PUBLIC SERVICE VACANCY CIRCULAR NO 29 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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ANNEXURE A

DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

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

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

CLOSING DATE: 05 August 2016 (unless otherwise stated)

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

OTHER POSTS

Directorate: Forestry Regulation and Oversight

SALARY: R726 276 per annum (all-inclusive package)
CENTRE: Pretoria

REQUIREMENTS: An applicant must be in possession of a Bachelor’s degree in Forestry Natural Resources Management, Environmental Sciences or Disaster Management plus appropriate management experience and should have been involved in policy development. A working knowledge of the National Veld and Forest Fire Act, 1998
(Act 101 of 1998) (NVFFA), National Forests Act, 1998 (Act 84 of 1988) (NFA), Disaster Management Act, 1998 (Act 57 of 2002) (DMA) and other related legislation. Sound understanding of environmental and/or disaster management legislation, the Public Financial Management Systems as prescribed by the Finance Management Act, 1999 (Act 1 of 1999), Treasury Regulations and other related legislation and policies. Good communication (verbal and written) and interpersonal skills. Computer literacy (MS Office software). The ability to work effectively with stakeholders across all levels within and outside the department. The ability to accept responsibility and management of human financial resources and State assets. The ability to work under pressure and extended working hours.

**DUTIES**

Advertise the National Veld and Forest Fire Act, 1998 (Act 101 of 1998). Manage the development, implementation and amendment of the NVFFA and relevant policy instruments, including the development of regulations, guidelines and strategies. Manage veld fire risk profile, compliance promotion and enforcement of the NVFFA. Manage veld fire capacity building, fire awareness and advisory support within and outside the Department. Ensure effective communication with stakeholders in veld fire management. Provide support to international co-operations, the regions and other role-players in integrated fire management. Manage the assignment of powers, duties and functions to Provinces and other organs of State to promote co-operative governance. Manage the resources of the Sub-directorate (physical, human and financial).

**ENQUIRIES**

Mr A.R. Madula, tel. (012) 309-5709

**APPLICATIONS**

daff21@humanjobs.co.za or fax: 086 537 4617

**POST 29/02**

DEPUTY DIRECTOR: FOOD SECURITY REF NO: 248/2016
Directorate: Subsistence Farming

**SALARY**

R612 822 per annum (all-inclusive package)

**CENTRE**

Pretoria

**REQUIREMENTS**

An applicant must be in possession of a Bachelor’s degree and Honours degree in one of the following: Agricultural Science, Rural Development, Social Statistics/Science. Relevant managerial experience in Agriculture, Food Security Developmental issues, experience in drafting and editing research reports and engagement on international platform. A working knowledge and understanding of information management systems, Public Service and departmental prescripts/policies, food insecurity and vulnerability analysis methodologies, tools and information systems. A valid driver’s licence.

**DUTIES**

Facilitate institutionalisation of the South African Vulnerability Assessment Committee (SAVAC) and provide secretariat services to the SAVAC. Generate food security status reports for Regional Vulnerability Assessment and Analysis (RVAA) and disseminate nationally at SADC and international meetings. Review and update livelihood zones. Develop and maintain food insecurity early warning system and advise the Agriculture, Forestry and Fisheries sector on the status of food security. Identify areas for research and development. Monitor and evaluate information. Facilitate the survey and mapping of geographic information system. Collect data for subsistence producers. Participate in national, regional and international fora.

**ENQUIRIES**

Mr M.E. Mamadi, tel. (012) 319-7331/6736

**APPLICATIONS**

daff22@humanjobs.co.za or fax: 086 537 5320

**POST 29/03**

ASSISTANT DIRECTOR: FOOD SECURITY REF NO: 244/2016
Directorate: Subsistence Farming

**SALARY**

R389 145 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

An applicant must be in possession of a Bachelor’s degree in Agriculture and/or Rural Development, preferably specialising in one of the following major subjects: Animal/Horticulture/Plant Production, Land/Water Resource Management and Agribusiness Management or Agricultural Economics. Relevant experience in agriculture, food security and development research. A valid driver’s licence.

**DUTIES**

Facilitate and coordinate subsistence producer programme at provincial and local government. Encourage household food production and subsistence farming. Collect data to develop a database of subsistence producers in the province. Effectively coordinate and facilitate resource mobilisation to assist subsistence producers. Identify areas of research and development for subsistence producers. Promote and support community-based food and nutrition security programmes for...
sustainable livelihoods. Monitor and evaluate programmes and projects. Participate in national, regional and international fora.

ENQUIRIES: Mr Q.E Nyoka, tel. (012) 319-7331/6876
APPLICATIONS: daff23@humanjobs.co.za or fax: 086 537 4622

POST 29/04: ASSISTANT DIRECTOR: ASSET MANAGEMENT REF: 251/2016
Directorate: Asset Management

SALARY: R311 784 per annum
CENTRE: Pretoria

DUTIES: Coordinate the administration of the asset management process. Coordinate and monitor the financial reporting, including the consolidation and preparation of disclosure notes and information in the financial statements. Manage and monitor the transfer, movement, replacement, disposal and auction of assets. Maintain the departmental asset register. Conduct audits; facilitate the stock-take and barcode projects. Supervise human resources/staff, including evaluation of the subordinates performance and development according to the EPMDS policy.

ENQUIRIES: Ms A. le Roux, tel. (012) 319-7399
APPLICATIONS: daff24@humanjobs.co.za or fax: 086 537 4648

NOTE: Kindly take note that this is a re-advertisement of Ref No: 158/2016, those who applied before are encouraged to re-apply.

POST 29/05: RESOURCE CONSERVATION OFFICER REF NO: 257/2016
Directorate: Land Use and Soil Management

SALARY: R262 272 per annum
CENTRE: Pretoria
REQUIREMENTS: An applicant must be in possession of a 3-year qualification in Agriculture or Natural Resources Management. Proven relevant experience in natural resources management is a prerequisite. Knowledge of soil degradation hazards and of grasses of South Africa and of veld condition. Knowledge of CARA and subdivision CARA and subdivision of Agricultural Land Act (SALA). Excellent communication skills (verbal, presentation and report writing) as well as computer literacy (MS Office package). The ability to work under pressure extended working hours. Extensive travelling and working irregular hours when required. A valid driver’s licence and the ability to drive.

DUTIES: Provide technical advice in the protection and rehabilitation of natural resources. Develop and provide guidelines on the promotion of sustainable land management. Generate scientific articles, report and publications to the targeted audiences on different subject matters. Maintain LandCare information system and databases. Implement National LandCare capacity building strategy.

ENQUIRIES: Mr V. Mohlabe, tel. (012) 319-7401
APPLICATIONS: daff26@humanjobs.co.za or fax: 086 537 5172
NOTE: Kindly take note that this is a re-advertisement of Ref No: 158/2016, those who applied before are encouraged to re-apply.

POST 29/06: ENTREPRENEURIAL FACILITATOR REF NO: 242/2016
Directorate: Cooperatives and Enterprise Development

SALARY: R262 272 per annum
CENTRE: Pretoria
REQUIREMENTS: An applicant must be in possession of a Bachelor’s degree with either Business Economics/Economics or Agricultural Economics as major subjects (you are required to furnish a credit certificate and/or statements of results). Appropriate experience in a business support environment. Good communication skills (verbal and written). Project planning and management skills. Analytical and report-writing skills. Organising and interpersonal relations. Computer literacy in MS Office software (Word, Excel, PowerPoint and the Internet). The ability to work under pressure and meet deadlines. A valid driver’s licence.
DUTIES: Support capacity building for provincial officials in rolling out capacity building tools for SMME’s management support using the Agribusiness Appraisal Tool (AAT). Identify training needs for various groups within the sector. Conduct preliminary assessments on beneficiaries. Identify enterprise support requirements and conduct viability and feasibility studies on prospective projects on the basis of technical, social, economic, environmental and financial management, market, processes, etc to aid decision making on types of assistance for project support and facilitate linkages. Compile compressive reports on the status of enterprises upon visitation or consultation. Research and analyse business opportunities, resources and support requirements with regard to strategic options available within the agricultural, forestry and fisheries sector. Support the processes of drafting frameworks, guidelines, strategies and policies targeted towards the development and support of SMMEs in the sector.

ENQUIRIES: Ms V. Sibelekwana, tel. (012) 319-8153
APPLICATIONS: daff28@humanjobs.co.za or fax: 086 537 5239

POST 29/07: HELPDESK OPERATOR REF NO: 254/2016
Directorate: ICT Service Delivery and Operations

SALARY: R171 069 per annum
CENTRE: Pretoria
REQUIREMENTS: An applicant must be in possession of a degree/National Diploma in IT. Appropriate experience in rendering of helpdesk services in an Information Technology environment or ICT desktop support. Knowledge of Microsoft Office software packages, Microsoft networking environment and Microsoft Windows XP operating system. Planning and organising, communication/interpersonal and listening skills. Problem-solving skills. Computer literacy.

DUTIES: Log calls and administer the helpdesk system for the Department in order to ensure users satisfactory. Log all user calls using the service helpdesk system. Assign calls to the appropriate technician including contractors. Provide helpdesk support to users. Provide basic support on hardware, software and network problems, configuration and troubleshooting. Render helpdesk support administration. Maintain helpdesk system and extract appropriate reports. Maintain helpdesk database.

ENQUIRIES: Mr S. Gwarube, tel. (012) 319-6514/6195
APPLICATIONS: daff27@humanjobs.co.za or fax: 086 537 5174
NOTE: This position is subject to job rotation and enrichment. The applicant must be able to learn quickly and be trained continuously.

POST 29/08: INVITATION TO SERVE ON THE RISK MANAGEMENT COMMITTEE OF THE DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES
The Department of Agriculture, Forestry and Fisheries (DAFF) hereby invites suitable qualified persons to serve on its Risk Management Committee (RMC); an oversight body which assists the Director-General to discharge oversight responsibilities to ensure effective risk management in accordance with the provisions and guidelines of the public sector Risk Management framework, the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations.

SALARY: Members of the RMC will be remunerated in terms of National Treasury rates.
CENTRE: Pretoria
REQUIREMENTS: Knowledge of and experience in one or more of the following are essential: Sound public sector or senior executive experience particularly of the public sector Risk Management framework, fraud prevention, the PFMA and Treasury Regulations. Hands-on experience in risk management and proven record of record of service in, or membership of, risk management committee(s) and/or any other oversight bodies will serve as advantage. Applicants must be in possession of a recognised, relevant postgraduate qualification, preferably in Risk Management, Accounting and/or Auditing such as CA (SA), CIA.

ENQUIRIES: Mr K. Ratshitali, tel. (012) 319-7808 or e-mail: KennethR@daff.gov.za
APPLICATIONS: daff29@humanjobs.co.za or fax: 086 537 5280
CLOSING DATE: 12 August 2016
NOTE: Applications must be submitted on a Z83 form, obtainable from any Public Service department or on the Internet at: http://www.info.gov.za/documents/forms/employ.pdf
ANNEXURE B

DEPARTMENT OF BASIC EDUCATION

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

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

FOR ATTENTION: Ms N Sathege/Ms M Mahape

CLOSING DATE: 05 August 2016

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

OTHER POSTS

POST 29/09: RISK COMMITTEE CHAIRPERSON REF NO: 19676/01
Branch: Office of the Director-General
Directorate: Internal Audit Activity, Risk Management ad Forensic Investigations
Job Description: In terms of Section38 of the Public Finance Management Act (PFMA), Department of Basic Education calls on qualified and interested person to serve as a chairperson of Audit Committee for one (1) year.

SALARY: Compensation will be in accordance with that of Audit committee members as determined by National Treasury and / or Auditor-General. Schedules in this regard are issued annually with specific hourly or daily rates. All other refundable expenses are based on National Treasury guidelines.

CENTRE: Pretoria

REQUIREMENTS: The ideal candidate should have a Bachelor's Degree and MBA/MBL with more than ten years management experience gained from Audit/Financial/ Risk Management environment preferably in Education Department. Experience in or knowledge of the Public Finance management Act, COSO Framework and Public Sector Risk Management Framework. Demonstrate experience in participating in governance structures and ability to dedicate time to the activities of Department of Basic Education’s Audit Committee. Knowledge of fraud and corruption. Clear understanding of IT standards and security measures. In addition to the above, the candidate should possess the following attributes: an intimate understanding of the institutes’ mandate and operations; the ability to act independently and objectively in the interest of the institution and a thorough knowledge of risk management principles and their application. Must be a member of the Institute of Risk Management South Africa (IRMSA). Must be a member of the Institute of Internal Auditors (IIASA) added advantage.

DUTIES: The primary objective of the Audit Committee is to review the Department's compliance with the laws and regulations of any applicable statute and/or controlling bodies, and express a view accordingly in the annual report. Review the processes and reporting of performance information. Obtain appropriate assurance that controls are in place and effective in addressing IT risks. Oversee the provision of assurance over sustainability issues. Be guided by the National Treasury guidelines on AC responsibilities.

ENQUIRIES: Ms N Sathege 012 357 3290/Ms M Mahape-012 357 3291
NOTE: Term Of Appointment: Appointments will be made for a period of 1 year. This is not a full time appointment. The Audit Committee has four meetings per annum and additional meetings may be convened as deemed by the Chairperson, CAE or DG.
POST 29/10 : AUDIT COMMITTEE CHAIRPERSON REF NO: 19676/02
Branch: Office of the Director-General
Directorate: Internal Audit Activity, Risk Management ad Forensic Investigations
Job Description: In terms of Section 38 of the Public Finance Management Act (PFMA), the Department of Basic Education calls on qualified and interested person to serve as a Chairperson of the Audit Committee for a three year period subject to annual performance evaluation.

SALARY : Compensation will be in accordance with that of Audit committee members as determined by National Treasury and / or Auditor-General. Schedules in this regard are issued annually with specific hourly or daily rates. All other refundable expenses are based on National Treasury guidelines.

CENTRE REQUIREMENTS : Pretoria
At least ten (10) years relevant experience in finance, risk, internal and external audit, corporate governance, management and information technology. Must be an active member of the Institute of Internal Auditors (IIASA) added advantage. Added advantage, to be a qualified CA In addition to the above, candidates should demonstrate experience in participate in governance structures and the ability to dedicate time to the activities of the DBE: Audit Committee. Preference will be given to candidates with proven experience in being appointed as a Chairperson within the public sector. Knowledge of fraud and corruption. In addition to the above, the candidate should possess the following attributes: an intimate understanding of the institutes’ mandate and operations; the ability to act independently and objectively in the interest of the institution; and a thorough knowledge of risk management principles and their application

DUTIES : Monitor the procurement and delivery of CAPS aligned textbooks and educational support materials and equipment for Technical Subjects and Skills and Vocational Programme. Monitor delivery of these resources to all schools serving learners with disabilities. Monitor utilisation of these resources. Data Learners, Subjects and Schools for Technical Subjects and Skills and Vocational Programme. Customising of the National LTSM catalogue to meet educational needs in these schools. Monitoring the delivery of stationery to schools doing for Technical Subjects and Skills and Vocational Programme. Visits to schools and district to provide LTSM assistance. Audit of available resources. Monitor utilization of equipment, workshops and consumables. Training of teachers in the utilization of resources.

ENQUIRIES : Ms N Sathege 012 357 3290/Ms M Mahape-012 357 3291

NOTE : Term of Appointment: Appointments will be made for a period of three (3 years) subject to performance evaluation. This is not a full time appointment. The Audit Committee has four meetings per annum and additional meetings may be convened as deemed by the Chairperson, CAE or DG.

POST 29/11 : AUDIT COMMITTEE MEMBER: REF NO: 19676/03
Branch: Office of the Director-General
Directorate: Internal Audit Activity, Risk Management ad Forensic Investigations
Job Description: In terms of Section 38 of the Public Finance Management Act (PFMA), the Department of Basic Education calls on qualified and interested person to serve as a Chairperson of the Audit Committee for a three year period subject to annual performance evaluation.

SALARY : Compensation will be in accordance with that of Audit committee members as determined by National Treasury and / or Auditor-General. Schedules in this regard are issued annually with specific hourly or daily rates. All other refundable expenses are based on National Treasury guidelines.

CENTRE REQUIREMENTS : Pretoria
The ideal candidate should have a Bachelor’s Degree and MBA/MBL with at least ten years management experience gained from Audit/Financial/ Risk Management environment Served in other audit committees within the Public sector Experience in or knowledge of the Public Finance management Act and Treasury regulations Proven working experience in the public sector. Extensive knowledge of finance in the public sector. Knowledge of business management. In addition to the above, the candidate should possess the following attributes: an intimate understanding of the institutes’ mandate and operations; the ability to act independently and objectively in the interest of the institution

DUTIES : The primary objective of the Audit Committee is to review the Department’s compliance with the laws and regulations of any applicable statute and/or controlling bodies, and express a view accordingly in the annual report. Review
the processes and reporting of performance information. Obtain appropriate assurance that controls are in place and effective in addressing IT risks. Oversee the provision of assurance over sustainability issues. Be guided by the National Treasury guidelines on AC responsibilities.

**ENQUIRIES**  
Ms N Sathege-012 357 3290/Ms M Mahape 0123573291

**NOTE**  
Term of appointment: Appointments will be made for a period of three (3) years subject to an annual performance evaluation. This is not a full time appointment. The Audit Committee has four meetings per annum and additional meetings may be convened as deemed by the Chairperson, CAE or DG.

**POST 29/12**  
**DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: 19676/04**
Branch: Office of the Director-General  
Directorate: Internal Audit Activity, Risk Management ad Forensic Investigations

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

**CENTRE**  
Pretoria

**REQUIREMENTS**  
Applicants must be in possession of an appropriate three year Bachelor’s degree (or equivalent qualification) in Risk Management/ Internal Auditing with a minimum of four (4) years of experience in risk management. The incumbent should possess, excellent communication skills, independence, excellent time management and adhere to stringent deadline date.

**DUTIES**  
Develop, maintain and ensure the implementation of risk management policies, guidelines and procedures in line with relevant legislation and frameworks. Review risk management strategies, policies, guidelines and procedures and ensure compliance. Analyse, in conjunction with branches, the effectiveness and failure of existing strategies, policies and procedures, and develop interventions or measures to address existing gaps. Conduct workshops in order to assist management in developing the strategic risk registers. Facilitate processes relating to the Risk Management Committee. Manage subordinates under area of responsibility

**ENQUIRIES**  
Ms N Sathege-012 357 3290/Ms M Mahape 0123573291

**POST 29/13**  
**DEPUTY DIRECTOR: BILATERAL COOPERATION REF NO: 19676/06**
Branch: Planning, Information and Assessment  
Directorate: International Relations & Multilateral Affairs

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

**CENTRE**  
Pretoria

**REQUIREMENTS**  
An appropriate recognised degree or equivalent qualification A degree or equivalent qualification in International Relations, Political Sciences or Development Studies will serve as an advantage Four years relevant experience in the field of international relations, especially bilateral cooperation Excellent oral, written and communication skills Strong negotiation and presentation skills Ability to work closely and cooperatively with internal and external associates Excellent organisational, time management, administrative and computer skills An understanding of Education policies and legislation Ability to work both in a team and independently with limited supervision Willingness to work extended hours when required.

**DUTIES**  
Develop, promote and implement a departmental and sector wide bilateral engagement strategy Develop, promote, monitor and coordinate basic education related bilateral cooperation between South Africa and other countries in Africa, Middle East and the rest of the World Facilitate and support participation of the Minister, the Deputy Minister and the Director General in international bilateral engagements related to promoting basic education in South Africa Liaise with the Department of International Relations and Cooperation and members of the Diplomatic Corps on matters concerning the promotion of bilateral cooperation Promote and coordinate implementation of programmes emanating from bilateral agreements within the Department of Basic Education and provincial Departments of Education Provide protocol services.

**ENQUIRIES**  
Ms N Sathege-012 357 3290/Ms M Mahape 0123573291

**POST 29/14**  
**DEPUTY DIRECTOR: MULTILATERAL AFFAIRS AND DONOR RELATIONS REF NO: 19676/07**
Branch: Planning, Information and Assessment  
Directorate: International Relations & Multilateral Affairs

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

REQUIREMENTS: An appropriate recognised degree or equivalent qualification. A degree or equivalent qualification in International Relations, Political Sciences or Development Studies will serve as an advantage. Four years relevant experience in the field of international relations, especially multilateral cooperation and donor relations. Excellent oral, written and communication skills. Strong negotiation and presentation skills. Ability to work closely and cooperatively with internal and external associates. Excellent organisational, time management, administrative and computer skills. An understanding of Education policies and legislation. Ability to work both in a team and independently with limited supervision. Willingness to work extended hours when required.

DUTIES: Develop, promote and implement a departmental and sector wide multilateral affairs engagement strategy. Facilitate and support participation of the Minister, the Deputy Minister and the Director General in international multilateral engagements related to promoting basic education in South Africa. Coordinate DBE’s reporting against international instruments. Facilitate participation of South African learners in international programmes, including competitions and exchange programmes. i.e. the SADC essay competition. Represent the DBE in DIRCO lead interdepartmental meetings for different multilateral engagements relevant to basic education. Develop basic education position papers and reports to DIRCO as and when required for country to country multilateral processes. Coordinate a periodic high level global development partners forum, to promote international support to basic education. Manage relations between the DBE and international development agencies supporting basic education. Promote and coordinate implementation of programmes emanating from multilateral agreements within the Department of Basic Education and provincial Departments of Education. Provide protocol services.

ENQUIRIES: Ms N Sathege-012 357 3290/Ms M Mahape 0123573291

POST 29/15: ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: 19676/05

Branch: Office of the Director-General
Directorate: Internal Audit Activity, Risk Management ad Forensic Investigations

SALARY: R389 145 per annum

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of an appropriate three year Bachelor’s degree (or equivalent qualification) in Risk Management/ Internal Auditing with a minimum of three (3) years of experience in risk management. The incumbent should possess, excellent communication skills, independence, excellent time management and adhere to stringent deadline date.

DUTIES: Develop, maintain and ensure the implementation of risk management policies, guidelines and procedures in line with relevant legislation and frameworks. Review risk management strategies, policies, guidelines and procedures and ensure compliance. Analyse, in conjunction with branches, the effectiveness and failure of existing strategies, policies and procedures, and develop interventions or measures to address existing gaps. Conduct workshops in order to assist management in developing the strategic risk registers. Facilitate processes relating to the Risk Management Committee.

ENQUIRIES: Ms N Sathege-012 357 3290/Ms M Mahape 0123573291
ANNEXURE C

DEPARTMENT OF ENERGY

APPLICATIONS: The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to, Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)

FOR ATTENTION: Mr D Mbokota/ Mr P Ndlovu

CLOSING DATE: 05 August 2016

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

OTHER POST

POST 29/16: SENIOR TRAINING OFFICER: EDUCATION

SALARY: R262 272 per annum, Level 08

CENTRE: Head Office, Pretoria

REQUIREMENTS: A Degree/National Diploma in Human Resource Management/Development or Management of Training qualification with 2-3 years’ experience in HRD environment PLUS the following key competencies Knowledge of Skills Development Act and Skills Development Levies Act, Employment Equity Act, SAQA Act, National Skills Development Strategy, Knowledge of Skills Audits and development Process, Knowledge of research and understanding of HRD, Basic understanding of Adult learning, Thinking Demand Problem solving, Decision making Creative and innovative, Analysis of information Skills, Facilitation and presentation skills, Communication skills and computer skills, Report writing skills, Policy development skills, Personal Attributes, Innovative thinker and Creative Team player, Analytical thinker, Good communicator, Active listener and self-driven

DUTIES: Identify needs for Learnerships, Scholarships, Work Integrated Learning and Adult Training and Education, Administer the appointment of mentors/service providers, Administer recruitment and selection of learners, scholars, Work Integrated Learning and Adult Education and Training, Monitor and assess the impact of Learnership, Scholarship and Work Integrated Learning, Report on progress with regard to implementation of Adult Education and Training, Formalise the qualification of employees through recognition of prior learning, Coordinate, implement and present the Orientation and Induction Programme at Head Office and Regional Offices.

ENQUIRIES: Ms L Modiba 012 406 7607
GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM

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

FOR ATTENTION : Mr S Matshageng

CLOSING DATE : 05 August 2016

NOTE : GCIS is an equal opportunity employer. Applicants with disabilities are welcome to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment.

MANAGEMENT ECHELON

POST 29/17 : DIRECTOR: HUMAN RESOURCE DEVELOPMENT

SALARY : All-inclusive salary package of R864 177 per annum

CENTRE : Pretoria


DUTIES : Develop internal capacity as well as employee wellness, gender mainstreaming, disability management and Management Development programmes within Government Communication and Information System. Provide leadership in Employee Health and Wellness. Provide leadership in Gender Mainstreaming and management of EWD. Provide leadership in HRD matters. Provide leadership in financial, human resource and administrative management of the directorate. Ensure efficiency in management and administration of training matters. Promote proper training practices in terms of applicable legislative framework. Manage the accreditation of the departmental training courses. Manage and coordinate the
induction of new staff. Manage and implement the roll-out of internship/ Learnership programmes. Manage the implementation and maintenance of comprehensive human resource training and development strategy. Manage the administration of training and development with relevant SETA’s. Manage the implementation of all policies related to Human Resources Development and Employee Health and Wellness Programme. Ensure that training courses and workshops attended are in line with the individual development plans. Manage and coordinate the budget of the directorate.

ENQUIRIES : Mr Keitumetse Semakane Tel (012) 473 0128
APPLICATIONS: The Director-General, National Department of Health, Private Bag X828, Pretoria 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets, Pretoria.

FOR ATTENTION: Ms N Sombinge

CLOSING DATE: 08 August 2016

NOTE: Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates, service certificates, (Certification must be within 3 months) including ID and driver’s licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POST

POST 29/18: MEDICAL BIOLOGICAL SCIENTIST GRADE I REF NO: NDOH 84/2016

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

CENTRE: Pretoria

REQUIREMENTS: A three (3) year BSc degree/National diploma or equivalent NQF 6 qualification in Food Science/Food Technology/ Biochemistry or Chemistry, At least one year experience after registration with HPCSA in the relevant profession, Knowledge of the food industry with specific reference to food contaminants and/or additives, Experience in measures related to contaminants such as heavy metals, bio-toxins and natural toxins in food would be an advantage, Good computer (MS Word, MS Powerpoint and MS Excel), communication (written and verbal), project management, research and presentation skills as well as evaluation of risk assessment information related to the food safety aspects of contaminants and additives in food, Must be willing to travel and work irregular hours, A valid driver’s licence.

DUTIES: Compiling and maintaining new regulations and/or draft regulations pertaining to food contaminants under the Foodstuffs, Cosmetics and Disinfectants Act, 1972, Attending to Codex Alimentarius Commission Affairs on contaminants, Co-ordinate the South African Codex Committee on Contaminants in Food (CCCF) and facilities comments and inputs on CCCF documents and e-working groups, Liaising with stakeholders on food contaminants related issues, Attending and contributing to congress relating to food contaminants and legislation, Manage risk and audit queries, Ensure targets are achieved in terms of the regulations as identified as priority and applicable to contaminants in order to reduce the risk of trade barriers for South Africa.

ENQUIRIES: Ms Y Tsiane at tel no: (012) 395 8779/8800
APPLICATIONS: Mnambithi TVET College, HR Unit, Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370. Alternatively, applications can be hand-delivered to Central Office, 77 Murchison Street, Ladysmith.

CLOSING DATE: 16 August 2016 at 16:00

NOTE: Candidates who wish to apply must forward certified copies of qualifications, ID copy, driver's license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts.

OTHER POSTS

POST 29/19: CAMPUS MANAGER
Nature of Post: Permanent (PERSAL Appointment)

SALARY: Post Level 4 (Starting salary notch R409 986 per annum plus benefits applicable in the Public Service)

CENTRE: Ezakheni A Campus

REQUIREMENTS: A recognized Bachelor’s degree or Diploma which must include appropriate training as an educator. A minimum of 7 years experience in Education and/or TVET Colleges. Supervisory/management level experience will be an added advantage. A valid driver’s License, SACE registration and Computer literacy. Knowledge and Skills: A sound knowledge of transformational issues within the TVET College Sector. Experience in managing people, projects, finance, labour relations, human resources management and development and good governance practices relevant to the TVET Sector. Sound knowledge and insight into the relevant pieces of legislation, policies and procedures governing the TVET Sector. Extensive management, administrative and organizational skills. Good communication skills (verbal and written). Decision making skills and problem solving skills.

DUTIES: Key Responsibilities: Provide strategic leadership and management in the campus; Ensure co-ordination and alignment of the campus with the vision of the college and the TVET Colleges sector as a whole; Monitor the performance of the Campus against college, Regional and National targets; Provide effective Campus management and administration functions. Ensure compliance with College asset management policies. Manage and oversee the administration of NSFAS at the Campus; Ensure that students’ hostels are efficiently run. Manage the implementation of all programmes offered at the Campus; Monitor and review the relevance of the programme qualification mix offered at the Campus; and but not limited to, ensure that a labour friendly environment exists in the Campus.

ENQUIRIES: Mr SR Gabela at (036) 638 3800

POST 29/20: ASSISTANT DIRECTOR: CURRICULUM SERVICES
Nature of Post: Permanent (PERSAL Appointment)

SALARY: Salary Level 9 (Starting salary notch R311 784 per annum plus benefits applicable in the Public Service)

CENTRE: Central Office

REQUIREMENTS: A recognised Bachelor’s degree in Education or equivalent. Five years teaching experience in the TVET sector. Supervisory/managerial experience will be an added advantage. A valid driver’s license and Computer Literacy. Knowledge and Skills: An expert understanding of effective programme development and delivery management at an academic institution. Ability to design and implement internal administration systems and controls to ensure sound programme development and delivery support. Good communication skills both verbal and written. Report writing and presentation skills. Ability to perform under pressure and willingness to work extended hours as and when required. Extensive knowledge of, but not limited to, Continuing Education and Training Colleges Act, 2006 (CET Act), General and

**DUTIES**

Key Responsibilities: Manage a proactive national curriculum framework in line with the College strategy; Implement and maintain programme quality systems and processes (incl. assessment, moderation and performance records); Identify remedial academic interventions and ensure implementation (in collaboration with AD: Student Support Services and Campus Management), Provide curriculum support services in terms of lecturers, assessment instruments, RPL, e-Learning technologies and learner materials; Formulate curriculum policies and procedures and contribute to the curriculum strategy of the College; Establish and maintain industry links to ensure programme relevance; Participate in Regional and National TVET and other curriculum initiatives; Establish and maintain sound relationships with quality assurance bodies to ensure quality programme delivery and compliance; Ensure coordinated curriculum delivery at all College delivery sites; Identify simulation needs and other resources for each programme to ensure quality programme delivery; Coordinate and monitor the quality of workplace experience; and but not limited to, Establish appropriate structures to support effective teaching and learning.

**ENQUIRIES**

Mr SR Gabela at (036) 638 3800

**POST 29/21**

**ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**

Nature of Post: Permanent (PERSAL Appointment)

**SALARY**

Salary Level 9 (Starting salary notch R311 784 per annum plus benefits applicable in the Public Service)

**CENTRE**

Central Office

**REQUIREMENTS**

A recognized 3 years’ Bachelor’s degree or National Diploma (NQF level 6) in Supply Chain Management/ Public Administration/ Financial Management/ Logistics Management or equivalent qualification. A minimum of 5 years work experience in the SCM field, 2 of which must be at the supervisory level. A valid driver’s License and Computer Literacy. Knowledge and Skills: An expert understanding of SCM practices and procedures. Sound knowledge of PFMA, SCM policies and any other related legislations governing the Public Service. Good communication skills both verbal and written. Report writing and presentation skills. Ability to perform independently and under pressure. Decision making skills and problem solving skills.

Key Responsibilities: Manage and coordinate demand, acquisition, logistics, disposal and risk management of SCM in the College; Ensure that purchasing is in line with procurement plans and budgeted for; Examine existing SCM procedures for streamlining activities to meet core and support services delivery needs; Review or update supply chain practices in accordance with new or changing environmental policies, standards, regulations, or laws; Direct and monitor the movement, storage, and distribution of inventory; Monitor supplier performance to assess ability to meet quality and delivery requirements; Update the supplier database regularly and processing of payments of suppliers on time; Manage staff in the SCM Unit; Ensure effective performance of BID committees; Implement/maintain proper and effective SCM control systems; and but not limited to, Have a hands-on approach in managing SCM Unit.

**ENQUIRIES**

Mr SR Gabela at (036) 638 3800

**POST 29/22**

**BURSARY ADMINISTRATION OFFICER**

Nature of Post: Permanent (College Council Appointment)

**SALARY**

Salary Level 7 (Starting salary notch R211 194 per annum plus benefits applicable in the Public Service)

**CENTRE**

Central Office

**REQUIREMENTS**

Senior Certificate/ Grade 12/NCV Level 4 plus a recognized Bachelor’s degree or National Diploma in Public Administration/ Financial Management or equivalent qualification. A minimum of three years of relevant experience is required. A valid driver’s license and computer literacy. Knowledge and Skills: A sound knowledge and understanding of Departmental bursary policies and procedures and other relevant legislative framework governing the Public Service. Good communication skills (verbal and written). Ability to work under pressure and meet tight deadlines. Problem solving, interpersonal relationship, planning and organizing skills. Good understanding of bursary requirements and National Students Financial Aid Scheme (NSFAS).
**DUTIES**

Key Responsibilities: Planning for the start of the bursary process; Ensure that NSFAS applications are correctly filled in; Compile detailed NSFAS application schedules; Timeously update schedules with feedback from NSFAS; Facilitate timeous submissions of allowance payments for qualifying students to finance; Listing/compiling a schedule of all payments made by finance; Keeping reconciliation of monies outstanding due to students throughout the year; Ensuring that all qualifying students are paid before the year ends; Compile reports for Financial Aid Committee and Academic Board Committee; Marketing the DHET/TVET bursary scheme; and but not limited to, Supervise staff in the section.

**ENQUIRIES**

Mr SR Gabela at (036) 638 3800
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

APPLICATIONS: Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand delivered to City Forum Building, 114 Madiba Street, Pretoria Central
FOR ATTENTION: Ms Daisy Mashapa @ (012) 399 0211
CLOSING DATE: 05 August 2016
NOTE: Applications should be submitted on a Z83 obtained from any Public Service Department accompanied by a comprehensive CV, certified copies of Qualifications and ID. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with short listed candidates only. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment. Faxed and late applications will not be considered.

MANAGEMENT ECHELON

POST 29/23: DIRECTOR: EXECUTIVE SUPPORT REF NO: Q9/2016/53

SALARY: R864 177 per annum, Level 13). All-Inclusive package which includes a basic salary and a flexible portion that may be structured in terms of applicable guidelines. The successful candidate will be required to sign a performance agreement.

CENTRE: Pretoria (National Office)

REQUIREMENTS: A relevant Bachelor’s degree in Public Administration or Law or Business Management or equivalent qualification. Five (5) years experience at management level. Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations applicable to the Public Service. Proven managerial as well as administrative, communication, planning and organisational skills will be a strong recommendation. A good track record of managing strategic programmes and projects. Strategic thinker who is able to work with individuals and teams at both management and operational level. A valid driver’s license is essential. Ability to work under pressure. Skills and Competencies: Strategic capability and leadership. Analytical thinking, problem solving and decision skills. Innovative and creative. Project management at administrative level. People development and empowerment. Good communication (verbal and written) skills. Presentation skills. Client orientation and customer focus. Results-driven. Honesty and Integrity. Ability to maintain sound interpersonal relations.

DUTIES: Performance management of staff. Develop and maintain effective document management system within the Office of the Executive Director. Provide strategic and content management advice to the Executive Director. Co-ordinate and facilitate the implementation of special projects. Co-ordinate liaison with the Minister, MEC’s and Parliament. Coordinate administrative and logistical support to office to the Office of the Executive Director. Coordinate interaction with the Civilian Secretariat of Police and SAPS. Coordinate secretarial services to the Top Management Committee, and Consultative Forum and other forums. Develop, implement and maintain framework of internal and external stakeholder coordination. Quality Assurance of reports and written instruments. Manage the component's budget.

ENQUIRIES: Ms LM Nonjaduka @ (012) 399 0027

OTHER POSTS

POST 29/24: DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: Q9/2016/54

SALARY: R612 822 per annum, Level 11). All-Inclusive package which includes a basic salary (70% or 75% of package) and a flexible portion that may be structured in terms of applicable guidelines. The successful candidate will be required to sign a performance agreement.

CENTRE: Pretoria (National Office)
REQUIREMENTS

A relevant NQF level 6 tertiary qualification in Public Administration or equivalent with at least 5 years relevant experience in administrative procedures. 2 years of experience must have been at junior management level. Knowledge of and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations applicable to the Public Service. Proven administrative, communication, planning and organisational skills will be a strong recommendation. A good track record of managing / supervising staff. Independent thinker who is able to work with individuals and teams at both management and operational level. A valid driver's license is essential. Ability to work under pressure.

Competencies:
- Strong administrative capability and leadership abilities.
- Analytical thinking, problem solving and decision skills.
- Innovative and creative. Project management at administrative level. People development and empowerment.
- Good communication (verbal and written) skills. Presentation skills. Client orientation and customer focus. Results-driven. Honesty and Integrity. Ability to maintain sound interpersonal relations.

DUTIES

Performance management of staff. Develop and maintain effective document management system within the Office of the Executive Director. Provide administrative and content management advice to the Director: Executive Support. Co-ordinate and facilitate the implementation of special projects. Support Liaison with the Minister, MEC’s and Parliament. Coordinate administrative and logistical support to office to the Office of the Executive Director. Coordinate interaction with the Civilian Secretariat of Police and SAPS. Coordinate secretarial services to the Top Management Committee, and Consultative Forum. Develop, implement and maintain framework of internal and external stakeholder coordination. Quality Assurance of reports and written instruments.

ENQUIRIES

Ms LM Nonjaduka @ (012) 399 0027

SALARY

R311 784 per annum. (The successful candidate will be required to sign a performance agreement).

CENTRE

Pretoria (National Office)

REQUIREMENTS

Applicable tertiary NQF level 5 qualification with a minimum 5 years’ experience in a senior managers office, Excellent writing and reporting skills, Good communication verbal and non-verbal, organisational skills, Sound interpersonal skills and high levels of reliability, Knowledge and understanding of the PFMA, IPID Act, and other relevant legislation and regulations that govern Public Service, Ability to work under pressure and meet strict deadlines, Attention to details, Computer proficiency, Customer service, Planning, organizing and Control, Problem solving skill, Team work, Professional conduct, Stress tolerance, Self-management, Work ethics, Integrity and Honesty, A valid driver’s license and willingness to travel. Applicant must be willing to work irregular hours.

DUTIES

Monitor and co-ordinate manager’s diary, Screen all telephone calls, enquiries and requests for appointments, Make appointments and verify correctness of arrangements concerning venues, time, participants, Ensure manager has all relevant documentation and background information when attending meetings, workshop, conferences, and when travelling locally or overseas, Ensure that the manager’s office is always staffed during office hours, telephones answered an enquiries dealt with expeditiously, Handle day to day tasks, as requested by the manager, Ensure effective liaison and good relationship between the manager's office and management, staff, other government department and the public, Project appropriate image of the manager’s office, Plan, manage, implement, monitor and support the activities of the manager, Ensure success and timeous completion of all projects/tasks/activities, Take responsibility for the smooth running of the office of the manager. Ensure accurate filing of all mail and documentation.

ENQUIRIES

Ms LM Nonjaduka @ (012) 399 0027
ANNEXURE H

DEPARTMENT OF LABOUR

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

CLOSING DATE: 08 August 2016

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s ), academic records including a Senior Certificate and ID-document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

POST 29/26: SENIOR EMPLOYER SERVICE OFFICER REF NO: HR4/4/5/18

SALARY: R262 272 per annum
CENTRE: Provincial Officer: Kwazulu-Natal
DUTIES: Ensure that employer declarations are registered. Provision of effective database services to the Province. Ensure close working relationship with companies, employers and other stakeholders. Manage resources in the section.
ENQUIRIES: Ms NGT Khomo, Tel: (031) 366 2331
APPLICATIONS: Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 287, Anton Lambede Street, Royal Hotel Building, Durban.
FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office: Kwazulu-Natal

POST 29/27: SENIOR ACCOUNTS RECEIVABLE OFFICER REF NO: HR4/4/5/22

SALARY: R262 272 per annum
CENTRE: Provincial Officer: Kwazulu-Natal
DUTIES: Collect a % of outstanding overpayments balance. Maintain all Overpayment Debtors Records. Supervises resources (Human, Finance, Equipment / Assets) in the Section.

ENQUIRIES: Ms R Thomas, Tel: (031) 366 2088
APPLICATIONS: Chief Director: Provincial Operations: PO Box 940, Durban, 4000 Or hand deliver at 267, Anton Lambede Street, Royal Hotel Building, Durban,
FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office: Kwazulu-Natal
POST 29/28: UI CLAIMS OFFICER 2 POSTS
SALARY: R171 069 per annum
CENTRE: Provincial Officer: Mpumalanga- Ref No: HR4/4/6/7
Provincial Office: Gauteng, Stationed at Labour Centre: Roodepoort-Ref No: HR4/4/07/06
DUTIES: Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declarations of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform administrative duties in the section.
ENQUIRIES: Ms JB Mahlangu, Tel: (013) 655 8811
Mr M Tsautse, Tel: ( 011) 766 2000
APPLICATIONS: Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035, For Attention Human Resources Management, Mpumalanga.
Chief Director: Provincial Operations, P O Box 4560, Johannesburg, 2001, For Attention: Human Resources Management, Gauteng
POST 29/29: INSPECTOR: INSPECTION SERVICES REF NO: HR4/47/16
SALARY: R171 069 per annum
CENTRE: Labour Centre: Secunda
DUTIES: Conduct occupational inspections with the aim of ensuring compliance with all labour legislations, namely, Basic of Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), Skills Development Act (SDA) and UCA. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
ENQUIRIES: Mr TL Magemba, Tel: (017) 631 2585 /2594
APPLICATIONS: Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035,
FOR ATTENTION: Human Resources Management, Mpumalanga.
POST 29/30: PROVISIONING CLERK REF NO: HR 4/4/4/05/07
SALARY: R142 461 per annum
CENTRE: Provincial Office: Braamfontein
REQUIREMENTS: Grade 12 Qualification. No experience required. Knowledge: National Treasury Act, Public Service Act, SCM Framework, Knowledge of the State Tender Board
Act, LOGIS System, Public Service Regulations, PFMA, PPPFA. Skills: Computer literacy, Communication, Interpersonal relations, Client orientation and customer focus, Conflict management.

**DUTIES**

Provide administration services to (SBAC) sub bid Adjudication committee documents. Provide administration services to the (DBAC) Departmental bid Adjudication committee. Render Bid Administrations services. Render administration support services.

**ENQUIRIES**

Mr PM Ndukulu, Tel: (011) 853-0416

**APPLICATIONS**

Chief Director: Provincial Operations, P O Box 4560, Johannesburg, 2001,

Human Resources Management, Gauteng

**FOR ATTENTION**

**POST 29/31**

**CHAIRPERSON: AUDIT COMMITTEE MEMBER** 2 POSTS REF NO: HR 4/16/7/43

**SALARY**

Members will be remunerated according to rates approved by the Department

**CENTER**

Department of Labour: Head Office and Compensation Fund, Pretoria

**REQUIREMENTS**

A relevant three year tertiary qualification in Accounting/ Internal Auditing/ and Risk Management or equivalent in the field of Internal Auditing/ Accounting and Risk Management. A certified Internal Auditor (CIA) or Chartered Accountant (CA) for appointment as a member of the Audit Committee of the Department of Labour: Head Office and Compensation Fund. Ten years management experience. Executive management experience in governance, risk management and internal controls environment for more than ten years. Exposure in serving in the oversight committees will be an added advantage. A member of a recognised professional body, a person who has Government interest in delivering a better service to its citizens. Knowledge: Applicants must have exposure in labour, insurance, legal, auditing, finance, and extensive experience in Governance, Internal and External Auditing and Risk Management, Applicants should be independent and knowledgeable on the status of their positions as a member of Audit committee, a knowledgeable person who keeps up to date with the developments of Internal and External Audit and Risk Management profession and developmental aspects. Assist the Accounting Officer/Authority in the execution of his/her responsibilities. Help build trust and confidence on how the the Fund is managed. Regulate and discharge all responsibilities as contained in the Audit Committee Charter. Chair the audit committees

**ENQUIRIES**

Ms Nkuna, Tel: (012) 309 4336 / Ms B Gumbu, Tel: (012) 319 9320

**APPLICATIONS**

Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001

or hand deliver at 215 Francis Baard Street.

**FOR ATTENTION**

**POST 29/32**

**AUDIT COMMITTEE MEMBER: INFORMATION TECHNOLOGY AUDIT** 2 POSTS REF NO: HR 4/16/7/44

(3 years contract)

**SALARY**

Members will be remunerated according to rates approved by the Department

**CENTER**

Department of Labour: Head Office and Compensation Fund, Pretoria

**REQUIREMENTS**

A relevant tertiary qualification in IT (Information Technology, a CGEIT(Certified in Governance of Enterprise Information Technology), CISM (Certified Information Security Manager) or CISA (Certified Information System Auditor) for appointment as a member of the Audit Committee of the Department of Labour: Head Office and Compensation Fund. Ten years management experience. Executive management experience in IT internal controls, IT governance and risk management environment for more than ten years. Exposure in serving in the oversight committees will be an added advantage. A member of...
a recognised professional body, a person who has Government interest in delivering a better service to its citizens. Knowledge: Applicants must have exposure in labour, insurance, legal, auditing, finance, and extensive experience in IT environment, general and applications control, system development life cycle, Applicants should be independent and knowledgeable on the status of their positions as a member of Audit committee, a knowledgeable person who keeps up to date with the developments of Information Technology profession and developmental aspects, Fund Values, Technical Knowledge, DPSA guidelines on COIDA, Understand the major financial reporting issues to direct the committee’s focus on properly addressing high risk areas. Skills: Analytical thinking, Good communication, Courage to challenge answers and ask relevant questions, Willing to dedicate time and energy to serve the interest of the public, Encourage openness and transparency, healthy scepticism and professional approach, High level of integrity, inquisitiveness and independent judgement, Knowledge of the public sector fund’s risk and control, Ability to offer new perspective, Strong leadership, Facilitation, Ability to promote effective working relationships among committee members, management, internal and external Auditors.

DUTIES
Fulfil oversight responsibilities with regards to governance, Information Technology governance, risk management, internal controls, legal compliance, external and internal audit, management accounts and annual financial statements. Assist the Accounting Officer/Authority in the execution of his/her responsibilities. Help build trust and confidence on how the the Fund is managed. Regulate and discharge all responsibilities as contained in the Audit Committee Charter. Chair the audit committees.

ENQUIRIES
Ms Nkuna, Tel: (012) 309 4336 / Ms B Gumbu, Tel: (012) 319 9320

APPLICATIONS
Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION
Sub-directorate: Human Resources Operations, Head Office

POST 29/33
AUDIT COMMITTEE MEMBER (RISK) REF NO: HR 4/16/7/18
(3 years contract)

SALARY
Members will be remunerated according to rates approved by the Department

CENTER
Department of Labour: Head Office and Compensation Fund, Pretoria

REQUIREMENTS
A relevant three year tertiary qualification in Accounting/ Internal Auditing/ Risk Management or equivalent in the field of Accounting/ Internal Auditing/and Risk Management. A Certified Internal Auditor ( CIA) or Chartered Accountant( CA) for appointment as a member of the Audit Committee of the Department of Labour: Head Office and Compensation Fund. Ten years management experience. Executive management experience in IT internal controls, IT governance and risk management environment for more than ten years. Exposure in serving in the oversight committees will be an added advantage. A member of a recognised professional body, a person who has Government interest in delivering a better service to its citizens. Knowledge: Applicants must have exposure in labour, insurance, legal, auditing, finance, and extensive experience in Governance, Internal and External Auditing and Risk Management environment. Applicants should be independent and knowledgeable on the status of their positions as a member of Audit committee, a knowledgeable person who keeps up to date with the developments of Internal and External Audit and Risk Management profession and developmental aspects, Fund Values, Technical Knowledge, DPSA guidelines on COIDA, Understand the major financial reporting issues to direct the committee’s focus on properly addressing high risk areas. Skills: Analytical thinking, Good communication, Courage to challenge answers and ask relevant questions, Willing to dedicate time and energy to serve the interest of the public, Encourage openness and transparency, healthy scepticism and professional approach, High level of integrity, inquisitiveness and independent judgement, Knowledge of the public sector fund’s risk and control, Ability to offer new perspective, Strong leadership, Facilitation, Ability to promote effective working relationships among committee members, management, internal and external Auditors.

DUTIES
Fulfil oversight responsibilities with regards to governance, Information Technology governance, risk management, internal controls, legal compliance, external and internal audit, management accounts and annual financial statements. Assist the Accounting Officer/Authority in the execution of his/her responsibilities. Help build trust and confidence on how the Fund is managed. Regulate and discharge all responsibilities as contained in the Audit Committee Charter. Chair the audit committees.
ENQUIRIES: Ms Nkuna, Tel: (012) 309 4336 / Ms B Gumbu, Tel: (012) 319 9320
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office

POST 29/34:  AUDIT COMMITTEE MEMBER (LEGAL) REF NO: HR 4/16/7/19
(3 years contract)

SALARY: Members will be remunerated according to rates approved by the Department
CENTRE: Department of Labour: Head Office and Compensation Fund, Pretoria
REQUIREMENTS: A relevant three year tertiary qualification in Commerce/ Administration/ and Law or equivalent in the field of Commerce/administration/and Law studies for appointment as a member of the Audit Committee of the Department of Labour: Head Office and Compensation Fund. Ten years management experience. Executive management experience in Corporate Law within the Public Sector and Legal Compliance environment for more than ten years. Exposure in serving in the oversight committees will be an added advantage. A member of a recognised professional body, a person who has Government interest in delivering a better service to its citizens. Knowledge: Applicants must have exposure in labour, insurance, legal, auditing, finance, and extensive experience in Corporate Law within the Public Sector and Legal Compliance environment, Applicants should be independent and knowledgeable on the status of their positions as a member of Audit committee, a knowledgeable person who keeps up to date with the developments of Corporate Law and Legal Compliance profession and developmental aspects, Fund Values, Technical Knowledge, DPSA guidelines on COIDA, Understand the major financial reporting issues to direct the committee’s focus on properly addressing high risk areas. Skills: Analytical thinking, Good communication, Courage to challenge answers and ask relevant questions, Willing to dedicate time and energy to serve the interest of the public, Encourage openness and transparency, healthy scepticism and professional approach, High level of integrity, inquisitiveness and independent judgement, Knowledge of the public sector fund’s risk and control, Ability to offer new perspective, Strong leadership, Facilitation, Ability to promote effective working relationships among committee members, management, internal and external Auditors.

DUTIES: Fulfill oversight responsibilities with regards to governance, Information Technology governance, risk management, internal controls, legal compliance, external and internal audit, management accounts and annual financial statements. Assist the Accounting Officer/Authority in the execution of his/her responsibilities. Help build trust and confidence on how the Fund is managed. Regulate and discharge all responsibilities as contained in the Audit Committee Charter. Chair the audit committees

ENQUIRIES: Ms Nkuna, Tel: (012) 309 4336 / Ms B Gumbu, Tel: (012) 319 9320
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office
OFFICE OF THE CHIEF JUSTICE

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

CLOSING DATE: 05 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 three months old). Please note that only original applications will be accepted, e-mailed and faxed applications will be disqualified. Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. The successful candidate/s will be subjected to Pre Vetting (Pre-Screening) Financial records will only be checked and considered for applicants applying for finance related posts. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. We welcome application from persons with disabilities.

OTHER POSTS

POST 29/35: DEPUTY DIRECTOR: SERVICE DELIVERY IMPROVEMENT REF NO: 2016/203/OCJ

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

CENTRE: National Office

REQUIREMENTS: Relevant National Diploma/ Bachelor’s degree in Public Management or Administration and related fields; Postgraduate qualifications will be added advantage; Minimum of 5 years’ experience of which 3 years’ in Service Delivery Improvement environment at Assistant Director level; Knowledge and experience in the application of the provisions of the relevant legislation, policy and regulations that govern the Public Service; A Valid Driver’s License and willingness to travel

DUTIES: Knowledge and understanding of Service Delivery Improvement Programmes; Understanding and knowledge of Batho Pele principles; Financial management skills; Strategic leadership capability; Communication skills (verbal and written); Computer literacy; Project management skills; People and resource management skills; Research and development expertise; Strategic change and risk management; Presentation and facilitation skills; Ability to network; Influence and impact; Applied strategic thinking; Computer Literacy e.g. Excel, Word and PowerPoint.

ENQUIRIES: Ms E Netshioziwi (010) 493 2500

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, 188, 14th Road, Noordwyk, Midrand

POST 29/36: CHIEF REGISTRAR 5 POSTS

SALARY: MR6 RR392 274 – R953 451 per annum. (Salary will be in accordance with OSD determination) The successful candidate will be required to sign a Performance Agreement.

CENTRE: Free State High Court 2016/204/OCJ
Kwazulu Natal High Court (Durban) 2016/205/OCJ
Kwazulu Natal High Court (Pietermaritzburg) 2016/206/OCJ
Mpumalanga High Court 2016/207/OCJ
Supreme Court of Appeal: Bloemfontein 2016/208/OCJ

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**REQUIREMENTS**: LLB degree or four year recognised legal qualification; At least 8 years appropriate post qualification legal experience; Administrative experience. Skills and Competencies: Case-flow management; Dispute resolution; Legal drafting; Legal research; Office management, planning and organizational skills; Good communication skills (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret Acts and regulations; Working knowledge of the Rules of the High Court.

**DUTIES**: Collect data and information, analyze and translate into knowledge for planning, decision for planning, decision making or management reporting and to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video conferencing, telecommunications, etc.) in order to provide and communicate information for decision making, reporting, document storage and planning; Display a basic understanding of the litigation process and legal proceedings; Display a basic knowledge and understanding of legal research principals; Understand case law relevant to the legal matter at hand and be guided in presenting motivation/proposals on how the specific case should be approached to obtain desirable/justifiable outcome; Display a basic understanding of legal documents that provide clear motivation/justification for a particular position pertaining to the case also proposing the approach to be followed to ensure success in this regard; Mentor and advise on the tracking and management of the progression of all cases filed in court and management of time and events necessary to move cases from initiation through to disposition; Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand; Present on, advice and mentor juniors on the motivation / proposal on how the specific case should be approached to obtain a desirable outcome; Measure and improve work methods, procedures and systems; Strategic and Operational Management of staff to ensure improved performance levels; Manage the collation of Court Performance Data/Statistics for purpose of reporting.

**APPLICATIONS**: Quoting the relevant reference number, direct your application to:

Kwazulu Natal: The OCJ Provincial Head, Private Bag X54372, Durban, 4000 OR Can be hand delivered Office of the Chief Justice, Provincial Office, 3rd floor Devonshire House, 2 Devonshire Place, Durban 4000. Enquiries: Ms L Marrie (031) 372 3109;

Free State: The: OCJ Provincial Head, Private Bag X20612, Bloemfontein, 9300 OR can be hand delivered to: Office of the Chief Justice Service Centre, Cnr President Brand and Fontein Street, Bloemfontein, 9300. Enquiries: Ms MA Luthuli (051) 406 8115;

Supreme Court of Appeal: The Director, Supreme Court of Appeal, private bag x258, Bloemfontein, 9300 or hand deliver to: the supreme court of appeal, corner president brand and Elizabeth street, Bloemfontein. Ms. CA Martin ☏ (051) 412 74 23

Mpumalanga: The Regional Head; Private Bag X11249 Nelspruit 1200; For hand delivered applications; Physical Address, 24 Brown Street, Nedbank Centre, 4th floor Nelspruit 1200; Mr S Mashele (010) 493 2528

**NOTE**: Separate applications to be completed for each post (quote the relevant reference number)

**POST 29/37**: SENIOR LAW RESEARCHER REF NO: 2016/209/OCJ

**SALARY**: R389 145 – R458 385 per annum. The successful candidate will be required to sign a Performance Agreement.

**CENTRE**: Supreme Court of Appeal; Bloemfontein

**REQUIREMENTS**: LLB or equivalent qualification; 3 Years appropriate legal research experience (experience as a legal practitioner would be an advantage); Knowledge of the South African Constitutional and Judicial Framework and an understanding of the functioning of the Superior and Lower Court Systems; Proven ability to draft documents and legal instruments; Experience in electronic (legal data bases) research. Skills and Competencies: Analytical skills; Report writing and presentation skills; Interpersonal relations; Planning and organizing; Computer literacy; Communication (written and verbal) skills; Presentation skills; Supervisory skills; Fluency in written and spoken English

**DUTIES**: Conduct legal research for the judges of the court as directed from time-to-time; Supervise and co-ordinate the work of the researchers; Maintain a repository of research products; Ensure the effective and efficient use of legal materials allocated to the court.

**ENQUIRIES**: Ms C Martin ☏ (051) - 412 7423
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Director, Supreme Court of Appeal, Private Bag X258, Bloemfontein, 9300 or Hand deliver to: The Supreme Court of Appeal, Corner President Brand and Elizabeth Street, Bloemfontein.

POST 29/38: LAW RESEARCHER REF NO: 2016/210/OCJ

SALARY: R311 784 – R367 254 per annum. The successful candidate will be required to sign a Performance Agreement.

CENTRE: National Office; Judicial Service Commission

REQUIREMENTS: An LLB degree or four year recognized legal qualification; 2 year’s relevant experience; a valid driver’s licence. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent Communication Skills (Written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word); Ability to access and utilize computer research programmes (Westlaw, Lexis, Nexis, Jutas); Project management, including planning and organizing ability; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently.

DUTIES: Rendering assistance to the Judicial Service Commission and its Committees; Receiving and attending to complaints against Judges; Maintaining a register of complaints lodged against Judges; Tracking of records on behalf of prisoners lodging appeals ;Consulting with State Attorneys and Advocates on litigation matters; Maintaining of stakeholder relations with referral institutions; Provide research and legal assistance to the Chief Directorate: Judicial Policy, Research and the JSC; Managing cases relating to loss control on behalf of the Department; Any Ad hoc task within the Unit.

ENQUIRIES: Ms L Mothemaneman 010 493 2500

APPLICATIONS: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, 188, 14th Road, Noordwyk, Midrand.

POST 29/39: ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 2016/211/OCJ

SALARY: R311 784 – R367 254 per annum. The successful candidate will be required to sign a Performance Agreement.

CENTRE: National Office

REQUIREMENTS: National Diploma in Management Services/ Work Study or post matric qualification equivalent to NQF level 6 and Certificate in Management Services/ Work Study; 5 years relevant experience in the field of management services; Sound knowledge of the Job Evaluation system applicable to the Public Service, legislation, regulations, policies, processes and systems management services techniques, organizational design principles, Human Resource Planning, Change Management, Batho Pele Revitalisation strategy and consulting; Knowledge of JE implementation on PERSAL; A valid driver’s licence. Skills and Competencies: Continuous improvement; Customer focus and responsiveness; Problem solving skills; Team participation; Project management skills; Interviewing skills; Analytical skills; Planning and organizing skills; Ability to work independently and meet deadlines; Ability to attend to details and ensure correctness of information; Computer literacy (Word, PowerPoint, Excel, Visio)

DUTIES: Develop, manage and maintain sound and effective organizational structures in alignment with the strategic objectives of the Department; Develop Job Profiles and Job Descriptions in line with the Departmental structure; Analyse and grade jobs according to the Job Evaluation system; Ensure effective and efficient utilization of scarce resources by the Department; Facilitate and coordinate Human Resource Planning in the Department; Facilitate and coordinate Change Management in the Department; Manage, support and monitor performance of Organisational Development personnel; Initiate and conduct research into best business practices, benchmarks and management services approaches; Develop and empower employee skills within the Department to capacitate and render best practices.

ENQUIRIES: Ms Shongwe (010) 493 2500

APPLICATIONS: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, 188, 14th Road, Noordwyk, Midrand.
ASSISTANT DIRECTOR: STATISTICAL ANALYSIS AND REPORTING

REF NO: 2016/212/OCJ

SALARY: R311 784 – R 367 254 per annum. The successful candidate will be required to sign a Performance Agreement.

CENTRE: National Office: Court Performance (Lower Court)

REQUIREMENTS: A Degree in Statistics or equivalent qualification; 3 years’ experience in Statistical Analysis; A valid driver’s licence. Skills and Competencies: Analytical skills; Communication skills (verbal & written); Computer skills (Ms Office, SPSS & SAS Software); Project management; Interpersonal skills; Numerical skills; Ability to work under pressure.

DUTIES: Design and develop data collection systems and survey instruments; Provide effective people management; Capture available data from source documents as requested; Process information and data from a specific Division of the Lower Court; Collate, analyse and interpret statistics and prepare a report for the Magistrate court; Analyse data by identifying trends and patterns; Make recommendations based on the analysis of the statistics; Produce first line reports that are practical, accurate and reliable; Create and maintain a database on a monthly, quarterly bi-annual and annual basis; Verify the data obtained from sources (sub-offices); Apply standing instructions, policies and procedures/guidelines for the generated reports; Indirectly oversee the monthly submission of data by court administration personnel and project members of relevant projects in the Division.

ENQUIRIES: Mr A Ndou (010) 493 2500

APPLICATIONS: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, 188, 14th Road, Noordwyk, Midrand.

SENIOR ADMINISTRATIVE OFFICER: SERVICE DELIVERY IMPROVEMENT PROGRAMMES

REF NO: 2016/213/OCJ

SALARY: R262 272 – R 308 943 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office

REQUIREMENTS: An appropriate National Diploma /Bachelor's Degree in Public Administration or equivalent qualification on NQF level 6; Three (3) years’ relevant experience; Experience in Service Delivery Improvement environment; Knowledge and experience in the application of the provisions of the relevant legislation, policy and regulations that govern the Public Service; A valid driver’s licence. Skills and Competencies: Good communications skills (verbal and written); Computer literacy (Excel, Word and PowerPoint); Knowledge and understanding of Service Delivery Improvement Programmes; Understanding and knowledge of Batho Pele Principles; Financial Management skills; Strategic leadership capability; Project management skills; People and resource management skills; Research and development expertise; Strategic change and risk management; Presentation and facilitation skills; Ability to network; Influence and impact; Applied strategic thinking;

DUTIES: Assist in the development and implementation of the SDIPs and the internal services delivery programmes; Assist coordinating the implementation of the Public Service Operations Management Framework by the OCJ; Ensure improved client satisfaction, customer relations and customer care plans; Assist in Monitoring service standards at all service points in the courts and respond to all service delivery matters; Manage all administrative requirements, reporting, records management, resources and correspondence for the unit.

ENQUIRIES: Mr MV Molatana (010) 493 2503

APPLICATIONS: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, 188, 14th Road, Noordwyk, Midrand.
**REQUIREMENTS**: An appropriate National Diploma /Bachelor's Degree in Public Administration or equivalent qualification with 3 years’ appropriate experience. A valid driver’s licence. Skills and Competencies: Good communications skills (verbal and written); Computer literacy (MS Word, Power Point and Excel); Ability to attend to detail and ensure the correctness of information; Ability to work under pressure; Ability to work independently and meet deadlines.

**DUTIES**: Provide administrative support to the Judicial Service Commission; Provide administrative support to the Chief Directorate: Judicial Policy, Research and JSC; Provide general support services.

**ENQUIRIES**

**APPLICATIONS**: Ms LM Mothomane : (010) 493 2533

**POST 29/43**: SENIOR ADMINISTRATIVE OFFICER 2 POSTS

**SALARY**: R262 272 – R308 943 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**: KwaZulu-Natal High Court: Durban (Ref no: 2016/215/OCJ)
Labour Court Durban (Ref no 2016/216/OCJ)

**REQUIREMENTS**: An appropriate National Diploma /Bachelor’s Degree in Administration or Finance or equivalent qualification; 3 years’ relevant experience in Office Administration; A valid driver’s licence (minimum Code 8); Computer Literacy. Skills and competencies: Good Communication Skills (written and verbal); Good interpersonal skills; Attention to detail; Advanced computer skills (MS Office); Continual learning and information search; Public management, leadership, organisational and problem solving skills; Customer oriented; Ability to interpret and apply policy; Able to work accurately under pressure and work independently. Knowledge of the Public Financial Management Act (PFMA), DFI, BAS, JYP and other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management will be an added advantage.

**DUTIES**: Control of the sections related to Human Resources, Finance and Supply Chain Management. Manage finances of the office (Vote Account) including the Budget; Draft and submit memorandums and reports; General supervision of administrative staff and implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the OCJ and Public Service in general; Train and develop staff; Manage the facilities of the department at court; Implement departmental policies; Perform any other duties as directed by the Supervisor/ Court manager or Director Court Administration.

**ENQUIRIES**

**APPLICATIONS**: Ms L Marrie : (031) 372 3167

**NOTE**: Separate applications to be completed for each post (quote the relevant reference number)

**POST 29/44**: SENIOR ADMINISTRATIVE OFFICER 5 POSTS

**SALARY**: R262 272 – R 308 943 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**: Port Elizabeth High Court (Ref no: 2016/217/OCJ)
Mthatha High Court (Ref no 2016/218/OCJ)
Grahamstown High Court (Ref no: 2016/219/OCJ)
Eastern Cape: Labour Court: Port Elizabeth (Ref no: 2016/220/OCJ)
Bisho High Court (Ref no: 2016/221/OCJ)

**REQUIREMENTS**: An appropriate National Diploma in Public Management or Human Resource Management or equivalent qualification on NQF level 6; Three (3) years’ experience in administration or court administration; Knowledge of Public Finance Management Act (PFMA); Knowledge of the Judges Remuneration Act and Regulations; Understanding of the Department’s Accounting System (Persal and BAS); Director: Human Resources; Understanding of the Departmental Financial Instructions (DFI) and departmental policies and procedures; Knowledge of Performance Management;
A valid driver’s licence. Skills and competencies: Sound Interpersonal relations; Planning and Organizing skills; People management; Problem solving skills; Maintaining discipline; Computer literacy; Good communication skills (written and verbal); Conflict management and Supervisory skills.

**DUTIES**
Supervision of staff members such as judges’ secretaries, ushers and DCRS clerks; Ensure the recording of all court proceedings; Checking of statistics for all DCRS Clerks and submit to the statistician or statistical officer; Ensure downloading of recordings on RW-CDs; Keep record of all requests for transcription of recordings and take necessary steps to procure transcription of records. Manage performance of employees reporting to her/him. Any other duties assigned by the Court Manager or Registrar.

**ENQUIRIES**
Ms N Biko | (043) 726 8580

**APPLICATIONS**
Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X9065, East London, 5200. Applications can also be hand delivered to the Office of the Chief Justice Service Centre, No. 3 Phillip Frame Road, Chiselhurst, East London.

**NOTE**
Separate applications to be completed for each post (quote the relevant reference number).

**POST 29/45**
**SENIOR ADMINISTRATIVE OFFICER REF NO: 2016/222/OCJ**

**SALARY**
R262 272 – R 308 943 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**
Labour Court: Cape Town

**REQUIREMENTS**
A three (3) year Bachelor's Degree in Administration/ National Diploma in Service Management plus the module on Case Flow Management or relevant equivalent tertiary qualification; At least three (3) years management or supervisory experience; A valid driver’s license. Skills and Competencies: Office Management; Conflict Resolution Management; Computer Literacy; A valid driver’s license; Planning and organizational skills; Good communication skills (written or verbal); Good interpersonal relations; Interpretation of Acts and regulations; Negotiation; Work ethic and Motivation; Customer service/ Stakeholder relations management; Self and stress management; Leadership and Management.

**DUTIES**
Co-ordinate Case flow Management; Issue all processed initiating Court proceedings; Co-ordinate interpreting services, Appeals and Reviews; Supervision of subordinates and evaluation of their performance; Coordinate and manage the human resources of the office; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to the court; Management of security; Implement Departmental Policies in the court; Compile and analyse court statistics to show performance and trends; Provide case tracking services; Compile annual performance and statutory reports to relevant users; Develop and implement customer improvement strategies

**ENQUIRIES**
Ms L Adams | 021-469 4000

**APPLICATIONS**
The Provincial Head: OCJ Service Centre Western Cape, Private Bag X9020, CAPE TOWN, 8000. For the attention of Ms L Adams. Applications can also be hand delivered to the Office of the Chief Justice, 35 Keerom Street, Cape Town, 8000.

**POST 29/46**
**SENIOR ADMINISTRATIVE OFFICER IN THE OFFICE OF THE JUDGE PRESIDENT REF NO: 2016/223/OCJ**

**SALARY**
R262 272 – R 308 943 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**
Free State High Court: Bloemfontein

**REQUIREMENTS**
A relevant Bachelor’s Degree or National Diploma; Three (3) years working experience in Court Administration; Must have relevant experience in generic administrative processes. Skills and Competencies: Good communication skills (written and verbal); Computer literacy (MS Office); Financial Management; Ability to work independently and under pressure; Typing skills; Minutes writing skills; Valid driver’s licence.

**DUTIES**
Managing the Judge President’s office Budget; Routine administrative duties, record keeping, photo copying filing and managing personal and office diary of the Judge President; Accompany the Judge President to provincial and all stakeholder’s meetings; Draft and distribute minutes and agenda for meetings; Monitor the submission of statistics from Heads of Courts in the province; Coordinate monthly’s case flow related meetings; Responsible for purchases and requisitions of the Judge President; Coordinate the submission of minutes for
DEEC and REEC meetings on behalf of the Judge President; Facilitate and coordinate PEEC meetings; Organising of security and liaising with the Protocol office for the JP's travel arrangements; Assist with the arrangements of local and international trips; Perform other duties as may be required from time to time.

**ENQUIRIES**
Ms N De La Rey  
(051) 406 8100

**APPLICATIONS**
The Provincial Head, Office of the Chief Justice, Free State High Court, Private Bag X 20612, Bloemfontein, 9300 or physical address: Office of the Chief Justice, Free State High Court, Corner President Brand & Fontein Streets, Bloemfontein, 9301

**POST 29/47**
INTERNAL AUDITOR 3 POSTS REF NO: 2016/224/OCJ
(Re-advert). Erratum: These posts were previously advertised in the DPSA Vacancy circular Number 28/2016 under reference number 2016/185/OCJ. The posts has been withdrawn and re-advertised under reference number 2016/224/OCJ. Previous applicants are encouraged to re-apply.

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

**CENTRE**
National Office

**REQUIREMENTS**
An appropriate three (3) year Degree or National Diploma with majors in Auditing/Internal Auditing/ Accounting/ Commerce. At least 1 year experience in Internal Auditing (Includes. Internship/ Learnership). Knowledge of Public Finance Management Act; In-depth knowledge of the standards set by the Institute of Internal Auditors (IIA); The successful candidate will be required to complete a security clearance. Skills and Competencies: Interpersonal skills; Financial Management; Planning and Organizing skills; Computer literacy; Good communication skills (written and verbal); Planning and Organizing skills; Programme & project management; Ability to work in a team; Client orientation and customer focus; Research skills.

**DUTIES**
Provide inputs in conducting risk assessments; Assist in planning and conduct audits assignments; Prepare audit programmes together with the Audit Manager; Gather adequate, competent and useful audit evidence; Prepare draft reports to be reviewed by management; Assist in the administration of the Internal Audit activities.

**ENQUIRIES**
Mr RE Mabunda  
(011) 493 2500

**APPLICATIONS**
The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, 188, 14th Road, Noordwyk, Midrand.

**POST 29/48**
SENIOR COURT INTERPRETER 3 POSTS REF NO: 2016/225/OCJ

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

**CENTRE**
Free State High Court: Bloemfontein

**REQUIREMENTS**
Diploma: Legal Interpreting at NQF level 5 or equivalent qualification and three (3) years practical experience in Court Interpreting / Grade 12/ NQF Level 4 and ten (10) years practical experience in Court Interpreting. Must have a good knowledge of the following languages: English, Afrikaans, Sesotho, Setswana, IsiXhosa, IsiZulu. Knowledge of any foreign language will be an added advantage; Applicants will be subjected to language test; Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000). A valid driver’s license. Skills and Competencies: Excellent communication skills; Computer literacy; Good interpersonal relations; Ability to work under pressure and solve problems; Customer services; Organisational skills.

**DUTIES**
Interpreting of cases in the High Court in Civil and Criminal cases. Perform court interpretation at Circuit Court; Translate legal documents and exhibits; Develop terminology; Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor; Control and supervision of Interpreters.

**ENQUIRIES**
Ms N De La Rey  
(051) 406 8100

**APPLICATIONS**
The Provincial Head, Office of the Chief Justice, Free State High Court, Private Bag X20612, Bloemfontein, 9300 or Physical Address: Office of the Chief Justice, Free State High Court, Corner: President Brand and Fontein Streets, Bloemfontein, 9301.
POST 29/49  :  SENIOR COURT INTERPRETER 3 POSTS

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

CENTRE  :  Polokwane High Court (1 post), Ref no: 2016/226/OCJ
Northern Cape High Court (2 posts), 1 Re-advert, 1 newly created (Applicants who previously applied are welcome to re-apply) Ref no: 2016/227/OCJ

Requirements  :  Diploma: Legal Interpreting at NQF level 5 or equivalent qualification and three (3) years practical experience in Court Interpreting / Grade 12 or NQF Level 4 qualification and ten (10) years practical experience in Court Interpreting; Proficiently in English and two or more indigenous languages; A valid driver’s license will be an added advantage. Knowledge of any foreign language will be an added advantage; Candidates will be required to undergo oral and written languages proficiency testing. Skills and Competencies: Excellent communication skills; Computer literacy; Good interpersonal relations; Ability to work under pressure and solve problems; Customer services; Planning and organizing skills; Confidentiality; Analytical thinking;

DUTIES  :  To render interpreting services; Translate legal documents and exhibits; Develop Terminology; Assist with the reconstruction of Courts Records; Perform specific Line and Administrative Support Functions; Control and supervision of Interpreters.

APPLICATIONS  :  Quoting the relevant reference number, direct your application to the following addresses:
Limpopo: Provincial Head, OCJ Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700 or Physical Address: High Court Of South Africa: Limpopo Division, Polokwane, 36 Bidcarr & Bodenstein Street, Polokwane, 0699. Enquiries: Mr J.H Maluleke (015) 230 4000.
Northern Cape: The Human Resources Management: High Court, The Office of the Chief Justice, Private Bag X5043, Kimberley. Application can also be hand delivered to: Ms S Ruthven, High Court, Sol Plaatje Drive, Room B107, Kimberley. Enquiries: Ms R Ruthwen (053) 807 2733

NOTE  :  Separate applications to be completed for each post (quote the relevant reference number).

POST 29/50  :  JUDGES SECRETARY 7 POSTS

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

CENTRE  :  Durban High Court - 1 post (Ref no: 2016/228/OCJ)
Pietermaritzburg High Court – 1 post (Ref no 2016/229/OCJ)
Northern Cape High Court – 1 post (Ref no: 2016/230/OCJ)
Western Cape High Court: Cape Town – 4 posts (Ref no: 2016/231/OCJ)

Requirements  :  Grade 12 with typing plus three years secretariat or relevant experience. Secretarial Diploma/Paralegal Qualification/ Second year registered Law Student or 2 – 3 years legal experience will serve as an added advantage; A valid driver’s license. The ability to do Dictaphone typing will be a strong advantage. NB: Shortlisted candidates are required to pass a typing test. Skills and competencies: Good communication skills (written and verbal); Computer literacy (MS Office); Excellent typing skills; Administration and organizational skills; Self driven; Exceptional interpersonal skills; Ability to meet strict deadline and to work under pressure; Attention to detail. NB:

DUTIES  :  Types(or format) draft memorandum decisions, opinions or judgement entries written by assigned Judge, administer and modifies or corrects same as directed(including dicta typing); Arrange and diarize appointments, meetings, official visits, and make travel and accommodation arrangements etc; Safeguarding of all case files and the endorsement of case files with order made by Judge; Provide general secretarial/administrative duties to the Judge; Update files , documents and provide copies of documents to the Registrar; Accompany the Judge to Court and Circuit Courts; After a case has been completed and opinion, decision or judgement entry released, returns case file to administration for returns to clerk’s office; Management of judge’s vehicle, logbook and the driving thereof; Arrange receptions for the Judge, and his visitors and attend to their needs; Manage of Judge’s Library and updating of loose leaf publications; Any other task as allocated by the Judge; Comply with Departmental Policies and Prescripts.

APPLICATIONS  :  Quoting the relevant reference number, direct your application to:
Kwazulu Natal: Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000 For the attention of Ms L Marrie. Applications can also be hand
delivered to the Office of the Chief Justice, Human Resource Management, 3rd Floor, 2 Devonshire place, off Anton Lembede Street (Smith street), Durban, 4000. Enquiries: Ms L Marrie (031) 372 3167.

Northern Cape: The Human Resources Management: High Court, The Office of the Chief Justice, Private Bag X5043, KIMBERLEY. Application can also be hand delivered to: Ms S Ruthven, High Court, Sol Plaatje Drive, Room B107, kimberley. Enquiries: Ms R Ruthven (053) 807 2733.

Western Cape: The Provincial Head:  The Office of the Chief Justice Service Centre, Private Bag X9020, Cape Town, 8000. Application can also be hand delivered to: 35 Keerom Street, Cape Town, 8000. Enquiries: Ms L Adams (021) 469 4000

NOTE: Separate applications to be completed for each post (quote the relevant reference number).

POST 29/51: PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: ICT REF 2016/232/OCJ

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

CENTRE: National Office

REQUIREMENTS: An appropriate B-degree/National Diploma or equivalent qualification in office management with 3 years appropriate experience or; Grade 12 with 5 years appropriate experience as a Personal Assistant; Sound knowledge of office and document management practices; Advanced application of MS Office Applications; Valid driver’s license; Skills and competencies: Ability to work independently and meet deadlines; Ability to attend to detail and to ensure the correctness of data / information; Administration; Communication; Problem solving; Knowledge of or experience in an Information Technology environment.

DUTIES: Manage the office of the CD including diary coordination; Secretarial support and document management; Provide technical support to the CD in his/her capacity as Budget Programme Manager of the Unit; Provide secretariat support to the management structures. Supervise and coordinate shared secretarial support services provided to senior managers in the Unit. Coordinate corporate support service activities for the Unit. Manage and appropriately direct all incoming correspondence for the Unit and handle on behalf of the CD.

ENQUIRIES: Ms C Gideon (010) 493 2528

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, 188, 14thRoad, Noordwyk, MIDRAND.

POST 29/52: HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT REF NO: 2016/233/OCJ

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

CENTRE: National Office

REQUIREMENTS: Three year National Diploma or equivalent qualification (NQF level 6) in Human Resource Management; 2-3 years relevant working experience in the field of HRD and Performance Management; Sound knowledge of Skills Development Act, HRD & PMDS frameworks and other relevant Legislations; Knowledge of the PERSAL System; Computer literacy (PowerPoint, word, Excel); A valid driver’s license. Skills and competencies: Good communication skills (written and verbal); Problem solving skills; Presentation, analytical; Ability to work independently and meet deadlines; Ability to attend to details and ensure the correctness of information.

DUTIES: Collect performance management statistics, create and maintain database; Capture performance management information on PERSAL; Assist in compilation of WSP/ ATR, conduct training needs analysis; Facilitate and administrate bursaries , internships and training programmes; Compile monthly/ quarterly reports; Handle enquiries related to HRD And PMDS; Conduct information sessions on PMDS

ENQUIRIES: Ms K Tshoke (010) 493 2500

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, 188, 14thRoad, Noordwyk, Midrand.
POST 29/53: STATE ACCOUNTANT REF NO: 2016/234/OCJ

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

CENTRE: Thohoyandou High Court

REQUIREMENTS: A National Diploma/ Bachelor Degree in finance or equivalent qualification; 3 years’ experience in a financial environment (accounting or Paye and Petty Cash reconciliation); Knowledge of Financial/Accounting, Quality Assurance, Supply Chain Management; Knowledge and experience in PFMA and Treasury Regulations, Basic Accounting system (BAS); PERSAL, Departmental Financial Instructions (DFI); A valid Driver’s license. Skills and Competencies: Good communication skills (verbal and written); Ability to manage Accounting and Administration functions effectively; Computer literacy; Good communication skills (written and verbal); Ability to work with stakeholders in a professional and empathetic manner; Good interpersonal relations; Accuracy and attention to detail; Problem solving skills.

DUTIES: Verification and authorizing of BAS payments; Ensure all processed documents are audit compliant; Capturing of original budget on BAS; Request and analyse expenditure reports; Identify erroneous allocations and correct per journal entry; Follow up outstanding creditor payments; Monitor of private telephone debts; Daily checking of cash on hand; Checking of receipts with cash on hand; Checking of bank deposit book before money is deposited; Monthly checking of petty cash replenishments; Monthly reconciliation of receipts and deposit; Request and monitor Office request for petty cash limits increase or decrease; Monitor and verify Office petty cash manual reconciliation; Implementation of PERSAL system transactions in respect of finance activities; Ensure safe-keeping of records; Supervision of staff performing financial duties; Manage payments of all S&T claims and advances; Ensure adherence to all applicable prescripts, procedures and regulations. Assist with budget formulation, monitoring, and reporting;

ENQUIRIES: APPLICATIONS: Quoting the relevant reference number, direct your application to: Provincial Head, OCJ Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700 or Physical Address: High Court Of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699

POST 29/54: ADMINISTRATION CLERK REF NO: 2016/235/OCJ

SALARY: R142 461 – R 167 814 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: North West High Court: Mafikeng

REQUIREMENTS: Grade 12 or equivalent certificate. Skills and Competencies: Good communication skills (verbal and written); Computer literacy: (MS Office); Ability to work under pressure and solve problems; Administrative and organizing skills; Sound interpersonal relations; Accuracy and attention to details.

DUTIES: Perform a variety of routine Administrative duties related to the activities of the core functions of the Department in the following sessions: Issuing of Summons, Issuing of warrants, Administration of Correspondence, Rendering Court Services, Indexing of registers, Compilation of Court rolls, Data capturing, keeping statistics.

ENQUIRIES: APPLICATIONS: Mr J.H Maluleke : (015) 230 4000

POST 29/55: ADMINISTRATION CLERK (DCRS) 2 POSTS REF NO: 2016/236/OCJ

SALARY: R142 461 – R167 814 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Polokwane High Court

REQUIREMENTS: Grade 12 or equivalent qualification; 0-2 years’ experience. Skills and Competencies: Computer literacy; Communication skills (verbal and written); Analytical, efficient and resourceful; Good interpersonal and organizational skills; Customer service oriented; Ability to work under pressure and in a team.

DUTIES: Render support services to case flow management; Rendering of efficient and effective support service to the court; Attend and oversee to general public enquiries/ correspondence; Store, keep and file court records safely; Provide
administrative support in general as requested by Chief Registrar and supervisor; Update case progress on High Court System. Perform digital recording of court proceedings and ensure integrity of such records. Operate and provide support to court systems, e.g. e-scheduler/Integrated Case Management Systems (ICMS), Video Remands, document scanning, data capturing, etc.

ENQUIRIES: Mr J.H Maluleke ☑ (015) 230 4000
APPLICATIONS: Quoting the relevant reference number, direct your application to: Provincial Head, OCJ Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700 or Physical Address: High Court Of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.

POST 29/56: REGISTRAR’S CLERK REF NO: 2016/237/OCJ

SALARY: R142 461 – R167 814 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Thohoyandou High Court
REQUIREMENTS: Grade 12 or equivalent qualification; 0-2 years’ experience. Computer Literacy; Skills and Competencies: Computer literacy skills; Good communication skills (verbal and written); Ability to work under pressure; Customer service skills; Interpersonal relations; Knowledge of document management and filing

DUTIES: Render support services to case flow management; Render efficient and effective support services to the court; Issuing of summons at General Office; Update case progress on ICMS; Render counter service duties /functions; Prepare, Issue and Analyse court statistics; Maintain and keep all registers for Civil and Criminal matters; Filling and storage of both Civil and Criminal process; Issue warrant of arrest for defaulters ; Act as a liaison between judges and legal practitioners ; Requisitioning of accused persons from prison ; Deal with correspondence and attend to general public enquiries; Issue all processes that initiate court proceedings ; Prepare and send case to transcribers for appeal and review purposes ; Preparing and binding of appeals and reviews; Attend to complaints from prisoners and members of the public ; Act as a liaison between Registrar and legal practitioners; Provide administrative support in general as requested by Court Manager and supervisor.

ENQUIRIES: Mr J.H Maluleke ☑ (015) 230 4000
APPLICATIONS: Quoting the relevant reference number, direct your application to: Provincial Head, OCJ Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700 or Physical Address: High Court Of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.

POST 29/57: REGISTRAR’S CLERK REF NO: 2016/238/OCJ

SALARY: R142 461 – R 167 814 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: High Court of South Africa, Western Cape High Court, George (Northern Circuit Local Division)
REQUIREMENTS: Grade 12 or equivalent qualification; Appropriate experience in general administration or court related functions with regard to court recordings and / or case flow management; Driver’s license will be a strong recommendations. Skills and Competencies: Good communication (written and verbal); Computer literacy ( MS Office ); Good interpersonal skills, good public relations skills; Ability to work under pressure; Customer service; Knowledge of document management and filing.

DUTIES: Assist with the management and control of Court Records; Filling and issuing of civil processes and criminal matter; Processing of reviews and appeals; Compiling of statistics; Attend and oversee general public enquiries/ correspondence; Perform any other duties required for the effective and efficient functioning of the court as required by the Judiciary, Court Manager and Registrar.

ENQUIRIES: Ms L Adams ☑ (021) 469 4000
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head: The Office of the Chief Justice Service Centre, Private Bag X9020, Cape Town, 8000. Application can also be hand delivered to: 35 Keerom Street, Cape Town, 8000.

POST 29/58: REGISTRY CLERK REF NO: 2016/239/OCJ

SALARY: R142 461 – R 167 814 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: Provincial Service Centre: Eastern Cape

REQUIREMENTS: Grade 12 or equivalent qualification plus 1-2 years relevant experience. Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Good interpersonal skills; Attention to details.

DUTIES: Opening and dispatching of post; Filing of correspondence; Opening of new file; pending file and closing files; Maintaining register for the opened files; Printing circulars and General minute; Franking of official mail; Transmission of personal files of staff transferred; Maintaining Photocopier machine and register; Any other duties as allocated by the manager.

ENQUIRIES: Ms N Biko (043) 726 5217

APPLICATIONS: The OCJ Provincial Head, Private Bag X9065, East London 5200 OR hand delivered to: Office of the Chief Justice Service Centre, No 3 Phillip Frame Road, Cheslehurst, East London.

POST 29/59: ADMINISTRATION CLERK REF NO: 2016/240/OCJ

SALARY: R142 461 – R 167 814 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Eastern Cape Labour Court: Port Elizabeth

REQUIREMENTS: Grade 12 or equivalent qualification; Working experience in Supply Chain Management will be an added advantage; Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Ac, Treasury Regulations etc; In depth knowledge of financial system, e.g. LOGIS; A valid driver’s license will be an added advantage. Skills and Competencies: Ability to meet deadlines; Ability to work under pressure; preparedness to work overtime when required. Work independently as well as in a team; Good interpersonal relations; Good communication skills (written and verbal); Computer literacy; Planning and organizing skills; Analytical skills.

DUTIES: Sourcing of quotation as per National Treasury guidelines; Receive and assess quotation to ensure that they comply with the minimum requirements; Assist end users with the compliant specifications; Capture requisition on the Supply Chain System; Prepare quotes and compile request for quotes. Ensure that all relevant forms are attached; Extend the validity periods of quotes in advance of expiry dates; Capturing of awarded contracts on National Treasury contracts registration (CRA); Ensure procedures comply with SCM policies; Ensure proper filing and safe keeping of documents; Ensure timeous processing of payments to suppliers; Receiving and issuing of stock items; Perform other duties as delegated by the supervisor.

ENQUIRIES: Ms N Biko (043) 726 5217

APPLICATIONS: The OCJ Provincial Head, Private Bag X9065, East London 5200 OR hand delivered to: Office of the Chief Justice Service Centre, No 3 Phillip Frame Road, Cheslehurst, East London.

POST 29/60: DATA CAPTURERS 5 POSTS

SALARY: R142 461 – R 167 814 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: High Court Of South Africa Gauteng Division: Pretoria - (3 posts) Ref no: 2016/241/OCJ
High Court of South Africa Gauteng Local Division: Johannesburg- (2 posts) Ref no: 2016/242/OCJ

REQUIREMENTS: Grade 12 or equivalent qualification with typing as a passed subject; Two years relevant experience; Minimum typing speed 35wpm; Short listed candidates will be required to pass a typing test. Skills and Competencies: Communication skills (verbal and written); Good interpersonal relations; Ability to work under pressure.

DUTIES: Typing court orders; Typing urgent applications; Scan and save draft orders; Implement of ICMS – Civil; Scan and save draft orders; Record work in register for monthly statistics; Prepares source data for computer entry by compiling and sorting information; establishing entry priorities; Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedure or returning incomplete documents to the team leader for resolution; Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format; Maintains data entry requirements by following data program techniques and procedures.

ENQUIRIES: Mr H Sithole (011) 335 0210 and Ms S Mnisi (011) 335 0284
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X 07, JOHANNESBURG 2000. Applications can also be hand delivered to High Court of South Africa, Gauteng local Division, 12th Floor; Cnr. Prichard and Kruis Street: Johannesburg.

NOTE: Separate applications to be completed for each post (quote the relevant reference number).

POST 29/61: ADMINISTRATION CLERKS (ARCHIVES) 4 POSTS REF NO: 2016/243/OCJ

SALARY: R142 461 – R167 814 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: High Court Of South Africa Gauteng Division: Pretoria

REQUIREMENTS: Grade 12 or equivalent qualification; One year appropriate administration / filing experience. Skills and Competencies: Communication skills (verbal and written); Good interpersonal relations; Ability to work under pressure; Prepare correspondence, documents as required; Provide administrative support to the office.

DUTIES: Arrange case files in order; File case files in order; Performing clerical and administration work relating to the Archive section.

ENQUIRIES: Mr H Sithole ☏ (011) 335 0210

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X 07, Johannesburg 2000. Applications can also be hand delivered to High Court of South Africa, Gauteng local Division, 12th Floor; Cnr. Prichard and Kruis Street: Johannesburg.

POST 29/62: ADMINISTRATION CLERK REF NO: 2016/244/OCJ

SALARY: R142 461 – R167 814 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Court Performance (Lower Court)

REQUIREMENTS: Grade 12 or equivalent qualification; 0-2 years’ experience in administration. Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Loyalty; Confidentiality; Ability to interpret and execute policy directives / procedures.

DUTIES: Completion of documentation and drafting of memoranda necessary to procure items (Justice Yellow Pages); Requesting quotations from suppliers; Provide traveling bookings and S and T claims support services; Directorate assets verification and safe keeping of directorate’s consumable equipment; Directorate leave audits and verification; Manual data collection, capturing, monitoring and control; Provide general administration support services (taking directorate meeting minutes, faxing, photocopying, etc.)

ENQUIRIES: Mr A Ndou ☏ (010) 493 2500

APPLICATIONS: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, 188, 14th Road, Noordwyk, Midrand, 1685.

POST 29/63: TYPIST 2 POSTS

SALARY: R119 154 – R140 361 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Durban High Court (Ref no: 2016/245/OCJ)

Pietermaritzburg High Court (Ref no: 2016/246/OCJ)

REQUIREMENTS: Grade 12 or equivalent qualification with typing as a passed subject; 2 (two) year’s relevant experience; Computer literacy, Minimum typing speed of 35 wpm; Appropriate secretarial skills; Skills and Competencies: Good Communication Skills (written and verbal); Good interpersonal skills; Attention to detail; Professional appearance and conduct; Telephone etiquette and self-management.

DUTIES: Typing of appeals, Court orders, reviews, reports, minutes, circulars and memorandums; Dealing with correspondence, queries and other administrative duties; Relief of administrative personnel when necessary; Filing, opening of files and making of appointments.

ENQUIRIES: Ms L Marrie ☏ 031-3723167

APPLICATIONS: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice, Private Bag X54372, DURBAN, 4000 or Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 3rd Floor, 2 Devonshire place, off Anton Lembede street (Smith street), Durban, 4000. For Attention: Ms L Marrie
The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

APPLICATIONS: Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lillian Ngoyi Streets, Pretoria.

FOR ATTENTION: Mr DC Ndlondlozi

CLOSING DATE: 12 August 2016 @ 15h45

NOTE: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver’s license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that faxed, e-mailed and late applications will not be accepted.

MANAGEMENT ECHELON

POST 29/64: DIRECTOR: SUPPLY CHAIN MANAGEMENT AND SECURITY SERVICES REF NO: D/SCM&SS/07/16

SALARY: All inclusive remuneration package of R864 177 per annum. The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: Head Office, Pretoria


DUTIES: Manage an effective and efficient SCM system, Ensure timely, economical and accurate procurement of goods and services, Provide technical and advisory services on SCM issues, Oversee monthly reporting on SMME and BEE to National Treasury, Oversee updating of the supplier database • Exercise control over contract management, Oversee and manage the provision of logistical services. Manage transport and Government Garage (GG) vehicles, Manage provision of office accommodation, facilities and maintenance, Implement and manage proper records management system in line with MISS, Render a professional security service to the OPSC in terms of physical, communication, computer and document security. Conduct security appraisals with South African Police Service (SAPS) and State Security Agency (SSA), Conduct information security appraisals with SSA and accommodation security appraisals with South African Communication Security Agency (SACSA), Promote awareness on security, health and safety.
within the OPSC, Develop, implement and review procurement, logistics, facilities and security policies, procedures and manuals.

**ENQUIRIES**

MR DC Ndlondlozi, Tel no: 012 352 1212

**NOTE**

All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the selection panel will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency base assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
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: 05 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 short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

Management Echelon

Post 29/65

Sector Specialist: Data Support

Ref No: 040/2016

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

Centre: Pretoria

Requirements: A relevant post-graduate qualification in Statistics, Informatics, Econometrics or equivalent plus a minimum of 8 years appropriate experience of which 5 years must be at middle/senior managerial level. Must have high level of data management and analysis, statistical software, and sound knowledge of Ms Office suite. Communication, organisational skills, good interpersonal relations and good strategic planning skills. Must have good understanding of indicator development and performance measurement and monitoring in government, experience in developing policies, frameworks and systems in government, strong knowledge of business processes relating to the reporting of data within and between departments. Must have strong knowledge and skills in software development linked to the automation of data management for M&E purposes, experience of IT system development in government context, good problem-solving skills. Ability to work with government departments at a high level, using influencing, motivational and negotiation skills effectively to achieve the unit’s purpose. Must have strong project/programme management skills, good knowledge of government prescripts, policies and practices, ability to maintain high level of confidentiality and must be able to work under pressure.

Duties: The incumbent of the post will develop, administer and maintain the Monitoring Programme IT System, quality assure performance data and provide statistical
analysis. This entails development and implementation of needs driven data and knowledge management systems. Direct and coordinate data inputs and data flow in respect of specific governmental institutions. Generate quality information outputs in support of the monitoring and evaluation information framework. Manage data collection, processing and protocols. Lead and direct the development of applicable data processing and storage systems. Sustainable liaison with clients and other information specialists on the analysis development and integration of data. Initiate and direct 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 T Masilela at Tel No (012) 312-0107
ANNEXURE L

DEPARTMENT OF PUBLIC ENTERPRISES

APPLICATIONS: The Department of Public Enterprises, Private Bag X15, Pretoria, 0028 or hand deliver at 1090 Infotech Building, Arcadia & Hilda Street, Hatfield 0028
FOR ATTENTION: Human Resources
CLOSING DATE: 05 August 2016
NOTE: Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. No faxed or e-mailed applications will be considered.

OTHER POST

POST 29/66: ASSISTANT DIRECTOR: COMMUNICATIONS (WEBMASTER) REF NO: DPE/2016/032
Directorate: Communication Unit
SALARY: R311 784 per annum, Level 09
CENTRE: Pretoria
REQUIREMENTS: Applicant must be in possession of an appropriate three year tertiary qualification in web-related field including layout and design and/or at least 2-3 years' experience in a similar environment. Excellent English writing and editing skills. Experience in using HTML, CSS and JavaScript and using web content management systems (CMS) will be an advantage. Knowledge of latest trends in web standards and practices. Planning and organizing skills. Knowledge and interest opportunities to enhance the image of the Department and its State Owned communication skills with good interpersonal skills. Ability to work in a team. Must be in possession of a valid driver’s licence. Ability to work long hours and under pressure.

DUTIES: The successful candidate will be responsible for the Department's website including updating of multi-media platforms, keep the webpage relevant, design DPE collaterals and content development for internal and external publications. Develop content for internal and external events. Assist with the implementation of the communication strategy. Identifying, selecting, and acquiring information to update and upload onto the website and intranet. Liaising with role-players involved in maintaining and updating the websites and intranet. Preparing content for the websites (abstracting, writing, language and content, editing, structuring information). Assisting with the development and updating of content management policies and processes, and with the development of content management systems. Determining user requirements for websites and web content management systems. Planning information architecture, navigation, layout and design of website. Evaluating websites, making recommendations and compiling reports on findings. Sourcing information online and other relevant sources. Perform duties as requested and instructed by the supervisor.

ENQUIRIES: Mr Mike Williams, Tel: (012) 431-1128
The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.

CLOSING DATE: 05 August 2016

NOTE: An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.

OTHER POSTS

POST 29/67: DEPUTY DIRECTOR: LOGISTICAL SERVICES REF NO: 2016/124

Supply Chain Management

SALARY: All inclusive salary package of R726 276 per annum

CENTRE: Head office (Pretoria)

REQUIREMENTS: A three-year tertiary qualification in Public Administration, Logistics Management, Finance, Procurement or a related field and extensive related years of experience. Knowledge: Thorough knowledge and understanding of procurement-related legislation, including: Public Finance Management Act; Framework for Supply Chain Management; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Preferential Procurement Policy Framework Act; State Information Technology Act; Public Service Act; Public Service Regulations and National Archives Act. Thorough knowledge and understanding of government procurement systems and processes, i.e. LOGIS, BAS and PERSAL; understanding of financial management and financial systems. Skills: Financial management; programme and project management skills; sound analytical skills; problem identification/solving skills; computer literacy; numeracy; database management; relationship management; interpersonal/diplomacy skills; decision making skills; motivational skills; presentations; negotiation skills and advanced communication skills (including report writing) at all levels. Personal Attributes Ability to interact with clients and stakeholders in a professional and assertive manner; high ethical standards; able to conduct business with integrity and in a fair and reasonable manner; ability to promote mutual trust and respect; innovative; creative; solution orientated – able to design ideas without direction; people orientated; hard-working; highly motivated; ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results. Drivers’ license; willing to adapt work schedule in accordance with professional requirements and prepared to travel.

DUTIES: Effective management of the Logistical Services section of the Department • Effective management of all contractors related to provisioning and logistics • Manage procurement of assets, services and supplies in the Logistical Services section • Establish and manage service level agreements with service providers • Provide operational support to regions • Facilitate the delivery of logistical-related training and development to regions • Effective and efficient management of logistical related services • Management of logistical services budget • Management of human resources related issues including the implementation and facilitation of adherence to policies and processes in Logistical Services • Develop, implement and maintain logistics-related policies and procedures • Ensure compliance with all relevant policies • Provide operational support to regions • Ensure implementation and compliance to Supply Chain Management Framework and policies • Facilitate training of all employees with regards to policies and procedures related to logistical services, including management of transport and
travelling, as well as archiving and office services sections • Manage all aspects in the transport and travelling section • Ensure effective management of fleet and subsidized vehicles • Ensure effective management of travelling • Ensure effective management of office services (as per the National Safety Regulations) and archives (according to the National Archive Act guidelines and prescripts) • Ensure effective management of food services aid in the Department • Manage human resource related matters in the logistical section.

ENQUIRIES : Mrs E Kruger, Tel (012) 406 1437
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria
FOR ATTENTION : Ms N.P Mudau

POST 29/68 : DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT 2 POSTS

SALARY : All inclusive salary package of R726 276 per annum
CENTRE : Johannesburg Regional Office Ref No: 2016/125 A
Mthatha Regional Office Ref No: 2016/125 B

REQUIREMENTS : A three-year tertiary qualification in Human Resource Management, Public Management, Social Sciences, Management Science or related fields. Extensive experience in the Human Resources Management environment. Knowledge of PERSAL, the Public Service Act, Public Service Regulations, Financial Manuals, Treasury Regulations and Prescripts from the Department of Public Service and Administration. Skills: management, analytical thinking, language proficiency, report writing, numeracy, research, organizing and planning, computer literacy, advanced interpersonal and diplomacy, as well as decision making and project management skills. Personal Attributes: innovative, creative, resourceful, energetic, helpful, ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines, Ability to communicate at all levels, People orientated, Trustworthy/reliable, Assertive, Hardworking, Highly motivated, Ability to work independently.


ENQUIRIES : Mr SC Zaba, Tel: 012 406 1544
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Boesman Street, Central Government Offices Building, Pretoria
FOR ATTENTION : Ms N.P Mudau
NOTE : Kindly take note that the applications for above mentioned posts must be submitted to Head Office.

POST 29/69 : DEPUTY DIRECTOR: FINANCE & SCM REF NO: 2016/126

SALARY : All inclusive salary package of R726 276 per annum
CENTRE : Kimberly Regional Office

REQUIREMENTS : A three year tertiary qualification in Accounting/Financial Management or related fields with extensive appropriate experience in financial accounting, budget management and financial management. Knowledge of: Public Finance
Management Act Public Service Regulations National Treasury Regulations, guidelines and directives (MTEF, ENE), Financial accounting systems and procedures, Financial prescripts (GAAP and GRAP) will be an advantage. Skills: Planning and organizing, Problem solving, Interpersonal and diplomacy, Ability to conduct research and gathering of information, Ability to work within specific timeframes, Report writing, Management, Numeric, Computer. Creative, Dedicated, Approachable, Hard-working, Trustworthy, Ability to communicate at all levels, Analytical thinking.

**DUTIES**

Effectively apply sound financial management in accordance with PFMA and recognized accounting practices and policies. Provide GRAP compliant inputs to the Financial Statement. Management of debtors and creditors and the payment of service providers within prescripts. Analyze the Regional Office’s financial and general operating environment. Identify financial trends and opportunities for business processes improvement. Contribute to the overall business objectives of the Regional Office. Ensure that sound internal controls and reporting systems are in place. Monitor adherence to all internal policies and practices. Advise on the effective utilization of financial resources. Effectively manage the budget in the Region. Facilitate the compilation of training manuals on budget planning and control. Manage the collection and collation of budget inputs for budget planning and control. Undertake detailed researches on matters pertaining to budget management. Analyze inputs related to Medium-Term Expenditure Framework. Assist with monitoring of fund transfers from National Treasury. Oversee allocation of budgets according to components and financial years. Undertake quarterly reviews on the management of budget allocated to components. Ensure that Regional expenditure is in accordance with its budget allocations. Compile detailed reports that will contribute to the compilation of Annual Financial Statements. Manage the office and human resources. Contribute to strategic positioning and overall management of the Office. Train and advice on the effective utilization of financial resources. Manage, coach, develop, mentor and train personnel. Ensure effective staff supervision.

**ENQUIRIES**

Mr. C. Sehlapel, Tel: 012 406 2029

**APPLICATIONS**

The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

**FOR ATTENTION**

Ms L. Motlhala

**POST 29/70**

DEPUTY DIRECTOR: PROPERTY MANAGEMENT REF NO: 2016/127

**SALARY**

All inclusive salary package of R726 276 per annum

**CENTRE**

Mthatha Regional Office

**REQUIREMENTS**

A three year tertiary qualification in Property management or other related fields, with appropriate/relevant experience in property environment, project management and management; Knowledge and understanding of the Public Finance Management Act, OHS Act, Treasury Regulations, PPPFA, GIAMA. Valid Driver’s license Knowledge: Asset Management; Property Management; Public Financial Management Act; Treasury regulations; Property related legislations; Market trends; Construction Industry; States property management acts, by-laws and ordinances; Contract management; Financial management; Corporate Governance; Project management. Skills: Dynamic leadership skills; proven managerial experience and skills; the ability to work to a plan and co-ordinate the work of diverse groups; Knowledge of budgeting and control; Knowledge of business planning and co-ordination; Problem solving; Planning and organizing; Strategic planning; Time management; Computer literacy; Facilitation skills; Report writing; Feasibility analysis; Decision making; Analytical thinking; Good communication skills; Interpersonal skills and ability to build relationships, strong negotiation skills. Personal Attributes: Goal and solution orientated; Assertiveness; People and client orientated; Team player; Leader; Innovative; Ability to work under stressful conditions; Patience. Other: Ability to adapt in accordance to office requirements; willing to travel.

**DUTIES**

Effectively manage the Department’s property portfolio in the region; Provide guidelines and inputs on drafting plans regarding immovable assets; Manage and control property rights and vesting of State land; Ensure compliance with property legislation; Ensure economic efficiency in the Departments’ leasehold portfolio in line with market trends; Interact with Facilities Management to ensure effective cleaning, gardening and security services for departmental properties; Manage the capturing of revenue and expenditure of all State-owned and leased properties in property information system; Manage and administrate leased properties; Ensure effective maintenance and functioning of leased properties; Manage the budget
and expenditure of the component. Manage and implement Energy Efficiency Projects. Manage energy efficiency awareness campaigns for the Region together with PPM Unit. Manage and administer water efficiency projects. Develop and implement a Risk Management Plan for Property Management. Co-ordinate compilation of reports for the Unit. Assist in the development and regeneration of business processes for Property Management. Manage Property Management related to EPWP Projects with the EPWP Unit. Co-ordinate and implement in-house training for Property Management. Manage special projects and strategic disposal of properties. Supervision of staff and management of their performance according to the PMDS.

**ENQUIRIES**
Mr R Matlala, Tel. (047) 502 7011

**APPLICATIONS**
The Regional Manager, Department of Public Works, Private Bag X5007 Mthatha, 5099.

**FOR ATTENTION**
Ms. N. Tyusha
THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference

APPLICATIONS: Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X84, Pretoria 0001 or hand delivered at BLOCK B dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.

CLOSING DATE: 05 August 2016, Applications received after the closing date will not be considered

NOTE: Applications must be submitted on a signed Z83 form, which can be obtained from the dti website (http://www.thedti.gov.za), and must be accompanied by a comprehensive CV with copies of qualifications. Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. Department Small Business Development is committed to the pursuit of diversity and redress. No late applications will be accepted. It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

OTHER POSTS

POST 29/71: LABOUR RELATIONS OFFICER REF NO: CORP/SERV/LRO 001

SALARY: R211 194 per annum, Level 07
CENTRE: Pretoria
REQUIREMENTS: B Degree or National Diploma in Human Resources/Labour Relations/Industrial Psychology. 1-2 years' experience in Labour Law or Labour Relations.
DUTIES: Gather relevant legislation in order to develop and review grievance and disciplinary policies. Provide support to the sub-Directorate in order to ensure and manage compliance to labour relations policies and procedures. Facilitate the provision of advice on the application of all legislation and policies impacting the employment relationship. Gather relevant information/legislation in developing strategies for labour relations. Handle employee's grievances in accordance to the procedures. Facilitate the issue of verbal and written advice on grievances. Conduct the investigation of misconducts and represent the employer in the disciplinary informal enquiries. Acknowledgement of receipt of disciplinary complaints and provide client with action plan. Facilitate the issue of verbal and written advice on disciplinary matters. Facilitate the conciliation, arbitration processes and the organising of legal documents by arranging meetings, liaising with the parties involved. Conduct research on grievance resolution trends and developments. Conduct research on developments on disciplinary and litigation procedures. Gather information benchmarking against best practices in labour relations locally and internationally. Preparation of the training manuals. Appointment of training facilitators. Provide regular briefings and training to management on Labour Relations' issues. Maintain the database of all grievances received and disciplinary actions taken. Evaluate the impact of labour relations interventions and identify gaps through research. Compile and present monthly reports on disciplinary and grievance trends. Report on labour relations statistics. Liaise with State Attorneys, State Law Advisors, GPSSBC, PSCBC, PSC and the DPSA. Liaise and collaborate with other departments on issues of mutual interest. Correspond with labour structures on labour relations matters. Take minutes during meetings. Draft submissions and quality assure on all documents submitted to the unit. Manage the filing system. Coordinate meetings.

ENQUIRIES: Enquiries should be directed to the recruitment office at (012) 394-5241/3097

POST 29/72: HR PRACTITIONER: HR ADMINISTRATION, PERFROMANCE MANAGEMENT AND DEVELOPMENT AND HR PLANNING 2 POSTS REF NO: CORP/SERV/GEN 002

SALARY: R211 194 per annum, Level 07
CENTRE: Pretoria
REQUIREMENTS: B Degree or National Diploma in Human Resources Management/Training Management/Labour Relations/Industrial Psychology. 2-3 years relevant experience in any of the human resource functions.
DUTIES: Provide HR Administration services in the division. Administer specific HR functions in the HR value chain as allocated (Staff procurement, maintenance & Exits) mainly...
recruitment, probations, leave, post establishment, transfers, housing allowances, long service recognition, acting allowances, pay progression, performance rewards, resettlement etc. Implementation of the Performance Management and Development System (PMDS) in the department. Receive quality check and capture HRM&D related information (e.g. performance agreements, training and development interventions, etc). Conduct HRM&D workshops. Provide advice and information to managers on HRM&D related issues. Process the performance incentives and monitor interventions to address poor performance. Co-ordinate and facilitate HRM&D processes such as: Training and Development Programmes.

ENQUIRIES:
Enquiries should be directed to the recruitment office at (012) 394-5241/ 3097

POST 29/73:
REGISTRY CLERK: REF NO: CORP/SERV/REG 001

SALARY:
R142 461 per annum, Level 05

CENTRE:
Pretoria

REQUIREMENTS:
Grade 12 with at least 2 years relevant experience. Knowledge of promotion of Access to Information Act, Administrative Justice Act, National Archives Act and Regulations. Knowledge of Records Management. The successful completion of the National Archives Certificate in Records Management will be an added advantage. Good organising, planning and coordinating, analytical and problem solving skills. Computer literacy and Good Interpersonal skills. Good Communication (verbal and written) skills, ability to work under pressure to work independently.

DUTIES:
Manage the registry (Develop and maintain proper filing system, disposal of documents, opening and closing of files, proper filing of documents). Develop and maintain a database of clients/service providers. Receive, Record, Screen all Incoming submissions and documents before forwarding and for distributing to the relevant client. Handle correspondence (receive, sort, acknowledge, distribute and make follow ups). Execute other duties as instructed.

ENQUIRIES:
Enquiries should be directed to the recruitment office at (012) 394-5241/ 3097
ANNEXURE O

DEPARTMENT OF TOURISM

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

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

CLOSING DATE: 05 August 2016 at 16:30 (E mailed, faxed and late applications will not be considered)

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

OTHER POST

POST 29/74: DEPUTY DIRECTOR: TOURIST GUIDING REF NO: NDT18/2016

SALARY: R612 822 per annum (Total inclusive package), Level 11

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor's Degree/National Diploma (NQF6) qualification in Tourism Management, Marketing or equivalent. Extensive work experience, preferably in the tourism sector. Knowledge of the tourist guiding sector and a good understanding of the legislative environment for tourist guiding will be an added advantage. Skills required: Good analytical and problem solving abilities, excellent interpersonal and communication skills (written and verbal), sound planning and organisational skills, good financial and people management skills with the ability to work in a team and work under pressure, ability to conduct research, monitor key trends, analyse information and write reports on key areas related to the function. Valid driver’s licence is a requirement.

DUTIES: Co-ordination of key tourist guiding functions which are key to the growth and development of the sector. Assist with the development and implementation of strategy, regulations, norms and standards aligned to Chapter 6 of the Tourism Act, 2014. Co-ordination of capacity building initiatives and communication and awareness projects to improve standards and raise the profile of the tourist guiding sector. Manage the national repository of tourist guides registered across the country. Conduct research and monitor key trends in the tourist guiding sector to inform the planning and development of key projects. Co-ordination of stakeholder engagements such as workshops, events and seminars. Liaising with key stakeholders in guiding and collaborate on joint initiatives. Co-ordination of projects to improve compliance in the sector. Co-ordination and implementation of strategic administrative functions to support the National Registrar in fulfilling his/her mandate.

ENQUIRIES: Ms Uveshnee Pillay, Tel no: (012) 444 6386/7

NOTE: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of employment
ANNEXURE P

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 05 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 X350 Pretoria 0001 or hand deliver at Continental Building, corner Cnr Visagie and Bosman, street, Pretoria. For attention: Ms Cindy Mazibuko
For Centre: Kimberley (Lower Vaal Proto-CMA): please forward your applications quoting the relevant reference number to the Provincial Head: Gauteng, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver to 285 Francis Baard, Bothongo Plaza East, Pretoria. For attention: Mr S Nevhorwa (012) 392 1324.
For Centre: Mpumalanga: please forward your applications quoting the relevant reference number to the Acting Provincial Head, Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200. Applications can also be hand delivered to the Department of Water and Sanitation and deposited into the application box at the reception ground floor, Prorom building, Corner Brown & Paul Kruger Street, Mbombela. For attention: Mr AA Lessing

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).

“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 29/75 : SPECIALIST ENGINEER: CIVIL REF NO: 050816/01

SALARY : R1 283 553 per annum (All inclusive OSD salary package)
CENTRE : Pretoria
REQUIREMENTS : Master’s Degree in Engineering or relevant qualification. Ten (10) years post experience required as a registered professional Engineer. Compulsory registration with ECSA as a professional Engineer (proof of registration must be attached). Valid driver’s license.
DUTIES : To perform all aspects of specialized innovative and complex engineering activities that lead in technology and engineering applications. Research development, Consultation, Project management. Strategically position and align the department to recognised operational systems.
ENQUIRIES : Mr P. Muneka 012 336 7629

POST 29/76 : CHIEF DIRECTOR: REGIONL BULK INFRASTRUCTURE PROGRAMME REF NO: 050816/02

SALARY : R 1042 500 per annum (All inclusive package), Level 14
CENTRE : Pretoria
REQUIREMENTS : A B-Degree in the field of Built Environment, Business or Management degree (NQF 7). Five (5) – Ten (10) years experience in a water/regulation environment
of which five (5) years should be at Senior Management level. Programme
management in water supply background is essential. Knowledge and application
Resources Management and Water Services Management. Sound knowledge of
Water Resource Infrastructure and Management. Knowledge of Division of
Revenue Act and Public Finance Management Act. Understanding of Strategic
Capability, Leadership, Programme, Project Management and Financial
Management. Knowledge in change management and management.

**DUTIES**: Facilitate the cooperation with other sector departments to ensure that water
targets are achieved. Support the Provincial Management Operations to develop
and implement respective regional Water Services Projects. Provide oversight and
strategic support to ensure that the programme objectives and goals are achieved.
Ensure effective management, coordination, monitoring and reporting of the
Provincial Management Operations Bulk Infrastructure Programme.

**ENQUIRIES**: Ms. Z Mathe, Tel (012) 336 7305

**POST 29/77**: CHIEF ENGINEER GRADE A: ELECTRICAL REF NO: 050816/03

**SALARY** : R871 548 per annum (All inclusive OSD salary package)

**CENTRE** : Pretoria

**REQUIREMENTS** : Engineering degree Electrical (B Eng/BSC (Eng) or relevant qualification. Six (6) –
years post qualification experience required as a registered professional Engineer.
Compulsory registration with ECSA as a professional Engineer (proof of
registration must be attached). Valid driver's license. Knowledge in engineering
design and analysis. Knowledge in research and development. Understanding
engineering, legal and operational compliance. Coordinate the engineering
operational communication. Develop Computer-aided engineering applications.
Sound knowledge in engineering and professional judgements. Understanding
programme and project management. Good strategic capability and leadership
skills.

**DUTIES**: Manage Engineering design and analysis effectiveness. Maintain engineering
operational effectiveness. Manage governance (allocate, control, monitor and
report on all resources. Ensure financial management, the availability and
management of funds to meet MTEF objectives within the engineering
environment/services. Manage people’s key performance areas by setting and
monitoring performance standards.

**ENQUIRIES** : Mr P. Muneka 012 336 7629

**POST 29/78**: DIRECTOR: MANAGEMENT SUPPORT REF NO: 050816/04

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

**CENTRE** : Pretoria

**REQUIREMENTS** : A B-Degree (NQF) level 7 qualification in Public Administration /Management/
Project Management. Five (5) years Middle/Senior Management experience.
Previous exposure to managing information. Knowledge of Public Sector and
experience in government legal processes, legislation and contracts. Knowledge
of PFMA, public service regulation and treasury regulations. Sound knowledge of
water sector dynamics.

**DUTIES**: Development of strategic and business plan. Management of the office and Human
Resource Management. Coordination of Ministerial, Cab Memos, Parliamentary
Questions and strategic projects. Stakeholder liaison, communication and
management of relevant events. Sound knowledge of strategic capability,
leadership and independence. Understanding of Programme, Project

**ENQUIRIES** : Ms. Z Mathe, Tel (012) 336 7305

**POST 29/79**: DIRECTOR: CIVIL ENGINEERING REF NO: 050816/05
(Chief Directorate: Engineering Services)

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

**CENTRE** : Pretoria

**REQUIREMENT** : A four (4) year B-Degree in Civil Engineering (NQF7). Six (6) – ten (10) years
experience in a technical engineering field related to Civil Engineering services of
which five (5) years should be at Middle/Senior managerial level. Knowledge in
Technical Discipline, programme and project management. Knowledge in
engineering design, analysis, research and development. Sound knowledge of
legal compliance, technical report writing and networking. Understanding of
engineering and professional judgement. Knowledge and experience of dam engineering and related structures, current standards and practices such as hydrology, hydraulics, geology, foundations, and building materials as well as software applications. Knowledge of construction techniques, environmental and legal aspects, detailed structural and risk-based (probability and finite element) analyses. Sound knowledge in dam surveillance, managing consulting engineers, contract management and resolution of claims. An understanding of the PFMA, Treasury Regulations is highly recommended. Project planning and management. Proven strategic management and leadership skills. Excellent administrative and organisational skills.

**DUTIES**

Provide strategic and technical leadership and effective management in the Directorate: Civil Engineering. Managing the specialist functions in the civil engineering field required for the design of all projects for the development and rehabilitation/refurbishment of water resources infrastructure. Optimising appropriate design and cost-effectiveness of new projects as well as betterments/alterations/decommissioning of existing water infrastructure including risk management. Evaluating, editing and authorising all designs, reports, engineering drawings and specifications. Providing professional, technical advice as well as civil engineering support services within the Directorate and also other directorates and organizations. Providing project/programme management during the implementation phase including supervision, contract administration and management of all aspects of the projects. Keeping abreast with the latest developments in the fields of dam and water engineering and formulating new policies and standards to reflect the latest trends. Managing consulting engineers. Accompanying contract administration and resolution of claims. Mentoring and training Engineers and Technicians. Managing administrative, financial and personnel-related functions.

**ENQUIRIES**

Mr TA Thobejane, tel (012) 336-7869

**POST 29/80**

**DIRECTOR: SOURCE DIRECTED CONTROLS REF NO: 050816/06**

**SALARY**

R864 177 per Annum (All-inclusive salary package), Level 13

**CENTRE**

Pretoria

**REQUIREMENTS**

B Degree or NOF 7 qualification in Natural Sciences/Water Resource Management/Environmental Management. Six (6) years experience in the field of Integrated environmental management (IEM) or Integrated water resources management (IWRM) which five (5) years should be at Middle/Senior managerial level. A clear understanding of the Department’s role and policy with respect to Water Resources Management and Sustainable use of water resources. Experience in development of strategies and guidelines. Innovative thinking, negotiating and networking skills. Proven managerial and communication skills. Knowledge of human resources policies. A valid driver’s license. Computer literacy.

They incumbent may be required to travel extensively.

**DUTIES**

Responsible for source directed controls. These will include the following: The development of policies, and national strategies for the management of water quality, rehabilitation and remediation of water resources. The development of guidelines and setting of water quality standards for the different water use sectors. Collaborate with other entities and sectors to ensure that the water resources are protected. Ensure integration and alignment of policies and strategies between relevant Government departments responsible for natural resources. Undertake strategic planning and compile annual performance reports on resource protection. Manage scientific staff in the Directorate. Attend meetings with relevant stakeholders and represent the Department on various forums.

**ENQUIRIES**

Ms N Mohapi, tel (012) 336 8234

**POST 29/81**

**DIRECTOR: WATER ABSTRACTION AND INSTREAM USE REF NO: 050816/07**

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

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

A Bachelor Degree (NQF 7) in an Engineering field (e.g. Agricultural, Civil, Water Resources, Environmental or relevant qualification. Six (6) to ten (10) years experience in WRM, Policy and Strategy Development, and Project Management experience of which five (5) years of experience should be at a middle/senior management level. Understanding of policy development and integrated water resources management. Knowledge of integrated water resource management,
National Water Act (NWA), National Environmental Management Act (NEMA), BBBEE Act, Disaster Management Act and understanding of South African Constitutional Act. Registration with ECSA as a Professional Engineer will be an added advantage.

**DUTIES**

Oversee and provide specialist technical inputs as well as ethical professional judgement and leadership in compliance with legal and policy requirement in the evaluation & regulation of abstraction & in-stream water uses. Support WRM awareness and training programmes e.g. Integrated Environmental Management (IEM) series. Co-ordinate the assessment of WRM research needs and support structured interaction between the SA Water Sector and the SA Research Environment. Oversee and provide specialist technical inputs as well as ethical professional judgement and leadership in the review. Manage the development and implementation of policies, legislation, protocols and guidelines for management of water resource and safety of dams. Reporting on statutory environmental accounting requirement for DWS in terms of consolidated Environmental Implementation and management Plan (CEIMP); people management and financial management.

**ENQUIRIES**

Ms B Naidoo, tel (012) 336 6581

OTHER POSTS

**POST 29/82**

DEPUTY DIRECTOR: DEVELOPMENT PLANNING REF NO: 050816/08

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**


**ENQUIRIES**

Ms R De Jager, tel (012) 336 8289

**POST 29/83**

ENGINEER PRODUCTION GRADE A-C (MECHANICAL) REF NO: 050816/09

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

Engineering degree in Mechanical (B Eng/BSC Engineering) or relevant qualification. Three (3) years post qualification engineering experience required Compulsory registration with the Engineering Council of South Africa (ECSA) as Professional Engineer (proof of registration must be attached) . A valid Driver’s licence (copy must be attached)

**DUTIES**

To 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. Engineering design and analysis effectiveness. Maintain engineering operational effectiveness

**ENQUIRIES**

Mr P. Muneka 012 336 7629

**POST 29/84**

ENGINEER PRODUCTION GRADE A-C (ELECTRICAL) REF NO: 050816/10

**SALARY**

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

**CENTRE**

Pretoria
REQUIREMENTS: Engineering degree in Electrical (B Eng/BSC Engineering) or relevant qualification. Three (3) years post qualification engineering experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as Professional Engineer (proof of registration must be attached). A valid Driver's licence (copy must be attached).

DUTIES: To 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. Engineering design and analysis effectiveness. Maintain engineering operational effectiveness.

ENQUIRIES: Mr. P. Muneka, tel (012) 336 7629

POST 29/85: SCIENTIST PRODUCTION GRADE A – C REF NO: 050816/11
(Directorate: Integrated Environmental Engineering (IEE).

SALARY: R512 224 – R785 292 per annum (all inclusive OSD salary package – offer based on proven years of experience)

CENTRE: Pretoria

REQUIREMENTS: A Science Degree (BSc) (Hon) or relevant qualification. Compulsory registration with SACNASP as a Professional Scientist (copy must be attached). Three (3) years post qualification Natural Scientific experience. Computer literacy. Valid driver's licence (certified copy must be attached). Experience in any of the following fields will serve as an advantage. Environmental Law, Natural Resource Economics, Compliance Monitoring and Enforcement. Knowledge of National Water Act, 1998 (Act No 36 of 1998) and related policies. Knowledge of relevant Environmental Management legislation and policies. Knowledge of Integrated Water Resources Management. Knowledge of PFMA and Treasury Regulations. Knowledge of Safety at Sport and Recreational Events Act. Knowledge of legal compliance. Ability to review technical, scientific reports and provide recommendations. Skills in program and project management. Technical report writing skills. Ability to provide technical and scientific support to the Department of Water and Sanitation (DWS) units and other government departments. Professional Judgment. Communication, presentation and networking skills. People management, planning and organising. Conflict management, change management, problem solving and analysis. The ability to work independently. Ability to interact with communities, Professional Service Providers (PSPs) and planning partners in the water sector. Mentor and supervise junior staff. Willingness to travel extensively all over the country and work irregular hours. The candidate may be subjected to a written and/or verbal test to determine his/her suitability for this environment.

DUTIES: Functional area specific to the post: evaluate and review scientific data in support of the compilation and implementation of Resource Management Plans at government waterworks (herein referred to as state dams) for access and use by the public or institutions for recreational purposes. Provide technical support towards the development, maintenance, rehabilitation and refurbishment of bulk water infrastructure. This would include amongst others, undertaking environmental legislative screening investigation, compilation of Environmental Management Plans. Provide technical inputs to DWS projects and conducting environmental audits. Assist in developing, implementation recreational water use policies and guidelines. Implementation of other related legislation dealing with access and use of state dams. Advise on applications for commercial recreational water use at state dams especially with regards to PFMA and Treasury Regulation 16 requirements. Give support and guidance to the DWS NWRI cluster offices. Represent the Department in various fora. Develop terms of reference and manage PSPs where required. Ensure human resources management, financial management and risk management.

ENQUIRIES: Mr L Mzanywa, Tel (012) 336-8582

POST 29/86: CONTROL ENVIRONMENTAL OFFICER GRADE A 3 POSTS REF NO: 050816/12
(Directorate: Resource Protection and Waste

SALARY: R409 989 per annum (all inclusive OSD salary package)

CENTRE: Pretoria

REQUIREMENTS: A four (4) year degree or equivalent qualification in Natural Science/Environmental Science. Six (6) years post qualification experience. A valid code B driver’s license (certified copy must be attached). Excellent knowledge and understanding of the water sector; i.e. relevant legislation including the National Water Act, 1998 (Act 36...
of 1998) (NWA) and the National Environmental Management Act, 1998 (Act 107 of 1998) (NEWA) together with the related policies, regulations, principles, guidelines, tools and procedures as well as policy development. Implementation and monitoring other relevant legislation such as the Minerals and Petroleum Resources Development Act, 2002 (Act 28 of 2002) and the National Environmental Management: Waste Act, 2008 (Act 59 of 2008). Thorough knowledge and understanding of the principles of integrated Water Resources Management (IWRM) and their application at catchments level. Key water use sectors in relation to water quality approaches, standards, best practices and key performance indicators. Knowledge of key Departmental programmes such as Water Allocation Reform (WAR): Waste Discharge Charge System (WDCS), etc. Sound knowledge and understanding of water quality management in the Department’s regional and national offices. Proven practical experience in evaluating Water Use Licence Application (WULAs). Environmental Management Programmes and Impact Assessments. Proven liaison and networking skills especially as they relate to Corporate Governance and stakeholder engagement. Excellent communication skills including verbal, report writing, presentation and computer skills as well as innovative thinking and analytical/problem-solving skills. Sound strategic planning and project management skills. Proven experience in compilation, implementation, monitoring and reporting on business plans and budgets as well as human management skills (in a multi-disciplinary environment). Proven experience in procurement and management of contracts, PSPs and associated budgets. Sound interpersonal, conflict resolution and leadership skills. Clear understanding of transformation in the Public Service. Willingness to Work abnormal hours and under pressure as well as travel country-wide.

**DUTIES**

Assist in the development of policies and strategies to manage industrial impacts in accordance with the National Water Act, 1998 (Act 36 of 1998), and other Departmental policies and strategies. Provide assistance and support to the Regional Offices of the Department on water resources management and industrial impacts. Play a role in the budgeting and expenditure for the Directorate. Assist in the implementation of policy and strategies through the development of procedures and guidelines, as well as auditing the bodies responsible for implementation, including at the Regional Offices. Assist in the evaluation of water use licence applications and reports. Other documents submitted in accordance with legislations, policies, procedures and guidelines relevant to Water Quality Management. Make recommendations regarding the issuing of licences. Be involved in the management of projects relevant to the management of water resources initiated by the Department. Ensure transparent governance through negotiations, capacity building and liaison with existing and potential users of the water resources, whose use may contribute to the deterioration of water quality, and the users affected by or interested in the potentially detrimental water use, such as communities, NGO’s, local, provincial and national government.

**ENQUIRIES**

Mr W Mosefowa, Tel (012) 336-7541

**POST 29/87**

CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: 050816/13

**SALARY**

R409 989 per annum (all inclusive OSD salary package)

**CENTRE**

Pretoria

**REQUIREMENTS**

candidate may be subjected to a written and/or verbal test to determine his/her suitability for this environment.

**DUTIES**

Provide integrated environmental services towards the development, maintenance, rehabilitation and refurbishment of bulk water infrastructure. This includes amongst others, the undertaking of environmental legislative screening investigations. Compilation of Environmental Management plans. Provide technical inputs to DWS projects. Resolve social and ecological issues that arise during the construction, upgrading of infrastructure, and conducting environmental audits. Guide, facilitate and monitor the implementation of incident Management System at government waterworks (herein referred to as state dams). Assist in developing and implementation of recreational water use policies and guidelines. Implementation of other related legislation dealing with access and use of state dams. Advise on applications for commercial recreational water use at state dams especially with regards to PFMA and Treasury Regulation 16 requirements. Give support and guidance to the DWSNWRI cluster offices. Represent the Department in various fora. Develop terms of reference and manage PSPs where required. Ensure human resources management, financial management and risk management.

**ENQUIRIES**

Mr L Mzanywa, Tel: (012) 336-8582

**POST 29/88**

CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: 050816/14

**SALARY**

R409 989 per annum

**CENTRE**

Kimberley (Lower Vaal Proto-CMA)

**REQUIREMENTS**


**DUTIES**

Implement and enforce the National Water Act, 1998 (Act 36 of 1998) as well as DWA policies and Regulations. Assist in the development of policies and regulations. Facilitate and co-ordinate training and career development of staff. Supervision of Biodiversity Officers and other Officers at lower ranks. Assist in the establishment and regulation of water management institutions. Manage Water Quality in the designated catchment areas. Project management and supervision of line function consultants. Promote water conservation and efficient water utilization through the authorization process.

**ENQUIRIES**

Mr PS Nevhorwa Tel: (012) 392 1324

**POST 29/89**

ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION 4 POSTS REF: 050816/15

Directorate: Resource Protection and Waste

**SALARY**

R332 852 per annum (all inclusive OSD salary package)

**CENTRE**

Pretoria

**REQUIREMENTS**

A relevant Honours degree in natural sciences or Environmental Science. Three years experience in water quality management will be an added advantage. Knowledge and understanding of the water sector; i.e. relevant legislations including the National Water Act, 1998 (Act 36 of 1998) – NWA and the National Environmental Management Act, 1998 (Act 107 of 1998) – NEMA together with the related policies, regulations, principles, guidelines, tools and procedures, policy development, implementation and monitoring; Knowledge and understanding of the: principles of Integrated Water Resources Management (IWRM) and their application at catchment’s levels; Knowledge of water use compliance monitoring and enforcement; Proven communication, reporting, presentation and computer, conflict management, planning and project management skills. Willingness to work abnormal hours and under pressure as well as travelling country-wide. A valid Code 8 (EB) driver’s licence

**DUTIES**

Provide support in the development of policies and strategies to manage sector water use impacts in accordance with the National Water Act, 1998 (Act 36 of 1998)
and other Departmental policies and strategies. Provide support in the implementation of policy and strategies through assisting in the development of procedures and guidelines, and auditing the bodies responsible for implementation, including at the Regional Offices. Assist in the evaluation of licence applications, reports and other documents submitted in accordance with legislation, policy, procedures and guidelines relevant to Water Quality Management, and make recommendations regarding the issuing of licences. Provide support to the Regional Offices of the Department on water resources management and sector water use impacts. Give inputs in the projects relevant to the management of water resources initiated by the Department;

ENQUIRIES
Mr W Mosefowa, Tel (012) 336-7541

POST 29/90
ASSISTANT DIRECTOR: COMPLIANCE AND OVERSIGHT REF NO: 050816/16

SALARY
R311 784 per annum, Level 09

CENTRE
Mbombela

REQUIREMENTS
Bachelor’s degree or National Diploma in Auditing, or Financial Management. Three (3) – five (5) years management experience in Auditing or Financial Management. Sound understanding of PFMA, Treasury Regulation and Corporate Governance issues.

DUTIES
Assist the Chief Director and Senior Management to establish and communicate the Regional’s ERM objectives and directions. Assist management with the integrating risk management with the strategy implementation process. Assist Chief Director and senior management to implement and communicate risk management policies, risk appetite and risk limits. Assist in the identification of regional strategic risks and the implementation of risk management strategies for the regional’s critical risks and for monitoring these risks. Establishes, communicate and facilitates the use of the appropriate ERM methodologies, tools and techniques. Works with individual directorates to establish, maintain and continuously improve risk management capabilities. Facilitates enterprise-wide risk assessments and monitors priority risks across the region. Preference will be given to the following designated groups People with disabilities, Indians (Females & Males) Coloureds (Females & Males), White (Females) and then followed by African Females.

ENQUIRIES
Mr AJ Nekhofhe Tel: 013-759 7443

POST 29/91
CHIEF ADMINISTRATION CLERK REF NO: 050816/17

SALARY
R196 278 per annum, Level 07

CENTRE
Pretoria

REQUIREMENTS
A grade 12 certificate or equivalent. Three (3) to five (5) years experience required. Compliance with the requirement of higher posts. Computer literacy. Knowledge of clerical functions, practice as well as the ability to capture data, operate computer and collate administrative statistics. Sound knowledge and insight of Human Resources prescripts. Understanding of working procedures in terms of the working environment. Knowledge of financial operating systems (PERSAL, BAS, LOGIS, SAP etc).Knowledge and understanding of the legislative framework governing the Public Service. Good interpersonal relations and communication skills. Flexibility and good team work player. Basic knowledge of problem solving and analysis. Excellent people, Diversity Management, planning and organising skills. Good language, verbal and written skills.

DUTIES
Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the component. Supervise and provide financial administration support services in the component. Supervise human resource staff.

ENQUIRIES
Mr L Mzanywa, Tel (012) 336-8582

POST 29/92
COMMUNITY DEVELOPMENT OFFICER: LOWER VAAL WMA REF NO: 050816/18

SALARY
R171 069 per annum, Level 06

CENTRE
Kimberley (Lower Vaal Proto-CMA)

REQUIREMENTS
Grade 12 certificate. Two (2) to four (4) years’ experience in the field of Community Development, Development Studies, Economic, Human or Social Science will be an added advantage. The appropriate candidate must have the knowledge of water related legislation, policies and practice. Computer literacy. Have understanding of
water resources programmes. Excellent verbal and written communication skills are essential. The candidate must be able to work independently or in a team. Must have proven experience in community or rural development as well as interacting with other spheres of Government. Must have the ability to manage conflict through a transparent and participatory approach, solve complex project related problems, interpret and apply legislation, policy and strategy. Have a sound understanding of integrated water resource management. A valid driver’s licence is essential (a certified copy must be attached) Willingness to travel extensively and work irregular hours. The candidate will be expected to possess excellent presentation, research, time management and project management skills.

DUTIES: Liaise closely and provide support to water stakeholders including, farmers (both commercial and emerging), all spheres of government, industries, local communities and other external institutions. Providing advice and support to the institutional development function of water resource management. Assist in the establishment, co-ordination and management of Catchment For and Water User Associations.

ENQUIRIES: Mr PS Nevhorwa Tel: (012) 392 1324

POST 29/93: SENIOR SECRETARY REF NO: 050816/19

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 procedures applicable to her / his work terrain to ensure efficient and effective support to the manager.Studies relevant Public Service and Departmental prescripts / policies and other.

ENQUIRIES: Mr L Mzanywa, Tel (012) 336-8582

POST 29/94: ADMINISTRATION CLERK: LOWER VAAL WMA REF NO: 050816/20

SALARY: R142 461per annum, Level 05
CENTRE: Kimberley (Lower Vaal Proto-CMA)
REQUIREMENTS: Grade 12 Certificate.1-2 years’ experience in administration matter will be an added advantage.

DUTIES: The incumbent will render effective administrative support to the Sub – Directorate. Preparations and management of documentation, diary management, arranging workshops, scheduling meetings, minute taking and keeping record thereof, submission of documents to relevant officers 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 in the Sub - directorate. Performing duties of a Chief User Clerk. Verification of log sheets prior to submission for approval

ENQUIRIES: Mr PS Nevhorwa Tel: (012) 392 1324
**POST 29/95**  
**ACCOUNTING CLERK 2 POSTS REF NO: 050816/21**

**SALARY**  
R142 461 per annum, Level 05

**CENTRE**  
Kimberley (Lower Vaal Proto-CMA)

**REQUIREMENTS**  
Grade 12 certificate or equivalent. 1-2 years’ experience in administration matter will be an added advantage.

**DUTIES**  
Implement salary payments (S & T Claims and allowances) and salary deductions (Garnishee, Maintenance order and telephone). Implement S&T advance transactions on BAS, SAP and PERSAL and the recovery thereof. Compiling and capturing of BAS and SAP journals. Recovery of Departmental debt. Amend and instate tax details on PERSAL and distribution of IRP 5 certificates. Distribute pay slips ensure return of original signed payrolls to Head Office and the safekeeping of copies. Printing of telephone accounts, receiving duly completed accounts from employees and verification thereof and updating of excel spreadsheets. Update registers for transactions captured on PERSAL, SAP and BAS and the filing of all documents. Assist with the audit sampling.

**ENQUIRIES**  
Mr PS Nevhorwa Tel: (012) 392 1324

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**POST 29/96**  
**ADMINISTRATION CLERK: WARMS REF NO: 050816/22**

**SALARY**  
R142 461 per annum, Level 05

**CENTRE**  
Kimberley (Lower Vaal Proto-CMA)

**REQUIREMENTS**  
Grade 12 Certificate. 1-2 years’ experience in administration matter will be an added advantage.

**DUTIES**  
Handle all authorised aspects relating to the capturing, amendment and maintenance of water use registration data. Assist registration and licensing applicants with the completion of application forms in terms of the National Water Act. Handle WARMS help desk inquiries. Collect and compile all necessary documentation and requirements for license applications prior to capturing on WARMS. Copy and send out water registration certificates to clients after approval. Filing and retrieval of various registration and licensing documents. General office administration.

**ENQUIRIES**  
Mr PS Nevhonwa Tel: (012) 392 1324
ANNEXURE Q

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS: Applications can be forwarded through one of the following options:
For Department of Social Development Vacancies post to: The Head of Department, Social Development, Private Bag X0039, Bisho 5605 or Hand Delivery: Beacon Hill Office Park, corner of Hargreaves Road and Hockey Close, King William’s Town, for the attention of Mr. Mapuza, Enquiries can be directed to Ms. B Nxusani at 043 605 5103 OR Ms. A. Bongco 043 605 5115/5284.

For Department of Provincial Treasury Vacancies post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag x0029, Bisho,5605 or Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bisho, Enquiries can be directed to Ms. Bonelwa Ndayi at 040 1010 072/071.

Department of Safety and Liaison Vacancies post to: The Department of Safety and Liaison, Private Bag X0057, Bisho, 5605 or Hand Delivery: The Department of Safety & Liaison, Global Life Building, Corner Phalo Avenue & Circular Drive, Bisho, Enquiries can be directed to Ms. T. Mali at 040-6350419.

CLOSING DATE: 29 July 2016 (Applications received after closing date will not be considered. No faxed applications will be accepted).

NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver’s license [where applicable]. 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). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply. To obtain more information on requirements and functions: visit www.ecprov.gov.za or www.ectreasury.gov.za or www.dpsa.gov.za or www.ecdsd.gov.za

MANAGEMENT ECHELON

POST 29/97 : CHIEF DIRECTOR: WELFARE SERVICES REF NO: DSD/2016/07/01
(Re-advertisement)

SALARY: R1 042 500 per annum, Level 14

CENTRE: Provincial Office – King Williams Town


DUTIES: Define and develop strategic direction for Departmental Social Welfare Services Programme. Manage and co-ordinate Social Welfare Services Programme. Develop or review policies and systems to promote Good Governance. Manage Resources. Serve in and report to co-ordination structures. Liaise with appropriate
stakeholders. Monitor service delivery and perform all generic management and administrative functions. Evaluate programme impact and value for money.

POST 29/98
DIRECTOR: YOUTH DEVELOPMENT
REF NO: DSD/2016/07/02

SALARY: R864 177 per annum, Level 13
CENTRE: Provincial Office – King Williams Town
REQUIREMENTS: An appropriate Bachelor's Degree in Social Science specializing in Community Development, Development Studies and other related studies. Appropriate experience with a minimum of three years in middle management specifically in the Public Sector within the field of Social and Community Development.
DUTIES: Coordination of programme documentation and reports for youth development. Coordinate relevant research required for the programme. Develop appropriate policies and frameworks for effective programme management. Coordinate planning, implementation and evaluation of program.

POST 29/99
DIRECTOR: FAMILY BASED APPROACH
REF NO: DSD/2016/07/02

SALARY: R864 117 per annum, Level 13
CENTRE: Provincial Office – King Williams Town
REQUIREMENTS: An appropriate Bachelor’s Degree in Social Science and Humanities specializing in Sociology, Development Studies, Social Work, Community Development and Community Psychology. Appropriate experience with a minimum of three years in middle management specifically in the Social Sector within the field of Social Development. Integrated Community Development Services and Developmental Social Welfare Services.
DUTIES: Provide guidance, mentorship, and knowledge support towards the operationalization and effective implementation of transformative social development interventions, particularly the Family Based Approach. Develop and validate primary and secondary data collection tools with a view to deepening the culture of evidence-based programme implementation within the Department. Develop, improve and validate manuals for use in the re-orientation of practitioners towards effective implementation of the Family Based Approach. Develop and evaluate measures for effective realignment of Programmes and departmental interventions with the Family Based Approach. Guide and orientate Departmental core-staff towards effective implementation of an integrated and developmental approach to social service delivery.

OTHER POSTS

POST 29/100
DEPUTY DIRECTOR: FINANCIAL PLANNING
REF NO: DSD/2016/07/03

SALARY: R612 822 per annum, Level 11
CENTRE: Provincial Office – King Williams Town
REQUIREMENTS: A recognized three year Bachelor's Degree in Economics/ National Diploma in Economics, or FIS (Financial Information Systems) or equivalent qualification with 10 yrs. relevant experience of which 3 yrs. must be at level of an Assistant Manager in financial/ budget planning environment and 7 years’ experience working for government. Valid driver’s license.

POST 29/101
DEPUTY DIRECTOR: LEGAL SERVICES
REF NO: DSD/2016/07/04

SALARY: R612 822 per annum, Level 11
CENTRE: Provincial Office – King Williams Town
REQUIREMENTS: A B Com (Law), B Proc. or LLB Degree with a minimum of 10 years relevant experience of which 3 years must be at Assistant Manager level (Supervisor) with relevant experience in providing legal advisory services. An admission as an attorney or advocate will be an added advantage. Computer Literacy, Knowledge
of Administrative Law, Constitutional Law and Labour Law • A valid code 8 driver’s License.

**DUTIES**

Provide effective legal advisory support to the Department, assist in litigation management, assist in contract management, and report writing.

**NOTE**

The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

**POST 29/102**

**PROGRAM CO-ORDINATOR TO DDG (OPERATIONS) REF NO: DSD/2016/07/05**

**SALARY**

R612 822 per annum, Level 11

**CENTRE**

Provincial Office – King Williams Town

**REQUIREMENTS**

An appropriate B Degree in Commercial / Public Administration/ Business Management/ Diploma in Accounting majoring in Finances or Auditing plus 10 years’ experience at least 5 years ‘relevant experience preferably in the Social Sector environment, of which 3 years must be at an Assistant Manager level. A valid driver’s license. Experience in Project Management will be an added advantage.

**DUTIES**

Be responsible for the overall efficient management of the office of the DDG • Ensure compliance by the Office of the DDG with all statutory, corporate governance and reporting requirements • Provide high-level executive/strategic support to the DDG • Assist the DDG in coordinating the implementation and monitoring of executive/top management decisions • Ensure that Annual Performance Plans and Operational Projects are executed effectively • Draft correspondence and take minutes of all meetings • Assist the DDG in the collation of strategic and operational plans as well as performance reports • Develop and maintain a correspondence and records management system of the Office • Assist with strategic and business planning processes for the Branch • Co-ordinate communication with all stakeholders and customers • Assist in collation of reports pertaining to human, financial and material resources attached to the Office of the DDG • Act as a responsible manager for the Office of the DDG • Facilitate the linkage between the Office of the DDG and the Office of the Executive Authority • Manage the staff in the Office of the DDG.

**POST 29/103**

**ASSISTANT DIRECTOR: INTERNAL AUDITOR REF NO: DSD/2016/07/06**

**SALARY**

R311 784 per annum, Level 09

**CENTRE**

Provincial Office – King Williams Town

**REQUIREMENTS**

A Bachelor’s Degree or equivalent qualification in Internal Auditing with a minimum of 5 years as an Internal Auditor of 3 years must be at a supervisory level in an Internal Audit field OR Senior certificate with 10 yrs. relevant experience of 3 years must be at a supervisory level in an Internal Audit field • Post graduate qualification will be added advantage• Possession of either one or more professional certificates: Internal Audit Technicians (IAT), Certified Internal Auditor (CIA), Certified Government Auditing Profession (CGAP) and Certification in Control Self-Assessment (CCSA) will also be an added advantage• Computer Literacy, Knowledge of Teammate System• A valid code 8 driver’s License.

**DUTIES**

Assist in developing and implementing Internal Audit strategic and Operational Plans, Quality Assurance Improvement Program (QAIP), Execute and assist to manage 100% of the Internal Audit Approved Plan, Supervise the audit teams throughout the audit engagements. Conduct audits in compliance with the International Standards for Professional Practice of Internal Auditing, Perform Follow up Audits to determine whether all agreed action plans have been implemented, Conduct ad hoc audits as requested, Assist in Managing Audit Committee Logistics, Assist in managing Internal Audit Administration, Assist in developing and implementing.

**POST 29/104**

**ASSISTANT DIRECTOR: PRE AUDIT REF NO: ESL/2016/07/07**

**SALARY**

R311 784 per annum, Level 09

**CENTRE**

Provincial Office – King Williams Town

**REQUIREMENTS**

A Bachelor’s Degree/National Diploma in Auditing/Internal Auditing or equivalent qualification with 5 year’s relevant experience in the Internal Control or Pre-Auditing environment of which 3 year’s must have been at a supervisory level in the relevant field OR Senior certificate with ten years relevant experience of which 3 years must be a supervisory level• A driver’s license will be an added advantage.
DUTIES: Ensure that the Department complies with all Government regulations and satisfies all legislative oversight requirements. Identify & Manage Financial risks. Develop Financial Risk Management Plan. Analyze, review and correct internal controls. Liaise with Internal & External Audit. Assist the Manager in effecting the Planning & execution phase of internal control assignments. Assist Manager in the development of the Control Self-Assessment Tool. Provide training in internal control matters. Prepare monthly reports. Oversee the pre-audit function relating to the verification of Financial and HR related transactions starting from issuing of orders to payment vouchers prior to processing and payment thereto. Oversee the verification of receipts and deposits prior to capturing. Ensure that Supply Chain Management regulations are complied with for all requisitions. Ensure that there are no misallocations of expenditure SCOA item allocations and no spending is incurred where there is no budget. Provide immediate feedback and guidance on all transactions that are not meeting internal control standards.

DEPARTMENT OF PROVINCIAL TREASURY

MANAGEMENT ECHELON

POST 29/105: CHIEF DIRECTOR: INFRASTRUCTURE PROCUREMENT REF NO: PT16/32

3 Year Contract

SALARY: R1 04 2500 per annum (Level 14) all-inclusive salary package (including basic salary = 70% of package, the State’s contribution to the Government Employees Pension Fund = 13% of basic salary and a flexible portion. The flexible portion can be structure according to the individual’s needs).

CENTRE: Bhisho

REQUIREMENTS: A minimum qualification of a four year Bachelor degree or Bachelor of Technology degree in the built environment disciplines of Quantity Surveying, Project / Building / Construction Management or Civil / Structural Engineering. Current professional registration in either of these disciplines is mandatory. Minimum of 10 years’ experience in Public Sector management and/or related management of infrastructure delivery programmes.

DUTIES: Provision of strategic management support regarding Town and Regional Planning. Lead and manage the application of town and regional planning principles in land development and manage site clearance standards as agreed with project managers. Ensure adherence to legal issues and requirements involving community development and changes in expansion and renewal on housing infrastructure, industrialised community facilities, agricultural spaces, land use patterns and management. Formulate and interpret planning legislation, guidelines, policies and regulations. Schedule available resources to meet planning targets; Write reports and make recommendations for decision making e.g EXCO, Provincial meetings and Clusters. Coordination and provision of strategic support with respect to public engagement on land/ development issues. Coordinate public meetings with community leaders, interest groups, lawyers and general public regarding land development issues. Present development plan at planning boards, appeals and public inquiries. Represent the provincial administration in high level committees. Ensure the availability and management of funds to meet the MTEF objectives within the architectural environment / services. Manage the operational capital projects portfolio for the operation to ensure effective resourcing according to provincial priorities. Manage the effective and efficient utilisation of resources allocated to the Chief Directorate. Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management practices and organizational requirements. Provide technical consulting services for the operation on regional development related matters to minimize possible risks. Provision of management technical support services with regards to urban, rural development plan. Provide technical assistance to professional teams in all aspects regarding town and regional planning. Compilation of spatial development framework as part of IDP processes and be conversant with SPLUMA. Compile guidelines and evaluate land use management (LUM). Research and design planning policies to guide development; Research and analyze data to help inform strategic developments, such as increases in affordable housing provision. Planning and design of sustainable human settlement. Monitor the implementation of development in compliance with applicable legislation and town and regional planning standard guidelines.
DEPARTMENT OF PROVINCIAL SAFETY AND LIAISON

OTHER POSTS

POST 29/106 : ADMIN CLERK REF NO: ESL/2016/07/01

SALARY : R142 461 - R167 814 per annum, Level 05

CENTRE : Sarah Baartman District


DUTIES : Provide supply chain management services. Provide support in facilitating payments. Provide general clerical/administer duties to the district. Provide effective management of assets and stores as per supply chain management policies and prescripts.

POST 29/107 : GENERAL ASSISTANT/CLEANER REF NO: ESL/2016/07/02

SALARY : R84 096 - R99 060 per annum, Level 02

CENTRE : Nelson Mandela District

REQUIREMENTS : Abet Level 1 or Grade 10 (Std 8) or equivalent qualification. Knowledge of cleaning offices, corridors and bathrooms. Knowledge of utilizing cleaning materials, equipment and its usage. Knowledge Occupational Health and Safety Act. Ability to perform routine work tasks, operate cleaning machines and work with hygienic products. Ability to work under supervision, independently, in a team and under pressure. Communication skills and interpersonal relations.

DUTIES : Clean offices and corridors, boardroom and rest rooms using cleaning machine(s) and other necessary available detergents. Prepare tea and other refreshments when requested to do so. Clean the kitchen. Keep and maintain cleaning materials and equipment after use. Request for cleaning materials. Report broken cleaning machines and equipment. Assist with other duties as and when requested and proper utilization of equipment, stores and expenditure within the department, including district offices.
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POSTS

POST 29/108: DEPUTY DIRECTOR: DATA ADMINISTRATION REF NO: 001557
Directorate: Information Management

SALARY: R612 822 – R721 878 per annum (plus benefits)
CENTRE: Central Office
REQUIREMENTS: A degree in information science/ informatics with ICT or statistics as additional subjects or equivalent, and more than ten years’ experience in a data analysis and information management environment of which five years must be in management. An honours degree in Information science or/Informatics will be an added advantage. Analysis skills, data management and modelling will serve as an advantage. Reporting, including depicting results/reports in qualitative and quantitative context. Programme and project management. Process competencies: Continuous improvement, problem-solving and analysis, client orientation and customer focus, communication and information management. Technical competencies: Statistical analysis, database management and data management. Extensive knowledge of data analysis, information strategy and policy, content management, knowledge of change management, stakeholder management and management skills. Computer literacy (i.e verbal and written) and presentation skills. A valid driver’s licence.

DUTIES: Data collection, protection, analysis and mining. Determine data needed to be collected and the appropriate data resources for specific health data indicators. Formulate, implement, and enforces proper data collection policies and procedures. Train and educate reporting units on data collection tools and equipment. Establish data quality standards and work with reporting units to ensure standards are met. Ensure quality data collection techniques are established for reporting units. Educate and train record creators and reporting units on proper data collection processes. Facilitate the implementation and monitor adherence to the DHMIS policy in all districts. Facilitate and monitor the implementation of an appropriate back up system within the department. Ensure that the department information systems (DHIS, ETR.net, TIER.net etc) and processes comply with AGSA requirements. Manage contract with data collection software vendors. Assist reporting facilities/institutions or units with set-up, testing, and implementation of health information software. Ensure timeous, accurate and complete reporting to National Department of Health, Programmes and AGSA by all stakeholders. Standardise procedures for information capturing, preparation, cleaning, and review in the Department. Develop data collection and evaluation methodologies, including format design, project criteria and requirements, data compilation, relevancy and usage. Develop and implement evaluation methodology related to various health data programs to determine completeness and adequacy of the data collection procedure. Produce qualitative and quantitative reports for the Department while observing access, privacy law and standards. Evaluate current systems to improve operations and patient care. Facilitate integration of health information systems with all data collection software's in the Department to improve validity, accuracy and completeness. Champion develop and support electronic data collection strategies to implement real time data collection and availability, thereby reducing paper based data collection forms and records to improve accuracy.

ENQUIRIES: Ms N Makhubele, Tel: 011 355 3097
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

**POST 29/109**

ASSISTANT MANAGER: NURSING (SPECIALITY UNIT) ORTHOPAEDIC REF NO: 001470

**Directorate:** Nursing

**SALARY**

R509 148 per annum (all inclusive package)

**CENTRE**

Tembisa Provincial Tertiary Hospital

**REQUIREMENTS**

Basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma Degree in nursing) or equivalent qualification that allows. Registration with the SANC as a professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 Orthopaedic Nurses. A minimum of 10 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable. Experience after obtaining the 6 years post – basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ Recognisable experience at management level.

**DUTIES**

Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the hospital. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter – professional, inter-sectoral and multi – disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guideline, practice, standard and procedures. Manage and Monitor proper utilization of human, financial and physical resources. Provision of effective support to nursing service. Maintain professional growth / ethical standard and self-development. Be informed with Labour Act Practices

**ENQUIRIES**

Mrs. M PELA Tel No: (011) 923 - 2050

**APPLICATIONS**

Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 OlifantsFontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**

05 August 2016

**POST 29/110**

ASSISTANT MANAGER NURSING: PNA-7 (INFECTION PREVENTION AND CONTROL) REF NO: 001540

**Directorate:** Nursing Services

**SALARY**

R509 148 per annum (all inclusive package)

**CENTRE**

Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**

Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Critical Care Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. Strong leadership, good communication, problem solving, conflict resolution and sound interpersonal skills are necessary. Understanding of National Core Standards, PFMA, Labour relations and other relevant legislative frameworks.

**DUTIES**

Develop new and review existing programmes, guidelines, indicators and procedures with regards to Infection Prevention and Control. Conduct risk analysis and formulate management programs. Promote compliance to safety standards and programs. Effectively manage communicable disease outbreak and prevention programs. Monitor the implementation and adherence to National and Provincial Infection Prevention Control (IPC) policies. Ensure compliance to Quality Assurance programs and National Core Standards. Monitor and analyze trends. Compile and submit reports. Conduct audits and surveillance. Plan and facilitate relevant in-service training in Infection Prevention and Control and Risk
management. Facilitate, guide and support Infection Control Committee. Communicate with the relevant internal and external stakeholders to improve service delivery.

ENQUIRIES
APPLICATIONS
Ms D Ngidi (011) 933 9779/0134
Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808 or apply on www.gautengonline.gov.za

CLOSING DATE
NOTE
05 August 2016
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, certified ID document, certified copies of all qualification/s and certified copy of registration certificate with SANC no copies of certified copies allowed, certification should not be more than three (3) months old. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful

POST 29/111
ASSISTANT MANAGER NURSING: PN-B4 (PSYCHIATRY) REF NO: 001541
Directorate: Nursing Services

SALARY
CENTRE
R509 148 per annum (all inclusive package)
Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS
Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualifications in Advanced Psychiatric Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with the South African Nursing Council. Degree/diploma in Nursing Administration will be an added advantage. Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision making skills.

DUTIES
Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and Participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stakeholders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).

ENQUIRIES
APPLICATIONS
Ms D. Ngidi (011) 933 9779/0134
Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808 or apply online www.gautengonline.gov.za

CLOSING DATE
NOTE
05 August 2016
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, certified ID document, certified copies of all qualification/s and certified copy of registration certificate with SANC no copies of certified copies allowed, certification should not be more than three (3) months old. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful
**POST 29/112** : OPERATIONAL MANAGER: NURSING SPECIALITY (NEONATAL ICU) REF NO: 001537
Directorate: Nursing and Administration/Management

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

**CENTRE** : Mamelodi Hospital

**REQUIREMENTS** : Grade 12 or ABET Level 4, Basic R425 qualification (Degree/Diploma in nursing) that allows registration with the South African Nursing Council as Professional Nurse. Registration with SANC and the proof of current registration. Diploma/Degree in Nursing Administration/Management will be an added advantage. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Medical and Surgical nursing science (Neonatal Nursing). Have a minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the above period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Medical and Surgical nursing science (Neonatal ICU). Computer literacy. Knowledge of clinical work in Neonatal ICU nursing. Knowledge of all legislation relevant to Health Care Services.

**DUTIES** : Deputize the Assistant Manager in her absence. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Teach delegate, monitor and evaluate performance/appraise personnel. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Manage and monitor productivity and performance of employee’s development. Manage licensing of staff with all the relevant professional bodies. Promote quality of nursing care as directed by the core standards. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients’ Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facility. Provide comprehensive Neonatal ICU nursing care. Ensure effective and efficient coordination and integration of quality Health Care. Work as part of multidisciplinary team on the supervisory level, to ensure good nursing care by the nursing team. Work effectively and amicably at the supervisory level, with the person of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit.

**ENQUIRIES** : Ms S Mahlangu, Tel. No: (012) 841 8490

**APPLICATIONS** : Applications to be sent to Mamelodi Hospital, Hand Post-delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032 Rethabile Mamelodi East 0122 or apply online at: www.gautengonline.gov.za

**CLOSING DATE** : 05 August 2016

**POST 29/113** : OPERATIONAL MANAGER: NURSING (SPECIALITY): MARTENITY: REF NO: 001530
Directorate: Nursing Department

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

**CENTRE** : Tambo Memorial Hospital

**REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government Notice 425(Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 9 years appropriate recognisable experience in Nursing after registration as professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognisable experience after obtaining the one year post-basic qualification in Midwifery and Neonatal Science.

**DUTIES** : Overall supervision and control of quality patient care in the unit. Ensure the formulation and availability of clinical patient care protocols and policies in her department. Efficient implementation and evaluation of patient care programmes in the unit according to department’s strategic goals. Ensure adequate and appropriate staffing according to patient’s needs. Effective monitoring and management of absenteeism. Accountable for overall and effective management of nursing duties. Establish efficient communication with the multidisciplinary team. Responsible for the implementation of disciplinary measures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve team work. Ensure performance, evaluation, management and development of staff.

**ENQUIRIES** : Ms T R Mohlabane. Tel No (011) 898 8311
APPLICATIONS: Applications can be forwarded to the Recruitment Officer (Zanele Mkhonto): Room 122, HR Department: Tambo Memorial Hospital, Private Bag X2, Boksburg, 1400, Physical address: Railway Street, Boksburg, 1400 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 05 August 2016

POST 29/114: OCCUPATIONAL HEALTH AND SAFETY MANAGER/COORDINATOR REF NO: 001473
Directorate: Nursing

SALARY: R465 939 per annum (plus benefits)
CENTRE: Tembisa Provincial Tertiary Hospital
REQUIREMENTS: Basic qualification with SANC in terms of Government notice 425 (i.e. diploma degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse) or A three year Bachelor’s Degree/National diploma/equivalent NQF 6 certificate in OHS. A minimum of 5 years appropriate/recongnisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Ability to communicate effectively with other employees, senior officers, elected members and the public. Personal organisation and time management. Numeracy and accuracy. Computer literacy and competent keyboard skill. Minute recording and agenda preparation. Knowledge and application of policies governing the Public Service. Good communication (verbal and written).

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

ENQUIRIES: Mr W N Motlwane, Tel No. (011) 923 – 2245
APPLICATIONS: Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 OlifantsFontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 05 August 2016

POST 29/115: ASSISTANT MANAGER: NURSING: GENERAL REF NO: 001531
Directorate: Nursing Department

SALARY: R465 939 per annum (plus benefits)
CENTRE: Tambo Memorial Hospital
REQUIREMENTS: Basic R425 Qualification in Nursing, Midwifery, Community Nursing (psychiatry) and Proof of registration with SANC. Qualification in Nursing Administration Management. A minimum eight (8) years appropriate/recongnisable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recongnisable experience at a management level. Strong leadership skills, good communication and writing skills Problem solving, conflict resol
skills, be able to work under pressure. Sound Interrelationship is necessary in understanding of National Core Standards, Nursing Strategy, PFMA, Labour relations and other related legislative framework, basic Computer skills.

**DUTIES**
Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistence communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, policies and procedures. Manage effective utilization and supervision of effective training and research. Maintain professional growth/ethical standards and development of self and subordinates.

**ENQUIRIES**
Ms C. M Malekane, Tel No (011) 898 8000

**APPLICATIONS**
Applications: can be forwarded to the Recruitment Officer: Room 122, HR Department: Tambo Memorial Hospital, Private Bag X2, Boksburg, 1400 Physical address: Railway Street, Boksburg, 1400 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**
05 August 2016

**POST 29/116**
**OPERATIONAL MANAGER: NURSING GENERAL 3 POSTS REF NO: 001538**
Directorate: Nursing and Administration/Management

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

**CENTRE**
Mamelodi Hospital

**REQUIREMENTS**
Grade 12 or ABET Level 4, Basic R425 qualification (Degree/ Diploma in nursing) that allows registration with the South African Nursing Council as Professional Nurse. Registration with SANC and the proof of current registration. Diploma/Degree in Nursing Administration/Management will be an added advantage. Have a minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Leadership and Good Managerial skill required. Knowledge of all legislation relevant to Health Care Services.

**DUTIES**
Deputize the Assistant Manager in her absence. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Teach delegate, monitor and evaluate performance/appraise personnel. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Manage and monitor productivity and performance of employee’s development. Manage licensing of staff with all the relevant professional bodies. Promote quality of nursing care as directed by the core standards. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients’ Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facility. Care work as part of multi-disciplinary team on the supervisory level, to ensure good nursing care by the nursing team. Work effectively and amicably at the supervisory level, with the person of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit.

**ENQUIRIES**
Ms S Mahlangu Tel. No: (012) 841 8390

**APPLICATIONS**
Applications to be sent to Mamelodi Hospital, Hand Post-delivery to19472 Serapeng Street Tsamaya Road or Private Bag x 0032 Rethabile Mamelodi East 0122 or submit online at: www.gautengonline.gov.za

**CLOSING DATE**
05 August 2016

**POST 29/117**
**CLINICAL PROGRAM COORDINATOR (MNCWH) REF NO: 001464**
Directorate: District Health Services

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

**CENTRE**
Tshwane District Health Services

**REQUIREMENTS**
Basic qualification accredited with SANC in terms of Government Notice 425 (Degree or Diploma in Nursing). Five (5) years appropriate and recognizable experience in Nursing post registration as a professional nurse. Extensive knowledge of Primary Health Care with main focus on Maternal and women’s health. A qualification in Advanced midwifery is an advantage. Good verbal and written communication skills. Computer skills. Valid Driver’s license.

**DUTIES**
Provide technical support to the programme Maternal, Child and Women’s Health. Understanding and analysis of data. Supervision and support of facilities on MNCWH services. Assist facilities to attain Ideal Clinic status. Training on MNCWH
indicators. Participate in the planning of and implementation of the programme according to the prescribed Guidelines, Policies and protocols.

ENQUIRIES
Mrs L.R.C Komane, Tel: 012 451 9213; Cell: 0823345935

APPLICATIONS
Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001. 0001, or apply online at: www.gautengonline.gov.za

CLOSING DATE
05 August 2016

POST 29/118
PATIENT COMPLAINTS MANAGER REF NO: 001539
Directorate: Nursing

SALARY
R367 815 per annum (plus benefits)

CENTRE
Mamelodi Hospital

REQUIREMENTS
Grade 12 or ABET Level 4. Basic R425 qualification (Diploma/Degree in Nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. Have a minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years’ experience of the above period must be recognisable experience at quality assurance level. A valid driver’s licence. Computer literate. Sound knowledge in management of patient complaints and serious adverse events. Good writing and verbal skills in English preferable able to speak Three or more South African Languages. Knowledge of all legislation relevant of Health Care Services.

DUTIES
Effective implementation of the complaints and serious adverse events in the hospital which includes capturing of information, communication with the relevant stakeholders, comprehensive investigation and report writing on complaints and serious adverse events. Ensure that complaints and serious adverse events are duly recorded, adequately investigated and finalised within stipulated time frames. Identify and promote quality improvement initiatives, active participation in the activities of Quality Assurance Committee. Assists with data collection, analysis and reports pertaining to total quality management in the hospital. Optimal utilization of resources and implementation of the Performance Management System.

ENQUIRIES
Ms S Mahlangu Tel. No: (012) 841 8490

APPLICATIONS
Applications to be sent to Mamelodi Hospital, Hand Post-delivery to19472 Serapeng Street Tsamaya Road or Private Bag X0032 Rethabile Mamelodi East 0122 or submit online at: www.gautengonline.gov.za

FOR ATTENTION
Ms J Vilakazi Recruitment Section

CLOSING DATE
05 August 2016

POST 29/119
CLINICAL PROGRAM COORDINATOR REF NO: 001284
Directorate: Professional Development

SALARY
R367 185 per annum (plus benefits)

CENTRE
Central Office

REQUIREMENTS

DUTIES
Plan, coordinate, manage, monitor and evaluate the training activities of Sub Directorate in response to the identified needs. Participate in related policy development and review; coordinate and support the Implementation of the Professional Development Business plans. Coordinate skills audit and analysis of training needs. Manage and maintain monitoring and evaluation system of the
training programmes. Develop annual Clinical Training schedule and compile reports. Participate in the development and management of the internal financial control and procurement systems for the Sub Directorate. Participate in the curriculum development and review activities. Ensure standardization and accreditation of all training programmes in order to meet the minimum requirements of the Professional governing bodies and National Department of Health. Manage and coordinate Continuing Professional Development Points of all Health Professionals and mid-level workers. Able to conduct research, analyse & interpret information and compile reports. Implement Skills Development and Professional Development related legislations. Co-ordinate and support related projects & market the Health Sciences courses. Participate in the establishment of Profession specific training committees in the province. Coordinate the clinical learnership, internship and training programmes for mid – level workers.

ENQUIRIES: Ms M Mazibuko 082 7377364
APPLICATIONS: The Recruitment and Selection, 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 at: www.gautengonline.gov.za
CLOSING DATE: 05 August 2016
NOTE: The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Preference for this position will be given to people with disability.

POST 29/120: OPERATIONAL MANAGER: NURSING (GENERAL UNIT) 2 POSTS REF NO: 001474
Directorate: Nursing

SALARY: R367 815 per annum (plus benefits)
CENTRE: Tembisa Provincial Tertiary Hospital
REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma / Degree in nursing that allows registration with SANC as a Professional Nurse). Registration with the SANC as a Professional Nurse and proof of current Registration. A minimum of 7 years appropriate / recognisable experience in nursing after Registration as Professional Nurse with the SANC in General Nursing.

DUTIES: Coordinate, monitor, Supervise and ensure the provision of effective and efficient patient care. Coordinate the in-service training and orientation programme in the unit. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter – professional, inter- sectoral and multi – disciplinary teamwork: Participate in the analysis, formulation and implementation of nursing guideline, practice, standard and procedures. Manage and Monitor proper utilization of human, financial and physical resources. Lead the process of Quality Assurance in the unit. Maintain professional growth and ethical standards and ensure self-development. Be conversant with appropriate Acts, Regulations and policies.

ENQUIRIES: Mrs M Pela Telephone No. (011) 923 - 2050
APPLICATIONS: Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private x7 Olifantsfontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 05 August 2016

POST 29/121: PROFESSIONAL NURSE PNB- 1-2 (3 POSTS) REF NO: 001552
Directorate: Nursing

SALARY: R317 271 - R367 815 FOR PN-B1 per annum
R390 216 – R479 928 FOR PN-B2 per annum (plus benefits)
CENTRE: Tshwane District Health Services (Dark City CHC)
REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allow Registration with the South African Nursing Council( SANC) as Professional Nurse and post basic qualification in Midwifery. A minimum of 4 years appropriate/ Recognizable experience in midwifery after registration as professional Nurse with the SANC in General. Proficiency in English. Valid driver’s license. Experience in a comprehensive Primary Health Care setting. Good interpersonal and communication skills.
DUTIES: Knowledge and understanding of nursing legislation and related legal and ethical nursing practises. Performa a clinical nursing practice in accordance with the scope of practice and nursing standard as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial Policies and Practices and effectives communication with Patients supervisors and others clinicians including reports writing when required. Work as part of Multidisciplinary team to ensure good nursing care at Primary Health Care level. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations ( Batho Pele). Provide safe and quality midwifery and neonatal care in a scientific, integrated and evidence based approach in Primary Health Care settings. Participate in the develop, review and implementation of midwifery quality improvement plan. Effectively manage a midwifery unit through appropriate clinical governance strategy.

ENQUIRIES:
Mrs. Susan Kgobe, 082 781 6985

APPLICATIONS:
Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001, or apply online at: www.gautengonline.gov.za

CLOSING DATE:
05 August 2016

POST 29/122:
LECTURER GRADE 1 (PND1) / LECTURER GRADE 2 (PND 2) GENERAL NURSING SCIENCE (GNS) 3 POSTS REF NO: 001529

Directorate: Nursing Education and Training

SALARY:
R317 291 per annum (plus benefits) PN-D1
R390 216 per annum (plus benefits) PN-D2

CENTRE:
Chris Hani Baragwanath Nursing College

REQUIREMENTS:
Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. PN-D1, minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing and Midwifery. PND2 minimum of 14 years appropriate/ recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience in nursing education. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice and all relevant regulations. Valid code 08 manual driver’s license. The ability to apply computer technology and programmes. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Current registration with SANC.

DUTIES:
The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of General Nursing Science academic programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities; promote the image of the College; participate in research relevant to Nursing Education; develop, review and evaluate curriculum, and engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.

ENQUIRIES:
Ms N J Mqokozo, Tel No: (011) 983 3005

APPLICATIONS:
Applications should be submitted on a Z83 form with a C.V and Certified copies Applications should be submitted at the Chris Hani Baragwanath Nursing College(inside the Chris Hani Baragwanath Academic Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertrham, 2013 or apply online at www.gautengonline.gov.za

CLOSING DATE:
05 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 29/123

LECTURER PND I / II REF NO: 001527
Directorate: Student Counselling

SALARY:
R317 271 - R 367 815 per annum (plus benefits)
R 390 216 - R 509 148 per annum (plus benefits)

CENTRE:
Ga-Rankuwa Nursing College

REQUIREMENTS:
Grade I (PNDI): A basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows for registration with SANC as Professional Nurse. A qualification in Nursing Education registered with the SANC. Diploma in Psychiatric Nursing or Psychology level 2. Proof of current registration with SANC. A minimum of 4 years’ appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (deduct one year from experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 08 driver’s licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Grade II (PNDII): A basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows for registration with SANC as Professional Nurse. Diploma in Psychiatric Nursing or Psychology level 2. Registration with SANC as Professional Nurse and proof of current registration. A post-basic qualification in Nursing Education and registered with the SANC. A minimum of 14 years’ appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. 10 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the one year post-basic qualification in the relevant speciality (deduct one year from experience for candidates appointed from outside the public service after complying with registration requirements). A valid code 08 driver’s licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure.

DUTIES:
The successful candidate will be responsible for, amongst others, the following specific tasks: Plan and manage learner counselling and support programmes. Implementation of life and study skills for learners. Assessment and referral of individual learners with personal problems. Promotion of general welfare, personal and professional development of learners. Support and guidance of Student Representative Committee. Orientation of newly appointed learners. Conduct classroom presentation to improve academic performance. Policy development, review and evaluation. Continuing education in Student Counselling and Nursing Education.

ENQUIRIES:
Ms K R Lekgeu, Tel No.: (012) 560 0448/50

APPLICATIONS:
All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-Rankuwa Nursing College Building or posted to Private Bag X830 Pretoria 0001 or apply online at: www.gautengonline.gov.za

CLOSING DATE:
05 August 2016

NOTE:
The institution reserves the right not to fill this post.

POST 29/124

ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 001544
Directorate: Budget and Revenue

SALARY:
R311 784 per annum (plus benefits)

CENTRE:
Johannesburg (Central Office)

REQUIREMENTS:
An appropriate three year Degree / National Diploma in Office Administration/ Public Administration/ equivalent qualification with 5 years relevant experience. Extensive experience in office management, administration and coordination, or related work. Knowledge of departmental policies, knowledge of PFMA and other Financial Management and associated prescripts. Good understanding of Intergovernmental relations. Sound organising and planning skills. Analytical thinking. Advanced level of computer literacy and confident user in office applications such as MS Word, Excel, PowerPoint and Publisher. Excellent communication, interpersonal and writing skills. Ability to work individually and in a team. Ability to work effectively with stakeholders at various levels. Ability to work under extreme
pressure. Proactive approach to meeting deadlines and delivering results with limited supervision.

**DUTIES**: Provide assistance in compiling the progress reports for the Chief Directorate on a Monthly basis. Contribute to the preparation of all documentation and presentations as required for reporting by the Chief Directorate. Archive and file all Chief Directorate’s reports and documentation. Contribute to the successful coordination of all engagements of the CD: Budget and Revenue including associated events (Strategic Sessions, Imbizo, Coaching Sessions etc). Handle or direct enquiries regarding policies and procedures relevant to the Chief Directorate as well as compile database of all related stakeholders. Arrange stakeholder meetings and keep record of deliberations for reporting. Monitor and facilitate staff development in the Office of the Chief Director DDG by ensuring adherence to Personal Development Plans (PDP) by staff and the CD’s direct reports (Directors). Facilitate course attendance, coaching arrangements for the CD and the Director as well as organize team coaching sessions. Develop, oversee and maintain office procedures for handling and distribution of information and record the filing and information retrieval systems (manually and electronic) as well as operate computer and audio-visual equipment for relaying information and quality control. Oversee and monitor progress on correspondence referred to the CD, Quality control of documents in the Office of the CD. Compile monthly report of expenditure incurred (Provisioning and procuring of goods and services).

**ENQUIRIES**: Mr Victor Senne, Tel. No: (011) 355-3819

**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**: 05 August 2016

**POST 29/125**: ASSISTANT DIRECTOR: ADMINISTRATION AND SUPPORT SERVICES REF NO: TRH 13/2016

Directorate: Administration

This is a Re- advertisement, this post was advertised previously on circular 14 of 35 with Ref No: TRH 05/2016 and people who applied should re-apply

**SALARY**: R289 761 per annum (plus benefits)

**CENTRE**: Tshwane Rehabilitation Hospital

**REQUIREMENTS**: Three year relevant National Diploma/Degree with an accredited institution and minimum of 10 years relevant experience working in admin and support services. Alternatively Grade 12 with 15 years experience in admin & support. Minimum of 3 years experience working as an admin & support supervisor in a hospital environment. Computer knowledge of Word, Excel and Power point. Understanding of administration and support in a hospital environment. Knowledge of compliance standards in admin and support services.

**DUTIES**: Manage an effective, efficient, quality and developing administrative (patient affairs, record, etc) and support services (food services, cleaning, laundry, etc) in accordance with the policies and prescripts of the Gauteng Department of Health. Compile, analyze and submit accurate report timeously. Monitor and ensure proper utilization of financial and physical resources. Maintain a professional standard of communication within admin and support. Manage staff and take a leadership role as a hospital manager. Play a leading role in formulation, implementation, monitoring and evaluation of strategic, operational and budget planning.

**ENQUIRIES**: Mr MG Polo, Tel. No: (012) 354-6816

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

**CLOSING DATE**: 29 July 2016

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

**POST 29/126**: PRINCIPAL PERSONNEL OFFICER REF NO: 001536

Directorate: Human Resource Department

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

**CENTRE**: Cullinan Care and Rehabilitation Centre

**REQUIREMENTS**: Grade 12 or B-degree/Diploma in Human Resource at least three years extensive relevant experience in Human Resource environment. Knowledge and understanding of PERSAL, HR prescripts, legislative frameworks and procedure. Good supervisory skills, good computer skills (MS word, Excel, Power Point, etc.
Ability to work with groups at different levels and coordinate various HR Activities.
Ability to work under pressure.

**DUTIES**

Supervise and provide leadership within Human Resource Section. Manage performance of personnel officers. Effective implementation Human Resource Management policies and conditions of services. Provide training and support to subordinates. Allocate and control delegated work. Ensure compliance to applicable legislation. Compile sectional performance report. Implement and maintain sound quality supervisory system, including applicable Legislation, policies, best practices and standards, effective and efficient management of HR administrative aspects (PILIR, RWOPS, Recruitment and Selection process appointments, transfers, terminations, salary administration and management of condition of services including probation reports). Ensuring that PERSAL transactions and related mandates forwarded to GSSC are correctly captured and approved. Render HR advisory to all staff and management, assist with the management and effective implementation of Performance Management and Development System (PMDS). Assist with Job Evaluation processes. Ensure that proper job descriptions are in place. Draft memorandum, reports, submissions and circulars on HR related matters. Ensure that HR legislation and policies are complied with. Supervise staff and manage their work performance according to PMDS policy. Provide guidance and support to the staff.

**ENQUIRIES**

J K Makhoba  
Tel No: (012) 734 7050

**APPLICATIONS**

The applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag x 1005, Cullinan, 1000 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**

05 August 2016

**POST 29/127**

PROFESSIONAL NURSE 2 POSTS REF NO: 001550  
Directorate: Nursing

**SALARY**

Grade 1: R210 702-R244 260 per annum  
Grade 2: R259 134 – R300 414 per annum  
Grade 3: R317 271 – R401 922 per annum  
Grade 1: (PHC) R317 271 – 367 815  
Grade 2: (PHC) R390 216 – 479 928 per annum (plus benefits)

**CENTRE**

Tshwane District Health Service (Kanana Clinic)

**REQUIREMENTS**

Minimum Qualifications: Diploma/Degree in Nursing, Registered with SANC. Other Skills/Requirements: Diploma/Degree in Nursing, Currently registered with SANC as a Professional Nurse Minimum of 2 years’ experience working as a General Nurse. Driver’s license, Good Communication skills both written and verbal, Interpersonal and organizational skills. Computer literacy, Specialty (PHC) nursing will be an added advantage.

**DUTIES**

Implement a comprehensive nursing care plan, promotion of health, self-care, treatment, and rehabilitation of patients. Administer treatment plan of common or minor primary health conditions in accordance with prescribed norms standards, guidelines, and treat conditions as prescribed. Screen health problems and diseases in accordance with prescribed norms and standards. Maintain therapeutic relationship and environment in which health care can be provided optimally. Report and communicate on the continuity of care to the care-givers and members of the health team. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Audit clinical records by analysing data. Protect and advocate rights of patients regarding health care. Maintain a plan to improve the quality of nursing and health care. Participate in the auditing of quality of nursing and health care. Identify health indicators and risk factors and conduct client satisfaction surveys.

**ENQUIRIES**

Mrs. Susan Kgobe 082 781 6985

**APPLICATIONS**

Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001, or apply online at: www.gautengonline.gov.za

**CLOSING DATE**

05 August 2016

**POST 29/128**

HR ADMINISTRATION CLERK REF NO: 001460  
Directorate: Human Resource Management

**SALARY**

R142 461 per annum (plus benefits)

**CENTRE**

Tshwane District Health Services
REQUIREMENTS: Senior Certificate (Grade 12) or equivalent qualification. A qualification in Office Administration/Public administration/Human Resource Management. At least 1-2 years working in Public Service within Human Resource Management environment. Good telephone etiquette, good interpersonal skills. Capturing skills. Have a good work ethics. Advance computer skills. Computer literacy proficiency in MS Word, Powerpoint, Excel and Internet. Willingness to work under pressure and meet deadlines. Ability to pay attention to detail. Ability to work with wide range of internal and external partners. Knowledge of document management filling. Knowledge and experience of the PERSAL system will be added as an advantage.

DUTIES: Taking Minutes. Filling documents orderly. Manage the Diary of the Deputy Director HRM. Typing MEMOS, sending e-mails, scanning documents. Reproducing and making copies. Daily coordination of all related activities, participate during compilation of reports. Capturing leave forms for Senior Managers and HR staff. Support facility managers on HR issues. Telephone Communiqué. Ordering and distributing of stationary. Provide administration support the teams. Record movement of files (incoming and outgoing mail). Distribute mail to other sections and HR teams. Assist in proof reading submissions. Capture information electronically and manually. Perform other duties as indicated by the manager.

ENQUIRIES: Mrs. Ethel Moore (012) 451 9035
APPLICATIONS: Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001, or apply online at: www.gautengonline.gov.za
CLOSING DATE: 05 August 2016
POST 29/129: HUMAN RESOURCE CLERK REF NO: 001461
Directorate: Human Resource Management

SALARY: R142 461 per annum (plus benefits)
CENTRE: Tshwane District Health Services
REQUIREMENTS: Senior Certificate (Grade 12) or equivalent qualification. A qualification in Human Resource Management/Public administration/Management. At least 1-2 years working in Public Service within Human Resource Management environment. Good telephone etiquette, good interpersonal skills. Capturing skills. Have a good work ethics. Advance computer skills. Computer literacy proficiency in MS Word, Powerpoint, Excel and Internet. Willingness to work under pressure and meet deadlines. Ability to pay attention to detail. Ability to work with wide range of internal and external partners. Ability to handle information confidentially. Knowledge of regulations and the legislative framework related to personal administration. Knowledge and experience of the PERSAL system will be added as an advantage.

DUTIES: Perform administration duties such as appointment, promotions, transfers, leave management, HR information, salary and terminations. Comply with the performance management and development system (contracting, quarterly reviews and final assessment) Attend to HR related enquiries and audit queries. Ensure safekeeping of document and filling of all related documents. Record document and be organized. Reproducing and making copies. Capturing Leave forms on PERSAL. Daily coordination of all related activities, participate during compilation of reports. Liaise with client and staff. Telephone Communiqué. Provide administration support to the teams. Provide high quality administration support to the teams. Perform other duties as indicated by the manager.

ENQUIRIES: Mr. LT Mabena, (012) 451 9030
APPLICATIONS: Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001, or apply online at: www.gautengonline.gov.za
CLOSING DATE: 05 August 2016
POST 29/130: SECRETARY REF NO: 001475
Directorate: Secretary

SALARY: R142 461 per annum (plus benefits)
CENTRE: Tembisa Provincial Tertiary Hospital
REQUIREMENTS: Grade 12, Must be able to type, must be computer literate (Word, Excel, Outlook and PowerPoint). Two years experience in the secretarial and administrative work. Ability to work independently and take initiatives. Able to work extended hours. Good communication skills written and verbal, independently and take initiatives. Able to work extended hours. Good communication skills written and verbal, interpersonal and organizational skills. Relevant qualification will be an added advantage.
DUTIES: Perform secretarial and administrative tasks in an effective and highly professional manner. Manage the diary of the Clinical head. Answer incoming calls and manage all correspondences. Provide secretarial support for Clinical and Allied staff. Receive visitors including the provision of tea and refreshments. Ensure that the office is clean and orderly. Supports the manager with the administration of the manager’s budget. Record incoming and outgoing mails. Order stationery, plan meetings, schedule agendas and take minutes. Act as a Personnel Assistant to that Chief Executive Officer when need arise.

ENQUIRIES: Mrs. L.R. Mmatli Tel No. (011) 923 - 2053

APPLICATIONS: Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 Olifantsfontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 05 August 2016

POST 29/131: ADMINISTRATION CLERK 7 POSTS REF NO: 001476
Directorate: Patient Administration

SALARY: R142 461 per annum (plus benefits)
CENTRE: Tembisa Provincial Tertiary Hospital
REQUIREMENTS: Grade 12 qualification, computer literate, 12 months experience in Patient Administration (preferably scanning of files)
DUTIES: Perform clerical functions of scanning of all documents with due diligence. Prepare files, verify and upload of documents into databases. Scan, audit, index and verify patients’ files. Assist in retrieving files from all medical records. Assist in registration of patients in all the OPD’s.

ENQUIRIES: Mrs. L.R. Mmatli Tel No: (011) 9

APPLICATIONS: Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 Olifantsfontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 05 August 2016

POST 29/132: PERSONNEL OFFICER REF NO: 001532
Directorate: Human Resource Management

SALARY: R142 461 per annum (plus benefits)
CENTRE: Tambo Memorial Hospital
REQUIREMENTS: Grade 12 with 2 or more years of appropriate working experience in Human Resource Management or Public service environment. Knowledge of PERSAL, PERSAL Introduction Course Certificate is essential and HR procedures. Computer literacy is essential. Report writing skills, verbal and written skills. The candidate should be able to work under pressure
DUTIES: Perform various duties related to HR, i.e. recruitment and selection, appointments, terminations, leave, housing, overtime etc. Compiling of documents to be sent to GDF. Ensure proper record keeping of leave, appointments, terminations, housing and overtime. Filing of relevant documents. Attend to all queries related to HR Administration.

ENQUIRIES: Mr K Molo Tel No (011) 898 8316

APPLICATIONS: Applications: can be forwarded to the Recruitment Officer: (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1400, Physical address: Railway Street, Boksburg, 1400 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 05 August 2016

POST 29/133: MATERIAL RECORDING CLERK REF NO: 001533
Directorate: Procurement

SALARY: R142 461 per annum (plus benefits)
CENTRE: Tambo Memorial Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with two years relevant experience. Ability to work with figures. Knowledge of PAS, PFMA and SCM policies. Computer literacy is essential. Hospital environment experience will be an added advantage. Able to work under pressure. Good communication skills.
DUTIES: Receiving, packing, recording, issuing and safeguarding of stock, Minimum and maximum stock levels. Monitoring expiry dates. FIFO. Participate in stock taking bi/annually. Keep a 0-9 file, do follow ups with suppliers, check quality and quantity of stock, sign invoice/delivery note if stock is correct, capture goods receipt voucher on SAP?SRM, compile documents i.e. RLS01, RLS02, invoice and quotation if not on contract. Do filling of signed documents. Keep a diary to record deliveries and follow ups. Forward received items and documents to the warehouseman. Compile monthly theoretical stock count and assist with bi/annual stock taking. Implementation of policies (PAS, Treasury Regulations, PFMA and SCM). Implement and maintain supplier database. Attend to queries from the end user. Ensure compliance to key AG findings.

ENQUIRIES: Mr M Moepi. Tel No (011) 898 8000
APPLICATIONS: Applications can be forwarded to the Recruitment Officer: (Room 122), HR Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1400: Physical address: Railway Street, Boksburg, 1400 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 05 August 2016

POST 29/134: REGISTRY CLERK; HR: REF NO: 001534
Directorate: Human Resource Management

SALARY: R142 146 per annum (plus benefits)
CENTRE: Tambo Memorial Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with two years relevant experience in registry. Understanding of Public service environment, Knowledge of PERSAL and HR Procedures. Good communication skills, computer literacy is essential. Ability to identify, classify and record variety of official documents. Ability to maintain confidential information. Ability to work independently and work under pressure. Interpersonal skills.

DUTIES: Filling of all HR documents, open and close files. Receive, open sort, and distribute incoming mail, distribute circulars and internal memos. Record and dispatch outgoing correspondences/mail. Implement the filing/records classification system. Ensure safeguarding of records/files. Render archive services, trace, store and retrieve documents and files.

ENQUIRIES: Mr K Mfolo, Tel No (011) 898 8000
APPLICATIONS: Applications can be forwarded to (Room 122), HR Department: Tambo Memorial Hospital, Private Bag X2, Boksburg, 1400, Physical address: Railway Street, Boksburg, 1400 or apply online: www.gautengonline.gov.za

CLOSING DATE: 05 August 2016

POST 29/135: MACHINE OPERATOR 2 POSTS REF NO: 001542
Directorate: Theatre / CSSD Unit

SALARY: R84 096 – R99 060 per annum, Level 02 (plus benefits)
CENTRE: Kalafong Provincial Tertiary Hospital

ENQUIRIES: Ms E M Boshoga, Tel No: (012) 318-6952
APPLICATIONS: People with disabilities are welcome to apply. Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria,
POST 29/136 : FOOD SERVICE AID 3 POSTS REF NO: 001535
Directorate: Nutrition

SALARY : R84 096 per annum (plus benefits)
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : ABET level1 or equivalent. Ability to read and write. Be prepared to work shifts on rotational basis. Must have good interpersonal skills and effective team working relationship.

DUTIES : Perform all general duties related to food service delegated by Food Service supervisor such as pre-preparation of food, preparation of food, dishing up for patients, application of hygiene and safety, weighing of ingredients for production and to work as a messenger.

ENQUIRIES : Ms Hellen Nyakane. Tel No (011) 898 8000
APPLICATIONS : Applications must be forwarded to the Recruitment Officer: (Room 122), HR Department: Tambo Memorial Hospital, Private Bag X2, Boksburg, 1400Physical address: Railway Street, Boksburg, 1400 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 05 August 2016

GAUTENG PROVINCIAL TREASURY

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 : 12 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 29/137 : ASSISTANT DIRECTOR: DIGITAL EVIDENCE MANAGEMENT
Directorate: Digital Evidence Management

SALARY : R389 145 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant Diploma or Degree or Honours with 3 to 4 years digital forensic analysis experience. Proficiency with forensic techniques and forensic toolsets such as EnCase, FTK Suite, CelleBrite etc. Knowledgeable on applicable legislations, including Electronic Communication and Transactions Act, (ECT Act), Regulation of Interception of Communication and Provision of Communication Related Information Act (RICA). Certified Fraud Examiner (CFE) would be advantageous. A valid driver’s license. Successful candidates will be required to undergo a security vetting process. Valid driver’s licence. Person Profile: Attention to detail. Assertiveness, Self-motivated, Results driven, Persuasive and Accuracy orientated.
| **DUTIES** | Conducting digital forensic assignments including computer and mobile Forensics, forensic data analysis that are planned and scoped; Acquisition/preservation, analysis and production of electronically stored information. Reports writing. Administration. |
|  |  |
| **ENQUIRIES** | Bulelwa Mtshizana Tel: 011 227 9000 |
| **POST 29/138** | ASSISTANT DIRECTOR: QUALITY CONTROL |
|  | Directorate: Supplier Management |
| **SALARY** | R311 784 per annum (plus benefits) |
| **CENTRE** | Johannesburg |
| **DUTIES** | The successful incumbent will be responsible; develop and review specification requirements for GPG departments; ensure full involvement on the specification committee on an advisory capacity; prepare a detailed scoring sheet based on the evaluation criteria stipulated on the specification (Desktop and site visit); leading supplier site visits where the bidders capacity is evaluated; to support the Bid Evaluation Committee process by ensuring that the evaluation criteria have been pre-determined and accepted by the Bid Evaluation Committee; reporting on the consolidated results as per evaluation criteria stipulated in the specification requirements; reporting and monitoring on response from SARS regarding alleged fraud Tax Clearance Certificates (Customer complaints); identify potential areas of improvement and advise on corrective and preventative measures for non-conforming products or service; assist with evaluation of and report on product complaints and / or returns when requested. |
| **ENQUIRIES** | Bulelwa Mtshizana Tel, No: 011 227-9000 |
ANNEXURE S

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HEALTH

This department is an equal opportunity, affirmative action employer, whose aim is to produce representivity in all occupational categories in the Department

APPLICATIONS
All applications should be forwarded to: The Human Resources St Chads Community Health Centre, P O Box 2238, Ladysmith, 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

FOR ATTENTION
Mr S.D Mdletshe

CLOSING DATE
05 August 2016

NOTE
Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course.

The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting),credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

OTHER POST

POST 29/139

MEDICAL OFFICER REF NO: STC 8/2016

SALARY
Gr 1 – R686 322.00 per annum
Gr 2 – R784 743.00 per annum
Gr 3 – R910 716.00 per annum

(All-inclusive salary package which consist of 70% basic salary and 30% flexible portion that can be structured in terms of applicable rules) Plus 13th Cheque. Other Benefits: Commuted overtime (negotiable) plus 18% Rural Allowance

CENTRE
ST CHADS CHC (Chronic)

REQUIREMENTS
Medical Officer Grade 1 R686 322.00 per annum (all-inclusive Salary Package) excluding Commuted Overtime Plus 18% rural allowance of basic Salary. MBCHB Degree plus current registration with the Health Professional Council of South Africa as a Medical Practitioner. No experience required from South African Qualified employees. One year relevant experience after registration as a medical, practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Medical Officer Grade 2 R784 743.00 per annum (all-inclusive salary package) excluding commuted plus Rural Allowance 18% of basic salary. MBCHB Degree plus current registration with the Health Professional Council of South Africa as a medical Practitioner. Five years relevant experience as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, whom it is not required to perform Community Service as required in South Africa. Medical Officer Grade 3 R910 716.00 per annum (all-inclusive salary package) excluding commuted overtime plus Rural Allowance 18% of basic salary. MBCHB Degree plus current registration with the Health Professional Council of South Africa as a medical
Practitioner. Ten years relevant experience as medical Officer after registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge of current Health Legislation and policies at Public Institutions. Sound knowledge of National TB Program and ARV Program including STI's and PMTCT. Good research and presentation skills Information management and quality assurance program Ability to function with Multi-disciplinary team Sound knowledge and clinical skills in Adult and Paediatric Care, Excellent human, communication and leadership skills, Good Team Builder and problem solver.

**DUTIES**

Key Performance Areas: Provision of quality patient centred care for all patients. Maintenance and continuous improve professional and ethical standards. Provide ongoing medical management of patients with acute chronic conditions. Maintain accurate health records in accordance with Legal Ethical consideration. Train and guide junior staff and other health associated professional. Support continuous Professional Development by information seminars and scheduling external meeting. Provide preventive health interventions and measure to promote health care. Provide and manage anti-retroviral treatment for both adult and children. Participate in communicable Health diseases programs and ensure that relevant patients statistics are maintained to facilitate proper decision making. Conduct Orientation and induction programs for junior colleagues and community Service Medical Practitioners.

**ENQUIRIES**

Dr R E Okafor TEL: 036 6379600

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**DEPARTMENT OF SPORT AND RECREATION**

*This Department is an equal opportunity, affirmative action employer, whose aim is to promote and uphold representivity (race, gender and disability) in the all occupational categories. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability and women are especially encouraged to apply.*

**APPLICATIONS**

Forward your application to Private Bag X24, Mayville, 4058 or hand deliver at the Department of Sport and Recreation, Highway House, 2nd Floor, 83-93 King Cetshwayo Highway, Mayville: application vacancies box.

**FOR ATTENTION**

Mrs W N Swartz

**CLOSING DATE**

29 July 2016

**NOTE**

Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department or the website [www.dpsa.gov.za/documents/forms/employ.pdf](http://www.dpsa.gov.za/documents/forms/employ.pdf)) and should be accompanied by certified copies of original educational qualifications (not copies of certified copies), including Senior Certificate, driver's license (where it is required), certified copy of ID document together with comprehensive curriculum vitae[detail managerial experience including year, month and day]. Onus is on the candidate to obtain and submit their Foreign Qualification(s) verified with South African Qualification Authority (SAQA). Non-South African citizens or permanent residency permit holders must submit a documentary proof together with their applications. NB: Certification date must not be older than 3 months. 3 References. Faxed or emailed applications will not be considered. Candidates should not send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Applicants applying for more than one post must submit a separate Z83 form (as well as the documentation mentioned above) in respect of each post being applied for. Applicants must also quote the relevant Post Reference number and the name of the publication in which they saw the advertisement. Candidates will be subjected to the security vetting process, signing of a performance agreement and an employment contract. SMS candidates will be subjected to a competency assessment test and will have to disclose her/his financial interests. All costs in respect of this application including the attendance of the Selection Committee as well as any other selection measure utilised will be borne by candidate, including but not limited to Subsistence traveling and accommodation. It is anticipated that a large volume of applications will be received; it is not possible for the Department to acknowledge receipt of every application received and that only short-listed candidates will be notified of the outcome. Applicants, who do not comply with the instructions indicated above, will be disqualified.

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83
MANAGEMENT ECHELON

POST 29/140: CHIEF DIRECTOR: CORPORATE MANAGEMENT SUPPORT SERVICES

REF NO: DSR21/2016

SALARY: R1 042 500 per annum (All Inclusive Package)

CENTRE: Pietermaritzburg Head Office

REQUIREMENTS:
An appropriate Three Year/National Diploma/ Degree, 3-5 Years, Senior managerial experience, Valid code 8 driver’s license, Computer literacy.


SKILLS: Numeracy, Literacy, Operating equipment, Basic Language skill, Project management, Financial management, Diplomacy, Policy Development and analysis, Strategic planning.

DUTIES:
Facilitate the development, management and review implementation of department-wide administration support services. Facilitate the development, management and review implementation of department-wide human resources support services. Facilitate the development, management and review implementation of department-wide legal support services. Facilitate the development, management and review implementation of department-wide communications management support services. Manage the rendering and management of the implementation of security support services in the department. Manage the effective and efficient utilization of resources.

ENQUIRIES: Mrs R Naidoo (033) 897 9450

POST 29/141: DIRECTOR: POLICY, PLANNING, STRATEGY AND RESEARCH

REF NO: DSR 22/2016

SALARY: R864 177 per annum (All Inclusive Package)

CENTRE: Pietermaritzburg Head Office

REQUIREMENTS:
An appropriate three-year/National diploma/ Degree. 3-5 years middle management experience. Valid code 8 driver’s license. Computer literacy.


SKILLS: Financial Management, Excellent Written and verbal communication, Operating equipment, Diplomacy, Strategic Planning, Policy Development, Influencing skill, Negotiation.

DUTIES:
Facilitate integrated strategic planning and policy development, analysis and modeling. Manage the development of monitoring and evaluation framework for monitoring access to sport and recreation in the province. Manage Resource allocation framework/ norms and standards on equity and redress. Manage the development of a research programme on sport and recreation. Manage the effective and efficient utilization of resources.

ENQUIRIES: Mrs R Naidoo (033) 897 9450

84
POST 29/142 : DIRECTOR: LEGAL SUPPORT SERVICES REF NO: DSR24/2016

SALARY : R864 177 per annum (All Inclusive Package)
CENTRE : Pietermaritzburg Head Office
DUTIES : Manage the development and provision of department-wide legal support services. Manage the development and provision of department-wide legal opinions support services. Manage the development and provision of department-wide legal draft or edit support services. Manage the effective and efficient utilization of resources (human, financial, & physical) in accordance with relevant directives and legislation.
ENQUIRIES : Mr. R.T Hlathi (031) 242 1702

POST 29/143 : DIRECTOR: STRATEGIC PROJECTS AND HIGH PERFORMANCE SPORT REF NO: DSR 25/2016

SALARY : R864 177 per annum (All Inclusive Package)
CENTRE : Pietermaritzburg Head Office
DUTIES : Manage the coordination and implementation of strategic projects. Manage and coordinate sport and recreation special projects. Manage the coordination and implementation of higher performance sport support services. Manage the efficient and effective utilization of resources (human, financial, & physical) in accordance with relevant directives and legislation.
ENQUIRIES : Mr V Balram (033) 897 9480

OTHER POSTS

POST 29/144 : DEPUTY DIRECTOR: DISTRICT OPERATIONS 5 POSTS

SALARY : R726 276 per annum (All Inclusive Package)
CENTRE : Amajuba Ref No: DSR26/2016
UThukela Ref No: DSR27/2016
Harry Gwala Ref No: DSR28/2016
UMkhanyakude Ref No: DSR29/2016
UMgungundlovu Ref No: DSR30/2016

REQUIREMENTS:
- Appropriate 3 year National diploma/Degree in Sport and/or Recreation. 3-5 years junior management experience in an Sport and Recreation environment.
- SKILLS: Communication (verbal and written), Ability to multi-task, Good organizing abilities, Ability to work independently, Problem solving, Tact and Diplomacy, Facilitation, Policy analysis and development, Financial Management, Motivational, Negotiation, Computer (info extraction, presentation and data capturing), Conflict Management, Strategy management and policy formulation, Labour Relations, Human resource management, Good inter-personal relations, Report writing

DUTIES:
- Manage the provision of sport promotion and development in the district centre of delivery. Manage the provision of recreation promotion and development in the district centre of delivery. Develop policies and strategies aimed at improving service delivery in the district. Coordinate all district events and projects. Coordinate the alignment of Sukumasakhe with Departmental programmes. Manage the effective and efficient utilization of resources.

ENQUIRIES:
- Amajuba: Mr. M. Bhengu (033) 897 9452;
- UThukela: Mr. M. N Mncina (033) 897 9406;
- Harry Gwala: Mrs. N. Duma (031) 242 1727;
- UMkhanyakude: Mr. M. Msane (033) 897 9469;
- UMgungundlovu: Mr. T. Mofokeng (033) 897 9476

SALARY:
- R612 822 per annum (All Inclusive Package)

CENTRE:
- Pietermaritzburg Head Office

REQUIREMENTS:

DUTIES:
- Manage the implementation of department-wide strategic projects & high performance sport service delivery strategy. Establish and monitor Lifestyle Recreation structures across the province. Manage all projects pertaining to Lifestyle Recreation. Facilitate cooperation agreements between Lifestyle Recreation structures and Local Municipalities. Provide support resources to Lifestyle Recreation structures and management thereof. Provide effective, efficient and economic utilization of resources.

ENQUIRIES:
- Mr M N Mthembu (033) 897 9463
POST 29/146 : PROVINCIAL COORDINATOR: SCHOOL PARTICIPATION REF NO: DSR 32/2016

SALARY : R612 822 per annum (All Inclusive Package)
CENTRE : Pietermaritzburg Head Office

DUTIES : Manage the implementation of department-wide strategic projects & high performance sport service delivery strategy. Provide strategic leadership to various stakeholders in relation to school sport. Coordinate the establishment of various school sport structures in all districts. Facilitate the coordination of national/provincial school sport championship/tournament. Facilitate with sport stakeholders the training of coaches, technical officials and administrators. Provide effective, efficient and economic utilization of resources.

ENQUIRIES : Mr M Mncina (033) 897 9406

POST 29/147 : DEPUTY DIRECTOR: HR PLANNING, ADMINISTRATION AND REPORTING REF NO: DSR 33/2016

SALARY : R612 822 per annum (All Inclusive Package)
CENTRE : Pietermaritzburg Head Office


ENQUIRIES : Mr. R.T Hlathi (031) 242 1702
POST 29/148  :  DEPUTY DIRECTOR: FINANCIAL PLANNING, BUDGETING AND REPORTING
REF NO: DSR 34/2016

SALARY  :  R612 822 per annum (All Inclusive Package)
CENTRE  :  Pietermaritzburg Head Office

DUTIES  :  Manage the rendering of financial planning support services. Manage the implementation of budgeting process support services. Manage the implementation of financial reporting support services including compilation of financial statements. Manage the monitoring and control of expenditure. Manage conditional grants and donor funding budgets. Ensure the effective and efficient utilization of resources.

ENQUIRIES  :  Ms Z K Buthelezi (031) 242 1745

POST 29/149  :  INFORMATION TECHNOLOGY: APPLICATION MANAGEMENT REF NO: DSR 35/2016

SALARY  :  R311 784 per annum
CENTRE  :  Pietermaritzburg Head Office

DUTIES  :  Facilitate the management of infrastructure IT Operations. Facilitate the management of ICT Business Continuity. Coordinate and manage the networks, IT Security and infrastructure projects. Provide advice, guidance and input to IT infrastructure policies. Provide effective and efficient utilization of IT infrastructure resources.

ENQUIRIES  :  Mr. E.A Rambaran (031) 242 1738
This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICANTS: The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, MMABATHO 2735, Office No. 136, 1st Floor, Tirelo building, Albert Luthuli Drive

FOR ATTENTION: Ms. Gadifele Noge

CLOSING DATE: 05 August 2016, 16hrs

NOTE: Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID-document/National Identity card. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification(s) must be accompanied by certified copies of academic record/ transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post, must direct their enquiries to Ms Gadifele Noge. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verification as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

OTHER POSTS

<table>
<thead>
<tr>
<th>POST 29/150</th>
<th>DEPUTY DIRECTOR: ADMINISTRATION REF NO: 28/2016/17</th>
</tr>
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<tbody>
<tr>
<td>SALARY</td>
<td>R612 822 per annum, Level 11 (All-inclusive package which includes a basic salary 70% guidelines. The successful candidate will be required to sign performance agreement and an employment contract).</td>
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<tr>
<td>CENTRE</td>
<td>Head Office - Mahikeng</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 Certificate or equivalent.<em>An appropriate Bachelors Diploma or Degree in Law or Transport Management, coupled with at least a minimum of three (3) to five (5) years relevant experience in Transport management environment of which two(2) years must be at management level. A relevant post Graduate Degree with research experience will be an added advantage</em> Code EB driving license. Knowledge: Public Transport Policies and Public Service Prescripts.*A thorough knowledge of National Land Transport Act No 5 of 2009 and its Regulations and Guidelines on Special Operating Procedures governing the Public Transport Industry. SKILLS:*Communication skills, Computer Literacy.*Ability to interface between the Department and districts in relation to the Departmental Strategic Plan and Annual Performance Plan. *Ability to interpret legislation and implement it accordingly. *Strong Liaison and negotiation skills. *Monitoring and evaluation skills. *Assertive and confident approach to the Industry challenges.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Managing operating license administration process.*Coordinate and consolidate monthly and quarterly reports.*Serving as interface between Head Office and districts in relation to the Departmental Strategic Plan and Annual Performance Plan.*Serving as interface between Department and Transport Appeal Tribunal.*Supervise output of District Managers.*Implement remedial actions as suggested by Monitoring &amp;Evaluation Unit and office of the Auditor General. *Coordinating and facilitating Provincial Regulatory Entity activities.*Ensure that the Portfolio of Evidence is arranged for Monitoring and Evaluation Unit.</td>
</tr>
</tbody>
</table>
ENQUIRIES : Mr M. Morule, Tel Nr (018) 388 5316

POST 29/151 : DEPUTY DIRECTOR: GOVERNMENT MOTOR FLEET REF NO: 34/2016/17
Directorate: Government Motor Fleet

SALARY : R612 822 per annum, Level 11 (All-inclusive package which includes a basic salary 70% guidelines. The successful candidate will be required to sign performance agreement and an employment contract).

CENTRE : Mahikeng - Ngaka Modiri Molema District

REQUIREMENTS : Grade 12 certificate or equivalent. An appropriate Bachelors Degree/National Diploma (NQF Level 6) in Transport Management coupled with at least a minimum of three (3) to five (5) years relevant experience in Fleet management environment of which two (2) years must be at Management level. Project management experience. Unendorsed Drivers license EB. Knowledge: Thorough fleet management knowledge; Understanding of the National Road Traffic Act. Knowledge of asset management procedures and policies with specific reference to supply chain management. Contract administration, RT46, RT57, RT58, RT62, RT68 and RT70. Understanding of Public Service Policies, Rules and regulations including inter alia the Public Service Act, Public Service Regulations. PFMA, Treasury Regulations and other related prescripts. An in-depth knowledge of Accounting especially reconciliation of accounts and preparation of Financial Statements and prompt response to audit queries. SKILLS: Computer literacy (Microsoft Office, Vehicle Management System). Policy development. Interpretation and implementation. Presentation skills. Ability to work independently and under pressure. Ability to serve and communicate with government executive management. Proven management ability and attributes of dynamic leadership skills. Ability to maintain positive interpersonal relations and to work well as part of a team. Problem solving abilities. Proven skills in report writing. Basic accounting skills relating to management of budget compilation. Excellent verbal and written communication skills.


ENQUIRIES : Mr T P Mosiane, Tel. Nr (018) 200 8072

POST 29/152 : ASSISTANT DIRECTOR: COMPLIANCE REF NO: 22/2016/17
Directorate: Monitoring and Oversight

SALARY : R311 784 per annum, Level 09

CENTRE : Head Office, Mahikeng


DUTIES : To provide a civilian oversight over the South African Police Service (SAPS): by conducting research and analysing data on policing. Monitor and oversee transformation of the SAPS. Monitor SAPS infrastructure development plan. Maintain an effective complaints management system and conduct investigation of complaints. Monitor determination of policing priorities. Monitor SAPS compliance to Domestic Violence Act. Conduct oversight police station visits, based on the implementation of the National Monitoring and Evaluation Tool. Monitor the implementation of recommendations by the SAPS. Participate in
review of the Monitoring Tool Framework, Guidelines and development of policies.

*Compile reports

ENQUIRIES: Ms N Num, Tel. Nr (018) 200 8031

POST 29/153: ASSISTANT DIRECTOR: INFRASTRUCTURE SUPPORT REF NO: 24/2016/17
Directorate: Strategic Support Services

SALARY: R311 784 per annum, Level 09
CENTRE: Head Office- Mahikeng

DUTIES: Supervise a technical team. *Assist the directorate on matters relating to networks and hardware, which include technical specification and support. *Ensure that the environment is compliant to legislation and good governance. *Assist the directorate on matters relating to IT audit. *Assist with Management of ICT assets. *Provide assistance on IT administration tasks. *Ensure good quality of services rendered to internal Clients/Users and external stakeholders.

ENQUIRIES: Ms G. Mogale, Tel. Nr (018) 388 2152

POST 29/154: ASSISTANT DIRECTOR: AIRPORT SAFETY MANAGER 2 POSTS REF NO: 26/2016/2017
Sub Directorate: Transport Terminals (Airport)

SALARY: R311 784 per annum, Level 09
CENTRE: Mahikeng and Pilanesburg Airport

DUTIES: Planning, Organising, Administration and implementation of the airport safety program. *Development of Safety Management System Manual of the Airport and the execution thereof. *Monitoring of Safety issues, provision of safety education, investigation of incidents and accidents. *Act as a resident expert on safety matters, helps to develop loss control standards and makes recommendations to improve safety at the airport at all times. *Conduct inspections of personnel and facilities to assess the safety issues. *Coordination of safety plan with other agencies having roles in the safety of the airport. *Communicates safety issues to all personnel within the flight department. *Make recommendations to correct/prevent identified safety and loss control standards. *Review all hazards, receive all safety forms feedback or reports and evaluate with management. *Make recommendations to correct/prevent identified safety issues. *Implementations of corrective or preventative action as needed or required. *Investigate and monitor trends in reporting system and accident and incident reports. *Provide regular reports to management on program status and compliance. *Monitor/review data from the reported issues for high risk areas. *Review reoccurring risk. Adjust operational risk profile accordingly. *Conduct or distribute the internal evaluation audit (IEP). Review IEP audit for any corrective action or possible trends developing.

ENQUIRIES: Mr O Baikgaki, Tel. Nr (018) 385 1059
POST 29/155 : ASSISTANT DIRECTOR: AIRPORT SECURITY 2 POSTS REF NO: 27/2016/17
Sub Directorate: Transport Terminals (Airport)

SALARY : R311 784 per annum, Level 09
CENTRE : Mahikeng and Pilanesburg Airport
REQUIREMENTS : Grade 12 Certificate or equivalent. *Appropriate recognized three year Diploma/Degree in Aviation Security (AVSEC) or any 3 year relevant qualification coupled with Five (5) years’ experience at a supervisory level within the AVSEC Industry. *Computer Literacy. *Drivers License. No Criminal record (proof to be attached). Knowledge: Must have knowledge and understanding of the layout of an Airport ICAO and SACAA terms and regulations pertaining to security as well as understanding of Aviation security Management and Policies. SKILLS: *Must have a clear understanding of Customer Relations in the Aviation Sector. *Manage threats against civil aviation facilities. *Must have willingness to work long and irregular hours. *Good communication skills and Co-ordinating skills. *Planning and organizing skills.


ENQUIRIES : Mr O.A. Baikgaki, Tel. Nr (018) 385 1059
NOTE : This appointment will be subjected to security vetting.

POST 29/156 : ASSISTANT DIRECTOR: RURAL TRANSPORT PLANNING AND DEVELOPMENT REF NO: 40/2016/17
Directorate: Macro Provincial Transport Systems

SALARY : R311 784 per annum, Level 09
CENTRE : Head Office - Mahikeng
REQUIREMENTS : Grade 12 Certificate or equivalent. *Appropriate recognised three year Diploma/Degree in transportation Management. *Computer Literacy. *Driver’s License. *Five (5) years experience at a supervisory level of relevant transport related functions. Knowledge: *Knowledge of National Land Transport Act, Act 05 of 2009. *Knowledge of White Paper on National Transport Policy, 1996. *Knowledge of Public Service Act, Rules and Regulations. *Knowledge of Public Finance Management Act. *Be able to demonstrate sufficient knowledge of public transport operations in the North West Province. SKILLS: *Must have analytical skills, the ability to work independently and/or with little supervision and under pressure. *Must have good verbal communications skills. *Willingness to travel and work irregular hours. *Have the ability to generate new ideas and improve where circumstances require. *Be able to formulate, write reports and communicate at the highest level. *Must have good interpersonal skills and be able to maintain a positive interpersonal relations and be able to work as part of team as an individual.


ENQUIRIES : Mr. P.J. Morwe, Tel. Nr (018) 200 8074/5

POST 29/157 : ASSISTANT DIRECTOR: RISK MANAGEMENT (BUSINESS CONTINUITY) REF NO: 43/2016/17
Directorate: Risk Management

SALARY : R311 784 per annum, Level 09
CENTRE : Head Office/ Mmabatho
REQUIREMENTS : Grade 12 Certificate or equivalent. *Appropriate recognised three year Diploma/Degree in Risk Management/ Auditing/ Business Continuity coupled with Five (5) years experience
at a supervisory level within Risk Management environment. *Computer Literacy.
*Driver’s License. Knowledge: Knowledge of the PFMA, Treasury Regulations and the Public Sector Risk Management Framework, Business Continuity Framework. SKILLS: report writing, verbal and written communication, analytical and innovative, presentation skills and computer literate.

**DUTIES**

Facilitate the development and review of the business continuity policy, framework, methodology and implementation plan. Identifying critical business activities, conducting risk assessments and Business Impact Analysis, Facilitate the identification of response options, Facilitate the development of the Business Continuity Plans and maintenance thereof, Conduct awareness and education programmes, Participate in the exercising and testing programmes, monitor implementation of the Business Continuity Plans and recommend improvement. Compile reports.

**ENQUIRIES**

Ms. N. Ramafi, Tel. Nr (018) 200 8062
ANNEXURE U

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH

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

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

MANAGEMENT ECHELON

POST 29/158 : MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY) 2 POSTS
(Chief Directorate: General Specialist and Emergency Services)

SALARY :
Grade 1: R924 378 per annum
Grade 2: R1 056 915 per annum
Grade 3: R1 226 595 per annum. (A portion of the package can be structured according to the individual’s personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE :
George Hospital

REQUIREMENTS :
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional Council: Registration with the HPCSA as Medical Specialist in Radiology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Radiology. Grade 2: A minimum of 5 years appropriate experience after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist in Radiology. Grade 3: A minimum of 10 years appropriate experience after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist in Radiology. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Completion of 16 hours Commuted Overtime duties per week. (The bulk of the overtime can be performed via remote login to the PACS server). Competencies (knowledge/skills): Literacy and proficiency in at least two of the three official languages of the Western Cape. Computer literacy: Ability to work with digital imaging modalities and a PACS system Ability to use voice dictation software, Outlook, Excel, Word and PowerPoint Perform and report imaging investigations, including fluoroscopic studies, CT scan, mammography, ultrasound and limited interventional image-guided procedures. Note: No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment, on condition that proof of application for registration with the relevant council and proof of payments of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status”.

DUTIES :
Key result areas/outputs: Render an efficient and cost-effective Radiology service to patients managed by George Hospital and District Health Care Services in Eden and Central Karoo. Ensure clinical governance for the Radiology Service at George Hospital. Deliver effective and efficient administration of the Radiology Department in partnership with the radiographers. Plan and partake in the training of staff, including Radiographers, Registrars, Medical Officers, Community Service Medical Officer, Interns and final year UCT Medical students.

ENQUIRIES :
Dr Z North, tel. no. (044) 802-4535

APPLICATIONS :
The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

FOR ATTENTION :
Mr Z Emandien

CLOSING DATE :
05 August 2016
OTHER POSTS

POST 29/159  :  DEPUTY DIRECTOR: HEALTH SUPPORT
Chief Directorate: General Specialist and Emergency Services

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

CENTRE  :  Western Cape Rehabilitation Centre, Lentegeur, Mitchell’s Plain

REQUIREMENTS  :  Minimum educational qualification: Relevant degree or diploma in a health related field registrable with the appropriate statutory body. Experience: Appropriate experience in management of relevant health services/rehabilitation. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Working knowledge and experience of the Comprehensive Service Plan, Western Cape Health Care Plan 2030, Western Cape Position Paper on Rehabilitation, comprehensive-, outcome-based-, client-centred-, inter-professional rehabilitation. Strong leadership, problem solving, decision-making, negotiation, presentation and public speaking skills. Competency in public sector financial management (budget, expenditure control, revenue generation, procurement management, asset and risk management) and information analysis and interpretation to support decision-making, setting appropriate indicators and targets, monitoring and evaluation, with appropriate computer skills. Competency in Public Sector People Management, including appropriate staffing levels, skills mix, skills development, communication, facilitation and conflict handling skills, discipline and labour relations. No payment of any kind is required when applying for this post.

DUTIES  :  Key result areas/outputs: Strategic and operational management of WCRC comprehensive health services within the WCDoH. This includes physio-, occupational, speech therapy, social work, clinical psychology, assistive devices support services, SLAs within and outside WCDoH. Comprehensive management of staff in this component. Financial and asset management within resources and according to prescripts. Information management to promote service delivery, policy development and implementation within WCRC and across the WCDoH. Liaise with Metro East, Metro West and Rural regions to ensure comprehensive continuity of care.

ENQUIRIES  :  Dr H Sammons, tel. no. (021) 370-2313/5
APPLICATIONS  :  The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.
FOR ATTENTION  :  Ms B Beukes
CLOSING DATE  :  05 August 2016

POST 29/160  :  CASE MANAGER
(West Coast District)

SALARY  :  R262 272 per annum

CENTRE  :  Vredenburg Hospital

REQUIREMENTS  :  Minimum educational qualification: A Health related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in liaison with medical aid (funders) and managed care organisations with regards to MHC policies, protocols, optimal fund utilisation and updated clinical information. Appropriate experience in Case Management/Medical Aid Environment. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the anatomy of the human body, medical diagnoses, procedures, tests and products. Ability to link patient diagnoses with procedure codes. Knowledge of UPFS, ICD 10 codes/diagnostic codes, Medical Aid Act 131 of 1998 (e.g. section on Prescribed Minimum Benefits). Computer literacy (MS Word, Excel). Note: This post will not be linked to any of the Occupational Specific Dispensations. No payment of any kind is required when applying for this post.

DUTIES  :  Key result areas/outputs: Co-ordinate the workflow processes between clinical and admin personnel by liaising, guiding and supporting the fees department and the relevant hospital staff with the identification of prescribed minimum benefits. Efficient and effective communicate and update clinical information for externally funder clients. Control the correctness of the hospital bills, medical aids, road accident fund and privately funded patients by the efficient and effective interpretation and implementation of Case Management policies, protocols and
procedures within the hospital. Provide quotations to privately funded and foreign patients.

ENQUIRIES: Ms ME van Vuuren, tel. no. (022) 709-7200
APPLICATIONS: The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.
FOR ATTENTION: Mr JI Engel
CLOSING DATE: 12 August 2016

POST 29/161: CHIEF INDUSTRIAL TECHNICIAN
(Clinical Medical GAS)

SALARY: R262 272 per annum
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS: Minimum educational qualification: National Diploma in Electrical or Mechanical Engineering (T-stream) (or equivalent qualification). Experience: Extensive experience in the field of the Clinical Medical Gas in a Hospital environment. Inherent requirement of the job: A valid Code B/EB (manual) driver’s licence. Able to be on standby duties. Competencies (knowledge/skills): Computer literacy. Able to function independently and as part of a team. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

DUTIES: Key result areas/outputs: Effectively manage the Medical Gas division by ensuring that the maintenance programs are operational and that all preventative maintenance is followed. Effectively supervise and train the Medical Gas division. Ensure effective requisition management system in the department. Efficiently manage the administrative tasks within in the department. Perform incident investigations as well as informing the institution’s management of any break downs or interruptions to services and ensure that an up to date record of equipment, budget, break downs, service history and routine maintenance is maintained for the department. Liaise with all relevant personal to ensure that Groote Schuur Hospital is within regulations and with service providers and agents to negotiate quotations and obtain technical specifications. Liaise, evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment. Perform standby and call-out duties when require and to comply with inherent in-house systems and procedures.

ENQUIRIES: Mr AK Mgodo/Mr D Smith, tel. no. (021) 404-6314/6201
APPLICATIONS: The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION: Ms N Mbilini
CLOSING DATE: 05 August 2016