DATE OF ISSUE: 12 AUGUST 2016

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

PUBLIC SERVICE VACANCY CIRCULAR NO 32 OF 2016

1. Introduction

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

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

2. Directions to candidates

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

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

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

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

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

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

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

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

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

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

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

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It is the intention to promote representivity in the CPSI through the filling of this position. The candidature of applicants from designated groups, especially in respect of people with disabilities will receive preference.

APPLICATIONS: Quoting reference number must be addressed to Mr Malesela Matjeke. Applications must be posted to Centre for Public Service Innovation, Postnet Suite 404, Private Bag X111, Centurion, 0001 or delivered Corner Lenchen & on Willigh Avenue, Corporate 66 Office Park, Block A, 1st Floor, Die Hoewes, Centurion, 0157.

CLOSING DATE: Friday, 26 August 2016 at 16:00 (Faxed and emailed applications will not be considered).

NOTE: The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by copies of all qualification(s) referred to within the CV, Identity Document (certified in the past 06 months.) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Failure to submit these copies will result in the application not being considered. All correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records.

OTHER POST

POST 32/01: CLEANER REF NO: CPSI/0001
Personal Profile: Proactive individual with good verbal communication skills with the ability to communicate with external and internal partners.

SALARY: R84 096 per annum, Level 02, Annual progression up to a maximum salary of R99 060 per annum is possible, subject to satisfactory performance.

CENTRE: Centurion

REQUIREMENTS: Grade 10 Certificate and at least 1-2 years’ experience in cleaning. Experience in cleaning in a high-tech innovation equipment environment will be an added advantage. Knowledge of and experience in all aspects of office cleaning. Good interpersonal skills and teamwork. Understanding of the necessity to maintain confidentiality. Ability to provide a quality service.

DUTIES: Render everyday office cleaning, kitchen boardroom, passages, storeroom and shared space. High-tech cleaning of IT equipment and caring of other highly sensitive equipment. Cleaning of windows, glass doors, toilets, balconies, including furniture. Washing of crockery and cutlery. Provide foodservice support to staff during internal and external meetings and/or other functions.

ENQUIRIES: Mr Matjeke 012 683 2813
The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.

APPLICATIONS: Application must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver’s License in order to be considered, and forwarded to Director-General: Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000. OR Hand deliver to Department of Environmental Affairs, 14 Loop Street Cape Town.


CLOSING DATE: 29 August 2016

NOTE: 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. Click on vacancies and ensure you follow the correct link to the position of interest. All shortlisted candidates will be expected to avail themselves for an interview at the Department’s convenience. The department reserves the right not to make an appointment. No e-mailed, faxed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POSTS


SALARY: R389 145 per annum (Total Package R529 343 pa/ conditions apply)

CENTRE: Eastern Cape


ENQUIRIES: Mr M Kawa Tel no: 043- 7010328/331
POST 31/03: ASSISTANT DIRECTOR: WETLANDS PROGRAMMES REF NO: EP9004/2016

SALARY: R389 145 per annum (Total Package of R529 343 per annum)
CENTRE: Eastern Cape
REQUIREMENTS: An appropriate three year Degree / National Diploma in Natural Sciences / Development Studies or an appropriate equivalent qualification. Good knowledge and experience in natural resource field. Knowledge and experience in wetland conservation and management as well as wetland rehabilitation. Knowledge of Occupational Health and Safety (OHSAS). Knowledge and understanding of wetland related legislation (NEMA, NWA, CARA, NEMBA). Good understanding of office systems and processes. Knowledge of basic construction methods, GIS and remote sensing, environmental management plans, river restoration and dryland erosion control. Must have good communication (verbal & written), strategic thinking & planning, project management, financial management, facilitation, auditing, presentation and problem solving skills. Must be computer literate with a proactive approach to meeting deadlines and delivering results with limited supervision.

DUTIES: The incumbent will be expected to develop operational plans for the provincial wetlands projects. Manage wetland rehabilitation planning process, contribute to the maintenance of the national wetland inventory and develop management guidelines for all rehabilitated wetlands. Ensure that project implementation plans meet national norms and standards. Ensure the implementation of projects. Provide operational support and technical direction for the implementation of projects. Ensure that projects are managed in compliance with the programme's construction environmental management plans and projects implementation plans. Monitor and evaluate wetland projects and approve annual rehabilitation plans and project implementation plans. Verify and approve monthly project progress reports and cluster reports submitted by implementers. Audit project activities against rehabilitation plan and enforce compliance with environmental authorization. Develop and maintain partnerships with stakeholders, government departments and organizations involved with wetlands in the province. Represent Working for Wetlands in relevant wetland forums and provide appropriate support. Provide extension and advocacy services and engage with land owners, wetland users, communities, government and civil society organizations in order to further wetland related objectives. Assist in coordinating the implementation of advocacy and awareness programmes and activities. Ensure that projects comply with departmental branding requirements. Conduct research and support project planning through the identification of research priorities, evaluation of research products and incorporation of outputs into operations. Support the development of tools, techniques and standards for wetland rehabilitation, protection and sustainable use.

ENQUIRIES: Mr UR Bahadur Tel no: (012) 399 8974


SALARY: R262 272 per annum (Total package R379 003 per annum)
CENTRE: Northern Cape (Upington)
REQUIREMENTS: An appropriate 3-year Bachelor’s Degree/National Diploma in Forestry/Natural/Environmental Science or Grade 12 with extensive relevant experience, coupled with relevant experience in natural resource management and alien vegetation. Sound project management skills, good communication skills and sound organisation and planning skills. Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage. Knowledge of the Public Service and Departmental procedures and prescripts. Computer literacy, knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills. Valid driver’s licence and willingness to travel and work long hours with limited supervision.

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

ENQUIRIES

: Mr N Manngo Tel no: (053) 836 7600
ANNEXURE C

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

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

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

MANAGEMENT ECHELON

POST 32/05:
SENIOR MANAGER: FACILITIES REF NO: SNR-M/FAC/2016/08 – 1P

SALARY:
R898 743 to R1 058 691 per annum (all-inclusive package)

CENTRE:
Pretoria

REQUIREMENTS:

DUTIES:
The incumbent will be responsible for the following: Manage the implementation of the Facilities Management strategy. Monitor the implementation of the operational plan for the Directorate to support the achievement of GPAA’s strategic objectives. Manage, monitor and review the Directorate policies, procedures and processes, in accordance with best practice and legislation. Manage the implementation of an effective short, medium and long-term operating strategy for the Directorate. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organisation. Manage the provision of best practice regarding Directorate functions to all stakeholders. Manage the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation. Monitor compliance with relevant legislation throughout all Directorate functions. Analyse service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Manage the mitigation of identified risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasting. Manage cleaning and
maintenance services of the GPAA building. Ensure fleet, travel and accommodation requirements of the GPAA. Manage the provision of travel and accommodation services. Ensure management of state vehicles. Manage the provision of messenger services. Ensure management of domestic and international travel. Ensure management and keeping of records of all trip authority sheets. Ensure subsidized vehicles are managed as per transport manual. Ensure management of security systems. Manage physical security investigations. Ensure management and maintenance of access control. Manage the physical security appraisal process. Ensure management of key control system. Ensure proper administration of security management process. Manage the security awareness programmes. Ensure management and monitoring of compliance with security management legislation.

ENQUIRIES: Ms Thenjiwe Gasa – 012 319 1304.
FOR ATTENTION: Ms Thenjiwe Gasa – Recruitment
NOTE: One Senior Manager: Facilities is currently available at the Government Pensions Administration Agency: Corporate Service Unit. The purpose is to ensure effective management and maintenance of property services, fleet and travel management, and physical security services. 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.

OTHER POST

POST 32/06: SUPPLY CHAIN MANAGEMENT PRACTITIONER: STORES REF NO: SCMP - S/2016/07 – 1PDP

SALARY: R171 069 per annum (basic salary)
CENTRE: Pretoria
REQUIREMENTS: An appropriate three year tertiary qualification (SCM/Purchasing/Logistics related) with 18 months relevant experience in Provisioning Administration / Supply Chain Management or Senior Certificate with three years proven experience in Provisioning Administration/Supply Chain Management. Demonstrate sound understanding of the PFMA, Treasury Regulations, PPPFA, SCM guidelines and other related prescripts. Demonstrate knowledge of Supply Chain Policies and framework within Public Sector. Computer literacy (MS Word and Excel, e-mail and internet). Knowledge and use of Accpac and Warehouse Manager will be an advantage. Must be able to work independently, as well as in a team. Good interpersonal relations. Excellent communication skills (written and verbal). Planning and decision making skills. Must be a responsible and reliable person. Effective organisational skills. Analytical and problem solving skills. Client orientation and customer focus. Ability to deal with pressure. Self motivated. Excellent reconciliation capabilities

DUTIES: The incumbent for this position will be reporting to the Senior Practitioner - Supply Chain Management, and will be responsible for providing administrative support in logistics and inventory which will include the following, but not limited to: Process requisitions for procurement of goods and services. Receive and process requisitions for goods and services. Generate system Orders and submit for approval. Coordinate the placement of orders for goods and services. Transmit approved orders to service providers. Receipt, safekeeping and distribution of goods. Receive and check goods. Capture goods on relevant registers. Return damaged wrong substandard goods. Generate system orders for internal stock orders. Issue goods in line with the approved pick slips. Forward delivery notes

**ENQUIRIES**

FOR ATTENTION

Ms Bongiwe Magidel – 012 399 2797.

Ms Bongiwe Magidela – Recruitment

**NOTE**

One Supply Chain Management Practitioner: Stores is currently available at the Government Pensions Administration Agency: SCM Unit and will be filled on a permanent basis.
ANNEXURE D

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 Sehune (formerly known as Andries) and Struben streets, Pretoria.

FOR ATTENTION: Ms N Sombinge
CLOSING DATE: 29 August 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 32/07: DIRECTOR: PRIMARY HEALTH CARE REF NO: 89/2016
Chief Directorate: District Health Services Directorate: Primary Health Care
This is a re-advertisement of the post with reference number: NDOH 86/2016 which was advertised in the DPSA and departmental website on the 1st August 2016 with closing date 15 August 2016. Applicants who previously applied for the post need not re-apply as their candidature will still be considered.

SALARY: An all-inclusive remuneration package of R898 743 per annum [basic salary consists of 70% of total package, the State’s contribution to the Government Employee’s Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.

CENTRE: Pretoria

REQUIREMENTS: A four year Bachelor’s Degree or equivalent NQF 7 qualification in Health related field, A qualification in Primary Health Care will be an advantage. At least five (5) years working experience at middle management/equivalent level in Primary Health Care, Experience must include management of resources (HR, Finance, IT and PMDS). Knowledge and application of relevant public service prescripts/legislations/policies/acts, Knowledge and experience in policy development, implementation and monitoring thereof, Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations, Understanding of South African National Health System, Good communication (written and verbal), project management, strategic capability and leadership, strong analytical and research skills, Ability to work in a highly pressured environment, Willingness to travel extensively and work long and irregular hours, A valid driver’s licence.
**DUTIES:** Improve access to community based Primary Health Care services, Provide support in the implementation of the CHWs policy, Provide policy guidelines and tools for the registration of CHW Teams, Ensure the finalisation of the revised Primary Health Care Package of services, Support the implementation of ideal clinic realisation and maintenance programme, Monitor status determination report for ideal clinic based on the provincial reports, Establish uniform management structures for the primary health facilities, Monitor the functionality of primary health facilities committee, Facilitate primary health care facilities planning at national, provincial and district level in collaboration with infrastructure planning and management teams, Management of risk and handling of audit queries for the Directorate, Manage the directorate resources (HR, Finance, IT and PMDS) in line with approved system and procedure.

**ENQUIRIES:** Mr R Morewane Tel no: 012 395-8757

**OTHER POSTS**

**POST 32/08**

**DEPUTY DIRECTOR: ENVIRONMENTAL HEALTH–HEAD OFFICE REF NO:** 90/2016

Chief Directorate: Environmental Health and Port Health. Directorate: Environmental Health

This is a re-advertisement of the post with reference number: NDOH 59/2016 which was advertised in the DPSA and departmental website on the 24th June 2016 with closing date 11 July 2016. Applicants who previously applied for the post need not re-apply as their candidacy will still be considered.

**SALARY:** Grade 1: R716 706 – R795 441 per annum as per OSD

**CENTRE:** Head Office: Pretoria

**REQUIREMENTS:** A Bachelor’s degree/National Diploma/ or equivalent qualification in Environmental Health and registration with HPCSA as an Environmental Health Practitioner, At least ten (10) years experience of which five (5) years must be on a junior management or equivalent level in environmental and port health services, Knowledge of Port Health issues, International Health Regulations and relevant South African Legislation, Good computer (MS Word, MS Powerpoint and MS Excel), project management, analysis, research, communication (written and verbal), leadership, financial management, administrative planning and organisational skills, Must be willing to travel and work long and irregular hours, A valid driver’s license.

**DUTIES:** Ensure Environmental Health related legislation, policies, guidelines and norms and standards are developed and implemented effectively, Coordinate, support, monitor and evaluate Environmental Health Services delivery in Provinces and Municipalities, Collaborate and engage with internal and external stakeholders on issues of importance in Environmental Health, Development of Policies and Procedures, Strengthen Environmental Health surveillance and communicable diseases control, Effectively manage and supervise staff, Coordinate Environmental Health related disaster management issues, Comment and provide input on Environmental Health related draft policies, norms and standards, Ensure effective communication with all relevant/affected stakeholders.

**ENQUIRIES:** Mrs APR Cele Tel no 012 395-8522/8521

**CLOSING DATE:** 29 August 2016

**POST 32/09**

**DEPUTY DIRECTOR: PORT HEALTH-KWA ZULU NATAL REF NO:** 91/2016

Chief Directorate: Environmental Health. Directorate: Port Health

This is a re-advertisement of the post with reference number: NDOH 60/2016 which was advertised in the DPSA and departmental website on the 24th June 2016 with closing date 11 July 2016. Applicants who previously applied for the post need not re-apply as their candidacy will still be considered.

**SALARY:** Grade 1: R716 706 – R795 441 per annum as per OSD

**CENTRE:** KwaZulu-Natal (KZN)

**REQUIREMENTS:** A three year Bachelor’s degree/National diploma/ equivalent NQF 6 qualification in Environmental Health and registration with HPCSA as an Environmental Health Practitioner, At least ten (10) years experience of which five (5) years must be on a junior management or equivalent level in environmental and port health services, Knowledge of Port Health related matters, International Health Regulations, International agreements and treaties, and South African Legislation, Knowledge of the control of communicable diseases, Good computer skills (MS Word, MS
Powerpoint and MS Excel), Policy development, implementation, analysis, evaluation, interpretation and utilization of scientific research and data, Good communication (written and verbal), interpersonal, technical, leadership, networking, presentation and training skills, Must be willing to travel and work long and irregular hours, A valid driver’s license. 

DUTIES

Coordinate and facilitate the development and implementation of the International Health Regulations Core Capacity Action Plan within the points of entry. Engage various internal and external stakeholders on the signing of memorandums of understanding for services to be provided, strengthen and develop full capacity for Port Health Services to ensure compliance to the IHR (2005), Mobilise support for the provision of additional human and financial resources including infrastructure and IT, Facilitate the management of a comprehensive Port Health Services in the Province, Provide monthly data as per the provincial and national District Health Information System (DHIS) indicators, Capacitate and develop all staff rendering a Port Health Services, Identify staff training needs, Roll out the training to EHP’s at each point of entry in the province, Attend and actively participate in the BCOCC and other related meetings.

ENQUIRIES

Ms AP Hargreaves Tel no: 031 301-0381

POST 32/10

DEPUTY DIRECTOR: ENVIRONMENTAL HEALTH–GAUTENG REF NO: 92/2016
Chief Directorate: Environmental Health and Port Health Services. Directorate: Port Health Services
This is a re-advertisement of the post with reference number: NDOH 58/2016 which was advertised in the DPSA and departmental website on the 24th June 2016 with closing date 11 July 2016. Applicants who previously applied for the post need not re-apply as their candidature will still be considered.

SALARY

Grade 1: R716 706 – R795 441 per annum as per OSD

CENTRE

Central Region Gauteng, OR Tambo International Airport.

REQUIREMENTS

A Bachelor’s degree/National Diploma/ or equivalent qualification in Environmental Health and registration with HPCSA as an Environmental Health Practitioner, At least ten (10) years experience of which five (5) years must be on a junior management or equivalent level in environmental and port health services, Knowledge of Port Health issues, International Health Regulations and relevant South African Legislation, Good computer (MS Word, MS Powerpoint and MS Excel), project management, analysis, research, communication (written and verbal), leadership, financial management, administrative planning and organisational skills, Must be willing to travel and work long and irregular hours, A valid driver’s license.

DUTIES

Ensure Port Health related legislation, policies and guidelines are implemented effectively in the sub-region, Ensure effective implementation of labour Relations Act and related policies, Ensure compliance to South African and International legislation of all imported foodstuffs, baggage, goods, conveyances, postal parcels, hazardous substance and human remains arriving in the sub-region, Comment and provide input on port health draft policies, norms and standards, Coordinate, monitor, and evaluate port health services, Monitor and evaluate port health services rendered at the sub-region, Effectively manage and supervise staff, Evaluate employee performances, Provide financial planning and control of sub-region, budget, including implementation of cost recovery for services rendered, Coordinate the implementation of control measures and management protocols for emerging and re-emerging diseases in respect of international travellers, Ensure proper vector control at sub-region to prevent vector borne diseases from entering and leaving the country, Collaborate and engage with internal and external stakeholders on issues of importance in Port Health, Participate in the District and Regional Disease Outbreak Response Teams to prevent cross-border/cross country transmission of communicable diseases through the points of entry through International travel and trade, Actively participate in the local BCOCC and other relevant cross border structures, Ensure effective communication with all relevant/affected stakeholders, Execute any activities as directed by the Regional Director of Port health.

ENQUIRIES

Mr MAM Ramathuba Tel no: 011 394-3605
POST 32/11 : CHIEF ENVIRONMENTAL HEALTH PRACTITIONER FREE STATE REF NO: NDOH 93/2016

Chief Directorate: Environmental Health and Port Health Services. Directorate: Port Health Sub Region 3

SALARY : R385 899 per annum as per OSD

CENTRE : Free State Province

REQUIREMENTS : A Degree/National Diploma or equivalent NQF 6 qualification in Environmental Health/Public Health and current registration with the HPCSA as an Environmental Health Practitioner. A degree in Environmental Health/Public Health will be an advantage, At least five (5) years experience in environmental and Port Health services after registration with HPCSA. Good communication (written and verbal), supervisory, financial management, computer (MS Word, MS Powerpoint and MS Excel), administrative, planning and research skills. Must be willing to travel and work long and irregular hours. A valid driver’s license.

DUTIES : Comprehensive supervision and monitoring of Port Health services at the Point of Entry, Supervise the inspections of all imported and exported goods under the appropriate legislation. Ensure compliance with legislations, policies and guidelines by all Port Health officials, Supervise the sampling and detention for further assessment any imported foodstuffs, cosmetics, hazardous substance and disinfectants for chemical, bacteriological, histological, irradiation and labeling purposes. Effective supervision of officials, Manage the prevention of cross-border/cross-country transmission of communicable diseases through the port of entry due to International travel and trade, Supervise surveillance and reporting of communicable diseases. Perform administrative duties. Attend to client’s queries in connection with daily operations. Represent the department on intergovernmental agency structures at the Point of Entry.

ENQUIRIES : Mr M.A Ramathuba Tel no: (011) 394 3605

NOTE : Certified copies of original certificates of service must be submitted with the application.

POST 32/12 : FORENSIC ANALYST GRADE I REF NO: NDOH 88/2016

Chief Directorate: Trauma, Violence, Emergency Medical Services and Forensic Pathology Services. Directorate: Forensic Pathology Services, Forensic Chemistry Laboratory

SALARY : Grade 1: R262 020 – R299 592 per annum as per OSD

CENTRE : Cape Town

REQUIREMENTS : A BSc Degree with Chemistry as a major subject/National Diploma in Analytical Chemistry. At least one (1) year experience in Analytical Chemistry would be an advantage, Knowledge of the types and uses of analytical equipment such as a gas chromatograph (GC), high performance liquid chromatograph (HPLC), mass spectrometer, ion chromatograph, spectrophotometer and atomic absorption spectrophotometer, Knowledge of analyses of biological tissue and biological fluids in terms of the Criminal Procedure Act 51 of 1977, as well as foodstuffs and cosmetics in terms of the Foodstuff, Cosmetics and Disinfectants Act, Act 54 of 1972, and Health and Safety Act. Good communication (verbal and written), computer (MS Word, MS Excel and MS Power-Point), facilitation, analytical and interpersonal skills. Ability to work under pressure, as part of a team and to handle confidential information. A valid driver’s licence.

DUTIES : Prepare samples for analysis which includes activities such as grinding, weighing, chemical treatment, heating, filtration, evaporation, distillation, digestion (wet, dry, microwave), solid phase extraction, Conduct statistical evaluation and interpretation of statistical data, Conduct analysis of samples by means of certain processes and methods including, but not limited to GC, HPLC, wet chemistry etc, Maintain chain of custody, Interpret analytical data and calculate results by means of mathematical formula. Reporting results to supervisor. Compile an analysis report and present accurate court testimony.

ENQUIRIES : Ms A Grove’ Tel no: (012) 385-9361

NOTE : A practical test will be conducted on the day of the interview to determine the ability of the candidate.
POST 32/13 : SENIOR ADMINISTRATIVE OFFICER REF NO: NDOH 94/2016
Chief Directorate: Health Facilities Infrastructure Management Directorate: Public Private Partnerships

SALARY : R262 272 per annum (plus competitive benefits)

CENTRE : Pretoria

REQUIREMENTS : A three year Bachelor’s Degree/National diploma or equivalent NQF 6 certificate in Public Administration or any relevant Administration qualification, At least two years experience in administration as an Administrative Officer or equivalent level, Sound and in-depth knowledge of relevant prescripts and application of human resources as well as understanding of the legislative framework governing the Public Service, Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations, Good communication (verbal and written), problem solving, analytical, planning, organisational and computer skills, A valid driver’s licence.

DUTIES : Control of documentations within the Directorate, Manages the mail registers, receiving of document, registering the documents and disseminate documents to the relevant people, Administer human resources management functions, Maintain leave register, ensure that all leave taken are recorded, checked and submitted to Human Resources for capturing, Administer the Directorate’s budget, Compile expenditure reports, Ensure the maintenance of filing system, Ensure the arrangement of meetings, workshops, functions and accommodation and travel for official, Placing of orders and administer payments for the Directorate, Provide logistical support to the Directorate.

ENQUIRIES : Mr Exley Louters Tel no: (012) 395 9629
DEPARTMENT OF HIGHER EDUCATION AND TRAINING

The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

APPLICATIONS

Please Forward Your Application, Quoting The Reference Number To: The Acting Principal, Goldfields TVET College, Private Bag X95, Welkom, 9460 Or Hand Deliver To: 36 Buren Street Flamingo Park, Welkom, Reception Area.

CLOSING DATE

26 August 2016, applications received after the closing date or faxed applications will not be considered.

NOTE

Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by a comprehensive CV and certified copies of qualifications. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need.

OTHER POSTS

POST 32/14

SENIOR EDUCATION SPECIALIST REF NO: GTVETC 03/08/2016
Business Studies

SALARY

R342 753–R779 253 per annum

CENTRE

Welkom Campus

REQUIREMENTS

An appropriate recognised 3 years’ bachelor’s degree or diploma (REQV13) plus 3 years teaching experience in a field of Business Studies, Qualified assessor and moderator (TVET Teaching experience will serve as recommendation), Registration with SACE. Knowledge of Report 191 and NCV Programmes A valid driver’s licence and Computer literacy (attach evidence) Excellent communication skills, ability to work independently, willing to travel to attend meetings and trainings.

DUTIES

Manage registration of students and student induction procedure in co-operation with other line managers. Planning of educator work allocation, Assisting Campus Manager with compilation of the time table, Prepare and deliver lectures to student as per work plan Manage own class attendance records, assessments, tests, year marks and all related duties. Prepare and manage the POA’S and POE’S. Management of Labour Relations Matters. Management of performance appraisal of educators including annual revision of job descriptions.

ENQUIRIES

DR D Radile Tel no: 057 910 6715

POST 32/15

SENIOR EDUCATION SPECIALIST REF NO: GTVETC 04/08/2016
Engineering Studies

SALARY

R342 753–R779 253 per annum

CENTRE

Tosa Campus

REQUIREMENTS

An appropriate recognised 3 years bachelor’s degree or diploma (REQV13) plus 3 years teaching experience in a field of Business Studies, Qualified assessor and moderator (TVET Teaching experience will serve as recommendation), Registration with SACE .Knowledge of Report 191 and NCV Programmes A valid driver’s licence and Computer literacy (attach evidence) Excellent communication skills, ability to work independently, willing to travel to attend meetings and trainings.

DUTIES

Manage registration of students and student induction procedure in co-operation with other line managers. Planning of educator work allocation, Assisting Campus Manager with compilation of the time table, Prepare and deliver lectures to student as per work plan Manage own class attendance records, assessments, tests, year marks and all related duties. Prepare and manage the POA’S and POE’S. Management of Labour relations Matters. Management of performance appraisal of educators including annual revision of job descriptions.

ENQUIRIES

DR D Radile Tel no: 057 910 6715
POST 32/16 : EDUCATION SPECIALIST 2 POSTS REF NO: GTVETC 05/08/2016
Education Studies

SALARY : R342 753–R779 253 per annum
CENTRE : Tosa Campus
REQUIREMENTS : An appropriate recognised 3 year Bachelor’s Degree /Teachers Diploma (REQV 13) plus 2 years teaching experience at TVET College in the field of Business Studies OR Engineering Studies, Qualified Assessor and Moderator. Sound communication skills, Computer Literacy (Attach Evidence) Ability to to teach both NCV Level 2-4 and Report 191 (NATED) Engineering Subjects. A valid driver’s licence (code 8).

DUTIES : Assist with the recruitment of the students, manage their induction, attendance records and determine their training needs, discipline and placements, monitor the assessments and moderation Give professional support and guidance to lecturers and assist HOD with day to day management duties. Oversee the preparation and management of POA’s and POE’s as well as prepare own documentation. Manage and control educators in the division including regular monitoring as per academic year plan. The submission of test and year marks and all other related duties. Ensure quality service delivery in the section and adherence to the College and Subject policies. Report on monthly basis to the prescribed format.

ENQUIRIES : DR D Radile Tel no: 057 910 6715

POST 32/17 : ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: GTVETC 07/08/2016

SALARY : R311 784–R376 626 per annum
CENTRE : Central Office
REQUIREMENTS : An appropriate Bachelor’s Degree/National Diploma/NQF level 6 in Human Resource Management/ Labour Relations or equivalent qualification. A minimum of 5 years' experience in Human Resource Administration with proven experience of at least 3 years Supervisory experience in Human Resources Management Environment. Experience in the appointment and conditions of service of Lecturers and Support Staff will be an advantage. Extensive knowledge and experience of PERSAL System. Must be able to understand and interpret HR prescripts and policies. Must have effective leadership abilities, interpersonal relations and conflict management skills with regard to people management. Good communication skills with a high proficiency in writing. Advanced level of computer literacy (Ms Word, Excel and PowerPoint). Ability to work under pressure and willingness to work extended hours when required. A valid driver’s licence.

DUTIES : To manage the administrative/personnel needs of the staff in the Department and to assist in the management of the conditions of service for all staff of the Department. Ensure that the College’s Staff Establishment is maintained and updated Manage all PERSAL functions which include appointments, transfers, promotions etc. Training skills must be of a satisfactory level to ensure that the candidate will be able to train, evaluate and mentor subordinates and inform departmental staff of prescripts with knowledge and confidence. Writing of submissions, memos and letters. Oversee the Human resources development, Employment Equity, Staff performance Management and employee assistance and wellness functions the candidate will be expected to communicate on a professional and personal level with staff both personally and telephonically, Travel on regular basis to attend meetings.

ENQUIRIES : Mr Moeletsi Pinkoane Tel no: 057 910 6032

POST 32/18 : ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: GTVETC 08/08/2016

SALARY : R311 784 – R376 626 per annum
CENTRE : Central Office
REQUIREMENTS : Three-year Degree or National Diploma, 5 years relevant experience which must include 3 years’ experience in TVET College Must have effective leadership abilities, interpersonal relations and conflict management skills with regard to people management. Good communication skills with a high proficiency in writing. Advanced level of computer literacy (Ms Word, Excel and PowerPoint). Ability to work under pressure and willingness to work extended hours when required. A Valid driver’s licence.
DUTIES: Monitor and report on the implementation of the Strategic Plan and Annual Performance Plan against pre-determined objectives. Schedule and facilitate departmental performance review sessions with Senior Management in the department’s branches to ensure reliability, usefulness and the correctness of information reported. Conducted periodic capacity building sessions on performance monitoring frameworks and guidelines to promote compliance on reporting requirements. Manage and monitor the implementation of improved business processes and rendering of advice to branch managers concerning business processes. (Compilation of standard operating procedure on collection, verification and reporting of performance information per department in the college. Development of policies and procedures to address the collection, verification and reporting on performance targets achieved, Facilitate the submissions and the presentations of departmental performance reports to Senior Management. Prepare and submit monitoring and evaluation, teaching and learning reports on quarterly basis to Management and Department.

ENQUIRIES: Mr Moeletsi Pinkoane Tel no: 057 910 6032

POST 32/19: ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: GTVETC 09/08/2016

SALARY: R311 784–R376 626 per annum
CENTRE: Welkom Campus
REQUIREMENTS: A three year Degree or National Diploma, 5 years relevant experience which must include experience in rendering Students Support Services i.e. Students Wellness interventions; Sports and Recreation, dealing with Student Representative bodies and extra-curricular events as well as experience in supervising and management of staff and the drafting and control of the budgets. Must have effective leadership abilities, interpersonal relations and conflict management skills with regard to people management. Good communication skills with a high proficiency in writing. Advanced level of computer literacy (Ms Word, Excel and PowerPoint). Ability to work under pressure and willingness to work extended hours when required. A Valid driver’s licence.

DUTIES: Planning and implementation of student extra-curricular activities including functions of the SRC; Drafting of an annual operational plan for extra-curricular activities in co- operation with relevant stakeholders. The plan must include inter alia: SRC elections, induction and activities for the year; drafting of budgets; student extra-curricular activities such as sport; art and culture events and recreation; oversee implementation of plan; budget control and reporting on progress. Planning and implementation of student wellness programmes that include HIV/AIDS interventions and campaigns; referrals; counselling services and out-reach programmes. General managerial duties including the supervision of staff in the division; reporting; attendance of meetings (internal and external). The incumbent will be expected to work over weekends/during holidays from time to time as well as to travel on a frequent basis to meetings and functions related to student support services (provincially and nationally).

ENQUIRIES: Mrs PP Zonke Tel no: 057 910 6029

POST 32/20: EDUCATION SPECIALIST 2 POSTS REF NO: GTVETC 06/08/2016

Business Studies

SALARY: R287 862-R719 643 per annum
CENTRE: Welkom Campus
REQUIREMENTS: An appropriate recognised 3 year Bachelor’s Degree /Teachers Diploma (REQV 13) plus 2 years teaching experience at TVET College in the field of Business Studies OR Engineering Studies, Qualified Assessor and Moderator. Sound communication skills, Computer Literacy (Attach Evidence) Ability to teach both NCV Level 2-4 and Report 191 (NATED) Engineering Subjects. A valid driver’s licence (code 8).

DUTIES: Assist with the recruitment of the students, manage their induction, attendance records and determine their training needs, discipline and placements, monitor the assessments and moderation Give professional support and guidance to lecturers and assist HOD with day to day management duties. Oversee the preparation and management of POA’s and POE’s as well as prepare own documentation, Manage and control educators in the division including regular monitoring as per academic year plan. The submission of test and year marks and all other related duties
Ensure quality service delivery in the section and adherence to the College and Subject policies. Report on monthly basis to the prescribed format.

ENQUIRIES : DR D Radile Tel no: 057 910 6715

POST 32/21 : PLACEMENT OFFICER REF NO: GTVETC 10/08/2016

SALARY : R171 069–R201 507 per annum
CENTRE : Tosa Campus
REQUIREMENTS : A recognised 3-year Degree/Diploma (REQV 13). Marketing/Human Resources/Public Administration/Teaching. 5-year experience in the TVET environment with three years’ experience in a college student support environment, vocational lecturing and/or work placement environment. Working knowledge and understanding of the TVET College landscape and its student support framework. Excellent listening, empathy and rapport-building, negotiations and networking skills. Strong leadership, monitoring and evaluation, organisating, financial and administrative skills. Good communication (verbal and written), negotiation and networking, reporting, presentation and facilitation skills. Ability to work under pressure and meet deadlines. Advanced computer skills in MS Excel and MS Word and PowerPoint. A valid driver’s licence.

DUTIES : Plan and support the work placement process of graduates across the College. Organise work placements and support students in the work placement process. Conduct placement visits to monitor the progress of students, and deal effectively with any issues/concerns that may arise. Ensure the orientation and induction of interns and host employers so that they understand the work placement process, the level of support available and are fully equipped to undertake successful work placement. Support the development and maintenance of a database of appropriate host employers and industry links. Monitor the progress of work placement throughout the college. Attend work placement meetings with various stakeholders when necessary. Communicate effectively with interns, host employers, SETAs and various stakeholders on the work placement progress.

ENQUIRIES : Mrs PP Zonke Tel no: 057 910 6029
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.

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.

OTHER POSTS

POST 32/22 : AREA COURT MANAGER 2 POSTS

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

CENTRE : Ref No: 16/105/FS; Bloemfontein Cluster
Ref No: 16/106/FS; Kroonstad Cluster; Re-Advertisement

REQUIREMENTS : Three (3) years Bachelor’s Degree or National Diploma in Administration and / or National Diploma Service Management (NQF Level 5) plus the module on Case Flow Management or equivalent qualification; Six (6) years experience of which three (3) years experience should be in management. Knowledge and experience in office and district administration; A thorough understanding and acknowledge of the department’s various branches and court administration will be an added advantage; Knowledge of Public Financial Management Act (PFMA) and the Department Financial Instructions (DFI); A valid driver’s licence. Skills and Competencies: Excellent communication skills (written and verbal); Computer literacy (MS Office); Strong leadership skills; Data analyses and report writing skills; Budgeting and financial management; Conflict management and dispute resolution; Human Resource Management; Diversity management. Project Management; Good interpersonal relations; Legal interpretation skills.

DUTIES : Key Performance Areas: Co-ordinate and manage the finance, human resources, strategic and business planning processes as well as the facility, security, physical resources, information and communication in relation to courts. Compile, analyses and present court performance statistics and trends as required by the stakeholders; Proper management and monitoring of Third Party Funds Account (TPF) in courts; Provide cash flow support services to the Judiciary and Prosecuting Authority; Develop, implement and facilitate customer service improvement strategies and project intended to improve court management. Provide effective people management.

ENQUIRIES : Ms. N Sithole ☎ (051) 407 1800
Ms. N Dywili ☎ (051) 407 1800.
<table>
<thead>
<tr>
<th>POST 32/23</th>
<th>OFFICE MANAGER: CONSTITUTIONAL DEVELOPMENT REF NO: 16/192/CD</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R612 822–R721 878 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.</td>
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<tr>
<td>CENTRE</td>
<td>National Office: Pretoria</td>
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<td>REQUIREMENTS</td>
<td>Bachelor’s Degree/ National Diploma in Administration or equivalent qualification; 3 years experience in management; Extensive knowledge and understanding of public services policies and procedures; Knowledge of financial management in relation to PFMA Act.</td>
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<td>DUTIES</td>
<td>Key Performance Areas: Perform line function and undertake policy task as required; Provide administrative support services in the branch; Establish, implement and maintain effective processes or procedure for information and documents flow; Manage human, financial and other resources.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms M. Kganyago Tel: (012) 315 1844</td>
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<td>APPLICATIONS</td>
<td>Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.</td>
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<tr>
<td>CLOSING DATE</td>
<td>22 August 2016</td>
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<td>NOTE</td>
<td>People with disabilities are encouraged to apply.</td>
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<tr>
<th>POST 32/24</th>
<th>DEPUTY DIRECTOR: PARTICIPATORY DEMOCRACY REF NO: 16/191/CD</th>
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<tr>
<td>SALARY</td>
<td>R612 822–R721 878 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.</td>
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<td>CENTRE</td>
<td>National Office, Pretoria</td>
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<td>REQUIREMENTS</td>
<td>A Bachelor’s Degree or equivalent qualification; Public Administration Degree will be an added advantage; 3 years experience in Management; Knowledge of legislation, prescripts and Frameworks of the Department; Knowledge of Government policies, good understanding of parliamentary rules and administrative procedures; Knowledge of Constitution, Human Rights issues nationally and internationally as well as social justice issues within the country; Understanding of pillars of executive judiciary.</td>
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<td>DUTIES</td>
<td>Key Performance Areas: Provide technical and strategic support in designing, implementing and assessing the directorate programmes; Promote social cohesion, active citizenship and participatory democracy including issues of justice, Constitutional democracy and Human rights; Build stakeholders relations and develop community empowerment programmes; Liaise with civil organizations, municipalities, provincial offices and National Departments; Provide effective people management.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms M Kganyago Tel: (012) 315 1844</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.</td>
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<td>NOTE</td>
<td>People with disabilities are encourage to apply.</td>
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<tr>
<th>POST 32/25</th>
<th>SENIOR ASSISTANT STATE ATTORNEY LP5-LP6 REF NO: 16/188/SA</th>
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<tr>
<td>SALARY</td>
<td>R422 586–R997 008 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.</td>
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<td>CENTRE</td>
<td>State Attorney Thohoyandou Office</td>
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REQUIREMENTS: LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; A valid driver's license; Skills and Competencies: Computer literacy; Communication skills; Interpersonal relations; Supervisory and mentoring skills; Legal research and drafting; Case flow management; Strategic and conceptual orientation; Project management; Problem solving and conflict management; Ability to work under pressure.

DUTIES: Key Performance Areas: Represent the state in Litigation and Appeal in the High Court, Magistrates Court, Labour Court, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice or opinions; Draft legal documents and conduct research; Provide supervision and training to other professional staff; Maintain all records of work performed and provide statistics; Deal with all forms of arbitration, including inter-departmental arbitration register trust and debt collection; Provide conveyancing and notarial services.

ENQUIRIES: Mr. M. Kooko (012) 357 1164

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

CLOSING DATE: 22 August 2016

NOTE: A current certificate of good standing from the relevant law Society must accompany the application People with disabilities are encouraged to apply

POST 32/26: CLUSTER MANAGER: COURT INTERPRETING 2 POSTS

These posts are a re-advertisement; candidates who previously applied are encouraged to re-apply

SALARY: R311 784 – R 376 254 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: REF NO: 16/97/FS Magistrate’s Offices, Kroonstad
REF NO: 16/VA88/NW Molopo Sub Cluster

REQUIREMENTS: NQF level 4/ Grade 12 and National Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English and two or more indigenous languages; Six year’s practical experience as a Court Interpreter with minimum three years supervisory experience; A valid driver’s licence. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting. Language requirements: Proficiency in two (2) or more indigenous languages Kroonstad: English, Afrikaans, Sesotho, Setswana and isiXhosa. Language proficiency: Molopo: Setswana, Afrikaans, English, isiZulu and isiXhosa, Sepedi, Sesotho, Tsonga, and Venda will serve as an added advantage.

DUTIES: Key Performance Areas: Manage the Cluster Legal Interpreting, Language services and stakeholder relations; Develop the legal interpreting and language services operational plan for the Cluster and the Province; Manage both human and nonhuman resources of legal interpreting and language service in the Cluster; Manage special projects of legal interpreting and language service; Manage evaluation and quality assurance; Manage compliance of the code of conduct.

ENQUIRIES: Ms NM Dywili (051) 407 1800
Mr. B Sibiya (018) 397 7061.

APPLICATIONS: Free State: 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. Mmabatho: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.

CLOSING DATE: 22 August 2016

NOTE: Separate applications must be made and quoting each center

21
POST 32/27: ADMINISTRATIVE OFFICER REF NO: 2016/151/GP
Contract Appointment until 31 March 2017

SALARY: R262 272 Plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS: Magistrate Pretoria
Three years National Diploma in Public Administration / Public Management or equivalent. 3 years experience in Clerical / Administrative work. Sound knowledge of Human Resource Management, Financial Management, Budget control, Asset and Facility Management, Supply Chain Management and Risk Management; Extensive knowledge of the PFMA, DFI, BAS and JYP; A valid driver’s licence. Skills and Competencies: Computer literacy; Communication skills; Motivating solving skills; Planning and organizing; Good interpersonal relations;

DUTIES: Key Performance Areas: Provisioning of general supervision over clerical staff and work in the administration; Checking if diverse documents for completion and correctness; Assisting with control over duties related to the Domestic Violence, Maintenance, Provisioning Administration, Cash Hall, Criminal and Civil sections, and General Services; Rendering efficient and effective support to the courts; Investigating in formal disciplinary matters; Managing performance in the office and quarterly assessment of staff; Handling of correspondence; Drafting memorandum, submission and reports as well as compile statistics; Rendering advise / assistance on wide spectrum of matters; Facilitation of training and development of clerical staff;

ENQUIRIES: MR T Modise (011) 332 9000
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000
CLOSING DATE: 29 August 2016

POST 32/28: ASSISTANT STATE ATTORNEY LP3-LP4 REF NO: 16/186/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 REQUIREMENTS: State Attorney: Cape Town
An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post legal/litigation experience; a valid driver’s licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).

DUTIES: Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate’s Court, Labour Court, Land Claims Court and CCMA, Draft and/or settle all types of agreements on behalf of the various clients; Furnish legal advice/opinions and contracts; Deal with all forms of arbitration, including inter-departmental arbitrations and debt collection; Attend to liquidation, insolvency queries, register and companies.

ENQUIRIES: Mr E. Seerane (012) 315 1780
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.
CLOSING DATE: 22 August 2016
NOTE: People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.

POST 32/29: SENIOR COURT INTERPRETERS 2 POSTS
These posts are re-advertisements; candidates who previously applied are encouraged to re-apply

SALARY: R211 194 – R 248 781 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS: REF NO: 061/15/NC Kimberley Magistrate Office
REF NO: 097/15/NC Kimberley Magistrate Office
Grade 12/ NQF Level 4; National Diploma: Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF Level 5; Three (3) years’ practical experience as a Court Interpreter .Knowledge of Policies, prescripts, legislation,
court proceedings and cultural diversity. A valid drivers’ license will be an added advantage.

DUTIES : Key Performance Areas: Render interpreting services. Translate Legal Documents and Exhibits; Develop Terminology; Assist with the reconstruction of Court Records; Perform Specific Line and Administrative Support Functions; Control and Supervision of Interpreters.

ENQUIRIES : Mr J. Tope (053) 802 1300

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

CLOSING DATE : 29 August 2016

NOTE : Applicants will be subjected to a Language test. Language Requirements: isiXhosa, Tswana, English, Afrikaans are compulsory. Sotho, Sepedi, XiTsonga, Tshivenda and isiZulu will be an added advantage. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail. If applying for more than one post, please state the name of the office and reference number as well as order of preference. A separate application must be submitted for each post.

POST 32/30 : MAINTENANCE INVESTIGATOR REF NO: 16/109/FS 3 POSTS

SALARY : R211 194 – R248 871 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate’s Office, Bethlehem, Bloemfontein and Welkom

REQUIREMENTS : Grade 12 certificate; an applicable legal qualification or paralegal qualification. Experience in Family Law matters; Knowledge of the Maintenance Act (Act 990 of 1998); a valid drivers’ licence. Skills and Competencies: Computer literacy (MS Office). Good communication skills (verbal and written); Numeric skills. Ability to: Work with the public in a professional and empathetic manner. Develop a thorough understanding of all services procedures; Involved in the area of Maintenance and other areas of Family Law. Explain legal terminology and processes in simple languages. Manage time effectively and develop good facilitation skills. Think innovatively and work in pressured environment. Assist the court in the conducting of Maintenance enquiries.

DUTIES : Key Performance Areas: Trace persons liable to pay maintenance and Maintenance defaulters; Gather and secure information related to maintenance enquiries and defaulters. Testify in court under the supervision and control of Maintenance Officers / Maintenance Prosecutors; Work with the public in a professional and empathetic manner; Render administrative support to the office; Outdoor function requiring physical tracing capabilities. Drafting of Legal Documents; Manage time effectively and demonstrate good facilitation skills.

ENQUIRIES : Ms. NM Dywili at (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.

CLOSING DATE : 29 August 2016
APPLICATIONS: Applications must be sent to: The Department of Planning, Monitoring and Evaluation, attention Ms J Mchunu, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. Website: www.dpme.gov.za

CLOSING DATE: 26 August 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 shortlisted 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 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 32/31: ASSISTANT DIRECTOR: DATA SUPPORT REF NO: 043/2016

SALARY: R389 145–R458 385 per annum, Level 10 plus benefits

CENTRE: Pretoria

REQUIREMENTS: A relevant 3 year tertiary qualification majoring in Statistics, Econometrics, Mathematics, Informatics or other quantitative fields and at least three years experience in a data management, analysis and reporting. A high level of computer literacy and advanced Microsoft Excel skills are essential. Experience in the production and publication of technical reports will be an added advantage. Candidates should have knowledge and an understanding of the government-wide monitoring and evaluation system as well as knowledge of monitoring and evaluation in a public sector context. Must have good organisational and interpersonal relations, communication and project management skills. Must have the ability to maintain high level of confidentiality and be able to work under pressure.

DUTIES: The successful candidate will assist and support the establishment, improvement and maintenance of specific integrated data systems. This entails assisting with the development and implementation of needs driven data and knowledge management systems. Collect data inputs and regulate data flow in respect of specific governmental institutions. Produce quality information outputs in support of the monitoring and evaluation information framework. Coordinate data collection, processing and protocols. Develop applicable data processing and
storage systems. Liaise with clients and other information specialists on the
collection, analysis, and interpretation of data. Conduct research on products and
trends for the enhancement of information systems

ENQUIRIES : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312 0462 and in connection with the post, Mr M Maluleke at Tel No (012) 312 0152


SALARY : R211 194–R248 781 per annum, Level 07 plus benefits

CENTRE : Pretoria

REQUIREMENTS : A relevant 3 year tertiary qualification or equivalent plus a minimum of 2 years relevant working experience in the various disciplines related to demand and acquisition management is essential OR a Grade 12 or equivalent plus a minimum at least 8 years relevant working experience in the various disciplines related to demand and acquisition management. Must have knowledge of market research and analysis of supplier Bid secretariat. Knowledge of RFQ and RFP is essential. Additional: Completion of tender administration related course(s) and/or Supply Chain Management course(s). Sound knowledge and understanding of PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and all other Supply Chain Management related prescripts. Skills required include; good communication (written and verbal) skills, planning and organizational skills, proven Computer literacy and sound knowledge of the Microsoft Office suite of applications is essential, ability to work independently and as a team and ability to work under pressure and tight deadlines

DUTIES : The successful candidate will be responsible for implementing an effective and efficient demand and acquisition management system within the Department. This would involve; Assist with conducting market research for potential suppliers and industry analysis for specific commodities, Ensure compliance with Supply Chain Management policy and procedures and ensure that all procurement of goods or services is in accordance with delegations and that all procurement of goods or services and directives; Ensure effective utilization of supplier database and updating thereof, Administer invitation and evaluation of quotations, Render Bid secretariat functions, Evaluate Supplier performance functions in line with policy prescripts. Assist with closing and opening of tenders, Render advice and provide support at specification, briefing and bid evaluation meetings, Compile and complete tender documents and files, Assist with preparing management information and statistics and report as required, Assist with monitoring and conducting follow up on outstanding requests and documents and Attend to queries related to Demand and Acquisition.

ENQUIRIES : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312 0462 and in connection with the post, Mr M Prinsloo at Tel No (012) 312 0417
DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

CLOSING DATE: 29 August 2016, 16H30

NOTE: 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 by department. 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). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers. A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Applications can be posted to: Department of Public Service and Administration, Private Bag X916, Pretoria 0001 or delivered to Batho Pele House, 546 Edmond Street, Arcadia, 0083 for the attention of Thabang Ntsiko. E-mail and Faxed applications will not be considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within Three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

MANAGEMENT ECHELON

POST 32/33: DIRECTOR: AFRICAN PEER REVIEW MECHANISM REFNO: DPSA/0011

SALARY: All inclusive package of R864 177 per annum, Level 13. An annual pay progression up to a maximum salary of R1, 017 972 is possible, subject to satisfactory year on year performance. The all-inclusive remunerative package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to your needs within the SMS framework.

CENTRE: Pretoria

REQUIREMENTS: A Bachelor’s degree or equivalent qualification at NQF level 7 in International Relations, African Studies, Political Science, Sociology, Public Administration/Management or related field. At least Five (5) years’ appropriate experience at a Middle/Senior Management level and/or functional experience within policy, politics, research and professional environment dealing with good governance across economic, political, corporate and socio-economic contexts. Proven work experience within and interaction with high level policy makers will be an added advantage. Sound knowledge of governance issues and international relations, good analytical, writing and presentation skills. Client focus and client management. Computer skills. A valid driver’s licence.

DUTIES: Manage and conduct research for the development of the African Peer Review Mechanism implementation strategies in South Africa and internationally. Manage and oversee the monitoring and evaluation of the implementation of African Peer Review Mechanism National Plan of Action. Manage and maintain the African Peer Review Mechanism Evaluation system. Manage and coordinate research on trends and best practice on issues related to and produce reports. Manage, coordinate and monitor the development of Public Participation strategies, frameworks and programmes.

ENQUIRIES: Mr T Thusi, Tel no: (012) 336 1324
ANNEXURE I

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts and as contemplated by the relevant component’s EE Plan. We reserve the right not to fill a position.

CLOSING DATE: 26 August 2016 at 16:00

NOTE:
Applications must be submitted on form Z83, obtainable from any Public Service department and should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Applicants must also provide three referees with the following information: name and contact numbers as well as an indication of the capacity in which the reference is known to the candidate. Failure to submit the requested documents may result in your application not being considered. If you apply for more than one post in the DRDLR, please submit a separate application form for each post. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. If you have not been contacted for an interview within three months of the closing date, please note that your application was not successful. Correspondents will be entered into with short-listed candidates only.

OTHER POSTS

POST 32/34
PROFESSIONAL ENGINEER (CIVIL) REF NO: 3/2/1/2016/099
Directorate: Rural Infrastructure Development

SALARY: R504 477 per annum (The salary is in accordance with the OSD)

CENTRE: Western Cape

REQUIREMENTS:

DUTIES:
Design new system to solve practical engineering problems and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards also code of practice. Approve engineering works according to prescribed norms and standards. Human capital development. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Office administration and budget planning. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure on projects. Report on expenditure and service delivery. Research and development. Continuous professional development to keep up with...
new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

APPLICATIONS: Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X9159, Cape Town, 8001 or hand it delivered to: 14 Long Street, 1st Floor, Cape Town, for the attention of: Human Resource Management

NOTE: African, Coloured, Indian and White Males and Females and people with disabilities are encouraged to apply.

POST 32/35: PROFESSIONAL ENGINEER (CIVIL) REF NO: 3/2/1/2016/094
Directorate: Rural Infrastructure Development

SALARY: R594 477 per annum (The salary is in accordance with the OSD)
CENTRE: Free State (Bloemfontein)

DUTIES: Design new system to solve practical engineering problems and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards also code of practice. Approve engineering works according to prescribed norms and standards. Human capital development. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Office administration and budget planning. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure on projects. Report on expenditure and service delivery. Research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

APPLICATIONS: Please forward your application, quoting the relevant reference number to: The Provincial Shared Service Centre, Private Bag X20803, Bloemfontein, 9300 or hand delivered it to: SA Eagle Building, 136 Charlotte Maxeke (Maitland) Street, 2nd floor, Room 204, for the attention of: Human Resource Management

NOTE: Coloured, Indian and White Males and Females and people with disabilities are encouraged to apply. The Department further reserves the right to test candidates by means of case studies as part of the interview process.

POST 32/36: PROFESSIONAL ENGINEER (CIVIL) REF NO: 3/2/1/2016/095
Directorate: Rural Infrastructure Development

SALARY: R594 477 per annum (The salary is in accordance with the OSD)
CENTRE: KwaZulu Natal (Pietermaritzburg)

**DUTIES**: Design new system to solve practical engineering problems and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards also code of practice. Approve engineering works according to prescribed norms and standards. Human capital development. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Office administration and budget planning. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure on projects. Report on expenditure and service delivery. Research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

**APPLICATIONS**: Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Provincial Shared Services Centre, Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 270 Jabu Ndlovu Street, Pietermaritzburg, 3201 for the attention of: Human Resource Management.

**NOTE**: African, Coloured, Indian and White Males and Females and people with disabilities are encouraged to apply.

**POST 32/37**: PROFESSIONAL ENGINEER (CIVIL) REF NO: 3/2/1/2016/096

**Directorate**: Rural Infrastructure Development

**SALARY**: R594 477 per annum (The salary is in accordance with the OSD)

**CENTRE**: Gauteng


**DUTIES**: Design new system to solve practical engineering problems and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards also code of practice. Approve engineering works according to prescribed norms and standards. Human capital development. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Office administration and budget planning. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure on projects. Report on expenditure and service delivery. Research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering...
technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

APPLICATIONS: Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X09, Hatfield, 0028 for the attention of Ms. Sibongile Mkhize or Hand delivered to physical address: 6th Floor, 524 Suncardia Shopping Centre, Corner Steve Biko and Stanza Bopape Streets, Arcadia, Pretoria.

NOTE: Coloured, Indian and White Males and African, Coloured, Indian and White Females and people with disabilities are encouraged to apply.

POST 32/38: CANDIDATE ENGINEER (CIVIL) REF NO: 3/2/1/2016/097
Directorate: Rural Infrastructure Development
(One year contract)

SALARY: R512 244 per annum (The salary is in accordance with the OSD)

CENTRE: Eastern Cape


DUTIES: Design new system to solve practical engineering problems and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Promote safety in line with statutory and regulatory requirements. Office administration. Promote inputs for the facilitations of resource utilisation. Adhere to regulations and procedures for SCM and HR administration. Report on service delivery. Research and development. Keep up with new technologies and procedures. Research/Literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters. Follow approved programme of development for registration purposes.

APPLICATIONS: Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X1716, Quigney, East London, 5200 or hand it delivered to: Block H, Ocean Terrace, 15 Coutts Street, Quigney, East London, for the attention of: Human Resource Management.

NOTE: African, Coloured, Indian and White Males and Females and people with disabilities are encouraged to apply.

POST 32/39: CANDIDATE ENGINEER (CIVIL) REF NO: 3/2/1/2016/098
Directorate: Rural Infrastructure Development
(One year contract)

SALARY: R512 244 per annum (The salary is in accordance with the OSD)

CENTRE: Northern Cape


DUTIES: Design new system to solve practical engineering problems and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Promote safety in line with statutory and regulatory requirements. Office administration. Promote inputs for the facilitations of resource utilisation. Adhere to regulations and procedures for SCM and HR administration. Report on service delivery. Research and development. Keep up with new technologies and
procedures. Research/Literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters. Follow approved programme of development for registration purposes.

APPLICATIONS: Please forward our application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X5007, Kimberley, 8301 or hand delivered to: New Public Building 6th Floor, corner of Knight and Stead streets, Kimberley, for the attention of Human Resource Management

NOTE: African, Coloured, Indian and White Males and Females and people with disabilities are encouraged to apply.

POST 32/40: CANDIDATE CONSTRUCTION PROJECT MANAGER REF NO: 3/2/1/2016/091
Directorate: Rural Infrastructure Development (One year contract)

SALARY: R512 244 per annum, the salary is in accordance with the OSD

CENTRE: Free State (Bloemfontein)


DUTIES: Manage and co-ordinate all aspects of projects under the supervision of a Construction Project Manager. Develop project planning, implementation monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Construction Project Manager. Identify resources needed and assign individual responsibilities. Monitor day to day operational aspects of a project and scope. Implement methods and enforce project standards to minimize risk on projects. Conduct integrated project planning with relevant local and district stakeholders. Project accounting and financial management. Report project progress to Project Manager. Manage project budget and resources in consultation with Project Manager. Provide office administration. Provide inputs to Construction Project Manager with tender administration. Liaise and interact with service providers, client and management under the guidance of the Construction Project Manager. Contribute to the human resources and related activities. Maintain record management systems and architectural library. Conduct research and development. Keep up with new technologies and procedure. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.

APPLICATIONS: Please forward your application, quoting the relevant reference number to: The Provincial Shared Service Centre, Private Bag X20803, Bloemfontein, 9300 or hand delivered it to: SA Eagle Building, 136 Charlotte Maxeke (Maitland) Street, 2nd floor, Room 204, for the attention of: Human Resource Management

NOTE: Coloured, Indian and White Males and Females and people with disabilities are encouraged to apply. The Department further reserves the right to test candidates by means of case studies as part of the interview process.

POST 32/41: CANDIDATE QUANTITY SURVEYOR REF NO: 3/2/1/2016/106
Directorate: Rural Infrastructure Development (One year contract)

SALARY: R443 391 per annum (The salary is in accordance with the OSD)

CENTRE: North West

REQUIREMENTS: Four year Survey/ Geomatics Degree (BSc-Survey/Geomatics) or related qualification. Compulsory registration with SACQSP as Candidate Quantity Survey. No previous experience required. Knowledge of the following: Project

DUTIES
Provide support in surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety. Examine applications on new and existing technologies. Perform surveys of varied nature. Development of cost effective solutions according to standards. Provide support to Professional Surveyors and associates in field and workshop. Render support in the evaluation plans, existing technical manuals, standards drawings and procedures to incorporate new technology. Promote safety in line with statutory and regulatory requirements.

APPLICATIONS
Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X74, Mmabatho, 2735 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735, for the attention of: Human Resource Management.

NOTE
African, Coloured, Indian and White Males and Females and people with disabilities are encouraged to apply.

POST 32/42
PROJECT COORDINATOR: COMMUNAL TENURE REF NO: 3/21/2016/092
Directorate: Tenure Reform Implementation

SALARY: R389 145 per annum, Level 10
CENTRE: Eastern Cape (Chris Hani District)

DUTIES: Facilitate the implementation of Upgrading of Land Tenure Rights. Develop land profile. Consult with internal and external stakeholders. Compile a report. Facilitate the implementation of Land Title Adjustment. Conduct investigations. Prepare terms of reference. Coordinate the implementation Transformation of Certain Rural Areas. Prepare transformation process. Facilitate the gazetting and notices process. Gather information. Facilitate the effected decision and approval. Compile executing report. Inform stakeholders about the upcoming Transformation of Certain Rural Areas Act (TRANCRA) legislation and process as and when available. Provide relevant information and training to deferent stakeholders in the area of Tenure Upgrading-Upgrading of land Tenure Rights Act (ULTRA), TRANCRA, 111 & 119 on a continuous basis. Assist other Sub-directorates within the directorate with training to support implementation and capacity building when required. Conduct training workshops staff and other role players in the Tenure Upgrading- ULTRA, TRANCRA, 111 & 119 when required. Attend workshops and meetings on implementation of the relevant Acts when required. Assist with developing land tenure policy, systems and procedures to support policy analysis of the Directorate when required. Manage performance of staff periodically. Identify development needs of staff and clients when required. Design and develop training programmes for staff on a continuous basis. Perform administrative tasks as and when required. Compile work plans weekly, monthly, quarterly and annually.

APPLICATIONS: Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, P O Box 1716, Quigney, East London, 5200 or hand it delivered to: Block H, Ocean Terrace, 15 Coutts Street, Quigney, East London, for the attention of: Human Resource Management.
NOTE

African, Coloured, Indian and White Males and Female and people with disabilities are encouraged to apply.

POST 32/43

PROJECT COORDINATOR: LAND RIGHTS REF NO: 3/2/1/2016/093
Directorate: Tenure Reform Implementation

SALARY

R389 145 per annum, Level 10

CENTRE

Eastern Cape (Amathole District)

REQUIREMENTS


DUTIES

Facilitate the implementation of Extension of Security of Tenure programme. Respond to all enquiries on ESTA accordingly. Liaise with Justice Ministry, Department of Nature Conservation and Game Farmers, Conventional Farmers/ Farm owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA/LTA. Draw up a database for monitoring and evaluation of intervention processes of all cases. Conduct training workshops for staff and other role players in the land reform. Assist staff in the District offices to incorporate changes in land reform policy and procedures into their planning and implementation. Attend workshops and meetings on implementation of relevant Acts continually. Facilitate the implementation of Interim Protection of Land Rights interventions. Monitor and facilitate the implementation of Labour Tenants programme. Address the Labour Tenants Act (LTA) claims that have been lodged. Categorise LTA cases according to claimants’ settlement choices as required. Respond to all enquiries on LTA accordingly.

APPLICATIONS

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, P O Box 1716, Quigney, East London, 5200 or hand it delivered to: Block H, Ocean Terrace, 15 Coutts Street, Quigney, East London, for the attention of: Human Resource Management

NOTE

African, Coloured, Indian and White Males and Female and people with disabilities are encouraged to apply.
ANNEXURE J

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 26 August 2016. Time: 16H00

APPLICATIONS:
For Centre: Pretoria: please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, corner Cnr Visagie and Bosman, street, Pretoria. For attention: Ms Cindy Mazibuko
For Centre: Central Operation (Pretoria): The Department of Water and Sanitation, NWRI: Central Operations, Private Bag X 273, Pretoria, 0001 or Hand Deliver at Praetor Forum Building, 1st Floor Reception, 267 Lillian Ngoyi Street, Pretoria, 0001. For attention: Mr BK Shiphamele
For Centre: Bloemfontein please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300 or hand deliver at Sanlam Plaza Building, 2nd Floor, c/o Charlotte Maxeke and East Burger Street, Bloemfontein. For attention: Mr PJ Mofokeng
For Central Operations, (Usutu Vaal Area Office) Please forward your application quoting the reference number to: The Department of Water and Sanitation, Private Bag X2021, Standerton, 2430 or hand deliver to Grootdraai Dam, Admin Building, Room 1. For attention: Ms PN Myeni
For Centre: Central Operations (Usutu River) Please forward your application quoting the reference number to: The Area Manager, Usutu River GWS, Department of Water and Sanitation, P/Bag X 1004 Amsterdam, 2375 or hand deliver to Jericho Dam, Admin Building, Amsterdam, Human Resource office. For attention: Ms K.E Thomo
For Centre: Bellville please forward your applications quoting the relevant reference number to: The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville. For attention: Mr. B. Saki 021 941 6018

NOTE:
Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity Document. For all posts, please forward your application quoting the relevant reference number, to the address mentioned at each post. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA).
“All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools” People with disabilities are highly encouraged to apply for the posts. “People who are not employed by the Public Service Departments are welcomed to apply for posts

MANAGEMENT ECHELON

POST 32/44: CHIEF ENGINEER GRADE A: INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE REF NO: 260816/01

SALARY: R871 458 per annum (all inclusive OSD salary package)
CENTRE: Bloemfontein
REQUIREMENTS: Engineering Degree (B Eng/BSC (Eng) in Civil or Chemical Engineering qualification. Six (6) years post qualification experience and registered as a Professional Engineer. Compulsory registration with Engineering Council of South
Africa (ECSA) as Professional Engineer (proof of registration must be attached). A valid driver’s license. Project Management; Knowledge of water sector legislation; Communication skills; Problem solving and analysis; Decision making; Knowledge of Engineering Code of Conduct; Knowledge of Water Resource Management; Technical report writing; Knowledge management; Knowledge of Water Resource Infrastructure and Management.

**DUTIES**: Perform and manage all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications and provide strategic direction in the process. These entail the following activities:
- Perform and manage all engineering activities related to water and wastewater infrastructure through engineering design, analysis and maintenance of engineering operational effectiveness (Designs and evaluates design elements);
- Provide strategic direction in water services infrastructure and associated processes through governance (Plans engineering projects and systems);
- Communicates with relevant stakeholders with regards to projects and activities;
- develop, maintain and upgrade best practices technologies; Manage Professional Service Providers (PSPs) contracts (Oversee and manage all work conducted by PSPs, Delegate work to PSPs, Oversee and monitor all PSP contracts);
- Provide leadership to the sector; Conduct strategic and business planning for the Sector;
- Financial and Human Resource Management. Engineering principles are to be applied to ensure water service infrastructure development and maintenance programme and project management, legal and operational compliance. Contribute to the strategic plan of the branch, assist in developing strategic plan and annual business plan and budget for the Directorate, revises plans quarterly.
- Provide verbal and written reports to managers.

**ENQUIRIES**: Mr M Manyama, Telephone (051) 405 9000

**POST 32/45**: NATIONAL PROJECT MANAGER: REGIONAL BULK INFRASTRUCTURE PROGRAMME REF NO: 260816/02

**SALARY**: R864 177 per annum, Level 13

**CENTRE**: Pretoria

**REQUIREMENTS**: Project Management Degree NQF 7 or equivalent qualification. Five (5) – ten (10) years management experience of which 5 years experience should be at Middle/Senior management level; Knowledge of relevant legislation within the water sector; policy and strategy development; conceptual and analytical thinking; project and programme. Leadership management; decision making and problem solving; dynamic and innovative person with an advanced level of strategy facilitation, negotiation, presentation, and public speaking skills, as well as capability to influence / interact with key stakeholders within the water sector. Understanding of the business and budget planning framework of the South African Government, including the understanding of relevant public service prescripts. Valid driver’s license. Willingness to work extended hours and travel extensively.

**DUTIES**: Coordinate with Head Office and Regional Teams (Water resources, Institutional, Financial, Planning, Implementation, Legal). To ensure successful planning and implementation of the Regional Bulk Infrastructure Programme. Ensure programme and financial management; Roll out of regional bulk business process. Identify and confirm the short, medium and long term interventions to ensure successful implementation. Monitor and report the implementation of the Regional Bulk Programme. Conduct performance evaluations. Arrange and attend meetings with nine regions / provinces. Support Water Services Authorities through the regional office to develop projects plans and ensure that implementation takes place within the defined scopes and timeframes. Participate in the regional inter-governmental structures.

**ENQUIRIES**: Mr M Mulaudzi Tel: (012) 336-6617

**POST 32/46**: DIRECTOR: SANITATION INTER-DEPARTMENTAL CO-ORDINATION CHIEF: REF NO: 260816/03

**SALARY**: R864 177 per annum (All inclusive package), Level 13

**CENTRE**: Pretoria

**REQUIREMENTS**: B - Degree NQF 7 qualification in Development Studies/Public Administration. Six (6) – ten (10) years experience in Water and Sanitation Services of which (5) years should be at Middle/Senior Management Level. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and

**DUTIES**: Ensuring that sanitation is implemented in a sustainable manner by supporting the municipalities while planning their sanitation projects. Co-ordinate activities within the sanitation sector through existing forums and bilateral relationships with the aim of meeting sanitation targets. Facilitate and coordinate sector inputs in the development of National and Provincial strategic objectives as to ensure alignment in the implementation of sanitation programmes. Coordinate and guide the development of district sanitation plans by ensuring that the plans are in line with national norms and standards. Co-ordinate and consolidate inputs sanitation sector progress reports to Cabinet, IMC, Portfolio Committee and other forums.

**ENQUIRIES**: Ms T Mpotulo, tel (012) 336 7016

**OTHER POSTS**

**POST 32/47**: CHIEF PROFESSIONAL SURVEYOR GRADE A REF NO: 260816/04

**SALARY**: R750 984 per annum (All inclusive OSD salary package)

**CENTRE**: Pretoria

**REQUIREMENTS**: Four years Surveyor/Geomatics Degree (BSc-Survey/Geomatics or relevant qualification. Six (6) years post qualification Survey experience required. Compulsory registration with PLATO as a professional Surveyor on appointment (proof of registration must be attached). Valid driver’s license. Knowledge of Microsoft computer programmes. Technical report writing and analysis skills. Ability to communicate effectively at different levels with stakeholders. Knowledge of the National Water Act and related water policies. Analytical and innovative thinking ability as well as problem solving skills, ability to research and analyse documents and situations. Ability to work under pressure. Programme and project management, survey, legal and operational compliance, survey operational communication, process knowledge and skills, survey design and analysis knowledge, research and development. Willingness to travel extensively and work extended hours

**DUTIES**: Provide expert advisory and support services; Allocate, control, monitor and report on all resources; compile risk logs and manages significant risk management practice and organisational requirement; provide technical consulting services; continuously monitor the exchange and protection of information between operations and individuals to ensure competent knowledge; manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives

**ENQUIRIES**: Mr M.E Mulaudzi, tel (012) 6617

**POST 32/48**: DEPUTY DIRECTOR: SERVICE QUALITY STANDARDS REF NO: 260816/05

**SALARY**: R726 276 per annum (All inclusive package), Level 12

**CENTRE**: Pretoria

**REQUIREMENTS**: B-Degree or NQF level 7 qualification Natural Sciences/Social Science/Development studies Three (3) to five (5) years relevant experience in the water sector. Knowledge of Water and Sanitation legislation, policies and strategies. Knowledge of Provincial and Local government policies and strategies. Knowledge of Public Service Act, Regulations, Public Finance Management Act and treasury regulations. Understanding and knowledge of Project Management. Excellent problem solving and analysis skills. Should have a framework for managing performance information. Knowledge of integrated water sector matters.

**DUTIES**: Support the roll out and monitor the implementation of regulation 509. Support the disputes resolution process by investigating technical matters. Manage and guide the development of GIS mapping of tariff structures per service area. Manage the collation and translation of all technical information into the relevant tariff model. Ensure management of human resources.

**ENQUIRIES**: Ms. S Moshidi (012) 336 6614

**POST 32/49**: DEPUTY DIRECTOR: STRATEGIC SUPPORT REF NO: 260816/06

**Salary**: R612 822 per annum (all-inclusive package), Level 11

**Centre**: Pretoria
**REQUIREMENTS**


**DUTIES**

The monitoring of strategic management inputs and programmes. Ensure co-ordination and analysis of strategic inputs and budget planning. Ensure the creation of coherence and synergy across all functional areas. Ensure compilation of the budget and monitoring expenditure. Monitors and reports in the progress of flagship projects.

**ENQUIRIES**

Mr LV Mfomande, tel (012) 336 8667

**POST 32/50**

ENGINEER (PRODUCTION) GRADE A-C REF NO: 260816/07

Division: Infrastructure Development and Maintenance

**SALARY**

R594 477 – R911 355 per annum (all inclusive OSD salary package – offer based on proven years of experience)

**CENTRE**

Bloemfontein

**REQUIREMENTS**


**DUTIES**

Monitor projects and integrated water resource programmes. Assist and support all water sectors (Mining, Industries, Energy, Agriculture and Domestics) in the pre-planning, planning and implementation of the projects. Ensure effective integrated water resource planning in the Free State Provincial Office. Perform water resource management functions. Evaluate projects designs, technical drawings on MIG and RBIG projects and make recommendations for approval. Ensure the development and evaluation of the implementation readiness reports and feasibility studies by all water sectors. Liaise with WSA and consultants regarding the development of the technical reports. Act as the programme manager during the approval of MIG and RBIG. Evaluate and conduct technical reports and feasibility studies in the Free State Provincial Office. Compile performance evaluation reports for all water sectors in the Free State Provincial Office. Attend all integrated water planning meetings. Liaise with all water sectors on infrastructure development programme. Recommend on MIG projects, attend to IDP and PMU meeting with WSAs. Assess and give technical input in the WSDP, IDP, PWSP and FSDP. Provide advisory support to WSA and give inputs on the development of operation and maintenance plans for water services schemes. Produce analytical reports that reflect water service sector technical reports. Update the monthly, quarterly and annual progress reports as per the Provincial Operational Plan. Manage, supervise and train Engineering Technicians and Graduate trainees. Manage the project budget and MTEF sectional budget.

**ENQUIRIES**

Mr M Manyama, Tel (051) 405 9000

**POST 32/51**

CONTROL ENGINEERING TECHNICIAN: CIVIL GRADE A

This post is a re-advertisement those who has previously applied are encouraged to re-apply

**SALARY**

R369 408 per annum (all inclusive OSD salary package)

**CENTRE**

Western Cape Regional Office: Bellville

DUTIES: To manage the Hydrology Division including the Bellville office and 2 Satellite offices (Worcester and George office). Advise and inform Water Sector Support on all relevant Hydrological strategic and operation issues pertaining to water resource data and information. Represent the Provincial office on all Hydrology platforms including all the National Hydrology Meetings. Manage the Western Cape Integrated Water Monitoring Committee Meetings. Manage the Disaster Management Technical Task Team. Support the Disaster Management Function in the Region and represent the Provincial office on all National and provincial Disaster Management Forums. Facilitate the Audit process and resultant outcome to Western Cape data Audit. Manage the collection of all Hydrological data from the Western Cape Provincial office and archiving of the above-mentioned onto the Hydrstra database. Support Integrated Water Resource Management in Planning, Infrastructure Branch and the CMA’s by providing information used by IWRM. Manage the maintenance and operation of all Hydrological gauging stations within the Western Cape Province. Manage the Hydrology infrastructure Asset Register. Ensure that the calibration of gauging sites is adhered to within the prescribed timeframes and to relevant specifications. Financial Management. Personnel Management: Maintain the personnel establishment, manage development needs, implement and maintain PMDS and supervise all Hydrological staff. Support the Disaster Management Unit. Risk management. Ensure safe operation in line with statutory and regulatory requirements.

ENQUIRIES: Ms T Mthombeni Tel, (021) 941 6089

POST 32/52: CONTROL ENGINEERING TECHNICIAN (GRADE A) REF NO: 260816/09

SALARY: R369 408 per annum (all inclusive OSD salary package)
CENTRE: Bloemfontein (Middle Vaal Proto-CMA)
REQUIREMENTS: National Diploma in Civil Engineering or relevant qualification. Six (6) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as an Engineering Technician (proof of registration must be provided). A valid driver’s license. Relevant experience in Integrated Water Resource Management and stakeholder management. Proven ability to interpret and implement policy and strategy. Relevant experience in project and programme management. Proven ability to solve problems. Demonstrate decision-making ability. Ability to communicate with a range of stakeholders. Proven experience in strategic and business planning. Proven ability to forge partnerships between government and non-government stakeholders. Excellent verbal and written skills. Excellent administrative and organizational skills. General management experience.

DUTIES: Perform duties in the Free State Region Office in the sub directorate: Water Use. Middle Vaal Water Management Area. Interpret the policy and the act in the recommendations of license applications. Review and evaluate water use license applications in terms of legal, technical water resource management inputs. Integrate key areas of work with relevant priority departmental programmes such as: Water allocation reform, Water for growth and development. Compile, manage and report on the statistics of all water use authorizations. Ensure maintenance of records, correspondence and appeals pertaining to water use authorization applications. Ensure co-ordination with affected Government Departments for water use authorization applications. Ensure water use authorization processes are correctly implemented. Render an advisory service to applicants in applying for water use. Liaise with stakeholders with regards to the applications. Responsible
for the management and functioning of the Water Authorization Registration Management System (WARMS). Provide strategic and operational leadership to the unit. Management of the WARMS section. Management of skills and team leadership qualities. Ensure that all policies and strategies relevant to the functions of the sections are implemented. Conduct strategic and business planning. Responsible for the financial management of the section. Responsible for human resource management of the section. General office management of the section.

ENQUIRIES
Mr VG Blair, Tel (051) 405 9000

POST 32/53
CONTROL ENGINEERING TECHNICIAN (GRADE A) REF NO: 260816/10
Directorate: Water Macro Planning

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

CENTRE
Pretoria

REQUIREMENTS
National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as an Engineering Technician (proof of registration must be provided). A valid driver’s license. Good communication skills and contract administration Knowledge of Water Services. Ability to work with other disciplines and role players is essential.

DUTIES
Co-ordination of various disciplines including: Co-ordinating regional inputs with regard to total Water Services Infrastructure requirements Assess, investigate and monitor Water Services Feasibility studies. Monitor compliancy of Water Services Infrastructure Project Implementation. Co-ordinate compliancy with regard to Integrated Development Planning activities and processes. Maintain infrastructure and O&M related information as part of a Water Services Geo Database. Co-ordinate implementation of Provincial and Local Government Water Services Planning Forums on the identification, prioritization and selection of Water Services related projects. Note: The incumbent will be required to travel to and visit provincial offices frequently.

ENQUIRIES
Mr S Marais, Tel (012) 336 8276

POST 32/54
ASSISTANT DIRECTOR: ACCOUNTS PAYABLES (BAS PAYMENTS) FINANCIAL MANAGEMENT REF NO: 190816/12

SALARY
R311 784 per annum, Level 09

CENTRE
Pretoria

REQUIREMENTS
An appropriate recognized three year Bachelor Degree/ National diploma in Accounting, Financial Management or equivalent relevant qualification. Three (3) to five (5) years’ experience in a Public Finance field. Thorough knowledge of financial accounting. Exposure in the fields of creditor’s payments, and reconciliations will be an advantage. Good financial management skills. Planning and organizing skills, Problem solving skills. Good communication (written and verbal) skills. Candidate must have sound knowledge of the Basic Accounting System (BAS) and LOGIS integration system. Skills in Public Service Finance, numeracy, computer literacy and accuracy. Good knowledge of Treasury Regulations and Public Finance Management Act. Innovative, ability to work independently without compromising team results

DUTIES
Ensure that all valid invoices received are correctly classified as per SCOA and paid within 30 days of receipts. Submit 30 days report to National Treasury on a monthly basis. Consolidate accruals and payables listing on a monthly basis. Ensure that all suspense accounts are cleared on a monthly basis. Provide inputs to the Interim and Annual Financial Statements. Attend to all internal and external audit queries. Ensure that all processed payments have supporting documents and filed properly for future reference. Ensure that all policies and procedures are adhered to. Reconcile all key accounts on a monthly basis. Supervising and managing of subordinates. Provide in house training to subordinates where necessary. Attend to all Accounts Payables queries.

ENQUIRIES
Mr J L Grobler Tel, (012) 336 7535

POST 32/55
ASSISTANT DIRECTOR: ACCOUNTS PAYABLES (LOGIS PAYMENTS) FINANCIAL MANAGEMENT REF NO: 190816/13
Chief Directorate: Financial Accounting

SALARY
R311 784 per annum, Level 09
CENTRE: Pretoria

REQUIREMENTS:
An appropriate recognized three year Bachelor Degree/ National diploma in Accounting, Financial Management or equivalent relevant qualification. Three (3) to five (5) years’ experience in a Public Finance field. Thorough knowledge of financial accounting. Exposure in the fields of creditors’ payments, and reconciliations will be an advantage. Good financial management skills, Planning and organizing skills. Problem solving skills, Good communication (written and verbal) skills. Candidate must have sound knowledge of the Basic Accounting System (BAS) and LOGIS integration system. Skills in Public Service Finance, numeracy, computer literacy and accuracy. Good knowledge of Treasury Regulations and Public Finance Management Act. Innovative, ability to work independently without compromising team results

DUTIES:
Ensure that all valid invoices received are correctly classified as per SCOA and paid within 30 days of receipts. Submit 30 days report to National Treasury on a monthly basis. Ensure that report R101 and R103 are cleared on a monthly basis. Consolidate accruals and payables listing on a monthly basis. Ensure that all suspense accounts are cleared on a monthly basis. Provide inputs to the Interim and Annual Financial Statements. Attend to all internal and external audit queries. Ensure that all processed payments have supporting documents and filled properly for future reference. Ensure that all policies and procedures are adhered to. Reconcile all key accounts on a monthly basis. Supervising and managing of subordinates. Provide in house training to subordinates where necessary. Attend to all Accounts Payables queries.

ENQUIRIES:
Mr. L Grobler, Tel (012) 336 7535

POST 32/56:
ASSISTANT DIRECTOR: PSP (QUOTATIONS MANAGEMENT REF NO: 190816/14
Chief Directorate: Financial Accounting and Supply Chain and Asset Management

SALARY:
R311 784 per annum, Level 09

CENTRE: Pretoria

REQUIREMENTS:
A National Diploma or Degree in Public Management/Finance/Supply Chain Management. Three (3) to five (5) years experience in Acquisition Management two (2) of which must be at supervisory level. Knowledge of organizational and government structures. Knowledge and understanding of Supply Chain Management Framework and processes. Understanding of the application of SCM procedures and Delegations. Knowledge and understanding of the application of Broad based Black Economic Empowerment. Report Writing, communication and supervision skills. Accountability and good ethical conduct. Ability to enforce compliance. Ability to work under pressure

DUTIES:
Manage the Sourcing of quotations based on different threshold levels. Attend quotations evaluations sessions with end users. Ensure Compliance with, Departmental SCM Policy, PPPFA, National Treasury Prescripts/Instruction notes as well as any legislation governing the procurement of goods and services. Provide regular feedback to Demand Management /Data base on non responsive suppliers Provide regular feedback to clients regarding the status of their requests. Produce monthly reports Supervision and management of officials

ENQUIRIES:
Ms E Kgwadi, Tel (012) 336 7120

POST 32/57:
ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN 3 POSTS REF NO: 260816/15

SALARY:
R311 784 per annum, Level 09

CENTRE: Pretoria

REQUIREMENTS:

DUTIES:
ENQUIRIES: Ms S Mhlungu, tel (012) 336 8727

POST 32/58
ASSISTANT DIRECTOR: EMPLOYEE WELLNESS-ORGANISATIONAL DEVELOPMENT REF NO: 260816/16

SALARY: R311 794 per annum Level 09
CENTRE: Pretoria
REQUIREMENTS:
Degree in Social Work/Psychology. Three (3) to five (5) years experience in EAP environment two (2) of which must at supervisory level. Knowledge of HR policy development and implementation. Knowledge of organisational effectiveness/organizational development processes. Sound knowledge of Business processes and HR information. Understanding of Government legislation including financial management processes.

DUTIES:

ENQUIRIES: Ms A Moabelo, tel (012) 336 7787

POST 32/59
ASSISTANT DIRECTOR: BUSINESS PROCESS MANAGEMENT-ORGANISATIONAL DEVELOPMENT 2 POSTS REF NO: 260816/17

SALARY: R311 794 per annum, Level 09
CENTRE: Pretoria
REQUIREMENTS:
A Degree/ National Diploma in Management Sciences/ Organization and Work Study/ Business Reengineering Processes or equivalent qualification. Three (3) to five (5) years’ experience in redesigning/ reengineering business processes. Understanding of Operations Management and Business Process Re-engineering (BPR) methodologies. Good understanding of organizational design Methodologies. Knowledge and understanding of Public Services Legislative Framework. Knowledge of process reengineering life cycle (PRLC). Knowledge of Project Management and Total Quality Management (TQM) will be added to advantage. Must have the ability to develop high level models and to conduct high level feasibility studies. Business process mapping skills. Should have monitoring and evaluation skills.

DUTIES:
Maintenance of business process that supports the strategy and operations of the Department. Analyze business needs, objectives and goals for DWS programme/projects within the agreed frameworks. Facilitate the development of Operational Management Processes. Mapping of business processes. Designing of business process flows. Implementation of Business Process Management improvement strategies. Ensure that the design have been implemented as intended. Implementation of Business Process Management. Analyze requirements and advises on scope and options for continuous operational improvements.

ENQUIRIES: Mr P Mndawe, tel (012) 336 8909

POST 32/60
ASSISTANT DIRECTOR: MOVEABLE ASSET MANAGEMENT FINANCE REF NO: 260816/18

SALARY: R311 784 per annum, Level 09
CENTRE: Pretoria
REQUIREMENTS:
A degree or National Diploma in Finance or Supply Chain field. Three (3) – 5 years experience in Supply Chain Management or Finance related field. Two (2) years experience should be at supervisory level. Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and System (BAS), GRAP and Logis. Computer literacy with sound knowledge of the Ms Office suite preferably Excel. Demonstrate leadership/interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information system. Willingness to work cooperatively with others as a team and good communication skills.

DUTIES:
Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines. Implement an effective system of asset register with all movements (new additions, movements, transfers and disposals). Compile monthly Movable and Immovable asset reconciliation between the General Ledger and Asset Register. Monitor all entries made on the Moveable and Immovable
Asset Register as per minimum requirements. Ensure the retiring of all losses and disposed assets in the register. Assist with the development of asset management policies and guidelines. Ensure that assets policies and procedures guidelines are implemented and ensure compliance thereof. Monitor all Provincial offices and ensure monthly and quarterly asset counts are performed at all sites. Implement and manage registers for Finance Leases. Verify the existence of Finance Leases and prepare monthly reconciliation between Bas and amortization tables versus the Finance Lease register. Ensure all reconciling items are cleared. Quality assurance of asset management processes. Assist in the compilation of interim and Annual Financial Statements. Assist with audit for both internal and external. Auditors Quarterly review performance of staff within Asset Management in line with the Human Resources Management guidelines

ENQUIRIES : Ms G Ramashala, tel (012) 336 8844/Ms A Woko, tel (012) 336 8982

POST 32/61 : ASSISTANT DIRECTOR: LEASE ASSET MANAGEMENT FINANCE: REF NO: 260816/19
Chief Directorate: Financial Accounting

SALARY : R311 784 per annum, Level 09
CENTRE : Pretoria
REQUIREMENTS : A degree or National Diploma in Finance or Supply Chain field. Three (3) – 5 years experience in Supply Chain Management or Finance related field. Two (2) years experience should be at supervisory level. Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and System (BAS), GRAP and Logis. Computer literacy with sound knowledge of the Ms Office suite preferably Excel. Demonstrate leadership/interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information system. Willingness to work cooperatively with others as a team and good communication skills.

DUTIES : Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines. Implement an effective system of asset register with all movements (new additions, movements, transfers and disposals). Compile monthly Movable and Immovable asset reconciliation between the General Ledger and Asset Register. Monitor all entries made on the Moveable and Immovable Asset Register as per minimum requirements. Ensure the retiring of all losses and disposed assets in the register. Assist with the development of asset management policies and guidelines. Ensure that assets policies and procedures guidelines are implemented and ensure compliance thereof. Monitor all Provincial offices and ensure monthly and quarterly asset counts are performed at all sites. Implement and manage registers for Finance Leases. Verify the existence of Finance Leases and prepare monthly reconciliation between Bas and amortization tables versus the Finance Lease register. Ensure all reconciling items are cleared. Quality assurance of asset management processes. Assist in the compilation of interim and Annual Financial Statements. Assist with audit for both internal and external. Auditors Quarterly review performance of staff within Asset Management in line with the Human Resources Management guidelines

ENQUIRIES : Ms G Ramashala, tel (012) 336 8844/ Ms A Woko, tel (012) 336 8982

POST 32/62 : ASSISTANT DIRECTOR: ASSET MANAGEMENT FINANCE REF NO: 260816/20
Chief Directorate: Supply Chain and Asset Management.

SALARY : R311 784 per annum, Level 09
CENTRE : Pretoria
REQUIREMENTS : A degree or National Diploma in Finance or Supply Chain field. Three (3) – 5 years experience in Supply Chain Management or Finance related field. Two (2) years experience should be at supervisory level. Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and System (BAS), GRAP and Logis. Computer literacy with sound knowledge of the Ms Office suite preferably Excel. Demonstrate leadership/interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information system. Willingness to work cooperatively with others as a team and good communication skills.

DUTIES : Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines. Implement an effective system of asset register with all movements (new additions, movements, transfers and disposals). Compile
monthly Movable and Immovable asset reconciliation between the General Ledger and Asset Register. Monitor all entries made on the Moveable and Immovable Asset Register as per minimum requirements. Ensure the retiring of all losses and disposed assets in the register. Assist with the development of asset management policies and guidelines. Ensure that assets policies and procedures guidelines are implemented and ensure compliance thereof. Monitor all Provincial offices and ensure monthly and quarterly asset counts are performed at all sites. Implement and manage registers for Finance Leases. Verify the existence of Finance Leases and prepare monthly reconciliation between Bas and amortization tables versus the Finance Lease register. Ensure all reconciling items are cleared. Quality assurance of asset management processes. Assist in the compilation of interim and Annual Financial Statements. Assist with audit for both internal and external. Auditors Quarterly review performance of staff within Asset Management in line with the Human Resources Management guidelines.

ENQUIRIES:
Ms G Ramashala, tel (012) 336 8844/ Ms A Woko, tel (012) 336 8982

POST 32/63: CHIEF DEVELOPMENT EXPERT: (HEALTH AND HYGIENE). REF NO: 260816/21

SALARY: R311 784 per annum, Level 09
CENTRE: Pretoria
REQUIREMENTS: National Diploma or Degree in Social Science or similar. Three (3) to five (5) years experience, preferably in the field of sanitation and community health programmes is essential. Knowledge of relevant legislations governing the delivery of sustainable sanitation services. Computer Literacy, Presentation and Facilitation Skills.

DUTIES: Ensuring through proper planning that sanitation is implemented in sustainable manner. Provide planning support to Water Services Authorities while developing their Water Services Development Plans. Support Water Services. Authorities during review process of Water Services. Development Plans on an annual basis to ensure that sanitation and health and hygiene is incorporated in the plans. Initiate impact assessment studies to determine the impact of provisioning of health and hygiene education in sanitation projects. Input in the development of health and hygiene strategy. Ensure compliance with the norm and standards.

ENQUIRIES: Ms T Mpotulo, tel (012) 336 7016

POST 32/64: ASSISTANT DIRECTOR: HR APPOINTMENTS 2 POSTS REF NO: 260816/22

These posts are a re-advertisement those who has previously applied are encouraged to re-apply.

SALARY: R311 784 per annum, Level 09
CENTRE: Pretoria
REQUIREMENTS: Degree or National Diploma in Human Resources or equivalent. Three (3) to five (5) years management experience in Human Resources / Public Administration / Financial Management. Extensive knowledge of HR Administration and PERSAL. Will be required to work on SAP payroll system. Extensive knowledge of the OSD dispensations. Computer literacy skills (MS Word, MS Excel, MS Powerpoint). Excellent writing skills. Understanding of Government legislation. Programme and Project Management.


ENQUIRIES: Ms M le Roux, tel (012) 336 7632

POST 32/65: SENIOR STATE ACCOUNTANT: DEBT, FRAUD AND REVENUE MANAGEMENT CD: FINANCIAL ACCOUNTING REF NO: 260816/23

SALARY: R262 272 per annum, Level 08
CENTRE: Pretoria
REQUIREMENTS: Degree or National Diploma in Financial Management. One (1) to two (2) years experience in financial matters. Exposure in the fields of debt and revenue...
management will be an advantage. Good financial management skills, Planning and organizing skills, Problem solving skills, Good communication (written and verbal) skills, MS office (Excel, Word and PowerPoint). Candidate must have sound knowledge of the Basic Accounting System (BAS) and PERSAL. Skills in Public Service Finance, Numeracy, Computer literacy and accuracy. Good knowledge of Treasury Regulations and Public Finance Management Act. Innovative, ability to work independently without compromising team results.

**DUTIES**

Management of debtors by ensuring that there are proper accounts and records of all debtors, including amounts received. Ensure that all irrecoverable and economical debtors files are sent to State Attorney for recovery. Ensure that revenue collected is paid over to National Revenue Fund on a monthly basis. Report all revenue collected to National Treasury on a monthly basis. Perform monthly reconciliation of all outstanding debt to determine the movement or status of the debt. Management of the petty cash office. Attend to internal and external audit queries. Assist with the compilation of inputs to the financial statements.

**ENQUIRIES**

Mr H Qaqane tel, (012) 336 8951

**POST 32/66**

**SENIOR STATE ACCOUNTANT: APPOINTMENTS AND DEDUCTIONS. CD:**

**FINANCIAL ACCOUNTING REF NO: 260816/24**

**SALARY**

R262 272 per annum, Level 08

**CENTRE**

Pretoria

**REQUIREMENTS**

Degree or National Diploma in Financial Management. One (1) to two (2) years experience in financial matters. Exposure in the fields of travel and subsistence claim and advance will be an advantage. Good financial management skills, Planning and organizing skills, Problem solving skills, Good communication (written and verbal) skills. MS office (Excel, Word and PowerPoint). Candidate must have sound knowledge of the Basic Accounting System (BAS) and PERSAL. Skills in Public Service Finance, Numeracy, Computer literacy and accuracy. Good knowledge of Treasury Regulations and Public Finance Management Act. Innovative, ability to work independently without compromising team results.

**DUTIES**

Administration of Travel and subsistence claim and advance. Clearing of Suspense Accounts. Ensure that all travel claims and advances received are processed timeously. Authorise travel claims and advances. Follows up on all outstanding advances issued. Compile a report on a monthly basis on all uncleared advances issued. Ensure that all claims and advances processed are filed properly. Attend to internal and external audit queries. Attend to all queries related to travel claims. Assist with the compilation of inputs to the financial statements. Management and development of staff.

**ENQUIRIES**

Mr M Maimela tel, (012) 336 7712

**POST 32/67**

**SENIOR STATE ACCOUNTANT**

**REF NO: 260816/25**

**SALARY**

R262 272 per annum, Level 08

**CENTRE**

Bloemfontein

**REQUIREMENTS**

Degree or National Diploma in Financial Management. One (1) to two (2) years experience in financial matters. Computer literacy. Knowledge of PERSAL, BAS and LOGIS. Ability to exercise control to ensure sound financial management. Proven financial, communication and interpersonal skills. Knowledge of PFMA, Treasury Regulations, DORA and other relevant government policies. Ability to follow a proactive and creative problem solving approach. Ability to work under pressure.

**DUTIES**

Provide financial administration of payments and deductions. Clear the suspense and suppliers accounts and provide the reconciliation and age analysis monthly. Handling of audit queries. Safekeeping of all financial records and face-value documents by maintaining efficient filling system. Reconciliation of creditors accounts. Supervision of staff.

**ENQUIRIES**

Ms T Seetsi tel: (051) 405 9000

**POST 32/68**

**SENIOR HUMAN RESOURCE PRACTITIONER**

**REF NO: 260816/26**

**SALARY**

R262 272 per annum, Level 08

**CENTRE**

NWRI: Central Operations (Pretoria)

**REQUIREMENTS**

A three year recognized Degree/ National Diploma in Human Resource Management or relevant qualification. Three (3) to five years (5) experience in...
administrations matters. Extensive working knowledge of PERSAL/ SAP, Knowledge of the Public Service Regulations and relevant Policies. Computer literacy. The ability to co-ordinate and organize. The ability to work under pressure. A valid driver’s licence.

**DUTIES**

Key Performance Areas: Responsible for transaction management i.e. Leave, Housing, Terminations, recruitment and selections process, PMDS, System, evaluation of staff, pillar Cases and compiling submissions. Provide advice, support and training to line managers and Area Offices on the correct HR policies. Attend to all verbal and written queries.

**ENQUIRIES**

Ms P Nyaniso, tel (012) 741 7326

**POST 32/69**

ENGINEERING TECHNICIAN (PRODUCTION GRADE A-C) 2 POSTS REF NO: 190816/11

**SALARY**

R255 768 – 392 070 per annum (all inclusive OSD salary package – offer based on proven years of experience)

**CENTRE**

Bloemfontein (1 x Upper Orange and 1 x Middle Vaal)

**REQUIREMENTS**

National Diploma in Civil Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as an Engineering Technician (proof of registration must be attached). A valid driver’s licence Knowledge and understanding of the water sector: relevant legislations (NWA, and NEMA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Good communication skills including verbal, report-writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel provincial/country wide. Proven liaison and networking skills especially as they relate to corporate governance and stakeholder.

**DUTIES**

Perform duties in the Free State Region Office in the sub directorate: Water Use. Orange Management Area with a particular emphasis on registration and identification of unregistered water user. Responsible for validation and verification of water use. Review and verify existing water uses during license evaluation process. Conduct site inspections and give technical advice on proposed water use applications. Compile technical reports and draft license in respect of legal, hydrological, social and environmental aspects related to water resource management. Ensure compliance to relevant programs such as Water Allocation Reform (WAR), Water Conservation and Demand Management (WC/WDM), Water for Growth and Development (WfGD). Assess and provide comments on EIA and development application. In put on dam safety classification and other infrastructure designs during the evaluation of Water Use Applications. Review run-off calculations and yield analysis on water availability during Water License Application assessments. Monitor and assess water use and ensure correct volumetric billing to consumers. Attend to billing and water resource related queries. Work within the Water License unit and give technical support to the water use license process.

**ENQUIRIES**

Mr CG Schrader, Tel 051 405 9000

**POST 32/70**

ADMINISTRATIVE OFFICER REF NO: 260816/27

Chief Directorate: Regional Bulk Infrastructure Programme

**SALARY**

R211 194 per annum, Level 07

**CENTRE**

Pretoria

**REQUIREMENTS**

National Diploma or Degree Human Science, Public Administration / Business Management. One (1) year experience in administration, finance and procurement procedures as well as project management experience. Knowledge of Public Service Regulations, procurement procedures and the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA). Computer literacy in MS PowerPoint, Excel, Microsoft Word, Email and Internet. A valid driver’s licence. Ability to work well under pressure. Good communication skills (writing and verbal), organizational skills, interpersonal skills, ability to work individually and in a team, ability to work under pressure, multitasking and extended hours.

**DUTIES**

Provide general administrative support to the Chief Directorate and the RBIG Regional Offices; provide logistical support to the Chief Directorate; ensure effective and efficient functioning of the office; assist with proper distribution of documents and safe keeping in a prompt and confidential manner; maintaining the filling system; communicate with clients and stakeholders; handle generic inquiries.
Fetch and distribute pay sheets. Provide support in coordination of other Chief Directorate activities when required.

ENQUIRIES: Mr TN Mokgalaka, tel (012) 336 6527

POST 32/71: CHIEF ACCOUNTING CLERK; EXPENDITURE 2 POSTS REF NO: 260816/28

SALARY: R211 194 per annum, Level 07
CENTRE: Pretoria
REQUIREMENTS: Grade 12 certificate or equivalent. Three (3) to five (5) years’ experience in a Public Finance field. Exposure in the fields of payroll management will be an advantage. Good financial management skills, Planning and organizing skills, Problem solving skills, Good communication (written and verbal) skills. MS office (Excel, Word and PowerPoint) Candidate must have sound knowledge of the Basic Accounting System (BAS) and PERSAL. Skills in Public Service Finance, Numeracy, Computer literacy and accuracy. Good knowledge of Treasury Regulations and Public Finance Management Act. Innovative, ability to work independently without compromising team results.

DUTIES: The successful candidate will be expected to receive and authorise supplier’s invoices for processing on the invoice tracking system. Ensure that all invoices received are authorised as per SCOA on the Basic Accounting System. Attend to suppliers enquiries. Communicate with internal and external clients.

ENQUIRIES: Mr JL Grobler, tel (012) 336 7535

POST 32/72: CHIEF REGISTRY CLERK REF NO: 260816/29

SALARY: R211 194 per annum, Level 07
CENTRE: Bloemfontein
REQUIREMENTS: Grade 12 certificate or equivalent. Three (3) – Five (5) years practical experience in records management. The following will serve as an added advantage: Relevant tertiary qualification. Practical experience in the management and administration of telecommunications (switchboard operation, landlines and cell phone contracts). Practical experience in the management and administration of leased contracts and key accounts. Practical working knowledge, understanding and application of storage and retrieval procedures in terms of registry/records management working environment. Ability to manage and record large volumes of documentation. Practical experience in supervision of personnel. Knowledge, understanding and experience in registry/records management environment. Good communication (verbal and written), in depth knowledge of the National Archives and Records Services Act and MISS. Knowledge of records management policy, procedures and manuals. Knowledge of other legislative framework governing records management such as Promotion of Access to Information Act. Ability to work independently and under pressure. Analytical thinking and problem solving skills. Flexibility, planning and organising skills. Ability to multitask, pay attention to detail and handle confidential information. Good leadership skills and ability to work in a team. Practical knowledge, understanding and application of registry duties, practices as well as the ability to capture data. Good interpersonal skills and ability to interact with people at all levels. Practical working knowledge, understanding and application of legislative framework governing the Public Service. Computer literacy and numeracy in MS Office.

DUTIES: Responsible for the safekeeping of current, closed and terminated departmental records; Filing and retrieval of departmental records as per the National Archives Act and other prescripts; Conduct in service training for registry officials and other related personnel in order to ensure compliance of the relevant acts; Develop and manage all registers utilized by Registry; Ensure proper control and custody of the records. Render efficient and effective quality registry services to both internal and external clients; Ensuring the use of the file plan, indexing and referencing of documents; Recommendation for archiving or disposal of files on due dates; Provision of messenger services; Ensuring the proper use of the franking machine; Provide support and guidance by ensuring implementation and compliance of records management/archiving policies and procedures; Management, supervision and provision of efficient registry counter services; Supervise and manage the handling of incoming and outgoing correspondence. Rendering of an effective filing and records management service; Maintain an efficient filing and record keeping system; Supervise the operation and operate office machines in relation to the registry functions, Supervise and manage an efficient processing and process documents for archiving and/or disposal; Management and
supervision of switchboard, landline telephones, cell phones and leased machinery services and contracts; Administration of monthly landlines bills, cellular phones and photocopy invoices; Reconciliation of key accounts payments; Liaise with and provide feedback to clients and service provider with regard to photocopier machines, toners, cell phones, landlines and switchboard and other related matters; Printing, distribution, debt collection, verification and consolidation of monthly telephone bills; Provide binding and laminating services; Keep and update applicable registers; Compile letters, memoranda, submissions and reports; Supervise and give guidance to personnel; Render assistance with execution of tasks attached to registry and administration support section.

ENQUIRIES:  
Ms M Maema, tel (051) 405 9000

POST 32/73: CHIEF ACCOUNTING CLERK: APPOINTMENTS AND DEDUCTIONS REF NO: 260816/30

SALARY: R211 194 per annum, Level 07
CENTRE: Pretoria
REQUIREMENTS: Grade 12 certificate or equivalent. Three (3) to five (5) years’ experience in a Public Finance field. Exposure in the fields of payroll management will be an advantage. Good financial management skills, Planning and organizing skills, Problem solving skills, Good communication (written and verbal) skills. MS office (Excel, Word and PowerPoint) Candidate must have sound knowledge of the Basic Accounting System (BAS) and PERSAL. Skills in Public Service Finance, Numeracy, Computer literacy and accuracy. Good knowledge of Treasury Regulations and Public Finance Management Act. Innovative, ability to work independently without compromising team results.

DUTIES: Ensure that all allowance and deductions are authorised timeously. Clearing of suspense account on a monthly basis. Ensure that all payroll certificates are distributed on a monthly basis. Compile monthly reports on non-compliance. Authorise sundry payments and journals on BAS. Compilation of EMP 201 and EMP 501. Attend to internal and external audit queries. Attend to all queries related to payroll management. Assist with the compilation of inputs to the financial statements. Management and development of staff.

ENQUIRIES: Mr M Maimela, Tel, 012 336 7712
NOTE: Kindly note that this post is targeted for people with disability.

POST 32/74: SECRETARY- DIRECTORATE POLICY REF NO: 260816/31

SALARY: R142 461 per annum, Level 05
CENTRE: Pretoria
REQUIREMENTS: A Grade 12 and Certificate in Secretariat Services. A minimum of one (1) to (2) two years experience in secretarial duties and/or general administration. Knowledge of administrative procedures. Knowledge in secretarial duties, computer literacy, sound organisational skills. Good people skills. Basic written communication skills, basic Financial Management and knowledge of PFMA, Client Orientation and Customer Focus, Communication, Accountability and Ethical Conduct.

DUTIES: Provides secretarial / receptionist and clerical support service to the manager. Receives telephone calls and messages for the manager and channels calls to relevant role players if needs be. Manages and coordinates the diary of the manager by recording appointments events. Does all required typing in the office of the manager. Operates office equipment like fax machines and photocopies. Liaise with travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the manager. Collects all relevant documents and information to enable the manager to prepare for meetings. Records minutes of the meetings of the manager when required. Process all travel and subsistence claims and all invoices that emanate from the activities of the work of the manager. Drafts routine correspondence and reports. Administers matters like leave registers and telephone accounts. Receives records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationary, refreshments etc. Remains up to date with regard to prescripts / policies and other documents to ensure that the application thereof is understood properly. Remains abreast with procedures and processes that apply in the office of the manager.

ENQUIRIES: Mr H Fundzo Tel, (012) 336 6515
POST 32/75 : ACCOUNTING CLERKS: ACCOUNTS PAYABLES 3 POSTS CD: FINANCIAL ACCOUNTING REF NO: 260816/32

SALARY : R142 461 per annum, Level 05
CENTRE : Pretoria
REQUIREMENTS : Grade 12/ Senior Certificate or equivalent qualification at NQF level 4. A minimum of 1 year experience in Financial Accounting working in document control or accounts payables will be added as advantage. Knowledge of PFMA, Treasury Regulations, Basic Accounting System (BAS), Computer literacy (Word, Excel, PowerPoint). The suitable candidate must be willing to work under pressure.

DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail batch control, ensuring safeguarding and filing of financial batches in the safe, retrieving of financial documents for internal and external stakeholders and keeping a register for batches requested. Attend to suppliers enquiries. Communicate with internal and external clients.

ENQUIRIES : Ms K Seraage Tel, 012 -336 8924

POST 32/76 : ACCOUNTING CLERK-(BAS SUNDRY PAYMENTS) CD: FINANCIAL ACCOUNTING REF NO: 260816/33

SALARY : R142 461 per annum, Level 05
CENTRE : Pretoria
REQUIREMENTS : Grade 12/ Senior Certificate or equivalent qualification at NQF level 4. One (1) year experience in Financial Accounting working in creditor's payments will be added as advantage. Knowledge of PFMA, Treasury Regulations, Basic Accounting System (BAS), Computer literacy (Word, Excel, PowerPoint). The suitable candidate must be willing to work under pressure.

DUTIES : The successful candidate will be expected to receive and capture supplier’s invoices for processing on the invoice tracking system. Ensure that all invoices received are captured as per SCOA on the Basic Accounting System. Attend to suppliers enquiries. Communicate with internal and external clients.

ENQUIRIES : Mr JL Grobler Tel, 012 -336 7535

POST 32/77 : ACCOUNTING CLERK: APPOINTMENTS AND DEDUCTIONS 2 POSTS REF NO: 260816/34

SALARY : R142 461 per annum, Level 05
CENTRE : Pretoria
REQUIREMENTS : Grade 12/ Senior Certificate or equivalent qualification at NQF level 4. One (1) year experience in Financial Accounting working in payroll management will be added as advantage. Knowledge of PFMA, Treasury Regulations, Basic Accounting System (BAS), PERSAL Computer literacy (Word, Excel, PowerPoint). The suitable candidate must be willing to work under pressure.

DUTIES : The successful candidate will be expected to receive and capture all salary allowance and deceptions on PERSAL. Compile and process BAS payment and journals as per SCOA. Ensure that all salary files are filled properly for future reference. Attend to all salary related enquiris. Communicate with internal and external clients.

ENQUIRIES : Mr S Maimela Tel, 012 -336 7712

POST 32/78 : ACCOUNTING CLERK-(DEBT & REVENUE) CD: FINANCIAL ACCOUNTING REF NO: 260816/35

SALARY : R142 461 per annum, Level 05
CENTRE : Pretoria
REQUIREMENTS : Grade 12 Certificate or equivalent qualification at NQF level 4. One (1) year experience in Financial Accounting working in Debt or Revenue will be added as advantage. Knowledge of PFMA, Treasury Regulations, Basic Accounting System (BAS), PERSAL, Computer literacy (Word, Excel, PowerPoint). The suitable candidate must be willing to work under pressure.

DUTIES : The successful candidate will be expected to receive, compile and capture debt take-ons. Follow up debts, compile and capture journals, posting debtors statements, issue and replenish petty cash, compile petty cash recon, cash...
banking. Capture the receipts as per SCOA on the Basic Accounting System and filing. Attend to enquiries.

ENQUIRIES: Mr H Qaqane Tel, 012-336 8951

POST 32/79: ACCOUNTING CLERK-(BOOKKEEPING): CD: FINANCIAL ACCOUNTING REF NO: 260816/36

SALARY: R142 461 per annum, Level 05
CENTRE: Pretoria
REQUIREMENTS: Grade 12/ Senior Certificate or equivalent qualification at NQF level 4. One (1) year experience in Financial Accounting working in creditors payments will be added as advantage. Knowledge of PFMA, Treasury Regulations, Basic Accounting System (BAS), Computer literacy (Word, Excel, PowerPoint). The suitable candidate must be willing to work under pressure.

DUTIES: The successful candidate will be expected to receive and capture supplier’s invoices for processing on the invoice tracking system. Ensure that all invoices received are captured as per SCOA on the Basic Accounting System. Attend to suppliers’ inquiries. Communicate with internal and external clients.

ENQUIRIES: Mr JL Grobler Tel, 012 -336 7535

POST 32/80: ADMINISTRATION CLERK: ASSET MANAGEMENT 5 POSTS CD: SUPPLY CHAIN AND ASSET MANAGEMENT. REF NO: 260816/37

SALARY: R142 461 per annum, Level 05
CENTRE: Pretoria
REQUIREMENTS: Grade 12 certificate or equivalent. One (1) year experience in Asset Management environment will be an added advantage. Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge of Basic Accounting System (BAS), GRAP and Logis. Computer literacy with sound knowledge of the Ms Office suite preferably Excel. Good written and verbal Communication skills.

DUTIES: Verify the existence of assets. Ensure that all movements of assets are updated. Endure that the Asset Register is regularly updated. Update inventory lists. Assist in the implementation and management of registers for leased assets. Assist in implementing and monitoring acquisitions, disposal and losses of assets. Ensure assets are bar coded and perform other activities as required to achieve the goals of Department of Water and Sanitation.

ENQUIRIES: Ms G Ramashala, tel (012) 336 8844/ Ms A Woko, tel (012) 336 8982

POST 32/81: ADMINISTRATION CLERK - DIRECTORATE POLICY REF NO: 260816/38

SALARY: R142 461 per annum (level 5)
CENTRE: Pretoria
REQUIREMENTS: Grade 12 certificate or equivalent qualification. Three (3) years experience in general office administration will be an added advantage. Knowledge and experience in provisioning administration. Good communication skills (written and verbal). Computer literacy. Good interpersonal and organizational skills.

DUTIES: The incumbent will render effective administrative support to the Directorate. Provide financial administration support services and assist in supply chain processes for the Directorate, preparations and management of documentation, provide personnel administration support, arranging workshops, scheduling meetings, minute taking and keeping record thereof, submission of documents to relevant offices and follow up on actions, capturing and populating reports, quality check documents and reports, render general clerical duties such as typing, faxing, filing, photo copying, binding of documents, receipt and delivery of mail, filing and retrieving of documents, coordinate travel and accommodation arrangements prepare documents for payment, order and control of stationary for the Directorate. Performing duties of a Chief User Clerk. Verification of log sheets prior to submission for approval.

ENQUIRIES: Mr H Fundzo Tel, (012) 336 6515

POST 32/82: ADMINISTRATION CLERK (WARMS) REF NO: 260816/39

SALARY: R142 461 per annum, Level 05
CENTRE: Bloemfontein
REQUIREMENTS: A Grade 12 certificate or equivalent. Three (3) to five (5) years general administration experience will be an added advantage. Data capture experience will be an advantage. Knowledge of the National Water Act, 1998 (Act No 36 of 1998) and other relevant legislations. Computer skills in Ms Word, Excel and Outlook. Interpersonal skills, conflict resolution and problem solving skills.

DUTIES: Data capturing and general office administration for the registration of water use in terms of the National Water Act. Undertake training. Handle enquiries by providing either verbal or written responses, gather, obtain and process information for the registration and licensing of water use applications. File maintenance systems and retrieve various registration and licensing documentation.

ENQUIRIES: Ms. DST Jaca, tel (051) 405 9000

POST 32/83: DRIVER (EHMV) REF NO: 260816/40
This post is a re-advertisement those who has previously applied are encouraged to re-apply.

SALARY: R142 461 per annum, Level 05
CENTRE: NWRI: Central Operations, Usutu Vaal Area Office

REQUIREMENTS: A Grade 10 or equivalent qualification. Three (3) to six (6) years driving experience/operator service. Valid code 10 Driver’s licence/Operator licence plus PDP. The successful candidate must be able to work in a team, committed, loyal respect and good customer care attitude. He or she must be punctual and have knowledge of Occupational Health and Safety.


ENQUIRIES: Mr P Phasha, Tel (017) 712 9400

POST 32/84: WATER PLANT SUPERINTENDENT REF NO: 260816/41

SALARY: R142 461 per annum, Level 05
CENTRE: NWRI: Central Operations, Usutu River

REQUIREMENTS: Grade 12 Certificate and certificate in Water Plant treatment. Three (3) to five (5) years experience. Knowledge in Ensuring the water distribution for all Government Water works within the Area office’s jurisdiction, Monitoring and evaluation principles. Basic knowledge in managing human resources Disciplinary knowledge in Occupational Health and Safety Disciplinary knowledge in Public administration, knowledge in Supporting water utilization and water resource strategy, knowledge Flood controlling and understanding of Government legislation

DUTIES: Supply water according to required quantities and Standards, Check machinery and report faults, Safeguards hazardous chemicals, Check laboratory results and do adjustments where necessary, perform in-service Training and supervision of water plant personnel, Ensure the safety of water Plant installations and ensure the protection of water plant installations

ENQUIRIES: Mr. M.D Cholo 017 846 8000
PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF TREASURY

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

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

CLOSING DATE: 26 August 2016

NOTE: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned in the CV), driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. Candidates who apply for posts on salary level 13 and higher will also be subjected to a competency assessment as well as a practical test. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

MANAGEMENT ECHELON

POST 32/85: CHIEF FINANCIAL OFFICER: FREE STATE PROVINCIAL TREASURY REF NO: 019/16

SALARY: An all-inclusive salary package of R 1 042 500 per annum, Level 14 (This all inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

CENTRE: Bloemfontein

REQUIREMENTS: An appropriate post-graduate degree in Accounting/Economics/Financial Management/Management with a minimum of six years’ experience in a senior management position of which at least three years should have been in a financial management environment. Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, budgeting processes and supply chain management policies.

DUTIES: Provide strategic advice and sound financial management within the Department. Develop policies, procedures and guidelines with regard to financial management, supply chain management and strategic planning. Oversee the implementation of supply chain management systems consistent with legislative and other good government arrangements. Oversee and facilitate the implementation of strategic planning within the Department. Manage the resources of the Chief Directorate to ensure efficiency and effectiveness within the Chief Directorate.

ENQUIRIES: Mr. G. Mahlatsi: (051) 403 3065
ANNEXURE L

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

MANAGEMENT ECHELON

POST 32/86: CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: 001626

Directorate: Medical

SALARY: R981 093– R1 088 862 per annum (all inclusive package)

CENTRE: Sterkfontein Hospital, Krugersdorp

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner. A minimum of 3 years appropriate experience as Medical Officer after Registration with the HPCSA as Medical Practitioner. A qualification, Health Management, will be an added advantage. Computer literate. Valid driver’s license


ENQUIRIES: Mr. M.J. Mapunya, Tel No: (011) 951-8257

APPLICATIONS: Application must be submitted on Z83 form, certified copies of CV., ID, and Qualifications to be attached. Applications must be submitted to HR in the Administration Building or posted to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740 or apply online at:www.gautengonline.gov.za

CLOSING DATE: 26 August 2016

POST 32/87: ADVERTISEMENT MEDICAL SPECIALIST RADIOLOGY REF NO: 001619

Directorate: Radiology Department

SALARY: R924 378 per annum (all inclusive package)

CENTRE: Leratong Hospital

REQUIREMENTS: Registration with HPCSA as a Specialist in Radiology. Skills: Leadership skills. Commuted Overtime contract is compulsory. Ability to work after hours. Mandatory computer literacy.

DUTIES: Render an efficient and cost-effective quality radiology services. Assist with effective and efficient administration of the Radiology Department. Ensure the rational use of resources (Medical/Surgical sundries and equipment). Act as a gatekeeper regarding request for expensive examinations. Effective and efficient training of clinical staff. Ensure collections of quality data and analysis thereof with the department.

ENQUIRIES: Dr D.P Moloi, Tel No: (011) 411 3508

APPLICATIONS: Applications must be submitted on Z83 with a CV, Certified Copies of ID and Qualifications. Applications should be submitted or hand delivered at Leratong Hospital Human Resource Development (Block 6) 1 Adock Street Chamdor 1740 or applies online at www.gautengonline.gov.za

CLOSING DATE: 26 August 2016
**OTHER POSTS**

**POST 32/88**

**ASSISTANT MANAGER: RENAL—NURSING—PN-B4 REF NO: 001615**

Directorate: Nursing services

**SALARY**: R509 148 per annum (plus benefits)

**CENTRE**: Helen Joseph Hospital

**REQUIREMENTS**: Basic qualification accredited with SANC in terms of R425 or equivalent qualification that allows registration with SANC as a Professional Nurse. Plus a post basic renal qualification with at least 1 year accredited with SANC in terms of R212. Diploma or degree in nursing administration and education will be an added advantage. Experience: A minimum of 10 years’ experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 6 years’ experience after obtaining the 1 year post basic qualification in the relevant specialty and at least 3 years’ experience in management level. A minimum of 10 years’ experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 6 years’ experience after obtaining the 1 year post basic qualification in the relevant specialty and at least 3 years’ experience in management level. Computer skills in basic programs.

**DUTIES**: To ensure safe and effective clinical nursing practice general and renal care, Ensure effective management of quality nursing service, Co-ordination of optimal, holistic specialized nursing care provided within set standards and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self - development, mentoring of operational managers. Ability and knowledge to carry out Renal and general Nursing procedures and management as per scope of practice, Manage treatment and dialitory modalities for the Renal patients and identify complications, Co-ordinate Acute, chronic and Peritoneal modalities including renal transplant, ensure that the nursing standards are upheld and maintained, manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOP’s and protocols for the Department, ability to deal with conflict and knowledge of DoH policies, ensure that the national core standards are maintained and upheld. Manage the Human Resource in the Department and ensure skilling and quality care in the department, Manage the department efficiently and cost effectively.

**ENQUIRIES**: Mrs. TG Baloyi (011)489 0896

**APPLICATIONS**: Applicants to attach all the necessary documents which are certified in your application including your valid identity document and relevant certificates, applications without proof of the necessary documents will be disqualified. forms must be delivered to HR Helen Joseph Hospital, No 14 Perth Road, Auckland Park, HR Department.

**CLOSING DATE**: 26 August 2016

**POST 32/89**

**ASSISTANT MANAGER: NURSING – PNA7 REF NO: 001611**

Directorate: Nursing services

**SALARY**: R465 939 per annum (plus benefits)

**CENTRE**: Helen Joseph Hospital

**REQUIREMENTS**: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional nurse with the SANC in general nursing. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. Experience as Assistant Director in nursing administration, education will be an added advantage. Experience: Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as: Nursing Act, OHS Act, Patient Rights Charter, Batho Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative,
Co-operative, Knowledge of the nursing strategy. Ethical standards and self-development are a requisite for upholding the organizational culture.

**DUTIES**: Delegate, supervise and coordinate provision of effective and efficient Patient care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate information on health care. Display concern for patients, promoting and advocating proper treatment care including awareness and willingness to respond to patients’ needs. Develop/ establish and maintain constructive working relationships with nursing and other stakeholders (interprofessional, inter-sectorial and multi-disciplinary team work). Team player, Supportive, Assertive Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and ensure proper utilization of financial and physical resources. Manage Human Resources and ensure skillling and quality care in the department.

**ENQUIRIES**: Mrs. TG Baloyi (011)489 0896

**APPLICATIONS**: Applicants to attach all the necessary documents which are certified in your application including your valid identity document and relevant certificates, applications without proof of the necessary documents will be disqualified. forms must be delivered to HR Helen Joseph Hospital, No 14 Perth Road, Auckland Park, HR Department.

**CLOSING DATE**: 26 August 2016

**POST 32/90**: OPERATIONAL MANAGER: GENERAL STREAM PNA-5 REF NO: 001614
Directorate: Nursing services

**SALARY**: R367 815 per annum (plus benefits)

**CENTRE**: Helen Joseph Hospital

**REQUIREMENTS**: Registration with SANC as a Professional Nurse. Diploma or Degree in Nursing Science. Minimum of seven (7) years’ experience as a Professional Nurse. Should be willing to work shifts when the need arises. Ability to function in a multi-disciplinary setting and under stressful situations. Experience in HI Care will be an added advantage.

**DUTIES**: Ensure effective communication within the health setting. Take charge of a ward/unit and ensure smooth running thereof. Develop policies and protocols for the Unit. Supervise and control of all material and Human resources. Manage costs and maintain strict control of equipment and budget of the department. Liaise with Hospital management regarding complex issues. Maintain sound relations and team work within the department. Should demonstrate knowledge of DoH policies including National Core Standards. Ensure quality patient care and prevent serious adverse events occurrence. Implement a programme of skillling staff through in-service and demonstration. Develop systems to ensure efficient running of the ward. Conduct PMDS for all staff in the department.

**ENQUIRIES**: Ms. TG Baloyi (011)489 0896

**APPLICATIONS**: Applicants to attach all the necessary documents which are certified in your application including your valid identity document and relevant certificates, applications without proof of the necessary documents will be disqualified. forms must be delivered to HR Helen Joseph Hospital, No 14 Perth Road, Auckland Park, HR Department.

**CLOSING DATE**: 26 August 2016

**NOTE**: Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS Act 85 of 1993. NB: please note that employment vetting is mandatory.

**POST 32/91**: LECTURER PND 1/2: 7 POSTS REF NO: 001630
Directorate: Bonalesedi Nursing Services

**SALARY**: R317 271 – R367 815 per annum (plus benefits)
R 390 216 – R 509 148 per annum (plus benefits)

**CENTRE**: Bonalesedi Nursing College, Campus of the Chris Hani Baragwanath Nursing (college situated at the leratong hospital in kagiso).

**REQUIREMENTS**: Grade 1/PND1: Degree/Diploma in Nursing and a post-basic qualification in Nursing Education. Registration with the South African Nursing Council (SANC) as a professional Nurse and Midwife and in Nursing Education. Minimum of 4 years appropriate/ recognizable nursing experience after registered as a professional Nurse. Grade 2/ PND2: Degree/Diploma in Nursing and a post basic qualification in Nursing Education. Registration with the South African Nursing Council (SANC) as a professional Nurse and Midwife and in Nursing Education. Minimum of 14...
years appropriate/recognizable nursing experience after registered as a professional of which 10 years must have been appropriate or recognizable experience in nursing Education after obtaining 1 year post basic qualification in Nursing Education. For both grades (the candidate must have: Good facilitation and presentation skills, Communication (verbal and written), organizational and problem-solving skills. Computer skills (Word, PowerPoint, Excel). Skill in application and interpretation of regulations and other legislative frameworks pertaining to Nursing Education. Conflict management and supervisory skills. Good research knowledge. Code 08 valid driver's license.

**DUTIES**

Plan and conduct academic programs, employ a variety of teaching strategies to reach the required outcomes, ensure policy and clinical tool development, Implement PMDS for basic students. Develop, review and evaluate circulars. Implement clinical assessment strategies to determine learner competence in the clinical areas, record keeping as required. Accompany learners in all clinical areas affiliated to the College. Must be prepared to travel to all areas utilized for experiential learning. Curriculum development. Must be able to work under pressure. Have and implement a sound knowledge of all applicable current legislation continuing education in nursing education as well as own specialty. Utilization of technology for teaching, evaluating, monitoring and management of the programme.

**ENQUIRIES**
Mr. S Gopane, Tel No: (011) 696 -8302/8339

**APPLICATIONS**
Applications must be submitted on a Z83 form with a CV and Certified copies Applications should be submitted at Bonalesedi Nursing College (inside Leratong Hospital premises), 01 Adock Road , Chamdor, Kagiso or posted to Private Bag X55, Roodepoort, 1725 or apply online at www.gautengonline.gov.za

**CLOSING DATE**
26 August 2016

**NOTE**
The Institution reserves the right to check criminal records of a candidate. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo competency assessment. The successful candidate will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse Practitioner (OHNP).

**POST 32/92**
LECTURER (CLINICAL PRECEPTOR) 3 POSTS REF NO: 001629
Directorate: Bonalesedi Nursing Services

**SALARY**
R317 271 - R367 815 per annum (plus benefits)

**CENTRE**
Bonalesedi Nursing College, Campus of the Chris Hani Baragwanath Nursing (college situated at the leratong hospital in kagiso).

**REQUIREMENTS**
Degree/Diploma in Nursing and a post basic qualification in Nursing Education. Registration with South African Nursing Council (SANC) as a professional nurse in Education. A minimum of four years (4) appropriate or recognizable nursing experience after registration as a Professional Nurse in general nursing. Communication (verbal & written), organizational and problem solving skills. Good computer skills (MS word, Excel etc.). Applying and interpretation of regulations and other legislative frameworks pertaining to nursing education. Conflict management and supervisory skills. Driver's license.

**DUTIES**
Provide education and training to student nurses. Develop, plan and implement academic programs. Prepare and present lessons. Participate in the development of college policies. Being actively involved in research for best practices and adhere to legislative prescripts related to student education and training. Coordinate clinical learning exposure to students between college and clinical areas. Accompany students to clinical areas. Plan and implement formative and summative strategies. Support the mission and promote the image of the College. Conduct and participate in nursing research. Implement assessment strategies to determine learner’s competencies. Evaluate academic performance. Complete all relevant reports related to students training in clinical areas. Exercise control over students. Maintain student’s discipline.

**ENQUIRIES**
Mr. S Gopane, Tel No: (011) 696 -8302/8339

**APPLICATIONS**
Applications must be submitted on a Z83 form with a CV and Certified copies Applications should be submitted at Bonalesedi Nursing College (inside Leratong Hospital premises), 01 Adock Road, Chamdor, Kagiso or posted to Private Bag X55, Roodepoort, 1725 or apply online at www.gautengonline.gov.za

**CLOSING DATE**
26 August 2016

**NOTE**
The Institution reserves the right to check criminal records of a candidate. It is the applicant’s responsibility to have foreign qualifications evaluated by the South
African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo competency assessment. The successful candidate will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse Practitioner (OHNP).

**POST 32/93**: ASSISTANT DIRECTOR: EVENT MANAGEMENT REF NO: 001605

**Directorate**: Communication and Stakeholder Management

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

**CENTRE**: Central Office

**REQUIREMENTS**:
- Recognised relevant tertiary qualification (national diploma or degree), preferably in Communications or Public Relations. Advanced knowledge of event management, stakeholder management and mobilisation. A minimum of 5 years relevant experience in advocacy, public relations and events management and protocol services. Knowledge of communications strategy and policy in the public sector. Knowledge of departmental communication processes. A valid driver’s licence. Good customer focus responsiveness and analysis. Good written and verbal communication skills. Excellent report writing, planning, organising, financial management, marketing, stakeholder relations and relationship building skills.

**DUTIES**:
- Management of the departmental events, public participation programmes, promotional material and branding. Provide input in internal and external communication strategies. Provide monthly reports and quarterly reports, managing staff development, training and leave plans. Manage the sub directorate’s resources.

**ENQUIRIES**:
- Ms Kealeboga Mohajane, Tel No: (011) 355 3477

**APPLICATIONS**:
- The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online by visiting www.gautengonline.gov.za

**CLOSING DATE**: 26 August 2016

**POST 32/94**: LOGISTICAL SUPPORT OFFICER LEVEL 7 REF NO: 001623

**Directorate**: Supply Chain Management

**SALARY**: R211 194 – R248 781 per annum (plus benefits)

**CENTRE**: Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**:
- Grade 12 and appropriate B Degree or 3-year National Diploma in Finance, Logistics, Supply Chain Management, Purchasing Management or equivalent qualification. Minimum of 3-years and above experience in the field of Supply Chain. Knowledge and proficiency in SAP/SRM and R3. Understanding of Public Service legislative framework including Treasury Regulation, PFMA, PPPFA and B-BBEE (Practice Notes and Code of Conduct for SCM Practitioners). Computer literacy (Word, Outlook and Excel). Ability to work independently and under pressure. Effective communication skills (written and verbal).

**DUTIES**:
- Provide administrative support to the Bid Committees. Compile reports in areas of supervision. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Manage staff and their performance. Ensuring annual and biannual stock taking is conducted. Compile stock taking report. Prepare monthly recons on inventory stock. Liaise with suppliers to ensure deliverance of correct quantity and quality of stock. Attend to Supply Chain Management audit queries.

**ENQUIRIES**:
- Ms. E.D. Kau, Contact No (012) 318-6495

**APPLICATIONS**:
- People with disabilities are welcome to apply. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

**CLOSING DATE**: 26 August 2016

**POST 32/95**: FINANCIAL CONTROLLER REF NO: TRH 14/2016

**Directorate**: Finance

**SALARY**: R211 194 per annum (plus benefits)

**CENTRE**: Tshwane Rehabilitation Hospital

**REQUIREMENTS**:
- Grade 12 certificate plus five years appropriate experience or Diploma in Financial Management or equivalent qualification with Three years relevant experience. Good knowledge of financial Systems e.g. BAS, PERSAL,SAP, PAAB and
government regulation like DORA, Treasury Regulation, Financial Delegation, knowledge of SCOA and SRM. Computer literacy, good written and verbal communication skills, ability to work under pressure and independently.

**DUTIES**

Prepare journals and statement of position. Assist with budget preparations and monitoring. Ensure and monitor compliance to internal control and operation procedures. Manage all financial related queries, ensure proper record keeping daily follow-up of creditor’s payment on BAS. Supervise financial clerks, request monthly income and expenditure reports on BAS, reconciliation of transversal system. Releasing of PO’s on SRM system. Approval e-journal on SAP and approving of e-invoicing on SAP.

**ENQUIRIES**

Mr GT Mabena, Tel. No: (012) 354 - 6025

**APPLICATIONS**

Applications must be send directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

**CLOSING DATE**

27 August 2016

**NOTE**

The post will be filled according to Employment Equity target of the institution

**POST 32/96**

**FINANCIAL CONTROLLER: FINANCIAL REPORTING, REF NO: 001606**

Directorate: Financial Accounting

**SALARY**

R211 294 per annum (plus benefits)

**CENTRE**

Central Office. Johannesburg

**REQUIREMENTS**

A 3 year tertiary qualification in finance or related field with at least 2 years relevant experience. Knowledge of BAS, PERSAL, SAP and Excel. Good communication skills and computer literate.

**DUTIES**

Manage liabilities and commitments within budget constraints, including; recording, reconciliation and settlement. Perform General Ledger reconciliations (including bank reconciliations, clearing of suspense and interdepartmental accounts). Manage the financial system interface exceptions. Perform month-end and year-end accounts closure process. Analyse and interpret data in order to provide financial management information for decision making. Provide accounting and financial information and responses to risk, audit and other assurance providers. Utilise BAS to capture accounting transactions, control the general ledger, perform financial administration and prepare financial reports. Maintain an accurate accruals register and report monthly, quarterly and annually. Maintain statutory and other required registers with supporting documents, including but not limited to; register of unauthorised, fruitless, wasteful and irregular expenditure,- register of losses, damages and claims, etc.

**ENQUIRIES**

Mr S. Botes, Tel: (011) 241 5658

**APPLICATIONS**

The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB!

Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online by visiting www.gautengonline.gov.za

**CLOSING DATE**

26 August 2016

**POST 32/97**

**NURSING ADMINISTRATION CLERK REF NO: S-001612**

Directorate: Administration

This is a re-advertisement, all those who had applied and short-listed and phoned for interviewed may re-apply

**SALARY**

R142 461 per annum (plus benefits)

**CENTRE**

Helen Joseph Hospital

**REQUIREMENTS**

Standard 10 or Grade 12 certificate. A minimum 6/12 months experience in Nursing management office or nursing human resource management and general office administration. Good command of the English language, Extensive knowledge of MS Word, Excel, PowerPoint and Outlook is critical. Writing skills and computer literacy. Ability to work under pressure and independently. Ability to handle stressful environment. The following attributes are essential: Office Organisational skills, minutes taking, filing skills including electronic filing. Additional advantages: Knowledge of data capturing, experience in the health sector/ environment

**DUTIES**

Typing of memos and minutes for meetings. Compiling of stats into graphs. Ordering of stationary and grocery for meetings. Keep stats for nursing department. Liaise with the wards and other departments. Ensure proper maintenance of the nursing administration block including lecture room2, 5 and the library and do follow up and keep records. Relieves in DD’s office when the PA is on leave. Management of the diary. Arrange and prepare for meetings, taking, typing and
distribution thereof. Assists with making photocopies. Collect duty schedules from the wards and file them. General Admin work for Nursing management and Personnel Development. Capturing of complaints and referral to managers.

ENQUIRIES : Ms. TG Baloyi Tel No: (011) 489 0896
APPLICATIONS : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Applications should be submitted at Helen Joseph Hospital, No 14 Perth Road, Auckland Park, HR Department.
CLOSING DATE : 26 August 2016
NOTE : Please attach all necessary documents including your valid ID copy and People with disabilities are welcome to apply and NB: Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS Act 85 of 1993. NB: please note that employment vetting is mandatory.

POST 32/98 : ADMINISTRATION CLERK REF NO: 001607
Directorate: Revenue Management (Patient Administration)

SALARY : R142 461 per annum (plus benefit)
CENTRE : Central Office, Johannesburg
REQUIREMENTS : Grade 12 or equivalent with at least 2 years relevant experience. Professionalism and the ability to exceed customer expectations. Proactive in dealing with demands. Computer literacy (Word, Excel, Access, Power point).
DUTIES : Assist with administrative duties in the unit. Minutes taking and recording. Recording and tracking of both incoming and outgoing documents. Assist with logistical arrangements in the office. Recording of downtime registers issued from hospitals. Compile monthly and quarterly downtime reports from institutions. Compile the medical schemes rejected claims. Assist with queries from external stakeholders. Documents capturing, course evaluation tools and any other administration related activities.

ENQUIRIES : Ms. N. Kalipa, Tel No: (011) 355-3474
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online by visiting www.gautengonline.gov.za
CLOSING DATE : 26 August 2016

POST 32/99 : MATERIAL RECORDING CLERK LEVEL 5 REF NO: 001624
Directorate: Supply Chain Management

SALARY : R142 461 – R167 814 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 and relevant qualification in Supply Chain. 1-year experience in the field of Supply Chain. Basic knowledge and understanding of legislative framework governing Public Service. Good communication and computer skills. Asset Management will be an added advantage.

ENQUIRIES : Ms. E.D. Kau, Contact No (012) 318-6495
APPLICATIONS : People with disabilities are welcome to apply. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.
CLOSING DATE : 26 August 2016

POST 32/100 : ADMINISTRATION CLERK REF NO: 001608
Directorate: Revenue and Contract Management

SALARY : R142 461 per annum (plus benefits)
CENTRE : Central Office, Johannesburg
**REQUIREMENTS**: Grade 12 Certificate with 2 years administration experience preferably in Finance. Computer literacy and knowledge of Ms-Excel, Ms-Word, Internet, e-mail. BAS & SAP would be an added advantage. Knowledge of legislation & regulation pertaining to public service administration. Experience in capturing of receipts on BAS would be an added advantage.

**DUTIES**: Capturing of receipts from institutions. Monitoring of institution’s SAP receipt transactions. Monitoring and clearing of revenue ledger accounts i.e. bank exception, bank adjustment, receipt control account. Provide cash book services with allocations for unidentified EFT’s and bank deposits. Review completeness and correctness of Institutions TPH 45A (Cash Book). Reconciliations and assist to follow up on outstanding receipts and deposits. Compile departmental donation report. Handle and resolve queries from institutions on receipts and deposits. Liaise with Gauteng Treasury Cash Book Services regarding the funder’s payments not allocated on BAS. Compile the quarterly revenue report for National Department of Health. Assist in compiling revenue general reports.

**ENQUIRIES**

**APPLICATIONS**: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online by visiting www.gautengonline.gov.za

**CLOSING DATE**: 26 August 2016

**POST 32/101**: SECURITY OFFICER REF NO: 001628

**CENTRE**: Sterkfontein Hospital, Krugersdorp

**REQUIREMENTS**: Grade 12 certificate or equivalent qualification. Three to four years of practical experience in the Security Field. Minimum Grade “C”. Grade Registered with the Private Security Regulatory Authority (PSIRA). Experience in CCTV will be an added advantage. Computer literate. Valid driver’s license.

**DUTIES**: Safeguard state property, staff, patients and visitors. Quick response to emergencies in the hospital. Patrol parameter fences and all areas. Assist nursing in handling aggressive patients. Searching for abscond patients around the hospital. Knowledge of the access control procedures. Knowledge of measures for the control and movement of assets. Knowledge of CCTV cameras.

**ENQUIRIES**

**APPLICATIONS**: Application must be submitted on Z83 form, certified copies of C.V., ID, and Qualifications to be attached. Applications must be submitted to HR in the Administration Building or posted to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740 or apply online at www. gautengonline.gov.za.

**CLOSING DATE**: 26 August 2016

**PROVINCIAL TREASURY**

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

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

**CLOSING DATE**: 26 August 2016

**NOTE**: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance.
OTHER POSTS

POST 32/102: DEPUTY DIRECTOR: CORPORATE PERFORMANCE REPORTING
Directorate: Corporate Performance Monitoring & Evaluation

SALARY: R612 822 per annum (All-inclusive package)
CENTRE: Johannesburg
REQUIREMENTS: National Diploma or Bachelor’s Degree in public management, policy development, monitoring & evaluation, business management or related field. Minimum 2 years in the role of performance monitoring, quality management and/or strategy management and performance monitoring and reporting. 3 years in a management function. Facilitation of M&E quality assurance and information workshops. Experience with planning, design and implementation of systems including use of logical framework approach, results based M&E and other contemporary strategic planning approaches. Data and information analysis and reporting to stakeholders and experience with data processing and analysis using computer systems.

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

ENQUIRIES: Ms. Tshiamo Sokupha Tel No: (011) 227-9000
NOTE: All shortlisted candidates may be required to write simulation test.

POST 32/103: ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING
Directorate: CFO’s Office

SALARY: R311 784 per annum, (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: A relevant 3 years tertiary qualification e.g. National Diploma or Degree in Financial Management plus 4 – 5 years’ experience in the financial accounting field and related field. Good understanding of PFMA, Treasury Regulations and Standards Charts of Accounting. Knowledge of Microsoft Office (Excel, PowerPoint and Word). Knowledge of BAS and SAP will be an added advantage. Relevant experience in budget planning process, expenditure control analysis, monitoring and general financial reporting.

DUTIES: Manage the collection and collation of budget inputs for budget planning. Drive the MTEF and annual budget process in terms of Virements, adjustments, shifting and reprioritisation of funds. Co-ordinate, consolidate and manage the Departmental budget. Ensure accuracy and completeness of the Medium Term Expenditure Framework budget process. Upload the budget on BAS. Ensure correct allocation or alignment of expenditure through giving SCOA allocations of the order. Monitor of expenditure against the budget. Ensure that expenditure is in accordance with its budget allocations. Retrieve and distribute monthly expenditure report to directorates. Prepare expenditure report in terms of section 40 of the PFMA. Compilation of the appropriation statement for interim and annual financial statements. Monitor and ensure correct departmental costing of compensation of employee’s budget and expenditure. Analysis of expenditure items on the trial balance. Handle other administrative matters as requested by senior managers.

ENQUIRIES: Ms. Tshiamo Sokupha Tel No: (011) 227-9000
NOTE: All shortlisted candidates may be required to write simulation test.

POST 32/104: PERSONAL ASSISTANT: CHIEF DIRECTOR- CORPORATE SERVICES
Directorate: Corporate Services

SALARY: R211 194 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: National Diploma. 3 – 5 years’ experience in the public sector and/or related area.
**DUTIES**

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

**ENQUIRIES**

Ms. Linda Ninzi Tel No: (011) 227-9000
APPLICATIONS: All applications must be forwarded to the District Director, Ilembe Health District office, P/Bag x 10620 KwaDukuza, 4450

CLOSING DATE: 19 August 2016

NOTE: An application for Employment Form (Z83) must be completed and forwarded, which is obtainable at any Government Department or form website www.kznhealth.gov.za, recently certified copies of highest educational qualification and not copies of certified copies. Updated Curriculum Vitae Applications must be submitted on or before the closing date, the reference number must be indicated in the column provided on the form Z83 e.g. SHAK 01/2016, persons with disabilities should feel free to apply for the post the post Appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, CIPC, qualification, citizenship and previous experience employment verifications) Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful

OTHER POST

POST 32/105: OPERATIONAL MANAGER (PHC STREAM) REF NO: SHAK 02/2016

SALARY: R465 939 per annum Plus 8% rural allowance, 13th Cheque, home owner's allowance, and Medical aid optional, [Employee must meet prescribed conditions]

CENTRE: Ilembe Health District Office

REQUIREMENTS: Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate)Degree / Diploma in General Nursing Plus (1) year post basic qualification in Clinical Nursing Science Health Assessment Treatment and Care (PHC) Current registration with SANC as General Nurse and Primary Health care. A minimum of 9 years appropriate/recognizable nursing experience after registration as General Nurse of which 5 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached, Recommendation Valid Code EB Driver’s license (Code8) Report writing and time management, Understanding of nursing legislation and related and ethical nursing, practices and how these impacts on service delivery, basic understanding of HR and Finance policies and practices.

DUTIES: Ability to provide mentoring and couching to her/his supervisees. Leadership and supervisory skills. Good communication, interpersonal relations, counseling, conflict management skills and decision making. Implementation of Quality Improvement Plan. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human and Material resources Facilities that the clinic has functional clinic committee and ensures community participation, Plan and monitor utilization of budget to ensure that the clinic functions within he allocation budget, Supervise and monitor staff performance according to EPMDS, Deal with disciplinary and grievance matters including monitoring and managing absenteeism, Facilitate provision of clinical services, educational services and be involved in medical research, assist in Departmental project, evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyze and interpret statistic including PHC and Programme indicators. Coordinate operation Sukuma Sakh e Programme for the Local Tusk Team

ENQUIRIES: Mrs. N Naidoo Contact No: 032 - 5513686
The WCED promotes and applies the principles of Employment Equity and is committed to effective and efficient service delivery. Persons with disabilities are welcome to apply and an indication in this regard on the application for employment form (Z 83) will be appreciated. Applicants with disabilities, that are short-listed, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process. You are invited to become a member of a dynamic management team where your competencies and personal qualities can empower our schools, communities and fellow employees.

APPLICATIONS: Applications are to be submitted: The Directorate: Recruitment and Selection, Western Cape Education Department, Private Bag x 9183, Cape Town, 8000 Or Hand Delivered WCED Client Services, Grand Central Towers, CAPE TOWN, 2nd floor and place in the box marked: Public Service Staff

CLOSING DATE: 25 August 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 32/106: DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT

MANAGEMENT REF NO: PS 70

Job Purpose: To manage curriculum development and assessment and examination processes

SALARY: R 1 267 806 per annum, Level 15 all-inclusive package (A portion of the package can be structured according to the individual’s personal needs)

CENTRE: Head Office, Cape Town.

REQUIREMENTS: Qualifications and experience: An undergraduate qualification (NQF level 7) or equivalent qualification and 8 years of experience at senior management level. Recommendation: An appropriate post-graduate qualification (NQF level 8 or higher) will serve as a strong recommendation.

DUTIES: Key responsibilities: Strategic management, guidance and advice in respect of the rendering of effective and efficient assessment and examinations as well as curriculum management and development. This includes the following broad areas of service delivery: Assessment: Develop provincial assessment systems and see to application of national assessment systems. Build skills and capacity in respect of the application of assessment systems. Review assessment systems based on feedback and feed into provincial intervention programmes and national review processes. Examinations: Plan the system of examinations for all phases of curriculum delivery. Administer examination and certification processes. GET Curriculum Development: Coordinate curriculum research and development within learning areas. Coordinate curriculum development initiatives within the learning area context according to provincial needs in ECD, GET. Contribute to national curriculum policy development with respect to learning areas. Monitor, support and evaluate all provincial interventions within the learning area context. Develop policy documents, guidelines and training materials in support of learning areas. FET. Curriculum Development: Coordinate curriculum research and development within subjects. Coordinate curriculum development initiatives within the subject context according to provincial needs in FET. Contribute to national curriculum policy development with respect to subjects. Monitor, support and evaluate all provincial interventions within the subject context. Develop policy documents, guidelines and training materials in support of subjects. E-Learning Plan the roll out of e-learning initiatives.

ENQUIRIES: Mr I Carolus ☎ (021) 467 – 2080
POST 32/107

DISTRICT DIRECTOR: METRO NORTH EDUCATION DISTRICT OFFICE REF NO: PS 71

Job Purpose: To manage the quality of education and education institutions in the district

SALARY: R864 177 per annum, all-inclusive package (A portion of the package can be structured according to the individual’s personal needs)

CENTRE: Parow

REQUIREMENTS: An undergraduate qualification (NQF level 7) and 5 years’ experience at a middle/senior managerial level; experience in an education environment; Valid drivers’ licence; Knowledge of the South African Schools Act; Knowledge of all legislation related to the key performance areas as they affect districts; Proven excellence in management of district support and/or school management.

DUTIES: Line Management: Lead and manage the following sub-components within the district office: Corporate services; Financial Management, Compliance Management and People Management Circuit Managers: Ten circuits Strategy, Information and governance and management – Communication, Information Management systems, governance and management, Curriculum : FET, Senior and Intermediate and Foundation Phases Learner Support : Psychological support services, Social Work and Therapists; Champion quality assurance using Whole School Evaluation and other performance management systems (IQMS/SPMDS) Manage operational interfaces with Head Office components and external agencies; Ensure compliance at educational institutions with specific focus on: Learning and teaching support materials Learner transport Compliant Financial administration and management Infrastructure management Travel extensively within the district to visit schools. Develop, implement and maintain a plan of district improvement.

ENQUIRIES: Mr C Frolick, ☎ (021) 467-2088

POST 32/108

DISTRICT DIRECTOR: WEST COAST EDUCATION DISTRICT OFFICE REF NO: PS 72

Job Purpose: To manage the quality of education and education institutions in the district

SALARY: R864 177 per annum, all-inclusive package (A portion of the package can be structured according to the individual’s personal needs)

CENTRE: Paarl

REQUIREMENTS: An undergraduate qualification (NQF level 7) and 5 years’ experience at a middle/senior managerial level; experience in an education environment; Valid drivers’ licence; Knowledge of the South African Schools Act; Knowledge of all legislation related to the key performance areas as they affect districts; Proven excellence in management of district support and/or school management.

DUTIES: Line Management: Lead and manage the following sub-components within the district office: Corporate services; Financial Management, Compliance Management and People Management Circuit Managers: Ten circuits Strategy, Information and governance and management – Communication, Information Management systems, governance and management, Curriculum : FET, Senior and Intermediate and Foundation Phases Learner Support : Psychological support services, Social Work and Therapists; Champion quality assurance using Whole School Evaluation and other performance management systems (IQMS/SPMDS) Manage operational interfaces with Head Office components and external agencies; Ensure compliance at educational institutions with specific focus on: Learning and teaching support materials Learner transport Compliant Financial administration and management Infrastructure management Travel extensively within the district to visit schools. Develop, implement and maintain a plan of district improvement.

ENQUIRIES: Mr C Frolick, ☎ (021) 467-2088
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.

MANAGEMENT ECHELON

POST 32/109 : DIRECTOR: FACILITY BASED PROGRAMMES

SALARY : R 864 177 per annum (A portion of the package can be structured according to the Individual’s personal needs).

CENTRE REQUIREMENTS : Chief Directorate Health Programmes(Head Office, Cape Town)

REQUIREMENTS : Minimum educational qualification: An appropriate qualification in a health related field. Experience: Extensive experience at management or equivalent level. Inherent requirements of the job: A valid (B/EB) driver’s licence. Availability to travel as required. Competencies knowledge/skills): Financial management and business plan /business case development. Policy development, project and programme management. Experience in monitoring and evaluation. Excellent verbal and non-verbal communication skills. Computer literacy (MS Office). Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Develop, co-ordinate, monitor, evaluate and implement strategies to create public awareness of facility based programmes such as priority conditions affecting Women, Children and Adolescent, adults and the elderly including chronic conditions, nutrition, mental health, rehabilitation, prevention of blindness and communicable diseases control. Co-ordinate interdepartmental and inter-sectoral interventions to facilitate implementation of facility based programmes. Facilitate health service needs through an analysis of district profiles disease determinants and epidemiological trends to inform programme policy. Facilitate training of relevant personnel in the Department, in Municipalities and in relevant NGO’s, and other government departments as well as private general practitioners, with regard to protocol implementation. Facilitate research into the priority conditions affecting Women, Children and adolescent, adults and the elderly including addressing chronic conditions, nutrition, mental health, rehabilitation, prevention of blindness and communicable diseases control within the Province. Effective and efficient management of the Directorate Facility based programmes.

ENQUIRIES : Dr NTD Naledi, tel. no. (021) 483-5085

APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms P Pietersen

CLOSING DATE : 26 August 2016

OTHER POSTS

POST 32/110 : PHARMACY SUPERVISOR GRADE 1

SALARY : R686 322 per annum (A portion of the package can be structured according to the individual’s personal needs)

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Willingness to register as a Tutor. Competencies (knowledge/skills): Knowledge of the Pharmacy Act 53 of 1974 as amended, Medicines and Related Substance Control Act, Act 101 of 1965 as amended, GPP, Public Finance Management Act and supply chain processes. Computer literacy (Word, Excel, PowerPoint). Proof of Continuous Professional Development. Good interpersonal, organisational and communication skills. Appropriate management experience in Public Hospital Services. Experience in paediatric dispensing management, clinical pharmacy
management and Pharmacy and Therapeutic Committee (PTC) Management. Note: Shortlisted candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.

**DUTIES**

Key result areas/outputs: Facilitate a comprehensive paediatrics dispensing process, including the approval of paediatric items that are not on the Provincial Code List. Monitor and facilitate the medicine supply management including section 21 medicine. Assist with the development and implementation of standard operating procedures (SOPs). Monitor and facilitate the training and development of pharmacy staff in paediatrics pharmacy. Assist with the management functions of supervision and control of resources and equipment as well as People Management of pharmacy staff. Facilitate and monitor research mainly in a paediatric environment.

**ENQUIRIES**

Ms N Furumele, tel. no. (021) 938-5225

**APPLICATIONS**

The Chief Executive Officer: Tygerberg Hospitals, Private Bag X3, Tygerberg, 7505.

**FOR ATTENTION**

Ms Z Mtshisazwe

**CLOSING DATE**

26 August 2016

**POST 32/111**

SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (TRAINING AND DEVELOPMENT)

**SALARY**

R262 272 per annum

**CENTRE**

Directorate: Supply Chain Management (Head Office, Cape Town)

**REQUIREMENTS**

Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Appropriate experience in training and/or couching, preferably within the SCM environment. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel. Facilitate formal courses. Competencies (knowledge/skills): Coaching, mentoring and excellent facilitator’s skills. Presentation and report writing, skills. Development, facilitating and conducting Supply Chain Management related formal, informal and e-learning training. Ability to work under pressure and pay attention to detail and meet deadlines. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (Word, Excel and PowerPoint) and knowledge of systems used within SCM namely: LOGIS, BAS, SYSPRO, IPS, WCSD. Knowledge of the Supply Chain Management environment and an understanding of legislation and policy governing SCM. Experience in business process mapping, process improvement projects, performance measurement, including development of norms and standards with regards to accounting and Supply Chain functions, writing Standard Operating Processes with regards to Supply Chain Management best practices. Note: Shortlisted applicants will be required to undergo competency assessments/proficiency tests. No payment of any kind is required when applying for this post.

**DUTIES**

Key result areas/outputs: Present training interventions utilising a variety of techniques and/or formats. Develop course material and related training manuals. Maintain administrative records. Formal and informal training of staff at institutions. Develop and update procedure manuals according to changes in policy.

**ENQUIRIES**

Mr C Pypers, tel. no. (021) 483-3998

**APPLICATIONS**

The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

**FOR ATTENTION**

Ms P Pietersen

**CLOSING DATE**

26 August 2016

**POST 32/112**

SENIOR TRAINING OFFICER

**SALARY**

R262 272 per annum

**CENTRE**

Directorate: People Development (Head Office, Cape Town, Based at: Plumstead)

**REQUIREMENTS**

Minimum educational qualification: Degree in Clinical or Counselling Psychology or honours degree in Social Work registrable with the Health Professions Council of South Africa (HPCSA) or South African Council for Social Services Professions (SACSSP). Experience: Appropriate experience in counseling and group work. Appropriate experience in facilitation. Appropriate experience in adult training and education. Inherent requirement of the job. Valid (Code B/EB) drivers licence and willingness to travel. Competencies (knowledge/skills): Knowledge and understanding of counselling methodologies, as well as group work...
DUTIES: Key result areas/outputs: Deliver training in HIV/AIDS, TB and STI's and related counselling and therapeutic training course. Develop and updated training material in line with current counselling methodologies and departmental policies and guidelines. Conduct monitoring and evaluation activities in HIV/AIDS, STI's, related counselling and therapeutic training courses. Assist and support the functioning of the Regional Training Centre (ATICC).

ENQUIRIES: Ms N Calvert, tel. no. (021) 763-5320

APPLICATIONS: The Director: People Practices and Administration, Department of Health, P O Box 2060, Cape Town, 8000.

FOR ATTENTION: Ms P Pietersen

CLOSING DATE: 03 September 2016