sub-Directorate; Ensure Sound financial management of the Sub-Directorate: Levy Grants.

ENQUIRES:
Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

PROJECT MANAGER (ASSISTANT DIRECTOR) REF NO: DHET 15/05/2014
Branch: Chief Financial Officer
Chief Directorate: Financial Support Services
Directorate: Development Support
Duration: 2 years contract with possible extension

SALARY: R270 804 per annum plus 37% service benefits
CENTRE: Pretoria
REQUIREMENTS:
A 3 year Bachelor’s degree/diploma in the relevant field. A minimum of 5 years’ experience in project management is required. Experience in managing projects at a national scale will be an advantage. The ideal candidate should be conversant with the public service delivery, transformation and management issues related to the post school sector. A valid driver’s license is required. Knowledge of relevant legislation will be an added advantage. Proficiency in Ms Office Packages, Strategic and Financial Management/Accounting Skills, as well as Communication and Report writing skills.

DUTIES:
Assist with the plan and oversee coordination, monitoring and evaluation of projects in the allocated portfolio. Assist in the management of the framework for funding applications in line with departmental Priorities. Assist in project proposals/business plans’ appraisal and submission NSF DHET Projects grant. Assist in evaluating the implementation capacities of project implementers. Plan and oversee the effective and efficient utilization of project funds. Plan and oversee project close-out and final evaluation of projects. Manage interface with different stakeholders of the DHET. Set up and maintain a register/database for projects. Assist with submission of reports.

ENQUIRES:
Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

ASSISTANT DIRECTOR: LEARNING PROGRAMMES REF NO: DHET 24/05/2014
Directorate: Seta Support and Learnership

SALARY: R270 804 per annum
CENTRE: Pretoria
REQUIREMENTS:
A three years relevant tertiary qualification, at least five (5) year relevant work experience of which two (2) should be at supervisory level, Policy development Monitoring and Analysis, Education and Training Quality Assurance and a valid driver’s license is required. Skills And Competencies: An in-depth understanding

**DUTIES**

Assist in the drafting of policy in the Learning Programmes Sub-Directorate. Ensure compliance and adherence to all legislative requirements relevant to the branch. Coordinate task team meeting in the Learning Programmes Sub-Directorate. Quality check all the submissions, memos and letters for all Learning programmes related work. Draft presentations and reports for Learning Programmes task team meetings. Develop and update the standard operating procedures for Learning Programmes registration process. Register and analyse Organizing Framework for Occupations (OFO) submissions from SETAs and other stakeholders. Update and review the OFO guidelines. Build capacity to SETAs on the OFO updating process, identification and reporting of occupations for skills planning. Liaise with QCTO on the development of occupational qualifications. Assist with the analysis and feedback of Sector Skills Plans developed by SETAs. Quality checks the manual and electronic registration of all Learning Programmes applications from SETAs. Monitor the implementation of the Learning Programmes regulations and registration system. Handle all queries related to OFO, Learning Programmes Regulations and registration process etc. Liaise with SAQA and other branches on career advice and development.

**ENQUIRES**

Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

**POST 21/49**

**ASSISTANT DIRECTOR: QUALITY CONTROL REF NO: DHET 46/05/2014**

Sub-Directorate: Editing & Typing

**SALARY**

R270 804 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate recognised 3-year Higher Education qualification, which must include English and Afrikaans at 3rd year level and appropriate training and 5 years’ experience in an electronic editing and/or translation environment. A qualification in editing and/or translation will serve as a strong recommendation. Applicant must possess extensive knowledge and experience of MS Word and specifically the editing and formatting of documents. Good interpersonal, organisational and communication skills are additional requirements. The incumbent must be willing to work overtime and be able to function in a high pressure work environment. Good written and verbal communication skills, bilingualism (English and Afrikaans) and interpersonal skills are essential. Extensive knowledge of linguistic and language practices, in particular language editing, proofreading and translation as well as competence in terms of processing programmes is a definite requirement. The person will be responsible for the following: Supervise typing pool and conduct final electronic quality control of national assessment instruments.

**DUTIES**

Supervise the typing pool and their work flow. Conduct the final electronic technical quality control check of question papers, national assessment tasks and marking guidelines in preparation for printing and/or distribution. Assist the editing unit with the electronic editing, proofreading and translation of question papers, national assessment tasks and marking guidelines. Interact with editors and typists regarding the finalisation of question papers, national assessment tasks and marking guidelines. Apply policies and guidelines relevant to the security and setting of national assessment instruments.

**ENQUIRES**

Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

**POST 21/50**

**SENIOR SUPPLY CHAIN PRACTITIONER (DEMAND AND ACQUISITION MANAGEMENT) REF NO: DHET 17/05/2014**

Directorate: Logistical Services

**SALARY**

R227 802 per annum

**CENTRE**

Pretoria
### REQUIREMENTS
A recognized three-year degree/diploma or equivalent qualification with 2-3 years' relevant experience in Demand and Acquisition Management and 2 years supervisory experience. Knowledge of the public sector procurement processes, rules and regulations. Understanding of the PFMA, Treasury Regulations and other related prescripts. Good verbal and written communication skills, interpersonal relations, time management, office management and administration skills. Knowledge of the LOGIS, BAS transversal systems will be an added advantage and IQUAL. Good computer literacy in Microsoft Office Suite and accounting systems. Ability to work under pressure and deliver to tight deadlines. A Valid code 8 driver’s license.

### DUTIES
Assist end users with timeous development of the specifications/ terms of reference for sourcing of quotes and bids. Assist end users with compilation of Demand Management Plans and Procurement Plan. Consolidate relevant reports and review demand management Plans. Conduct market and variance analysis, commodities. Procurement of goods, services and works within the department by means of quotations and bids. Maintenance of effective systems and procedures for the procurement of goods and services. Compilation of bid documents. Advertisement of bids, opening of bid/tender box, registration of bid offers in bid registers, Coordination and attendance of briefing sessions, Evaluation sessions, Take minutes, Interpret and analyse comparative schedules. Prepare submissions and reports to Bid Committees. Provision of support to clients, Bid Committees and supervisors. Coordination of bid related matters with end users. Ensure that internal control measures are adhered to. Ensure compliance with Policies and procedures of the Department. Work closely with supervisors to ensure that the procurement of goods and services are valid, accurate and complete. Support the management and monitoring of the procurement function of the Department. Prepare management information, reports, statistics and reporting on procurement to management. Supervision of staff.

### ENQUIRES
Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

### POST 21/51

#### SENIOR INTERNAL AUDITOR REF NO: DHET 20/05/2014

**Directorate:** Internal Auditing

**SALARY**
R227 802 per annum

**CENTRE**
Pretoria

**REQUIREMENTS**
A three years’ Bachelor degree or equivalent qualification in Auditing/Internal Auditing from an accredited institution, 2 years relevant work experience in the audit environment.

**DUTIES**
Key Performance Areas: Compile audit plans for engagements in accordance with SPP IA. Compile and execute audit programs. Examine and evaluate internal controls and document comprehensive findings. Prepare comprehensive working papers. Draft audit reports. Perform ad hoc audits (special assignments). Perform follow up engagements. Assist with the identification, evaluation and measurements of risks. Guide and develop junior audit staff. Knowledge of Public Finance Management Act/Treasury Regulations and the Standards for the Professional Practice of Internal Auditing. Good analytical skills. Ability to put theory into practice. Well-developed computer skills. Good communication (verbal and written) and interpersonal skills. Be able to work under pressure, meet tight deadlines and be target driven.

**ENQUIRES**
Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

### POST 21/52

#### SENIOR ADMINISTRATIVE OFFICER: ENGINEERING STUDIES REF NO: DHET 52/05/2014

**Sub-Directorate:** Resulting

**SALARY**
R227 802 per annum

**REQUIREMENTS**
To be considered for appointment to the above post, the candidate must be in possession of an appropriate recognized Bachelor's degree or equivalent qualification. The candidate must also have a minimum of 5 years’ administrative and 3 years’ supervisory experience in an examinations environment. The candidate must possess extensive knowledge and experience of examination administration and IT systems and intermediate competence in MS office suite (e.g. MS Word, MS Excel and MS Access). The successful candidate must be adaptable, disciplined, self-confident, able to work independently and under pressure, and work with a diverse team. Good writing, communication and
interpersonal relationship skills are essential along with experience in examination administration and management. The incumbent will be expected to work overtime when necessary.

**DUTIES**

Service Delivery to VCET Colleges, PED and other stakeholders. To render a professional administrative examination service. Create and manage an efficient filing and tracking system. Attend to queries and customer complaints promptly. Conduct of Examinations: Examination entries, receipt of mark sheets publication of results, certification. Personnel matters - Supervise 11 subordinates. Statistics - Compile daily/weekly/Monthly statistics. Manage all examinations-related enquiries received by sub-directorate.

**ENQUIRES**

Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

**NOTE**

The Department is looking for a highly motivated individual to provide an effective and efficient administrative support from a National level to both internal and external stakeholders in the FET College sector.

**POST 21/53**

SENIOR ADMINISTRATIVE OFFICER: PACKING AND DELIVERY OF FET COLLEGE QUESTION PAPERS REF NO: DHET 53/05/2014

Directorate: Examination Management and Monitoring
Sub-Directorate: Production

**SALARY**

R227 802 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

A recognized 3-year relevant tertiary qualification or equivalent and a minimum of 5 years' administrative and 3 years' supervisory experience will be required. The candidate will need to be resourceful, self-motivated, pro-active and operate independently with minimal supervision in a high security environment. The incumbent will be expected to work overtime when necessary. An understanding of legislation applicable to the DHET, with the following skills requirement: Report writing skills, Computer Literacy; Interpersonal relations, Problem Solving skills, Project Management, Financial Management, Planning and organizing of work, Communication skills, Administration skills and Supervisory skills. Driver's license required.

**DUTIES**

Manage stock levels for all consumables utilized in the production line for high volume printing machines and staff. Attend to examination and delivery queries from FET colleges and campuses. Manage the delivery process by working closely with the courier company to ensure timely and correct delivery of all consignments. Maintain security of all question papers during the plastic sealing and packing phases. Compile weekly reports and recording prints completed of each printing machine on a daily basis. Verification and controlling of invoices for payment of service providers. Supervision of a unit comprising 10-15 administrative staff per examination cycle.

**ENQUIRES**

Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

**POST 21/54**

SENIOR ADMINISTRATIVE OFFICER REF NO: DHET 54/05/2014

Chief Directorate: National Examination and Assessment Office of the Chief Director

**SALARY**

R227 802 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

The successful candidate must be adaptable, disciplined, self-confident, able to work independently and under pressure, and work within a diverse team. Good writing, communication and interpersonal relationship skills are essential along with experience in the compilation of reports. Extensive knowledge and experience in dealing with queries from the receipt and logging thereof, routing to relevant sections, tracking and follow-ups, resolution and report writing on the outcome is essential. He/she must possess good interpersonal and communication skills and be able to work on confidential documentation in a high security environment. He/she should have excellent organizational skills, experience in record keeping and the management of queries. He/she must be able to work under pressure for extended periods of time with minimal supervision. The incumbent will be expected to work overtime when necessary.

**DUTIES**

Coordinate the compilation of reports and finances for the chief directorate and manage examination-related enquiries on behalf of the senior managers in the chief directorate. Manage all examination-related enquiries received by senior managers in the chief directorate. Draft status reports, responses and submissions relating to enquiries. Collate reports and financial documentation for
the chief directorate. Compile and/or edit reports relevant to queries, departmental reporting cycles and finances for the chief directorate. Provide administrative support to the office of the chief director when necessary.

ENQUIRES: Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

NOTE: The Department is looking for a highly motivated individual to provide effective and efficient administrative support to the Chief Directorate: National Examinations and Assessment. To be considered for appointment to the above post, the candidate must be in possession of an appropriate recognized Bachelor’s degree or equivalent qualification. The candidate must also have a minimum of 5 years’ administrative experience and be fully computer literate in all MS Office programs.

POST 21/55: ADMINISTRATIVE OFFICER: SETA PERFORMANCE MANAGEMENT, MONITORING AND REPORTING REF NO: DHET 26/03/2014

Directorate: Seta Performance Management

SALARY: R183 438 per annum

CENTRE: Pretoria

REQUIREMENTS: Applicants must have an appropriate post matric certificate or qualification coupled with at least 2 years relevant experience. Valid driver’s license is required. Skills And Competencies: An in depth knowledge of legislation governing skills development in South Africa and institutions involved in post school education and training, with the following skills requirements: Computer skills, Report writing skills, Administration skills, Monitoring and Evaluation Interpersonal relations, Problem solving skills, Supervisory Skills, Analytical skills and Batho Pele principles.

DUTIES: Consolidate, compile and analyses quarterly monitoring reports received from SETAs; Assist in the development and upgrading of the SETA Performance Management Monitoring and Evaluation Framework; Monitor and analyse the trends in the implementation of the National Skills Development Strategy by SETAs; Compile the submission list for SETA quarterly monitoring reports; Register and respond to reporting queries from SETAs. Provide day to day support to SETAs and the Department on SETA Performance Management; Supporting the Assistant Manager with all relevant SETA Performance Management functions; Co-ordinating and organizing all events for SETA Monitoring and Reporting; Implementing, maintaining and continuously improving the SETA Monitoring and Reporting process and system; Supervising the Admin staff to maintain the SETA Performance Management filing system.

ENQUIRES: Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

POST 21/56: PERSONAL ASSISTANT

Chief Director: Human Resource Management and Development, Labour Relation Ref No: DHET 36/05/2014
Director: Human Resource Management and Development Ref No: DHET 37/05/2014
Director: Human Resource Management and Administration Ref No: DHET 38/05/2014
Director: Internal Auditing Ref No: DHET 39/05/2014
Director: Facility Management Ref No: DHET 40/05/2014
Director: Security Services Ref No: DHET 41/05/2014
Chief Director: National Examinations and Assessment RefDHET 42/05/2014
Chief Director: Resulting and Certification (DHET 43/05/2014)

SALARY: R183 438 Per annum

CENTRE: Pretoria

REQUIREMENTS: Individuals who are in possession of a National Senior Certificate or NCV Certificate, Office management equivalent qualification; A minimum of three (3) years employment experience in rendering administrative and secretarial support; Knowledge of filing systems, document tracking, storage and retrieval. Skills/Competencies: Planning and organising skills; Ability to work independently and in a team; Good interpersonal skills; Problem-solving skills; typing skills Communication (written, verbal and liaising) skills; MS Office; excellent telephone etiquette; Attributes: Confident, Accurate, Independent, takes initiatives; Ability to work under pressure and be able to cope with a high workload. Be able to work long hours when required.
**DUTIES**: Provide secretarial support to the Manager; Answering and screening calls; Receive clients or visitors; Arrange meetings, workshops and appointments and provide administrative support. Manage the diary; Arrange travelling and accommodation for the Manager; Compile and submit travel claims, cell phone claims, subsistence and travel claims; Scan, Fax, Copy, manage and draft correspondence; Take notes; keep minutes of the meetings and do typing for Manager; File copies of all documentation; Tracking of documents; Type letters, submissions, memos, reports; Manage the filing system of the Directorate/Chief Directorate and retrieval of documents as and when required; Render general support to the Directorate/Chief Directorate.

**ENQUIRES**: Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

**POST 21/57**: SENIOR ADMINISTRATION CLERK GR II REF NO: DHET 49/05/2014

Sub-Directorate: Marking

**SALARY**: R123 738 per annum

**CENTRE**: Pretoria

**REQUIREMENTS**: A Senior Certificate or equivalent qualification on NQF Level 4 with at least 3 years’ experience in administration in an education and/or examinations environment. Applicants must possess extensive knowledge and experience of MS Office and specifically MS Word and MS Excel for maintaining a register and mail merging of documents. He/she must possess good interpersonal and communication skills and be able to work on confidential documentation in a high security environment. He/she should have excellent organizational skills, experience in record keeping, handling of logistics and bookings and managing an electronic filing system and be able to work under pressure for extended periods of time with minimal supervision. The incumbent will be expected to work away from home and overtime when marking is in session. Provide administrative support to the marking processes for FET College and AET qualifications.

**ENQUIRES**: Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

**POST 21/58**: SENIOR ADMINISTRATION CLERK GR II REF NO: DHET 47/05/2014

Sub-Directorate: Editing & Typing

**SALARY**: R123 738 per annum

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate recognised NQF Level 4 qualification, with at least 3 years’ experience in administration in an examinations environment. Applicants must possess extensive knowledge and experience of MS Office and specifically MS Word and MS Excel for maintaining a register of documents. Good interpersonal, organisational and communication skills are additional requirements. The incumbent must be willing to work overtime and be able to function in a high pressure work environment. He/she must possess good interpersonal and communication skills and be able to work on confidential documentation in a high security environment. He/she should be fluent in both English and Afrikaans, have excellent organizational skills, experience in record keeping and managing an electronic filing system and be able to work under pressure for extended periods of time with minimal supervision. Extensive knowledge of the technical requirements of an examination question paper and marking guidelines as well as experience in the filing and safekeeping of confidential documentation is essential. Provide administrative support to the typing pool and assist with final technical quality checks of national assessment instruments in readiness for printing in both English and Afrikaans.

**DUTIES**: Apply policies and guidelines relevant to the flow, security and safe-keeping of all national assessment instruments. Assist with final technical quality control of question papers, national assessment tasks and marking guidelines in preparation for printing and/or distribution. Interact with typists regarding the finalisation of national assessment instruments. Assume responsibility for the filing and storage of national assessment instruments for the typing unit.

**ENQUIRES**: Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190
**POST 21/59**  
**SENIOR ADMINISTRATION CLERK GR II REF NO: DHET 48/05/2014**  
Sub-Directorate: Editing & Typing

**SALARY**  
R123 738 per annum

**CENTRE**  
Pretoria

**REQUIREMENTS**  
Applicants must be in possession of a Senior Certificate or equivalent qualification on NQF Level 4 including Typing as a subject with at least 3 years’ experience in typing and formatting of documentation in English and Afrikaans. He/she should possess good computer skills and an advanced knowledge of Microsoft Office programmes such as Word, PowerPoint and Excel, as well as excellent typing and formatting skills. The applicant must be able to type and format according to specifications inclusive of complex formulae, graphs and tables. He/she must possess good interpersonal and communication skills and be able to work on confidential documentation in a high security environment. He/she should be fluent in both English and Afrikaans, have excellent organizational skills, experience in record keeping and managing an electronic filing system and be able to work under pressure for extended periods of time with minimal supervision.

**DUTIES**  
The successful candidate will be responsible for duties in the typing pool for national FET College and AET examinations. Type and more specifically format national assessment instruments within stipulated timeframes. Insert mathematical and scientific formulae, equations and symbols in question papers. General typing and formatting of reports and other documentation as required. Maintain an electronic filing system. Record incoming and outgoing question papers and documentation. The successful applicant will be expected to work overtime.

**ENQUIRES**  
Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

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**POST 21/60**  
**SENIOR ACCOUNTING CLERK: SALARIES 2 POSTS REF NO: DHET 16/05/2014**

**SALARY**  
R123 738 per annum

**CENTRE**  
Pretoria

**REQUIREMENTS**  
A senior certificate (Grade 12) or NCV certificate with accounting as a passed subject. Communicate with Officials from National Treasury and other institutions such as commercial banks. Preference will be given to persons with experience in government finances. Proficiency in Ms Office package. Knowledge of the Public Finance Management Act (PFMA) will be an added advantage.

**DUTIES**  
Capture salary related transactions on PERSAL and BAS for both Departmental officials and examiners and moderators. Capture Local and Foreign travel and subsistence claims, Assist with the payments of salary claims, Assist with the distribution of salary pay sheets to all officials, Payments of leave and lump sum salary transactions, Assist with the monthly BAS/PERSAL interface reconciliations, Assist with the posting of item analysis, IRP5’s and salary slips to examiners and moderators. Dealing with PERSAL enquiries, Filing of PERSAL and salary related documents. Communications with (internal), Colleagues and PERSAL users in the Department as well as all employees within the Department to assist them with salary related enquiries. Ability to work under pressure, in a team and independently.

**ENQUIRES**  
Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190

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**POST 21/61**  
**GENERAL ASSISTANT REF NO: DHET 56/05/2014**  
Sub-Directorate: Administrative Support

**SALARY**  
R87 330 per annum

**CENTRE**  
Pretoria

**REQUIREMENTS**  
The minimum requirement for this position is 3 years’ experience or standard 8/Grade 10 or equivalent certificate.

**DUTIES**  
The candidate will execute a variety of tasks including general maintenance work, pushing trolleys, loading and offloading trucks, photocopying documents, packing and distribution of examination stationery to Colleges throughout the year, moving of furniture and equipment, collect and deliver parcels/documnetations from one destination to another, general administration duties, driving duties. Driver’s license is required. Must have good verbal and written communication skills and be able to work under pressure. As the Chief
Directorate is a high security environment, the appointee must be trustworthy, reliable and be prepared to work overtime. Recommendations: A valid forklift license. Security experience may be an advantage.

**ENQUIRIES**

Mr D Sebela Tel: 012 312 5512 or Ms A Nenguda 012 312 6190
DEPARTMENT OF HUMAN SETTLEMENTS

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

NOTE:
It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. The incumbent will be required to enter into a performance agreement and to sign an employment contract within three (3) months after assumption of duty and disclose all financial interests within three (3) months after assumption of duty. Applicants must note that further checks will be conducted once they are short listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. Applicants will be expected to subject themselves to a comprehensive assessment programme as part of the selection process. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detail CV, together with certified copies of qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 21/62 : DIRECTOR: GRANT MANAGEMENT REF NO: DOHS/42/2014
Branch: Chief Financial Officer
Chief Directorate: Chief Investment Officer

SALARY : An all-inclusive remuneration package of R819 126.00 per annum of which 40% may be structured according to the individual’s needs. The successful candidate will be required to sign a performance agreement.

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a three-year Tertiary qualification (B.Compt/B.Com) or an appropriate qualification in Finance with three (3) years relevant management experience, Previous experience in management, strategic planning and financial administration as well as completed articles will serve as an advantage. The following will serve as strong recommendations: Knowledge of the Division of Revenue Act (DoRA), the Public Finance Management Act, 1999 (Act 1 of 1999), the Municipal Finance Management Act, 2003 (Act 56 of 2003), Treasury Regulations and other relevant legislation, Strong leadership skills, Good communication (verbal and written) skills, Ability to interact at Executive level, Computer skills in MS Office software (Word, Excel and PowerPoint), Analytical and problem solving abilities, Strong attention to detail, Ability to work within a team and well under pressure, Willingness to work beyond working hours, This appointment is subject to the verifying of educational qualifications, previous experience, citizenship, criminal record and reference checks.

DUTIES : The incumbent will manage the financial administration and management of the conditional grant to Provinces, Manage the activities of the Directorate, Monitor and evaluate the performance of Provincial expenditure, Liaise and attend meetings with Provinces on a regular basis, Ensure proper reporting in terms of relevant legislation, Compile responses on audit and Standing Committee on Public Accounts (SCOPA) queries, Perform a variety of miscellaneous tasks for Management, Draft reports and submissions to Management and the Executive Authority.

ENQUIRIES : Ms L. Masilo, tel. (012) 421 1632.

APPLICATIONS : Applications must be forwarded to URS Response Handling by post: P O Box 11506, Tierpoort, 0056 or email: dohs@ursonline.co.za or fax: 086 654 1819. Applications may also be submitted online at: www.ursonline.co.za (including all required documents). Please direct all application enquiries (including hand-delivery options) to: URS Response Handling, tel. (012) 811 1900.
OTHER POSTS

POST 21/63

ASSISTANT DIRECTOR: MACRO POLICY REQUIREMENTS
ESTABLISHMENT REF NO: DOHS/40/2014

SALARY : R270 804 per annum (All inclusive of salary package)
CENTRE : Pretoria
REQUIREMENTS : A recognised 3 year degree / national diploma in Public Policy Development, Development Planning, Housing or any other relevant field; and / or experience in the Human Settlements Policy sector. Competencies: Knowledge of and a good understanding of Human Settlement and housing policies and strategies; A good understanding of the institutional arrangements in respect of the governments housing programmes Knowledge of public policy development processes; Ability to communicate and make oral presentations to a variety of stakeholders; Good research and writing skills; Good verbal and written communications and inter-personal skills; Computer user knowledge and literacy
DUTIES : Assist in determining Human Settlements Policy requirements Assist in developing Human Settlements Policy Publish and maintain National Housing Code Prepare submissions on policy related matters to decision making structures; Respond to queries/ enquiries on policy aspects Participate in housing policy formulation forums and debates.
ENQUIRIES : Mr Sabelo Mnguni (012) 421-2911
APPLICATIONS : The Director General, Department of Human Settlements, Private Bag X644, Pretoria, 0001 Physical Address: Govan Mbeki House, 240 Justice Mahomed Street, c/o Justice Mahomed & Troye Street, Sunnyside, Pretoria, 0001
FOR ATTENTION : Ms BM Motlhabane
CLOSING DATE : 06 June 2014

POST 21/64

STATE ACCOUNTANT BOOKKEEPING AND CREDITORS REF NO: DOHS/41/2014
(Financial Administration and Internal Control)

SALARY : R183 438 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must have An appropriate relevant Bachelor’s degree or diploma in Financial studies; Good interpersonal skills and communication (both written and verbal); The ability to work under pressure; Computer Literacy (Microsoft Office); The following will serve as a recommendation: knowledge of Treasury Regulations, Public Finance Management Act, Delegations, Basic Accounting System (BAS), Safety Web; thorough knowledge of Financial Accounting skills: Accuracy.
DUTIES : The appointee will be responsible for: Creditors and sundry payments Clear creditor’s suspense accounts Improve awareness and compliance to financial Policies Give training to subordinates in section; Check and authorise payments on Safety Web; Ensure proper record keeping.
ENQUIRIES : Ms JH. Twala Tel (012) 421-1563.
APPLICATIONS : The Director General, Department of Human Settlements, Private Bag X644, Pretoria, 0001 PHYSICAL ADDRESS: Govan Mbeki House, 240 Justice Mahomed Street, c/o Justice Mahomed & Troye Street, Sunnyside, Pretoria, 0001.
FOR ATTENTION : Ms BM Motlhabane
CLOSING DATE : 06 June 2014
The Department of Justice and Constitutional Development 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.

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 & CV must be accompanied by certified copies of qualifications and identity document. A driver's license must be attached if indicated as a requirement. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. 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.

MANAGEMENT ECHelon

POST 21/65

CHIEF DIRECTOR: BUDGET MANAGEMENT REF NO: 14/128/CFO

SALARY
R988 152 – R1 181 469 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE
National Office, Pretoria

REQUIREMENTS
A degree or equivalent qualification in financial or business management with Accounting as a major subject; 6 years working experience in financial management environment of which 3 years experience at senior managerial level; A valid driver's license. Skills and Competencies: Communication skills (written and verbal); Financial Management; Strategic leadership capability; Performance management; Analytical thinking, problem solving and decision making; Project management, Research and Development; People development and empowerment; Knowledge management; Change management.

DUTIES
Key Performance Areas: Compile departmental budget and facilitate equitable budget share for the department and agencies being supported by the department; Provide budget monitoring, reporting and advice to the CFO, Accounting Officer and the management of the Department at all levels; Manage the Department's budget, financial systems and maintain full accurate records; Promote compliance to the Financial Budgetary Process within the Department; Monitor and analyze financial and non financial monthly reports on spending trends according projections; Oversee the finalization of Estimates of National Expenditure, Medium Term Expenditure Framework and Adjustment Estimates; Develop, implement and monitor compliance with budgetary controls and policies; Prepare parliamentary committee report and briefings; Consolidate of UPP's (Unfunded policy priorities); Provide effective people management.

ENQUIRIES
Ms E Zeekoei (012) 315 1436

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

CLOSING DATE
09 June 2014

OTHER POSTS

POST 21/66

DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: 2014/38/MP

SALARY
R532 278– R627 000 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE
Regional Office, Mpumalanga

REQUIREMENTS
A recognized three-year Bachelor's Degree in Human Resource Management or equivalent qualification; Three years experience at Managerial level. Skills and Competencies: Computer literacy; Communication skills (Oral & Written);
DUTIES

Key Performance Areas: Handle labour disputes, misconducts and grievances; Coordinate the management of strike; Represent the Regional Office in National Labour Relations structures and committees; Represent the Department in arbitrations and conciliations matters; Provide training and advocacy on labour related matters in the region; and Facilitate the maintenance of discipline.

ENQUIRIES

Ms DCM Haasbroek (013) 753 9300/19

APPLICATIONS

Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: Application Box, Fourth Floor Room 4.26, 24 Brown Street, Nedbank Centre, Nelspruit.

CLOSING DATE

09 June 2014

POST 21/67

DEPUTY DIRECTOR: AREA COURT MANAGER

REF NO: 2014/37/MP

SALARY

R532 278–R627 000 per annum (All inclusive remuneration package), The successful candidate will be required to sign a performance agreement.

CENTRE

Magistrate Office, Evander

REQUIREMENTS

A three year tertiary qualification (Degree) in Administration (NQF Level 6) and/or National Diploma in Service Management (NQF Level 5) plus module on Case Flow Management or equivalent qualification; Six (6) years relevant experience of which three years should be at management level; A valid driver’s license; Knowledge and experience of financial management, PFMA, office and district administration will serve as strong recommendations. A thorough understanding and knowledge of the department’s various branches will be an advantage.

Skills and Competencies: Communication (verbal and written) skills; Good interpersonal relations; Computer Literacy; Language Skills; Ability to operate technical equipment; Motivating skills; Organizing skills; Leadership skills; Finance Management skills; Project Management.

DUTIES

Key Performance Areas: Develop, present and implement strategic and business plans in the area; Play a leadership role in determining and implementing departmental policies; Manage the facilities, physical resources, information and communication related to the courts; Compile, analyse and present court performance statistics and trends as required by relevant users; Develop and implement strategies towards value – added services; Lead and manage the transformation process in the designated offices; Provide case tracking services to the judiciary and prosecuting authority; Perform other duties as required by the Regional Director – Court Operations.

ENQUIRIES

Mr. SE Mashele (013) 753 9308

APPLICATIONS

Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X11249, Nelspruit, 1200 OR hand deliver at Nedbank Centre Building, 24 Brown Streets, 4th floor, Nelspruit, 1200.

CLOSING DATE

09 June 2014

POST 21/68

ASSISTANT DIRECTOR: CREDITORS

REF NO: 14/140/CFO

SALARY

R270 804–R318 984 per annum, The successful candidate will be required to sign a performance agreement.

CENTRE

National Office, Pretoria

REQUIREMENTS

A relevant 3 year Bachelor Degree/ National Diploma in Financial Management with Accounting as a subject; 5 years experience in Financial Management of which at least 2 years in Creditors; BAS experience will be an advantage; Skills and Competencies: Communication (verbal and written) skills; Computer literacy (MS Word, Outlook, MS Excel and spreadsheet) skills (will be tested); Telephone etiquette; Ability to work under pressure and meet daily deadlines; Problem analysis and analytical thinking.

DUTIES

Key Performance Areas: Reconcile, verify and consolidate Creditor’s status reports for Management, National Treasury and EXCO; Verify and consolidate accruals in the department with respect to Creditors; Responsible for unresolved and/or high level follow-ups and enquiries; Provide effective people management.

ENQUIRIES

Ms E Zeekoei (012) 315 1436.
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 09 June 2014
DEPARTMENT OF LABOUR

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

CLOSING DATE: 17 June 2014 at 16:00
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s) and ID-document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

POST 21/69: PRINCIPAL INSPECTOR: EMPLOYER AUDIT SERVICES REF NO: HR 4/4/2/142

SALARY: R337 998 per annum
CENTRE: Provincial Office: Free State
DUTIES: Monitor the implementation of UIA and COIDA programs strategy, Implement the systems that provide expert advice on sector specific UIA and COIDA matters, Control the process that monitor and evaluate impact of UIA and COIDA programs, Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments.
ENQUIRIES: Ms NP Douw-Jack, Tel: (051) 5056 251
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein
FOR ATTENTION: Sub-directorate: Human Resource Management, Bloemfontein

POST 21/70: ASSISTANT DIRECTOR: MAINTENANCE REF NO: HR5/1/2/3/54

SALARY: R270 804 per annum
CENTRE: Compensation Fund, Pretoria
REQUIREMENTS: A recognized three years diploma/ degree or an equivalent qualification. Three to five years facilities maintenance experience plus supervisory experience. Knowledge: Public Service, Dol and Compensation Fund business strategies and goals, Facilities Management Directorate/ Facilities Maintenance sub-directorate goals and performance requirements, Customer Service (Batho Pele Principles), Required IT knowledge, Compensation Fund Services
DUTIES: Implement strategic facility plans to support the objectives of the Fund. Manage and monitor the Capital and Maintenance Projects. Facilitate the general maintenance of Compensation Fund facilities to ensure compliance with health and safety requirements. Manage human, financial and physical resources.

ENQUIRIES: Ms DM Moropane, Tel: (012) 313 6341

APPLICATIONS: Chief Director: Human Resources Management, P O Box 955, Pretoria, 0001

FOR ATTENTION: Sub-directorate: Human Resource Operations, Compensation

POST 21/71: ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT (IES) REF NO: HR 4/4/6/40

SALARY: R270 804 per annum

CENTRE: Provincial Office: Limpopo


ENQUIRIES: Mr PJ Tladi, Tel: (015) 290 1612

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700

FOR ATTENTION: Sub-directorate: Human Resources Management, Limpopo

POST 21/72: SENIOR EMPLOYER AUDIT SERVICES OFFICER REF NO: HR 4/4/2/141

SALARY: R227 802 per annum.

CENTRE: Provincial Office: Free State


DUTIES: Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the systems that provide expert advice on sector specific UIA and COIDA matters. Coordinate the process that monitor and evaluate impact of UIA and COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Supervise the resources within the Unit.

ENQUIRIES: Mr C Heynie, Tel: (051) 5056 276

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein

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FOR ATTENTION: Sub-directorate: Human Resource Management, Bloemfontein

POST 21/73: SENIOR EMPLOYMENT SERVICE PRACTITIONER REF NO: HR 4/4/5/24

SALARY: R227 802 per annum

CENTRE: Labour Centre: Pietermaritzburg


DUTIES: Identify and formalize the relationship with relevant stakeholders to acquire placement opportunities. Maintain relationship with relevant stakeholders. Disseminate information to the relevant users for continuing development or improvement. Monitor the progress of placed employees.

ENQUIRIES: Ms S Zungu, Tel: (033) 341 5300

APPLICATIONS: Chief Director: Provincial Operations: P O Box 940, Durban, 4000

FOR ATTENTION: Sub-directorate: Human Resources Management, Kwazulu-Natal

POST 21/74: EMPLOYER AUDIT SERVICE OFFICERS 6 POSTS

SALARY: R183 433 per annum

CENTRE: Provincial Office: Free State – Ref No: HR4/4/2/1289 (5 posts)
Labour Centre: Port Elizabeth – Ref No: HR 4/4/1/13 (1 post)


DUTIES: Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the systems that provide expert advice on sector specific UIA and COIDA matters. Coordinate the process that monitor and evaluate impact of UIA and COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments.

ENQUIRIES: Mr C Heynie, Tel: (051) 5056 276
Mr S Ngomti, Tel: (043) 701 3038

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300
Hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein
For Attention: Sub-directorate: Human Resource Management, Bloemfontein
Chief Director: Provincial Operations: Private Bag X 9005, East London, 5200
For Attention: Sub-directorate: Human Resources Management, East London

POST 21/75: UNEMPLOYMENT INSURANCE ADMIN CLERK 8 POSTS REF NO: HR 4/4/6/42

SALARY: R123 738 per annum

CENTRE: Provincial Office: Limpopo


DUTIES: Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure. Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform administrative duties in the section.

ENQUIRIES: Ms PA Landman, Tel: (015) 290 1693
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
FOR ATTENTION: Sub-directorate: Human Resource Management, Limpopo

POST 21/76: SENIOR REGISTRY OFFICER REF NO: HR 4/4/6/44

SALARY: R123 738 per annum
CENTRE: Provincial Office: Limpopo
DUTIES: Administer archival records and keep them in good condition. File document according to the requirements of National Archives. Handle all incoming and outgoing mails. Procure and issue stock, stationary and equipment for the section.
ENQUIRIES: Mr Mabunda, Tel: (015) 290 1724
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
FOR ATTENTION: Sub-directorate: Human Resource Management, Limpopo

POST 21/77: REGISTRY CLERK REF NO: HR 4/4/6/35

SALARY: R123 738 per annum
CENTRE: Provincial Office: Limpopo
DUTIES: Maintain the filling system as per the directives of the archives and records management prescripts. Sort and prepare documents for disposal processes in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.
ENQUIRIES: Ms PA Landman, Tel: (015) 290 1693
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
FOR ATTENTION: Sub-directorate: Human Resource Management, Limpopo

POST 21/78: TELECOM OPERATOR REF NO: HR 4/4/6/43

SALARY: R123 738 per annum
CENTRE: Provincial Office: Limpopo
DUTIES: Render administration support services on telecommunication. Provide Switchboard support services in Provincial Office. Liaise with Service Providers for telephone maintenance.
ENQUIRIES: Ms G Mabunda, Tel: (015) 290 1724
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
FOR ATTENTION: Sub-directorate: Human Resource Management, Limpopo
APPLICATIONS: The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Francis Baard Street, former Schoeman, Sunnyside

FOR ATTENTION: Ms T Sibutha/ Ms N Maseko

CLOSING DATE: 13 June 2014

NOTE: Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID not longer than 3 months. Applicants who do not comply with the above-mentioned requirements, as well as application received late will not be considered. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful

MANAGEMENT ECHELON

POST 21/79: CHIEF DIRECTOR: MINERAL REGULATION AND ADMINISTRATION (CENTRAL REGIONS) REF NO: DMR/14/0071

SALARY: R988 152 per annum, (all inclusive package) Level 14

CENTRE: Head Office (Pretoria)

REQUIREMENTS: A three year tertiary qualification with extensive Senior Management experience PLUS the following key competencies
- Knowledge of: in-depth understanding and knowledge of the mineral and mining industry
- The regulatory regime affecting the minerals and mining industry
- Government policies and legislation
- Public administration, legislation and management
- The processing of rights in terms of the Mineral and Petroleum Resources Development Act, 2002 (Act 28 of 2002) (MPRDA) and operational functions of a manager
- Financial management
- Skills: Problem-solving
- Organisational and negotiation
- Proven management
- financial management
- Communication: Good communication skills (verbal, written and liaison)
- Creativity: Strategic capabilities and leadership

DUTIES: Ensure efficient and effective administration and management of the Regional Offices
- Ensure uniform application and implementation of and compliance to the MPRDA or any other applicable legislation
- Provide strategic direction and leadership on sustainable exploration and exploitation of mineral resources in order to promote economic growth
- Manage the rendering of a specialised administrative service of the Branch
- Provide strategic support and advice to the Minister, Director-General and Deputy Director-General
- Manage the Chief Directorate.

ENQUIRIES: Mr J Raphela  012 444 3943

NOTE: Women and people with disabilities are encouraged to apply
NATIONAL TREASURY

APPLICATIONS : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.igr@treasury.gov.za.

CLOSING DATE : 13 June 2014 at 12:00

NOTE : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

OTHER POST

POST 21/80 : PROJECT COORDINATOR: PROVINCIAL GOVERNMENT INFRASTRUCTURE REF NO: S107/2014
Division: Intergovernmental Relations–Provincial and Local Government Infrastructure

SALARY : R337 998 (excluding benefits) per annum
CENTRE : Pretoria
REQUIREMENTS : 3 year qualification in Economics/ Accounting/ Public Finance or Statistics • 2-3 years’ experience in monitoring and reporting • Experience in the functioning of the provincial infrastructural environment would be advantageous

DUTIES : It would be expected from the candidate to: Review of infrastructure legislation and policies: Participate in national and provincial policy implementation and review processes • Provide inputs to the development and review of provincial infrastructure grant framework • Implement reforms for delivery of provincial infrastructure: Assist in the monitoring and piloting of best practises to support the reform of provincial infrastructure planning and budgeting • Research tools for utilisation and guide the implementation of provincial infrastructure delivery reforms • Verification of financial data: Initiate processes to formulate and refine provincial infrastructure reporting format • Assist in the analyses of data and verification of their correctness pertaining to allocated budgetary expenditure • Infrastructure analyses and reporting: Prepare reports on progress in spending and delivery of provincial infrastructure • Assist in the monitoring and piloting of best practises in support of reform pertaining to provincial infrastructure planning and budgeting.
ANNEXURE M

DEPARTMENT OF PERFORMANCE, MONITORING AND EVALUATION

The Department of Performance Monitoring and Evaluation 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.

APPLICATIONS

Applications must be sent to: The Department of Performance Monitoring and Evaluation, attention Ms W Oosthuizen, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at Union Buildings, Main Entrance, Government Avenue, Pretoria. Website: www.thepresidency-dpme.gov.za

CLOSING DATE

14 June 2014@ 16h30

CENTRE

Pretoria

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 numbers 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.

OTHER POSTS

POST 21/81

DEPUTY DIRECTOR: GOVERNMENT PERFORMANCE INFORMATION REF NO: 193/2014

SALARY

R630 822 – R743 076 all inclusive salary package per annum (Salary level 12)

REQUIREMENTS

A three year relevant qualification, with at least 5 years’ appropriate experience in strategic planning in government as well as experience in aspects related to programme management. The candidate should be an analytical thinker with strong background in research and must have thorough understanding of policy and administrative processes of Government as well as a good understanding of political and governance issues. The candidate should also be able to use databases and information systems in relation to planning, monitoring and evaluation. The candidate should possess the following skills: Leadership; Problem solving; Communication; Interpersonal; Project management and Report writing.

DUTIES

The incumbent will be responsible for providing support in the development and implementation of strategic and annual performance plans in government. This entails assisting with the consultation regarding proposals for improving existing planning, reporting and monitoring frameworks; conducting training workshops for all national and provincial departments on the planning and programme performance frameworks; assist in the review of the departmental strategic plans and annual performance plans and provide support and the necessary guidance to departments. Other duties include the coordination of the quarterly performance reporting system which includes the collection and analysis of non-financial data from provinces and national departments, analysis of annual
reports of national and provincial departments and coordination of interaction with all stakeholders.

ENQUIRIES : Mr I Akhalwaya, 012 312 0303

POST 21/82 : ASSISTANT DIRECTOR: PRESIDENTIAL HOTLINE REF NO 194/2014

SALARY REQUIREMENTS : R337 998 – R398 139 per annum (Salary level 10) plus benefits

A relevant 3 year tertiary qualification with at least 5 years experience OR a Senior Certificate and least ten years’ relevant experience in customer-focused environment within government. Should possess high level skills in: report writing, project management, sound knowledge of the Microsoft Office suite (including excel and power point). Must have good problem solving skills & attention to detail, should have excellent verbal and written communication skills, excellent analytical skills and strong customer service skills. Must have a professional demeanour, a sense of urgency and accuracy, the ability to maintain high work standards under sustained pressure and frequent deadlines and knowledge of government policies.

DUTIES : Working actively with departments, provinces & municipalities to ensure that complaints and queries are addressed in line with the standards procedures of the project. Monitor case resolution performance for each department/province and produce analytical reports to support improved performance. Monitor and support the quality of complaints resolution, in line with the quality standards, and intervene when weaknesses are identified. Receive, follow up, escalate and resolve complaints of urgent or serious nature. Produce regular reports on the outputs and impact of your work.

ENQUIRIES : Mr S Mkhize, 012 312 0364
The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representivity in the Public Service through the filling of these posts and persons whose appointment will promote representivity will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered.

APPLICATIONS: The Director-General, Department of Public Works, Private Bag X65, Pretoria 0001 or Central Government Offices Building, Corner of Vermeulen (Madiba) and Bosman Streets, Pretoria.

FOR ATTENTION: Ms N. Mudau

CLOSING DATE: 13 June 2014

NOTE: Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. Please forward your application, quoting the relevant reference number, to the address below. People with disabilities are encouraged to apply.

OTHER POSTS

POST 21/83: SENIOR INTERNAL AUDITOR 3 POSTS

SALARY: R227 802 per annum

CENTRE: Kimberley Regional Office (2 Posts) Ref. No: 2014/88A
Cape Town Regional Office (1 Post) Ref. No: 2014/88B

REQUIREMENTS: A tertiary qualification in Internal Auditing or Financial Accounting and relevant working experience, Knowledge of Standards for Professional Practice of Internal Auditing, Treasury Regulations, the Public Finance Management Act, Institute of Internal Auditors Code of Ethics and Phases of internal audit processes. Skills: Computer literacy, Numeracy, Advanced (verbal and written) communication, Project management, Report writing, Organisation and co-ordination, Dedication, Honesty, Objectivity, Diligence, Avoid conflict of interests in performing duties, Exercise prudence with confidential information, Innovation skills, Adaptability, Creative skills

DUTIES: Conduct audit programme steps, Conduct audit fieldwork and collect relevant, sufficient and useful audit evidence, Assess and evaluate audit evidence, Develop audit working papers, Develop audit findings, Undertake the administrative functions of the Regional Internal Audit section •Co-ordinate the administration of the Office, Ensure that there are adequate resources for the Office, Manage office management systems.

ENQUIRIES: Ms L.M. Ragolane, tel. (012) 406 1160.

POST 21/84: SENIOR FORENSIC INVESTIGATOR 2 POSTS REF NO: 2014/89

SALARY: R227 802 per annum

CENTRE: Head Office (Pretoria)

REQUIREMENTS: A three-year tertiary qualification in Auditing, Accounting and/or Law, Relevant years of experience, A Certificate in Forensic and Investigative Auditing will serve as an advantage. Knowledge: Applicable legal framework and legislation, Departmental business system and processes, Disciplinary code procedures, Understanding of ethical values and behaviour, Good governance, Best practices in the prevention and combating of corruption and unprofessional conduct, Fraud examinations. Skills: Computer literacy, Effective (verbal and written) communication, Planning and organisational, Relationship management, Programme and project management, Interpersonal and diplomacy, Analytical thinking, Problem solving, Decision making, Motivational, Negotiation, Conflict management, Presentation skills. Personal Attributes: Tenacity, Dedication,
Honesty, Exceptional level of integrity, Innovation, Adaptability, Creative skills, Solution orientated - ability to design ideas without direction, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Hard-working, Highly motivated, Willingness to work irregular and long hours, Expected to work overtime, Must be prepared to disclose their financial interests, Security clearance.

**DUTIES**

- Effective implementation of forensic operations and projects, Actively conduct forensic investigation projects that are scoped and planned, Gather comprehensive and complete evidence of alleged serious mismanagement of resources or unprofessional conduct, Develop an understanding of the procedures and systems of our Clients, Gather factual evidence under instruction to support allegations/suspicions, Gather, capture and sort information with accuracy and efficiency, The effective drafting of finding reports on investigations completed and administrative support, Develop investigation findings and provide draft investigation reports, Provide inputs and a summary of findings to prepare forensic investigation reports containing significant substantiated findings, Perform reconciliation of accounting information as per requirements of assignments, Trace flow of transactions through records as per requirements of assignments, Compile, organise, reference and complete audit files, Work effectively within time frames and budget requirements of projects, Conduct research for obtaining required updated technical information, Interact with clients in a professional manner.

**ENQUIRIES**

- Mr L.M. Mahloko, tel. (012) 406 1060.
DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

APPLICATIONS: Applications quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, PRETORIA, 0001 or delivered 116 Johannes Ramokhoase (Proes) Street, Batho Pele House, cnr Johannes Ramokhoase Street and Sophie De Bruyn Street, Pretoria, 0001. Faxed and emailed applications will not be considered.

CLOSING DATE: 17 June 2014

NOTE: The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers • an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records.

OTHER POST

POST 21/85: REGISTRY CLERK REF NO: DPSA/0006

SALARY: R123 738 per annum (Level 5). An annual progression up to a maximum salary of R145 758 per annum is possible, subject to satisfactory performance.

CENTRE: Pretoria

REQUIREMENTS: Grade 12 Certificate and experience in registry services. Experience in the following key competencies: the National Archives and Records Services Act, 1996 (Act 43 of 1996). Skills: Problem solving, organising, Communication (Written and Verbal) and Computer Literacy.

DUTIES: Render mail (From post office) service: open, stamp and sort mail and record mail in the register. Receive and sort mail and parcels delivered by hand record mail in the register. Render courier service: package documents, place in envelopes, address envelopes; place them in an outgoing tray and record mail in the mail register. File and retrieve files on-site and off-site. File all records according to the National Archives prescripts. Control movement of files and access to files. Register supply of files to officials and maintain register of files opened.

ENQUIRIES: Ms Rebecca Lenong (012) 336 1278
DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

APPLICATIONS: The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
FOR ATTENTION: Ms E de Waal
CLOSING DATE: 13 June 2014
NOTE: A curriculum vitae with a detailed description of duties, the names of two referees, certified copies of qualifications and identity document must accompany your signed application for employment (Z83). Shortlisted candidates for SMS posts will be required to undergo competence assessment. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. No faxed or e-mailed applications will be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. “The Department of Social Development supports persons with disabilities”

OTHER POSTS

POST 21/86: LEGAL ADMINISTRATION OFFICER
Chief Directorate: Legal Services
SALARY: R183 126 per annum (The salary will commensurate with appropriate experience)
CENTRE: Pretoria, HSRC Building
DUTIES: Key Responsibilities: _Oversee the institution and defence of legal proceedings by or against the Department._ Assist in providing legal advice to the Department. _Assist in liaison with the State Attorney regarding court cases and litigation in general as well as draft documents in that regard._ Assist with drafting, vetting and reviewing of contracts and agreements. _Assist with drafting of legislation and subordinate legislation._
ENQUIRIES: Mr M Ratshisusu Tel: (012) 312-7190

POST 21/87: SENIOR SECRETARY GRADE III 2 POSTS
Directorate: Human Resource Management
Directorate: NPO Governance and Stakeholder Relations
SALARY: R148 584 per annum
CENTRE: Pretoria, HSRC Building
REQUIREMENTS: A Grade 10 or equivalent Certificate PLUS extensive experience in the administrative/secretarial field and _or_ a Grade 12 or equivalent Certificate PLUS sufficient experience in the administrative/secretarial field. _Knowledge of document tracking, storage and retrieval._ _Knowledge of diary management and...

**DUTIES**

Key Responsibilities: _Answer the telephone, make telephone calls on behalf of the senior manager and canalise telephone calls to the relevant units. _Receive clients or visitors. _Arrange meetings, workshops and appointments and provide administrative support. _Manage the diary of the senior manager. _Arrange journeys and accommodation, compile and submit subsistence and travel claims. _Scan, manage and draft correspondence, documentation, supporting registers and filing. _Facilitate inputs for parliamentary questions. _Take notes keep minutes of the meetings and do typing. _Co-ordinate financial inputs as well as human resource management and human resource development matters. Act as Chief User Clerk.

**ENQUIRIES**

Mr D Chinappan Tel: (012) 312 7504  
Mr M Bok Tel: (012) 312 7697/7312

**NOTE**

Applicants are requested to submit separate application form for each post.

**POST 21/88**

**SUPPLY CHAIN MANAGEMENT CLERK: STORES 2 POSTS**

**Directorate:** Supply Chain Management

**SALARY**

R123 738 per annum

**CENTRE**

Pretoria, HSRC Building

**REQUIREMENTS**

A Senior Certificate or equivalent qualification with a minimum of one year experience. _Knowledge of relevant Public Service Regulatory Framework and Acts. Competencies needed: _Computer literacy, Planning and organising skills, Communication (written, verbal and liaison) skills. _Customer care skills. Problem-solving skills. _Interpersonal skills. _Business ethics skills. _Analytical skills. Attributes: Accurate. _Ability to work under pressure. _Ability to work in a team and independently. _Friendly and trustworthy. _Confidentiality. _Self starter. _Customer focused. _Adaptable.

**DUTIES**

Key Responsibilities: _Render stores assistant services. Maintain an accurate asset register for the Department of Social Development. _Barcode new assets and complete asset addition form. _Print inventories and send to official/inventory controller for verification and signing. _Render acquisition services. _Ensure asset management activities are in line with legislative framework. _Capture newly additions on Fast-Track and print new inventory list for signature. _Update movement of assets and print new inventory list for signature. _Assist in quarterly spot checks to ensure correctness of assets in Branches/Directorates. _Capture shortage and surplus of items in asset management system FASTTRACK/LOGIS. _Render logistical support services. _Assist officials with regard to assets from SCM storeroom. _Perform asset verification twice a year. _Investigate shortages and surpluses of assets. _Render administrative support services and attend to queries in the unit. _Render inventory/warehouse support services. _Receive stores/non stores items requisitions and capture for issuing. _Issue stores/non stores items to end-user. _Receive goods from suppliers and pack accordingly. _Do stock-takes on all inventories in the stores. _Supply paper to all photocopying machines.

**ENQUIRIES**

Mr P Mulaudzi Tel: (012) 312 7034
STATISTICS SOUTH AFRICA

Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies: ● Intellectual capability to lead the scientific work of statistics ● Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public ● Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness ● Political competence in understanding the political environment without being political or politicized (commitment of delivery without fear of favour) ● Administrative competence: The ability of bringing it all together.

APPLICATIONS : Head Office, Pretoria: Post to the Recruitment Manager, Statistics SA, Private Bag X44, Pretoria 0001 or hand-deliver at 167 Manaka Heights Building, corner Andries (Thabo Sehune) and Vermeulen (Madiba) Streets, Pretoria. Free State: Human Resource Officer, Statistics SA, Private Bag X20541, Bloemfontein 9300 or hand deliver at Ellen Gaborone Building, Corner Moshoshoe & George Lubbe Street, Rocklands, Bloemfontein, 9300.

CLOSING DATE : 6 June 2014

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service department, and must be completed in full. Certified copies of your identity document and qualifications as well as a CV must be attached. Applicants risk being disqualified for failing to submit all the required documents. If you do not hear from us within three months after the closing date, please regard your application as unsuccessful. Correspondence will be entered into with short listed candidates only. Stats SA reserves the right not to make an appointment. Appointment is subject to security clearance, the signing of a performance agreement, verification of the applicant's documents, and reference checking. Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for in your application

OTHER POSTS

POST 21/89 : PERSONAL ASSISTANT REF NO: 08/05/14FS
One permanent position exists in the Free State Provincial Office

SALARY : R183 438 per annum
CENTRE : Bloemfontein
REQUIREMENTS : A Secretarial diploma or equivalent qualification, In-depth knowledge of English grammar and its application, Numerical and statistical literacy, At least one year experience rendering support to senior management, Knowledge of MS Office Suite.

DUTIES : Provide a secretarial/receptionist support service to the manager, Render administrative support services, Provide support to manager regarding meetings Support the manager with the administration of the manager’s budget. Personal Profile: This position will suit a person with: Good communication, interpersonal, telephone etiquette, organisation, research, finance management, numerical and analytical skills, Has an eye for detail, a flair for statistics and languages, is deadline driven and thrives under pressure ● Must be a logical and clear thinker ● Ability to take initiative.

ENQUIRIES : Mr Raymond Matsemela at (051) 412 7500.

POST 21/90 : INFORMATION OFFICER REF NO: 09/05/14HO
Two permanent positions exist in the Stakeholder Relations and Marketing division at Head Office

SALARY : R183 438 per annum
CENTRE : Head Office
REQUIREMENTS : A three-year tertiary qualification in Marketing/Communications, At least one year experience in a customer relations environment, Exposure to a statistical environment would be an added advantage ● Knowledge of the content of Stats SA’s products and services, Telephone etiquette training will be an added advantage, Knowledge of MS Office Suite ● A valid driver’s license will be an added advantage
DUTIES: Respond to user requests for statistical information, Refer user requests for statistical information to DM:SIS or subject matter specialist for response • Assist user with navigation of website • Capture user information and nature of call onto the CRM system. 

Personal Profile: These positions will suit persons with: Good communication, analytical, research and problem-solving skills • Ability to work under pressure • Ability to work independently and as a part of a team.

ENQUIRIES: Mr Collen Mokonyane at (012) 310 4604.

POST 21/91: BENEFIT ADMINISTRATIVE OFFICER REF NO: 10/05/14HO
Three permanent positions exist in the Human Resource Management division at Head Office, Pretoria.

SALARY: R183 438 per annum
CENTRE: Head Office

REQUIREMENTS: A three-year tertiary qualification in HRM or related, Thorough knowledge and application of Persal is essential, At least one year experience in processing conditions of service, Knowledge of applicable HRM legislative prescripts, Knowledge of MS Office Suite.

DUTIES: Processing of terminations both contract and permanent, Processing leave applications, Co-ordination of incapacity and ill-health applications, Implement allowances, Coordination of Injury on Duty applications, Processing of long service awards, Processing of counter-offers, Implement package structuring, Implement Pay and Grade progression, Implement performance awards, Effect medical aid changes, Provide weekly reports, Ensure auditing of files. 

Personal Profile: These positions will suit persons with: Good interpersonal, communication and organisational skills, Ability to work under pressure and within a team, research and problem-solving skills, Ability to work under pressure • Ability to work independently and as a part of a team.

ENQUIRIES: Mr Collen Mokonyane at (012) 310 4604.

POST 21/92: STATISTICAL OFFICER REF NO: 11/05/14HO
One permanent position exists in the Structural Industry Statistics division at Head Office, Pretoria

SALARY: R183 438 per annum
CENTRE: Head Office

REQUIREMENTS: A three-year tertiary qualification in Economics/Statistics/Accounting, At least one year experience in the processing of surveys, Knowledge of MS Office Suite.

DUTIES: Supervise the collection, checking and processing of completed questionnaires and administrative data within the specified timeframes, Identify large enterprises to be visited, Provide correct data by means of effective control, investigations and proper implementation of prescribed methodology, Supervise the capturing, checking and editing of questionnaires, Maintain good relations with respondents by means of effective communication, Provide progress reports, Enhance team co-operation and spirit. 

Personal Profile: This position will suit an innovative person with: Good interpersonal, communication, organising, research, analytical and strategic thinking skills, Ability to work effectively and efficiently under pressure.

ENQUIRIES: Mr Collen Mokonyane at (012) 310 4604.

POST 21/93: PROFFESIONAL ICD 10 CODER REF NO: 12/05/14HO
One permanent position exists in the Corporate Data Processing Centre at Head Office, Pretoria

SALARY: R183 438 per annum
CENTRE: Head Office

REQUIREMENTS: A three-year tertiary qualification in Nursing/Occupational Health/Physiotherapy or any other health related field • Training in anatomy, physiology, medical terminology and ICD-10 coding is essential • At least one year experience in ICD-10 coding • Knowledge of clinical documentation, health data standards, classification conversions and legal aspects of health information, Knowledge of MS Office Suite.


Personal Profile: This position will suit a person with:
**ENQUIRIES**
Mr Collen Mokonyane at (012) 310 4604.

**POST 21/94**
**ASSISTANT STATISTICAL OFFICER REF NO: 13/05/14HO**
Six permanent positions exist in the Structural Industry Statistics division at Head Office, Pretoria

**SALARY**
R148 584 per annum

**CENTRE**
Head Office

**REQUIREMENTS**
A matric certificate with Mathematics/Accounting • Experience in the appropriate fields/survey will be an added advantage, Knowledge of MS Office Suite, A valid driver’s license will be an added advantage.

**DUTIES**
Mail and telephonic collection of questionnaires, Visit respondents to collect questionnaires, complete questionnaires from financial statements, or assist with completion of questionnaires. Check, capture and edit the collected information for the current and previous period. Maintain good relations with respondents, Conduct quality assurance. Person Profile: This position will suit a person with: Good numerical and communication skills, Ability to work independently, Ability to work effectively and efficiently under pressure in order to meet deadlines.

**ENQUIRIES**
Mr Collen Mokonyane at (012) 310 4604.

**POST 21/95**
**ADMINISTRATIVE ASSISTANT REF NO: 14/05/14HO**
One permanent position exists in the Human Resource Management division at Head Office, Pretoria

**SALARY**
R123 738 per annum

**CENTRE**
Head Office

**REQUIREMENTS**
A matric certificate with Typing, Experience in general office administration, Knowledge of record keeping and document management, Knowledge of MS Office Suite.

**DUTIES**
Provide a secretarial/receptionist support service to the manager, Provide a clerical support service to the manager, Remain up to date with regard to prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager: Person Profile: This position will suit a person with: Good interpersonal, communication and organisational skills, Ability to act with tact and discretion, Willingness to work long hours and under pressure.

**ENQUIRIES**
Mr Collen Mokonyane at (012) 310 4604.

**POST 21/96**
**SWITCHBOARD OPERATOR REF NO: 15/05/14HO**
One permanent position exists in the Stakeholder Relations and Marketing division at Head Office, Pretoria

**SALARY**
R103 494 per annum

**CENTRE**
Head Office

**REQUIREMENTS**
A matric certificate, Relevant working experience.

**DUTIES**
Render switchboard services: attend to incoming and outgoing telephone calls, take messages and convey to relevant staff, print and issue telephone accounts, allocate pin codes when authorised, etc, Maintain switchboard system: identify and report telephone faults to the supervisor, notify the staff if telephones are out of order, record maintenance of the switchboard, bar and activate telephone extensions when authorised. Person Profile: This position will suit a person with: Good communication and problem-solving skills, Ability to work under pressure, Ability to work independently and as a part of a team.

**ENQUIRIES**
Mr Collen Mokonyane at (012) 310 4604.
ANNEXURE R

NATIONAL DEPARTMENT OF TOURISM

APPLICATIONS: The Director-General, National Department of Tourism, Private Bag x 424, Pretoria, 0001 or hand deliver to Tourism House, 17 Trevenna Street, Sunnyside, Pretoria, 0002,

FOR ATTENTION: Mr E Masindi

CLOSING DATE: 13 June 2014 at 16h30 (E-mailed, faxed and late applications will not be considered)

NOTE: In order to be considered, applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references). 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. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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.

OTHER POST

POST 21/97: ASSISTANT DIRECTOR: SKILLS DEVELOPMENT REF NO: NDT27/2014

SALARY: R270 804 per annum (Total inclusive package of R372 496 per annum)

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s Degree/National Diploma (NQF 6) in Human Resource Management/Development or equivalent qualification coupled with relevant experience in the Human Resource Development field. Ability to manage projects independently. Knowledge and skills in financial management and budgeting. Negotiation and excellent communication skills (verbal and written). Ability to develop new ideas that result in major changes on existing policy frameworks. Good computer literacy and use of standard packages.

DUTIES: The successful candidate will manage the part-time (internal) and full-time (external) bursary programme. Manage the Mentorship and Coaching of National Department of Tourism (NDT) employees. Manage the NDT intermediate and scarce skill internship programme. Develop and implement skills planning processes to compile the Workplace Skills Place (WSP) and adhoc training programmes/interventions. Coordinate and implement the ABET and Learnership programmes, Coordinate and facilitate the Compulsory Induction Programme and the NDT Orientation Programme. Monitor, Evaluate and produce management reports on skills development interventions. Co-ordinate the development and implementation of policies. Render a Human Resource Development advisory service to the management of the Department.

ENQUIRIES: Ms N Buthelezi, tel. (012) 444 6149

NOTE: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
ANNEXURE S

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply.

APPLICATIONS : Department of Transport, Private Bag X193, Pretoria, 0001 of hand deliver at the Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit, Room 4042. Employees are reminded to quote the relevant reference numbers/post number when applying for these posts.

CLOSING DATE : 13 June 2014

NOTE : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

Erratum: Assistant Director: Rural Road Management Post: 19/57. The above mentioned post was advertised on Circular 19 of 2014 that was posted on 19 May 2014, you are therefore advised that the post is withdrawn. We apologise for any inconvenience caused

OTHER POSTS

POST 21/98 : DEPUTY DIRECTOR: ROAD INFRASTRUCTURE SAFETY AUDITS AND QUALITY ASSURANCE
Branch: Road Transport
Chief Directorate: Road Engineering Standards
Directorate: Road Quality & Asset Management
Sub-Directorate: Road Infrastructure Safety Audits and Quality Assurance

SALARY : All salary inclusive package R532 278 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate three year qualification in Built Environment preferable in Civil Engineering and or Transportation Management. Minimum of 5 year experience in Road Infrastructure Management. Display understanding of South African Road Safety Manual; Traffic Engineering and Road Traffic Safety Management Systems. Functions: Co-ordinate a safety audit strategy and framework with all key role players and stakeholders; Manage and monitor the implementation of infrastructure safety audits; Facilitate the identification and maintenance of abnormal load corridors / network.

DUTIES : The incumbent will be responsible to: Develop, and update the methods and processes involved in assessing road safety status of road network; Ensure remedial measures and evaluations are implemented. Interface with all road authorities and affected stakeholders; Monitor and evaluate the implementation of projects and its impact on overloading. Conduct project information review and site inspections; Provide feedback on lesson learnt and knowledge gained. Compile and issue response report including risk assessment of safety concerns; Review Audit findings and recommendations; Maintain and update overload control strategy in relation to quality and condition of roads; Liaise with provinces to ensure coherence in national and province strategic implement Maintain records of the weighbridge network in S.A, including monitoring vehicle journeys & overloading trends; Monitor and evaluate the implementation of projects and its impact on overloading.

ENQUIRIES : Mr Msondezi Futshane , Tel: (012) 309 3610
POST 21/99 : ASSISTANT DIRECTOR: ROAD INFRASTRUCTURE MANAGEMENT
Branch: Road Transport
Chief Directorate: Road Infrastructure and Industry Development
Directorate: Road Infrastructure Planning
Sub-Directorate: Road Infrastructure Management

SALARY : All salary inclusive package R270 804 per annum
CENTRE : Pretoria
REQUIREMENTS : An acknowledged qualification in Civil Engineering/Transport Economics/Transport Planning or equivalent qualification. At least three (3) years appropriate experience and knowledge with respect to planning in the road infrastructure and maintenance environment. Note: The following will serve as strong recommendations: General Knowledge of the transport industry; National Road Act, terms & definitions, practices & policies and logistics; Knowledge about the road freight industry is deal but other transportation experience, financial management or policy development will be added advantage; Knowledge of computer application and working with large database files; Valid driver's license; Understanding of relevant prescripts and policy development skills; Knowledge of PFMA, DORA and Treasury Regulations; Analytical and problem solving skills; Strategic capability and leadership; Communication skills; Client orientation and customer focus; Must be willing to travel extensively and work irregular hours.

DUTIES : The incumbent will be responsible to: Develop Road management Strategies for Road Network of SA; Determine needs through analysis of roads capacities volumes and conditions; Conduct and updates roads needs studies; Develop and monitor the implementation of the roads strategy; Development of an integrated infrastructure plan and investment plan for all three tiers of govern; Ensure implementation of Best Practice Delivery models for Roads; Develop and facilitate Detailed Project Planning for Nationally Driven Road Projects; Handling of enquiries and dealing with roads infrastructure queries; Provide Technical & administrative support for the Directorate.

ENQUIRIES : Ms P Mntungwa, Tel: (012) 309 3425

POST 21/100 : SENIOR MASTER PLANNING IMPLEMENTATION OFFICER
Branch: Integrated Transport Planning
Chief Directorate: Macro Sector Planning
Directorate: Master Planning Implementation

SALARY : All salary inclusive package R227 802 per annum
CENTRE : Pretoria
REQUIREMENTS : A three (3) years National Diploma or Degree in Logistics Management/Transport Economics/Regional and Urban Town Planning /Transport Management. Minimum of 18-24 months experience in the transport sector and transport planning will be an added advantage OR Grade 12 plus proof of current registration in high institute of learning towards a degree or national diploma in Logistics Management/Transport Economics/Regional and Urban Town Planning/Transport Management or equivalent supported by 5 years or more work experience in the transport sector. Note: The following will serve as strong recommendations: Knowledge of multi-modal transport planning, implementation and oversights; Research and report writing / documentation skills; Advanced computer skills – Microsoft Word, Excel and PowerPoint; Administration procedures; Analytical and problem solving skills ad Good interpersonal slilks and team work; Good communication skills; Ability to work under pressure; Willingness to travel and work irregular hours.

DUTIES : The incumbent will be responsible to: Monitor the compliance of Transport Planning ad Review at all spheres of government; Assist in the management of transport planning and oversight at a national level; Monitor the implementation of the Investment programmes; Investigate the effectiveness of Land use/transport integrated transport planning; Provide assistance in identifying spatial planning area for future investment; Verify the integration of multi-modal transport plans; Interfacing with other Branches such as Rail, Roads, Maritime ad Aviation on transport planning matters; Perform proactive transport economics and quantitative planning and analysis as prediction to enhance supply and demand equilibrium; review and update investment project or programs to meet the current plan objectives; Provide administration support; Ensure that secretariat duties are appropriately managed during meetings and /or effectively
undertaken; Oversee the organization of the Directorate meeting that will impact internal and external stakeholder

ENQUIRIES:
Mr U Tembo, Tel: (012) 309 3012

POST 21/101:
SENIOR STATE ACCOUNTING: TAXATION
Branch: Office of the CFO
Chief Directorate: Financial Administration
Directorate: Salary Administration
Taxation & Debts Management

SALARY:
All salary inclusive package R227 802 per annum

CENTRE:
Pretoria

REQUIREMENTS:
A three (3) year National Diploma or Degree in Financial Accounting/Finance with three (3) years relevant experience in Taxation and Payroll. Note: The following will serve as strong recommendations: Knowledge and experience in Income Tax; working knowledge of Accounting System (BAS) and PERSAL; Knowledge of the PFMA and Treasury Regulations; Computer literate with MS Word and MS Excel; Good interpersonal and communication skills (verbal and written); Sound mathematical and accounting skills.

DUTIES:
The incumbent will be responsible to: Perform Tax, Pension and Medical aid calculations; Capture Persal tax accumulations; Compile IRP3(A); Update and issue IRP5 certificates; Compile monthly tax reports; Perform bi-annual and annual tax reconciliation; Reconcile the tax suspense accounts monthly; Complete BAS payment and the EMP201; Interact with SARS in relation to the tax directives, tax returns and reconciliation; Handle all resignations and made sure leave gratuity are paid; Payment of all committee members on BAS and File documents and appropriate files for audit purpose.

ENQUIRIES:
Ms Refilwe Matsetela, Tel: (012) 309 3762

POST 21/102:
SHIP AND PORT SECURITY LIASION OFFICER
Branch: Maritime Implementation, Monitoring and Evaluation
Directorate: Maritime Safety, Security and Environment
Sub-Directorate: Maritime Security

SALARY:
All salary inclusive package R227 802 per annum

CENTRE:
Pretoria

REQUIREMENTS:
An appropriate three (3) year National Diploma/ Degree in Maritime Security or an equivalent tertiary qualification coupled with two (2) years’ experience in Maritime related environment. Ship and ports Security knowledge will be added as an advantage. Note: The following will serve as strong recommendations: Knowledge of Maritime Transport environment; Knowledge of the Maritime Security industry and relevant legislation; Office administration; Excellent writing skills; Sound communication and interpersonal skills; Advance computer skills; Basic Security Administration skills; Basic knowledge of Maritime Security as contained in the Merchant Shipping Act; Maritime Security Regulations, 2004 and the international Ship Ports/Facility Code (ISPS Code)

DUTIES:
The incumbent will be responsible to: Provide technical and administrative support towards the development/implementation of the Maritime Security Legislation/Regulations framework in compliance with ISPS Code; Provide technical administrative support in relations to Maritime Security Plans ad Ports Security Assessments and other related documents; Render technical administrative support services with regards to External Security Awareness Programmes; Assist in the facilitation of proper management of Maritime Security Incidents reports; Participate in the development of review of Maritime Security Training Standards.

ENQUIRIES:
Mr Metse Ralephenya, Tel: (012) 309 3032

POST 21/103:
OFFICE ADMINISTRATOR GRADE III TO DEPUTY DIRECTORS-GENERAL
Branch: Administration (Office of the COO)

SALARY:
All salary inclusive package R227 802 per annum

CENTRE:
Pretoria

REQUIREMENTS:
3 year National Diploma with three (3) years’ experience in Project Office Environment OR Grade 12 with 6 years’ experience in Project Office Environment Note: The following will serve as strong recommendations: Proven office administration experience; Experience and ability to work with people;
Excellent communication skills (written and verbal); Basic financial recording, minute taking and report writing skills; Project management skills; Ability to communicate with all cultures at all levels; Positive, open and friendly disposition in all communication; Confidence, confidentiality and reliability; Computer literacy (Corel and Microsoft Office, Internet and E-mail); Ability to handle documents and correspondence; Ability to maintain client satisfaction, both internal and external; Willingness to work irregular hours

**DUTIES**

The incumbent will be responsible to: 1. Provide support services to the Branch: Answer and record telephone calls / facsimile and e-mail activity on behalf of the Ministry as well as screening calls; Provide Administrative Support to the Managers; Keep a message system updated / forward information as required; Prepare document packs for meetings; Attend to minutes taking and other logistical related to the meeting / sessions; Organise meetings, strategic / business planning sessions, etc.; Deal with queries from the public, stakeholders and personnel in the department; Make appointments and keep diary updated (inform manager of appointments, ensure no overlaps occur, reschedule appointment when necessary); Arrange meetings (Book venue refreshments, arrange for food Services Aid to assist, ensure office are clean and fresh water is supplied); Create a database of clients with respect to contact information, line of business and other information; Ensure issues needing the manager's attention is arranged in such a way that the manager needs only spend the minimum time to deal with them; Organize travel arrangements (accommodation, car, etc.); Handling of claims (S & T, monthly car allowance, cell phone and entertainment); Reply to invitations; Serve tea/coffee/ refreshments for DDG/visitors; Receive visitors; Handle petty cash; Keep circular, relevant policies updated (HR policies, Finance policies and supply chain policies etc.); Co-ordinate engagements across the whole Ministry. 2. Provide project assistance to the Branch: Keep a database on projects; Assist with co-ordination of project reports; Coordinate inputs and prepare presentations for meetings; Assist the manager to compile presentations; Ensure that a database of all presentations is kept; Render any other practical assistance required at project meetings; Perform internet searches for research purposes; Manage project payments; Provide secretariat support at project meetings. 3. Manage the flow of information and documents in the Branch: Perform document tracking for all correspondence and memorandums; Acknowledge receipt, apply file number allocation, record data into computer system, file appropriately; Draft memos/as instructed; Maintain strict confidentiality when working with document related to staff, Directors and other matters before released to the media public; Ensure distribution of documents to other functionaries; Ensure safe keeping of all documentation in the office of the Chief of Staff in line with the relevant policies; Ensure / coordinate fast and efficient handling of other documentation, meeting of deadlines for documents (determine priority and follow up); Filling manually and electronically; Co-ordination of parliamentary questions.4. Chief User Clerk: Filling and signing of VAS 2 forms; Ordering stationery, equipment and furniture for the office; Monitoring office orders; Keep inventory of stationary.

**ENQUIRIES**

Ms Nesther Masilela, Tel: (012) 309 3104

**POST 21/104**

OFFICE ADMINISTRATOR GRADE II TO CHIEF DIRECTORS
Branch: Administration (Office of the COO)

**SALARY**

All salary inclusive package R183 438 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

National Diploma with 2 years of experience OR Bachelor's Degree with 1 year experience OR Grade 12 with 4 years of experience. Note: The following will serve as strong recommendations: Proven office administration experience; Experience and ability to work with people; Excellent communication skills (written and verbal); Basic financial recording, minute taking and report writing skills; Project management skills; Ability to communicate with all cultures at all levels; Positive, open and friendly disposition in all communication; Confidence, confidentiality and reliability; Computer literacy (Corel and Microsoft Office, Internet and E-mail); Ability to handle documents and correspondence; Ability to maintain client satisfaction, both internal and external; Willingness to work irregular hours

**DUTIES**

The incumbent will be responsible to: 1. Provide a support service to the Chief Director / Chief Directorate: Answer and record telephone / facsimile / e-mail activity on behalf of the Chief Director as well as screen calls; Record and deal
with queries from public and personnel in the department; Make appointments and keep diary updated (inform Chief Director of appointments, ensure no overlaps occur, reschedule appointments when necessary); Keep message system updated / forward information as required (for Chief Director); Create a database of clients with respect to contact information, line of business and other information; Ensure issues needing the director's attention is arranged in such a way that the director needs only spend the minimum time to deal with them; Reply to invitations; Collect newspapers / newspaper clippings; Perform various task for the Chief Director, such as compiling or typing letters and accept or decline invitations; Coordinate engagements across Chief Directorate; 2. Attend to documentation (filing, tracking, update and disposal thereof): Receive documentation, acknowledge receipt, apply file number / allocation, record data into computer system, file appropriately; Perform document tracking for all documentation (correspondence and memoranda); Distribute documentation to Chief Directorate personnel and stakeholders etc.; Ensure safekeeping of all documentation in the office of the director in line with relevant policies; Ensure / coordinate fast and efficient handling of other documentation, meeting of deadlines for documents (determine priority and follow up); Maintain strict confidentiality when working with documents related to staff, directors and other matters before released to the media public; 3. Perform general office administration: Send and receive faxes, emails, receive and dispatch items and do photocopying; Type letters, agendas, minutes and other correspondences as necessary; Obtain relevant quotes and order supplies; Administer travel arrangements (accommodation, travel, venues arrangements etc); Administer claims (S & T, cellular phone, monthly vehicle, petty cash, ad hoc); Provide secretariat support for meetings; Receive visitors; Perform tasks of a personal nature for Chief Director; Keep and maintain a leave register; 4. Assist in organizing meetings, workshops, seminars and conferences: Prepare for meetings (arrange venues, refreshments, equipment, copy relevant literature); Keep circular, relevant policies updated (HR Policies, Finance policies and supply chain policies etc); Buy refreshment supplies for the office; Serve tea/coffee for Chief Director/ visitors; Assist with preparation of presentations for meetings / workshops / seminars / conferences; Assist with exhibitions / displays at meetings / workshops / seminars / conferences; 5. Chief User Clerk: Filling and signing of VAS 2 forms; Ordering stationery, equipment and furniture for the office; Monitoring office orders; Making follow ups on orders; Keep an inventory of stationary.

**ENQUIRIES**: Ms Nesther Masilela, Tel: (012) 309 3104

**POST 21/105**: PROVISIONING ADMIN OFFICER: TRAVEL
Branch: Administration (Office of the COO
Chief Directorate: Corporate Management
Directorate: Travel and Facilities Management
Sub-Directorate: Travel Services

**SALARY**: All salary inclusive package R183 438 per annum

**CENTRE**: Pretoria

**REQUIREMENTS**: Appropriate Bachelor Degree or National Diploma with 1-2 years relevant experience in travel and reconciliations OR Grade 12 with minimum of 4 years relevant experience in travel and reconciliations. Note: The following will serve as strong recommendations: Basic Financial Management; Basic financial recording, minute taking and report writing skills; Proven office administration experience; Thorough understanding of prescripts (PFMA, Financial Delegations); Excellent communication skills (written and verbal); Ability to communicate with all cultures at all levels; Confidence, confidentiality and reliability; Computer literacy (Microsoft Office (Excel and Word), Internet and E-mail); Willingness to work irregular hours; Basic knowledge of the Travel Policy for the Department.

**DUTIES**: The incumbent will be responsible to: Reconcile the travel accounts.(Diners Club, car rental account, accommodation bill back and Fleet Management account); Check the invoices against the statement from the Service Provider; Determine that the tariffs are in accordance with the agreed contract price; Obtain proof of payment, capture payment and disbursement numbers against the invoice on the statement and provide record of payment and disbursement numbers per invoice to the Service Provider; Be responsible for the payment of the accounts; Compile the payment batches for verification and signature by the Responsibility
Manager; Update the statement to reflect that the invoices have been prepared for payment, make copies of the Sundry Payment advice before submitting to Finance; Attend to and resolve queries on the payments; Prepare schedules of invoices that are under query to return to the Service Provider for resolution; Follow up on any outstanding queries until the matter is resolved and ensure that resolved queries are paid and the record is updated; Assist with the identification of irregular, fruitless and wasteful Expenditure; Prepare a list of the no shows per supplier and hand over copies of the invoices and other supporting documents to the ASD/SAO Travel Services for investigation.

ENQUIRIES:
Ms N van der Walt, Tel: (012) 309 3222

POST 21/106
OFFICE ADMINISTRATOR GRADE I TO DIRECTORS
Branch: Administration (Office of the COO)

SALARY:
All salary inclusive package R148 584 per annum

CENTRE:
Pretoria

REQUIREMENTS:
3 years National Diploma with one (1) year experience OR Grade 12 with 4 years’ relevant experience. Office Professional Certificate would be an added advantage Note: The following will serve as strong recommendations: Basic Computer Literacy Certificate as well as an Administration Skills; Experience and ability to work with people; Excellent communication skills (written and verbal); Ability to communicate with all cultures at all levels; Positive, open and friendly disposition in all communication; Confidence, confidentiality and reliability; Computer literacy (Corel and Microsoft Office, Internet and E-mail); Ability to handle documents and correspondence; Ability to maintain client satisfaction, both internal and external; Willingness to work irregular hours

DUTIES:
The incumbent will be responsible to: 1. Provide administrative assistance to the Director: Manage the diary of the Director; Provide responses to the Director’s e-mails and other correspondence as required ; Organise tavel arrangements (accommodation, car, etc.) ; Assist in the management of claims (S & T, monthly car allowance); Handle the Directorate’s petty cash; Send and receive faxes and make photocopies; Handle procurement administration (purchasing and provisioning of stock and equipment) · Collect relevant quotes and order suppliers, Control stock and equipment through registers; Create a filing system for easy tracking of documents for the Director’s office; Administer an maintain a database of stakeholders; Assist with project payments; Provide a secretarial support to the Director and Deputy Directors in the unit as and when required; Draft and type letters, agendas, minutes and other correspondence as necessary; Handle enquiries on behalf of the Director from stakeholders and members of the public; Arrange refreshments for meetings; Buy refreshment supplies for the office; Serve tea/coffee for Director/ visitors; Manage logistical and financial arrangements for the Director’s official journeys; Organise workshops and strategic planning sessions for the Directorate / exhibitions at conferences / seminars / preparation for meetings; Draw up a leave schedule for the Director; Keep and maintain a leave register; Handle pay slips for the Directorate; Liaise with stakeholders; 2. Document management: Ensure / co-ordinate fast and efficient handling of other documentation, meeting of deadlines for documents (determine priority and follow up); Co-ordinate the Directorate’s quarterly reports for presentation at Branch meetings as well as the Department’s executive meetings; Co-ordinate inputs and prepare presentations for meetings; Keep database on presentations; Prepare document packs for the monthly Directorate’s meetings as well as the Branch executive meetings; Co-ordinate media and parliamentary queries and follow up; Ensure distribution of documents to other units; Distribute letters to stakeholders and other Government Departments; Maintain strict confidentiality when working with documents relating to staff, and confidential matters; 3. Provide workshop/meeting assistance to the Directorate: Keep a database on workshops/projects; Assist with co-ordination of workshop /project reports; Coordinate inputs and prepare presentations for meetings; Assist the manager to compile presentations; Render any other practical assistance required at workshop/project meetings; Perform internet searches for research purposes; Manage workshop/project payments; Provide secretariat support at project meetings as required; 4. Chief User Clerk: Filling and signing of VAS 2 forms; Ordering stationery, equipment and furniture for the office; Monitoring office orders; Making follow ups on orders; Keep an inventory of stationary.

ENQUIRIES:
Ms Nesther Masilela, Tel: (012) 309 3104
DEPARTMENT OF WOMEN, CHILDREN AND PEOPLE WITH DISABILITIES

The purpose of the Department of Women, Children and People with Disabilities is to promote, facilitate, coordinate and monitor the realisation of the rights of women, children and people with disabilities by organs of State, civil society and the private sector. We are looking for dynamic, innovative and experienced candidates to support the leadership and management of the Department.

APPLICATIONS: The Director-General, Department of Women, Children and People with Disabilities, Private Bag x 931, Pretoria, 0001 or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.

FOR ATTENTION: Mr Joseph Mahlangu

CLOSING DATE: 13 June 2014

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive CV as well as certified copies of all qualification(s) and ID-document. Non-RSA Citizens/ Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permit. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Short-listed candidates are required to avail themselves for interviews at a date and time as determined by the Department of Women, Children and People with Disabilities and will be subject to personal security vetting. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application unsuccessful. The Department reserves the right not to make appointment(s) to the post(s).

OTHER POST

POST 21/107: DEPUTY DIRECTOR: MONITORING AND EVALUATION (WOMEN’S EMPOWERMENT AND GENDER EQUALITY) REF NO: DWCPD 0050

SALARY: All-inclusive remunerative package of R532 278 per annum (salary level 11).

CENTRE: Pretoria

REQUIREMENTS: Appropriate management-related diploma or equivalent NQF 6 qualification. 3 years supervisory experience. Proven experience in monitoring and evaluation. Knowledge of the policies on women’s rights, Public Service Regulatory Framework as well as policy formulation process within Government. Applicants must possess the following skills: analytical, report writing, communication, facilitation, interpersonal, problem solving, monitoring and evaluation skills.

DUTIES: • Monitor and evaluate the mainstreaming of gender in government plans of action and how to implement • Analysis of data, collation and development of status reports • Coordinate and support gender impact assessment in provinces and local government to identify progress in meeting national, continental and international commitments on Women’s Empowerment and Gender Equality • Conduct monitoring and evaluation visits to women’s projects and programmes in provinces • Compile reports on the realisation of the rights and empowerment of women and gender equality in the country • Facilitate the development and implementation of the M&E system and tools to strengthen data collection, analysis and reporting • Promote and facilitate interdepartmental processes to strengthen monitoring and evaluation programme and projects towards women’s empowerment and gender equality • Support the development of the gender sensitive indicators in strategies and operational plans to ensure that issues related to Women’s Empowerment and Gender Equality are mainstreamed and reported on • Facilitate the implementation of monitoring and evaluation strategy with gender responsive indicators • Conduct evaluation of programmes and projects to ensure that they meet the desired results • Monitor and implement
service delivery and performance standards for outputs and projects towards women’s empowerment and gender equality.

ENQUIRIES : Ms Thoriso Siko (012) 359 0225
ANNEXURE U

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE: EASTERN CAPE

The Provincial Administration of Eastern Cape is an equal opportunity, affirmative action employer and its intention is to promote representatively in the Public Sector through the filling of these posts. Department of Sport, Recreation, Arts and Culture reserves the right not to make an appointment. Please note that No faxed, e-mailed or late applications will not be accepted and considered. NB: People with Disabilities are encouraged to apply and they will be given preference.

APPLICATIONS:
Application should be forwarded to: The Senior Manager: Human Resource Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 or hand delivered at Cnr Downing & McLealand Street, The Old Standard Bank Building King William’s Town.

FOR ATTENTION:
Ms. T Yakopi

CLOSING DATE:
13 June 2014

NOTE:
Applications must be on a signed Z.83 obtainable from any Public Service Department and should be accompanied by certified copies of qualifications, a comprehensive CV and certified copy of a driving license. It is the applicant's responsibility to have foreign qualification evaluated by South African Qualification Authority (SAQA). The shortlisted candidates will be subjected to competency assessment, security vetting, and verification of qualifications. None South African Citizens must attach. Please Note: All the posts should be directed to the respective locations as indicated on the advert. No applications shall be accepted by the Head Office.

OTHER POSTS

POST 21/108:
ASSISTANT MANAGER: SPORT DEVELOPMENT REF NO: AM/CD/3/14

SALARY:
R270 804 per annum (Level 9)

CENTRE:
Cacadu District - Grahamstown

REQUIREMENTS:
An appropriate Degree/diploma in Sport Management or Human Movement Science Studies with 3 years’ experience in the field of which 2 years must be a supervisory level or Matric certificate with 10 years’ experience in the field. Knowledge of Sport related government prescripts in particular those focusing in Sport Development and Development for Sport such as National Sports Plan. Sound knowledge of Club Development Grant Framework and LTPD/LTCD. Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, Division of Revenue Act and Employee Performance Management Development System, knowledge of DORA Grant Framework and other applicable legislative. Proven administration, planning organizing and communication skills. Ability to follow correct reporting procedures and to compile management reports. Conflict management and resolution skills. Ability to maintain sound interpersonal skills and must be innovative and creative. Ability to work under pressure and computer skills are essential. A valid driver’s license

DUTIES:
Management of Sub-Directorate: Sport Development and Federation Affairs Management of sub-directorate human resource (staff) that include performance evaluation of employees. Compilation of business Plans and Operational Plan of the Directorate. Conceptualise and initiate programmes for the development and promotion of sport. Facilitate, support, monitor and evaluate sub-directorate budget. Monitor and evaluate the service and transformation in sport. Monitor the implementation of service delivery model. Development and submission of reports according to the systems of the department. Embarking on the planning and budgeting processes as well as manage the utilization of sub-directorate within PFMA prescripts. Facilitate the process of Sport Development transformation working hand-in-glove with Sport Confederations, Federations and other relevant stakeholder.). Facilitate the graduating of excelling athletes to the Academy Section. Manage the Co-ordination of leagues and tournaments to the foster clubs.

ENQUIRIES:
Cacadu District: Mr V Ketelo: 046 6034244/16/26

APPLICATIONS:
The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140 OR hand deliver to: 1st floor, Corner African and Milner Street, Registry
POST 21/109 : ASSISTANT MANAGER PERFORMING ARTS REF NO: AMPA/CD/3/14

SALARY : R270 804 per annum
CENTRE : Cacadu District - Grahamstown
REQUIREMENTS : A Degree/Diploma in Music/Film/Performing Arts or related field, and have at least 3 years proven experience of which 2 years must be at a supervisory level or Matric certificate with at least 10 years’ experience in the field of Performing Arts (Music; video; filming; dance; drama and languages) of which 2 years must be at a supervisory level. Knowledge of Arts and Culture and its legislations. Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act and other applicable legislative Frameworks. Proven administration, planning and organisational skills. Strong Analytical thinking, Conflict resolution and decision making skills. Strategic planning and reporting procedures. Innovative and creative. People development and empowerment. Good communication and presentation skills. Ability to maintain sound interpersonal relations. Ability to compile management reports. Policy analysis and implementation. Computer Literacy. A valid driver’s license.

DUTIES : Management of the Sub-Directorate: Performing Arts Compilation of the Strategic and Operational Plans of the Sub-Directorate. Monitor and approve reports of the Sub-Directorate. Facilitate, support, monitor and evaluate the programmes of the Sub-Directorate. Manage budget for the Sub-Directorate. Represent the Sub-Directorate on all matters pertaining to Performing Arts. Conceptualize and initiate programmes for the development and promotion of Performing Arts and Culture in the Province. Manage the resources of the Sub-Directorate. Monitor and evaluate service delivery and transformation in culture. Manage the implementation of provision of policies on Music, Film and Performing Arts.

ENQUIRIES : Mr V Ketelo: 046 6034244/16/26
APPLICATIONS : The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140 OR hand deliver to: 1st floor, Coroner African and Milner Street, Registry

POST 21/110 : ASSISTANT MANAGER: VISUAL ARTS AND CRAFTS REF NO: AMVAC/AM/3/14

SALARY : R 270 804 per annum (Level 9)
CENTRE : Amathole District - East London
REQUIREMENTS : Degree / Diploma in Fine Arts or Visual Arts and Craft plus 3 years proven experience in the field of which 2 years must be at a supervisory level OR Matric with 10 years’ experience in Visual Arts and Craft. Knowledge of government policies and regulatory framework within the Public Service. Knowledge of the budget planning process. Project management. Good verbal and communication skills. Computer literacy. Quality assurance. Prolific report/business writing, editing and analytical skills. Planning and organising skills. An independent and flexible worker, able to work under pressure. Research ability. A valid driver's license.

DUTIES : Implement and co-ordinate Provincial Visual Arts and Craft activities in accordance with the Provincial Policy. Implement approved operational plans of the Department. Facilitate assist and co-ordinate Departmental projects. Liaise with provincial and local artist authorities. Assist with promotion and development of Visual arts and Craft in the Province. Facilitate partnerships with other departments, local municipalities and other non-government organizations. Promotion of Cultural Industries in the Province.

ENQUIRIES : Mr. Trevor Jantjies 043 7047806/ 083 454 9993
APPLICATIONS : The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London OR hand delivered to: No 4 Gladstone House, Human Resource Management, East London

POST 21/111 : ASSISTANT MANAGER: STRATEGIC PLANNING X 2 REF NO: M/STR/3/14

SALARY : R270 804 per annum (Level 9)
CENTRE : Head Office - King William’s Town
REQUIREMENTS : A Degree /Diploma/Certificate in Strategic Management completed with 3yrs experience in Strategic Management. At least 3yrs experience in developing strategic Plans, APP and Operational Plans in Public Service. At least 3yrs experience of Government policies and procedures Communication and analytical skills Project Management, good verbal and communication skills, Planning and Organizing

DUTIES

ENQUIRIES
Ms. NP Nomvete Tel: 043 – 6058711

APPLICATIONS
The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 OR hand delivered at the old Standard Bank Building, corner of Downing and McLean Street, King William’s Town, 5605

POST 21/112
SENIOR STATE ACCOUNTANT: EXPENDITURE REF NO: MMM/SSA/3/14

SALARY
R227 802 per annum (Level 8)

CENTRE
Nelson Mandela Metro District – Port Elizabeth

REQUIREMENTS
Diploma/ Degree in Finance Administration or equivalent with 2 Years relevant experience, Or Grade 12/ Matric Certificate coupled with a minimum of 5 years working within the finance environment. Knowledge of the relevant prescripts. Computer Literacy. Knowledge of BAS, PERSAL AND LOGIS. A valid driver’s license.

DUTIES
To render book-keeping and internal suspense accounts services. Reconcile all accounts and ensure correctness of balances. Ensure complete and accurate BAS complaint financial records. Collect and collate information for preparation of financial statements for In Year Monitoring and for year end. To provide overall management of all financial accounts for reconciliation and to ensure that monthly reconciliation has been properly informed. Implement clearly defined norms and standards of work regarding financial procedures. Monitoring proper filing systems and procedures relating to financial matters.

ENQUIRIES
Mr Kitching 041 4084533/32/ Mr. Javu (041 408 4517/0724877169)

APPLICATIONS
The Senior Manager, Department of Sport, Recreation, Arts and Culture; Private Bag x 6003, Port Elizabeth 6000 or hand deliver at 1st floor, Golden Mile Building, North End, Port Elizabeth

POST 21/113
HUMAN RESOURCE DEVELOPMENT PRACTITIONERBN REF NO: HO/HRD/3/14

SALARY
R227 802 per annum (Level 8)

CENTRE
Nelson Mandela District – Port Elizabeth

REQUIREMENTS
An appropriate degree/diploma or matric with (3) three years’ experience in the field. Knowledge of the Skills Development Act. Good communication, interpersonal and computer literacy skills. A training experience would be an added advantage. A valid driver’s License.

DUTIES
Facilitate training needs analysis in the District. Coordinate the Workplace Skills Plan. Coordinate Bursary applications and other capacity building for all officers. Assist in the development of policies and the implementation thereof. Assist in the implementation and coordination of learnerships, internships and experiential learners. Create and keep a database for training provided as well as training providers. Assist in the dissemination of all HRD related communication. Assist in budgeting for the section.

ENQUIRIES
Mr Kitching: 041 4084533/32/ Mr. Javu (041 408 4517/0724877169)

APPLICATIONS
The Senior Manager, Department of Sport, Recreation, Arts and Culture; Private Bag x 6003, Port Elizabeth 6000 or hand deliver at 1st floor, Golden Mile Building, North End, Port Elizabeth

POST 21/114
SENIOR LABOUR RELATIONS PRACTITIONER REF NO: RP/CHR/3/14

SALARY
R 227 802 per annum (Level 8)

CENTRE
Chris Hani District - Queenstown

REQUIREMENTS
Degree/diploma in Labour Law/Labour Relations/Human Resource Management with 2 years relevant experience in the field. Matric certificate with 5 years relevant experience in the field. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, PSCBC and GPSSBC Resolutions. Conflict resolution capabilities and confidentiality. Negotiations and research skills. Policy evaluation analysis skills. Innovation and
change management. Be able to give basic counseling. Knowledge of PERSAL.
A Valid driver’s License.

DUTIES: Facilitate and render training and workshops on Labour Relations and wellness related issues. Facilitate proper administration of discipline and grievance procedures. Render advisory service to district management and officials in order to enhance service delivery. Facilitate and represent the department in all grievance and dispute resolution meetings. Implement outcomes of dispute resolutions and grievance hearings. Facilitate and administer the relationship processes between management and organized labour. Risk identification management. Compilation of monthly and quarterly reports.

ENQUIRIES: Ms Poswa Tel: 045 8077517
APPLICATIONS: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X7190 Queenstown 5320 or hand deliver to No. 6 Edben Street, Queenstown 5320.

POST 21/115: CHIEF HUMAN RESOURCE OFFICER REF NO: CHRO/JQB/3/14

SALARY: R 227 802 per annum (Level 8)
CENTRE: Joe Gqabi District – Aliwal North

DUTIES: Supervise the subordinates. Interpret and monitor the implementation of HR Policies. Maintain a personnel information System. Ensure that Personnel files meet the required standards set by NMIR. Ensure follow-ups on Persal messages end reports. Ensure maximum level of confidentiality in the office. Facilitate recruitment process. Ensure correctness of staff appointments. Implement salary adjustment of employees. Compiling reports.

ENQUIRIES: Mr Ndukuna Tel: 051 6332090
APPLICATIONS: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 OR Hand deliver to: NO 27 Queens Terrace, Aliwal North.

POST 21/116: CHIEF HUMAN RESOURCE OFFICER REF NO: CHRO/HO/3/14

SALARY: R227 802 per annum (Level 8)
CENTRE: Head Office – King Williams Town

DUTIES: Supervise HR and Registry staff. Auditing of capped leave on SP files. Record management of files in terms of the NMIR. Knowledge of leave administration and service benefits. Working knowledge of Persal systems and HR relevant prescripts. Ensure maximum level of confidentiality in the office. Compiling reports.

ENQUIRIES: Ms. NP Nomvete Tel: 043 – 6058711
APPLICATIONS: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 OR hand delivered at the old Standard Bank Building, corner of Downing and McLean Street, King William’s Town, 5605

POST 21/117: CULTURAL OFFICER: PERFORMING ARTS REF NO: CHR/CUL/3/14

SALARY: R183 438 per annum (Level 7)
CENTRE: Chris Hani District – Qeenstown
REQUIREMENTS: A Degree or National Diploma in Arts and Culture with 2 years’ experience, or Grade 12/ Matric Certificate plus 5 years three years’ experience in Arts and Culture. Computer Literacy. Good interpersonal communication skills. Valid Code 8 Driver’s license.

DUTIES: Implement and coordinate the District office Arts and Culture activities in accordance with the provincial policy. Implement the approved micro plans for
Arts and Culture in the District. Carry out the mandate of the Directorate with the Nelson Mandela Metro District. Assist with the development of Arts and Culture in the District. To manage, assist and coordinate District and/or Departmental projects, liaison with local artists, authorities and arts and culture bodies (association forum etc.).

ENQUIRIES : Ms Poswa Tel: 045 8077517
APPLICATIONS : The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X 7190 Queenstown 5320 OR hand deliver to No. 6 Ebden Street, Queenstown 5320

POST 21/118 : CULTURAL OFFICER 2 POSTS

SALARY : R183 438 per annum (Level 7)
CENTRE : Ref: CULT/NGQ/3/14 (NGQUZA ARTS CENTRE) OR TAMBO
Ref: CULT/SEN/3/14 (SENQU ARTS CENTRE) JOE GQABI

REQUIREMENTS : An appropriate 4 year Degree/3 year National Diploma or equivalent qualification with at least 2 years’ experience in Arts and Culture. Grade 12/Matric, coupled with 4 years relevant experience within the environment of Arts and Culture. Knowledge of a Project Management. Good communication skills (Verbal & Written), organizing skills. Basic computer skills. General knowledge in Governments prescripts. A valid driver’s licence.

DUTIES : Manage Arts Centre. Implement and co-ordinate the Arts and Culture activities in accordance with the Provincial policy. To implement approved operational plans of the art centre and the District. Manage and co-ordinate art centre and District Projects. Liaise with local artist, authorities and Arts and Culture structures, forums and associations. To assist with promotion and development of arts and culture activities in the art centre and the district in general. Facilitate partnerships with other departments, local municipalities and other non-governmental organizations. Establish and maintain art centre asset registers. Maintain an art centre database of artists, groups and projects. Prepare weekly, monthly, quarterly and annual reports.

ENQUIRIES : Mr Ndukwana Tel: 051 6332090 Joe Gqabi District
Ms N Kenqa, Tel 047 5029211 O.R. Tambo District
APPLICATIONS : Joe Gqabi District: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 OR Hand deliver to: NO 27 Queens Terrace, Aliwal North.
O.R. Tambo District: The Senior Manager, Depart Private bag X5003, Mthatha, 5100 or Hand deliver Botha Sigcau Building, 6th Floor, corner Lease and Owen Street, Mthatha.

POST 21/119 : PROVISIONING ADMIN OFFICER: LOGISTIC & DISPOSAL 3 POSTS

SALARY : R183 438 per annum (Level 7)
CENTRE : Nelson Mandela District - PORT ELIZABETH Ref No. PAO/NMM/3/14 X 2
Joe Gqabi District- ALIWAL NORTH Ref No. PAO/JGQ/3/14 X1

REQUIREMENTS : An appropriate tertiary qualification with 2 years’ experience in the job or Matric (Grade 12) coupled with Syears experience within the environment of Supply Chain Management. Computer literacy is essential. Knowledge of PFMA, Bas, Persal, Regulations and Treasury instructions. Extensive knowledge of procurement procedures.

DUTIES : Create and maintain a proper recording of assets and filling system of the district. Knowledge of cost to ensure cost effective quality service. Manage stores and perform logistics management service. Compile and implement logistics and disposal management plan. Perform disposal management services.. Responsible for the procurement of district assets.

ENQUIRIES : Mr Kitching : 041 4084533/32/ Nelson Mandela Mr. S. Javu (041 408 451-0724877169)
Mr Ndukwana Tel: 051 6332090 Joe Gqabi District
APPLICATIONS : Nelson Mandela The Senior Manager, Department of Sport, Recreation, Arts and Culture; Private Bag x 6003, Port Elizabeth 6000 or hand deliver at 1st floor, Golden Mile Building, North End, Port Elizabeth.
Joe Gqabi District The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 OR Hand deliver to: NO 27 Queens Terrace, Aliwal North.
POST 21/120: PROVISIONING ADMINISTRATION OFFICER: ASSET REF NO: AMA/PADM/3/14

SALARY: R183 438 per annum (Level 7)
CENTRE: Amathole District - East London
REQUIREMENTS: A Degree in Logistics Management or NQF Level 6 equivalent qualification with 2 years’ experience in asset management environment or finance or Matric with 5 years’ experience in the field. Sound knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations. Good written and verbal communication skills. Computer literacy in Ms Word, Excel and Outlook. Knowledge of BAS and LOGIS.
DUTIES: Assist in implementing acquisition, maintenance and disposals of assets. Ensure that all assets are properly recorded and accounted for in the assets register. Conduct physical verification of assets and regular spot checks. Facilitate the movement of assets and update the asset register accordingly. Efficient and effective disposal of redundant, obsolete and unserviceable assets.
ENQUIRIES: Amathole District: Mr. Trevor Jantjies 043 7047806
APPLICATIONS: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London OR hand delivered to: No 4 Gladstone House, Human Resource Management, East London

POST 21/121: RECREATION OFFICER REF NO: RO/CHR/3/14

SALARY: R183 438 per annum (Level 7)
CENTRE: Chris Hani District - Queenstown
REQUIREMENTS: An appropriate Degree/diploma in Sport Management or Human Movement Science or Matric Certificate with 2 years’ experience in the field. Good verbal and written communication and organizing skills. Ability to work under pressure. Basic computer skills. Knowledge of relevant Government prescripts. A valid driver’s license.
DUTIES: Facilitate, organisation and implementation of Recreation development programmes. Promote active lifestyle through recreation programmes in the District. Oversee and implement all approved recreation projects and programmes in the District. Preparation of documentation for submissions. Planning and implementation of sport and recreation programmes. Organize and co-ordinate sport and recreation activities in the district and provincially in accordance with the Provincial sport policy. To implement approved operational plans of the district/department. Implement, assist and co-ordinate district and/or departmental projects. Liaise with communities, structures, associations and maintain partnerships. Administration of sport and recreation programmes. Organize coaching clinics for coaches and officials in the district. File documents. Compile reports.
ENQUIRIES: Ms Poswa Tel: 045 8077517
APPLICATIONS: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X7190 Queenstown 5320 or hand deliver to No. 6 Ebden Street, Queenstown 5320

POST 21/122: SPORT OFFICERS 5 POSTS

SALARY: R183 438 per annum (Level 7)
CENTRE: Amathole District – East London Ref No: SPO/ AM/3/14 X 1
Alfred Nzo District – Mt Fletcher Ref No. SPO/ALF/3/14 X 1
Chris Hani District – Queenstown Ref: SPO/CHR/3/14 X 2
Joe Gqabi District – Aliwal North Ref No. SPO/JGQ/3/14 X 1
REQUIREMENTS: A Tertiary qualification with 2 years’ experience in Sport Administration or grade 12 with a minimum of 5 years relevant experience. Computer Literacy, Good interpersonal communication skills. A valid driver’s license.
DUTIES: Facilitate organisation and implementation of recreation development programmes. Promote an active lifestyle through recreation programmes in the District. Oversee and implement all approved recreation projects and programmes in the District. Preparation of documentation for submissions and ensuring that all activities are in compliance with the Implications Statuary Requirements as outlined in the Public Finance Management Act.
ENQUIRIES: Mr. Trevor Jantjies 043 7047806, Amathole District
Ms Poswa Tel: 045 8077517, Chris Hani District
Mr Ndukwana Tel: 051 6332090 Joe Gqabi District
APPLICATIONS

Mr V Mjoli Tel: 039 2540960, Alfred Nzo District
Amathole District: the Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London OR hand delivered to: No 4 Gladstone House, Human Resource Management, East London
Chris Han District: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X 7190 Queenstown 5320 OR hand deliver to No. 6 Ebden Street, Queenstown 5320
Joe Gqabi District The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 OR Hand deliver to: NO 27 Queens Terrace, Aliwal North.
Alfred Nzo District The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 4735 OR Hand delivered to: No 67 Church Street.

POST 21/123

ARCHIVIST: LIBRARY & INFORMATION SERVICES REF NO: HO/ARC/3/14

SALARY

R 183 438 per annum (Level 7)

CENTRE

Head Office – King William’s Town

REQUIREMENTS

Degree/Diploma in Archives & Records Management, 2 years’ experience in repository and records management environment. Knowledge of relevant government prescripts. Comprehensive knowledge of Archives and Records Service legislation and policies; Knowledge of paper and electronic records management systems and digitized archiving; IT skills; good verbal and written communication skill.

DUTIES

Receive transfers from governmental bodies; ensure that received records are fumigated; arrange and describe archives records; compile finding aids; render reading room/reference services, attend to visiting researchers; telephone/e-mail requests; data-code records for capturing to NAAIRS; restore records according to set guidelines-maintain and monitor temperatures in the strong-rooms; ensure that archival is contained in acid free boxes; participate in outreach programmes; write reports.

ENQUIRIES

Ms. NP Nomvete Tel: 043-5058711

APPLICATIONS

The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 OR hand delivered at the old Standard Bank Building, corner of Downing and McLean Street, King William’s Town, 5605

POST 21/124

LIBRARIAN REF NO: LIB/CHR//3/14

SALARY

R183 438 per annum (Level 7)

CENTRE

Chris Han District - Queenstown

REQUIREMENTS

A Degree in Library & Information Science or equivalent qualification with at least 2 years’ experience in library work. Must be able to translate policies into implementation strategies. Good supervisory and communication skills. Able to catalogue and classify Knowledge of Provincial Libraries & Information Act and other relevant legislations.

DUTIES


ENQUIRIES

Ms Poswa Tel: 045 8077517

APPLICATIONS

The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X 7190 Queenstown 5320 or hand deliver to No. 6 Ebden Street, Queenstown 5320

OFFICE OF THE PREMIER

The Eastern Cape Provincial Administration is an equal opportunity affirmative action employer.

APPLICATIONS

Applications should be posted to the Director-General, Private Bag X0047, Bisho, 5605 / hand delivered to room no 1041A / 1038, 1st floor, Office of the Premier, Bisho

NOTE

Directions to candidates: Applications must be submitted on the prescribed application form Z.83, which is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. A comprehensive CV and certified copies of educational qualifications, identity document, and driver’s license must be attached. Failure to comply with the above may result in immediate
disqualification. Short-listed candidates may be subjected to security clearance and competency assessment. The successful incumbent will be required to enter into a performance agreement. Females and disabled persons are encouraged to apply.

**MANAGEMENT ECHELON**

**POST 21/125**

**HEAD OF THE DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE** REF NO: DSRAC/1/2014

(Five-year performance based contract)

**SALARY**

All inclusive remuneration package of R1 201 713 per annum (salary level 15) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.

**CENTRE**

Head Office–King William’s Town

**REQUIREMENTS**

An appropriate three year Bachelor’s degree or equivalent qualification backed by at least ten years relevant experience at Senior Management level of which three to five years should be at Top Management level, preferably in a Public Sector or related environment. A relevant post graduate qualification would be an added advantage. The suitable candidate will also be visionary, stable, innovative, excellence - oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy. Extensive knowledge of and experience in the any of the relevant sectors will be highly advantageous. In addition he/she must have: Proven strategic and leadership capability • Excellent programme, project and financial management skills • An understanding of and experience in change management, knowledge management and service delivery innovation • Excellent problem-solving and analysis, people management and empowerment skills • A client and customer service orientation • Ability to communicate at all levels • Honesty and integrity • Analytical thinking and research skills • A valid driver’s license and computer skills • Advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.

**DUTIES**

Key responsibilities: The successful candidate shall be the Head of Department and Accounting Officer of the Department of Sport, Recreation, Arts and Culture and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations • Promote social and economic activities that address intellectual or artistic creativity and innovation through preservation, teaching and celebration of cultural heritage including language • Facilitate and coordinate creative interventions and approaches aimed at ensuring accessibility of sport and recreation to all in the Eastern Cape • Ensure provision of public library support services and preservation of public and non-public records for provincial heritage, identity, social memory and promotion of access to information through provision of Archives Services • Implementation of relevant priorities of the macro-social strategy with include: Promotion of moral regeneration; social cohesion; and development of a caring society • Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework • Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Sport, Recreation, Arts and Culture • Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources • Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision making • Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders • Efficiently managing corporate services in the department.

**ENQUIRIES**

Mr L van Zuydam (040 609 6460 / 6424 / 0767845033) or e-mailed to: laurence.vanzuydam@otp.ecprov.gov.za

**CLOSING DATE**

06 June 2014
HEAD OF THE DEPARTMENT OF SOCIAL DEVELOPMENT REF NO: DSD/1/2014
(Five-year performance based contract)

SALARY: All inclusive remuneration package of R1 570 254 per annum (salary level 16) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.

CENTRE: Head Office – King William’s Town

REQUIREMENTS: An appropriate three year Bachelor’s degree or equivalent qualification backed by at least ten years relevant experience at Senior Management level of which three to five years should be at Executive Management level, preferably in a Public Sector or related environment. A relevant post graduate qualification would be an added advantage. The suitable candidate will also be visionary, stable, innovative, excellence - oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy. In addition he/she must have: Proven strategic and leadership capability • Excellent programme, project and financial management skills • An understanding of and experience in change management, knowledge management and service delivery innovation • Excellent problem-solving and analysis, people management and empowerment skills • A client and customer service orientation • Ability to communicate at all levels • Honesty and integrity • Analytical thinking and research skills • A valid driver’s license and computer skills • Advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.

DUTIES: Key Responsibilities: The successful candidate shall be the Head of Department and Accounting Officer of the Department of Social Development and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations • Provision of social development services to individuals, groups and communities to enable them to enjoy an acceptable quality of life and become self-reliant, with the primary focus on the poor, vulnerable and socially excluded • Provision of social welfare services (promotive, preventive, palliative, rehabilitative, therapeutic) • Provision of comprehensive social security services • Community development facilitation and support • Poverty and inequality eradication • Prevention and mitigation of the effects of HIV / AIDS on vulnerable groups • Aligning departmental planning to the national and provincial priorities, including but not limited to the, National Development Plan and Provincial Strategic Framework • Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Social Development • Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources • Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision making • Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders • Efficiently managing corporate services in the department.

ENQUIRIES: Mr L van Zuydam (040 609 6460 / 6424 / 0767845033) or e-mailed to: lawrence.vanzuydam@otp.ecprov.gov.za

CLOSING DATE: 06 June 2014

HEAD OF THE DEPARTMENT OF TRANSPORT REF NO: DOT/1/2014
(Five-year performance based contract)

SALARY: All inclusive remuneration package of R1 570 254 per annum (salary level 16) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.

CENTRE: Head Office – King William’s Town

REQUIREMENTS: An appropriate three year Bachelor’s degree or equivalent qualification backed by at least ten years relevant experience at Senior Management level of which three to five years should be at Executive Management level, preferably in a Public Sector or related environment. A relevant post graduate qualification would be an added advantage. The suitable candidate will also be visionary, stable, innovative, excellence - oriented and a developmental administrator
whose predisposition is to serve the poorest of the poor with distinction and empathy. Some working knowledge of transport systems in a development-orientated environment and a good appreciation of multi-modal transport systems and the integration thereof with land use to ensure optimal mobility of people and goods in the Province of the Eastern Cape will give the candidate a definite edge. In addition he/she must have: Proven strategic and leadership capability • Excellent programme, project and financial management skills • An understanding of and experience in change management, knowledge management and service delivery innovation • Excellent problem-solving and analysis, people management and empowerment skills • A client and customer service orientation • Ability to communicate at all levels • Honesty and integrity • Analytical thinking and research skills • A valid driver’s license and computer skills • Advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.

DUTIES :
Key responsibilities: The successful candidate shall be the Head of Department and Accounting Officer of the Department of Transport and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations • The provision of public transport services and infrastructure through provincial resources and cooperation with national and local authorities and the private sector to enhance the mobility of all communities • Integrated traffic management to enable and ensure that all road users consciously use the roads in the province in a lawful and safe manner • Delivery of accessible services through integrated, socially just, developmental and empowering processes to improve the quality of life of communities within the province through community development programmes • Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework • Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Transport • Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources • Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision making • Ensure cooperation and collaboration with relevant institutions like parliament, committees, provincial and national inter and intra-governmental structures and external stakeholders • Efficiently managing corporate services in the department.

ENQUIRIES :
Mr L van Zuydam (040 609 6460 / 6424 / 0767845033) or e-mailed to: lauurence.vanzuydam@otp.ecprov.gov.za

CLOSING DATE :
06 June 2014

POST 21/128 :
HEAD OF DEPARTMENT FOR PROVINCIAL TREASURY
REF NO: PPT/1/2014
(Five-year performance based contract)

SALARY :
All inclusive remuneration package of R1 570 254 per annum (salary level 16) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.

CENTRE :
Head Office–Bhisho

REQUIREMENTS :
An appropriate three year Bachelor’s degree or equivalent qualification backed by at least ten years relevant experience at Senior Management level of which three to five years should be at Executive Management level, preferably in a Public Sector or related environment. A relevant post graduate qualification would be an added advantage. The suitable candidate will also be visionary, stable, innovative, excellence - oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy. Some working knowledge of resource deployment in a development-orientated environment and a good appreciation of the spatial distribution of economic activity in the Province to inform resource allocation and advice to policy makers will give the candidate a definite edge. In addition he/she must have: Proven strategic and leadership capability • Excellent programme, project and financial management skills • An understanding of and experience in change management, knowledge management and service delivery innovation •
Excellent problem-solving and analysis, people management and empowerment skills • A client and customer service orientation • Ability to communicate at all levels • Honesty and integrity • Analytical thinking and research skills • A valid driver’s license and computer skills • Advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.

**DUTIES**

Key responsibilities: The successful candidate shall be the Head of Department and Accounting Officer of Provincial Treasury and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations • Preparation and exercising control over the implementation of the provincial budget • Promoting and enforcing transparency and effective management in respect of revenue, expenditure, assets and liabilities of Provincial Government Departments, Municipalities and Public Entities • Enforcing the PFMA, MFMA and any other prescribed national and provincial norms and standards, including prescribed standards of Generally Recognised Accounting Practice (GRAP) and unified classification systems in provincial departments • Compliance with the Division of Revenue Act (DORA) and monitoring and assessing the implementation of the Act in provincial public entities • Assisting provincial departments, municipalities and public entities to achieve efficient, effective and transparent financial management • Advise on systems of financial management and internal control applied by a provincial department or provincial public entity • Promoting sound financial, fiscal management • Ensure inclusive growth in the Province through equitable and transparent SCM practices • Advise on resource allocation strategies geared at achieving social transformation and economic development • Give focused support to resource stressed provincial departments to eliminate wastage and achieve efficiencies • Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework • Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Provincial Treasury • Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources • Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision making • Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders • Efficiently managing corporate services in the department.

**ENQUIRIES**

Mr L van Zuydam (040 609 6460 / 6424 / 0767845033) or e-mailed to: lawrence.vanzuydam@otp.ecprov.gov.za

**CLOSING DATE**

06 June 2014

**POST 21/129**

HEAD OF THE DEPARTMENT OF HUMAN SETTLEMENTS REF NO: DHS/1/2014 (Five-year performance based contract)

**SALARY**

All inclusive remuneration package of R1 201 713 per annum (salary level 15) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.

**CENTRE**

Head Office: East London

**REQUIREMENTS**

An appropriate three year Bachelor’s degree or equivalent qualification backed by at least ten years relevant experience at Senior Management level of which three to five years should be at Top Management level, preferably in a Public Sector or related environment. A relevant post graduate qualification would be an added advantage. The suitable candidate will also be visionary, stable, innovative, excellence - oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy. The knowledge of the relationship between the various tiers of government and civil society as well as the structures and industry requirements for the promotion and facilitation of adequate human settlements development is critical. In addition he/she must have: Proven strategic and leadership capability • Excellent programme, project and financial management skills • An understanding of and experience in change management, knowledge management and service delivery innovation • Excellent problem-solving and analysis, people
management and empowerment skills • A client and customer service orientation • Ability to communicate at all levels • Honesty and integrity • Analytical thinking and research skills • A valid driver’s license and computer skills • Advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.

DUTIES

Key responsibilities: The successful candidate shall be the Head of Department and Accounting Officer of the Department of Human Settlements and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations • Facilitating the development of spatially economically viable and socially and environmentally sustainable human settlements • Accelerating delivery in support of improving the quality of living standards and basic services • Ensure the development and implementation of integrated multi-year housing plan. Facilitate the integration of human settlements needs in the social needs departments and other key role player’s plans • Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework • Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Human Settlements • Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources • Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision making • Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders • Efficiently managing corporate services in the department.

ENQUIRIES: Mr L van Zuydam (040 609 6460 / 6424 / 0767845033) or e-mailed to: lauurence.vanzuydam@otp.ecprov.gov.za

CLOSING DATE: 06 June 2014

POST 21/130: HEAD OF THE DEPARTMENT OF SAFETY AND LIAISON REF NO: DSL/1/2014

(SFive-year performance based contract)

SALARY: All inclusive remuneration package of R1 201 713 per annum (salary level 15) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.

CENTRE: Head Office–Bhisho

REQUIREMENTS:

An appropriate three year Bachelor’s degree or equivalent qualification backed by at least ten years relevant experience at Senior Management level of which three to five years should be at Top Management level, preferably in a Public Sector or related environment. A relevant post graduate qualification would be an added advantage. The suitable candidate will also be visionary, stable, innovative, excellence – oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy. Extensive knowledge of and experience in the Safety and Security sector will be highly advantageous. In addition he/she must have: Proven strategic and leadership capability • Excellent programme, project and financial management skills • An understanding of and experience in change management, knowledge management and service delivery innovation • Excellent problem-solving and analysis, people management and empowerment skills • A client and customer service orientation • Ability to communicate at all levels • Honesty and integrity • Analytical thinking and research skills • A valid driver’s license and computer skills • Advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.

DUTIES

Key responsibilities: The successful candidate shall be the Head of Department and Accounting Officer of the Department of Safety and Liaison and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations • Ensuring integrated intra and inter-departmental / sphere planning, collaboration, and delivery of Safety and Security programmes and services, including Community Safety • Manage and coordinate the community safety mandate of
the department on a provincial and district level • Provide Civilian Oversight to implement programmes outlined in the Provincial Crime Prevention Strategy (PCPS) through collaboration with all spheres of government and civil society • Provide Social Crime Prevention services • Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework • Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Safety and Liaison • Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources • Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision making • Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders • Efficiently managing corporate services in the department.

ENQUIRIES
Mr L van Zuydam (040 609 6460 / 6424 / 0767845033) or e-mailed to: lauurence.vanzuydam@otp.ecprov.gov.za

CLOSING DATE
06 June 2014

POST 21/131
DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL DEVELOPMENT AND ORGANISATIONAL SUPPORT REF NO: OTP/1/2014

SALARY
All inclusive remuneration package of R1 201 713 per annum (salary level 15) which may be structured in terms of applicable rules and guidelines.

CENTRE
Bhisho

REQUIREMENTS
An appropriate three year Bachelor’s degree or equivalent qualification backed by at least ten years relevant experience at Senior Management level of which three to five years should be at Top Management level, preferably in a Public Sector or related environment. A relevant post graduate qualification would be an added advantage. The suitable candidate will be a change leader with the ability to transform governance within the entire Provincial Government. In addition he/she must have: Proven strategic and leadership capability • Excellent programme, project and financial management skills • An understanding of and experience in change management, knowledge management and service delivery innovation • Excellent problem-solving and analysis, people management and empowerment skills • A client and customer service orientation • Ability to communicate at all levels • Honesty and integrity • Analytical thinking and research skills • A valid driver’s license and computer skills • Advanced knowledge of the Public Service Regulatory Framework.

DUTIES
Key responsibilities: The successful candidate shall be the Program Manager for the Institutional Development and Organisational Support Program, which provides institutional development and organisational support services to ensure that the Provincial Government has sufficient capacity to effectively and efficiently deliver on its mandate. • Ensure effective deployment and management of Information and Communications Technology to enhance service delivery • Coordinate implementation of the Provincial Human Capital and Talent Management Framework and support all departments with HCM turnaround plans • Support departments to implement Service Delivery Improvement and Excellence Programs • Coordinate the implementation of the Provincial Human Resource Development Model and Program • Coordinate the implementation of Provincial Anticorruption programme of action and Security Management policies • Coordinate implementation of the Public Sector Transformation Strategy and support coordination and reporting of Governance and Administration Cluster work • Develop, monitor and report on the budget of the branch to ensure optimisation of available resources • Manage all resources attached to the branch, inclusive of physical, human and financial resources

ENQUIRIES
Mr L van Zuydam (040 609 6460 / 6424 / 0767845033) or e-mailed to: lauurence.vanzuydam@otp.ecprov.gov.za

CLOSING DATE
06 June 2014

POST 21/132
CLUSTER SUPPORT SPECIALIST

SALARY
R819 126 all inclusive package per annum (Level 13)
REQUIREMENTS: Minimum requirements: A three (3) year degree / national diploma in Development Studies, or Policy, Research and Planning qualification with public sector experience or any relevant policy related fields. Between 5 years and 10 years Management experience in public or private sector. Advanced knowledge of strategy management, monitoring and review processes, policy analysis, policy development and policy implementation, Intergovernmental and international relations, latest advances in public management theory and practice, policies of the government of the day, global, regional and local political, economic and social affairs impacting on the provincial government of the Eastern Cape and legislative framework in the public service. Computer literacy, project management and policy analysis skills. A highly developed interpretive and conceptualization / formulation ability. The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. A valid driver’s licence, Code EB.

DUTIES: Key Performance Areas: Support provincial departments in outcome coordination and development and alignment of sector plans with provincial priorities (Provincial MTSF) to the government Integrated Government Cluster Plan (IGCP). Develop a strategy and annual support plan to improve integrated sector planning in relation to the P-MTSF. Provide technical support on operational planning to sector departments as part of the government cluster model. Evaluate provincial and sector specific plans and strategies quarterly and annually to produce progress and performance reports to EXCO. Provide support to clusters and Cluster Working Groups in planning and M&E. Strategic Management. To define and review on a continual basis the purpose, objectives, priorities and activities of the unit. Development of the targets for performance or service delivery to be achieved both annually and for the Medium Term Expenditure Framework period for the particular unit. Participation in the Department’s strategic planning process. Active involvement in the development and management of the strategic and business plans for the unit. To evaluate the performance of the unit on a continuing basis against pre-determined key measurable objectives and standards. To report to the General Manager on a regular basis on the activities of the unit and on matters of substantial importance to the Administration. To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the unit, and of the resources employed by it. Participating in and contributing actively to the work of the relevant cluster linked to the department and chief directorate, including the execution of tasks assigned as a member of the cluster and reporting back to the senior management of the department; Issuing reports to the officer who has oversight responsibility for the chief directorate. Management of human, financial and physical resources.

ENQUIRES: Mr M Mrara on (040) 609-6238/6239
FOR ATTENTION: Senior Manager: Employee Support and Talent Management, ECDC Building, Independence Avenue, Bhisho.
CLOSING DATE: 13 June 2014

OTHER POSTS

POST 21/133: MANAGER: INTERNAL AUDIT SERVICES

SALARY: R532 278 all inclusive package per annum (Level 11)

REQUIREMENTS: Minimum Requirements: Bachelor of Commerce (B.Com) or B. Compt. (with accounting and auditing as majors), Bachelor of Accounting an advantage. At least 3 years’ experience in Internal or External Audit as an Assistant Manager or higher. Completed articles will be an advantage. Certified Internal Auditor (CIA) or Chartered Accountant (CA) or similar certification will be an added advantage. A valid driver’s licence, Code EB. Knowledge: Planning, execution and reporting of internal audits. Internal Audit Methodology, policies and practices. Systems of governance and administration. Government procedures and processes. Standards for the Professional Practice of Internal Auditing. In depth knowledge of risk management processes and principles. Competency Profile: Advanced Skills on: Communication skills: verbal, written and at all levels including management and oversight bodies. Lateral and innovative thinking. Maintain high standard of honesty, objectivity, diligence and loyalty. Report writing. Computer literacy in Microsoft Office and TeamMate. Analytical and quantitative method tools including data analytical tools for CAATs such as ACL, IDEA, etc. Project management skills including financial and time management. Application and
DUTIES: Key Performance Areas: Interpret Audit objectives, develop action plans, implement, monitor and report on effective execution of such plans. Provide advice and assurance service to the department and relevant stakeholders. To ensure efficient and effective utilization of resources and proper management of audit assignments within the budgetary and time parameters. Identification of Internal Audit staff training and developmental requirements and Conduct on-the job Training on the identified areas. Internal Audit Methodology and Policy Review & Development

ENQUIRES: Mr M Mrara on (040) 609-6238/6239
FOR ATTENTION: Senior Manager: Employee Support and Talent Management, ECDC Building, Independence Avenue, Bhisho.
CLOSING DATE: 13 June 2014
POST 21/134: PROJECT MANAGER: SERVICE DELIVERY IMPROVEMENT

SALARY: R532 278 all inclusive package per annum (Level 11)
REQUIREMENTS: Minimum Requirement: A three (3) year Degree/ Diploma in Business Administration, Human Resources Management, Public Management, or relevant qualifications at NQF level six (6). 3-5 years’ supervisory or consulting experience in the field of Organizational Performance Assessments, Quality Management or related fields. Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes, policy analysis, policy development and policy implementation and review processes, systems of governance and administration, public communication, public education, public engagement and discourse management processes and Intergovernmental and international relations. A valid driver’s licence, Code EB.

DUTIES: Key Performance Areas: Provide support to Provincial Departments with the development of service delivery standards, service delivery improvement plans and charters. Capacitate Provincial Departments on the development of service delivery standards, charters and service delivery improvement plans (Training, workshops etc). Facilitates the process of submitting service delivery improvement plans and charters. Provide support to Provincial Departments with rolling out of the Organisational Performance Assessments Policy (BALASELA). Facilitate the provision of self-assessments sessions by Provincial Departments. Capacitate Provincial Departments on the implementation of the BALASELA programmes. Assess nominated projects on the BALASELA awards for Provincial Departments. Monitor the implementation of service delivery improvements programmes. Consult Provincial Departments on the implementation of service delivery improvement related matters. Ensure adherence of Provincial Departments to service delivery improvements programmes i.e. BALASELA policies, service delivery standards etc. Facilitate the development of service delivery improvement related policies. Conduct research on service delivery improvement matters. Source inputs from users. Draft service delivery improvement policy. Management of Human, Financial and Physical resources.

ENQUIRES: Mr M Mrara on (040) 609-6238/6239
FOR ATTENTION: Senior Manager: Employee Support and Talent Management, ECDC Building, Independence Avenue, Bhisho.
CLOSING DATE: 13 June 2014
POST 21/135: PERSONAL ASSISTANT – DDG’S OFFICE - ADMINISTRATION

SALARY: R183 438 per annum plus benefits (Level 07)
REQUIREMENTS: Minimum requirements: A three (3) year diploma / degree or equivalent qualification at NQF Level 6. 3 -5 years’ experience in rendering a support service to Senior Management. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Self management and motivation. Basic knowledge on financial administration.

DUTIES: Key Performance Areas: Provides a secretarial/receptionist support service to the manager. Renders administrative support services, including, amongst others
document management for the office, compiling reports and procurement. Provides support to Senior Manager regards meetings, including logistics and minute taking. Supports the Senior Manager with the administration of the manager’s budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRES** : Mr M Mrara on (040) 609-6238/6239
**FOR ATTENTION** : Senior Manager: Employee Support and Talent Management, ECDC Building, Independence Avenue, Bhisho.
**CLOSING DATE** : 13 June 2014
ANNEXURE V

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF TREASURY

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

APPLICATIONS: The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Provincial Government Building, Tel No: (051) 405 4274 or deliver by hand to Ms. N. Mokotso in Room 426(b), Provincial Government Building, Bloemfontein

FOR ATTENTION: Ms. N. Mokotso

CLOSING DATE: 13 June 2014

NOTE: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned in CV), driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. Candidates who apply for posts on salary level 9 and higher will also be subjected to a competency assessment as well as a practical test. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

OTHER POST

POST 21/136: SENIOR MANAGER: MUNICIPAL BUDGETS REF NO: FSPT 015/14

SALARY: Salary Level 13. An all inclusive salary package of R 819 126 per annum (This all inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

CENTRE: Bloemfontein

REQUIREMENTS: A three year degree/ diploma in Accounting/ Finance and/or Economics or equivalent qualification with a minimum of six years managerial experience of which at least three years experience should have been in a municipal budgets management environment. Knowledge of Local Government legislation, Municipal Finance Management Act (MFMA) and Treasury Regulations. Computer literate. Valid drivers license.

DUTIES: Manage and drive municipal budget cycle and adjustment budget processes and ensure the issuing of best practice notes/ instructions to municipalities. Render advice on the Medium Term Fiscal Policy Framework. Oversee the analysis of municipal equitable shares and conditional grants. Manage the revenue trends and revenue reports produced in municipalities. Enable the implementation of an appropriate borrowing policy framework. Oversee the effective administration of municipal own revenue sources. Set parameters for the development of a holistic financing envelop for municipalities. Provide technical assistance and build capacity in municipalities with regard to budget management. Manage the resources of the Directorate to ensure efficiency and effectiveness within the Directorate.

ENQUIRIES: Mr. TM Moremi (051) 403 3984
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(s). No copies of certified copies allowed, certification should not be more than six months old. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 21/137: HEAD CLINICAL UNIT (MEDICAL) RADIOLOGY REF NO: 04148
Directorate: Health

SALARY: R1 254 957 per annum (all inclusive packages)
CENTRE: Sebokeng Hospital

REQUIREMENTS: Current registration with HPSCA as a medical specialist in radiology PLUS a minimum of 3 years appropriate experience as specialist in this field. Sound knowledge of clinical concept within the relevant discipline. Skills to interpret clinical diagnostic images. Ability to supervise to teach junior staff. Management of current national and international health and public service legislation and policies including medical ethics, epidemiology and statistics.

DUTIES: Interpreting Diagnostic images for management of patients. Reporting on a variety of Radiological imaging modalities. Assessing imaging requests. Ensuring compliance with radiology board. Facilitating continuous professional development programs for the radiology staff. Training of junior staff, conduct, assist and stimulates research relevant to the specialty. Organize all activities in to meet organizational objectives. Exercise budgetary management of cost centre and personnel under his/her supervision. Liaise with other stakeholders to the department.

ENQUIRIES: Dr. N. A. Msibi: Clinical Manager, Tel. No: (016) 930-3304
APPLICATIONS: The applications can be posted to: The HR Manager, Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 13 June 2014

OTHER POSTS

POST 21/138: MEDICAL SPECIALIST (GENERAL SURGERY, PSYCHIATRIC, OBSTETRIC & GYNAECOLOGIST & ACCIDENT & EMERGENCY) GRADE I TO III 4 POSTS REF NO: 03789
Directorate: Medical Services

SALARY: Grade 1- R747 564 per annum (all inclusive package)
Grade 2- R854 751 per annum (all inclusive package)
Grade 3- R991 974 per annum (all inclusive package)

CENTRE: Tambo Memorial Hospital

REQUIREMENTS: MBCHB. Registration with HPSCA in the relevant speciality.

DUTIES: Rendering of specialised clinical services, general procedures and management of patient’s care according to the department’s standard. Maintain clinical, professional and ethical conduct. Participate in clinical audits activities and quality improvement programs. Provide on going mentoring and training of interns, community service doctors and other professionals (Nursing and Allied). Participate in all academic activities of the department and the hospital. Assist with development of protocols and policies as per specialty and disease profile. Provide support and advice to the HOD of the discipline and assist in the smooth running of the department. Deputise for the HOD during his/her absentia. Participate in commuted overtime. Maintain discipline and sound relationships.

ENQUIRIES: Dr A Christoforou, Tel No: (011) 898 8322
APPENDIXES
Applications can be forwarded to the Recruitment Officer (Zanele Mkhonto), HR Department: Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1460, Physical address: Railway Street, Boksburg, 1460 or apply online at: www.gautengonline.gov.za. Applications must be submitted on form Z83, obtainable from any Public Service Department, CV, certified copies of your ID and qualifications must be attached. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed.

CLOSING DATE
13 June 2014

POST 21/139
CHIEF RADIOGRAPHER GRADE I: ULTRASOUND REF NO: 04151
Directorate: Health

SALARY
R284 544 per annum (plus benefits)

CENTRE
Sebokeng Hospital

REQUIREMENTS
National Diploma in Diagnostic Radiography and B: Tech in Ultrasound. Current Registration with HPCSA. Registration with HPCSA as a Sonographer.

DUTIES
Manage sonographer services and perform operational duties as a Sonographer. Arrange for services of Ultrasound units and Service level agreement for maintenance. Assist in development of specifications for Ultrasound equipment. Manage your professional development. Compilation of monthly statistics and Keeping of records.

ENQUIRIES
Dr. NA. Msibi, Tel No: (016) 930-3304

APPLICATIONS
The applications can be posted to: The HR Manager. Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or applies online at: www.gautengonline.gov.za

CLOSING DATE
13 June 2014

POST 21/140
ASSISTANT DIRECTOR (MONITORING AND EVALUATION) REF NO: 04179
Directorate: HAST

SALARY
R270 804 per annum (plus benefits)

CENTRE
Ekurhuleni Health District

REQUIREMENTS
National Diploma/Bachelor’s degree in Health Information System or relevant Degree with minimum of 4 years in Monitoring and Evaluation. At least 3 years of the above must be supervisory experience. Experience in quality improvement, implementation of quality methodology for monitoring and evaluation. Knowledge of the District health Information System (DHIS) will be an advantage. Knowledge in TB and HIV. Computer literacy. A valid driver’s license is essential. Data analysis, problem solving skill and communication skills.

DUTIES
Work closely with District and Sub-Districts information Officers. Receive programs data from District HIS monthly. Analyze trends, review HAST data and implement monitoring and evaluation processes. Build capacity of monitoring and evaluation to data officers and clinicians. Generate reports on data quality, performance and provide feedback to HIS and Managers.

ENQUIRIES
Ms T.M Maboe, Tel No: (011) 876-1820

APPLICATIONS
All applications must be submitted to the following address: Ekurhuleni Health District, 40 Catlin Street, Germiston, 1400 or Apply online at: www.gautengonline.gov.za

CLOSING DATE
13 June 2014

POST 21/141
DIAGNOSTIC RADIOGRAPHER GRADE I REF NO: 04150
Directorate: Health

SALARY
R227 583 per annum (plus benefits)

CENTRE
Sebokeng Hospital

REQUIREMENTS

DUTIES
Provide 24 hour Diagnostic Radiography services in General Radiography, ward Radiography, Theatre Radiography, Fluoroscopy and CT Scan. Supervision of Community Service Diagnostic Radiographers. Supervision of Support staff. Compilation of statistics and doing PMDS on staff.

ENQUIRIES
Mrs. A. Arie, Tel No: (016) 930-3283
APPLICATIONS: The applications can be posted to: The HR Manager. Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 13 June 2014

POST 21/142: PROFESSIONAL NURSE REF NO: 04177
Directorate: ARV CLINIC

SALARY: R225 075 per annum (plus benefits)
CENTRE: Edenvale General Hospital
REQUIREMENTS: Diploma in General Nursing and Midwifery. Proof of indemnity. A minimum of 3 years’ experience in nursing after registration as a professional nurse. Interests and/or previous experience working with HIV patients. Knowledge of HIV and TB conditions. Good communication and counselling skills. Be willing to work in a multidisciplinary team. Be prepared to work under pressure. Computer literacy will be an added advantage.

DUTIES: Implement the National Department of Health’s HIV/AIDS Guidelines. Ensure clinical nursing practice in accordance with the scope of practice and nursing care standards. Provide comprehensive nursing treatment and care to patients who are HIV/AIDS infected and affected. Effective and efficient customer service is expected and should be in line with Batho Pele principles and patient’s right charter. Provide support, mentoring and in-service to junior clinic staff members. Ensure accurate documentation and record keeping. Promote good professional conduct. Have good interpersonal skills and relations. Be able to multi-task and to work under pressure.

ENQUIRIES: Ms NR Aphiri, Tel No: (011) 321 6021
APPLICATIONS: The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale. Those who applied previously are welcomed to reapply. Closing date is as of below at 15:00. Or apply online at www.gautengonline.gov.za

CLOSING DATE: 13 June 2014

POST 21/143: COMMUNICATION OFFICER REF NO: 04172
Directorate: Information Management

SALARY: R183 438 per annum (plus benefits)
CENTRE: Jubilee District Hospital
REQUIREMENTS: A recognized Diploma or Degree in Public Relations, Communications or Journalism. At least 1 year experience in the communication environment. People and communication skills, coupled with computer literacy and a valid driver’s license.

DUTIES: Implementation of the departmental business plans. Conceptualize and coordinate health awareness events of the hospital. Ensure that all logistical requirements for all functions are timely arranged. Exhibit and procure all services related to the events and community outreach Programme. Organise special events such as open days, visits, exhibitions and functions. Ensuring that the department is properly branded in all events. Ensuring that all protocol is observed at events. Perform related duties as shall be determined by the accounting officer of the hospital. The incumbent will report directly to the CEO.

ENQUIRIES: Ms. D.L Magano, Tel No: (012)7179336
APPLICATIONS: Applications must be submitted on a Z83 form, CV and certified copies of qualifications quoting the reference no to The Department of Health Jubilee District Hospital, Private Bag x 449, Hammanskraal, 0400 or hand delivers to Jubilee District Hospital stand no 92 Jubilee Road, Temba, 0407 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 13 June 2014

POST 21/144: MATERIAL RECORDING CLERK (TRANSIT & ASSET)
Directorate: Supply Chain Management

SALARY: R123 738 per annum (plus benefits)
CENTRE: Tshwane Rehabilitation Hospital

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**REQUIREMENTS**
Grade 12 with 1 year experience in the field of Supply Chain Management and knowledge of asset management will be added advantage. Communication skill. Computer literacy.

**DUTIES**
Capture invoices on SRM. Attend to web cycle invoices and to queries relating to outstanding payments. Do follow-up on deliveries and keep proper record of relevant document/information. Control movement of asset. Facilitate disposal process. Bar code new asset and issue to end-users. Update asset register and do quarterly asset verification. Receive stock on daily basis, GRV and take any instruction given by supervisor.

**ENQUIRIES**
Mr A Sebegoe, Tel. No: (012) 354 - 6121

**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**
13 June 2014

**POST 21/145**
SECRETARY REF NO: 04171
Directorate: Clinical Executives

**SALARY**
R123 738 per annum (plus benefits)

**CENTRE**
Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**
Grade 12. Secretarial diploma or equivalent qualification, Computer literacy and knowledge /experience on Ms. Word, Excel and Power Point and typing skills. Good interpersonal skills and telephone etiquette. Be able to work independently and as part of a team. Ability to function under pressure. Be assertive and presentable. Two years secretarial experience is essential.

**DUTIES**
Provide Administrative and secretarial support to the Clinical executives. Establish and maintain efficient administrative system for coordinating work. Office management and Diary management. Organise and plan meetings, take minutes, record and ensure strategic tasks are auctioned. Arrange refreshment and other logistics for meetings. Draft and coordinates responses to some of the correspondence addressed to the director (senior manager) Captures and follow up correspondence. Receive and direct mail to relevant managers/ department. Create and maintain an appropriate record and filling system. Dealing with complaints. General office duties: Typing, Fax and email correspondence.

**ENQUIRIES**
Ms. M. Motjelele, Tel. No: (011) 488 3793

**APPLICATIONS**
The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 07, No 17 Jubilee Road, Parktown or apply online at: www.gautengonline.gov.za

**CLOSING DATE**
13 June 2014

**POST 21/146**
FOOD SERVICE SUPERVISOR
Directorate: Food Services

**SALARY**
R87 330 per annum (plus benefits)

**CENTRE**
Tshwane Rehabilitation Hospital

**REQUIREMENTS**
Grade10. 3 years experience in a Public Service Food Service environment. Ability to read and write. Basic knowledge of special diets. Ability to work effectively in a team. Ability to work under pressure. Good communication and interpersonal skills. Ability to work shifts, weekend and public holidays.

**DUTIES**
Supervision of preparation of food for the patients, dishing up of patient's food according to the portion control measures. Responsible for internal ordering, storage and control of stock. Receiving goods according to specification and follow receiving procedures. Responsible for the key control. Responsible for the plate wastage. Responsible for hygiene and safety in the food service unit.

**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.

**ENQUIRIES**
Ms SM Lekhuleni, Tel. No: (012) 354 - 6146

**CLOSING DATE**
13 June 2014
POST 21/147 : FOOD SERVICE AID  
Directorate: Food Services

SALARY : R73 044 per annum (plus benefits)

CENTRE : Tshwane Rehabilitation Hospital

REQUIREMENTS : Grade10/ Abet. 1-2 years experience in a Food Service Unit, Ability to read and write. Basic knowledge of food and hygiene. Ability to work effectively in a team. Ability to work under pressure. Good communication and interpersonal skills. Ability to work shifts, weekend and public holidays

DUTIES : Preparing food for the patients, dishing up of patients food according to the portion control measures, preparing fluids and snacks. Perform general cleaning tasks as assigned to you and maintain hygiene and safety measures in the Food Services Unit. Act as a messenger when necessary. Perform all duties delegated by the supervisor.

ENQUIRIES : Ms SM Lekhuleni Tel. No: (012) 354 - 6146

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 : 13 June 2014

POST 21/148 : CLEANER REF NO: 04178  
Directorate: Admin and Support

SALARY : R67 806 per annum (plus benefits)

CENTRE : Edenvale General Hospital

REQUIREMENTS : Minimum requirement, Abet or grade 10 with cleaning experience. Grade 12 qualification will be advantageous. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Clean bathrooms, showers, toilets, wards or departments, passages and waiting areas. Dust, wash, scrub and polish floors, walls, window, stairs, fire escapes, side walls etc. Clean equipments, clean and wash dust bins and remove waste including medical waste and adhere to Health care waste management policy. Operate heavy duty cleaning machine. Be prepared to rotate within the scope of work and assist in messenger duties. Counting clean and soiled linen. Collecting food trolleys. Dishing meals and cleaning utensils as per Infection control prescript.

ENQUIRIES : Mrs. E. Mthundinne, Tel No (011) 321 6160 or Mr. Segabutla, Tel No: (011) 321 6078

APPLICATIONS : The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Modderfontein Road, Edenvale. Those who applied previously are welcomed to reapply. Closing date is as of below at 15:00 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 13 June 2014
NOTE:
An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za certified copies of ID documents, educational qualifications, certificates of service and professional registration certificates - not copies of certified copies and proof of current registration must be submitted together with your CV. People with disabilities should feel free to apply for the posts. 2. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful.

OTHER POSTS

POST 21/149
CHIEF EXECUTIVE OFFICER: LEVEL 12: MOSVOLD HOSPITAL REF NO: G32/2014
Cluster: District Health Services: Umkhanyakude District Health Office

SALARY:
An all Inclusive MMS Salary Package of Salary Level 12: R630 822.00 per annum

CENTRE:
Head Office: Pietermaritzburg

REQUIREMENTS:
APPOINTMENT REQUIREMENTS:
• A degree/advanced diploma in a health related field, registration with relevant professional council; PLUS
• A degree/diploma in health management OR a degree/advanced in a management field. PLUS
• At least 5 (five) years middle management experience in the health sector. • Experience as a health service manager or significant experience in management in a health service environment. • Unendorsed valid Code B driver's licence (Code 08). Proof of current work experience endorsed and stamp by HR must be attached. Competencies: Knowledge: • Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies.. Core Competencies: • Strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Progress Competencies: • Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES:
Key Performance Areas:
• Job Purpose: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: • Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: • Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Facility Management: • Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: • Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: • Implement a procurement and provisioning system that is fair, transparent, competitive and
cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. Clinical and Corporate Governance:

- Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution’s risk to ensure optimal achievement of health outcomes.

| ENQUIRIES | MS M P THEMBA 035- 5721327 |
| APPLICATIONS | All applications should be forwarded to: The District Manager; Umkhanyakude District Health Office, Private Bag X026, Jozini, 3969 |
| FOR ATTENTION | Mrs N W Mdhluli Human Resource Manager |
| CLOSING DATE | 06 June 2014 |

**POST 21/150**

**CLINICAL NURSE PRACTITIONERS: REF NO: NURS 21 / 2014**

**SALARY**

GRADE 1: R275 571 - R319 473 per annum
GRADE 2: R338 931 – 416 850 per annum

**CENTRE**

Ladysmith Regional Hospital – Driefontein Clinic

**REQUIREMENTS**

Degree / Diploma in General Nursing plus Current registration with SANC as a Professional Nurse Post Basic qualification with duration of at least one year in curative skills in Primary Health Care accredited with SANC. A minimum of four / 4 years appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing, Knowledge: Knowledge and experience of Public Service Policies, Acts and Regulations Sound Management, negotiation, inter-personal and problem solving skills, Good verbal and written communication skills, Knowledge of Labour Relations and disciplinary procedures, Clinical competencies, Knowledge of nursing care delivery approaches, Analytical thinking, decision-making and conflict management skills.

**DUTIES**

Ensure the provision of nursing care through adequate supervision, Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores, Deal with grievances and Labour relation issues in terms of laid down policies/procedures, Ensure the supervision and provision of basic patient needs, Promote preventive and promotive health for clients, Evaluate and follow up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient's clinical conditions. Attend and participate in doctor's visits. Co - ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing of training programs Assist patients and families to develop a sense of care

ENQUIRIES | Mrs. L.L.J.M Maphalala-036 637 2111 |
APPLICATIONS | All applications should be forwarded to: Hospital Manager: Applications, Ladysmith Hospital, Private Bag X9928 LADYSMITH, 3370 |
FOR ATTENTION | Human Resource Department |
CLOSING DATE | 13 June 2014 |

**POST 21/151**

**CLINICAL NURSE PRACTITIONERS: REF NO: NURS 20 / 2014**

**SALARY**

GRADE 1: R275 571 - R319 473 per annum
GRADE 2: R338 931 – 416 850 per annum

**CENTRE**

Ladysmith Regional Hospital – Watersmeet Clinic

**REQUIREMENTS**

Degree / Diploma in General Nursing plus Current registration with SANC as a Professional Nurse Post Basic qualification with a duration of at least one year in curative skills in Primary Health Care accredited with SANC. A minimum of four / 4 years appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing, Knowledge: Knowledge and experience of Public Service Policies, Acts and Regulations Sound Management, negotiation, inter-personal and problem solving skills, Good verbal and written communication skills, Knowledge of Labour Relations and disciplinary procedures, Clinical competencies, Knowledge of nursing care delivery approaches, Analytical thinking, decision-making and conflict management skills.

**DUTIES**

Ensure the provision of nursing care through adequate supervision, Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores, Deal with grievances and Labour relation issues in terms of laid down policies/procedures, Ensure the supervision and provision of basic patient needs, Promote preventive and promotive health for clients,
Evaluate and follow up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients clinical conditions. Attend and participate in doctor’s visits. Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing of training programs. Assist patients and families to develop a sense of care.

ENQUIRIES:
Mrs. L.L.J.M Maphalala - 036 637 2111

APPLICATIONS:
All applications should be forwarded to: Hospital Manager: Applications, Ladysmith Hospital, Private Bag X9928 LADYSMITH, 3370

FOR ATTENTION:
Human Resource Department

CLOSING DATE:
13 June 2014

POST 21/152:
ASSISTANT MANAGER: ACQUISITION MANAGEMENT SERVICES: (LEVEL 9): REF NO: G33/2014
Cluster: Financial Management: Supply Chain Management

SALARY:
R270 804 per annum, Other Benefits: 13th Cheque; Medical Aid (Optional); Housing Allowance: Employee must meet prescribed requirements.

CENTRE:
Head Office: Pietermaritzburg

REQUIREMENTS:
An appropriate Bachelor’s Degree/National Diploma in Commerce; PLUS A minimum of three (3) years supervisory experience in Supply Chain Management; PLUS Unendorsed valid Code B driver’s licence (Code 08). Recommendations:-Experience in procurement of goods/services from SCM Interim Delegation level two and above will be an added advantage. Knowledge, Skills, Training And Competencies Required:- The incumbent of this post will report to the Deputy Manager: Supply Chain Management: Acquisition Management Services, and will be responsible to provide Acquisition Management Services for goods and services e.g. Non-Medical Acquisitions falling outside the scope of delegations of institutions. The ideal candidate must:- Possess knowledge of Supply Chain Management i.e. acquisition management, Possess knowledge of Supply Chain Management legislative and policy framework, Possess knowledge of policy analysis and development, Possess knowledge of analysis of goods and services, Possess high levels of integrity and professionalism, Have good verbal and written communication skills. Be computer literate with proficiency in MS Office Software Application.

DUTIES:
Key Performance Areas:- Ensure the analysis of goods and services to be procured. Manage and co-ordinate the provisioning of supplies regarding equipment and instrument acquisition. Administer the invitation processes to obtain responses from suppliers in accordance with the policy framework. Administer the receiving of supplier responses in accordance with the policy framework. Administer the prescribed evaluation processes ensuring value for money and do appropriate clearance of the preferred bidder and facilitate contractual bidding processes, Participate with the implementation of Supply Chain Management policies and systems in terms of acquisition management of goods and services falling outside the scope of delegation of Institutions Ensure the effective and efficient supervision of staff.

ENQUIRIES:
MR M Mahlaba 033- 395 7304

APPLICATIONS:
All applications should be forwarded to: The Acting General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Minus 1:1 North Tower

FOR ATTENTION:
Mrs B C Shelembe

CLOSING DATE:
06 June 2014

POST 21/153:
DIAGNOSTIC RADIOGRAPHER: REF NO: X RAY 3/2014

SALARY:
Radiographer Grd1: R227 583-R260214 pa: Nil Experience after registration with HPCSA in respect of RSA qualified who have perform community service, and 1 year appropriate/recognizable experience in respect of foreign qualified not required to perform community service. Radiographer GR2: R268008-R306537 pa: minimum of 10 years appropriate or recognizable experience after registration as a radiographer with the HPCSA in respect of RSA qualified who have performed community service, and 11 year appropriate or recognizable experience after registration as a radiographer with the HPCSA in respect of foreign qualified not required to perform community service.
Radiographer GR3: R315795-R383244 pa: minimum of 20 years appropriate or recognizable experience after registration as a radiographer with the HPCS in respect of RSA qualified who have performed community services, and 21 year appropriate/recognizable experience after registration as a Radiographer with the HPCS in respect of foreign qualified not required to perform community service.

CENTRE: Ladysmith Regional Hospital

REQUIREMENTS: National Diploma/Degree in Diagnostic Radiography Registration with the S.A. Health Professionals Council as a Radiographer. Current registration as a Radiographer

DUTIES: To provide high quality Diagnostic Radiography service according to patient needs. To promote good health practices and ensure optimal care of patients. To execute all clinical procedures competently to prevent complications. To perform reception clerical and darkroom duties as required. To compile report as required in working environment. To contribute to the overall work process in the component. To comply with safe radiation protection standards. To provide a 24 hour radiography service including weekends and public holidays. To comply with and promote Batho Pele principles. To inspect and utilize equipment professionally and thus ensure compliance with safety regulations. To participate in equality improvement programs. To participate and comply with National Core Standards.

ENQUIRIES: Mr. B Mbana- 036 637 2111

APPLICATIONS: All applications should be forwarded to: Hospital Manager: Applications, Ladysmith Hospital, Private Bag X9928 LADYSMITH, 3370

FOR ATTENTION: Human Resource Department

CLOSING DATE: 13 June 2014

POST 21/154: HUMAN RESOURCE PRACTITIONER: CONDITIONS OF SERVICE: LEVEL 7: 2 POSTS REF NO: G30/2014

Cluster: Human Resource Management Services

SALARY: R183 438 per annum, Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

CENTRE: Head Office: Pietermaritzburg

REQUIREMENTS: An appropriate Bachelor's Degree/National Diploma in Human Resource Management/Public Administration. No experience required. Recommendations:- 3 years experience in Human Resource Management especially in Service Conditions will serve as a recommendation. Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training And Competencies Required:- The incumbents of these posts will report to Assistant Manager: Human Resource Management Services (Conditions of Service), and will be responsible to interpret Legislation and Prescripts regarding Service Benefits and to formulate Policies, Guidelines and Standard operating procedure. The ideal candidates must:- Possess sound working knowledge of the prescripts and requirements needed for Conditions of Service, Have the ability to deal with work pressure and threats within the stressful environment. Possess sound working knowledge of the legislative and policy imperatives informing the area of operation. Have the ability to analyse complex information in relation to Service Benefits and to utilize the information to identify trends, progress, potential problems and mitigate risks thereto. Have the ability to prioritise issues and other related matters and to comply with time frames set. Have the ability to capture in writing the essence of findings in concise, clear language. Proven initiative, decision-making, dedication and ability to acquire new knowledge swiftly. Have the ability to maintain a highly professional service through a human rights approach. Have the ability to work irregular hours in an unstructured work environment. Possess knowledge of Departmental Transversal System (e.g. PERSAL, VULINDLELA). Be computer literate with proficiency in all the MS Word, MS Excel and MS PowerPoint Applications.

DUTIES: Key Performance Areas:- Determine Departmental Policies and Guidelines to give effect to Legislation and Prescripts regarding Service Benefits. Implement prescripts by issuing of circulars and conducting of workshops, Request, collate and prepare statistical data on various Service Benefits. Conduct investigations and writing reports regarding matters relating to service benefits. Clarify Policy and Procedure at arbitration and disciplinary enquiries.

ENQUIRIES: MR M APPASAMY 033-395 2622

APPLICATIONS: All applications should be forwarded to: The Acting General Manager: Human Resource Management Services: KZN Department of Health, Private Bag...
FOR ATTENTION : Mrs S D Shezi
CLOSING DATE : 06 June 2014

POST 21/155 : SUPPLY CHAIN CLERK (SUPERVISOR): LEVEL 7 (5 POSTS) REF NO. G34/2014
Cluster: Financial Management: Supply Chain Management

SALARY : R183 438 per annum, Other Benefits: 13th Cheque; Medical Aid (Optional); Housing Allowance; Employee must meet prescribed requirements.

CENTRE REQUIREMENTS : Head Office: Pietermaritzburg
Grade 12 Certificate; PLUS A minimum of three (3) years experience in a Government Supply Chain Management environment. Unendorsed valid Code B driver's licence (Code 08). Recommendation:-Experience in Department of Health KZN Supply Chain Management will be an added advantage, Computer literacy (MS Word, Excel, MS Outlook). Knowledge, Skills, Training And Competencies Required:-The incumbents of these posts will report to the Assistant Manager: Supply Chain Management, and will be responsible to supervise and render supply chain management. The ideal candidate must:- Possess in-depth knowledge of financial prescript i.e. PFMA, Treasury Regulations and all SCM prescripts. Possess in-depth knowledge of Supply Chain Management, Have good verbal and written communication skills, Have high level of accuracy, Have good organizational, planning, problem solving and team building skills, Have the ability to work under pressure.

DUTIES : Key Performance Areas:-Supervise and render clerical support effectively to Demand Management Services in compliance with supply chain management policies. Supervise and render clerical support effectively to Acquisition Management Services in compliance with supply chain management policies. Supervise and render clerical support effectively to Contract Management Services in compliance with supply chain management policies. Supervise and render clerical support effectively to Technical Support Services in compliance with supply chain management policies. Supervise and render clerical support effectively to Secretariat Services in compliance with supply chain management policies. Physical resources management, Supervise Human Resource/ staff management.

ENQUIRIES : MR L T SAMUEL 033- 846 7330
APPLICATIONS : All applications should be forwarded to: The Acting General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Minus 1:1 North Tower
FOR ATTENTION : Mrs B C Shelembe
CLOSING DATE : 06 JUNE 2014

POST 21/156 : PERSONAL ASSISTANT TO THE GENERAL MANAGER: LEVEL 7: REF NO. G31/2014
Cluster: Audit and Risk Management Services

SALARY : R183 438 per annum, Other Benefits: 13th Cheque; Medical Aid (Optional); Housing Allowance; Employee must meet prescribed requirements.

CENTRE REQUIREMENTS : Head Office: Pietermaritzburg
Secretarial/Administration Diploma or Certificate higher than Senior Certificate from a recognized accredited higher education institution (registered with the DoE in terms of the Higher Education Act of 1997); PLUS A minimum of three (3) years relevant experience in rendering a support service to senior management. Knowledge, Skills, Training And Competencies Required:-The incumbent of this post will report to the Office Manager: Office of the Chief Financial Officer, and will be responsible to render administrative support and secretarial services to the Chief Financial Officer The ideal candidate must:-Have knowledge of and adhere to policies, practices and protocols maintaining strict confidentiality. Possess good communication/language skills in English, both written and verbal, with ability to express facts in a clear and logical manner. Possess advanced computer knowledge with fast and accurate typing skills. Excellent customer service displaying good telephone manners and front office etiquette showing ability to communicate well with people at different levels in a professional, tactful and courteous manner, Have strong numeric ability with
basic financial budgeting knowledge. Have great organisational and administrative skills paying close attention to detail. Excellent customer service and telephone manners. Work independently and unsupervised with ability to plan effectively and efficiently in a competent and acceptable manner with ability to remain calm when under pressure, to accomplish key tasks within timeframe meeting tight deadlines. Emanate confidence and possess problem solving skills, thinking creatively to adjust to circumstances in order to achieve results with willingness to initiate and follow through on ad hoc/special projects. Flexible approach around working hours, if and when necessary. Proactive and common sense approach, Inquisitive and interested, seeking solutions and exploring options rather than being told what to do taking responsibility and ownership of the job. Self-starter who is conscientious and takes pride in appearance and work. Advanced computer literacy with proficiency in all the MS Office Software Applications especially excel with accurate and fast typing skills.

**DUTIES**

Key Performance Areas:
- Provide a secretarial/receptionist support service to the General Manager.
- Comprehensive and proactive dairy management to ensure productive management organising many competing demands on the manager’s time.
- Liaison with internal/external clients, some at executive level, and their offices to promote a good relationship and ensure desired access.
- Excellent itinerary planning to ensure seamless logistics.
- Excellent organisational skills taking lead in preparation and facilitation of internal/external meetings, briefings and conference calls and other appointments. Record proceedings of meetings and effect decisions/actions including follow ups. Ensure accessibility of reports and documents at a moment’s notice.
- Proactive handling of email/voice mail and action lists to assist the manager in prioritising his/her time.
- Produce letters, reports, presentations and other documents of a high standard.
- Manage procurement and provisioning service for the office including budget control in compliance with the legislations and protocols thereby supporting the manager with the administration of the manager’s budget.
- Adhere to the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
- Provide personal assistance to the General Manager.
- Provide safe keeping of contracts and investigation reports.
- Provide administrative support to the General Manager before, during and after meetings.
- Liaise with the offices of the Executive Authority and Accounting Officer.

**ENQUIRIES**

MR V E Dlamini 033-328 4004

**APPLICATIONS**

All applications should be forwarded to: The Acting General Manager: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Minus 1:1 North Tower

**FOR ATTENTION**

Mrs S D Shezi

**CLOSING DATE**

06 June 2014

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**DEPARTMENT OF TRANSPORT**

*The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer*

**APPLICATIONS**

Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200

**FOR ATTENTION**

Mr B Hornsby

**CLOSING DATE**

13 June 2014

**NOTE**

Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), identity document as well as valid driver’s licence (where a driver’s licence is a requirement). Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received an invitation to attend an
interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the post(s).

OTHER POSTS

<table>
<thead>
<tr>
<th>POST 21/157</th>
<th>ASSISTANT MANAGER: STRATEGIC MANAGEMENT ADMINISTRATIVE SUPPORT REF NO: P 01/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R270 804 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Head Office, Pietermaritzburg</td>
</tr>
</tbody>
</table>

DUTIES:
* Render advise on procedure and policy matters to the entire Chief Directorate, colleagues, consultants and members of the public which require in-depth analysis and interpretation with regard to the 4 generic administrative processes i.e Financial, Procurement, Personnel and Administration. * Develop and implement risk management procedures with regard to procurement, financial management and administrative process to achieve benchmark for best practice and the provision of an efficient financial control systems whereby possible areas of over or under expenditure may be identified at an early stage and that estimate expenditure is under control and query any irregularities. * Control the Budget for the Chief Directorate as well as prepare excel spreadsheets and submit performance and output reports for the Chief Directorate in terms of the PFMA to the General Manager, CFO, Managers & various stakeholders which include monthly cashflow projection, expenditure, variance reports virements, APP & Operational Plans. * Perform the function of Asset Controller and LTO and exercise control over all assets including vehicle assets, the maintenance of and expenditure involved in the use of vehicles as well as render administrative assistance to Chief Directorate & general logistics support. * Oversee and perform the Human Resource Management and Financial Management for all personnel related issues e.g Sub Car, S&T & other related issues and systems approval of payments on Bas & Persal through the process of co-ordinating of the office management, and ensure all reimbursements to service providers & personnel are affected. * Supervision of personnel to ensure compliance with all audit mechanism and authority in terms of quality control, discipline measures and staff development. * Assist the Deputy Manager: Admin Support Services on an adhoc basis with tasks delegated by the General Manager.
ENQUIRIES : Mr D Naidoo 033 – 355 8753
NOTE : It is the intention of this Department to consider equity targets when filling this position. Successful candidates will be required to enter into a Performance Agreement.
APPLICATIONS: Fully completed and signed Z83 application form obtainable from any Public Service Office must be forwarded to: The Head of Department, Department of Economic Development, Environment and Tourism, Riverside Government Complex, Building no 4, 1st floor or Private Bag X11215, Nelspruit, 1200

CLOSING DATE: 06 June 2014 @ 13h00 and please take note that applications received after the date will not be considered.

NOTE: By responding to this advertisement, you are consenting that your information will be verified. No facsimile or e-mailed applications will be accepted. A separate application form must be completed for each post. Please note that correspondences will be limited to shortlisted candidates only. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the positions. Application must be submitted and be accompanied by a comprehensive CV as well as originally certified copies of qualifications and Identity Document. Certification must not be older than three months. If your application(s) does not meet the above-mentioned prerequisites, your application(s) will be automatically disqualified.

OTHER POSTS

POST 21/158: ASSISTANT DIRECTOR: RISK MANAGEMENT 2 POSTS REF NO: PR1/01/2014/15

SALARY: R270 804 per annum (salary level 09)
CENTRE: Head Office, Nelspruit
REQUIREMENTS: An appropriate three year tertiary qualification in Internal Auditing/Auditing/Accounting/Risk Management field or equivalent qualification with five years minimum and relevant work experience. Knowledge of Enterprise Risk Management Framework, Public Service Act, Public Service Regulations, Public Finance Management Act, and Treasury regulations, Basic Accounting System, Government Budget Processes, annual financial statements and performance evaluation will be an added advantage. The successful candidate must be able to display the following competencies: Good communication & report writing skills, Computer literacy, Good interpersonal and conflict handling skills. A valid driver license

DUTIES: Develop, monitor and manage risk policies and profiles for the Department. Review at annually the risk faced by the Department. Maintain and update risk register. Report quarterly on progress in implementation of effective risk management. Ensure the implementation and operation of risk committee. Monitor and evaluate the implementation of risk policy and the strategy. Facilitate and perform any investigations on any fraud and corruption activities notified of. Liaise with directorates in areas of responsibility to ensure identification and management of risk. Assist in the implementation of fraud prevention plan and detection in the department. Assist in implementation of Auditor General and Internal Audit recommendations.

POST 21/159: ENVIRONMENTAL OFFICER PRODUCTION GRADE C: WASTE & POLLUTION MANAGEMENT SERVICES REF NO: PR6/05/2014/15

SALARY: R268 368 per annum
CENTRE: Ehlanzeni Region
REQUIREMENTS: An appropriate three year tertiary qualification in Environmental or Natural Sciences/Environmental Management/Chemistry/Chemical Engineering with at least two years experience in pollution and waste management. A sound knowledge of environmental legislation, environmental management systems and integrated environmental management is required. The applicant is expected to be computer literate and possess a valid driver’s license.

DUTIES: Provide advanced technical support to the Sub-directorate in identifying and solving pollution related problems. The successful candidate will be expected to perform the following functions: Implement appropriate pollution and waste management policies and action plans for the District, including industrial, mining
and hazardous waste; Maintain a register for waste streams; Monitor air quality within the district; Investigate public nuisance and pollution and waste complaints; Consult with of relevant target groups such as municipalities, other organs of state and industry and stakeholders and perform all administrative and related functions.

POST 21/160 : INTERNAL AUDITOR, REF NO: PR1/02/2014/15

SALARY : R 183 438 per annum (salary level 07)
CENTRE : Head Office, Nelspruit
REQUIREMENTS : An appropriate tertiary qualification in Internal Auditing. Knowledge and understanding of IIA Standards, Public Finance Management Act, Treasury Regulations and King III Report. Good communication skills (Verbal and written), Leadership skills, Time management skills, Valid driver’s licence, Analytical and problem solving skills, Computer Literacy
DUTIES : Execute assigned audit projects. Completion of audit fieldwork through the application of the planned audit tools and techniques, the creation of comprehensive working papers and the collation of audit findings and conclusions. The performance and outcomes of the audit fieldwork to achieve the scope and objectives of the audit.

POST 21/161 : ENVIRONMENTAL OFFICER PRODUCTION GRADE A: ENVIRONMENTAL IMPACT MANAGEMENT X 2 POSTS

SALARY : R 194 289 per annum
CENTRE : Ehlanzeni Region, Ref No: PR6/03/2014/15
: Nkangala Region, Ref No: PR6/04/2014/15
REQUIREMENTS : An appropriate three year tertiary qualification in Natural Science or Environmental Management or equivalent qualification. Knowledge of environmental legislation, environmental management systems, and integrated environmental management will be an advantage. Good interpersonal skills, Computer literate and a valid driver’s license.
DUTIES : Review the Environmental Impact assessment applications submitted to the District office in terms of the appropriate legislation and draft authorization recommendations for the record of decisions. Evaluate and comment on environmental mining programme reports for the Department of Minerals and Energy. Maintain a register of all applications and authorizations.

POST 21/162 : ADMINISTRATIVE CLERK; REF NO: PR6/06/2014/15

SALARY : R 148 584 per annum (salary level 06)
CENTRE : Amsterdam Environmental Centre
REQUIREMENTS : Grade twelve certificate with five years minimum work experience at administrative level or relevant tertiary qualification with no work experience. Computer literacy with high proficiency in using Microsoft word, outlook, PowerPoint and excel. The candidate must possess excellent verbal and written communication skills, administrative and organisational skills. Ability to work independently, handle work pressure and conflict
DUTIES : Carry out general office management duties such as typing of letters, memos, reports and related correspondence, photocopying, facsimile, filling and record management. Make travel, accommodation, meeting and venue arrangements, receive visitors and diarise and confirm appointments on behalf of the centre. Uphold a positive image of the centre. Convene meetings and take minutes. Prepare reports and PowerPoint presentations.

POST 21/163 : GENERAL ASSISTANT 4 POSTS

SALARY : R 73 044 per annum (salary level 02)
CENTRE : Ref No: PR6/07/2014/15, BARBERTON X 1
: Ref No: PR6/08/2014/15, MDALA X 1
: Ref No: PR6/09/2014/15, ELUKWATINI X 1
: Ref No: PR6/10/2014/15, DELMAS X1
REQUIREMENTS : General skills in cleaning, gardening and general maintenance services. An energetic and dedicated person committed to all maintenance duties. Must be able to read and write. Good interpersonal relations. Applicants with valid driver’s license will be given preference.
| **DUTIES** | Render general cleaning, gardening and maintenance services. Render messenger services when required. Render logistical support services. Render programme/project support service |
| **POST 21/164** | FOOD SERVICE AID REF NO: PR6/11/2014/15 |
| **SALARY** | R 73 044 per annum (salary level 02) |
| **CENTRE** | Delmas |
| **REQUIREMENTS** | General Skills in food preparation, food presentation and cleaning and maintenance of kitchen, hostel and conference facilities. An energetic and dedicated person committed to all food service duties. Must be able to read and write. Good interpersonal relations. Applicants with valid driver’s license will be given preference. |
| **DUTIES** | Render an effective food preparation function, in support of the residential environmental empowerment function which may be outside officials working hours. Manage and maintain and render effective cleaning services in the kitchen. |
ANNEXURE Z

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF THE PREMIER

APPLICATIONS: Applications are to be submitted online via www.westerncape.gov.za/jobs. Only applications submitted online will be accepted.

CLOSING DATE: 17 June 2014 @ 16:00

NOTE: Note: Only shortlisted applicants will receive further correspondence. If you have not received a response from the department within three months of the closing date, please regard your application as unsuccessful. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency tests. The WCG is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regard would be appreciated.

MANAGEMENT ECHELON

POST 21/165: CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE REF NO: SMS 5/2014

Provincial Treasury

SALARY: All-inclusive salary package of R 988 152 - R 1 181 469 per annum (Level 14). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE: Provincial Treasury, Cape Town

REQUIREMENTS: A Master's Degree in Economics, Public Administration, Finance, Business or Commerce/ Chartered Accountant - NQF 8; • A minimum of 3 years relevant senior management experience; • A valid unendorsed driver's licence. Competencies: Knowledge of the following: o Human Resources Management function; o Strategy development, strategy management and strategy monitoring and review processes; o Financial management processes; o Provincial policy development processes; o Financial norms and standards (Public Finance Management Act - PFMA, Municipal Finance Management Act -MFMA, National Treasury regulations - NTR's, Provincial Treasury Directives/Instructions - PTI's). o Project Management; • Strategic Management Capability and Leadership; • Excellent communication (written and verbal) skills; • Outstanding planning, organising and people management skills; • Strong leadership skills with specific reference to the ability to display thought leadership in complex applications.

DUTIES: Implement and coordinate Provincial Treasury's responsibilities contained in the MFMA; • Manage the IYM process of municipalities and check and make proposals to direct revenue and expenditure; • Monitor, assess, advise, coordinate and institute remedial steps to ensure integrity (sustainability and credibility) of municipal budgets integral to the IYM process in terms of the MFMA and related legislation; • Monitor the municipal adjustment budget process in terms of policy parameters and legislation; • Advise on the establishment of municipal entities; • Advise on the technical facets and realization of appropriate and efficient sub-divisions of the annual municipal main budget within the delivery policy parameters of the Integrated Development Plans, SDBIP's and link this to the Provincial Growth and Development Strategy.

ENQUIRIES: Mr HC Malila: (021) 483 6673

NOTE: Only applications submitted online will be accepted. This position was previously advertised and the closing date has been extended. Candidates who previously applied, need not re-apply, as their previous applications will still be considered.

POST 21/166: CHIEF DIRECTOR: PUBLIC POLICY SERVICES REF NO: SMS 6/2014

Provincial Treasury

SALARY: All-inclusive salary package of R 988 152 - R 1 181 469 per annum (Level 14). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE: Provincial Treasury, Cape Town
REQUIREMENTS

- Master's Degree in Economics/Finance/ Business Administration/Public Policy; • Minimum of 3 years appropriate senior management experience; • A valid unendorsed driver's license. Recommendations: Strong research based policy analysis and analytical ability; • Proven knowledge of budget policy, economic analysis and fiscal policy application. Competencies: Working knowledge of the follow: o Human Resource Management function; o Financial Management processes; o Financial norms and standards (Public Finance Management Act (PFMA), Municipal Management Act (MFMA), National Treasury Regulations (NTR's) and Provincial Treasury Instructions. • Excellent planning, organizing and people management skills; • Strategic capability and leadership skills; • The ability to multitask, deal with the ambiguity and manage under rapidly and changing and pressurized circumstances; • Ability to communicate at all levels and across sectors utilising various media.

DUTIES

- To provide for the effective and efficient development of revenue streams, cash and liability management; • To provide for provincial economic analysis and advice that informs budget policy and the budget allocation process; and coordinate provincial budget policy, planning and performance; • To provide for local government economic analysis and advice that informs fiscal policy and budget allocation decisions and associated remedial steps; • Assist, assess and report on policy attainment across the local government sphere and introduce associated remedial steps; • Oversight responsibility of the departmental public entity i.e. the Western Cape Gambling and Racing Board; • Strategic leadership and financial management of Chief Directorate.

ENQUIRIES

Mr HC Malila: (021) 483 6673

NOTE

Only applications submitted online will be accepted. This position was previously advertised and the closing date has been extended. Candidates who previously applied, need not re-apply, as their previous applications will still be considered.
SALARY: All-inclusive salary package of R 819 126 - R 964 902 per annum (Level 13). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE: Department of the Premier, Cape Town

REQUIREMENTS: B Degree in Commerce/ Law/ Auditing/ Forensics (or equivalent qualification); • A minimum of 6 years' management experience in forensic services environment, specialising in reactive forensics; • Valid drivers' licence. Recommendations: Certified Fraud Examiner (Designated by the Association of Certified Fraud Examiners). Competencies: Extensive knowledge of forensic related principles (i.e. investigative capacity and subsequent follow-up); • Strategic planning skills that assists in strategically positioning the chief directorate to align to the strategic direction; • Excellent communication skills at an executive management level (verbal and written); • Ability to communicate at all levels and across sectors utilising various media; • Strong leadership skills with specific reference to the ability to display thought leadership in complex applications.

DUTIES: Assessment of allegations reported in line with approved forensic methodology and working practices, decide on investigation approach and scope and drive finalization of investigations for allocated departments; • Drive process of following up on status of implementation of recommendations made; • Quality review of reports and other deliverables to ensure that the quality of work and service are of desired standards; • Project manage and monitor the activities of the respective directorate; • Reporting to executive management and oversight bodies on forensic related matters.

ENQUIRIES: Ms Henriette Robson at (021) 483 6276

POST 21/169: DIRECTOR: FORENSIC INVESTIGATIONS (2 POSITIONS AVAILABLE) REF NO: SMS 10/2014
Department of Community Safety

SALARY: All-inclusive salary package of R 819 126 - R 964 902 per annum (Level 13). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE: Department of Community Safety, Cape Town

REQUIREMENTS: A relevant B Degree/Diploma (NQF 6); • A minimum of 6 years management experience; • A valid code EB drivers' licence. Recommendations: Relevant post graduate degree (NQF 7). Competencies: Knowledge of the criminal justice environment and relevant prescripts; • Proven policy writing as well as report writing skills; • Proven policy development skills; • Ability to communicate at all levels and across sectors utilising various media; • Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. • Strategic planning and organisational leadership skills.

DUTIES: Strategic sub-programme leadership; • Management of the Community Liaison Unit; • Implement the Community Safety Expanded Partnership Programme; • Management of projects; • Managing relationships with Community Police Forums and Boards.

ENQUIRIES: Mr G Morris at (021) 483 3338/ 8711

POST 21/170: DIRECTOR: POLICY AND RESEARCH REF NO: SMS 11/2014
Department of Community Safety

SALARY: All-inclusive salary package of R 819 126 - R 964 902 per annum (Level 13). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE: Department of Community Safety, Cape Town

REQUIREMENTS: A relevant B Degree/Diploma (NQF 6); • A minimum of 6 years management experience as well as 3 years' experience in a research environment; • A valid code EB drivers' licence. Recommendations: Relevant post graduate degree (NQF 7) with published research articles/papers. Competencies: Knowledge of the criminal justice environment and relevant prescripts; • Proven policy writing as well as report writing skills; • Proven policy development skills; • Ability to communicate at all levels and across sectors utilising various media; • Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. • Strategic planning and organisational leadership skills.
in complex applications; • Strategic planning and organisational skills; • Published research articles and papers.

**DUTIES**
- Strategic sub-programme leadership; • Management of the research, safety information and Policy Development Unit; • Implement the Community Safety Integrated Information Management System; • Management of projects; • Determine the policing needs and priorities for the Western Cape Province.

**ENQUIRIES**
Mr G Morris at (021) 483 3338/ 8711

**POST 21/171**
**DIRECTOR: FISCAL POLICY REF NO: SMS 7/2014**
Provincial Treasury

**SALARY**
All-inclusive salary package of R 819 126 - R 964 902 per annum (Level 13). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

**CENTRE**
Provincial Treasury, Cape Town

**REQUIREMENTS**
Master's Degree in Economics/Finance/ Business Administration/Public Policy; • Minimum of 6 years appropriate management experience; • A valid unendorsed driver's license. Recommendations: Strong research based policy analysis and analytical ability; • Proven knowledge of budget policy, economic analysis and fiscal policy application. Competencies: Working knowledge of the follow: o Human Resource Management function; o Financial Management processes; o Financial norms and standards (Public Finance Management Act (PFMA), Municipal Management Act (MFMA), National Treasury Regulations (NTR's) and Provincial Treasury Instructions. • Excellent planning, organizing and people management skills; • Strategic capability and leadership skills; • The ability to multitask, deal with the ambiguity and manage under rapidly and changing and pressurized circumstances; • Ability to communicate at all levels and across sectors utilising various media.

**DUTIES**
To provide for the effective and efficient development of revenue streams, cash and liability management; • Improving the sustainability of provincial and municipal revenue budgets and exploring the full use of available revenue resources; • Conducting research into the national transfer system with a specific focus on the funding formula that underpins the provincial and local government allocations (equitable share and conditional grants); • Reporting on provincial own revenue performance including in identifying and researching possible new sources of provincial own revenue; • Development of an assessment framework with which to assess municipal service charges in terms of sustainability, transparency and credibility; • Develop, monitor and evaluate cash flow and investment management practices and policies aimed at improving cash flow management and liquidity in the Province and municipalities to ensure the sustainability and credibility thereof; • Responsible for Departmental oversight of and to manage transfer payment to the WCGRB to ensure the effective and efficient regulation of the gaming industry in the Province; • Strategic leadership and financial management of the Directorate.

**ENQUIRIES**
Mr HC Malila: (021) 483 6673

**NOTE**
Only applications submitted online will be accepted. This position was previously advertised and the closing date has been extended. Candidates who previously applied, need not re-apply, as their previous applications will still be considered.