DATE OF ISSUE: 06 MAY 2016

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

PUBLIC SERVICE VACANCY CIRCULAR NO 18 OF 2016

1. Introduction

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

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

2. Directions to candidates

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

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

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

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

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

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

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

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

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

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

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

AMENDMENTS: Provincial Administration Gauteng: Department of Education: Kindly note that the following posts: Senior Administration Officer: Transport and Nutrition Ref No: GW2016/02/18, JS2016/02/19, EN2016/02/20 and ES2016/02/55, advertised in PSVC 08 and Senior Provisioning Admin Officer Ref No: TW2016/03/02, have been withdrawn.
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### PROVINCIAL ADMINISTRATIONS

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DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

APPLICATIONS: Human Communications has been retained to handle all responses. Please forward your application, quoting the relevant reference number, to PO Box 1305, Rivonia 2128 or hand deliver at Suite 203, SOHO on Strand, 128 Strand Street, Cape Town OR 3 Autumn Street, Rivonia, or you can apply online at www.humanjobs.co.za Applications can also be submitted electronically to Human Communications via the e-mail or fax number indicated at each post or hand delivered at any one of the Department of Agriculture, Forestry and Fisheries offices as indicated below (please place in the blue box marked for applications). ENQUIRIES: Naomi Nortje, tel. (011) 257-8012

Gauteng: Reception, Agriculture Place, 20 Steve Biko Street (formerly Beatrix Street), Arcadia, Pretoria
KwaZulu-Natal: Reception (5th Floor), Old Mutual Building, 185 Langalibalele Street, Pietermaritzburg
Limpopo: Reception (Ground Floor), Magistrates Building, 103 cnr Landdros and Munnik Streets, Makhado
Mpumalanga: Reception (2nd Floor), Permanent Building, 27 Brown Street, Nelspruit
Eastern Cape: King William’s Town: Reception (Ground Floor), Old SABC Building, 2 Hargreaves Avenue
Mthatha: Reception (3rd Floor), PRD Building, Sutherland Street
Western Cape: Cape Town: Reception (Ground Floor), Foretrust Building, 3 Martin Hammerschlag Way, Foreshore
Stellenbosch: Reception (Support Building), Quarantine Station, Polkadraai Road

CLOSING DATE: 20 May 2016

NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the Internet at http://www.daff.co.za/doaDev/doc/Z83.pdf which must be signed and dated (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric Certificate must also be attached) and ID document and driver’s licence (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Applications submitted via e-mail, fax or online must include the post title and reference number in the subject line and a scanned, signed and dated Z83 form (a Z83 form without a physical signature and date will disqualify an application) together with all relevant documents as indicated above. Persons with disabilities are encouraged to apply. 

OTHER POSTS

POST 18/01: DEPUTY DIRECTOR: AGRICULTURE TRAINING INSTITUTE REF NO: 121/2016
Directorate: Grootfontein Agricultural Development Institute (GADI)

SALARY: R726 276 per annum
CENTRE: Grootfontein Agricultural Development Institute (GADI), Middelburg, Eastern Cape
REQUIREMENTS: A Master’s degree in Agriculture, or Sustainable Agriculture or Business/Public Administration coupled with a B or BSc degree in Agriculture and appropriate management experience. Knowledge of legislation and policies governing Higher Education Training (HET) and FET in South Africa. Knowledge of the Public Finance Management Act, Public Service Act and quality assurance. Management skills. Verbal and written communication skills. Good interpersonal relations, negotiation, presentation, problem-solving, judgement, perseverance and organisational and planning skills. The ability to work under pressure. Computer literacy. Formal training and presentation skills. Must be available at all times to students and their parents/guardians.

DUTIES: Manage and coordinate the Higher Education (HET) and Further Education and Training (FET) programmes of the Institute. Compile the Operational Plans for the (HET) programme and (FET) programme of GADI. Prepare practical and theoretical material. Ensure the presentation of relevant and stimulating courses by lecturers. Align course material with requirements set for academic institutions. Ensure ongoing improvement/updating of study material. Ensure the integration of practical and farm work. Compile question papers and memorandums for examination. Grade answer sheets, papers and assignments. Conduct practical evaluations. Invigilate during exams and tests as required. Oversee and guide the development of short courses, learnerships and skills development programmes. Ensure that assessment of students takes place in accordance with the required standards (e.g. Higher Education Quality Committee standards). Attend to student disciplinary matters. Chair academic meetings. Create linkages and strategic partnerships with South African and international agricultural education institutions in order to engage in joint training projects. Manage quality assurance of the academic programmes of the College. Manage and perform administrative and related functions. Compile and submit monthly and quarterly reports.

ENQUIRIES: Mr M.J. Herselman, tel. (049) 802-6605
APPLICATIONS: daff1@humanjobs.co.za or fax: 086 762 2863
POST 18/02: STATE VETERINARIAN REF NO: 150/2016
Directorate: Animal Health
SALARY: R612 822 per annum all-inclusive package
CENTRE: Pretoria
REQUIREMENTS: BVSc or a BVMCh or equivalent degree which is recognised by the South African Veterinary Council (SAVC) and must be registered with the South African Veterinary Council as a Veterinarian. Extensive experience in the implementation of Laboratory Quality Management Systems based on ISO17025. Experience in evaluation of biosafety and biosecurity levels within the Veterinary field; internal auditing and technical assessing would be beneficial. Good verbal and written communication skills. Proven computer literacy in MS Office software (Word, Excel and Outlook). A valid EB driver’s licence.

DUTIES: Manage and monitor laboratory approvals. Perform biosecurity/biosafety level inspections of laboratories and research facilities. Support and approve laboratory quality control systems of veterinary laboratories according to ISO17025, for diagnostics of controlled diseases. Evaluate and monitor the use of OIE-accepted veterinary diagnostics methods including the use of reagents for controlled diseases. Interact and communicate with reference laboratories, laboratories and relevant stakeholders on laboratory issues.

ENQUIRIES: Dr M. De Klerk, tel. (012) 319-7412
APPLICATIONS: daff2@humanjobs.co.za or fax: 086 762 2864
POST 18/03: STATE VETERINARIAN REF NO: 149/2016
Directorate: Inspection Services
SALARY: R612 822 per annum (all-inclusive package)
CENTRE: Milnerton, Cape Town
REQUIREMENTS: A BVSc degree or equivalent degree that is recognised by the South African Veterinary Council and must be registered with the South African Veterinary Council as a Veterinarian. Sound knowledge of veterinary epidemiology. Working experience in a management/supervisory position and/or in a quarantine/port of entry/clinical facility/animal health. Knowledge of the Animal Diseases Act (35 of 1964) and the Meat Safety Act (40 of 2000). Good communication (verbal and written) skills. Good interpersonal relations. Computer literacy in MS Office software. A valid EB driver’s licence.
**DUTIES**

Be responsible for management of the staff of the Quarantine Unit. Ensure line function management of all importation of live animals and non-meat and edible animal products where required. Conduct risk management analysis. Manage the proper keeping of animals at the Quarantine Station. Ensure inspection and supervision of veterinary-approved private quarantine facilities around Cape Town. Provide export certification. Inspect approved cold storage facilities and provide export certification. Ensure office administration/finance/human resources management. Manage the quarantine station premises. Provide client assistance for import/export of animals/products. Prepared to work unplanned, irregular hours.

**ENQUIRIES**

Dr T.V. Modungwa, tel. (012) 309-8800

**APPLICATIONS**

daff3@humanjobs.co.za or fax: 086 762 2894

**POST 18/04**

**STATE VETERINARIAN REF NO: 148/2016**

Directorate: Inspection services

**SALARY**

R612 822 per annum (all-inclusive package)

**CENTRE**

Durban

**REQUIREMENTS**

A BVSc degree or equivalent degree that is recognised by the South African Veterinary Council and must be registered with the South African Veterinary Council as a Veterinarian. Sound knowledge of veterinary epidemiology. Working experience in a management/supervisory position and/or in a quarantine/port of entry/clinical facility/animal health and veterinary public health. Knowledge of the Animal Diseases Act (35 of 1984) and the Meat Safety Act (40 of 2000). Good communication (verbal and written) skills. Good interpersonal relations. Computer literacy in MS Office software. A valid EB driver’s licence.

**DUTIES**

Develop, analyse and audit policies, norms, standards and legislation for Veterinary Services. Render Veterinary Services through the implementation of the relevant legislation. Provide training, development and awareness programmes (extension outreach services) to clients with regard to Veterinary Services. Inspect approved cold storage facilities or import stores. Supervise export approved facilities and provide export certification. Perform administrative and related functions. Be prepared to work unplanned, irregular hours.

**ENQUIRIES**

Dr T.V. Modungwa, tel. (012) 309-8800

**APPLICATIONS**

daff4@humanjobs.co.za or fax: 086 762 2910

**POST 18/05**

**AGRICULTURAL ECONOMIST REF NO: 159/2016**

Directorate: International Trade

**SALARY**

R262 272 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate 4-year Bachelor of Science degree in Agricultural Economics and/or Economics or a 3-year Bachelor of Commerce degree plus an Honours degree in Economics or Agricultural Economics (you are required to furnish a credit certificate and/or statement of results). Economics or Agricultural Economics should be major subjects. Appropriate working experience in the relevant field. Knowledge of South Africa’s regional and international trade relations, South African agriculture and trade policy as well as international and regional organisations. Good communication (verbal and written), research, analytical, business writing and presentation skills. Computer literacy in MS Office software (Word, Excel, PowerPoint, e-mail and the Internet). A valid driver’s licence.

**DUTIES**

Monitor and advise on trade policies and their impact on South Africa’s Agriculture, Forestry and Fisheries Sectors in order to enhance the global competitiveness of South African products. Offer advice on trade policies. Represent the Department of Agriculture, Forestry and Fisheries (DAFF) at trade-related meetings. Monitor the implementation of trade agreements. Undertake research internally and with contracted institutions. Interact with the Agriculture, Forestry and Fisheries industries on trade matters. Develop advanced research capabilities to analysis developments that could impact on South Africa’s agricultural trade and trade competitiveness and performance of the sector. Develop competencies to implement trade facilitation projects.

**ENQUIRIES**

Mr E. Steenkamp, tel. (012) 319-8003

**APPLICATIONS**

daff5@humanjobs.co.za or fax: 086 762 2920

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POST 18/06 : ENTREPRENEURIAL FACILITATOR REF NO: 158/2016
Directorate: Cooperatives and Enterprise Development

SALARY : R262 272 per annum
CENTRE : Pretoria
REQUIREMENTS : A Bachelor’s degree with either Business Economics/Economics or Agricultural Economics as major subjects. (You are required to furnish a credit certificate and/or statements of results) Appropriate experience in a business support environment. Good communication skills (verbal and written). Project planning and management skills. Analytical and report-writing skills. Organising and interpersonal relations. Computer literacy in MS Office software (Word, Excel, PowerPoint and the Internet). The ability to work under pressure and meet deadlines. A valid driver’s licence.

DUTIES : Support capacity building for provincial officials in rolling out capacity building tools for SMMEs management support using the Agribusiness Appraisal Tool (AAT). Identify training needs for various groups within the sector. Conduct preliminary assessments on beneficiaries. Identify enterprise support requirements and conduct viability and feasibility studies on prospective projects on the basis of technical, social, economic, environmental and financial management, market, processes, etc. to aid decision making on types of assistance for project support and facilitate linkages. Compile compressive reports on the status of enterprises upon visitation or consultation. Research and analyse business opportunities, resources and support requirements with regard to strategic options available within the agricultural, forestry and fisheries sector. Support the processes of drafting frameworks, guidelines, strategies and policies targeted towards the development and support of SMMEs in the sector.

ENQUIRIES : Ms P. Skhosana, tel. (012) 319-8142
APPLICATIONS : daff6@humanjobs.co.za or fax: 086 762 2951

POST 18/07 : AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN 2 POSTS REF NO: 147/2016
Directorate: Inspection Services

SALARY : R211 194 per annum
CENTRE : Port Elizabeth and Upington
REQUIREMENTS : National Diploma or Bachelor’s degree in Agriculture with at least one of the following subjects as a major: Plant Pathology, Entomology, Plant Protection/Production, Agronomy, Botany, Horticulture and Microbiology (you are required to furnish a credit certificate and/or statement of results). Relevant technical knowledge of and experience in the Agricultural Pests Act, 1983 (Act 36 of 1983), the Plant Improvement Act, 1976 (Act 53 of 1976), and other related legislation, internal standards and agreements as well as the provisions of WTO-SPS, CBD and IPPC. Relevant technical knowledge of and experience in law enforcement, regulatory environment and relevant industry. Good communication, problem-solving, interpersonal relations, conflict handling, planning and organising skills are essential. Basic computer literacy (MS Office) is essential. The ability to work independently and in a team environment. Conversant at least in one of the official languages in which the relevant legislation is written. Must be prepared to work away from the office/home at short notice, and work irregular hours and overtime when required. The ability and willingness to conduct inspections on rail trucks, trucks, ships, in containers and in cold storage facilities, etc. A valid driver’s licence and the ability drive.

DUTIES : Enforce mainly the acts and other related legislation, international standards and agreements to ensure that the sanitary and phytosanitary status of plants and plant products comply with the relevant minimum requirements. This includes the independent planning and conducting of inspections and auditing of assignees respectively. Conduct inspections including sampling, testing, surveys, investigations, detections, audits and administrative tasks relating to these functions. Sometimes will be required to conduct inspections away from station/home as well as overnight sleeping when necessary. Render service on short notice and after hours or away from station when necessary.

ENQUIRIES : Mr P. Pillay, tel. (041) 407-4019.
APPLICATIONS : daff7@humanjobs.co.za or fax: 086 762 2966
DEPARTMENT OF ARTS AND CULTURE

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

APPLICATIONS

Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Chief Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001.

CLOSING DATE

20 May 2016

NOTE

Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant’s ID and educational qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s).

The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests. Identified candidate(s) will be subjected to a Government specific competency assessment.

OTHER POSTS

POST 18/08

SENIOR ADMINISTRATION OFFICER REF NO: DAC/18/2016/01

SALARY

R262 272 per annum, Level 8

CENTRE

Pretoria

REQUIREMENTS

The applicants must be in possession of an undergraduate qualification (NQF6) as recognized by SAQA in Public Administration or related field and 2 -3 year experience or Grade 12 (Matric) with 5 years’ experience in arranging transport, accommodation and doing payments in the government departments * Knowledge of Public Financial Management Act (PFMA) * Knowledge of working with LOGIS and BAS, Excellent planning and organization skills, Understanding of public sector policies and procedures, Ability to work under pressure, Supervisory skills, good communication and interpersonal relations* Computer skills

DUTIES

Transport Services: Implementation of the Transport and accommodation Policy, Make flight / accommodation/car hire and shuttle bookings with the Travel Agent, Advise travellers in terms of the policy and general issues around travel, Be on standby for after- hour bookings and emergencies, Give authorisations for SMS bookings, Create orders for all bookings, Update traveller profiles, Process payment for car rental companies within 30 days ,meet with travel agency to collect and verify invoices, reconcile payment for the Lodge Card, File all relevant documents electronically* Logistical Services: Reconcile and prepare payments, capture payment on BAS, capture all invoices on the electronic payment system, Provide supplier with proof of payment, File STUB electronically, Conferencing and Food Services: Provide oversight for the Conference facilities and booking system, provide oversight over the Food Service officials and the areas which are to be maintained and cleaned in this regard * Human Resource Management: Oversee Administration Clerk assisting with Transport, Oversee Conferencing
and Food Service Aids and ensure proper implementation of all aspects of the Performance Management and Development System, ensure that a healthy and efficient working environment exists for all subordinates. Ensure that all employees are competent to meet performance standards. Monitor and ensure that acceptable staff productivity levels are maintained.

ENQUIRIES
Ms N Ngcama, Tel, 012 441 3430

POST 18/09
SENIOR SCM PRACTITIONER: DEMAND AND ACQUISITION REF NO: DAC/18/2016/02

SALARY
R262 272 per annum, Level 8

CENTRE
Pretoria

REQUIREMENTS
The applicants must be in possession of an undergraduate qualification (NQF6) as recognized by SAQA in Purchasing Management/Logistics or Public Administration or related field, *At least 3-5 years’ experience in SCM environment particularly in Demand and Acquisition * Knowledge of Supply Chain Policies and Procedures *Knowledge of legal framework such as BBBEE Act, PPPFA and the Public Finance Management Act *Research and report writing skills *computer skills *analytical skills and negotiation skills.

DUTIES
Bid Administration: Advertise and compile bid documents, overseeing the closing and opening of bids, compile bids prequalification reports for committees liaise with external suppliers. Unit with respect to bids, communicate results of successful and unsuccessful bidders. Provide administration support to the departmental bid committees: Undertake advisory role at bid committee components, prepare bid reports/submission for approval, serve as secretariat at Bid Committee meetings, organize meetings for bid committees and package regarding evaluation of specific quotations, and maintain a register of deviation. Administration of quotations: Receive request for quotations from different components, overseeing the process of sourcing quotes, Administration of all records and safe keeping of documents for audit purposes. Database Administration: Ensure that the database is regularly updates, ensure that suppliers are rotated, develop and maintain a list of accredited prospective service providers, maintain the suppliers’ database as a sourcing strategy. Demand Management: Compile the procurement plan, implement the procurement plan through ensuring the BSC meetings are arranged, and ensure that the Terms of References are updated before tabling to the Bid Specification Committee.

ENQUIRIES
Ms N Ngcama, Tel, 012 441 3430
The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

APPLICATIONS: The Department of Basic Education, Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education’s website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION: Ms M Thubane

CLOSING DATE: 20 May 2016

NOTE: Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Short-Listed Applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

MANAGEMENT ECHelon

POST 18/10: DIRECTOR: STRATEGIC PLANNING AND REPORTING REF NO: 126861/1

Branch: Strategy, Research and Communication
Chief Directorate: Strategic Planning Research and Coordination
Purpose: Strategic Planning and Reporting unit requires a seasoned manager to manage all performance planning and performance reporting activities of the Department in line with the mandates of the basic education sector articulated in the Action Plan to 2019: towards the Realisation of Schooling 2030 and the National Development Plan. The unit carries out effective strategic analysis, planning and reporting to improve institutional performance reporting, use of evidence information and planning alignment, compliance and effectiveness in terms of compliance with oversight and institutional prescripts. In doing so, the Director will deliver strategic performance planning, reporting and monitoring support to Senior Management in the DBE and to sector principals in line with the sectoral mandates.

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

CENTRE: Pretoria

REQUIREMENTS: A recognised 3 or 4 year or equivalent higher education qualification is a pre-requisite for this post. At least 5 years experience in use of performance information in management, planning, reporting in a substantive service delivery department. Agency, ability to work under pressure and to manage strict deadlines. Understanding of the audit processes and how they relate to planning and reporting compliance and improvement. Ability to network and undertake rapid analyses in order to strengthen and deepen operational and institutional planning at national level with national and provincial counterparts and entities. Quality assurance is critical in the development of plans and reports and attention to detail in coordination, management and production are imperative. 5 years managerial experience at middle/senior managerial level.

DUTIES: This strategic senior manager requires a candidate who will provide strategic direction to the Component including advise on planning, reporting and performance information management, audit innovations in consolidating planning and reporting accountability in the DBE, and improved institutional compliance and performance. Develop and present detailed and aligned presentations, briefings, plans and reports on monthly, quarterly, annual, three year and five year departmental activities including analysis of provincial and other national plans and reports which have implications for the sector. Verify evidence and performance information standards and deepen the use of the same as guided by oversight bodies and prescripts. Ensure alignment of all
activities with sectoral mandates, and facilitate the same in with external and internal stakeholders.

**ENQUIRIES**
Ms M Thubane (012) 357 3297

**OTHER POSTS**

**POST 18/11**
DEPUTY DIRECTOR: PERFORMANCE INFORMATION PLANNING AND REPORTING REF NO: 126861/2

**SALARY**
All-Inclusive remuneration package of R726 276 per annum

**CENTRE**
Pretoria

**REQUIREMENTS**
An appropriate three-year Higher Education qualification or an equivalent qualification. Candidates will need at least 4 years relevant experience with at least 2 of those years in the use of performance information in management, planning, and reporting in a substantive service delivery department. The successful candidate will be able to work under pressure and within strict timelines, provide detailed, credible reports aligned to sectoral mandates. The candidate will be required to initiate interventions with relevant networks and structures (within and outside the basic education sector). The successful candidate will have a clear understanding of audit-requirements in a concurrent function and will have strategies to work through existing structures to strengthen this. Ability to communicate, analyse, and report on alignment of sectoral provincial, national, and all DBE entity plans and reports is a critical requirement. A certain amount of travel will be required for support of provincial and support activities. Candidates who have a working knowledge of strategies for enriching detail in sectoral plans and reports will be at an advantage. Preference will be given to candidates with at least two years auditing or performance information management training or experience.

**DUTIES**
The Deputy Director: Performance Information Planning and Reporting is a middle manager with agency who will be responsible for ensuring that performance information and reporting is optimised in the DBE and in relation to national and provincial level audit and performance expectations (in compliance with existing and anticipated statutory prescripts). The successful candidate will be responsible for briefings, presentations, and plans and reports with due respect to unit and departmental planning and reporting and performance information requirements in the DBE as required for institutional accountability to various structures.

**ENQUIRIES**
Ms M Thubane (012) 357 3297

**POST 18/12**
DEPUTY DIRECTOR: REPORTING REF NO: 126861/3

**SALARY**
All-Inclusive remuneration package of R726 276 per annum

**CENTRE**
Pretoria

**REQUIREMENTS**
An appropriate three-year Higher Education qualification or an equivalent qualification. Candidates will need at least 4 years relevant experience with at least 2 of those years in the use of performance information in management, planning, and reporting in a substantive service delivery department. The successful candidate will be able to work under pressure and within strict timelines, provide detailed, credible reports aligned to sectoral mandates to internal and external stakeholders. The candidate will be required to initiate interventions with relevant networks and structures (within and outside the basic education sector) to enable detailed reporting and planning is enhanced for improved impact of government programmes. The successful candidate will understand audit-related performance improvement requirements in a concurrent function and will have strategies to work through existing structures to strengthen this in other Government Departments and oversight bodies. Ability to communicate, analyse, and report on alignment of sectoral provincial, national, and all DBE entity plans and reports is a critical requirement. Ensuring deadlines are met for planning and reporting coordination will be part of this middle managers responsibilities in support of the Unit Director. A certain amount of travel may be required for support of provincial and support activities. Candidates who have a working knowledge of strategies for enriching detail in sectoral plans and reports will be at an advantage.

**DUTIES**
The Deputy Director: Reporting coordination and management is a middle manager with agency who will be responsible for ensuring that detailed reporting is optimised in the terms of sectoral mandates and in relation to allied institutional mandates and supporting functions in the basic education sector. The successful
ENQUIRIES

Ms M Thubane (012) 357 3297

candidate will be responsible for briefings, presentations, plans and reports to improve aggregated sectoral reporting on departmental, interdepartmental and institutional accountability as part of Government’s developmental commitments.
DEPARTMENT OF DEFENCE

CLOSING DATE: 20 May 2016 (Applications received after the closing date and faxed copies will not be considered).

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

OTHER POSTS

POST 18/13: SENIOR STATE ACCOUNTANTS REF NO: CFO 16/5/1

SALARY: R262 272 per annum, Level 8


REQUIREMENTS: Minimum requirements: B Degree/ three year National Diploma with Finance/Accounting related subjects with a minimum of three years relevant experience or Grade 12 certificate with finance related subjects with a minimum of seven years relevant experience on salary level on 7. At least three years practical experience in a supervisory capacity. More working relevant years of experience as Finance Clerk Supervisor will be an added advantage. Knowledge and experience of the DOD computerised Financial Management System (FMS). Sound knowledge of budgeting and Budget Control processes as practises in Public Service and Department of Defence. Demonstrable ability to write programme for the extraction of information form an Information Centre/Repository in accordance with Client request parameters is critical for management information and decision making. Ability to confidently conduct, presents to, and/or actively participates in meetings. Working knowledge of the regulatory framework applicable to financial management in the public sector. Proficient in Microsoft Word, PowerPoint and Excel. Language proficiency in English must be good for speaking, reading and writing.

DUTIES: Guide and participate in the preparation, consolidation and review of plans and capturing of commensurate budgets on the DOD Financial Management System. Provide assistance to Client regarding general budgeting and financial reporting requirement, including costing, historical trends, etc. Create, implement and monitor processes and procedures to promote expenditure regularity and propriety. Drive financial governance procedures, internal controls and risk management. Monitor spending, provide forecasting and drive corrective actions.
ENQUIRIES
APPLICATIONS
NOTE
POST 18/14
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
NOTE
POST 18/15: SENIOR STATE ACCOUNTANT REF NO: CFO 16/5/3

SALARY: R262 272 per annum, Level 8

REQUIREMENTS: Minimum requirements: B Degree/ three year National Diploma with Finance/Accounting related subjects with a minimum of three years relevant experience or Grade 12 certificate with finance related subjects with a minimum of seven years relevant experience on salary level on 7. At least three years practical experience in a supervisory capacity. More working relevant years of experience as Finance Clerk Supervisor will be an added advantage. Knowledge of Public Finance Management Act, Treasury Regulation, Public Services Act and Public Service Regulation. Skill regarding Office Management, Business System Thinking, Policy implementation, Finance Management, Information Management, Assets Management, Reporting writing and Presentation, Problem Solving, HR Management and Communications skill. Computer literate in MS Office packages. Drivers licence is a pre-requisite.

DUTIES: Assist Assistant Director Financial Support in attaining the following functions: The compilation of the FMO Annual Performance Plan. Monitor execution of APP. Maintenance of the organisation structure of the FMO SANDF. Managing the staffing process within FMO SANDF. Facilitation of Fin ETD within FMO SANDF. Administration of personnel assessment process for Finance officials within FMO SANDF. Administration of grievance process for financial officials within FMO SANDF. Coordination of the separation of officials within FMO SANDF. Administration of contacts in terms of goods, services and studies within FMO SANDF. Provision of HR maintenance services to finance within FMO SANDF. Administration of the budget requirements for FMO SANDF. Controlling of internal telephone accounts for FMO SANDF.

ENQUIRIES: Mr T. Khunou, (012) 355 5174
APPLICATIONS: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception

NOTE: Please use reference number not post number

POST 18/16: FINANCE CLERK SUPERVISOR 2 POSTS

SALARY: R211 194 per annum), Level 7
CENTRE: Financial Management Division, Directorate Stores, and Services and Related Payments, Financial Accounting Service Centre FASC Durban, REF NO: CFO 16/5/5A FASC Youngsfield, REF NO: CFO 16/5/5B

REQUIREMENTS: Minimum requirements: B Degree/ three year National Diploma with finance related subjects with a minimum of two (02) years relevant experience or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience. In possession of a valid driver's licence. Knowledge: Thorough knowledge of State Tender Board regulations, State contracts as well as the financial processes and core processes of the Department of Defence (DOD) will be an added advantage. Thorough knowledge of computer systems and programs utilised in the DOD, including PERSOL/PERSAL, Financial Management System (FMS), MS Word and Excel. Skills: Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policy, especially in respect of State contracts. Well-developed verbal and written communication skills and able to compile effective reports. Personal attributes: Ability to function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in respect of task finalisation and able to effectively function under pressure. Added advantages: The Financial Service Centre Management course (FASCMC) qualification or Regional Accounting Management course (RAMC) or DSSRP course qualification will be recommendation.

DUTIES: Timely payment of all invoices. Timely confirmation of all TELKOM and Freight Order accounts. Timely finalisation of all Central Advance System events and transactions. Successful monthly execution of Central Advance System cash counts. Quarterly confirmation of correctness of Face Value Document
administration. Report investigates and follows up of all finance related irregularities. Manage the preparation of medical accounts as well as supplier accounts by verifying payment documents for anomalies verify payments on FMS and PERSOL, register and couple invoices for payment. Manage administration in respect of cash payments, advances purchases and PMG account deposits. Final approval of S&T claims for Clients in area of responsibility. Manage/supervise all personnel who resort under the post.

ENQUIRIES : Ms C. Potgieter, Tel. (012) 392-2961
APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

NOTE : Please use reference number not post number
ANNEXURE E

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

APPLICATIONS
The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. No faxed, e-mailed and late applications will be considered.

FOR ATTENTION
Ms S Zungu

CLOSING DATE
16 May 2016

NOTE
Application must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Relaxation of qualification requirements may be considered for non-OSD posts. Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za.

OTHER POSTS

POST 18/17
(One Year Fixed Term Contract)
This is a re-advertisement, applicants that previously applied need not re apply as their application will be still be considered.

SALARY
R612 822 per annum (All inclusive remuneration package)

CENTRE
Pretoria

REQUIREMENTS
A recognised three year Bachelor's degree/National Diploma in Finance/Economics/Applied Mathematics/Business Science, Environmental Sciences, Engineering, Development, Law, Social Sciences or related fields with experience in: Financial management, Accounting and finance, Investment management or Economic/financial modelling; project finance. Understanding of South Africa’s public finance system. Work experience in development, climate change, environmental sciences, natural resource management, disaster risk management, law, economics, finance, business social sciences, sustainable development or a related field.

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

ENQUIRIES:
Ms R Molotsane Tel: (012) 399 9147

POST 18/18
DEPUTY-DIRECTOR: NEAR-TERM PRIORITY FLAGSHIP PROGRAMMES:
PROGRAMME DEVELOPMENT AND MANAGEMENT –NEMA SECTION 40
APPOINTMENT REF NO: CC&AQ03/2016
(One Year Fixed Term Contract)
This is a re-advertisement, applicants that previously applied need not re-apply as their application will be still be considered.

SALARY
R612 822 per annum (All inclusive remuneration package)

CENTRE
Pretoria

REQUIREMENTS
A recognised three year Bachelor’s degree/National Diploma in Commerce, Business/Business Management, Environmental Sciences, Engineering, Development Studies, Law, Social Sciences or related field. A certificate in Programme/Project Management will be an added advantage. Understanding of climate change and/or development. Strong communication and leadership. Understanding of South Africa climate change response policies and relevant strategies/regulatory frameworks. Knowledge and understanding of climate change and/or sustainable development. Work experience in development, climate change and development, environmental sciences, natural resource management, disaster risk management, law, applied economics, social sciences, sustainable development or a related field.

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

ENQUIRIES
Ms R Molotsane Tel: (012) 399 9147
ANNEXURE F

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

APPLICATIONS
Please forward your application, quoting the relevant reference number,
Government Pensions Administration Agency, 34 Hamilton Street, Arcadia,
Pretoria.

FOR ATTENTION
Ms Alinah Mogaswa – Recruitment

CLOSING DATE
20 May 2016, 12H00 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.gpaa.gov.za. 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.

OTHER POST

POST 18/19
M&E SPECIALIST REF NO: M&E/S/2016/04 – 1PDPSA
Note: One position for M&E Specialist is available at the Government Pensions
Administration Agency. The purpose of the role is to provide for the Corporate
Plan Alignment and Monitoring, Business Performance Evaluation, client and
stakeholder insight, Business strategic alignment and lessons learnt. This position
will be filled as permanent.

SALARY
R311 784 per annum (Basic Salary)

CENTRE
Pretoria

REQUIREMENTS
A relevant 3 year degree or equivalent three year qualification with good
knowledge of Monitoring and evaluation coupled with 5 years’ experience in
Monitoring and Evaluation of which 2 years should be in monitoring systems Post
graduate qualification will be an added advantage. Knowledge of Monitoring and
Evaluation approaches Knowledge of Government Policies and Guidelines on
Monitoring and Evaluation. Working knowledge of Statistical analysis. Knowledge
of the Public Services Regulatory frameworks. Knowledge of Strategic planning
and alignment. Ability to communicate at all levels. Customer centric focus. Ability
to build strong network relationships. Assertiveness. Analytical and good problem
solving skills. Teamwork

DUTIES
The incumbent of the position will be responsible for a wide variety of tasks which
include the following, but not limited to: Provide support on the development and
implementation of the M&E Policy, M&E Strategy, M&E Framework and
Approaches. Assist in the development of Strategic Key performance indicators
(KPI) for the organization. Facilitate Corporate and Business Plan alignment to
strategic goals. Provide monitoring and evaluation capacity building and support
to business units. Assist in the development of the corporate monitoring and
evaluation system (score card, dash board). Provide support in institutionalizing
monitoring and evaluation at Regional and satellite offices. Provide monitoring
and evaluation feedback to internal and external GEPF stakeholders. Assist in
marketing the monitoring and evaluation function through different mediums of
communication. Conduct needs analysis to identify monitoring needs.
Development and implementation of data collection and reporting tools. Assist in
gathering, verify, consolidate and analyse information for monitoring of business
performance. Generate organizational performance monitoring reports. Provide

ENQUIRIES : Ms Alinah Mogaswa 012-399 2487.
NATIONAL DEPARTMENT OF HEALTH

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

APPLICATIONS: The Director-General, National Department of Health, Private Bag X828, Pretoria 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets, Pretoria.

FOR ATTENTION: Ms N Sombinge

CLOSING DATE: 23 May 2016

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

MANAGEMENT ECHELON

POST 18/20: SENIOR MANAGER: MEDICAL SERVICES REF NO: NDOH 42/2016

(RE-Advert), Note: Please note that candidates who have previously applied for this post need to re-apply.

SALARY: R1 097 583 – R1 331 964 per annum as per OSD

CENTRE: Chief Directorate: Child Youth and School Health. Directorate: Expanded Programme on Immunisation (EPI), Pretoria

REQUIREMENTS: An MBChB or equivalent, Registration with the HPCSA as Medical Practitioner, A minimum of ten (10) years appropriate experience in Child Health or Paediatrics or EPI after registration with the HPCSA as Medical Practitioner, Postgraduate qualification, Diploma, Masters or Fellowship in either Public or Community Health or Child Health or Epidemiology will be an advantage, Sound knowledge of EPI goals, indicators, strategies, clinical aspects, related principles and practical aspects, Knowledge of the principles of surveillance for EPI targeted conditions including Measles, Acute Flaccid Paralysis (AFP), Adverse Events Following Immunisation (AEFI), targets on surveillance of the conditions, how to investigate and respond to the conditions, Good computer (Ms Word, Ms Powerpoint and Ms Excel), training and communication (written and verbal) skills, Self-driven, ability to work under pressure and a team player *Must be willing to travel and work irregular hours, A valid driver’s license.

DUTIES: Improve immunisation coverage by providing practical yet scientifically sound guidance to EPI in line with the National Development Plan (NDP) and Annual Performance Plan (APP), Facilitate training, implementation strategies, development and revision of policies to keep up with best practice, NDP and the Department’s Strategic Plan, Provide appropriate support to all Ministerial Committees that support the EPI programme and implement strategies in keeping with global trends, Facilitate collaboration with Academic Institutions, National
ENQUIRIES : Dr NR Dlamini at tel no: (012) 395 9660
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

CLOSING DATE: 30 May 2016

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

**Erratum:** Kindly note that the below Post of Assistant State Attorney (LP3-LP4) was advertised in the media (Newspaper) with the closing date of 3 May 2016. Please note that the closing date has been amended to the 30 May 2016. We apologized for the inconvenience that we caused

**OTHER POSTS**

**POST 18/21**: ASSISTANT STATE ATTORNEY (LP3-LP4) REF NO: 16/78/SA

**SALARY**: R247 236 – R707 925. (Salary will be in accordance with OSD determination).

The successful candidate will be required to sign a performance agreement.

**CENTRE**: State Attorney: Mahikeng

**REQUIREMENTS**: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post legal/litigation experience; Right of appearance in the High Court of South Africa; A valid driver’s licence; Admission as Conveyancer will be an added advantage. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Communication skills (written and verbal); Accuracy and attention to detail.

**DUTIES**: Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Court, Land Claims, CCMA; Tax and Tax tribunals; Furnish legal advice/opinions and contracts; Draft legal documents and conduct legal research; Deal with all forms of arbitration, including inter-departmental arbitrations and debt collection; Ensure that legal costs are reduced.

**ENQUIRIES**: Mr E. Seerane ☎ (012) 357 8661

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

**NOTE**: People with disabilities are encouraged to apply.
POST 18/22 : SENIOR HUMAN RESOURCE OFFICER (PERFORMANCE MANAGEMENT)
REF NO: 16/63/FS

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

CENTRE : Regional Office, Bloemfontein

REQUIREMENTS : A three (3) year National Diploma / Degree in Human Resource Management or relevant equivalent qualification; Three (3) years experience in Human Resource environment; one (1) year supervisory experience within Performance Management; a valid driver’s licence. Skills and Competencies: Basic training skills; Communication skills; (verbal and written); Numerical skills; Interpersonal Relations; Problem analysis and solving; Planning and Organizing; Knowledge of Persal system; Conflict Management; Computer literacy (MS Office, Intranet and Internet).

DUTIES : Key Performance Areas: Manage and maintain Performance Management System of the Region and measure / ensure compliance; Provide training, advise and support to the Regional Office and Sub-Offices on the development of implementation of the performance management system in the Region; Approve Probationary Reports, Performance Bonuses and Pay Progression implemented on Persal; Identify training needs of Sub-ordinates; Maintain discipline in the Section; Assess sub-ordinates quarterly, half-yearly and annually.

ENQUIRIES : Ms NN Sithole (051) 407 1800

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

POST 18/23 : SENIOR COURT INTERPRETER REF NO: 16/54/FS

Re-advertisement (People who previously applied are encouraged to re-apply)

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

CENTRE : Magistrate’s Office, Thaba Nchu

REQUIREMENTS : NQF level 4/Grade 12 National Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Three (3) years court interpreting experience; Proficiency in two or more indigenous languages and English; A valid driver’s licence.; Knowledge of legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competencies: Excellent communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality and ability to work under pressure and Art of interpreting. Language requirements: SeSotho, SeTswana, IsiXhosa, English and Afrikaans. Knowledge of IsiZulu will be an added advantage.

DUTIES : Key Performance Areas: To interpret in Court of Law (Civil and Criminal matters), confessions and commissions. Entering of criminal cases in the criminal record book / register; Interpret in small claims courts, disciplinary hearings and Conciliation and Arbitration. Interpret in re-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, preOtrial, and consultation, quasi and judicial; Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements; Review performance and give feedback to Court Interpreter. Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor; To perform a variety of routine interpreting duties related to the Core function of the Department; To attend to all other duties that can be assigned to him / her from time to time and to assist with the necessary Administrative duties.

ENQUIRIES : Ms N Sithole (051) 407 1800

APPLICATIONS : Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.
Applications must be sent to: The Department of Planning, Monitoring and Evaluation, Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. website: www.dpme.gov.za

Closing Date: 20 May 2016 @ 12:00 pm

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

Other Posts

Post 18/24: Assistant Director: Recruitment and HR Administration

No: 025/2016
Directorate: Human Resource Management

Salary: R311 784 to R367 254 per annum (Salary level 9) plus benefits
Centre: Pretoria

Requirements: A 3 year degree/diploma in Human Resource Management/Public Management or equivalent qualification with 5 years appropriate experience OR a Senior Certificate and at least 10 years’ relevant experience of which 3 years should be at supervisory level. Supplementary HR related courses will serve as an added advantage. Relevant PERSAL Training and experience essential. Knowledge and experience on Equate/Evaluate Job Evaluation system. High level of computer literacy and sound knowledge of the Microsoft Office suite. Excellent organisational skills and good interpersonal relations. Excellent communication skills. Ability to maintain high level of confidentiality. Be able to work under pressure. Knowledge of PSA and PSR and relevant legislation. Working knowledge of Vulindlela and PERSAL.

Duties: The successful candidate will be responsible for providing an effective and efficient Recruitment and Human Resource Administration services. This would involve to assist in the implementation of Departmental HR Plan and monitoring thereof, develop, maintain and implementation of HR related policies and strategies, administer recruitment, selection and appointment of employees, administer all conditions of service within the department such as (leave, housing, pensions, etc); Administer all career incidents on PERSAL, administer...
and maintain personnel information system, declaration of interests and financial disclosures, HR records management and departmental reporting, render guidance/advice and assist staff and other managers on HR Management practices and policy matters relating to scope, develop/quality assures the correctness of submissions to delegated authorities, management of staff, manage HR Records/HR registry according to prescripts and to assist with the preparation and management of HR information reports. Carry out PERSAL controller responsibilities and develop and maintain PERSAL manual and procedure for the Department.

ENQUIRIES
In connection with the applications kindly contact Mr MJ Mkwananzi, Tel No (012) 312-0460 and in connection with the post kindly contact Mr J Victor, Tel No (012) 312-0469

POST 18/25 : ASSISTANT DIRECTOR: YOUTH DESK REF NO: 026/2016
Office of the Director-General, Directorate: Youth Desk

SALARY : R311 784 to R367 254 per annum (salary level 9) plus benefits
CENTRE : Pretoria
REQUIREMENTS
A recognised Bachelor’s Degree or National Diploma in Youth Development or relevant field or an equivalent qualification on NQF Level 6 with 5 years relevant experience. Must be innovative and possess planning and organising skills, reporting skills, good interpersonal relations and communication skills (verbal and written), presentation skills, research skills and computer literacy (sound knowledge of Microsoft Office applications is essential). Ability to maintain high level of confidentiality. Be able to work under pressure.

DUTIES
The successful candidate will be responsible for assisting with strategic and operational planning, policy formulation and analysis, policy overseeing, programme and project implementation. Conducting of research as instructed. Handling of internal and external liaison. Route and answer on correspondence received. Assist with the management of the budget. Conduct regular follow-up on outstanding issues and obligations. Obtaining and furnishing of information on documentation required. Rendering of administrative support to the unit in respect of the office in general e.g. record keeping, financial and logistical support.

ENQUIRIES
In connection with the applications kindly contact Mr MJ Mkwananzi, Tel No (012) 312-0460 and in connection with the post kindly contact Dr B Hlagala, Tel No (012) 312-0280

POST 18/26 : SECRETARY REF NO: 027/2016

SALARY : R171 069 - R201 507 per annum (Salary level 6) plus benefits
CENTRE : Pretoria
REQUIREMENTS
A 3 year appropriate tertiary qualification with at least 1 year appropriate experience or Grade 12 or with at least 3 years of appropriate experience. Good computer literacy, good interpersonal relations, communication skills, organizational skills and ability to work under pressure. Self-management and motivation, and basic knowledge on the relevant legislation/policies/prescripts and procedures.

DUTIES
Successful candidate will be responsible for rendering a secretarial and support services to the CIO. This entails providing secretarial/receptionist support to the CIO, daily office management, diary management and minute taking. Management of routine correspondence and the processing of subsistence and travel allowances. Handling of logistics and related services of meetings, travel and accommodation arrangement and assisting with events. Remaining up to date with regard to prescripts/policies and procedure applicable to her/his work terrain to ensure efficient and effective support to the CIO.

ENQUIRIES
In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462 and in connection with the post, Ms B Masiya at Tel No (012) 312-0502
ANNEXURE J

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

APPLICATIONS: Applications, quoting the relevant reference number must be forwarded for the attention of Mr E Masindi to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001

CLOSING DATE: 20 May 2016 at 16:30 (E mailed, faxed and late applications will not be considered)

NOTE: In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship/permanent residence if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

OTHER POSTS


SALARY: R311 784 per annum (Total inclusive package of R 439 077/ conditions apply)

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised three year degree/national diploma (NQF6) in Public Administration or equivalent qualification in a related field plus extensive relevant experience. Ability to manage projects independently. Knowledge and skills in financial management and budgeting. Ability to interpret and apply policies, strategies and legislation. Ability to liaise and coordinate with stakeholders. Good planning, problem solving, interpersonal, conflict management and resolution skills. Ability to conduct research and draft reports. Ability to work and interact at a strategic level. Good computer literacy and use of standard packages. A sense of responsibility, ability to work under pressure and work independently with limited supervision. Willingness to work after hours as and when required.

DUTIES: The successful candidate will provide administration support to the Office of the DDG: Policy and Knowledge Services and the branch. Provide support on document management (including quality assurance and editing of submissions). Manage the branch filing system. Ensure compliance with departmental policies. Assist with the coordination of the branch performance assessments documents (work-plans and bi-annuals) for non-senior management services members. Provide support with the coordination and development of the branch business plan. Provide support with the consolidation of the submission for the branch performance quarterly reports (schedule, template, evidence and checklist). Assist with the development of the branch calendar. Provide secretariat support to the branch management meetings. Provide logistical support to the Office of the DDG: Policy Knowledge Services.

ENQUIRIES: Ms B Morena: (012) 444 6114

NOTE: Applications received may be used to fill similar posts for the next 6 months.


SALARY: R171 069 per annum (Total inclusive package: R 268 343/ conditions apply)

CENTRE: Pretoria

REQUIREMENTS: Grade 12 plus two years experience in a Supply Chain Management environment. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Broad-based Black Economic Empowerment Act (BBBEE). Knowledge of Logis system,
computer literacy. Good verbal and written communication skills, interpersonal skills, problem solving and teamwork. The ability to work under pressure and to meet set deadlines.

**DUTIES**

The successful candidate will perform the following tasks: Receipt and issuing of store stock items, updating of Bin Cards, updating of the LOGIS system, requesting quotations and ordering of store stock, safe keeping of warehouse, and stocktaking of E-class items, record and sent orders to Government Printing Works, make follow-up on outstanding deliveries and submit monthly reports

**ENQUIRIES**

Ms R Nthani, Tel: (012) 444 6231
ANNEXURE K

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POSTS

POST 18/29

DEPUTY MANAGER (PN-A8) 2 POSTS REF NO: 000994
Directorate: Nursing

SALARY: R655 257 per annum (plus benefits)
CENTRE: Tembisa Provincial Tertiary Hospital
REQUIREMENTS: A basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as Professional Nurse and Midwife and proof of current registration with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Profession Nurse with SANC in General Nursing. At least (4) years of the period referred to above must be appropriate/recognizable experience at managerial level.

DUTIES: Facilitate and co-ordinate the provisions of efficient, integrated management of the Nursing division. Coordinate the effective management of comprehensive quality patient/client service in line with the health service transformation principles and guidelines. Facilitate the promotion, implementation and compliance to quality assurance policies. Promote communication and information dissemination within the Nursing division by ensuring that relevant meeting take place, attendance and minutes of the meeting are recorded, minutes made available to stakeholders and acted upon. All nursing have properly compiled manuals/files as education and reference documents. Ensure ongoing monitoring and evaluation of clinical care services in all clinical areas by designated nursing managers, effective reporting of recorded issues and implantation of recommended quality improvement quality improvement plans.

ENQUIRIES: Mrs. M. Pela, Tel No: (011) 923 – 2053
APPLICATIONS: Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private Bag X07, Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J. Namane Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 20 May 2016

POST 18/30

ASSISTANT MANAGER: NURSING AREA (PEADS) REF NO: 000995
Directorate: Nursing

SALARY: R433 029 per annum (plus benefits)
CENTRE: Tembisa Provincial Tertiary Hospital
REQUIREMENTS: A basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as Professional Nurse and Midwife and proof of current registration with SANC. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a profession nurse with SANC. At least (3) years of the period referred to above must be appropriate/recognizable experience at managerial level. Recommendation: Strong leadership skills, good communication skills, good supervisory skills and ability to work under pressure.

DUTIES: Development and implementation of the Sub district Operational and Risk Plans aligned to the District and Provincial Health strategic plans. Participating in the District Health Expenditure Review (DHER) and District health plan teams. Analyse service requirements and design systems and plans to meet the requirements. Ensure delivery of health services according to key Departmental objectives and priorities. Responsible for performance and monitoring of the Departmental objectives. Overall supervision and supporting of the Sub-District
Primary Health Care services. Ensure efficient and effective management of Human, Financial and other resources. Collaborate with other Directorates within the Department of Health as well as other Government Departments, especially the Social Sector Cluster and Local Municipality counterparts. Collaborate with partners supporting the District, NGOs’CBOs and Politicians.

ENQUIRIES: Mrs. M. Pela, Tel No: (011) 923 – 2053
APPLICATIONS: Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private Bag X07, Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J. Namane Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 20 May 2016

POST 18/31: ASSISTANT MANAGER: NURSING AREA (GENERAL) 2 POSTS REF NO: 000996
Directorate: Nursing

SALARY: R433 029 per annum (plus benefits)
CENTRE: Tembisa Provincial Tertiary Hospital
REQUIREMENTS: A basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as Professional Nurse and Midwife and proof of current registration with SANC. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a profession nurse with SANC. At least (3) years of the period referred to above must be appropriate/recognizable experience at managerial level. Recommendation: Strong leadership skills, good communication skills, good supervisory skills and ability to work under pressure.

DUTIES: Development and implementation of the Sub district Operational and Risk Plans aligned to the District and Provincial Health strategic plans. Participating in the District Health Expenditure Review (DHER) and District health plan teams. Analyse service requirements and design systems and plans to meet the requirements. Ensure delivery of health services according to key Departmental objectives and priorities. Responsible for performance and monitoring of the Departmental objectives. Overall supervision and supporting of the Sub- District Primary Health Care services. Ensure efficient and effective management of Human, Financial and other resources. Collaborate with other Directorates within the Department of Health as well as other Government Departments, especially the Social Sector Cluster and Local Municipality counterparts. Collaborate with partners supporting the District, NGOs’CBOs and Politicians.

ENQUIRIES: Mrs. M. Pela, Tel No: (011) 923 – 2053
APPLICATIONS: Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private Bag X07, Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J. Namane Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 20 May 2016

POST 18/32: ASSISTANT DIRECTOR: RADIOGRAPHER REF NO: 000976
Directorate: Radiographer Department

SALARY: R428 292 per annum (plus benefits)
CENTRE: Leratong Hospital

DUTIES: Plan and organize the department by developing policies, protocols and guidelines. Provision and supervision of an effective and efficient radiographic service. Liaise with supplier of X-ray equipment and consumables. Ensure Radiographers are registered with HPCSA and practice within scope. Protection of patients and public from radiation. Attend institutional management and other relevant meetings. Ensure licensing and disposal of all X-ray equipment as per radiation protection legislation. Knowledge of implementation of institutional procurement procedure Ordering, repairs, condemning etc. ensure availability of
human and material resources. Compliance to section 45 (a) of the PFMA. Plan leave and monitor staff attendance. Monitor utilization of overtime and RWOPS. Conduct performance management and appraisal of staff. To ensure patients’ rights as per National Patients’ Rights charter. To compile the departmental Operational plan in conjunction with HOD. Plan and present the quarterly report reviews in conjunction with the HOD. Ensure compliance with National Core Standards and minister six key priorities areas. Commitment to staff development and Community service Training. Implementation of disciplinary in accordance with the Disciplinary Code of Conduct for the public Service.

ENQUIRIES: Dr DP Moloi, Tel: (011) 411 3508
APPLICATIONS: Application must be submitted on z83 with CV, Certified Copies of ID and Qualifications. Application should be submitted or hand delivered at Leratong Hospital Human Resource Development (Block6) 1 Adbcok Street Chamdor 1740. Or apply online at www.gautengonline.gov.za
CLOSING DATE: 20 My 2016

POST 18/33: HAST: CLINICAL MENTOR REF NO: 001000
Directorate: HAST
Note that this post is been re-advertised those who applied before should not reapply their applications will be considered

SALARY: R396 282 – R446 031 per annum (plus benefits)
CENTRE: West Rand District Health (Mogale & Merafong Sub Districts)
REQUIREMENTS: Basic R425 qualification as a Registered Nurse & Midwife Minimum nine (9) years’ experience as a Registered Nurse, Computer Literacy, valid driver’s licence. NIMART _ trained & experienced knowledge of Hast Programmes. Exposure to PC-101 Facilitation experience will be an added advantage.
ENQUIRIES: Ms. Nonkumbulo Ntozakhe, Tel. No: (011) 953 4515
APPLICATIONS: Applications must be submitted on a Z83 form with a C.V, certified copies of ID document, driver’s license and Qualifications attached. Applications should be submitted directly at the West Rand District Health, CNR Vlei and Luipaard Street Krugersdorp or posted to Private Bag x 2053, Krugersdorp 1740 or apply online @ www.gautengonline.gov.za
CLOSING DATE: 20 May 2016

POST 18/34: PROFESSIONAL NURSE OPERATING THEATRE SPECIALTY (PNB 2 GRADE 2) REF NO: 001011
Directorate: Nursing Department

SALARY: R390 216 per annum (plus benefits)
CENTRE: South Rand Hospital
REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with duration of at least 1 year in Operating Theatre Nursing Science accredited with SANC as an additional qualification. Proof of current registration with SANC. A minimum of at least 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate /recognizable experience in Operating theatre after obtaining the one year post basic qualification in the specialty.
DUTIES: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice in the unit. Performing clinical nursing practice in accordance with the scope of practice and nursing standards. Promote quality nursing care as directed by quality assurance standards. Ability to plan and organize own work and that of others. Effective communication with patients, supervisors and the multidisciplinary team. Maintain standards of quality assurance. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients’ needs, requirements and expectations. Submission of reports and statistics as required.
ENQUIRIES: Mrs. E.K. Kgomongwe Tel No: (011) 681 2018
APPLICATIONS: Quoting the relevant reference number, direct applications to The HR Manager-South Rand Hospital Private Bag X 1 ROSETTENVILLE 2130 or hand deliver at 1st Floor, Friars Hill Road, HR Managers office NB! Attach certified copies of your
qualifications, identity book, curriculum vitae, and z83 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 20 May 2016
NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three (3) 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. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department People with disability are encouraged to apply.

POST 18/35 : OPERATIONAL MANAGER GENERAL (PN A5 GRADE 1) NIGHT DUTY SUPERVISOR REF NO: 001014
Directorate: Nursing Department

SALARY : R367 815 per annum (plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma/degree in General Nursing, Midwifery and Psychiatry). Proof of current registration with SANC. A post basic qualification with duration of at least 1 year in Nursing Management accredited with SANC as an additional qualification. Minimum of 7 years appropriate/recognisable experience in nursing after registration as a professional nurse with the SANC. Previous experience as an operational manager will be an added advantage.

DUTIES : Leadership, management, planning, organizing, decision making, and co-ordination skills. Take charge and make independent decisions. Knowledge of nursing care delivery approaches. Knowledge of relevant nursing Act and legal framework. Verbal and written communication skills. Conflict management, supervisory and managerial skills. Co-ordinate provision and support services during night duty. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate basic understanding of HR and Financial policies and practices. Demonstrate effective communication with supervisors and members of the multidisciplinary team. Supervise the overall institution during the night and make relevant decisions. Implement and promote quality assurance standards and infection control principles.

ENQUIRIES : Mrs. E.K. Kgomoengwe Tel No: (011) 681 2018
APPLICATIONS : Quoting the relevant reference number, direct applications to The HR Manager- South Rand Hospital Private Bag X 1 ROSETTENVILLE 2130 or hand deliver at 1st Floor, Friars Hill Road, HR Managers office NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 20 May 2016
NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three (3) 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. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department People with disability are encouraged to apply.

POST 18/36 : OPERATIONAL MANAGER GENERAL (PN A5 GRADE 1) MEDICAL WARD 2 POSTS REF NO: 001013
Directorate: Nursing Department

SALARY : R367 815 per annum (plus benefits)
CENTRE

: South Rand Hospital

REQUIREMENTS

: A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional nurse with SANC. Previous experience as an operational manager will be an advantage.

DUTIES

: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards. Demonstrate basic understanding of HR and Financial policies and practice, good managerial and supervisory skills. Co-ordinate all clinical and nursing activities as executed by various members of the multidisciplinary team at unit level to ensure high quality service delivery. Monitor and evaluate quality assurance programmes as flagged by clinical effectiveness and accreditation process. Display concerns of promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to Batho Pele Principles. Manage own work time and that of colleagues. Effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. A good team player. Be involved in supervisory duties of the entire institution.

ENQUIRIES

: Mrs. E.K. Kgomongwe

APPLICATIONS

: Tel No: (011) 681 2018

CLOSING DATE

: 20 May 2016

NOTE

: Applications must be submitted on form z83, obtainable from any Public Service Department. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three (3) 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. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with The Employment Equity target of the Department People with disability are encouraged to apply.

POST 18/37

: TB COORDINATOR

REF NO: 001022

SALARY

: R367 815-378 846 per annum (plus benefits)

CENTRE

: West Rand District Health Region A

REQUIREMENTS

: Diploma or Degree in nursing that allows registration with the SANC as a Professional Nurse. Minimum Seven (7) Years as a Professional Nurse. Valid Driver’s Licence. Computer literacy and be able to work on Excel, Access, Word and Power point.

DUTIES

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

APPLICATIONS

: Ms. Lizzy Sebokolodi (011) 953 4515

ENQUIRIES

: Applications must be submitted on a Z83 form with a C.V. certified copies of ID document, driver’s license and Qualifications attached. Applications should be submitted directly at the West Rand District Health CNR Vlei and Luipaard Street
POST 18/38: PROFESSIONAL NURSE: PHC SPECIALITY (PNB 1 GRADE 1) REF NO: 001015
Directorate: Nursing Department

SALARY: R317 271 per annum (plus benefits)
CENTRE: South Rand Hospital

REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/degree in General Nursing, midwifery and Psychiatry). Proof of current registration with the SANC. A post basic qualification with a duration of at least 1 year qualification in Curative Skills in Primary health Care accredited with the SANC. A minimum of 4 years appropriate recognizable experience after registration as a professional nurse with the SANC in general nursing. Valid recognizable certificate and experience in management of NIMART, IMCI and TB management.

DUTIES: Good report writing and compilation of statistics. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Work as part of a multidisciplinary team. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Promote quality nursing care as directed by the professional scope of practice and standards. Work effectively, co-operatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs. Demonstrate effective communication with patients, supervisors and other clinicians.

APPLICATIONS: Quoting the relevant reference number, direct applications to The HR Manager-South Rand Hospital Private Bag X 1 ROSETTENVILLE 2130 or hand deliver at 1st Floor, Friars Hill Road, HR Managers office NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 20 May 2016

NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three (3) 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. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department People with disability are encouraged to apply.

POST 18/39: PROFESSIONAL NURSE (PN A4 GRADE 3) REF NO: 001012
Directorate: Nursing Department

SALARY: R317 271 per annum (plus benefits)
CENTRE: South Rand Hospital

REQUIREMENTS: Basic R425 qualification (i.e. Diploma/Degree in General Nursing, Psychiatry and Midwifery). Proof of current registration with SANC as a professional nurse. Minimum of 20 years appropriate recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing. Experience in nursing after registration as a Professional Nurse with SANC. Valid recognizable certificate in HIV management, NIMART, IMCI and TB management.

DUTIES: Understanding of nursing legislation and related legal and ethical nursing practice. Ability to lead a team, supervise and take charge of a unit. Promote quality of care in accordance with core quality standards. Work effectively with, co-operatively and amicably with persons of diverse intellectual culture, supervisors and managers. Good report writing skills. Display concern for
patients, promote and advocate for proper treatment and care. Plan and organize own work and that of support staff. Ensure and supervise clinical nursing practice in accordance with the scope of practice and nursing standards. Demonstrate effective communication with patients, supervisors and other clinicians. Display concern for patients. Actively involved in matters pertaining to improving standard of care. Work as part of the multidisciplinary team to ensure good nursing care.

ENQUIRIES: Mrs. E.K. Kgomongwe Tel No: (011) 681 2018

APPLICATIONS: Quoting the relevant reference number, direct applications to The HR Manager-South Rand Hospital Private Bag X 1 ROSETTENVILLE 2130 or hand deliver at 1st Floor, Friars Hill Road, HR Managers office NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 20 May 2016

NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three (3) 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. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department People with disability are encouraged to apply.

POST 18/40:
PROFESSIONAL NURSE: GRADE 1 (SPECIALTY STREAMS) REF NO: 001018

Directorate: Nursing

SALARY: R317 271 – R 367 815 per annual (plus benefits) for applicants with Advanced Psychiatric Nursing Qualification
R 210 702 – R 244 260 per annual (plus benefits) for applicants with general nursing. (Salary is based on experience in terms of OSD)

CENTRE: Tara the H. Moross Centre, Sandton

REQUIREMENTS: Grade 12 or equivalent qualification. Diploma / Degree in Nursing in terms of R425, or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in terms of government notice no R212 in the relevant specialty. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing. At least 1 year experience in a psychiatric environment.

DUTIES: Provision of optimal, holistic specialized nursing care. Participate in training, research, supervision and management of student and junior nurses. Effective utilization of resources. Facilitate the Implementation of the National Core Standards and Batho-Pele Principles. Be in charge of the hospital in the absence of senior managers; maintain own professional growth and ethical standards.

ENQUIRIES: Mr. S. Nhleko, Tel No: (011) 535 3007/3008

APPLICATIONS: Applications must be submitted to: - Tara the H Moross Centre, P/Bag X7 Randburg 2125 or hand-delivered to: No. 50 Saxon Rd, Hurlingham, 2196 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 20 May 2016

NOTE: Candidates who do not meet the criteria / requirements for a specialty post would be placed on the general stream. Service certificate should be submitted with the application forms.

POST 18/41:
OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: 000997

Directorate: Office of the Chief Executive Officer

SALARY: R311 784 per annum (plus benefits)

CENTRE: Tembisa Provincial Tertiary Hospital

REQUIREMENTS: A three year Bachelor’s Degree/National diploma/equivalent NQF 6 certificate in OH&SA. At least two years relevant experience in this field. Ability to communicate effectively with other employees, senior officers, elected members and the public. Personal organisation and time management. Numeracy and accuracy. Computer literacy and competent keyboard skill. Minute recording and agenda
preparation. Knowledge and application of policies governing the Public Service. Good communication (verbal and written).

**DUTIES**

Prepare and distribute agendas for Committee meetings. Minute recording and processing for Committee meetings. Maintain all appropriate registers pertaining to OHS. Arrange training courses as required in liaison with Health and Safety representatives, employees and managers. Receive and evaluate for organisational relevance OHS information and such information be distributed to delegated officers by memo, email or through meetings as required. Monitor the organisations compliance with OHS policies, legislative requirements, codes, regulations, practices and procedures and ensure OHS committee meetings address any areas on non compliance or concern. Liaise with the Regional Coordinator regarding various OHS matters. Coordinate the review of Council’s OHS policies, plans, programs and contribution to the forward planning process in liaison with the Chief Executive Officer. Liaise with OHS workgroup representatives in matters relating to audit inspections, actions from committee meetings, training etc. Liaise with managers and supply agents to carry out inspections of first aid, fire extinguisher, lifting devices, any pressure vessels etc. Assist with identifying workplace hazard and procedures in liaison with managers and ensure they have safe operating procedures where necessary. To review and update material safety data sheets for all substances and chemicals used within the workplace. To draft OHS letters, email and memorandums for the Committee Chairman or Chief Executive Officer to check and sign. To monitor expenditure on OHS items and in liaison with the Chief Executive Officer recommended items for budgetary considerations. To ensure that a copy OHS Committee meeting minutes and Policies to be reviewed are forwarded to the Chief Executive Officer’s Personal Assistant for inclusion in Correspondence register.

**ENQUIRIES**

Dr. M.L. Mogaladi, Tel No: (011) 923 – 2053

**APPLICATIONS**

Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private Bag X07, Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J. Namane Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**

20 May 2016

**POST 18/42**

**PRINCIPAL PERSONNEL OFFICER (SALARY ADMINISTRATION) REF NO: 000975**

Re-advertisement

Directorate: Human Resources Administration

**SALARY**

R211 194 per annum (plus benefits)

**CENTRE**

Leratong Hospital

**REQUIREMENTS**

Grade 12 certificate/ Equivalent with 3-5 years’ experience in salary Administration. Knowledge of Public Services Act, Public Services Regulation, Labour Relation Act, BCEA, PSCBC Resolution 1 of 2007 and 3 of 2009, good writing, verbal communication and customer relationship skills.

**DUTIES**

Approval of overtime, standby, night duty allowance and other related salary allowances. Verify correctness and completeness of transactions captured and awaiting approval. Audit all transactions on suspense file. Develop weekly report on number of transactions captured and approved. Produce PERSAL report on transaction captured and approved monthly. Conduct performance measurement of the team. Submit weekly report of overtime complaints received and resolved which were obtained from managers and labour relation unit. Implement consequence management where appropriate. Management of staff establishment on persal.

**ENQUIRIES**

Mr Selepe EO, Tel No: (011) 411 3677

**APPLICATIONS**

please note that this is a Re-advertisement, Previous applicants are encouraged to apply. Application must be submitted on Z83 with CV, Certified copies of ID and Qualifications. Application should be submitted or hand delivered at Leratong Hospital Human Resources Development (Block 6)1 Adcock Street Chamdor 1740 or apply online at www.gautengonline.gov.za

**CLOSING DATE**

20 May 2016

**POST 18/43**

**QUALITY ASSURANCE REF NO: 001007**

**SALARY**

R210 702 per annum (plus benefits)

**CENTRE**

Tembisa Provincial Tertiary Hospital
REQUIREMENTS: Diploma in General Nursing/Midwifery. Registration with the South African Nursing Council. Annual registration with South African Nursing Council. At least 8 years’ experience post qualification in Nursing Science. Knowledge, skills and competencies: Good problem-solving and decision making skills, excellent communication skills, statistical analytical and report writing skills and sound knowledge of customer care. Must be proficient in MS word, excel and PowerPoint.

DUTIES: Responsible for effective management of client services, relatives and personnel in accordance with National Core Standards. Monitor and coordinate client satisfaction across all sections of the hospital. Co-ordinate and assist with conducting annual Client Satisfaction Surveys as well as draft reports. Manage complaints according to the National Complaints Management Protocol for Public Health Sector August 2014. Collect and analyse data on specified performance indicators including waiting times at OPD. Supervise courtesy officers.

ENQUIRIES: Ms M Marlie, Tel No: (011) 923-2188

APPLICATIONS: Applications to be couriered or hand delivered to: The Human Resources, Tembisa Provincial Tertiary Hospital, corner Flint Mazibuko and Rev. R.J.T. Namane Olifantsfontein1665 or apply online at: www.gautengonline.gov.za.

CLOSING DATE: 20 May 2016

NOTE: Applicants may be required to complete a practical during the interview process. The successful candidate will be required to enter into a permanent employment contract and sign a performance agreement with the manager of the post.

POST 18/44: COMMUNITY LIAISON OFFICER REF NO: 001001

Directorate: Health Promotion

SALARY: R196 278 per annum (plus benefits)

CENTRE: West Rand District Health

REQUIREMENTS: Appropriate RQV 13 or equivalent qualification with at least 2 years relevant experience or Senior Certificate / National Certificate (Vocational) with at least 3-5 years relevant experience in Health Promotion field > Ability to work with the community. A valid driver’s licence, Presentation, negotiation and dispute resolution skills, knowledge in community health programmes. Computer literacy. Good communication skills and interpersonal relations. Knowledge of relevant Acts, Regulations and Policies with regard to health promotion and knowledge of Public Finance management Act.


ENQUIRIES: Mr.S .M Seleke, Tel. No: (011) 953 4515

APPLICATIONS: Applications must be submitted on a Z83 form with a C.V, certified copies of ID document, driver’s license and Qualifications attached. Applications should be submitted directly at the West Rand District Health, CNR Vlei and Luipaard Street Krugersdorp or posted to Private Bag X2053, Krugersdorp 1740 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 20 May 2016

POST 18/45: LIBRARY ASSISTANT–LEVEL 5 REF NO: 001017

Directorate: Department of Health

SALARY: R142 461 per annum (plus benefits)

CENTRE: Ann Latsky Nursing College

REQUIREMENTS: Grd 12 and Diploma in Library and information science. Excellent communication and custom relation skills. Proficiency in English, Computer skills, and driver’s license. Biology as a subject will be an advantage. Professional membership of LIASA.

DUTIES: A successful candidate will assist in registering Library users and handle the issue desk. Assist in shelving library materials. Rendering Library and information service to nursing students and lecturers. Assist and training with information searches on different databases. Performing administrative tasks, e.g. Statistics and overdue letters. Assist in stocktaking of Library material and Library orientation. Cataloguing and indexing according to International standards
acquisition and collection development. Candidate might be required to occasionally work on Saturday.

ENQUIRIES: Mr JD Cloete, Tel. 011 6448912 or Mrs ME Moerane, Tel. 011 6448917
APPLICATIONS: Applications to be addressed to: Human Resource, Ann Latsky Nursing College, Private Bag X40, Auckland Park or Submitted to No1. Plunkett Ave, Hurst hill, Johannesburg. OR apply online at www.gautengonline.gov.za
CLOSING DATE: 20 May 2016
NOTE: Successful candidates will be subjected to OHS Medical Surveillance as required in the HBA within the OHS Act 85 of 1993, security and reference check.

POST 18/46: ADMINISTRATIVE CLERK: HUMAN RESOURCE LEVEL 5 REF NO: 001016
Directorate: Department of Health
SALARY: R142 461 per annum (plus benefits)
CENTRE: Ann Latsky Nursing College
REQUIREMENTS: Grade 12 /NQF 4 qualification with relevant 2 years experience in Human Resource. Sound Knowledge and experience of PERSAL system will be an advantage. Well conversant with Human Resource Acts, Regulations, and Prescripts. Have excellent communication skills (verbal and writing) Administrative Service skills, good Interpersonal Relations, Computer Literacy(MS Word & Excel) and be prepared to rotate and operate as a reliever within the HR Administration Services and able to work under pressure. Ability to handle information in a confidential manner.
DUTIES: Successful candidates will be responsible to perform Human Resource administration functions. Capturing all mandates that are relevant to H/R, leave capturing, solving leave enquiries and other H/R related mandates inquiries. I.e. Housing, PMDS, Incapacity leave, interpreting PILIR policy, preparing PILIR documentations for meetings, applications Leave management, writing minutes for interviews, Personnel and Salary Administration plus filing. Relieve in other departments when needed. Accept responsibility and perform any other reasonable tasks allocated.
ENQUIRIES: Ms. ME Moerane, Tel No. 011 644 8917 OR Mr. JD Cloete, Tel No. 011 644 8912
APPLICATIONS: Applications to be addressed to: The Human Resource, Ann Latsky Nursing College, Private Bag X40, Auckland Park or Submitted to No.1 Plunkett Ave, Hurst hill, Johannesburg. Or apply online at www.gautengonline.gov.za
CLOSING DATE: 20TH May 2016
NOTE: Successful candidate will subjected to OHS Medical Surveillance as required in the HBA within the OHS Act 85 of 1993, security and reference check.

POST 18/47: LAUNDRY WORKER REF NO: 001010
Directorate: Support Services
SALARY: R84 096 per annum (plus benefits)
CENTRE: Tara the H Moross Centre, Sandton
REQUIREMENTS: Grade 10 or ABET level 4. One year (1) laundry experience. Good communication skills. Be able to rotate within the Linen department. Honest and reliable. Have physical strength demands. Understand government policies. A driver’s license would be an advantage.
DUTIES: Assist in the daily functions of laundry including collection and delivery of linen. Informing supervisor of any problems that are encountered. Iron, fold, count and pack clean laundry items. Sort, count and record soiled linen. Dispatch clean linen to the wards and departments. Clean working area on daily basis. Mend linen. Execute all legal instructions by the supervisor or management.
ENQUIRIES: Mr. C. Paxson Tel: (011) 535 3132
APPLICATIONS: Applications must be delivered to:- Tara the H. Moross Centre, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara H. Moross Centre Private Bag X7 Randburg 2125 or apply online at www.gautengonline.gov.za
CLOSING DATE: 20 May 2016

POST 18/48: MESSENGER REF NO: 001020
Directorate: Logistics Department
SALARY: R84 096 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Abet Grade 10 with relevant experience in messenger duties. Customer relations, interpersonal relations. Be able to work shifts and work under pressure. Good
When taking in a document, I'll naturally read and understand its content. My primary task is to extract the meaning of the document for you.
compliance to general waste disposal policy to prevent implications of various kinds.

**ENQUIRIES**
Mrs. M. Pela, Tel No: (011) 923 – 2053

**APPLICATIONS**
Applications to be addressed to: The Human Resource s, Tembisa Provincial Tertiary Hospital, Private Bag X07, Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J. Namane Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**
20 May 2016

Gauteng Provincial Treasury

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

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

**OTHER POSTS**

**POST 18/51**

**BUSINESS ANALYST**
Directorate: Financial Governance

**SALARY**
R311 784 per annum, (plus benefits)

**CENTRE**
Johannesburg

**REQUIREMENTS**
A relevant 3 year Diploma (equivalent NQF level 6 qualification) or Degree (Equivalent NQF level 7 qualification) in Information Technology or Financial Information Systems required. With a minimum of 3- 4 years’ experience in IT. Knowledge and understanding of the public sector financial systems (BAS, PERSAL, SAP FI/CO) Microsoft SQL or data warehousing desirable.

**DUTIES**
The incumbent will be responsible to: lead requirements analysis, validation and verification, ensuring that requirement statements are complete, consistent and concise. Understanding business process management and business requirements and translating them to specific software requirements Management requirements traceable information and track requirements status throughout the project. Manage changes to requirement through effective use of change control processes and tools. Ability to communicate (verbal and written) with business requirements and transfer the same knowledge to the development team. Develop future business processes that are cost effective and will result in overall improvement of productivity within the organisation. Proven problem solving and diagnostic work. Project meetings to assess the deliverables against the business needs. Lead and conduct interviewing tasks. Compilation of the requirements documentation. Manage multiple initiatives simultaneously. Elicit requirements using interviews, data analysis, business process descriptions, use cases, scenarios, business analysis, and workflow analysis. Collect multiple streams of data and decompose them into concise specifications. Competencies: Foster
interpersonal relationship and demonstrate leadership across teams. Effectively communicate business strategy and direction to team. Problems analyses and self-management.

ENQUIRIES: Ms Tshiamo Sokupha, Tel, No: 011 227 - 9000

APPLICATIONS: Applications must be submitted on a Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imumbha House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.

CLOSING DATE: 20 May 2016

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

POST 18/52: ASSISTANT DIRECTOR: ECONOMIC ANALYSIS
Chief Directorate: Economic and Fiscal Policy Oversight

SALARY: R311 784 per annum (plus benefits)

CENTRE: Johannesburg

REQUIREMENTS: Minimum 3-year tertiary qualification in Economics and/or Econometrics. A postgraduate degree will be an added advantage. The incumbent must have 1 – 2 years’ experience in economic analysis, report writing and sound research skills. Must have 1 – 2 years’ work experience in an Economics and/or related environment. Ability to use Microsoft Office (Outlook, Word, Excel, PowerPoint) and Eviews and/or STATA.

DUTIES: The incumbent will be responsible for determining and analysing key economic variables, their interrelation and relevance for the budget. Support the Budget Management unit by researching and producing good quality contributions to the socio-economic section of the Estimates of Provincial Receipt and Expenditure. Support the Deputy Director and policy makers by producing good quality chapters in periodic publications of Provincial Economic Review and Outlook (PERO), Socio-Economic Review and Outlook (SERO) and other economic reports using economic outlook based research. Perform econometric modelling for research, analysis and forecasting of trends. Remain abreast with all economic trends both locally and internationally. Provide economic information to meet ad hoc requests. Support the Fiscal Policy unit by researching and producing good quality contributions to the economic chapter of the provincial Medium-Term Budget Policy Statement. Support the Deputy Director and keep stakeholders informed about the current economic landscape by producing good quality contributions to the weekly economic newsletters.

ENQUIRIES: Ms Bulelwa Mtshizana, 011 227- 9000

APPLICATIONS: Applications must be submitted on a Z83 form, certified copies of CV, ID and Qualifications to be attached. Applications should be submitted at Gauteng Provincial Treasury: Ground Floor, 75 Fox Street Johannesburg or posted to: Private Bag X12, Marshalltown, 2107.

CLOSING DATE: 20 May 2016

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

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

APPLICATIONS: Applications should be sent to: The Human Resource Manager Inkosi Albert Luthuli Central Hospital Private Bag X03 Mayville 4058 OR All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH.

CLOSING DATE: 27 May 2016

NOTE: An Application for Employment Form (Z83) must be complete and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates – not copies of certified copies and proof of current registration must be submitted together with your CV. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

MANAGEMENT ECHELON

POST 18/53: HEAD: CLINICAL UNIT (ANAESTHESIA) GRADE 1 REF NO: HCUANESTH/1/2016

SALARY: An all-inclusive flexible remuneration package of R1 44 4857 per annum is payable to the successful candidate who will be required to enter into a permanent employment contract, as well as complete a Performance’ Agreement with the Manager of the post (excluding Commuted Overtime)

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS: Tertiary Qualification equivalent to MBChB. Registration with HPCSA as Medical Specialist in Anaesthesia plus current registration with the HPCSA as a Medical Specialist - Anaesthesia. Five years post registration experience as a Medical Specialist – Anaesthesia. Management experience will be an added advantage. Knowledge, Skills, Training and Competence Required: An in-depth knowledge of the functioning of the Anaesthesia Department. The applicant will be expected to manage anaesthesia for Cardiothoracic surgery. The skills required will include: Preoperative evaluation of patients for cardiothoracic procedures including ability to perform trans-thoracic echocardiography and teaching of Focused Assessed Transthoracic Echocardiography (FATE) scans to registrars and fellow specialists. Extensive knowledge of preoperative investigations including spirometry, exercise testing and evaluation of patients for pulmonary resection. Intraoperative management of: Cardiopulmonary bypass for valvular and/or cardiac revascularisation procedures. Off-pump cardiac revascularisation procedures. Thoracic surgical procedures including bronchoscopy, VATS and lobectomy/pneumonectomy. Cardiothoracic emergency procedures: Postoperative management of cardiothoracic patients in cooperation with the Cardiothoracic surgical team including: Provision of appropriate analgesia including thoracic epidural and paravertebral blocks. Insertion of intravascular access devices. Management of mechanical ventilation. Management of both pharmacological and mechanical circulatory support. Additional skills required will include: Proven academic capabilities and training experience, Sound knowledge of management and human resources. Sound knowledge of current health and Public Service legislation and policy. Good communication and supervisory skills. Ability to work within a team. Stress tolerance. Self-confidence. Capacity to build and maintain relationships. Leadership and decision making skills.

DUTIES: Management of Cardiothoracic Anaesthesia and other cases as required. Conducting of clinics, operating theatre lists and consultations with other disciplines. Drawing up of protocols for patient perioperative patient management. Supervision of/participation in post and undergraduate teaching.
Participation in the academic programs of the department of Anaesthesia. Conducting and supervising relevant research within the Department of Anaesthesia. Performing regular audits of the departmental activities. Liaising with the hospital management and other agencies to ensure the efficient provision of Clinical Anaesthesia services at IALCH. Providing consultative/support services to peripheral institutions as part of the department's outreach program.

ENQUIRIES: Dr RE Hodgson (031) 240 1762 / 2450
ANNEXURE M

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

APPLICATIONS: Please forward all applications, clearly stating the post for which you are applying, Private Bag X5021, Kimberley, 8300 or hand-deliver to Kimberley Hospital Complex, Administration Building, Security Entrance, Kimberley.

FOR ATTENTION: Ms F.P Ntsiko the Human Resource Manager, Kimberley Hospital Complex

CLOSING DATE: 20 May 2016 @ 16:00

NOTE: with disabilities and women are especially encouraged to apply for these positions. Applications must be submitted on form Z83 obtainable from any Public Service Department which must be originally signed, dated by the applicant and accompanied by a comprehensive recently updated CV (including three contactable references) and certified copies of original educational qualifications certificates, drivers licence (where applicable), ID document and proof of citizenship if not an SA citizen. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and the Department of Higher Education (where applicable). All applications, including those submitted via registered mail must reach the department before 16:00hrs on the day of the closing date. Incomplete applications, faxed applications, emailed applications or applications received after the closing date will be disqualified. Separate Z83 forms and accompanying CVs must be completed for each post and candidates must quote the relevant reference number of each post and the name of the relevant publication in which the advert appeared. 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, criminal records, credit records and previous employment. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged and applicants who have not received a response from the Department within three (3) months from the closing date of this advertisement must accept that their applications were unsuccessful. The department reserves the right not to fill the post.

OTHER POST

POST 18/54: SENIOR ADMINISTRATIVE OFFICER (PERSONAL ASSISTANT TO THE CEO)
REFNO: HEALTH/KHC/168

SALARY: R262 272 per annum

CENTRE: Kimberley Hospital Complex

REQUIREMENTS: Grade 12 certificate or equivalent with more than 10 years appropriate experience or a relevant tertiary qualification in Office Administration or Personal Assistant Executive or a Secretary certificate with 2-5 years experience in the relevant field. Competencies: Knowledge of the Public Service Regulations, Public Service Act, Basic Conditions of Employment Act, Labour Relations Act and Public Finance Management Act and Policies. Skills: Time Management, Telephone Etiquette, Computer literacy, Diary Management, Change Management, Business writing skill, Minute Taking, Planning and Organising, Communication and Office Ergonomics skills. Personal Attributes: Interpersonal relations, Client orientation, loyal and trustworthy, ability to act with tact and discretion, well organised, proactive, flexible, independent, team player, creative thinker and ability to work under pressure.

DUTIES: Provides a secretarial/receptionist support service to the CEO. Supports the CEO with the administration of the CEO’s budget. Provide support to the CEO regarding meetings. Prepare correspondence on behalf of the CEO including the drafting of general replies, reports, memorandums and letters etc. Ensure effective and efficient information management, safekeeping of all documentation, set up and maintain systems that will contribute towards improving efficiency within the office. Oversee the work and performance of the subordinates within the office of the CEO. Ensure that the CEO office complies with National standards and norms of the institution. Respond to enquiries from internal and external stakeholders. Handles the procurement of standard items like stationery, refreshments etc. for the activities of the CEO. Draft documents on behalf of the
CEO. Prepare briefing notes of the CEO as required. Collect, analyze and
collates information requested by the CEO.

ENQUIRIES: Mr R.L Jones Tel: (053) 802 2124
PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 18/55 : DEPUTY DIRECTOR: MANAGER HEALTH TECHNOLOGY PROJECT OFFICE (TYGERBERG HOSPITAL, REDEVELOPMENT)
(3 Year Contract Position)
(Head Office, Cape Town)

SALARY : R612 822 per annum (A portion of the package can be structured according to the individual’s needs).

CENTRE : Directorate: Project Office, Tygerberg Hospital, Redevelopment

REQUIREMENTS : Minimum educational qualification: Appropriate degree in electrical engineering, mechanical engineering, clinical technology, health sciences or related fields. Experience: Appropriate experience in health technology needs analysis, procurement planning, operations management, maintenance management and disposal. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Sufficiently physically fit and healthy to walk long distances in the confines of the building and on site. Work long-hours, including travel and overnight stay away from home whilst on official business. Competencies (knowledge/skills): Advanced computer literacy in MS Word and Excel and the ability to use computerised Project Management tools. Ability to manage diverse interests and processes in the interest of government. Experience in project management and stakeholder management. Understanding of Public-Private Partnership projects (PFMA and Treasury Regulation 16). Understanding of health technology and facility management in particular regarding procurement and maintenance. Knowledge of the content Hospital Revitalisation Project Implementation Manual on Health Technology. Knowledge in the assessment and asset management of Healthcare Technology and Infrastructure. Knowledge in information systems supporting Healthcare delivery and medical device innovation. Knowledge of Health facilities design, planning and assessment. Good organising, problem solving and interpersonal skills. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Excellent conceptualisation, report writing and editing skills. Good research and analytical skills. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Prepare packages of project brief in liaison with all relevant stakeholders, including analysis of clinical and technology needs, and nurse’s adherence throughout development process. Manage the interface with user groups for the development of output specifications together with Transaction Advisory team. Ensure strategic fit of new facilities and its health technology to overall portfolio and service platform. Develop and maintain the baseline budget for the health technology component, tests and ensures affordability of project together with Transaction Advisor and Senior Manager. Facilitate and manage value-for-money appraisals among stakeholders. Facilitate the development of appropriate allocations of (health technology management) services to private partner. Develop and maintain comprehensive risk management tool, including development of mitigating strategies relating to health technology. Develop together with stakeholders, including Human Resource Management Department, a Human Resource plan for the project.

ENQUIRIES : Mr T Tladi, tel. no. (021) 483-0889
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000
FOR ATTENTION : Ms C Versfeld
CLOSING DATE : 20 May 2016
POST 18/56 : OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL WARD)
(Eden District)

SALARY : R367 815 per annum
CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Degree/diploma diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional Council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2016/2017). Experience: A minimum of 7 years appropriate/recogisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays, as required. Competencies knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of legislation and policies, relevant to current nursing practice within the public sector. Good organisational, interpersonal, leadership, decision-making and conflict resolution skills. Basic computer skills. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: The effective and efficient coordination of required Nursing Care which is compliant with the standards set by the service and professional framework. Participate in management and utilise physical, financial and Human Resources to fulfil operational and developmental functions in accordance with legislation and policies. Manage stock and equipment in accordance with legislation and policies. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Maintain and promote ethical standards and the core values of the department. Ensure that participation in research related activities are evident in the practice.

ENQUIRIES : Ms JG Konstabel, tel. no. (044) 203-7203
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 27 May 2016

POST 18/57 : ASSISTANT DIRECTOR: HEALTH (INSPECTORATE)
(Head Office, Cape Town)

SALARY : R311 784 per annum
CENTRE : Directorate: Professional Support Services
REQUIREMENTS : Minimum educational qualification: An appropriate tertiary qualification in Health Sciences registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Health Science practise, appropriate exposure to related Health service management and/or appropriate experience in a mental healthcare environment. Inherent requirement of the job: A valid unendorsed (Code B/EB) driver’s licence and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Insight into Private Health Establishment Regulations and Mental Health Care legislation, as amended. Demonstrable computer literacy and excellent report writing skills. Excellent people, technical, conceptual and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as the other Departmental institutions. Ability to think critically and analytically, function independently and within a team context. Conflict management skills. A proven record of confidence, initiative, and self-motivation and possess strong leadership qualities. Knowledge of budgeting process and financial management. Ability to communicate in at least two of the three official languages of the Western Cape. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Conduct health facility inspections and resultant decision-making procedure in the Western Cape Province, in accordance with municipal, provincial (Regulation 187, as amended) and national legislation. Effective and efficient communication with all stakeholders and advise health facility management on technical, clinical and operational aspects relating to corrective steps where facilities do not conform to governing regulations. Offer support to the licensing process of Health Establishments in the province, under the direction of the Deputy Director: Licensing and Inspectorate. Supervise support staff and assist with the management of the duties of the division.
Supervise the correct procedure in levying and collection of inspection fees from private health care facilities in terms of applicable health legislation.

ENQUIRIES: Ms CM Wicomb/Mr N Mavela, tel. no. (021) 483-3303
APPLICATIONS: The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000
FOR ATTENTION: Ms C Versfeld
CLOSING DATE: 20 May 2016

POST 18/58: ASSISTANT DIRECTOR: FINANCE (SUPPLY CHAIN MANAGEMENT)

SALARY: R311 784 per annum
CENTRE: Overberg District Office, Caledon
REQUIREMENTS:
- Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Extensive experience in Accounting and Supply Chain Management. Proven supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence.

KNOWLEDGE/SKILLS:
- Good managerial, reporting, business literacy and report writing skills; as well as excellent computer skills and literacy in Microsoft Office (especially), Word, Excel, etc).
- Interpersonal skills/team player, with excellent communication skills and proven ability to work independently in a high-pressure environment, and with multiple projects at once, while complying to due dates.
- Excellent knowledge of LOGIS and BAS and sound knowledge of applicable policies (PFMA, AO System, Treasury Instructions and HRM).
- Good written and communication skills in at least two of the three official languages of the Western Cape.

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

ENQUIRIES: Mr AP Niekerk, tel.no. (028) 214-5800
APPLICATIONS: The Director: Overberg District, Department of Health, Private Bag X07, Caledon, 7230
FOR ATTENTION: Ms A Brits
CLOSING DATE: 20 May 2016

POST 18/59: DIAGNOSTIC RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND 5/8TH POST) (Observatory)

SALARY:
- Grade 1: R163 764 per annum
- Grade 2: R192 906 per annum
- Grade 3: R227 238 per annum
CENTRE: Groote Schuur Hospital,
REQUIREMENTS:
- Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Radiography (Diagnostic and Ultrasound) or in Radiography (Ultrasound). Registration with a professional council: Registration with the HPCSA as a Radiographer (Diagnostic and Ultrasound) or Registration with the HPCSA as a Radiographer (Ultrasound). Experience: Grade 1: None after registration with the HPCSA in Radiography (Diagnostic and Ultrasound or Ultrasound) in respect of RSA qualified employees. One year relevant experience after registration with the HPCSA in Radiography (Diagnostic and Ultrasound or
Ultrasound) in respect of foreign qualified employees of whom it is not required to perform community service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Diagnostic and Ultrasound or Ultrasound) in respect of RSA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Diagnostic and Ultrasound or Ultrasound) in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in Radiography (Diagnostic and Ultrasound or Ultrasound) in respect of RSA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Diagnostic and Ultrasound or Ultrasound) in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. 

Inherent requirements of the job: Ultrasound scanning experience and ability to work independently. Physically able to perform the duties required. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Experience in general imaging of patients. Extensive knowledge of radiology/sonographers techniques and protocols for procedures. Good interpersonal communication, decision-making and conflict Management skills. Computer literacy (Ms Word, PowerPoint and Excel). Comprehension knowledge of radiation protection and sonography equipment safety. Note: No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)."


**ENQUIRIES**: Ms N Behardien-Peters, tel. no (021) 404-4187

**APPLICATIONS**: The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935

**FOR ATTENTION**: Ms N Mbilini

**CLOSING DATE**: 20 May 2016

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**DEPARTMENT OF THE PREMIER**

*Exciting opportunities for persons who want to make a difference. The WCG is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regard would be appreciated.*

**APPLICATIONS**: Applications are to be submitted online via www.westerncape.gov.za/jobs

**CLOSING DATE**: 20 May 2016 @ 16:00

**NOTE**: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

**MANAGEMENT ECHELON**

**POST 18/60**: HEAD OF DEPARTMENT: LOCAL GOVERNMENT REF NO: HOD 2016-02
Department of Local Government, Cape Town

**SALARY**: All inclusive salary package of R 1 267 806 – R 1 428 186 per annum (Salary level 15). Note: the remuneration package consists of a basic salary (70%) and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
CENTRE: Department of Local Government, Cape Town

REQUIREMENTS:
- A relevant post graduate qualification;
- A minimum of 8 years’ relevant experience at senior managerial level;
- A valid code B driver’s licence.
Knowledge of:
- Municipal Governance;
- Municipal Infrastructure;
- Monitoring of the Functions of Municipal Councils;
- Monitoring of Performance and Compliance of Municipalities;
- Monitoring of Community Access to Municipal Services and Community Participation;
- Developmental Local government;
- Public administration and management in South Africa;
- Extensive knowledge of applicable policies and procedures on National & Provincial level;
- Contents of various PSCBC and WCPBC agreements;
- Financial and administrative management, as well as Human Resource management and Labour Relations, and Strategic Asset Management and Procurement;
- Excellent communication skills (written and verbal);
- Demonstrable leadership and strategic planning skills;
- Ability to build and lead dynamic, professional project management teams;
- Ability to engage effectively at senior executive levels.

DUTIES:
- Provide strategic direction to obtain strategic objectives;
- Ensure that the work of the Department is aligned to National and Provincial Government priorities and strategies;
- Responsible for strategic and Business Plans for the department;
- Ensure that policies and policy and systems are in place;
- Integrate processes, policies and structures across the organisation to achieve improved efficiency and effectiveness in the delivery of service;
- Ensure effective interface with relevant stakeholders and/or consult on service delivery requirements;
- Promote the creation and development of appropriate information and knowledgeable systems met by relevant information and communication technology needs of the department;
- Play an active role in (inter)national workshops and seminars;
- Give effect to the transformation of service delivery, internally and/or externally;
- Ensure excellent internal and external communication;
- Ensure an effective oversight and management for all financial resources/aspects of the Department and all performance requirements as related to the PFMA and corporate governance;
- Management of the Human Resources of the Department to achieve the pre-determined performance indicators and service delivery imperatives.

ENQUIRIES:
Mr. A. Bredell at (021) 483 8108