DATE OF ISSUE: 06 FEBRUARY 2015

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

PUBLIC SERVICE VACANCY CIRCULAR NO 05 OF 2015

1. Introduction

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

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

2. Directions to candidates

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

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

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

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

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

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

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

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

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

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

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

## NATIONAL DEPARTMENTS

<table>
<thead>
<tr>
<th>National Department</th>
<th>Annexure</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperative Governance</td>
<td>A</td>
<td>03 – 04</td>
</tr>
<tr>
<td>Defence</td>
<td>B</td>
<td>05 – 07</td>
</tr>
<tr>
<td>Energy</td>
<td>C</td>
<td>08 – 10</td>
</tr>
<tr>
<td>Health</td>
<td>D</td>
<td>11 – 12</td>
</tr>
<tr>
<td>Higher Education and Training</td>
<td>E</td>
<td>13 – 23</td>
</tr>
<tr>
<td>Judicial Inspectorate for Correctional Services</td>
<td>F</td>
<td>24</td>
</tr>
<tr>
<td>Justice and Constitutional Development</td>
<td>G</td>
<td>25 – 34</td>
</tr>
<tr>
<td>Office of the Chief Justice</td>
<td>H</td>
<td>35 – 44</td>
</tr>
<tr>
<td>Planning, Monitoring and Evaluation</td>
<td>I</td>
<td>45 – 46</td>
</tr>
<tr>
<td>Public Works</td>
<td>J</td>
<td>47 – 48</td>
</tr>
<tr>
<td>Social Development</td>
<td>K</td>
<td>49</td>
</tr>
<tr>
<td>Telecommunication and Postal Services</td>
<td>L</td>
<td>50</td>
</tr>
<tr>
<td>Tourism</td>
<td>M</td>
<td>51</td>
</tr>
<tr>
<td>Transport</td>
<td>N</td>
<td>52 – 53</td>
</tr>
<tr>
<td>The Presidency</td>
<td>O</td>
<td>54 – 56</td>
</tr>
<tr>
<td>Water Affairs and Sanitation</td>
<td>P</td>
<td>57 – 59</td>
</tr>
</tbody>
</table>

## PROVINCIAL ADMINISTRATIONS

<table>
<thead>
<tr>
<th>Provincial Administration</th>
<th>Annexure</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern Cape</td>
<td>Q</td>
<td>60</td>
</tr>
<tr>
<td>Gauteng</td>
<td>R</td>
<td>61 – 75</td>
</tr>
<tr>
<td>Kwazulu-Natal</td>
<td>S</td>
<td>76 – 79</td>
</tr>
<tr>
<td>Limpopo</td>
<td>T</td>
<td>80 – 91</td>
</tr>
<tr>
<td>Northern Cape</td>
<td>U</td>
<td>92 – 93</td>
</tr>
<tr>
<td>Western Cape</td>
<td>V</td>
<td>94 – 95</td>
</tr>
</tbody>
</table>
DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

APPLICANTS : Please forward your application, quoting the relevant reference number to e-mail: cogta@humanjobs.co.za or fax: 086 246 9808 (quoting reference 115528 in the subject line). Alternatively, applications can be hand delivered at 3 Autum Street, Rivonia, or you can apply online at www.humanjobs.co.za Applications Enquiries: Please contact Chipo at tel: (011) 257-8012

NOTE : Applications must be submitted on form Z83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified copies of qualifications and ID. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to appoint. We thank you for the interest shown in our Department.

OTHER POSTS

POST 05/01 : DEPUTY DIRECTOR: LEGISLATION, POLICY AND COMPLIANCE
MANAGEMENT REF NO: 115528
Branch: National Disaster Management Centre
Directorate: Legislation, Policy and Compliance Management

SALARY : All-inclusive remuneration package of R532 278 per annum Salary Level 11
CENTRE : Pretoria
REQUIREMENTS : Three-year Bachelor’s degree or equivalent qualification in Disaster (Risk) Management, Public Management, Development Studies, Environmental or Social Science with extensive experience in disaster management or a risk-related field or a policy development field, Relevant postgraduate qualification will be an added advantage. Core competencies: Strategic planning capacity and leadership, Programme and project management, Report-writing and presentation skills, Financial planning, Policy analysis and development, Knowledge management, Problem solving and analysis, Client orientation and customer focus, Service delivery innovation, Communication skills, Honesty and integrity. Technical competencies: Administration procedures relating to specific working environment including norms and standards, Research, emergency planning, policy analysis and development, Project management, Monitoring and evaluation techniques and skills, Advanced computer literacy.

DUTIES : The successful candidate will perform the following duties: Develop policies, strategies, guidelines and regulations for the implementation of national disaster management legislation, Monitor compliance of disaster management legislation across the spheres of Government, Develop and manage a database system to assess the compliance of the disaster management centres across the three spheres of Government, Establish mechanisms and systems to measure the overall impact of the implementation of disaster management, Establish mechanisms and systems to ensure disaster management reporting across all spheres of Government and other sectors to meet the requirements of the Disaster Management Act, 2002, Coordinate and manage the functioning of the National Disaster Management Advisory Forum (NDMAF) Technical Task Teams (TTT) and other support forum structures across the three spheres of Government, Support the establishment and functionality of disaster management centres across the spheres of Government.

ENQUIRIES : Mr J Dyssel, Tel (012) 848-4608
CLOSING DATE : 20 February 2015

POST 05/02 : DEPUTY DIRECTOR: DATA ANALYSIS REF NO: 115686/1
Branch: Intergovernmental Fiscal Relations
Directorate: Municipal Infrastructure Grant
Mr KP Bologo, Tel (012) 344-4992

24 February 2015

ASSISTANT DIRECTOR: DATA ANALYSIS REF NO: 115686/2

ASSISTANT DIRECTOR: MUNICIPAL INFRASTRUCTURE GRANT ADMINISTRATION REF NO: 115686/3

Mr KP Bologo, Tel (012) 344-4992

24 February 2015
ANNEXURE B

APPLICATIONS: Department of Defence, Directorate Career Management Private Bag x 137, Pretoria, 0001 or may be hand delivered at Poyntons Building, 195 Bosman Street, Pretoria.

FOR ATTENTION: Ms L. Hammond

CLOSING DATE: 27 February 2015

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

OTHER POSTS

POST 05/05: LEGAL ADMINISTRATION OFFICER: POLICY & GENERAL LEGAL SUPPORT 2 POSTS REF NO: DLSD/06/01

These posts are advertised in the DOD and broader Public Service

SALARY: MR 1 – MR 5 (R141 339 – R554 025 per annum, with MR 5 as all inclusive package). Note: Salary and functional level will be determined in accordance with the level of experience.

CENTRE: DLSD, Defence Headquarters, Erasmuskloof, Pretoria.

REQUIREMENTS: NQF Level 6. LLB (Bachelor of Laws) or equivalent four year legal qualification which includes courses such as Law of evidence, Civil procedure, Criminal Law and interpretation of Statutes. Special requirements (skills needed): Experience in civil procedure (litigation). Knowledge of Defence related laws, criminal procedure, law of evidence, public, administrative and constitutional law, and interpretation of statutes. Skilled in legal drafting. Computer literacy essential and use of Jutastat an advantage. Research, analytical, presentation, problem solving, negotiation, communication, good interpersonal, and strategic thinking abilities.

DUTIES: Provide written or verbal legal advice and support on the formulation and wording of policies, or parts thereof. Ensure alignment of DOD policies with national legislation and other prescripts. Review DOD policies to determine whether they meet current legal prescripts, i.e. shortcomings and new legal prescripts that need to be included, if applicable. Advise the DOD of policies that are outdated and not in line with current legal prescripts. Facilitate resolution of legal disputes with regard to the interpretation or implementation of policies. Conduct legal research on the guiding principles of law relevant to the legal issues. Brief DOD policy development Forums and/or higher authority on the content and implications of the written legal opinions. Effectively communicate the results of the legal research into new legal developments to the client in
writing and include recommendations (proposals) of the preferred options that should be considered by the client in their policies. Prepare and present presentations on policy legal issues to clients as required. Provide general legal support to clients in specific areas of law that are not provided by the other sub-sections of DLA or other Directorates in the DLSD. Provide Legal Support in Occupational Health and Safety (OHS) matters. Provide Legal Support in the Promotion of Access to Information Act 2 of 2000. Provide Legal Support in International Law. Claim administration and legal research. Liaison with internal role players (legal, financial and functional personnel) and external role players (State Attorney, counsel, 3rd parties). Provide advice on the handling of matters, settlements, appeals and reviews. Collation of information and documentation, and drafting of advice memoranda and submissions to internal decision makers and legal representatives. Keep accurate records of activities, and compile and update required reports. Assess the prospects of success and merits of litigation matters. Draft ad hoc reports, responses, correspondence, and instructions. Attend consultations, make administrative arrangements and assist the legal representatives of the department. Attend meetings of relevant internal bodies engaged in access to information, supply chain management, policy and regulation drafting, and general legal matters and advise on legality, legal compliance and legal constraints. Research the law, provide legal advice and draft legal opinions on general and specialised legal issues as required. Attend to staff work as and when required.

ENQUIRIES:
Col. P.J. Freeman, Tel: (012) 355 5383 Post related enquiries
Ms L. Hammond, Tel: (012) 392 2471 Application enquiries

POST 05/06:
LEGAL ADMINISTRATION OFFICER: LEGISLATIVE DRAFTING & MOU REF NO: DLSD/96/02
These posts are advertised in the DOD and broader Public Service

SALARY:
MR 1 – MR 5 (R141 339 – R554 025 per annum, with MR 5 as all inclusive package). Note: Salary and functional level will be determined in accordance with the level of experience.

CENTRE:
DLSD, Defence Headquarters, Erasmuskloof, Pretoria.

REQUIREMENTS:
NQF Level 6. LLB (Bachelor of Laws) or equivalent four year legal qualification which includes courses such as Law of evidence, Civil procedure, Criminal Law and interpretation of Statutes. Special requirements (skills needed): Knowledge of the Constitution Interpretation Act, Legislative process, Legal writing and drafting. The ability to conduct legal research using legal research programs. Knowledge of the Defence Act, Criminal Law, Criminal Procedure, Law of Evidence, Administrative Law and Interpretation of Statutes. Legal writing and Drafting. Computer literacy – Research, analytical, presentation, problem solving, negotiation, people management, research, interpersonal relation, and communication skills (verbal and written). Strategic thinking ability.

DUTIES:

ENQUIRIES:
Col. P.J. Freeman, Tel: (012) 355 5383 Post related enquiries.
Ms L. Hammond, Tel: (012) 392 2471 Application enquiries.

POST 05/07:
SENIOR SECRETARY REF NO: DPSP/127/14
This post is advertised in the DOD and broader Public Service.

SALARY:
R123 584 per annum, Level 5

CENTRE:
DPSP Division, DOD Headquarters, Erasmuskloof, Pretoria.
REQUIREMENTS : A minimum of Grade 12. Secretarial Diploma/Degree/Certificate will be an advantage, 2-3 years experience in rendering a support service to senior management. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills. A background as legal secretary will be an advantage.

DUTIES : Provide a secretarial support service. Record appointments and events and manage the Manager’s diary. Receive telephone calls and refer to the correct role players. Be responsible for the roll call of the Unit daily. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agenda’s and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Manager. Process the travel and subsistence claims for the Manager. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep Manager’s directory. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Manager as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical arrangements for visitors visiting the Manager. Monitor the Unit monthly leave register and telephone bills, ensuring payment is submitted on time. Remain abreast with the procedures and processes that apply in the office of the Manager. Provide support to Manager regarding meetings and scrutinize documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role players and make follow-ups on progress. Prepare briefing notes for the Manager as requested. Handle S&T advances and claims.

ENQUIRIES : Mr S.P. Mashaba, Tel: (012) 355 6231.
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 Mbhokota/ Mr P Ndlovu

CLOSING DATE: 20 February 2015

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

OTHER POSTS

POST 05/08: ASSISTANT DIRECTOR: COAL AND GAS REGULATION

SALARY: R337 998 per annum, Level 10

CENTRE: Pretoria (Head Office)

REQUIREMENTS: A minimum qualification of four years in LLB Degree coupled with 3 years’ experience in policy environment PLUS the following key competencies: Knowledge of: Policy development, research methodology legislative drafting and parliamentary process Skills: Organisation skills, Interpersonal skills, Research skills, Interpretation skills, Reading and writing skills, Communication skills and project management Thinking demands: Analytical thinking and Creative thinking

DUTIES: Conduct research on legislative requirements pertaining to the coal and gas energy sector; Participate in the drafting and amending of legislation and/or development and reviewing of regulations relating to the coal and gas; Compile guidelines for the implementation of the legislation and regulations; Prepare Parliamentary documents for circulation; Assist in investigating tariff and pricing methodologies applicable to the gas sector; Render administrative support service to the Directorate.

ENQUIRIES: Ms S Mamogale 012 406-7529

POST 05/09: ASSISTANT DIRECTOR: NUCLEAR LIABILITIES MANAGEMENT

SALARY: R337 998 per annum, Level 10

CENTRE: Pretoria, Head Office

REQUIREMENTS: Degree in Natural Science (major in Physical Sciences and Chemistry) coupled with 3-5 years’ technical experience in the field of nuclear energy PLUS the following key competencies: Knowledge of: Nuclear Policy and legislation, Nuclear Energy in general, Government Processes, Knowledge of common approaches to legislative aspects of nuclear liabilities as well as international undertaking in the area, Knowledge of Programme and Project Management techniques. Skills: Computer skills, Report writing, Basic research skills, Organising, coordinating and planning skills, Problem solving skills. Communication: Communication skills, Listening and interpretation Creativity: Take initiative and run with project. Must be able to make decisions and Prioritize, Abilities to build collaborative partnership with other relevant stakeholders in the same area, Ability to work as a team player in a multicultural/multidisciplinary environment with respect to sensitivity for diversity.
DUTIES: Monitor the decommissioning projects to ensure compliance with the relevant policies and strategies. Ensure that the decommissioning programme is in line with drafting/maintaining the national policy and related strategies for nuclear liabilities management. Conduct studies in order to manage nuclear liabilities management with regards to Radioactive waste management (pre-disposal and disposal); Decommissioning of nuclear installations; Environmental remediation of contaminated sites; Financial indemnification arrangements for third parties in the event of a nuclear or radiation accident in view of the damage and injury which may arise from an accident; and International recommendations and guidance on nuclear liabilities management with a view to addressing South Africa's specific needs. Overseer secretariat services to the Sub directorate Nuclear Liabilities Management.

ENQUIRIES: Mr T Pie 012 406 7504

POST 05/10: ASSISTANT DIRECTOR: CLIMATE CHANGE & ENVIRONMENTAL COMPLIANCE

SALARY: R337 998 per annum Level 10

CENTRE: Pretoria (Head Office)

REQUIREMENTS: Bachelor of Science Degree in Natural Sciences or related field with a background in Energy and a minimum of 3 – 4 years’ experience with a background in energy and specialization in environment, energy or sustainable development. PLUS the following key competencies: Knowledge of All relevant national policies on climate change mitigation and adaptation, energy and environment. Knowledge of Environmental conventions and protocol, Knowledge on processes of environmental conventions, including the ratification of environmental treaties by South Africa, Skills - Excellent written and oral communication skills, Analytical and interpretation skills, Detail oriented ability to prioritize and multi-task, Computer literacy, Communication - Good communication skills (verbal & written), Creativity: Factual oriented - Ability to make informed decisions quickly.

DUTIES: Coordinate the development and implementation of environmental management plan and climate change policies. Ensure coordination of the department's programmes in mitigating the impacts of climate and environment in line with the National Climate Change Response Policy and National Environmental Management Act. Provide support and advice on mitigation interventions that support low carbon development in the energy sector including Carbon Budgets. Represent the Department in external policy settings, nationally and internationally on climate change and environmental compliance. Provide analytical support for policy briefs related to renewable energy, energy efficiency and climate change and environment. Manage the integration with the national climate change response policy and other related Environmental policies. Coordinate the development of environmental management system to monitor compliance with environmental management plans and policies, including the Green House Gas Emissions. Develop, or contribute to the development of educational or outreach programs on climate change and environmental compliance.

ENQUIRIES: Mr Thebe Mamakoko (012) 406 7679

POST 05/11: ASSISTANT DIRECTOR: ELECTRICITY AND ENERGY EFFICIENCY REGULATION

SALARY: R337 998 per annum, Level 10

CENTRE: Pretoria (Head Office)

REQUIREMENTS: A National Diploma in Electrical Engineer or Paralegal qualification with 3-5 years working experience in policy environment. A driver’s licence is an added advantage. PLUS the following key competencies: Knowledge of Policy development, Research methodology, Legislative drafting, Parliamentary process. Knowledge and understanding of the entire energy value chain and energy economics, Skills - Organisational, Interpersonal, Research, Advance computer and report writing, Interpretation, Communication: Good communication skills (written and verbal), Creativity, Ability to function under pressure and to work independently as well as in a team. Meticulous person who will compile information precisely. Understanding of economic and social trends which influence energy supply and demand.

DUTIES: Conduct research on legislative requirements pertaining to the energy efficiency and electricity sector. Participate in the drafting and amending of legislation and/ or development and review of regulations relating to the energy efficiency and
electricity sector. Compile guidelines for the implementation of the legislation and regulations. Prepare Parliamentary documents for circulation. Assist in investigating tariff and pricing methodologies applicable to the energy efficiency and electricity sector. Render administrative support service to the Directorate.

ENQUIRIES
: Mr Matthews Bantsijang ☎️ 012 406 7446/3

POST 05/12
: ASSISTANT DIRECTOR: PAYROLL AND ALLOWANCES

SALARY
: R270 804 per annum, Level 9

CENTRE
: Pretoria (Head Office)

REQUIREMENTS
: A Degree or National Diploma in Accounting or Auditing, with 3 – 5 years’ experience in financial field PLUS the following key competencies, Knowledge of PFMA, Treasury Regulations, BCEA, Basic Accounting System, PERSAL Skills, Computer Literacy. Good verbal and written communication at all Levels, Communication Verbal and written, Creativity Problem solving. Ability to negotiate

DUTIES
: Monitor implementation of policies, procedures and other prescripts on BAS and PERSAL related transactions. Clear salaries suspense accounts, monitor salary interface and compile statistics on a monthly basis, as well as update and incorporate revised tariffs, new allowance and deduction codes. Review and authorise transactions on BAS and PERSAL and ensure completion, accuracy and compliance. Act as Salary Controller for PERSAL. Co-ordinate and respond to audit queries (internal and external). Supervise and develop staff.

ENQUIRIES
: Mr. C Matebe ☎️ (012) 406 7729

POST 05/13
: STATE ACCOUNTANT: REPORTING AND COMPLIANCE

SALARY
: R227 802 per annum, Level 8

CENTRE
: Pretoria (Head Office)

REQUIREMENTS
: Degree or National Diploma in Accounting/Financial Management/ Auditing with 3 to 5 years administrative experience PLUS the following key competencies, Knowledge of Public Finance Management Act, Treasury Regulations, DoRA, Basic Accounting System, LOGIS, PERSAL and GRAP, Skills Computer Literacy, Understanding the flow of transactions, Developing and enhancing processes. The compilation of financial statements, Communication. Ability to communicate at all levels. Good verbal and written communication, ability to negotiate and Problem Solving, Creativity Self-driven, Innovative and self-confidence. Ability to work under pressure

DUTIES
: Collect and Compile reports on financial statement in terms of the Public Management Act. Compilation of compliance reports/certificates for submission to National Treasury, and monitor other branch compliance reports. Reporting on suspense and control accounts as well as general Ledger balance sheet accounts. Update and maintain Financial Management Services Branch Compliance Register. Follow up on internal audit queries, and AGSA audit management letter plan of action.

ENQUIRIES
: Mr J Daniel ☎️ 012 406 7702
The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

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

FOR ATTENTION: Ms N Sombinge

CLOSING DATE: 23 February 2015

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, 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.

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities). Candidates from coloured, Indian and white groups are encouraged to apply.

OTHER POSTS

POST 05/14: ASSISTANT DIRECTOR: PROVINCIAL FINANCIAL SUPPORT REF NO: NDOH 33/2015

SALARY: R337 998 per annum (plus competitive benefits).


REQUIREMENTS: A Bachelor’s degree/National diploma or equivalent NQF 6 Certificate in Financial Management, Commerce or Accounting, At least three (3) years experience in financial management/financial accounting/management accounting/auditing environment in a supervisory capacity. Experience must include auditing, supply chain management, working with databases and report writing. Understanding public sector budgeting, supply chain management and auditing processes. Knowledge of PFMA, Treasury Regulation, DoRA, PPPFA, Public Service Act and other prescripts, Knowledge of the PERSAL, LOGIS and BAS Systems, Proficiency in computer software such as Word, Excel, PowerPoint and Databases. Good communication (written and verbal), analytical, planning and interpersonal skills. A valid driver’s licence.

DUTIES: Collate and production of financial analysis reports from provincial budget allocations and databases in line with national and provincial priorities. Facilitate and consolidate provincial financial statements to identify audit deficiencies to inform audit action plans. Extraction and consolidation of set of Non-Negotiables from Vulindlela into management report. Consolidation of provincial IYM’s. Reconcile provincial expenditure variances and explore potential budget challenges and remedial actions in line with provincial SPP and APP. Render technical assistance on financial management reforms to provincial health department, Coordination of the provincial financial improvement plans. Gather data in the development of financial costing models for use by provinces in compilation of annual and adjusted budget. Provide administrative support to the chief directorate.

ENQUIRIES: Mr Hadley Nevhutalu at tel no (012) 395 9682.

POST 05/15: MEASLES SURVEILLANCE OFFICER REF NO: NDOH 12/2015

SALARY: R227 802 per annum (plus competitive benefits)
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIREMENTS</td>
<td>A Degree/National Diploma or equivalent NQF 6 Certificate in Health Sciences, Experience in information management principles (collection, collation, analysis and reporting), Knowledge of surveillance principles and specific aspects regarding Measles, Acute Flaccid Paralysis (AFP) surveillance for Poliomyelitis and Neonatal Tetanus (NNT) will be an advantage, Good computer skills (MS Word, Excel, basic database, Access and PowerPoint), Interpersonal, communication (written and verbal), organisational and planning skills, Committed to work, Ability to function independently and as a member of the Expanded Programme on Immunisation (EPI) Team &quot;Must be prepared to travel and work irregular hours&quot;Valid driver’s licence.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Co-ordinate and support Measles/Acute Flaccid Paralysis (AFP) and Neonatal Tetanus (NNT) surveillance in provinces, Manage Measles, AFP and NNT databases (collection, collation, analysis and reporting) &quot;Liaise and follow-up with provinces on incomplete and untimely data, Ensure submission of complete and timely data by National EPI to required structures, Documentation and reporting on the data collection, Other EPI related activities as required e.g. data management of other EPI databases like AEFI, AFP/Poliomyelitis and other emerging conditions and diseases.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr Johann van den Heever at tel (012) 395-8915</td>
</tr>
</tbody>
</table>
The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

APPLICATIONS: Please forward your application, quoting the reference number to: The Director-General, Department Of Higher Education And Training, Private Bag X174, Pretoria, 0001 Or Hand Deliver To: 123 Francis Baard Street, (Old Name 123 Schoeman Street), Cnr Sophie De Bruyn & Francis Baard Street, (Old Name Cnr Schubart & Schoeman), Pretoria, Reception Area.

CLOSING DATE: 13 February 2015, applications received after the closing date or faxed applications will not be considered.

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

MANAGEMENT ECHELON

POST 05/16: DEPUTY DIRECTOR-GENERAL: VOCATIONAL AND CONTINUING EDUCATION AND TRAINING REF NO: DHET 62/02/2015

SALARY: R1 201 713 per annum (All –Inclusive Remuneration Package (Level 15)

CENTRE: Pretoria

REQUIREMENTS: Applicants are invited from suitably qualified and skilled persons for this senior position in the Department of Higher Education and Training. Applicants should have a relevant postgraduate degree or equivalent qualification in the Social, Education or Management Sciences, in addition, have extensive professional and practical experience as a senior manager in the post-school sector. Knowledge and attributes Demonstration of a thorough understanding of the challenges facing the Post School Education and Training system; and the Continuing Education and Training sector in particular; Demonstrate high-level conceptual understanding vocational and continuing education and training within the post-school education and training system at local and international level; Ability to lead and engage with stakeholders in the post-school education and training system and ability to provide leadership and vision; Practical experience as an effective senior manager and the ability to command respect within the education and training sector; Capability to provide leadership in the sector, especially within the various sub-sectors of the Post School Education and Training sphere; Effective communication and negotiation skills with the ability to define, develop and manage strategic tasks in the field of vocational and continuing education, and adult education training; Ability to create and lead an effective and efficient team that will be able to respond to the vocational skills needs in the post school education and training system; and Overall strategic leadership and management ability.

DUTIES: The Deputy Director-General (Vocational and Continuing Education and Training, including TVET Colleges and Adult Education and Training) will provide effective and efficient leadership through: Strategic planning, monitoring and evaluation of the subsystem as part of the national post-school education and training system for youth and adults: provide strategic direction to the various quality councils towards the development of a coherent, responsive qualifications framework for the College sub-system, integrally linked to the qualifications frameworks for universities and skills development subsystems; Providing support to the management and governance structures of public Colleges; Leading quality improvements in teaching and learning, including the facilitation of the development of programmes to support College personnel and the assessment system; Developing responsive support systems in Colleges; Regulating private TVET provisions through the registration of private Colleges. Work with and support NSFAS in the efficient execution of their duties. Oversee the examination system.

ENQUIRIES: Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027
POST 05/17: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGES
PRINCIPAL: PORT ELIZABETH (REF NO: DHET 79/02/2015), KING SABATA DALINDYEBO (REF NO: DHET 80/02/2015)

SALARY: All inclusive remuneration package R819 126 per annum
CENTRE: These posts are based in TVET Colleges
REQUIREMENTS: A minimum of an appropriate B Degree or an equivalent qualification. A post-graduate Degree/qualification will be an added advantage. Must have relevant work experience in the training and development or related environment. Eight (8) years’ work experience in the TVET or education sector with a minimum of 4 years at a management level. Experience in the Post Schooling Education and Training sector will be an added advantage. Extensive experience in any or all of the following general management spheres: college/education institution management, strategy management, education management, human resource management and development. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects. Ability to design internal systems and controls to ensure sound organisational governance, management and control. Ability to design internal systems and controls to ensure sound financial management. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies and procedures. Knowledge of governance and public sector management reporting requirements. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, stakeholder management. A valid Code EB drivers’ licence. Knowledge of and/or experience of the private sector/industry will be an added advantage.

DUTIES: To drive the efficient and effective implementation of college governance frameworks and systems; and functioning of governance structures, including the college council and the academic board. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant and performance-focused manner. To fulfill the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and in compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student placements, workplace-based learning and articulation. To establish and manage a student management framework and system that facilitates student support and governance and provides all enrolled students with holistic academic and social support. To establish and lead college infrastructure and estate management system that assures the acquisition, maintenance, management and disposal of physical resources that facilitates the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.

ENQUIRIES: Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027

OTHER POSTS

POST 05/18: DEPUTY PRINCIPAL: CORPORATE SERVICES (DEPUTY DIRECTOR LEVEL) TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGES: EAST CAPE MIDLANDS (REF NO: DHET 81/02/2015), SOUTH CAPE (REF NO: DHET 82/02/2015), GERT SIBANDE (REF NO: DHET 83/02/2015)

SALARY: All inclusive remuneration package R532 278 per annum (Level 11)
CENTRE: These posts are based in TVET Colleges
REQUIREMENTS: A Recognized Bachelor’s degree or equivalent qualification. A post-graduate degree/qualification will be an added advantage. Six 6 years work experience and minimum of 4 years at management level. Knowledge of all policies and
legislation governing education and training in South Africa. Experience in managing people and projects with the ability to plan strategically. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid drivers’ license. An understanding of the Department of Higher Education and Training’s strategic vision and priorities.

**DUTIES**

- Provide strategic leadership in the areas of Human Resources, Facilities Management, Records Management and Governance. Also accountable for the effective delivery of services in each of these areas. Coordinates and drives the preparation for the annual reviews of the College’s Strategic Plan. Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance. Oversees the proper and effective management of the College’s assets and facilities. Ensure the provision of appropriate and cost effective services. Responsible for IT and information management solutions to meet the specific needs of the College.

**ENQUIRIES**

Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027

**POST 05/19**

DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL)

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE:
NORTHERN CAPE URBAN REF NO: DHET 84/02/2015

**SALARY**

All inclusive remuneration package R532 278 per annum (Level 11)

**CENTRE**

This post is based in TVET College

**REQUIREMENTS**

- A recognized Bachelor’s degree or equivalent qualification. A post-graduate degree/qualification will be an added advantage. Six (6) years work experience and minimum of 4 years at management level. Experience in working at an TVET College in the teaching and learning disciplines will be an added advantage. A sound and thorough knowledge of all the transformational issues and capacity building processes in education especially relating to Curriculum management delivery. Willingness to work irregular hours and travel extensively. Computer skills (MS Word, MS PowerPoint, Ms Excel, MS Access and MS Outlook). A valid driver’s license. An understanding of DHET’s strategic vision and priorities. A thorough knowledge of all policies and legislation governing TVET Colleges in South Africa. In respect to vocational education and training thorough knowledge of the student/information management system.

**DUTIES**

- Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offering. Responsible for the management of the registration process at the College. Manage and Coordinate the compilation and implementation of all student administration policies and procedures at the College. Verify the validity and reliability of registration documentation and all EMIS data and reports. To coordinate the preparation of examination for all programmes involving assessment. To ensure current examination regulations and conventions are adhered to. Liaising with all staff e.g.: Heads of departments regarding entries. Handle college operations including academics, administration and lectures for imparting quality delivery to students. Ensure quality programme delivery. Responsible for Curriculum development. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the Monitoring and Evaluation tool. Building a strong network contacts with other institutions and industries. Ensuring that day to day operations of the college campuses are effectively and efficiently coordinated. Create and implement staff training sessions in conjunction with other managers. The achievement of the requisite pass rate through the monitoring of assessments, attendance, retention of students and certification are key deliverables.

**ENQUIRIES**

Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027

**POST 05/20**

DEPUTY DIRECTOR: INFORMATION SYSTEM REF NO: DHET 69/02/2015

Directorate: GITO

**SALARY**

All-inclusive remuneration package of R532 278 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

- An appropriate 3 years’ Bachelor degree/ National Diploma/NQF level 6 or equivalent qualification. A minimum of 6 years relevant work experience of which 4 years at supervisory experience. Sound Knowledge of Minimum Information Security Standards (MISS); Sound knowledge of ISO27000 Security Standards;
Protection of Information Act, Minimum Interoperability Standards (MIOS) and other relevant legislations, guidelines e.g. King III, and policies regulating information security within the Public Service. Good leadership and management skills. Experience in managing IT projects. Liaise with other law enforcement agencies.

**DUTIES**
- Develop and maintain an IT security policy. Provide support and advice to the Department in compliance with information security according to the relevant acts, guidelines and policies and information security trends. Initiate and facilitate information security awareness programmes within the Department. Establish a process for identifying, tracking and reporting on information security vulnerabilities. Perform information security Threats and Risk Assessment.
- Ensure that network and system warning banners communicate that there is no expectation of privacy in the authorised or unauthorised use of IT systems.
- Manage the Department’s cryptography environment.
- Manage all IT security audits to ensure compliance. Ensure that IT security is addressed in the development and acquisition of information systems and security-related products.

**ENQUIRIES**
Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027

**POST 05/21**
**DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (DEMAND, ACQUISITION AND LOGISTICS)**
Ref No: DHET 63/02/2015
Branch: Chief Financial Officer (CFO)
Directorate: Supply Chain Management

**SALARY**
All-inclusive remuneration package of R532 278 per annum (Level 11)

**CENTRE**
Pretoria

**REQUIREMENTS**
- A recognized 3 years’ Bachelor’s degree/National Diploma/NQF level 6 in Purchasing Management/Public Administration/ Financial/Logistics Management (or equivalent qualification). A minimum of 6 years work experience in Supply Chain Management (demand, acquisition and logistics) of which 4 years supervisory experience. Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act, and BBBEE Act. Understanding of LOGIS and interpretation of the system generated management reports. Skills in management of three Bid Committees. Good interpersonal, verbal, writing communication skills. Customer relationship and change management skills. Ability to solve problems (decision-making) and effectively interact with stakeholders at all levels within the Department. Analytical, planning and organizing skills.

**DUTIES**
- Supervision and leading a team that renders demand, acquisition, logistics, contract, risk and performance management. Conducts needs analysis, develop Annual Procurement Plan, and submit to National Treasury, drive, and monitor projects as approved on the plan. Management of a supplier database, compile and update a bid register, compile tender (bid) documents in consultation with the Bid Committees, publication of specifications, received bids and details of awards. Advise the department on SCM matters, develop, implement and maintain policies. Effective management of accruals (claims), commitments (outstanding orders), inventory, issues from the warehouse and transit. Prepare management reports and safe keeping of all supply chain management information and documents for audit purpose. Respond to audit enquiries. Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff. Liaise with Adult Education Training Centers (AET) & Community Colleges and other stakeholders on matters relating to Supply Chain Management.

**ENQUIRIES**
Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027

**NOTE**
In addition to interview shortlisted candidates may be subjected to a written practical test on public SCM to assess understanding and knowledge. The latter will then be considered when the final appointment is made.

**POST 05/22**
**ASSISTANT MANAGER: (CLUSTER 5)**
Ref No: DHET 72/02/2015
Chief Directorate: SETA Co-ordination

**SALARY**
R337 998 per annum (Level 10)

**CENTRE**
Pretoria

**REQUIREMENTS**
- An appropriate 3 years’ Bachelor’s Degree/National Diploma/NQF level 6 (or equivalent qualification). A minimum of 5 years work experience involving education and training of which 2 should be at supervisory experience. Knowledge of Legislation relevant to the post (Skills Development Act (SDA), Skills Development Levies Act, Public Finance Management Act (PFMA), Basic...

**DUTIES**: Provide support for a cluster of Sector Education and Training Authorities (SETAs) on behalf of Department to ensure implementation of provisions of SDA and regulatory framework. Provide support for preparation, verification and signing off of SETAs’ performance evaluation endorsed by Department, SETA CEO’s and chairpersons. Provide support to manage, monitor and evaluate performance against Service Level Agreements and ensure quarterly reports are submitted to Department by SETAs and make recommendations on under-performance to Branch and National Skills Authority in terms of governance and Performance Management procedures. Provide support on development of proposed strategic plans to SETAs. Analyse and do verification on quarterly and annual reports from SETAs to ensure consistency of reports to inform implantation of strategy. Investigate, report and prepare response on SETAs complaints/enquiries. Prepare recommendations on SETAs performance, investigation pertaining NSDS targets. Conduct SETAs site visits, analyze and verify collected information with regards to relevant report. Monitor work done by SETAs to ensure that project deliverables are achieved. Provide support to SETAs, facilitating changes, facilitating intervention Implementation and evaluation of impact of changes undertaken in all SETAs. Responsible for performance management of resources in Unit. Design and implement action plans to ensure achievement of outputs in performance agreements. Monitor performance of staff regularly and advise, coach and mentor in order to improve performance. Train and develop staff in line with PDP’s and HRD strategy. Execute costing of work plan for Unit in line with zero based budgeting principles.

**ENQUIRIES**: Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027

**POST 05/23**: ASSISTANT DIRECTOR: SETA PERFORMANCE MANAGEMENT, MONITORING AND REPORTING REF NO: DHET 73/02/2015

**SALARY**: R337 998 per annum (level 10)

**CENTRE**: Pretoria

**REQUIREMENTS**: A three years relevant tertiary qualification, at least five (5) years relevant work experience of which two (2) should be at supervisory level. Drivers license code EB. Skills and Competencies: Knowledge of Departmental policies and procedures, public service processes and procedures, Monitoring and Evaluation, Presentation skills Report writing skills and Project management skills. Computer skills, Knowledge of the following legislations:- Public Finance Management Act (PFMA), Skills Development Act (SDA), Skills Development Levies Act (NSDS), Skills Accord, Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA) and Batho Pele Principles.

**DUTIES**: Develop a SETA Performance Management, monitoring and evaluations tools and mechanisms, Prepare quarterly monitoring reports on the implementation of National Skills Development Strategy (NSDS), Coordinate written responses to Parliamentary, Presidential hotline and Public queries and complaints within the Chief Directorate SETA Co-ordination, Provide coordination and secretariat support to performance strategy development and implementation. To analyze and recommend approval of SETA Strategic plans and Service Level Agreements. Support SETAs to deliver their obligations in terms of National Skills Development Strategy. Scrutinize/analyze incoming correspondence, management of staff within the Chief Directorate, management of the office budget.

**ENQUIRIES**: Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027

**POST 05/24**: ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DHET 74/02/2015

**SALARY**: R270 804 per annum

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate 3-year Bachelor’s degree/National Diploma/NQF level 6 (or equivalent qualification) with majors in Auditing/Internal Auditing and Accounting. A minimum of 5 years work experience in internal audit of which 2 should be at supervisory experience. The candidate will furthermore be required to comply
with the Standards for Professional Practice of Internal Auditing. Sound knowledge of accounting standards and the standards of the Institute of Internal Auditors. Knowledge of legislative requirements in the Public Sector, e.g. Public Finance Management Act, Treasury Regulations, etc. Knowledge of risk based auditing in the financial, compliance and performance information audit areas. Excellent written and verbal communication and interviewing skills. Analytical and problem solving abilities. Good staff and project management skills. Good interpersonal relations. Good Computer skills.

**DUTIES**

The successful candidate will report to the Deputy Director: Internal Audit and will be responsible to: Assist to develop and implement the annual risk based internal audit plan. Plan and execute financial, compliance and performance information audit engagements at the Department. Prepare appropriate audit programmes, identify audit objectives, performed audit procedures for each audit. Ensure that all audit findings are supported by the required audit evidence. Prepare draft audit reports. Obtain and evaluate management response on audit reports. Manage and monitor execution of audit projects and ad-hoc investigations. Supervise and develop audit staff. Review working papers. Review risk management in the department. Performing advanced ad-hoc audits projects. Performed follow up audits.

**ENQUIRIES**

Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027

**POST 05/25**

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DHET 64/02/2015

**SALARY**

R270 804 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

A recognized 3 years’ Bachelor’s degree/National Diploma/NQF level 6 in Purchasing Management/Public Administration/Financial/Logistics Management (or equivalent qualification). A minimum of 5 years work experience in Supply Chain Management (tenders and logistics management) of which 2 must be at supervisory level. Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act, and BBBEE Act. Sound knowledge of and practical working experience on LOGIS & BAS and interpretation of the system generated reports. Practical knowledge of managing three bid committees. Good interpersonal, verbal, writing communication skills. Customer relationship and interactive communication skills. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations.

**DUTIES**

Lead a team and hands on when procurement of goods services and works is made. Administer price quotations and bids; attend bid evaluation and specification committees as a representative of SCM. Ensure compliance with SCM policy and procedures. Ensure that planned targets dates to obtain goods & services are met. Provide administrative support during bid committees. Safe keeping of SCM documents i.e. contract management and performance of suppliers. Capturing, verifying of requests and issuing of official orders, receiving and distribution of goods through LOGIS. Effective warehouse, inventory and transit operations. Payments of suppliers on time. Provide constant feedback to customers and stakeholders. Compile and submit reports as may be required and Management of Human Resources i.e. job descriptions, performance appraisals and development.

**ENQUIRIES**

Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027

**POST 05/26**

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DHET 65/02/2015

**SALARY**

R270 804 per annum (Level 9)

**CENTRE**

Pretoria

**REQUIREMENTS**

A recognized 3 years’ Bachelor’s degree/National Diploma/NQF level 6 in Purchasing Management/Public Administration/Financial/Logistics Management (or equivalent qualification). A minimum of 5 years work experience in Supply Chain Management (price quotations, tenders and database management) of which 2 years must be at supervisory level. Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act, and BBBEE Act. Practical knowledge of managing three bid committees. Good interpersonal, verbal, writing communication skills. Analytical, customer relationship and interactive communication skills. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations.
DUTIES: Coordinate demands relating to SCM needs, conduct needs analysis and ensure that the industry has been analyzed (benchmarking) to ensure value for money; Consolidate procurement inputs from line managers, compile and maintain an Annual Procurement Plan (APP) based on strategic objectives of the Department; Link APP with budget, Compile bid documents & specifications with end-users and acquisition management; Standardize and simplify the Terms of Reference process to expedite the overall process; Liaise, correspond, advise and meet with Directorates with regard to demand requirements. Lead a team and hands on when procurement of goods and services and works is made. Administer price quotations and bids; provide secretariat (administrative) support to Bid committees as a representative of SCM. Ensure compliance with SCM policy and procedures. Ensure that planned target dates to obtain goods & services and works are met. Safe keeping of SCM documents and updating of a bid register with the status of the project. Provide constant feedback to customers and stakeholders. Compile and submit reports as may be required and Management of Human Resources i.e. job descriptions, performance appraisals and development.

ENQUIRIES: Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027

POST 05/27: SUPPLY CHAIN PRACTITIONER (DEMAND AND ACQUISITION MANAGEMENT) REF NO: DHET 66/02/2015

SALARY: R227 802 per annum

CENTRE: Pretoria

REQUIREMENTS: A recognized three-year Bachelors’ degree/National Diploma/NQF level 6 (or equivalent qualification) with 3 years’ relevant experience in Demand and Acquisition Management. Knowledge of the public sector procurement processes, rules and regulations. Understanding of the PFMA, Treasury Regulations and other related prescripts. Good verbal and written communication skills, interpersonal relations, time management, office management and administration skills. Knowledge of the LOGIS, BAS transversal systems will be an added advantage and IQUAL. Good computer literacy in Microsoft Office Suite and accounting systems. Ability to work under pressure and deliver to tight deadlines. A Valid code 8 driver’s license

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

ENQUIRIES: Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027

POST 05/28: SENIOR ADMINISTRATIVE OFFICER: ENGINEERING STUDIES REF NO: DHET 75/02/2015

Branch: Vocational and Continuing Education and Training
Sub-Directorate: Resulting

SALARY: R227 802 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate 3 years’ Bachelor’s degree/National Diploma/NQF level 6 (or equivalent qualification). A minimum of 3 years’ administrative experience in an examinations environment. The candidate must possess extensive knowledge and experience of examination administration and IT systems and intermediate competence in MS office suite (e.g. MS Word, MS Excel and MS Access). The successful candidate must be adaptable, disciplined, self-confident, able to work independently and under pressure, and work with a diverse team. Good writing,
communication and interpersonal relationship skills are essential along with experience in examination administration. The incumbent will be expected to work overtime when necessary.

**DUTIES**
- Service Delivery to TVET Colleges, PED and other stakeholders. To render a professional administrative examination service. Create and manage an efficient filling and tracking system. Attend to queries and customer complaints promptly.

**ENQUIRIES**
Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027

**POST 05/29**
SENIOR ADMINISTRATIVE OFFICER: PACKING AND DELIVERY OF TVET COLLEGES QUESTION PAPERS REF NO: DHET 76/02/2015
Directorate: Examination Management and Monitoring
Sub-Directorate: Production

**SALARY**
R227 802 per annum (Level 8)

**CENTRE**
Pretoria

**REQUIREMENTS**
A recognized 3-year Bachelors’ degree/National Diploma/NQF level 6 (or equivalent qualification). A minimum of 3 years’ administrative experience. The candidate will need to be resourceful, self-motivated, pro-active and operate independently with minimal supervision in a high security environment. The incumbent will be expected to work overtime when necessary. An understanding of legislation applicable to the DHET, with the following skills requirement: Report writing skills, Computer Literacy; Interpersonal relations, Problem Solving skills, Project Management, Financial Management, Planning and organizing of work, Communication skills, Administration skills. Driver’s license required.

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

**ENQUIRIES**
Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027

**POST 05/30**
SENIOR ADMINISTRATIVE OFFICER REF NO: DHET 77/02/2015
Chief Directorate: National Examinations and Assessment
Office of the Chief Director

**SALARY**
R227 802 per annum (Level 8)

**CENTRE**
Pretoria

**REQUIREMENTS**
A recognized 3-year Bachelors’ degree/National Diploma/NQF level 6 or equivalent qualification. A minimum of 3 years’ administrative experience and be fully computer literate in all MS Office programs. The successful candidate must be adaptable, disciplined, self-confident, able to work independently and under pressure, and work within a diverse team. Good writing, communication and interpersonal relationship skills are essential along with experience in the compilation of reports. Extensive knowledge and experience in dealing with queries from the receipt and logging thereof, routing to relevant sections, tracking and follow-ups, resolution and report writing on the outcome is essential. He/she must possess good interpersonal and communication skills and be able to work on confidential documentation in a high security environment. He/she should have excellent organizational skills, experience in record keeping and the management of queries. He/she must be able to work under pressure for extended periods of time with minimal supervision. The incumbent will be expected to work overtime when necessary.

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

**ENQUIRIES**
Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027
POST 05/31 : SUPPLY CHAIN PRACTITIONER (OFFICER) REF NO: DHET 67/02/2015

SALARY : R183 438 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12/ Senior Certificate or equivalent qualification at NQF level 4 with 3 years work experience in Supply Chain Management (Acquisition Management), Knowledge and understanding of the PFMA, PPPFA and its Regulations, Treasury Regulations and BBBEEA. Competencies needed: Computer skills, communication (verbal and written) skills. Customer care, ability to work in a team and independently.
DUTIES : Administer bid invitations, closing, evaluation and adjudication of proposals. Publication of awards. Provide administrative support to managers in particular at bid committees. Maintain a filing system for awarded contracts, capture all awarded contracts on a contract register and update bid register (tender register). Administer validity of bids and contracts periods.
ENQUIRIES : Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027

POST 05/32 : SENIOR TECHNICIAN: INFORMATION TECHNOLOGY INFRASTRUCTURE SUPPORT AND OPERATIONS 4 POSTS REF NO: DHET 71/02/2015

SALARY : R183 438 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12/ Senior Certificate or equivalent qualification at NQF level 4. At least three years relevant and proven experience in the infrastructure support environment. Good communication, Problem Solving, ICT infrastructure Support and Customer relationship skills. Network Administration, IT Service Management.
DUTIES : Provide ICT support in the Department including the Regional offices and/or TVET and Community colleges. Desktops, notebooks (including Apple Mac) mobile devices (iPads and tablets) support services, regarding the installation and maintenance of network infrastructure and software. Assist with the monitoring and performing health checks on the network. Analyse and resolve user technical problems. Assist in performing configuration management on the network. Assist in the administration of the entire Microsoft Network Environment. Provide Transversal systems (BAS, PERSAL& LOGIS) support. Assist in performing, and monitoring, backups in line with the Departmental backup policy and disaster recovery plan. Assist in the management of service level agreements across branches in the Department.
ENQUIRIES : Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027

POST 05/33 : PROJECT FINANCIAL ADMINISTRATORS (ADMINISTRATIVE OFFICERS) 2 POSTS REF NO: DHET 85/02/2015

2 years contract
Chief Directorate: Financial Support Services
Directorate: Development Support

SALARY : R183 438 per annum plus 37% service benefits
CENTRE : Pretoria
REQUIREMENTS : The formal qualification for this post is a 3 year Degree/Diploma with Financial Management as a subject. At least 1 year 6 months working experience. Knowledge of PFMA and other relevant government legislation. Advanced Computer skills, written and Verbal Communication skills, Report Writing and Administration Skills. Knowledge of public service procurement systems would be an advantage.
DUTIES : To provide financial and administrative support to projects. Monitor and report on projects expenditure to ensure that allocated funds are utilized according to approved project plans Exercise oversight and ensure that project implementation aligns with the requirements of the DHET Project Fund approved proposals. Ensure reconciliation of remaining funds when projects close. Prepare the required financial report on DHET Project Fund projects. Recording and tracking of submissions received by and sent out of the project coordination unit. Perform any other duties delegated from time to time in the Directorate.
ENQUIRIES : Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027

POST 05/34 : CALL CENTRE OPERATOR (2 POSTS): REF NO: DHET 86/02/2015

Directorate: Call Centre

SALARY : R183 438 per annum
CENTRE: Pretoria

REQUIREMENTS: National Diploma or Degree in Public Relations or any equivalent qualification. An additional one year Call Centre certificate or onsite training with 18 months proven Call Centre experience in the handling of inbound/outbound calls will be an advantage. Proficiency in English is a requirement and the ability to speak 3 of the other official languages would be an added advantage. Computer literacy which includes a good working knowledge of the Microsoft Office packages.

COMPETENCIES: Excellent telephone etiquette. Excellent communication skills both written and verbal. Excellent interpersonal skills. Ability to take ownership of enquiries and queries. Self-motivated and disciplined. Good ethics. Excellent customer/client orientation. Innovative and energetic.

DUTIES: Respond to incoming calls efficiently and effectively. Informs clients by explaining procedures, answering questions and providing information. Obtains client information by interviewing them and verifying information. Resolve Higher Education and Training enquiries/queries by giving correct information. Strive to answer the caller in his/her own preferred language. Maintain ownership of a query even if it has been referred to other units by following it up until it is finalized. Adhere to time frames. Maintains communication equipment by reporting problems. Ensure client satisfaction. Provide callers with service that exceeds their expectations.

ENQUIRIES: Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027

POST 05/35: TECHNICIAN: INFORMATION TECHNOLOGY INFRASTRUCTURE SUPPORT AND OPERATIONS REF NO: DHET 70/02/2015

SALARY: R148,584 per annum (Level 6)

CENTRE: Pretoria

REQUIREMENTS: Grade 12/ Senior Certificate or equivalent qualification at NQF level 4. A recognized industry certifications MCSE/MCITP, A+, N+, Security+ and ITIL will be an added advantage. At least two years of relevant and proven experience in the infrastructure support environment. Good communication, Problem Solving, ICT infrastructure Support and Customer relationship skills. Network Administration, IT Service Management.

DUTIES: Desktops, notebooks (including Apple Mac) mobile devices (iPads and tablets) support services, regarding the installation and maintenance of network infrastructure and software. Assist with the monitoring and performing ICT security checks on the network. Analyse and resolve user technical problems. Assist in performing configuration management on the network. Assist in performing, and monitoring, backups in line with the Departmental backup policy and disaster recovery plan.

ENQUIRIES: Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027

POST 05/36: SENIOR ADMINISTRATION CLERKS 3 POSTS REF NO: DHET 68/02/2015

SALARY: R123,738 per annum

CENTRE: Pretoria

REQUIREMENTS: Grade 12 or equivalent qualifications and minimum of one experience in Supply Chain Management. Knowledge of supply chain environment as well as the ability to capture data and operate a computer. Good communication and interpersonal relations skills (verbal and written). Good customer care attitude. Must be able to work in a team, planning and organizing skills, time management, knowledge (understanding) of the PFMA and Treasury Regulations.

DUTIES: Key responsibilities: Capturing of data on supplier database (IQUAL) and requisitions on LOGIS. Register received application forms to register on the database, register requests, source quotations from the suppliers as per specifications, ensure that standard bidding documents are obtained & fully completed by the suppliers and attached to transactions before capturing requests. Verify details of suppliers against database of restricted companies maintained by National Treasury. Timeous payments to the suppliers.

ENQUIRIES: Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027

POST 05/37: NATIONAL HUMAN RESOURCE DEVELOPMENT COUNCIL SECRETARIAT SENIOR ADMINISTRATIVE CLERK: HRDC SECRETARIAT (REF NO DHET 78/02/2015)

SALARY: R123,738 per annum (Level 5)

CENTRE: Pretoria

22
REQUIREMENTS: Grade 12/ Senior Certificate or equivalent qualification at NQF level 4 with a minimum of one year experience. The successful candidate must be adaptable, disciplined, self-confident, able to work independently and under pressure, and work with a diverse team. Good writing, communication and interpersonal relationship skills are essential along with experience in administration. Ability to write minutes, draft agendas, organize venues and catering. Coordinating meetings, policies acts and regulations, Computer literacy i.e Ms Word, Excel, Outlook and PowerPoint, Stakeholder engagements.

DUTIES: To assist in the work performed in the Directorate: National Human Resource Development, including co-ordination of meetings for Human Resource development Council of South Africa and its structures. To handle all incoming and outgoing mails and referee to the correct role players. To provide secretarial functions in board meetings and wherever the Human Resource Development Council of South Africa sits. To arrange an schedule seminars, meetings, and social functions and identify venues, invite role players, and organize refreshments. To record all minutes/ decisions and communicate to all relevant role players and make follow up on progress. To collect all relevant documents for meetings. Scrutinize documents to determine actions/information/other documents required for meetings. To keep a filling system. To compile documents, memorandums, letters and reports. To compile agendas and the minutes for meetings and workshops. To liaise with travel agencies to make travel and accommodation arrangements for members and social partners of the HRDCSA. To process the travel and subsistence claims. To assist the Deputy-Director in the running of the office and provide support when required. Sending & retrieving emails, typing memos and submissions.

ENQUIRIES: Mr D Sebela 012 312 5512/ Ms D Pholo 012 312 5027
JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

APPLICATIONS

Applications may be posted to Directorate Support Services, Private Bag X9177, Cape Town, 8000 or hand delivered to the following office – 1 Thibault Square, Standard Bank Building, 9th Floor, cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001.

OTHER POSTs

POST 05/38

ASD: COMPLAINTS REF NO: JI 03/2015
Directorate: Legal Services

SALARY: R227 802 per annum
CENTRE: Cape Town
REQUIREMENTS: LLB or BProc degree with a minimum of 3 years’ relevant working experience in the field of human rights law in the Criminal Justice Sector. Proven competency in correctional law, criminal procedure, evidential law and administrative law, 1 year of which should have been in a supervisory capacity. Valid driver’s licence. Proven managerial and administrative skills. Computer Proficiency. Proficiency in English and at least one other official language. Ability to write analytically. Motivated person with a passion for human rights and admission as an Attorney and experience in the field of correctional law would be advantageous.

DUTIES: The incumbent will be responsible to manage the complaints unit, its staff and administrative procedures. Receive and adjudicate inmate complaints and maintain proper records with a view to analysing systematic practices and reporting thereon. Deal with complaints. Provide reports to the Inspecting Judge. Liaise with the Department of Correctional, VC’s, ICCV’s, research and train staff.

ENQUIRIES: Ms. Phumza Luphuwana, tel. 021 421 1012.
CLOSING DATE: 13 February 2015

POST 05/39

IT TECHNICIAN/NETWORK CONTROLLER REF NO: JI 04/2015
Directorate: Support Services – HR & Development

SALARY: R203 560.08 per annum (R16 963.34 pm) – Eight (8) month contract Salary Level 6 plus 37% in lieu of benefits
CENTRE: Cape Town

DUTIES: The incumbent will be responsible to perform backups. Monitor wide and local area networks. Detect and repair faults on LAN/WAN, PC’s, peripherals, network points and software. Desktop support. Manage and maintain a virus free network. Liaise with users on requests/faults. Install and support software/applications. Manage and monitor IP Telephony and Video conferencing.

ENQUIRIES: Ms. P Luphuwana, tel. 021 421 1012.
CLOSING DATE: 20 February 2015
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 23 February 2015
NOTE : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 & CV must be accompanied by original certified copies of qualifications and identity document. A driver’s license must be attached if indicated as a requirement. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Shortlisted candidates will be subjected to a personnel vetting process. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

ERRATA: Please note that the vacancies advertised in this publication dated 25 January 2015 are on contract basis for a period of 12 months, namely: Maintenance Officer MR-1 TO MR-5) (7 POSTS) REF NO: 14/04/FS: Centre: Magistrate’s Office, Welkom (2), Bethlehem (2) Ficksburg (1), Kroonstad (1) And Ladybrand (1) Enquiries: Free State: Ms N Dywili ☎ (051) 407 1800.

MANAGEMENT ECHELON

POST 05/40 : DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 15/03/CFO

SALARY : R819 126 – R964 902 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : Office of the Chief Financial Officer

REQUIREMENTS : A Bachelor Degree or equivalent qualifications in Supply Chain Management or Business Management/Administration; 6 years working experience in Supply Chain Management; 3 years experience at management level; Knowledge of tracking record in preparation of strategic plans, business plans and budgeting; Skills and Competencies: Strategic capabilities and leadership; Programme and Project Management; Financial Management; Change Management; Service Delivery Innovation (SDI); Problem solving and analysis; People Management and Empowerment; Communication (Verbal and written) skills; Ability to implement internal systems and controls.

DUTIES : Manage and render demand, acquisition (including administration of the bid process), logistics, fleet management services, supply chain performance and provision of legal support; Formulate, customize and implement SCM policies and procedures; Monitor and evaluate departmental compliance, develop and implement strategic sourcing initiatives; Analyze and report on Supply Chain related matters and ensure compliance with minimum requirements and implement corrective steps where applicable; Develop, implement and report on the Directorates Risk Management and Operational plan; Collate, validate the completeness and accuracy of the SCM disclosure notes for both the interim and annual financial statement preparation of the Annual Financial Statements; Manage the workflow and quality of outputs within the Directorate; Provide effective people management.

ENQUIRIES : Ms S Bezuidenhout ☎ (012) 315 1090
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE : Women and People with disabilities are encouraged to apply.
OTHER POSTS

POST 05/41: DEPUTY DIRECTOR: HR KEY ACCOUNTS
Note: This is a re-advertised post. Candidates who previously applied are encouraged to re-apply Ref No: 2015/20/mp

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

CENTRE: Regional Office, Mpumalanga

REQUIREMENTS: An appropriate Degree/National Diploma in Human Resource Management or equivalent qualification; A minimum of three (3) years experience at management level; A valid driver's license. Skills and Competencies: Good Customer relations; Co-ordination and Planning skills; Performance Consulting; Relationship Management; Accuracy and attention to detail.

DUTIES: Design plans and strategies to implement Batho Pele Principles and programmes; Monitor and enhance compliance to Batho Pele Principles, values and ethics of the department and to provide status reports. Ensure implementation and compliance to service standards charter. Facilitate service delivery improvement plans. Liaise with relevant stakeholders on all service delivery matters and outreach programmes; Design and implement EE plans; Co-ordinate and implement EAP policies and activities; Co-ordinate PWD's programmes, needs and forum.

ENQUIRIES: Ms DCM Haasbroek (013) 753 9300 ext 219
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: Application Box, Fourth Floor Reception, 24 Brown Street, Nedbank Centre, Nelspruit.

POST 05/42: DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: 15/08/HR

SALARY: R532 278 - R627 000 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Pretoria

REQUIREMENTS: A Bachelor's Degree/equivalent qualification in Human Resource; 6 years experience and above in HR especially in Performance Management Development System (PMDS); 3 years and above experience in Management. Skills and Competencies: Planning and organising; Facilitation skills; Customer service orientation; Effective communication; Problem analysis; Self-Management; Technical Proficiency in PDMS; Computer literacy.

DUTIES: Key Performance Areas: Ensure alignment of SMS members Performance Agreements to the departmental strategic plan, Annual Performance Plan and Branch Business Plan; Develop and Implement PDMS Policy; Manage poor performance by ensuring that mechanism are put/ set up in place within the Department; Design and facilitate PMD developmental and training programme; Provide guidelines in the utilization of performance reward budget, moderations and assessment.

ENQUIRIES: Ms S Bezuidenhout 012 315 1090
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 05/43: DEPUTY DIRECTOR: PHYSICAL SECURITY REF NO: 15/06/COO

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

CENTRE: National Office: Pretoria

REQUIREMENTS: A 3 years Bachelor’s Degree/National Diploma in Security Management or Policing; Minimum of 5 years experience in security management of which 3 should be at managerial level in security environment; Knowledge and understanding of MISS and MPSS, State Security Agency management/ advisory certificate registered with PSIRA Grade A; Knowledge and understanding of the Basic Condition of Employment Act, PFMA and all relevant legislation and regulations; A valid driver’s license. Skills and Competencies: Computer literacy; Communication skills (verbal and writing); The ability to manage, develop and empower people; Conflict resolution and negotiations; Project management and presentation skills; Human relation skills; Client orientation and customer focus.
DUTIES

Key Performance Areas: Manage the total physical security within the department; Assist in the creation, development and maintenance of security training capacity and to conduct security training sessions and educational awareness campaigns within the department; Monitor the extent of adherence/compliance to the security policies, procedures and standards; Conduct ongoing environmental analysis with the view to pro-active risk management methodologies and techniques; Monitor the pre-survey for departmental events; Liaise regularly with relevant authorities and stakeholders and report all incidents or suspected incidents of security breaches for investigations.

ENQUIRIES

Mr. Mojalefa Motsieloa (012) 315 1351

APPLICATIONS

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

POST 05/44

SENIOR ASSISTANT STATE ATTORNEY LP5 - LP6, 21 POSTS

SALARY

R367 047 – R865 968 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE

Ref No: 15/04/SA: Centre: State Attorney: Polokwane (1);
Ref No: 15/22/SA: Centre: State Attorney: East London (1),
Ref No: 15/23/SA: Centre: State Attorney: Cape Town (2)
Ref No: 15/27/SA: Centre: State Attorney: Pretoria (8)
Ref No: 15/53/SA: Centre: State Attorney: Johannesburg (5)
Ref No: 15/51/SA: Centre: State Attorney: Mthatha (2)
Ref No: 15/55/SA: Centre: State Attorney: Bloemfontein (2)

REQUIREMENTS

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

DUTIES

Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Court, Labour Court, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice/opinions and contracts; Give effect to the Departments strategic plan, policies and prescripts; Draft and/or settle all types of arrangements on behalf of various clients; Provide supervision and training to other professional staff; Maintain all records of work performed and provide statistics; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection; Provide conveyancing and notarial services.

ENQUIRIES

Ms. K. Ngomani (012) 357 8661 or Mr. B. Sibiya (012) 357 8660

APPLICATIONS

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

NOTE

Separate applications must be made quoting the relevant reference. A current certificate of good standing from the relevant law Society must accompany the application.

POST 05/45

ASSISTANT STATE ATTORNEY (LP3-LP4) 23 POSTS

SALARY

R214 740 – R614 883. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE

Ref No: 15/20/SA: Centre: State Attorney: East London (1)
Ref No: 15/21/SA: Centre: State Attorney: Cape Town (2),
Ref No: 15/28/SA: Centre: State Attorney Pretoria (10)
Ref No: 15/52/SA: Centre: State Attorney Mthatha (2)
Ref No: 15/54/SA: Centre: State Attorney Johannesburg (8)

REQUIREMENTS

An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post legal/litigation experience; Right of appearance in the High Court will be an added advantage; A valid driver’s license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).
DUTIES: Key Performance Areas: Handle litigation and appeals in the following Courts: Magistrates Courts, High Court, Labour Court, Constitutional Court, Land Claims Court, CCMA; Provide conveyancing and notarial services; Draft legal documents and conduct legal research; Furnish legal advice and opinion; Deal with all forms of arbitration, including inter-departmental arbitrations and debt collection; Attend to liquidation, insolvency queries, register trust and companies.

ENQUIRIES:

APPLICATIONS:

NOTE:

A current certificate of good standing from the relevant law Society must accompany the application.

POST 05/46:

SALARY:

CENTRE:

REQUIREMENTS:

DUTIES:

ENQUIRIES:

APPLICATIONS:

NOTE:

A current certificate of good standing from the relevant law Society must accompany the application.

POST 05/47:

SALARY:

CENTRE:

REQUIREMENTS:

DUTIES:

ENQUIRIES:

APPLICATIONS:

NOTE:
ENQUIRIES : Mr J January Tel. (021) 462 5471
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag x 9171, Cape Town 8000 OR Physical address: Plein Park Building, Mezzanine floor, Plein Street, Cape Town. for attention: Mr N Luddy.
NOTE : Separate applications must be made quoting the relevant reference.
POST 05/48 : ASSISTANT DIRECTOR REF NO: 15/14/MAS
SALARY : R270 804 – R318 984 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE : Master of the High Court: Bloemfontein
REQUIREMENTS : Bachelor's Degree/ National Diploma or equivalent qualification in Finance; 3 years relevant experience in Finance environment; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Departmental Financial Instructions (DFI), Public Service Act and other legislation prescripts; Knowledge/ experience in government or a recognized accounting software will be an advantage. Skills and Competencies: Supervisory skills; Planning and organizing; Ability to interpret and apply policies; Computer literacy (MS Office); Communication skills (verbal and written); Ability to work under pressure and independently in a high pressure environment; Analytical skills.
DUTIES : Key Performance Areas: Oversee verification of applications received and ensure daily payments; Administer and manage guardians fund and compile reconciliation statement; Draw and update the EFT register cash back and maintain ledger; Prepare report on fraud cases, interest losses, monitor the guardians funds cash inflow and outflow; Represent Masters office in relations with the stakeholders; Handle internal and external enquiries as well as public enquiries; Provide effective people management.
ENQUIRIES : Mr C. Msiza Tel: (012) 315 4754
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
POST 05/49 : ASSISTANT DIRECTOR: BUDGET REF NO: 15/13/CFO
Division: Budgets Operations
SALARY : R270 804 - R318 984 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE : National Office, Pretoria
REQUIREMENTS : Bachelor's Degree/National Diploma in Finance or equivalent qualification; 3 years in budgeting and expenditure control in public sector and a recent working experience in budget environment; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Basic Accounting System (BAS), PERSAL and relevant prescripts. Skills and Competencies: Computer literacy (Microsoft Word and Excel); Communication skills (verbal and written); Good interpersonal skills; Ability to work under pressure and self motivated.
DUTIES : Key Performance Areas: Prepare monthly and quarterly expenditure management reports against the approved budget; Manage BAS allocations, ensure the correct allocations, update and maintain the budget on BAS; Monitor expenditure allocations and amend erroneous allocations; Compile inputs for the Medium Term Expenditure Frame (MTEF), Estimates of National Expenditure (ENE), Adjustment Estimate and Cash flow for branches; Analyze, compile and monitor expenditure trends against the budget and cash flow projections for the relevant branches in the Department; Ensure compliance with budgetary as stipulated in the PFMA, Treasury Regulations and financial prescripts; Ensure effective people management.
ENQUIRIES : Ms. E. Zeekoei ☎️ (012) 315 1436
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource, Department of Justice and Constitutional Development Private Bag X81, Pretoria, 0001.OR Application Box, First Floor, Reception, East Tower, Momentum Building, Pretoria, 0001
POST 05/50 : ASSISTANT DIRECTOR: COLLECTIVE BARGAINING AND NEGOTIATIONS
REF NO: 15/07/HR
SALARY : R270 804 – R318 984 per annum. The successful candidates will be required to sign a performance agreement.
CENTRE : National Office: Pretoria
REQUIREMENTS: A Bachelor's Degree or equivalent qualification in Human Resource Management; 6 years in a Human Resource environment; At least 3 year's experience as a Human Resource Practitioner. Skills and Competencies: Effective communication skills (verbal and written); Team building skills; Interpersonal skills; Leadership and management skills; Conflict and knowledge management skills; Analytical thinking skills; Computer literacy.

DUTIES: Key Performance Areas: Render assistance in the development and maintenance of collective bargaining policies and strategies; Develop, Implement and Review Employee Relation strategies and policies; Participate in the departmental chamber and central bargaining chamber; Handle Employee Relations statistics and controlling strike actions; Perform administrative and supervisory functions.

ENQUIRIES: Ms E Zeekoei (012) 315 1456

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

POST 05/51: PRINCIPAL COURT INTERPRETER REF NO: 113/14/NC

SALARY: R227 802 – R268 338 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate Office Kimberley (This post is a re-advertisement; candidates who previously applied are encouraged to re-apply)

REQUIREMENTS: NQF level 4/Grade 12 and a National Diploma in Legal Interpreting (NQF Level 6); Five years of practical experience as a Court Interpreter; Proficiency in two or more indigenous languages and English; Candidates will be required to undergo oral and written language proficiency testing. A valid driver's licence. Language requirements: Tswana, English, Afrikaans and isiXhosa are compulsory. Sotho, Sepedi, Tsonga and isiZulu will be an added advantage. Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical Thinking; Problem Solving; Planning and Organizing; Confidentiality; Ability to work under pressure; Art of interpreting.

DUTIES: Key Performance Areas: Control and supervision of Interpreters; Render interpreting services; Translate legal document and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Attend to personnel administrative aspects; Procure foreign language interpreters and casuals in line with PFMA.

ENQUIRIES: Mr. J. Tope (053) 8021300

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

POST 05/52: STATISTICAL OFFICER REF NO: 111/14/NC

SALARY: R227 802 – R268 338 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Regional Office Kimberley (This post is a re-advertisement; candidates who previously applied are encouraged to re-apply)

REQUIREMENTS: BA or BSc degree or equivalent qualification in Statistics; At least 3 year's experience in statistical environment; Knowledge of relevant policies, strategies, statistical analysis and reporting; Data Collection, Information processing or related fields will be an advantage; A valid code B drivers license will be an advantage; Skills and Competencies: Computer literacy (MS Office); Communication skills; Problem solving and trouble shooting ability; Analytical, accuracy and attention to detail; High level of confidentiality and accountability; Ability to apply good judgment and decision making skills; Assertiveness and confidence to interact at all levels; Ability to cope under pressure.

DUTIES: Key Performance Areas: Implement relevant policies and guidelines in the Region; Manage and administer data collection instruments and surveys within the Region. Establish channels for the collection of data within the Region. Collate, analyze and interpret statistics and make presentations on the findings within the Region. Produce 1st line reports, statistical publications, and newsletters. Develop and maintain database containing various datasets for the Region. Apply sampling and basic sampling statistical methods and also
estimation and interpretation of resulting within the Region. Train employees/project members within the Region on utilization of information. Indirectly oversee the monthly submission of data by court administration personnel and project members of relevant projects in the Region. 

ENQUIRIES: Mr. J. Tope ☎️ (053) 839 0000
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: Human Resources: The Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 05/53: ADMINISTRATIVE OFFICER REF NO: 15/15/MAS

SALARY: R227 802 – R268 338 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Master of the High Court: Grahamstown

REQUIREMENTS:
- A 3 year Bachelor’s Degree or National Diploma in Public Management/ Administration or equivalent qualification
- At least 1 year general office administrative experience
- Knowledge of the Public Finance Management Act, Treasury Regulations, PPPFA and performance management related prescripts
- Skills and Competencies: Computer literacy (MS Office); Communication (verbal and written) skills; Interpersonal relations; Organizational skills; Customer service orientation; Ability to work under pressure

DUTIES:
- Key Performance Areas: Provide general administrative support services; Coordinate Human Resource functions; Handle and respond to the general enquiries; Manage resource in accordance with the Public Finance Management Act and other departmental policies; Perform task related to acquisition and procurement of stores and equipment; Assist with budget preparation and expenditure monitoring; Render assistance regarding provisioning administration and procurement of goods; Provide effective people management

ENQUIRIES: Mr C. Msiza ☎️ (012) 315 4754
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

NOTE: People with disabilities are encouraged to apply

POST 05/54: INTERNAL AUDITOR: PERFORMANCE AND CONTRACT AUDITS REF NO: 15/16/IA

SALARY: R227 802 – R268 338 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Pretoria

REQUIREMENTS:
- An appropriate three (3) years Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting
- At least 1 year hands-on experience in Internal Auditing (includes internship/learnership)
- Preference will be given to candidates with performance and auditing experience
- Knowledge of the Public Finance Management Act
- Successful candidates will be required to complete a security clearance
- In-depth knowledge of the standards set by the Institute of Internal Auditors (IIA)
- Skills and Competencies: Communication (written and verbal); Financial Management; Computer skills; Planning and Organizing; Programme & Project Management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills

DUTIES:
- Key Performance Areas: Provide inputs in identifying symptoms; Assist in planning audits assignments; Conduct audit assignments in accordance with the audit methodology; Gather adequate, competent relevant and useful audit evidence; Prepare draft reports to be reviewed by management; Conduct ad-hoc assignments and follow up audits; Assist in the administration of the Internal Audit activities

ENQUIRIES: Mr. C Sibiya ☎️ (012) 315 4561
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE: People with disabilities are encouraged to apply.
POST 05/55  : ASSISTANT MASTER, MR3- MR5 (02 POSTS) REF NO: 15/11/MAS
PRETORIA (1) REF NO: 15/25/MAS JOHANNESBURG (1)

SALARY  : R183 126 – R662 397 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS  : Master of the High Court: Pretoria (1) and Johannesburg (1)

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

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

ENQUIRIES  : Mr. M. Lehong ☎ (012) 315-1264

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

NOTE  : Separate applications must be made for each Centre.

POST 05/56  : SENIOR COURT INTERPRETER REF NO: 004/15/NC

SALARY  : R183 438 – R216 084 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS  : Kudumane Magistrate Office

REQUIREMENTS  : Two years Diploma in Interpreting; Three years relevant experience in court interpreting; Applicants will be subjected to a Language test; A valid drivers license; Proficiency in two or more indigenous languages and English; Skills and Competencies: Computer literacy (MS Office); Good communications (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.

DUTIES  : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi–judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep Court records up to date; Supervise Court Interpreters; Perform any other duty that he/she may be assigned to in terms of rationalization of functions by the office.

ENQUIRIES  : Mr. J. Tope ☎ (053) 839 0000

APPLICATIONS  : If applying for more than one post, please state the name of the office and reference number as well as order of preference. A separate application must be submitted for each post. Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

NOTE  : Applicants will be subjected to a Language test

POST 05/57  : SENIOR COURT INTERPRETER REF NO: 06/15/LMP

SALARY  : R 183 438 – R 216 084 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS  : Magistrate Malamu Mlamulele

REQUIREMENTS  : Two years Diploma in Interpreting; Three years relevant experience in court interpreting; Applicants will be subjected to a Language test; A valid driver’s licence; Proficiency in two or more indigenous languages and English

DUTIES  : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi–judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep Court records up to
date; Supervise Court Interpreters; Perform any other duty that he/she may be assigned to in terms of rationalization of functions by the office.

ENQUIRIES
: Mr Maluleke JH. ☏ 015 287 2147 or Ms Mongalo MP. ☏ 015 287 2082

APPLICATIONS
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane, 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

POST 05/58
: MAINTENANCE INVESTIGATOR REF NO: 04/15/LMP

SALARY
: R183 438 – R216 084 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE
: Magistrate Thabazimbi.

REQUIREMENTS
: An applicable legal qualification, paralegal qualification or Grade 12 certificate with five years relevant experience; Experience in Family Law Matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid drivers’ license. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Excellent communication (verbal and written).

DUTIES
: Key Performance Areas: Trace persons liable to pay maintenance and maintenance defaulters; Gather and secure information related to maintenance enquiries and defaulters; Ability to work with the public in a professional and empathetic manner; and Develop a thorough understanding of all services procedures; Involve oneself in areas of Family Law; Explain legal terminology and processes in simple languages; manage time effectively and develop good facilitation skills; think innovatively and work in pressured environment; Assist the court in the conducting of Maintenance enquiries; Testify in court under the supervision and control of maintenance officers/maintenance prosecutors; Render administrative support to the office; Outdoor function requiring physical tracing capabilities.

ENQUIRIES
: Mr Maluleke JH. ☏ 015 287 2147 Mr Maakamedi. ☏ 015 287 2026

APPLICATIONS
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

POST 05/59
: COMMUNICATION OFFICER REF NO: 15/17/PEC

Division: Community Outreach

SALARY
: R183 438 – R216 084 per annum. The successful candidates will be required to sign a performance agreement.

CENTRE
: National Office: Pretoria

REQUIREMENTS
: Key Performance Areas: 3 years qualification in Communication Science, Social Science or equivalent qualification; 1 year experience in community outreach environment; A valid driver’s license. skills and competencies: Presentation (public speaking) and report writing skills; Ability to understand and apply legislation; Research, analytical thinking and problem solving skills; Ability to work independently and under pressure; Mediation and conflict resolution skills; Computer literacy (MS word and Power Point Presentation); Creative project design and organizational skills; Project Management skills.

DUTIES
: Plan, convene and facilitate workshops/ information sessions/ outreach projects with communities, especially vulnerable groups and people at rural areas (woman, children, poor, aged and people with disabilities); Conduct research into the needs and perceptions of communities with regards to the services offered by the department; Distribute information material; Establish partnership with members of civil society who deal with DOJ & CD related matters.

ENQUIRIES
: Mr. C Sibiya ☏ (012) 315 4561

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

NOTE
: People with disabilities are encouraged to apply.

POST 05/60
: ESTATE CONTROLLER EC1 3 POSTS REF NO: 15/24/MAS: JOHANNESBURG REF NO: 15/40/MAS: MAHIKENG

SALARY
: R141 339 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE
: Master of the High Court: Johannesburg (02) and Mahikeng (01)
REQUIREMENTS: An LLB degree or recognized four year legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.

DUTIES: Key Performance Areas: Administer deceased- and insolvent estates, Curatorships, Trusts and all aspects related to the administration thereof; Render professional service to clients in line with the service level agreements; Identify and report opportunities or problems that may impact on service level agreements or effectiveness of operations to the Assistant Master; Provide effective people management; Prepare all monthly management and court reports in the prescribed formats;

ENQUIRIES: Mr. C. Msiza 📞 (012) 315 4754 & Mr. M. Lehong 📞 (012) 315 1264

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

NOTE: Separate applications must be made for each Centre.
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 3 September 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:

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). 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.

MANAGEMENT ECHELON

POST 05/61: CHIEF REGISTRAR REF NO: 2015/01/NW

SALARY: MR6(R340 716 – R828 138) (Salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement.

CENTRE: North West High Court: Mmabatho

REQUIREMENTS: LLB degree or four year recognised legal qualification; At least 8 years appropriate post qualification legal 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.

DUTIES: Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the units service delivery targets and to ensure the highest level of customer care and customer satisfaction; Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers; Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to individuals to meet equity to the transformation of work unit and department. 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 the 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. Display a basic understanding and knowledge of legal proceedings relevant to mediation, arbitration and conciliation. Display a basic understanding/knowledge of interviewing principals for the determining client’s goals and objectives. Suggest possible courses of action during the consultation process, in relation to legal entitlements and clients instructions and discuss these with mentor. Document interview and all advice given during legal consultation in writing.

ENQUIRIES: Ms ME Monkge at ☎(018) 397 7065

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

CLOSING DATE: 27 February 2015
**POST 05/62**

**DEPUTY DIRECTOR: HUMAN RESOURCES REF NO: 2015/02/FS**

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

**CENTRE**
Office of the Chief Justice Service Centre: Bloemfontein

**REQUIREMENTS**
Bachelor's Degree or National Diploma in Human Resources Management or relevant qualification; Five to six years’ experience in a generalist HR environment of which three (3) years should be on management level; Sound knowledge of public service policies, prescripts, procedures and all other relevant legislation; A valid driver’s license.

**DUTIES**
Render Generalist HR consulting services to the Director Court Operations and staff members; Facilitate Recruitment and Selection, HR Administration, Performance Management, Learning and Development, Employment Relations, and any other skills of HR service interest; Contribute to the development and accomplishment of departmental business plan and objectives; Act as an employee advocate and change champion; Continually assess the effectiveness of HR in the office.

**SKILLS AND COMPETENCIES:**
Computer literacy (MS Office - with focus on Excel); Good communication skills (written and verbal); Good people skills/interpersonal relations; Ability to work long hours and under pressure; Be self-motivated and Attention to detail.

**ENQUIRIES**
Ms SCP Ehlers ☎ (051) 407 1802/3

**APPLICATIONS**
Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice Service Centre, Private Bag X20578, BLOEMFONTEIN, 9300. Physical Address: Office of the Chief Justice Service Centre, 53 Colonial Building Charlotte Maxeke Street, BLOEMFONTEIN, 9301.

**CLOSING DATE**
27 February 2015

---

**POST 05/63**

**SENIOR LAW RESEARCHER REF NO: 2015/04/NC**

**SALARY**
R 337 998 – R 398 139 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**
Northern Cape High Court: Kimberley

**REQUIREMENTS**
An appropriate four year recognized legal degree or an equivalent legal qualification (LLB); Three years’ experience as a Law Researcher; A valid EB driver’s licence will be an added advantage.

**DUTIES**
Perform all legal research for the Judges to enable them to prepare judgments; Research and retrieve all material from all sources in both hard copy and electronic formats on a legal issues, as requested by Judge; Read all the relevant material and analyze it thoroughly; Discuss all possible variations on a legal point with colleagues and/or the Judge; Prepare a comprehensive memorandum on the outcome of the research; Provide both positive and negative views relating to the legal issues; Perform proof reading functions; Proof read all judgments, articles, speeches and conference papers with respect to spelling and grammar; Double check all reference and foot notes in all judgments and legal articles against the original text to ensure correctness; Correct all mistakes with the help of track changes so that the Judge can accept or decline any proposed changes; Drafting of speeches, legal articles and conference papers; Research all materials from all sources in both hard copy and electronic formats on a legal issues, as requested by Judge; Read all the relevant material and analyze it thoroughly; Prepare a draft speech, conference paper or article; Make all changes and additions if the Judge requires some; Prepare a Power Point presentation where applicable. Manage court operations, case flow and administrative support services; Manage efficient language and interpreting services for all courts in the region; Manage court facilities in the region; Manage security service and monitor risk of all courts in the region; Manage quality assurance and auxiliary services in the region; Manage and monitor court stakeholder and customers relations; Manage effective utilization of resources in the Directorate

**ENQUIRIES**
Ms S Ruthven ☎ (053) 807 2733

**APPLICATIONS**
Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice Service Centre, Private Bag X5043, Kimberley 8300. Applications can also be hand delivered to Ms S Ruthven, High Court, Sol Plaatje Drive, Room B107, Kimberley.

**CLOSING DATE**
27 February 2015

---

**POST 05/64**

**LAW RESEARCHER REF NO: 2015/06/KZN**

**SALARY**
R270 804 – R318 984 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: KwaZulu Natal High Court: Durban

REQUIREMENTS: An appropriate 4 year legal degree or equivalent qualification; 0-3 years' experience in the legal environment; valid driver's licence; LLM will be an added advantage. Skills and Competencies: Ability to speak and write English, computer literacy, report writing, research and analytical skills: Project Management, including planning and organising ability; Ability to integrate knowledge from diverse sources; Ability to work under pressure, Accuracy and attention to detail.

DUTIES: Conduct legal research as may be required from time to time by the courts; Perform quasi-judicial functions; monitoring and bringing to the attention of judiciary new developments in law and jurisprudence; Performing and court-related work requested to improve the efficiency of the courts; Conduct all research as required by the Judge President's Office.

ENQUIRIES: Ms Jennifer Ngema (031) 372 3009/8

APPLICATIONS: Quoting The Relevant Reference Number, Direct Your Application to: The Acting Provincial Head, Private Bag X 54372, DURBAN, 4000 OR PHYSICAL ADDRESS: Office of the Chief Justice Service Centre, 2 Devonshire Place, Smith Street, DEVONSHIRE, DURBAN, 4001

CLOSING DATE: 27 February 2015

POST 05/65: LAW RESEARCHER REF NO: 2015/07/WC

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

CENTRE: Western Cape High Court: Cape Town

REQUIREMENTS: An appropriate 4 year legal degree or equivalent qualification; 0-3 years' experience in the legal environment. The applicants must have the ability to speak and write impeccable English Skills and competencies: Computer literacy (MS Word), Report Writing Research and analytical skills, Project Management, including planning and organizing ability, Ability to integrate knowledge from diverse sources, Ability to work under pressure, Accuracy and attention to detail.

DUTIES: Conduct legal research as may be required from time to time by the courts; Perform quasi-judicial functions; monitoring and bringing to the attention of judiciary new developments in law and jurisprudence; Performing and court-related work requested to improve the efficiency of the courts; Conduct all research as required by the Judge President's Office.

ENQUIRIES: Mr L Kolosa (021) 480 2411

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice Service Centre Western Cape Address: 35 Keerom Street, Cape Town, 8000 or Private Bag X9020, Cape Town, 8000

CLOSING DATE: 27 February 2015

POST 05/66: LAW RESEARCHER 4 POSTS (CONTRACT) REF NO: 2015/08 /NW

SALARY: R270 804 – R318 984 per annum (including 37% benefits). The successful candidate will be required to sign a performance agreement.

CENTRE: North West High Court: Mmabatho

REQUIREMENTS: An appropriate four year Legal Degree or Equivalent Qualifications;0-3 years' experience in a legal environment. The applicants must have the ability to speak and write impeccable English Skills and competencies: Computer literacy (MS Word), Report Writing Research and analytical skills, Project Management, including planning and organizing ability, Ability to integrate knowledge from diverse sources, Ability to work under pressure, Accuracy and attention to detail.

DUTIES: Provide professional legal research assistance to the respective courts. Conducting legal research as may be required from time to time by the court. Perform quasi judicial functions Monitor and bring to the attention of judiciary new development in law and juris prudence. Performing any court related work requested to improve the efficiency of the court.

ENQUIRIES: Ms ME Monkge at (018) 397 7065

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735. OR Physical address: Reception area, North West Regional Office, Ayob Gardens, 22 Molopo Road, Malkeng, 2745

CLOSING DATE: 27 February 2015
POST 05/67: REGISTRAR REF NO: 2015/03/NW

SALARY: R268 497 – R662 397)(Salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS: North West High Court; Mmabatho

CENTRE REQUIREMENTS: LLB degree or four year recognised legal qualification; At least 0-8 years appropriate post qualification legal experience. Skills and Competencies: Numeracy; Office Management; Conflict and Resolution Management; Computer Literacy; Communication; Leadership and Management; Interpretation of Acts and Regulations; Negotiation; Motivation; Stakeholder relations Management; Self- and Stress Management; Accuracy and attention to detail.

DUTIES: Manage the Co-Ordination of Case Flow Management Support Processes to the Judiciary and prosecution at area level; Issue all Processes Initiating Court Proceedings; Co-ordinate interpreting Services, Appeals and Reviews; Process unopposed Divorces and Facilitation of Pre-Trial Conferences; Check Criminal Record books; Consider Judgment by default; Appointment of Sheriffs of the Court on "ad hoc" basis; Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision of subordinates and evaluation of their performance; Any other official duties requested by the Chief Registrar.

ENQUIRIES: Ms ME Monkge at (018) 397 7065.

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

CLOSING DATE: 27 February 2015

POST 05/68: PRINCIPAL INTERPRETER REF NO: 2015/10/EC

SALARY: R227 802 – R268 338 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS: Eastern Cape High Court; Mthatha

CENTRE REQUIREMENTS: NQF level 4/Grade 12 and a National Diploma in Legal Interpreting (NQF Level 6); Five years of practical experience as a Court Interpreter; Proficiency in two or more indigenous languages and English; Candidates will be required to undergo oral and written language proficiency testing. Valid driver's license LANGUAGE PROFICIENCY: English and isiXhosa, Knowledge of any other languages will be an added advantage. SKILLS AND COMPETENCIES: Good communication skills (verbal and written), Computer literacy (MS Word and Excel). Ability to work under pressure, Administrative and organizational skills, Sound interpersonal relations, Accuracy and attention to detail.

DUTIES: To render supervisory services in the legal interpreting and language environment. Provide mentoring and coaching to junior/ senior court interpreters. Manage performance of court interpreters(PMDS). Leave management for language services at the high court. Render interpreting in complex and high profile cases, special cases, pre trial conferences, disciplinary hearings and consultations. Translate legal documents and exhibits. Develop related language glossary. Attend to personnel administration aspects of court interpreters. Assist with the reconstruction of court records and when it is necessary, Provide foreign language and casual interpreters and in line with PFMA.

ENQUIRIES: Ms Dibuseng Mongoato (043) 702 7108

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, EAST LONDON, 5200 OR PHYSICAL ADDRESS: Office of the Chief Justice Service Centre, No. 3 Phillip Frame Road, CHISELHURST, EAST LONDON

CLOSING DATE: 20 February 2015

POST 05/69: STATISTICAL OFFICER REF NO: 2015/11/GLDP

SALARY: R227 802 – R268 338 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS: Gauteng High Court; Pretoria

CENTRE REQUIREMENTS: BA or BSc degree or equivalent qualification in Statistics. At least 3 year’s experience in statistical environment; Knowledge of relevant policies, strategies, statistical analysis and Reporting; Data Collection, Information processing or related fields will be an advantage ; A valid code B drivers license will be an advantage. Skills and Competencies: Analytical skills; Communication skills (written and verbal); Problem solving and motivational skills; Presentation/Facilitation skills; Computer literacy- MS Office;
Implement relevant policies and guidelines in the Region. Determine resource availability in the Region (sub-offices). Process information and data from a specific Region. Analyse data by identifying trends and patterns specific to the Region. Make recommendations based on the analysis of the statistics for a specific Region. Produce 1st line reports that are practical, accurate and reliable. Create and maintain a database on a monthly, quarterly bi-annual and annual basis for the Region. Verify the data obtained from sources (sub-offices). Apply standing instructions, policies and procedures/guidelines for the interpretation of data in the Region. Train employees in the Region on how to read, understand and utilise the generated reports. Indirectly oversee the monthly submission of data by court administration personnel and project members of relevant projects in the Region.

NETSHILOMBONI LUTENDO (011) 332 9000

The applications can be delivered to the Office of Human Resource Management, 14th floor, Edura House 41 Fox Street, Johannesburg.

Ms Charmaine Gideon


20 February 2015

APPLICATIONS

Quoting the relevant reference number, direct your application to: OCJ Provincial Head, Private Bag X06, Johannesburg, 2000 or Physical Address: Schreiner Chambers, 7th floor: OCJ Gauteng Service Centre, Cnr. Prichard and Kruis Street: Johannesburg.

SALARY

MR 4 (R 221 232 – R252 969) per annum. (Salary to be determined in accordance with experience) The successful candidate will be required to sign a performance agreement.

CENTRAL REQUIREMENTS

An LLB Degree or four year recognize legal qualification; At least 0-5 years appropriate post qualification legal experience. Excellent writing/verbal skills. Good interpersonal relations skills. Good public relations skills. Ability to interpret acts and regulations. Negotiation/motivation/self-management and stress management skills; Office management, planning and organization skills. Stakeholder management skills. Self-driven. Display of initiative. Ability to meet strict deadlines and to work under pressure. Sense for attention to detail.

DUTIES

Co-ordinate Case Flow Management Support Service to Judges of the Constitutional Court, Handle taxation as Taxing Master, Co-ordinate interpretation services, Attend/oversee to general public queries/correspondence, Attend to judicial support functions, Issue/keep/check and analyze court statistics, Issue court orders/letters to attorneys, Facilitate/monitoring/evaluation of sub-ordinates, Safekeeping of court records, Attend to office management, planning and organization. Manage the Staff Component and performance assessments

MRS CHARMAYNE GIDEN (011) 838 2010

The applications can be delivered to the Director Human Resources, Office of the Chief Justice, Private Bag X06, Marshalltown 2000, for the attention HR Directorate. Applications can also be hand delivered to the Office of Human Resource Management, 14th floor, Edura House 41 Fox Street, Johannesburg.

20 February 2015

APPLICATIONS

Quoting the relevant reference number, direct your application to: OCJ Provincial Head, Private Bag X06, Johannesburg, 2000 or Physical Address: Schreiner Chambers, 7th floor: OCJ Gauteng Service Centre, Cnr. Prichard and Kruis Street: Johannesburg.

SALARY

MR3 – MR 5 (R183 123 – R662 397) per annum plus 37% in lieu of benefits (Salary to be determined in accordance with experience). The successful candidate will be required to sign a performance agreement

CENTRAL REQUIREMENTS

LLB degree or four year recognised legal qualification; At least two years minimum appropriate post qualification legal experience; Knowledge of Labour Law will be an added advantage. A valid drivers licence. 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; Negotiation, motivation, customer relations, self-management and stress management.

DUTIES

Co-ordinate Case Flow Management support services to the Regional Court President and Regional Magistrates; Issue all processes that initiate court proceedings; Process and grant judgments by default as required by the Magistrates’ Court Act, 1944 at the court where stationed; Issue, keep, check and analyse court statistics; Issue court orders; Manage the civil section, including divorce cases; Assist the public with court procedures; Process reviews and appeals; Implement rules, procedures and practices and costs periodically in
co-operation with the Regional Court President, Court Manager and Judiciary; Manage court information relating to civil and divorce cases, including the keeping of statistics and the submission of returns to the Court Manager and the Department; Exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act; Give attention to and execute requests from the judiciary in connection with cases and other case related matters; Tax legal bills of costs and attend to the review which may follow from such taxation; Ensure annotation of relevant publications, codes, Acts and rules; Write and respond to correspondence; Provide practical training and assistance to the clerks of court in the lower courts.

ENQUIRIES : Netshitomboni Lutendo (011) 332 9000
APPLICATIONS : Quoting the relevant reference number, direct your application to: Office of the Chief Justice Service Centre, Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Regional Office – Gauteng; Office of the Chief Justice; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg
CLOSING DATE : 20 February 2015
POST 05/72 : REGISTRAR 2 POSTS REF NO: 2015/13/GLDJ

CENTRE : Gauteng High Court: Johannesburg
REQUIREMENTS : LLB degree or four year recognised legal qualification; Two years minimum appropriate post qualification legal experience. Knowledge of Labour Law will be an added advantage. A valid driver’s licence. 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; Negotiation, motivation, customer relations, self-management and stress management skills.

DUTIES : Co-ordinate Case Flow Management support services to the Regional Court President and Regional Magistrates; Issue all processes that initiate court proceedings; Process and grant judgments by default as required by the Magistrates’ Court Act, 1944 at the court where stationed Issue, keep, check and analyse court statistics; Issue court orders; Manage the civil section, including divorce cases; Assist the public with court procedures; Process reviews and appeals; Implement rules, procedures and practices and costs periodically in co-operation with the Regional Court President, Court Manager and Judiciary; Manage court information relating to civil and divorce cases, including the keeping of statistics and the submission of returns to the Court Manager and the Department; Exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act; Give attention to and execute requests from the judiciary in connection with cases and other case related matters; Tax legal bills of costs and attend to the review which may follow from such taxation; Ensure annotation of relevant publications, codes, Acts and rules; Write and respond to correspondence; Provide practical training and assistance to the clerks of court in the lower courts.

ENQUIRIES : Netshitomboni Lutendo (011) 332 9000
APPLICATIONS : Quoting the relevant reference number, direct your application to: Office of the Chief Justice Service Centre, Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Regional Office – Gauteng; Office of the Chief Justice; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg
CLOSING DATE : 20 February 2015
POST 05/73 : SENIOR COURT INTERPRETER REF NO: 2015/14/GLDP

CENTRE : Gauteng High Court: Pretoria
REQUIREMENTS : NQF level 4/Grade 12, Two year Diploma in Interpreting(NQF level 5), Three (3) years practical experience, Proficiency in two or more indigenous languages and English; Candidates will be required to undergo oral and written language proficiency testing; Valid driver’s license. Language requirements: English, Afrikaans, IsiNdebele, IsiZulu, IsiSwati, Tshivenda and Xitsonga. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management skills; Computer literacy; Analytical Thinking; Problem Solving; Planning and Organising; Confidentiality; Ability to work under pressure.

ENQUIRIES : Netshitomboni Lutendo (011) 332 9000
APPLICATIONS : Quoting the relevant reference number, direct your application to: Office of the Chief Justice Service Centre, Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Regional Office – Gauteng; Office of the Chief Justice; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg
CLOSING DATE : 20 February 2015
POST 05/74 : HEAD COURT SECRETARY REF NO: 2015/15/STGP

CENTRE : Gauteng High Court: Johannesburg
REQUIREMENTS : LLB degree or four year recognised legal qualification; Two years minimum appropriate post qualification legal experience. Knowledge of Labour Law will be an added advantage. A valid driver’s licence. 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; Negotiation, motivation, customer relations, self-management and stress management skills.

DUTIES : Co-ordinate Case Flow Management support services to the Regional Court President and Regional Magistrates; Issue all processes that initiate court proceedings; Process and grant judgments by default as required by the Magistrates’ Court Act, 1944 at the court where stationed Issue, keep, check and analyse court statistics; Issue court orders; Manage the civil section, including divorce cases; Assist the public with court procedures; Process reviews and appeals; Implement rules, procedures and practices and costs periodically in co-operation with the Regional Court President, Court Manager and Judiciary; Manage court information relating to civil and divorce cases, including the keeping of statistics and the submission of returns to the Court Manager and the Department; Exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act; Give attention to and execute requests from the judiciary in connection with cases and other case related matters; Tax legal bills of costs and attend to the review which may follow from such taxation; Ensure annotation of relevant publications, codes, Acts and rules; Write and respond to correspondence; Provide practical training and assistance to the clerks of court in the lower courts.

ENQUIRIES : Netshitomboni Lutendo (011) 332 9000
APPLICATIONS : Quoting the relevant reference number, direct your application to: Office of the Chief Justice Service Centre, Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Regional Office – Gauteng; Office of the Chief Justice; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg
CLOSING DATE : 20 February 2015
DUTIES

: Render interpreting services; Translate legal document and exhibits; Develop Technology; Assist with the reconstruction of Court Records; Perform Specific Line and administrative Support functions; Control and supervision of interpreters.

ENQUIRIES

: Netshitomboni Lutendo ☎️ (011) 332 9000

APPLICATIONS

: Quoting the relevant reference number, direct your application to: OCJ Provincial Head, Private Bag X06, Johannesburg, 2000 or Physical Address: Schreiner Chambers, 7th floor: OCJ Gauteng Service Centre, Cnr. Prichard and Kruis Street: Johannesburg

CLOSING DATE

: 20 February 2015

POST 05/74

: SENIOR COURT INTERPRETER REF NO: 2015/15/FS

SALARY

: R 183 438 –R 216 084 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

: Free State High Court: Kimberley

REQUIREMENTS

: NQF level 4/Grade 12, Two year Diploma in Interpreting(NQF level 5), Three (3) years practical experience, Proficiency in two or more indigenous languages and English; Candidates will be required to undergo oral and written language proficiency testing.Valid driver’s license.

DUTIES

: Render interpreting Services; Translate Legal Document and Exhibits; Develop Terminology; Assist with the reconstruction of Court Records; Perform specific line and administrative support functions; Control and supervision of interpreters.

SKILLS & COMPETENCIES: Computer literacy (MS Office); Communication skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and Organizing; Confidentiality; Ability to work under pressure.

ENQUIRIES

: Ms S Ruthven ☎️ (053) 807 2733

APPLICATIONS

: The applications can be delivered to the Director Human Resources Management, Office of the Chief Justice, Private Bag X5043, Kimberley 8300. Applications can also be hand delivered to Ms S Ruthven, High Court, Sol Plaatje Drive, Room B107, Kimberley.

CLOSING DATE

: 20 February 2015

POST 05/75

: LIBRARIAN REF NO: 2015/16/EC

SALARY

: R183 438 – R216 084 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

: Eastern Cape High Court: Port Elizabeth

REQUIREMENTS

: 3 year relevant Degree in Library of equivalent qualification; At least 1 year working experience in Library; Knowledge and experience of electronic information resources and online retrieval skills; Experience in a law of legal library will be an added advantage.

DUTIES

: Keeping statistics of daily activities and the compiling of incident iro work performance; Removing and arranging of repealed Acts and memorandums of objects; Indexing of Bills; Insertion of replacement pages in loose-leaf publications and Statutes of the RSA; Administer and be responsible for library asset verification; Maintenance of the Library material on the book shelves, serial collection and physical materials; Typing of lending cards, Kardex cards, library asset register etc; Registering library material upon return to library; Sending of reminders to library users; Place library material back on the shelves; Indexing of legal opinions; The insertion of “errata”and “corrigenda”in the Law Reports, Journals ect; Requesting the writing-off of library material and compiling list: Maintain Library statistics and the central legal register; Conduct literature searches on internet, Sabinet and Jutastat; Conduct reactive/ proactive research on client's requests; oversee descriptive cataloguing , classification of books and serials; to assist SCM and Financial sections iro purchasing/ receipting of library materials; Processing of new publications; Provide accurate and updated information as may be amended by legislation.

ENQUIRIES

: Ms Dibuseng Mongoato ☎️ (043) 702 7108/9

APPLICATIONS

: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, EAST LONDON, 5200 OR PHYSICAL ADDRESS: Office of the Chief Justice Service Centre, No. 3 Phillip Frame Road, Chiselhurst, East London

CLOSING DATE

: 20 February 2015
POST 05/76: CONTRACT JUDGE’S SECRETARY REF NO: 2015/17/GLDJ

SALARY: R183 438 – R216 084 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: Gauteng High Court: Johannesburg

REQUIREMENTS: Grade 12 with Secretarial Diploma or equivalent qualification. Shortlisted candidates will be required to pass a typing test. Recommendation a valid driver’s licence. Additional Requirements: Grade 12 plus 3 years’ experience or second year registered Law Student; Proficiency in English. Working knowledge of Afrikaans will be an added Advantage. Skills and Competencies: Computer literacy (MS Office); Good Communication skills (written and verbal); Administration and organizing skills. A valid driver’s license will be an added advantage.

DUTIES: Answering of incoming and outgoing calls on behalf of the Judge. Manage and type correspondence for the Judge. Arrange and diarize appointments and meetings, official visits, make travel and accommodation arrangements. Update files, documents and provide copies of documents to the Registrar. Arrange receptions for the Judge, his / her visitors and attend to their needs. Manage secretarial and other related duties in the office.

ENQUIRIES: Ms Onica Netshitomboni ☎️ 011 332 9000

APPLICATIONS: Quoting The Relevant Reference Number, Direct Your Application to: The Provincial Head Private Bag X 06, JOHANNESBURG, 2000 OR PHYSICAL ADDRESS: Office of the Chief Justice Service Centre, C/O Pritchard and Kruis streets, Schreiner Chambers, JOHANNESBURG

CLOSING DATE: 20 February 2015

POST 05/77: PERSONAL ASSISTANT REF NO: 2015/18/OCJ

SALARY: R183 438 – R216 084 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Office of the Chief Justice: Corporate Services

REQUIREMENTS: An appropriate B-degree 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; Ability to work independently and meet deadlines; Ability to attend to detail and to ensure the correctness of data / information; Financial Administration; Communication; Problem solving

DUTIES: Manage the office of the Executive Manager including diary coordination, secretarial support and document management. Provide technical support to the Executive Manager 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 Executive Manager less complicated outgoing correspondence / instructions / notes.

ENQUIRIES: Ms Charmaine Gideon ☎️ 011 838 2010

APPLICATIONS: The applications can be delivered to the Director Human Resources, Office of the Chief Justice, Private Bag X 06, JOHANNESBURG 2000 for the attention HR Directorate. Applications can also be hand delivered to the Office of Human Resource Management, 14th floor, Edura House 41 Fox Street, Johannesburg.

CLOSING DATE: 20 February 2015

POST 05/78: SECRETARY TO CHIEF DIRECTOR (1 YEAR RENEWABLE CONTRACT) REF NO: 2015/19/OCJ

SALARY: R 123 738 – R145 158 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: Office of the Chief Justice: Communications

REQUIREMENTS: Grade 12 or equivalent with 3 years appropriate experience as a secretary; Sound knowledge of office and document management practices; Advanced application of MS Office applications. Good Communication skills (written and verbal); Administration and organizing skills. A valid driver’s license will be an added advantage.

DUTIES: Manage the office of the Chief Director including diary coordination, secretarial support and document management; Coordinate activities for the Chief Director; Manage and appropriately direct all incoming correspondence for the Unit and
handle on behalf of the Chief Director less complicated outgoing correspondence / instructions / notes. Ensure safe keeping of documents and information security; Participate in team efforts; Manage Unit meetings and minutes.

ENQUIRIES
APPLICATIONS
CLOSING DATE
POST 05/79
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
CLOSING DATE
POST 05/80
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
CLOSING DATE
POST 05/81
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
CLOSING DATE

Ms Charmaine Gideon (011) 838 2010
The applications can be delivered to the Director Human Resources, Office of the Chief Justice, Private Bag x10, Marshalltown 2000, for the attention HR Directorate. Applications can also be hand delivered to the Office of Human Resource Management, 14th floor, Edura House 41 Fox Street, Johannesburg.

20 February 2015

R 123 738 – R 145 758 per annum. The successful candidate will be required to sign a performance agreement.

Labour And Labour Appeal Court: Johannesburg

Senior Certificate or equivalent qualification. Previous Admin experience will serve as an added advantage. Skills and Competencies Computer literacy. Excellent communication (verbal and written). Interpersonal relations. Accuracy and attention to detail.


Netshitomboni Lutendo (011) 332 9000

Quoting the relevant reference number, direct your application to: Office of the Chief Justice Service Centre, Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Regional Office – Gauteng; Office of the Chief Justice; Schreiner Chambers; Cnr. Pritchard and Kruis Street, Johannesburg

20 February 2015

R 123 738 – R 145 758 per annum. The successful candidate will be required to sign a performance agreement.

Eastern Cape High Court: Mthatha

Grade 12 or equivalent qualification; Previous experience will serve as an added Advantage, Computer Literacy, excellent Communication, accuracy attention to details and interpersonal relations.

Compile batches for payment, issue receipts and keep registers, Write warrant vouchers and manage trust money and deposit account. Filing of civil processes and criminal matters. Render counter services; Act as liaison between judges and legal practitioners.

Ms Dibuseng Mongoato (043) 702 7108/9

Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, EAST LONDON, 5200 OR PHYSICAL ADDRESS: Office of the Chief Justice Service Centre, No. 3 Phillip Frame Road, CHISELHURST, EAST LONDON

20 February 2015

R 123 738 – R 145 758 per annum. The successful candidate will be required to sign a performance agreement.

Gauteng High Court: Johannesburg

Grade 12 or equivalent qualification; Previous experience will serve as an added Advantage, Computer Literacy, excellent Communication, accuracy attention to details and interpersonal relations.

Compile batches for payment, issue receipts and keep registers, Write warrant vouchers and manage trust money and deposit account. Filing of civil processes and criminal matters. Render counter services; Act as liaison between judges and legal practitioners.

Ms Onica Netshitomboni 011 332 9000

Quoting The Relevant Reference Number, Direct Your Application to: The Provincial Head Private Bag X 06, JOHANNESBURG, 2000 OR PHYSICAL ADDRESS: Office of the Chief Justice Service Centre , C/O Pritchard and Kruis streets, Schreiner Chambers.

20 February 2015
POST 05/82 : INTERPRETER REF NO: 2015/23/EC

SALARY : R103 494 – R 121 911 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Eastern Cape High Court: Mthatha

REQUIREMENTS : Grade 12 or equivalent qualification; Two years’ experience in the operation of switchboard; Experience in Clerical / Administrative function will be an added advantage; Communicate in English as well as African language.

DUTIES : Key performance areas: Handle incoming and outgoing calls, take and convey messages; Test the switchboard consoles; Update departmental telephone directory; Record and maintain the register for security-related matters; Ensure proper maintenance of the switchboard equipment; Prepare the telephone printouts for private calls and keep records and statistics thereof.

ENQUIRIES : Ms Dibuseng Mongoato (043) 702 7108/9

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, EAST LONDON, 5200 OR PHYSICAL ADDRESS: Office of the Chief Justice Service Centre, No. 3 Phillip Frame Road, CHISELHURST, EAST LONDON

CLOSING DATE : 20 February 2015

POST 05/83 : USHER MESSENGER REF NO: 2015/24/GLDJ

SALARY : R 87 330 – R 102 873 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng High Court: Johannesburg

REQUIREMENTS : Adult Basic Education and Training Course Level 4/Grade 9; One year appropriate knowledge and experience; the ability to read and write, driver’s license (Code 08) will serve as an advantage.

DUTIES : Key performance areas: Escort judges to court; achieve the necessary Silence and call the people in court to attention when the judge enters or leave the courtroom; be present in court during the session; Hand exhibits to the judge for examination; Make copies of court rolls and circulate according to distribution list; General messenger duties; Collection and distribution of post, parcels, files and other documents; Faxing documents and receiving of faxes; Photocopying of official documents and assist with the licensing and maintenance of judge’s vehicles.

ENQUIRIES : Ms Onica Netshitomboni 011 332 9000

APPLICATIONS : Quoting The Relevant Reference Number, Direct Your Application to: The Provincial Head Private Bag X 06, JOHANNESBURG, 2000 OR PHYSICAL ADDRESS: Office of the Chief Justice Service Centre , C/O Pritchard and Kruis streets, Schreiner Chambers,

CLOSING DATE : 20 February 2015

POST 05/84 : USHER MESSENGER 2 POSTS REF NO: 2015/25/EC

SALARY : R 87 330 – R 102 873 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Eastern Cape High Court: Bhisho

REQUIREMENTS : Adult Basic Education and Training Course Level 4/Grade 9; One year appropriate knowledge and experience; the ability to read and write, driver’s license (Code 08) will serve as an advantage.

DUTIES : Escort judges to court; achieve the necessary Silence and call the people in court to attention when the judge enters or leave the courtroom; be present in court during the session; Hand exhibits to the judge for examination; Make copies of court rolls and circulate according to distribution list; General messenger duties; Collection and distribution of post, parcels, files and other documents; Faxing documents and receiving of faxes; Photocopying of official documents and assist with the licensing and maintenance of judge’s vehicles.

ENQUIRIES : Ms Dibuseng Mongoato (043) 702 7108/9

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 Or Physical Address: Office of the Chief Justice Service Centre, No. 3 Phillip Frame Road, Chiselhurst, East London

CLOSING DATE : 20 February 2015
APPLICATIONS: Applications must be sent to: The Department of Planning, Monitoring and Evaluation, attention Ms W Oosthuizen, by mail to Private Bag X944, PRETORIA, 0001 or hand delivered at Union Buildings, Main Entrance, Government Avenue, Pretoria, WEBSITE: www.thepresidency-dpme.gov.za

CLOSING DATE: 20 February 2015

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. The DPME reserves the right to utilise practical exercises / tests during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

POST 05/85: OUTCOMES FACILITATOR: INFRASTRUCTURE REF NO: 233/2015

SALARY: R1, 201 713 – R1, 353 732 all inclusive salary package per annum (Salary Level 15)

CENTRE: Pretoria

REQUIREMENTS: A relevant post-graduate qualification plus a minimum of 10 years appropriate experience. Extensive knowledge and experience in the Infrastructure sector is a key requirement. Analytical thinker with strong background in monitoring, turnaround strategies and change management. Experience in monitoring and evaluation of government policies. A thorough understanding of policy and administrative processes of Government. A good understanding of political and governance issues. Ability to develop and manage effective working arrangements with other government departments, provinces and local authorities to ensure co-ordinated and integrated actions. The ability to successfully operate at high level in government.

DUTIES: Interact with all role players in the Infrastructure sector to contribute to the achievement of outcomes and to identify and overcome obstacles. Develop sector specific service delivery and value chain and evaluation systems. Initiate and direct the development and implementation of service delivery agreements with Executive Authorities and Heads of Departments. Analyse evaluate and identify sector specific service delivery shortcomings and render advice on remedial measures. Liaise with political office bearers, senior management of governmental institutions and primary sector role players to establish coherence and cooperation. Facilitate specific service delivery forums and coordination mechanisms and render direction to such forums. Regularly reporting on sector performance improvement.
ENQUIRIES : In connection with the applications kindly contact Ms W Oosthuizen, Tel No (012) 312-0460 and in connection with the post, Ms. O Leffii at Tel No (012) 312-0104
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**: 27 February 2015

**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.

**MANAGEMENT ECHELON**

**POST 05/86**: DIRECTOR: COMPUTER AUDITS REF NO: 2015/08

**SALARY**: All inclusive salary package of R 819,126 per annum (Total package to be structured in accordance with the rules of the Senior Management Service)

**CENTRE**: Head office (Pretoria)

**REQUIREMENTS**: A B Com degree or equivalent qualification in Accounting, Auditing, Internal Auditing, Information Systems or Computer Science. Extensive appropriate experience in auditing at managerial level. Should have CIA/CISA qualification or advanced study towards such. Membership with the Institute of Internal Auditors (IIA) /Information Systems Audit and Control Association (ISACA). Knowledge of Standards for Professional Practice of Internal Auditing (SPIIA )/ General Standards for Information Systems (SAICA) Knowledge of Accounting and Auditing Principles, Public Finance Management Act ,1999 ( Act 1 of 1999) (PFMA), Treasury Regulations, COBIT/ COSO framework and King Report on corporate governance, as well as other relevant Public Service Laws and Regulations. Knowledge and experience of TeamMate software and ACL will be an added advantage. Excellent verbal and written communication skills The ability to manage multiple projects Proven skills in leading and managing teams to achieve higher levels of efficiency The ability to work under pressure for extended periods of time. A valid driver’s license and should be willing to undergo security clearance.

**DUTIES**: Management of the Internal Audits Head Office and Computer Audits Component. Monitor and ensure that the Internal Audit Activity’s objectives are in line with the Activity’s strategic goals and those of the Department. Implement the audit approaches and methodologies for Internal Audit activity Identify critical risks from the Department’s Risk Management plan that require Internal Audit Activity focus. Develop risk based three year and annual Internal Audit Plans. Review audit reports and supervise implementation and follow up of audit findings. Coordinate work of internal and external auditors. Develop policies and procedures to guide audits and audit staff. Ensure the Internal Audit Activity’s compliance with all the applicable statutory requirements, Acts and professional practices and standards. Effective participation in Audit Committee activities.

**ENQUIRIES**: Ms T. Tukisi, tel. (012) 406 1334.

**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

**NOTE**: It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement.
OTHER POSTS

POST 05/87  :  ADMINISTRATIVE OFFICER: SECURITY MANAGEMENT REF NO: 2015/09

SALARY  :  R183 438 per annum
CENTRE  :  Head Office
REQUIREMENTS  :  National Diploma/Degree in Security Management or related security qualifications. Relevant experience in Security Management. Knowledge: MINIMUM Information Security Standard (MISS) Act, Minimum Physical Security Standard, knowledge of security systems will be an added advantage. Skills: Effective communication; Report writing; Basic numeracy; Demonstrative computer literacy; Interpersonal relations; General office administrative and organisational skills. Personal Attributes: willing to travel on regular basis, good writing and analytical skills, Resourceful; Creative; Ability to work under stressful situations; Ability to communicate at all levels; People orientated; Trustworthy; Punctuality; Hard-working; Self-motivated; Ability to work independently.

DUTIES  :  The improvement of the effectiveness of physical security conditions within the department ,provide effective and efficient security administrative support services; assist in the management of the in-house security and contract security personnel, -perform office administrative activities; liaise with stakeholders relevant to the office; prepare documentation for meetings, presentations and reports; organise office logistical matters; act as general receptionist; make required transport, travel and accommodation arrangements. Provide effective and efficient clerical support services-administrate office correspondence, documents and reports; administer manager's diary and co-ordinate office activities; organise meetings and workshops, and document record thereof; draft and type correspondence and documents; manage the flow of information and documents in the office; manage communication to and from the office; processing of forms and documents related to claims, payments, invoices and consultant fees relevant to the office.

ENQUIRIES  :  Ms L Phahladira, Tel: 012 406 1650
APPLICATIONS  :  The Director-General, Department of Public Works, Private Bag X65, Pretoria 0001 or Central Government Offices Building, Corner of Vermeulen (Madiba) and Bosman Streets, Pretoria.
FOR ATTENTION  :  Ms NP Mudau

POST 05/88  :  ADMINISTRATIVE OFFICER: REGISTRY REF NO: 2015/09

SALARY  :  R183 438 per annum
CENTRE  :  Nelspruit Regional Office
REQUIREMENTS  :  Three year tertiary qualification in office/archive: administration, Customer care, provisioning management and public administration. Knowledge of or extensive experience in the registry environment. Good communication skills. Ability to work under pressure and function as a team leader. Ability to identify, classify and manage large variety of official documents and to manage logical filling system. Knowledge of the State's registry policies and procedures.

DUTIES  :  Manage the registry section. Train and supervise subordinates. Performances manage the subordinates. Manage postal services, faxes, filling, photocopies, switchboard and messenger services.

ENQUIRIES  :  Mr. V.M Mbukushe, Tel. (013) 753 6399
APPLICATIONS  :  All Nelspruit Regional Office Applications to: The Regional Manager, Department of Public Works, Private Bagx11280, Nelspruit 1200,
FOR ATTENTION  :  Mr E Nguyuza
DEPARTMENT OF SOCIAL DEVELOPMENT

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

APPLICATIONS: The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
FOR ATTENTION: Ms E de Waal
CLOSING DATE: 20 February 2015
NOTE: A curriculum vitae with a detailed description of duties, the names of two referees, certified copies of qualifications and identity document must accompany your signed application for employment (Z83). Shortlisted candidates for SMS posts will be required to undergo competency assessment. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. No faxed or e-mailed applications will be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. “The Department of Social Development supports persons with disabilities”.

ERRATUM: Please note that the Department of Social Development will not continue with filling of the post of Senior Secretary: Retirement Reform that was advertised in Circular No. 04 of 2015, Ref: (Post 04/108) with 13 February 2015 as a closing date.

OTHER POST
POST 05/89: HUMAN RESOURCE CLERK (PRODUCTION)
Directorate: Human Resource Management
SALARY: R123 738 per annum
CENTRE: Pretoria
DUTIES: Key Responsibilities: Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR, Resettlement, Remunerative work outside the Public Service). Administer termination of service, Address human resource administration enquiries. Assist with the review and communication of HRM Policies.
ENQUIRIES: Ms E Steenkamp Tel: (012) 312 7482
The Department of Telecommunication and Postal Services is inviting applications from persons who are suitably qualified. The Department is an equal opportunity department and its intention is to promote equity through the filling of posts.

APPLICATIONS: Please forward your application, quoting the relevant reference number to: The Director-General, Department of Telecommunications and Postal Services, Private Bag X 860, Pretoria, 0001 or hand deliver to Block E-Ground Floor, iParioli Office Park, No 399 Jan Shoba (previously Duncan) Street, Hatfield.

CLOSING DATE: 20 February 2015

NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department and should be accompanied by a recently updated comprehensive CV and certified copies of all qualification(s) and ID document. Applications received after the closing date will not be considered. No faxed or e-mailed applications will be considered. If applying for more than one position, all applications must be on separate application form. 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 the requested documents will result in your application not being considered. All qualifications are subject to verification. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CV’s submitted will be destroyed after the three (3) months period. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

POST 05/90: DEPUTY DIRECTOR: STRATEGIC SUPPORT
(Ref: 001) Office of the DDG: ICT Policy and Strategy
(Ref 002) Office of the DDG: ICT Infrastructure Applications
(Ref 003) Office of the DDG: Information Society Development and Research

SALARY: An all inclusive salary of R532 804 per annum

CENTRE: Pretoria, Hatfield

REQUIREMENTS: A recognised bachelor’s degree or National Diploma in Social Sciences and/or equivalent qualifications. 3-5 years management experience in Administration, knowledge of Public Service Act, Public Finance Management Act and Treasury Regulations, Policy development and implementation, understanding of Government legislation, Departmental policies and procedures, records management. Must have excellent communications skills (both written and verbal), Interpersonal relations, strategic management, programme and project management, financial management, problem solving and analysis, people management and job knowledge, team work, flexibility. Computer literacy (Microsoft Excel, Word, Outlook and Powerpoint) is essential, a valid driver’s license will be an added advantage.

DUTIES: The successful candidate will render strategic support in the operations within the Office of the Deputy Director-General. To manage the flow of documentation (incoming and outgoing) by ensuring that all submissions, memorandums, correspondence, reports are scrutinised. Coordinate the consolidation of the Branch’s strategic, business, operational plans as well as monitor the reporting (quarterly, bi-annually, annually) thereof. Administratively manage the meetings, recordings of minutes and ensure that all decisions taken are communicated to relevant role players and follow up on progress. Liaise with the internal and external stakeholders on behalf of the DDG. Ensure the creation of coherence and synergy across all functional areas. provide support in managing all resources (human, financial, assets) within the office of the DDG.

ENQUIRIES: Ms Louisa Kgang (012) 421 7006/Ms Vuyo Leshaba (012) 427 8556
ANNEXURE M

DEPARTMENT OF TOURISM

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

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

CLOSING DATE: 13 February at 16:30 (E mailed, faxed and late applications will not be considered)

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

OTHER POST

POST 05/91: ASSISTANT DIRECTOR: JOB EVALUATION AND ORGANISATIONAL DESIGN REF NO: NDT3/2015

SALARY: R270 804 per annum (Total inclusive package of R 372 496/conditions apply

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognized three year National Diploma (NQF6) / Degree in Behavioural Sciences or related field plus extensive relevant experience. Knowledge and experience of Work-study/ organisational development. Project management will serve as an advantage. Knowledge of the job evaluation system applicable in the Public Service, Orgplus and Equate. Knowledge of job analysis techniques. Broad knowledge of the Public Service Human Resource Regulatory framework with focus on job evaluation and organization development. Good policy/directive interpretation and application. Ability to conduct organization design investigations. The ability to lead a team during evaluation of jobs including projects. Knowledge and skills of the processes of policy research, analysis and development. Good interpersonal, presentation skills and ability to conceptualise ideas. Knowledge and skills in formulating and writing of job evaluation submissions and organisation design reports.

DUTIES: The successful candidate will be responsible for the following key functions: develop and maintain action plans for the development and application of job evaluation and organization design policies, guidelines and investigations in the Department. Perform the constant monitoring and managing of the job evaluation processes. Manage the application of the organisation design principles in the Department. Provide regular reporting on projects. Oversee the arrangements pertaining to the job Evaluation Panel meetings. Ensure empowerment of Job Evaluation Unit and Job Evaluation Panel members to provide job evaluation and organisational design support services. Provide advice and guidance policies and procedures related to job evaluation, organisational structures and organisational design to Department. Conduct quality assurance.

ENSUIRIES: Mr R Raphiri, Tel. (012) 444 6148
DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointments will assist the department in achieving its employment equity targets at these specific levels in terms of the Department’s Employment Equity Plan.

APPLICATIONS

Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4040. Employees are reminded to quote the relevant reference numbers/post number when applying for these posts.

CLOSING DATE

23 February 2015

NOTE

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

OTHER POSTS

POST 05/92

LEGAL ADMINISTRATION OFFICER: CORPORATE LEGAL: MR 1 - 5 REF NO: DOT/02/2015/05
(Branch: Administration (Chief Operating Officer)
(Chief Directorate: Legal Services)
(Directorate: Corporate Legal)

SALARY

Salary will be in accordance with OSD determination

CENTRE

Pretoria

REQUIREMENTS

An appropriate four (4) year Law Degree with relevant experience as prescribed in the OSD determination. Experience in handling litigation, drafting and editing contracts is a requirement. Note: The following key competencies are essential: The ability to interpret and apply the law to the facts; problem solving skills; Knowledge of Administrative Acts; Knowledge of the Constitution of the Republic of South Africa; Knowledge of the General Public service prescripts; Presentation skills.

DUTIES

The successful candidate will perform the following duties: Provide Legal opinions, draft, pursue and study contracts, memorandum of understanding (MOU’s) and other agreements; provide legal advice on corporate legal matters; Provide litigation services for the department; Draft opinions relating to contracts, litigation, financial administration and supply chain management; Advise and represent the Department in management; Manage administrative enquiries.

ENQUIRIES

Mr A Seletisha, Tel: (012) 309 3609

POST 05/93

INFORMATION SECURITY OFFICER REF NO: DOT/02/2015/06
(Branch: Chief Operations Officer)
(Chief Directorate: Corporate Management)
(Directorate: Security Services)

SALARY

R123 738 per annum

CENTRE

Pretoria

REQUIREMENTS

Grade 12 Certificate plus a Diploma in Public Administration with at least 2 years working experience in the Administration environment and a valid driver’s licence. The following will serve as strong recommendations: Good report writing, verbal and written communication skills. Good planning, organizing and coordinating skills.

DUTIES

Perform a broad range of security administration work (under supervision) that includes: Personnel security, information security and communications security; Conduct administrative support during interviews to ensure that applicants have completed security indemnity forms prior enrolment on the biometric system; Assist with the implementation of educational security, i.e. security awareness,
induction, briefings, etc.; Coordinate security awareness and briefings forms, consolidate evaluation responses and compile appropriate reports; Assist in projects assigned to and executed by the Sub-directorate: Information Security; Keep track of security clearance status of employees and advise superiors where re-screening is required; Develop, maintain and reconcile databases of security screening (vetting, pre-employment and Service Provider) and advice on deviations; Collate information of service providers for Vendor Screening process in collaboration with Supply Chain Management; Support audits, inspections and appraisals of information, document, personnel and communication security; Regularly liaise with other government departments and relevant government security agencies on information security; Render any other security duties, responsibilities and projects as assigned.

ENQUIRIES: Ms R Masilela, Tel: (012) 309 3767
THE PRESIDENCY

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

APPLICATIONS: The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at 535 Johannes Ramokhoase Street (former Proes Street), Arcadia, Pretoria
FOR ATTENTION: Mr T Lekalakala
CLOSING DATE: 20 February 2015 at 16h30
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). Short-listed candidates for SMS post will be required to undergo competency-based assessment and they will also be required to enter into a performance agreement and sign a financial disclosure annually. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

MANAGEMENT ECHELON

POST 05/94: DIRECTOR: ORGANISATIONAL DEVELOPMENT
Chief Directorate: Human Resource Management

SALARY: An all-inclusive remuneration package of R819 126 per annum (Level 13) which consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules.

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s degree. A post-graduate degree will be an added advantage. A minimum of seven (7) years Human Resources Management experience, of which at least three (3) years should have been on a management level, coupled with a proven ability to successfully handle complex projects from inception to completion. Technically competent and knowledgeable in HR best practice strategy design and execution and business partnering. Skills and competencies: The position calls for a dynamic and committed individual with a professional approach to work. Strong communication skills coupled with managerial skills and ability to mentor, coach and lead teams. Strategic and conceptual orientation. The individual suited for this position should have good interpersonal skills and strong customer orientation. Creative and analytical thinking as well as problem solving and conflict management skills are crucial. It is expected of the incumbent to engage in partnership with Branches as well as to pro-actively support and advice on HR best practices. Accuracy and attention to detail is of absolute necessity as is stakeholder relationships and project management.

DUTIES: The incumbent will be responsible for the management of the following sub-directorates: Organisational Design and Effectiveness, Talent Management and Human Resources Development. Contribute research, analysis and ideas to the development of The Presidency HR Strategy. Design and deliver OD and change management strategies, processes and interventions. Effectively administer and manage the Performance Management and Development System (PMDS). Develop the Presidency’s approach to talent management and succession planning and ensure proper implementation. Ensure the delivery of appropriate learning interventions. Develop coaching, mentoring and secondment programmes to support staff development and the achievement of Personal Development Plans (PDP). Be Responsible for The Presidency’s job evaluation function. Aligning and execution of the HR Strategic Plan with the organisational strategy. He/She will be responsible for enhancing business relations between HR and the various Branches of the Department as well as for managing both internal and external relations with stakeholders. He/she will attain business results through the implementation and management of sound internal business processes. Cost effectively, efficiently and ultimately promote good governance.
ENQUIRIES : Mr Katlego Futhane (012) 300 5995

POST 05/95 : DIRECTOR: CONTENT AND POLICY SUPPORT
Chief Directorate: Strategy and Special Projects

SALARY : An all-inclusive remuneration package of R819 126 per annum (Level 13) which consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules

CENTRE : Pretoria

REQUIREMENTS : An appropriate Honours degree, preferably in the Economics and Management Sciences. Extensive experience in research, policy analysis and project management. Ability to interpret and explain policies and provide sound advice to the Principal. Good understanding of complex socio-economic and political environments. Ability to navigate through these to provide strategic support to the Chief Directorate: Strategy and Special Projects.

DUTIES : Monitor and evaluate the implementation of policies and programme areas of focus of the Office of the Deputy President. Identify bottlenecks that present challenges in the implementation of such policies and programmes and provide evidence and recommendations. Prepare briefing notes, submissions and documents relating to the areas of focus of the Office of the President. Help to ensure design and implementation of development co-operative arrangements and other operational mechanisms in compliance with Government objectives. Monitor the activities of FOSAD Clusters and provide regular and accurate briefings to the Senior Management in the Office of the Deputy President. Work closely with implementing agencies and Departments as well as provide advice to ensure the alignment between these strategies and Government activities. Establish and help to ensure the smooth functioning of mechanisms for evaluating and adjusting the programme of action in close consultation with relevant Departments. Track the target of Government policies and programmes to ensure that Government activities are aimed at the poorest and most socially disadvantaged. Establish and help ensure the smooth and effective functioning of mechanisms for monitoring the Programme of Action (POA) in close consultation with other Units in the Office of the Deputy President. Identify national policies and institutions that require strengthening to ensure the effective implementation of the objectives of Government and provide advice on building national capacities. Provide project management and administration support to the Management Team of the Strategy and Special Projects Unit.

ENQUIRIES : Mr Lawrence Matemba (012) 300 5305

OTHER POSTS

POST 05/96 : ASSISTANT DIRECTOR: ASSETS MANAGEMENT
Directorate: Supply Chain Management

SALARY : R270 804 per annum (level 9)

CENTRE : Pretoria


DUTIES : Management and control of the Sub asset division. Verification of assets, disposals, coordination of assets movement, management of the asset register, weekly and monthly reporting, reconciliation of assets, compilation of assets financial (disclosure notes). Manage the staff. Ensure compliance with all the regulation and policies relating to assets management. Take effective and appropriate steps to answer internal and external audit queries. Manage, develop and maintain capable and motivated personnel in Asset Management. Responsible for the maintenance of the quarterly assessment reports of the staff in Asset Management unit.

ENQUIRIES : Mr Lebogang Marumule (012) 300 5930

POST 05/97 : ASSISTANT DIRECTOR: ADMINISTRATION
Chief Directorate: Corporate Services

SALARY : R270 804 per annum (level 9)

CENTRE : Pretoria
**REQUIREMENTS**

A 3 year National Diploma or Degree in Administration or equivalent qualification. 3-5 years' experience in administration. Experience in the corporate sector will be an added advantage. Knowledge of policy development and implementation. Knowledge of administration processes. Understanding of Government legislations. Financial management and knowledge of PFMA, Treasury Regulations and Public Service Act. Good computer literacy with relevant computer packages (MS-Word, MS-Excel, PowerPoint and Outlook). Good interpersonal relations, communication (verbal and written). Excellent organizational, coordination and planning skills. Incumbent must be willing to undergo screening for a security clearance.

**DUTIES**

The successful candidate will be responsible for providing administrative, coordination and programme support. Oversee the implementation of policies and strategic planning of the component. Develop and implement operating systems and procedures within the unit. Monitor and oversee the unit budget. Give advice on the implementation of HR information policies and guidelines. Perform administrative functions such as assisting in preparing quarterly and annual performance reports.

**ENQUIRIES**

Mr Thabana Lekalakala (012) 300-5948
DEPARTMENT OF WATER AND SANITATION

APPLICATIONS
Please forward all applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at the Continental Manaka Building, corner Visagie and Bosman Street, Pretoria.

FOR ATTENTION
Ms L. Van Wyk

CLOSING DATE
20 February 2015

NOTE
Applications must be submitted on signed form Z83, 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 six (6) weeks of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage group. 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 permanent 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.

MANAGEMENT ECHELON

POST 05/98
DEPUTY DIRECTOR: PROCESS AND PROCEDURE (INTERNAL CONTROL)
REF NO: 130215/01

SALARY
R630 822 per annum (Level 12)

CENTRE
Pretoria

REQUIREMENTS
National Diploma or degree in Financial Management, a qualification in Industrial Engineering will serve as an added advantage. Three (3) to five (5) years in process optimisation roles. Knowledge of process improvement methodologies. Strong analytical skills and problem solving. Project management. Knowledge and understanding of all applicable legislation, policies, practices and procedures. Public Finance Management Act (PFMA). Treasury Regulations (TR). Administrative and clerical procedures and systems. Governmental financial systems. Computer literate. Ability to write reports and submissions. Ability to compile presentations

DUTIES
Identify the scope (core and sub-processes) and life cycle of business processes within area of responsibility taking into account the Batho Pele Principles. Establish effective and efficient methodologies and frameworks to strengthen financial services in the department. Ensure that processes and procedures as well as system designs are integrated into a single business solution. Conduct pro-active detection of process bottle-necks and high level operational value chain. Perform business impact analysis in liaison with line managers on any change that is imposed on the current operational and control environment. Apply various applicable Industrial / Systems Engineering principles in process constraints and opportunity identifications, as well as solution.

ENQUIRIES
Mr M Hlatshwayo, tel (012) 336 7981

POST 05/99
DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 130215/02

SALARY
R630 822 per annum (Level 12)

CENTRE
Pretoria

REQUIREMENTS
National Diploma or degree in Financial Management/ Auditing or equivalent qualification (NQF level 6) with auditing as major subject. Minimum of three (3) to five (5) years relevant experience in a public financial administration, auditing environment, or risk management environment and knowledge of which two to three years should be at junior/middle management level. Knowledge and understanding of following: Public Service Act and Regulation, Public Finance Management Act, Treasury Regulations and guidelines, Management reporting framework, Internal controls and assurance, Departmental strategic objectives, Departmental business processes, Departmental policies and operational procedures, Service level agreements processes, Public service anti-corruption strategy, and fraud prevention measures, government financial systems,
principles and practice of financial accounting. SCO, Computer literate. The successful candidate will possess the following skills: report writing skills, facilitation skills, investigation/auditing skills, and time management skills. Valid driver's licence is essential.

**DUTIES**

Develop and implement department-wide risk, integrity, internal control policies, strategies and reporting framework. Put in place and maintain effective, efficient and transparent systems in internal controls. Facilitate the development of recommendations for enhancement/improvement of departmental processes. Strengthen accountability by identifying risks associated with departmental policies and plans. Ensure that policies and procedures are updated. Regularly evaluate internal control systems and making recommendations on the best possible interventions. Put systems in place to prevent and detect unauthorised, irregular, and fruitless and wasteful expenditure. Determine the skills required of the managers and staff to improve controls to manage these risks. Ensure compliance with laws and regulations through regular assessments and reporting on compliance with laws and regulations, thus avoiding damage to department reputation and associated consequences. Manage resources (physical, human and financial). Utilise resources as needed to conduct special investigations and having open communication with departmental internal audit, auditor general and other relevant stakeholders and ensuring that recommendations are implemented.

**ENQUIRIES**

Mr M Hlatshwayo, tel (012) 336 7981

**POST 05/100**

ASSISTANT DIRECTOR: PROCESS AND PROCEDURE (INTERNAL CONTROL) REF NO: 130215/03

**SALARY**

R337 998 per annum (Level 10)

**CENTRE**

Pretoria

**REQUIREMENTS**

National Diploma or degree in Financial Management, a qualification in Industrial Engineering will serve as an added advantage. Two (2) to (4) years in process optimisation roles. Knowledge of process improvement methodologies. Strong analytical skills and problem solving. Project management. Knowledge and understanding of all applicable legislation, policies, practices and procedures. Public Finance Management Act (PFMA). Treasury Regulations (TR). Administrative and clerical procedures and systems. Governmental financial systems. Computer literate. Ability to write reports and submissions. Ability to compile presentations.

**DUTIES**

Define, document and update policies, processes and procedures for continuous business performance improvement. Review and understand business processes impacting/supporting the assigned part of the value stream. Input into identifying ways to improve or optimise processes in line with changing work practices and industry best practice. Identify and maximise opportunities to use people skills, information and technology to improve business processes. Identify Business Improvement and Optimisation opportunities within the assigned part of the value stream that will result in improvement of process performance and ultimately the whole department. Map business processes and recommend ways to improve process efficiency.

**ENQUIRIES**

Mr M Hlatshwayo, tel (012) 336 7981

**POST 05/101**

ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 130215/04

**SALARY**

R337 998 per annum (Level 10)

**CENTRE**

Pretoria

**REQUIREMENTS**


**DUTIES**

Ensure that policies and procedures are updated. Evaluation of internal control system and making recommendation on the best possible interventions. Compilation of compliance audit plans. Ensure that audit queries are attended to in the Department. Management of fraud and loss cases ensuring that recommendations are implemented.

**ENQUIRIES**

Mr M Hlatshwayo, tel (012) 336 7981
POST 05/102 : SECRETARY REF NO: 130215/05

SALARY : R115 212 per annum (Level 5)
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 and secretarial duties, computer literacy, sound organizational 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 : Responsible for overall administration of the Director's office. Diary management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination of and preparation for meetings, workshops, typing of documents. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception of visitors to the Directorate. Making travel and accommodation arrangements as well as processing of all subsistence and travel claims. Handling of confidential documents. Operate standard office equipment (fax, photocopy machine and telephone). Type correspondence such as reports, submissions and letters. Perform administrative tasks such as taking minutes and arranging/serving refreshments.

ENQUIRIES : Mr M Hlatshwayo, tel (012) 336 7981
ANNEXURE Q

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HEALTH

APPLICATIONS: Hand delivers to the Golden Mile Building, 5 Downing Street, North End, Port Elizabeth 6001 or the Recruitment Section, Department of Health: Cacadu District Office, Private Bag X27667, Port Elizabeth 6001

CLOSING DATE: 13 February 2015

NOTE: Directions To Candidates: Applications must be submitted on the application form (Z83) obtainable from any government department. Please attach certified copies of ID, qualifications, curriculum vitae, registration with relevant council and submit to the above address. PLEASE NOTE: Suitable candidates will be subjected to 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.

OTHER POST

POST 05/103: HUMAN RESOURCE PRACTITIONER REF NO: HRP/CSD/22/15
ERATUM: Kindly note that this is a re-advert, it was advertised on PSVC 04 (Post 04/119), Kindly note that the requirements were amended.

SALARY: R183 438 – R216084 per annum plus benefits

CENTRE: Camdeboo Sub-District Office (Graaff-Reinet)


DUTIES: To provide Human Resource support service to the institution. Gather process and interpret information on Human Resources. Co-ordinate tasks allocated to the HR unit. Responsible for recruitment and selection, administer service benefits, service terminations. Implement and manage PERSAL transactions. Responsible for leave management. Act as secretary in various committees. Deal with all HR complaints. Responsible for supervision and monthly reports.

ENQUIRIES: Ms Fourie (049 8924137) (Graaff-Reinet)
ANNEXURE R

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION

APPLICATIONS: Head Office [HO] Physical Address: 111 Commissioner street, Johannesburg
Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: check enquiries on the advert.

CLOSING DATE: 20 February 2015

OTHER POSTS

POST 05/104: PERSONAL ASSISTANT REF NO: HO2015/02/0003
Directorate: Scholar Transport

SALARY: R183 438 per annum (Plus Benefits)
CENTRE: Head Office,
REQUIREMENTS: A grade 12 certificates plus extensive relevant experience in office administration. A relevant post Matric qualification in secretarial studies/office management will be an added advantage. Experience in facilitating travel and accommodation arrangement. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed is a requirement.

DUTIES: Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework, including minutes taking. Assist with the compilation of Office budget and document management.

ENQUIRIES: Head Office – Mr. Mpho Moroe. Tel. No: (011) 355 0107

POST 05/105: SENIOR ADMIN CLERK 10 POSTS REF NO: HO2015/02/0004
Directorate: Talent Management and Innovation

SALARY: R123 738 per annum (Plus Benefits)
CENTRE: Head Office, GCRA town
REQUIREMENTS: A senior certificate or equivalent qualification plus relevant experience. Extensive knowledge and understanding of the Batho Pele principles. Good interpersonal skills and communication skills (written and verbal). Computer literacy, administrative, analytical, planning and organizational skills. Ability to work under pressure individually and in a team. Telephone etiquette. In possession of a valid driving license will be an added advantage.

DUTIES: Responding to queries by the relevant stakeholders. Compiling correspondence, documentation, faxing and photocopying. Make logistical arrangements for meetings/workshops/events. Provide administrative support, update and safe-keeping all records, office provisioning, receive and track correspondence & order stationery. Perform administrative duties that will be assigned. Liaison with both internal and external clients and stake holders. Filing (i.e. Opening of files and the maintenance thereof) Handling of queries both telephonic and face to face. Assist in the co-ordination of support programmes and events. Requesting of invoices. Creation of a data base and the maintenance thereof. Ad-hoc minute taking.

ENQUIRIES: Head Office – Ms. Samantha Ngindi. Tel. No: (011) 556 9011

DEPARTMENT OF HEALTH

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

NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being
considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 05/106 : CLINICAL MANAGER CASUALTY REF NO: 05704
Directorate: Accident and Emergency Unit

SALARY : R 852 147 per annum (all inclusive package)
CENTRE : Leratong Hospital
REQUIREMENTS : Registration with HPCSA. Minimum of 3 years’ experience as Medical Officer after registration. A qualification in Health Management, ITLS and PALS will be an added advantage.

DUTIES : Organize and manage the smooth running of all aspects of the casualty Department. Attend and manage patients at Casualty in accordance with Departmental Standard Treatment Guideline. Ensure that all necessary procedures are performed in Casualty. Ensure that discharge summaries and ICD 10 codes are provided for all discharges. Support and mentor junior doctors and Medical Interns. Timeous complete death certificates and any other official documentation. Be available for any other task that the clinical Manager may allocate to you. Attend all management meetings. Attend and participate in referral task meeting. Ensure M and M meetings in casualty. Liaise with other relevant department departments to ensure a smooth interface for patient care. Avail yourself for PMDS contracting and evaluation. Familiarize yourself with and apply the strategic goals and objectives of the Department of Health including the 6 ministerial Quality Priorities. Know and advance the MDG’s pertaining to your discipline. Adhere to the National Core Standards. Be available to serve on any Committee as requested. Acquaint yourself with relevant statutory provisions inter alia Public service Code of Conduct. Public Service Act, Labour Relations Act and the National Health Act amongst others.

ENQUIRIES : Mr. GJ Dube, Tel No: (011) 411 3531
APPLICATIONS : Application must be submitted on Z83 with CV, Certified copies of ID, current registration with HPCSA and qualifications to be attached applications should be submitted to Leratong Hospital Human Resource Department ( Block 6) 1 Adcock Street Chamdor 1740 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 20 February 2015

OTHER POSTS

POST 05/107 : SENIOR LEGAL ADMINISTRATION OFFICER (MR6) 2 POSTS REF NO: 05700
Directorate: Legal Services

SALARY : R554 025 – R828 138 per annum (All inclusive remuneration package)
CENTRE : Central Office
REQUIREMENTS : An LLB degree coupled with at least 8 years post qualification experience in the legal environment. A Master’s Degree and Admission as an Attorney or Advocate will serve as an advantage. Vast experience in a Managerial position in Legal environment will serve as an advantage. Knowledge and experience in drafting, editing and amending of legislation and regulations. Experience in the Management of Litigation. Ability to draft comprehensive and well researched opinions. Ability to draft, editing and vet Memorandum of Agreement (MOA) and Memorandum of understanding (MOU). Basic understanding of legislation applicable to the Public Services and the Department of Health. Good communications (verbal and written) skills. Good office administration, planning and organizational skills. Computer skills in MS Office software (Word, Excel, PowerPoint, etc). A valid driver’s license.

DUTIES : Manage Medico-Legal litigation within the Legal Services in the Gauteng Department of Health. Provide legal advice and support in the department. Provide support in the drafting and vetting of contract. Represent the department with regards to legal matters, including legislation. Execute judicial acts and settlements. Liaise and coordinate with government and non-governmental institution and other structures and organisations with respect to legal matters. Represent the department as and when required at different forums. Facilitate legal research and opinion drafting. Assist the senior manager in couching and
mentoring junior officials and scrutinize their work. Manage risk and audit queries.

**ENQUIRIES**
Mr. J. Tsoka, Tel No: (011) 298 2493

**APPLICATIONS**
Applications must be submitted at: For Attention: Ms S Dladla, The Recruitment and Selection unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon or apply online by visiting www.gautengonline.gov.za

**CLOSING DATE**
20 February 2015

**POST 05/108**
**DEPUTY DIRECTOR: CUSTOMER CARE REF NO: 05698**
Directorate: Quality Assurance

**SALARY**
R532 278 per annum (All inclusive remuneration package)

**CENTRE**
Central Office

**REQUIREMENTS**
A recognized Degree/ National Diploma in Health Sciences or equivalent qualification in Public Health Care or related field. Current registration with the South African Nursing Council or Health Professional Council. A minimum of 5 years experience in clinical environment in a Hospital or District Health Services. Experience in the management of Serious Adverse events is strongly recommended. Good presentation, decision making, problem solving, coordinating, organizing and planning. Conceptual, analytic and creative thinking. Stakeholder management, negotiation and consensus building. Advanced computer skills. A valid code B driver's license.

**DUTIES**
Responsible for the coordination and management of Patients’ Complaints. Ensure that the Complaints Call Centre if functioning optimally. Build capacity for call centre Agents on the response complaints system. Review existing reporting and monitoring systems, identify variations and develop where there is none. Produce reports. Participate in the investigation of serious complaints, and provide feedback to complainants, institutions and patients representatives on the outcome of the investigation. Convene Complaints management meetings, and compile monthly, quarterly and annual reports. Provide advice and support to institutions on the development of Quality Improvement Plans. Coordinate provision of and compliance to national and provincial clinical guidelines with Districts. Participation in facility audits in preparation of health facilities for the implementation of National Core Standards and the National Quality Priority areas. Support Institutions in conducting patient’s satisfaction surveys and responds appropriately to results. Make recommendations to improve compliance to standards. Prepare for external quality audits. Encourage and coordinates the activities of the quality assurance complaints committee. Participate in selected clinical audit chosen by health professionals. Ensure Compliance to the reporting requirements in line with the prescripts of the Office of Standards Compliance on complaints managements.

**ENQUIRIES**
Ms Zodwa Gumede, Tel No: (011) 298-2327

**APPLICATIONS**
Applications must be submitted at: For Attention: Ms S Dladla, The Recruitment and Selection unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon or apply online by visiting www.gautengonline.gov.za

**CLOSING DATE**
20 February 2015

**POST 05/109**
**CLINICAL PSYCHOLOGYST GRADE I REF NO: 05719**
Directorate: Clinical

**SALARY**
R 512 967 per annum (all inclusive package)

**CENTRE**
Sterkfontein Hospital, Krugersdorp

**REQUIREMENTS**
Registration as a clinical psychologist. Ability to perform psychology diagnostic and psychotherapeutic consultation. Knowledge of Psychometrics. Experience in supervision and training. Keen interest in Neuropsychology and Forensic Psychology.

**DUTIES**

**ENQUIRIES**
Dr. D.C.J Hoffman, Tel No: (011) 951 8342, Cell No: 072 428 9314

**APPLICATIONS**
Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. Applications must be submitted to HR in Administration building. Sterkfontein Psychiatric Hospital, Private Bag x 2010, Krugersdorp 1754 or apply online at www.gautengonline.gov.za

**CLOSING DATE**
20 February 2015
**POST 05/110** : ASSISTANT MANAGER NIGHT SUPERVISOR: REF NO: 05705  
Directorate: Nursing  
**SALARY** : R 404 700 per annum (all inclusive package)  
**CENTRE** : Leratong Hospital  
**REQUIREMENTS** : Basic Diploma/Degree accredited with the SANC in terms of R425 equivalent or equivalent qualification that allows registration with SANC as a Professional Nurse. Minimum of 8 years appropriate/reco gnised experience in nursing after registration as Professional Nurse with SANC as a general nurse. At least 3 years of the above must be appropriate recognizable experience in management level.  
**DUTIES** : Overall supervision and management of the hospital during the night. Participate in the analysis, formulation and implementation of nursing Guidelines, practices, Standards, procedures and quality improvement initiatives. Monitor and manage human resource in line with policy Monitor and ensure proper utilization of financial resources. Develop, establish and maintain constructive relationships with all stake holders, interprofessional, intersectoral and multidisciplinary team. Able to analyse and solve problems. Monitor National Core Standards and 6 key priorities.  
**ENQUIRIES** : Mrs Khoza, Tel No: (011) 411 3502  
**APPLICATIONS** : Application must be submitted on Z83 with CV, Certified copies of ID, current registration with SANC and qualifications to be attached applications should be submitted to Leratong Hospital Human Resource Department ( Block 6) 1 Adcock Street Chamdor 1740 or apply online at; www.gautengonline.gov.za  
**CLOSING DATE** : 20 February 2015

**POST 05/111** : ASSISTANT MANAGER; QUALITY ASSURANCE PN- A7 REF NO: 05682  
Directorate: Health  
**SALARY** : R 404 700 to R 469 155 per annum (plus Benefit)  
**CENTRE** : Pholosong Hospital  
**REQUIREMENTS** : Basic Nursing Diploma/ Degree as a Professional Nurse registered with the SANC. A minimum of eight (8) years appropriate experience as a Professional Nurse in direct patient care areas is needed. Three (3) years period referred above should be experience at Nursing Management level. A minimum of (2) two years’ experience in Quality Assurance  
**DUTIES** : Ensure the monitoring and evaluation for the implementation of the National Core Standards (NCS) as determined by the Minister of Health. Provide Quality improvement Plans (QIP) and the implementation thereof. Facilitate access to National packages of services including norms and standards. Facilitate conducting of patient satisfaction surveys and analysis of data. Ensure regular clinical audits. Ensure the implementation and monitoring of an adverse event program. The incumbent will be responsible for overall supervision and management of the staff involved in the Quality Assurance Programmes. He / She will also be responsible for the smooth running of the department. The assessment, Planning, implementation and evaluation of quality assurance needs within the hospital will be her/ his responsibility. The implementation of the following will also be her/ his responsibility: The implementation of the National Quality Assurance Standards. Development of the necessary protocols/ guidelines in alignment to the National requirements. Liaison between the hospital and the Provincial Quality Assurance Directorate. Participation in all departments in the hospital with regards to Quality Assurance Programmes.  
**ENQUIRIES** : Ms KF Mabuza Tel No: (011) 812 500  
**APPLICATIONS** : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and qualifications, certificate registration of relevant council and proof of current registration for 1 March 2013 – 30 April 2014 (where applicable)to be attached. Applications should be submitted or posted to Pholosong Hospital, P.O Box 4, Brakpan, 1540, or be hand delivered to Pholosong Hospital, 1067 Ndaba Street, Tsakane, or apply online at www.gautengonline.gov.za  
**CLOSING DATE** : 20 February 2015

**POST 05/112** : ASSISTANT DIRECTOR: PORT HEALTH GRADE I REF NO: 05701  
Directorate: Environmental and Port Health  
**SALARY** : R372 000 per annum (plus benefits)  
**CENTRE** : Lanseria International Airport  
**REQUIREMENTS** : B Tech Degree in Environmental Health. Five (5) years experience as a Chief Port Health Officer. Registration with HPCSA as an Environmental Health

**DUTIES**

Enforce International Health Regulations and other National Health Regulations and legislations relevant to Port Health services. Render effective and efficient port health services at Lanseria International Airport. Control the import of foods stuffs, cosmetics, disinfectants, hazardous substances and human remains. Conduct regular inspections and ensure the safe disposal of illegal cosmetics and medicaments with an accredited service provider. Attend to client’s queries in connection with daily operations. Prevent the importation of communicable/contagious diseases, including Yellow Fever and Malaria endemic countries. Monitor the disinfection of international aircraft from Malaria/Yellow fever endemic countries. Manage GG vehicles at Lanseria International Airport. Be prepared to work under pressure and do night duty. Compile reports on weekly, monthly and quarterly basis.

**ENQUIRIES**

Mr. K. A Marumo, Tel No: (011) 355 3479

**APPLICATIONS**

Applications must be submitted at: For Attention: Ms S Dladla, The Recruitment and Selection unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107. Physical Address: 37 Sauer Street, Bank of Lisbon or apply online by visiting www.gautengonline.gov.za

**CLOSING DATE**

20 February 2015

**POST 05/113**

OPERATIONAL MANAGER: HAST REF NO: 05706

Directorate: Nursing

**SALARY**

R359 656 per annum (plus benefits)

**CENTRE**

Leratong Hospital

**REQUIREMENTS**

Basic Diploma/Degree accredited with the SANC in terms of R425 or equivalent qualification that allows registration with SANC as a Professional and a 1 year relevant additional qualification accredited with SANC. Minimum 8 years appropriate/recongnise experience in nursing after registration as professional nursing Genera Nursing. At least 3years of the above must be appropriate and recognisable experience at management level. Discipline Specific Skill and Competences will be considered.

**DUTIES**

Provide professional and technical support for the provision of quality patient care through proper management of HAST Programme. Ensure maintenance of Standards and norms of nursing practice to promote the health status of the Health care user. Develop and implement guidelines, protocols, norms and Standards. Ensure utilisation of information technology and other management Information system to manage information for the enhancement of the Programme objectives and outputs. Establish and maintain and participate in Interprofessional and multidisciplinary team work that promotes effective and Efficient health care. Manage and utilize human and material resource in Accordance with relevant directives and legislative. Delegate, supervise and co-Ordinate the provision of effective, efficient and patient care. Initiate and Participate in health promotion to ensure consistent communicable of relevant Accurate and comprehensive information on health care.

**ENQUIRIES**

Ms. M Khoza Tel No: (011) 411 3506

**APPLICATIONS**

Application must be submitted on Z83 with CV, Certified copies of ID, current registration with SANC and qualifications to be attached applications should be submitted to Leratong Hospital Human Resource Department ( Block 6) 1 Adcock Street Chamdor 1740 or apply online at; www.gautengonline.gov.za

**CLOSING DATE**

20 February 2015

**POST 05/114**

OPERATIONAL MANAGER NURSING: SPECIALTY UNIT PNB3 LABOUR WARD REF NO: 05683

Directorate: Health

**SALARY**

R 353 484 – R 397 739 per annum (plus benefits)

**CENTRE**

Pholosong Hospital

**REQUIREMENTS**

A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC in general nursing. At least 5 years of period referred above should be appropriate/ recognized experience after obtaining the 1 year post basic diploma in Advanced Midwifery. A post basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery Nursing.

**DUTIES**

Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework, Manage effective the utilization and supervision of resources. Coordination of the provision of effective training
and research. Provision of effective support to nursing services, Maintain professional growth/ ethical standards and self- development. Must have strong leadership skills, good verbal and written communication and conflict management skills, good interpersonal relationship and ability to work under pressure. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate an in depth understanding of nursing legislation and related legal and nursing ethical practices and how this impacts on service delivery.

**ENQUIRIES**: Ms. M R Magagane, Tel No: (011) 812 5045

**APPLICATIONS**: Applications must be submitted on a Z83 form with a C.V, Certified Copies of I.D and qualifications, certificate registration of relevant council and proof of current registration for 1 March 2013 – 30 April 2014 (where applicable)to be attached. Applications should be submitted or posted to Pholosong Hospital, P.O Box 4, Brakpan, 1540, or be hand delivered to Pholosong Hospital, 1067 Ndaba Street, Tsakane, or apply online at www.gautengonline.gov.za

**CLOSING DATE**: 20 February 2015

**POST 05/115**: MIDDLE MANAGER: EMS COMMUNICATIONS REF NO: 05684

**SALARY**: R327 261 per annum (plus benefits)

**CENTRE**: Communication Centre (Midrand)

**REQUIREMENTS**: Grade 12 or equivalent qualification, ECT, CCA, NDIP, BTECH with 3 year experience after registration, Degree/Diploma in Call center management or equivalent. Knowledge of IT will serve as an advantage. A tertiary management qualification will be an added advantage. Must be computer literate and be able to use Microsoft (Word, Excel, PowerPoint, Access, Project and Outlook) with ease. An unendorsed code B (EB) driver’s license is a requirement. Knowledge and management of the two way radio communication system. Knowledge of Disaster Management procedures and the role of the call center with regards to disasters is a must. EMS processes and procedures will serve as a great advantage. Knowledge of the PFMA and Treasury regulation. Understanding of computer systems and related call center software like the GMC3 will serve as an added advantage. Management experience, which include budgeting and financial management, people management, change management, strategic planning, interpersonal relation, communication and computer skills..

**DUTIES**: Responsible for the management of EMS call center with all its components within the Chief Directorate. Implementation of the province’s strategic plan for Emergency Medical Services that deals with the call center. Give direction to call center staff on matters pertaining to the call center. Handle all queries and provide direction. Interact with counterpart and stakeholders. Improve systems within the communication center. Interface the Provincial Call Center with the call centers in the various Local Authorities and Metros. Create a stable environment within the communication center. Ensure accurate data collection and analysis. Support the office of the Director Operations with relation to information required for operations decision making. Implement a training programme for personnel within the call center. Coordination liaison with allied stakeholders including planning, coordination and monitoring of all radio communication in the province. Provide the department with strategies to improve communication within the center. Liaise and give feedback to the EMS district managers. Be the contact person for the department with matters relating to the call center. Implementing, reviewing and improving all call center policies, procedures and service standards. Track calls volume, reporting discrepancies and areas that need improvement. Training programs and/or experience in project management, policy system development, statistical analysis and forecasting will serve as a recommendation.

**ENQUIRIES**: Mr. C Errakiah, Tel. No: (011) 564 2054

**NOTES**: Applications must be completed on a Z83 form obtainable from any public service department, quoting the relevant reference number and department together with certified copies of your ID and qualifications and CV. Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or apply online at: www.gautengonline.gov.za

**CLOSING DATE**: 20 February 2015
POST 05/116 : PROFESSIONAL NURSE GRADE 1 SPECIALITY-PNB 1 (ICU) REF NO: 05708
Directorate: Nursing

SALARY : R 275 572 per annum (plus benefits)
CENTRE : Leratong Hospital
REQUIREMENTS : Basic Diploma/Degree accredited with the SANC in terms of R425 or equivalent qualification that allows registration with SANC as a Professional Nurse plus post basic Diploma in Critical Care Nursing Science (ICU). Minimum of 4 years Appropriate/recognised experience in nursing after registration as Professional Nurse with SANC in General Nursing.
DUTIES : Demonstrate an understanding of nursing legalisation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice nursing standards. Promote quality as directed by the professional scope of practice and standards. Demonstrate effective communication with supervisors and other clinicians including report writing when required. Work as part of the multidisciplinary team. Able to plan and organise own work and that of support personnel. Able to plan and organise own work and that of support personnel. Display concern for patient, promoting and advocating proper treatment and care. Willingness to respond to patients needs requirements and expectations. Work effectively, co-operatively, amicably with person of diverse social background.
ENQUIRIES : Ms. M Khoza Tel No: (011) 411 3506
APPLICATIONS : Application must be submitted on Z83 with CV, Certified copies of ID, current registration with SANC and qualifications to be attached applications should be submitted to Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740 or apply online at; www.gautengonline.gov.za
CLOSING DATE : 20 February 2015

POST 05/117 : MIDDLE MANAGER SECURITY REF NO: 05724
Directorate: Administration

SALARY : R270 804 per annum (plus benefits)
CENTRE : Sterkfontein Hospital, Krugersdorp
REQUIREMENTS : Degree/3 year National Diploma in security with a minimum of 3 years experience in security management or Grade 12/ equivalent qualification with minimum of 10 years experience in security management as Supervisor. Computer literacy, good interpersonal relations, communication and management skills and ability to work under pressure and tight deadlines will be of essential. A valid driver’s license is a required. Knowledge in the following fields: Physical Security, Personnel Security, Security investigations, Information Security, Document Security etc. A SSA/NIA Management courses will be an added advantage.
DUTIES : To assist the CEO to facilitate, coordinate, monitor, advice and render technical security administration. Manage the security functions in the institution including MISS and MPSS. Draft and review security policy, Security Plan, Procedures ensuring compliance. Developing and maintenance of training programme for all staff members. To develop Operational Plan for the security department of the institution.. Run security awareness programmes in the hospital and advice management about security implication of management decisions. Conduct a weekly Physical Security inspections and updating registers. Arrange quarterly search for drugs in the wards. Ensuring that officials with access to sensitive information are vetted. Liaise with relevant stake holders e.g. SAPS, Central Office and Security Service Provider. Reporting all security related issues to the CEO of the hospital. Management of Security Contract.
ENQUIRIES : Dr. E.S Pak, Tel No: (011) 951-8340
APPLICATIONS : Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. Applications must be submitted to HR in Administration building. Sterkfontein Psychiatric Hospital, Private Bag x 2010, Krugersdorp 1754 or apply online at www.gautengonline.gov.za
CLOSING DATE : 20 February 2015

POST 05/118 : ASSISTANT DIRECTOR: HIV and AIDS FINANCE REF NO: 05702
Directorate: HIV and AIDS

SALARY : R270 804 per annum (plus benefits)
CENTRE : Central Office, Johannesburg
REQUIREMENTS : A Bachelor’s Degree/National Diploma in accounting/financial management or related field. At least three (3) year experience in conditional grant management in a supervisory capacity. Experience must include compiling and monitoring of
DUTIES: Compile and monitor budget, expenditure and the business plan. Compile monthly, quarterly and annual expenditure reports. Monitor expenditure trends against business plan or budget. Ensure that monthly reports reach the provincial treasury and the national department by the 15th of each month and the quarterly report by the end of the next month. Ensure that misallocations are cleared on a monthly basis. Provide technical support and advise to programme manager and institutions. Attend to audit queries.

ENQUIRIES: Mr T. V Madi, Tel No: (011) 355 3003

APPLICATIONS: Applications must be submitted at: For Attention: Ms S Dladla, The Recruitment and Selection unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon or apply online by visiting www.gautengonline.gov.za

CLOSING DATE: 20 February 2015

POST 05/119: PHYSIOTHERAPIST 2 POSTS REF NO: 05675

Directorate: Allied

SALARY: R227 583 – R260 214 per annum (plus benefits)

CENTRE: Far East Rand Hospital

REQUIREMENTS: BSc Physiotherapist or recognised equivalent qualification. Registered with HPCSA as a Physiotherapist independent Practitioner (Completed Community Service). Good communication skills. Ability to work in a multi-disciplinary team. Creativity & analytic skills.


ENQUIRIES: Ms. M. Motsele, Tel. No: (011) 812 8406

APPLICATIONS: Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs or apply online at: www.gautengonline.gov.za

CLOSING DATE: 20 February 2015

POST 05/120: DIETICIAN GRADE I REF NO: 05676

Directorate: Allied

SALARY: R227 583 – R260 214 per annum (plus benefits)

CENTRE: Far East Rand Hospital

REQUIREMENTS: BSc Dietetics degree. Registration with HPCSA as a Dietician Good written and verbal communication skills. Supervision of community service staff.

DUTIES: To advice and plan nutritional care for individuals or group patients (CLINICAL & ARV). To meet their specific nutritional requirements. Knowledge on management of paediatric, surgical, and medical patients. Adhere to the relevant policies. To execute any fair, lawful, additional instruction issued by competent person. Attend any relevant meetings, workshops etc. Compiling of statistics and ordering of stock. Market and promote dietetics services. Ensure training & education. Participate in multi-disciplinary teamwork. Implement quality assurance.

ENQUIRIES: Ms. M. Harding, Tel. No: (011) 812 8371

APPLICATIONS: Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs or apply online at: www.gautengonline.gov.za

CLOSING DATE: 20 February 2015
POST 05/121 : LOGISTICAL SUPPORT OFFICER: REF NO: 05731
Directorate: Asset Management

SALARY : R183 438 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : 3-year tertiary qualification with 3-years experience in assets and inventory management or Grade 12 with 5-years’ experience in the field of Supply Chain Management and Asset Management. Knowledge of SAP, SRM, BAS and Assets. Valid driver’s license, Skills and Competencies. Good interpersonal relations, communication, negotiation, organizing, planning and problem solving skills. Computer literacy.
DUTIES : Maintenance of Asset Registers including consolidation. Conducting reconciliation of Asset, registers and dealing with variances. Implementation of asset verification and disposal plan. Monitor barcoding of newly acquired assets. Monitor movement of assets and ensure that inventory lists and asset register are updated accordingly. Monitor implementation of the departmental asset management policy. Coordinate procurement of assets as per asset management policy. Prepare submission for the asset management committee and implementation thereof. Coordinate procurement of inventory items at Head Office. Monitor compliance with legislative requirement in the management of inventory, prepare monthly reports. Supervision of staff documents management, PMDS must be done quarterly and sectional meetings must be held monthly.
ENQUIRIES : Ms. P.M. Sekhudu, Tel No: (012) 318-6724
APPLICATIONS : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.
CLOSING DATE : 20 February 2015

POST 05/122 : CHIEF ADMINISTRATION CLERK REF NO: 05680
Directorate: Administration

SALARY : R183 438 per annum (plus benefits)
CENTRE : Sterkfontein Hospital, Krugersdorp
REQUIREMENTS : National Diploma with relevant 4 years’ experience in patient administration or Grade 12 with 6years patient administration and knowledge of PAAB, UPFS tariffs, Patient classification, Knowledge of Mental Health Care Act and Criminal Procedure Act. Computer Literacy. Good verbal and communication skills. Ability to work under pressure. Leadership character with firmness towards work.
DUTIES : Supervision of subordinates falling within administration. Ensure that patients are classified correctly and make spot checks on supporting documents and checking registration and admission forms for compliance. Maximise revenue collection on patients and recovery strategy on outstanding accounts. Billing of patients and monthly compilation of Annexure F, verification of DHIS report before approval. Ensure that HIS meeting is taking place on monthly basis. Understanding downtime management processes. Reconcile monthly reports. Compile renew subordinates job descriptions including conducting of PDMS according to Department policy. Ensure management of wards clerks in allocated areas and coverage thereof. Implement action plan on audit findings. Submit monthly report required by seniors and Head Office. Motivate staff. Attend internal and external meetings. Apply disciplinary measures where applicable. Carry out other function as in patient administration and as delegated by senior.
ENQUIRIES : Mr. M.A. Ledwaba , Tel No: (011) 951 8240
APPLICATIONS : Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. Applications must be submitted to HR in Administration building. Sterkfontein Psychiatric Hospital, Private Bag x 2010, Krugersdorp 1754 or apply online at www.gautengonline.gov.za.
CLOSING DATE : 20 February 2015

POST 05/123 : INFORMATION OFFICER REF NO: 05717
Directorate: Information and Technology

SALARY : R 183 438 – R 216 084 per annum (plus benefits)
CENTRE : Pretoria West Hospital
REQUIREMENTS : Grade 12. Advanced computer literacy, especially excel and power point. Extensive knowledge in District Health Information System. A valid SA driver’s
license. Qualification in Information Studies/Informatics will be an added advantage.


**ENQUIRIES**: Mr J. M Mamaila, Tel. No - (012) 380 1204

**APPLICATIONS**: Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117 or apply online at: www.gautengonline.gov.za

**CLOSING DATE**: 20 February 2015

**POST 05/124**: ADMINISTRATIVE CLERK REF NO: 05666

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

**CENTRE**: Sebei Motsoeneng Clinic

**REQUIREMENTS**: Qualification of Grade 10/12 or equivalent qualification and relevant experience in patient administration. Ability to read and write. Good verbal and written communication skills. Team player. Computer skills will be an added advantage.

**Person Profile**: Excellent time management, organizational skills, communication skills, presentation and team work skills. Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.

**DUTIES**: Registration of patients in the appropriate clinical documents/registers. Filing of patients records. Retrieve/disposal of patients files from Record Department. Ensure that patient’s statics in accurate and kept up to date. Booking of patients for different clinics in the institution. Attend to general enquiries. Be prepared to work shifts, accept delegations within the facility. Sign a Performance contract on annual basis. Take part in the Gauteng Turnaround Strategy, PHC Reengineering and Establishment of the Sub-District.

**ENQUIRIES**: Ms. M. Le Roux, Tel No: (016) 950 6000

**APPLICATIONS**: Quoting the relevant reference number, direct applications to: The HR Manager- Sedibeng DHS Private Bag x023 VANDERBIJLPARK 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office or apply online at: www.gautengonline.gov.za

**CLOSING DATE**: 20 February 2015

**NOTE**: Applications must be submitted on form Z83, obtainable from any Public Service Department. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. The Gauteng Department of Health is guided by the principles of employment equity; therefore all the appointments will be made in accordance with The Employment Equity target of the Department. Preference for this position will be given to people with disability.

**POST 05/125**: MATERIAL RECORDING CLERK 2 POSTS: REF NO: 05729

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

**CENTRE**: Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**: Grade 12 with 1-year experience in the field of Supply Chain Management and knowledge of Asset Management will be an advantage. Communication skills. Computer literacy.

**DUTIES**: Control movement of assets between locations. Facilitate in disposal process. Complete VA27 for disposing. Make sure that new assets are barcoded before they can be delivered to the correct location and also making copies of those orders and invoices. Update monthly registers (maintenance register, cell phone register, donation register, operating register, toolbox register, laptop register, disposal register, intangible register and loss control). Give guidance to users on

ENQUIRIES: Ms. P.M. Sekhudu, Tel No: (012) 318-6724
APPLICATIONS: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.
CLOSING DATE: 20 February 2015
POST 05/126: ADMINISTRATIVE CLERK REF NO: 05716
Directorate: Sedibeng District Health Services
SALARY: R123 738 per annum (plus benefits)
CENTRE: Empilisweni CHC
REQUIREMENTS: Qualification of Grade 10/12 or equivalent qualification and relevant experience in patient administration. Ability to read and write. Good verbal and written communication skills. Team player. Computer skills will be an added advantage.
PERSON PROFILE: Excellent time management, organizational skills, communication skills, presentation and team work skills. Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.
DUTIES: Registration of patients in the appropriate clinical documents/registers. Filing of patients records. Retrieve/disposal of patients files from Record Department. Ensure that patient’s statics in accurate and kept up to date. Booking of patients for different clinics in the institution. Attend to general enquiries. Be prepared to work shifts, accept delegations within the facility. Sign a Performance contract on annual basis. Take part in the Gauteng Turnaround Strategy, PHC Reengineering and Establishment of the Sub-District.
ENQUIRIES: Ms. M. Le Roux, Tel No: (016) 950 6000
APPLICATIONS: Quoting the relevant reference number, direct applications to: The HR Manager-Sedibeng DHS Private Bag x023 VANDERBIJLPARK 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office or apply online at: www.gautengonline.gov.za
CLOSING DATE: 20 February 2015
NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. The Gauteng Department of Health is guided by the principles of employment equity; therefore all the appointments will be made in accordance with The Employment Equity target of the Department. Preference for this position will be given to people with disability.

POST 05/127: REGISTRY CLERK: HUMAN RESOURCE REF NO: 05677
Directorate: Human Resource
SALARY: R123 738 – R145 758 per annum (plus benefits)
CENTRE: Far East Rand Hospital
REQUIREMENTS: Grade 12. Good Planning, Organising, Record keeping and Interpersonal skills. Ability to work under pressure.
ENQUIRIES: Ms. M. Bossert, Tel. No: (011) 812 8329
APPLICATIONS: Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. Applications should be Submitted at HR
CLOSING DATE : 20 February 2015

POST 05/128 : FINANCIAL CLERK LEVEL 5 REF: TDH 0021
Directorate: Finance (Revenue and Accounts payable)

SALARY : R123 738-R145 758 per annum (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Grade 12 with Mathematics/Accounting/Business Economics as a subject A diploma in accounting field will serve as an advantage. Experience in the Field of financial accounting environment would be an advantage. Good communication (verbal, written and report writing skills) must be computer literate and able to work under pressure. Be punctual, reliable and honest
DUTIES : Assist in all aspect of financial management. Perform any duties related to finance assigned by the manager. Meet reporting and other deadlines. Submit reports to Finance Manager. Will be develop and going through in house training by the Finance Manager. Must be willing to rotate
ENQUIRIES : Mr. P.H O’RYAN Tel No: (012) 354 5624
APPLICATIONS : Applications must be submitted on a Z83 form, Certified copies of ID and Qualification to be attached. Applications can be submitted at Tshwane District Hospital: Private Bag x179 Pretoria 0001 or posted to: The HR Manager, Tshwane District Hospital, Private Bag x 179, Pretoria, 0001. Failure to do so will lead to disqualification
CLOSING DATE : 23 February 2015

POST 05/129 : FOOD SERVICE SUPERVISOR 2 POSTS REF NO: 05723
Directorate: Allied

SALARY : R 87 330 per annum (plus benefits)
CENTRE : Helen Joseph Hospital
REQUIREMENTS : Grade 10 or ABET equivalent, ability to read and write. 3 years’ experience in the food service environment. Must be good numerical skills and good communications skills. Must be willing to work shifts, Public Holidays and weekends. Must have good knowledge of food preparation (normal and therapeutic diets).
DUTIES : Supervision of food service personnel and activities. Responsible for ordering receipt and storage of all provisions and stock within the food service department supervising the production of meals. Ensuring cleanliness, safety and hygiene of food service area by constantly monitoring the flow of work. Responsible for safekeeping and reporting all faulty equipment. Accept additional functions within the unit as given by the food service manager and assist with staff appraisal.
ENQUIRIES : Ms R.E Nemaname, Tel No: (011) 489- 0399
APPLICATIONS : The institution reserves the right not to fill this post. Applications must be submitted or hand delivered to: Helen Joseph Hospital.No.14 Perth Road Auckland Park. Human Resource Department. Or apply online at: www.gautengonline.gov.za.
CLOSING DATE : 20 February 2015

POST 05/130 : FOOD SERVICE AID 2 POSTS REF NO: 05734
Directorate: Allied

SALARY : R 73 044 per annum (plus benefits)
CENTRE : Helen Joseph Hospital
REQUIREMENTS : ABET level II or grade 8 ability to read and write. Good communication skills. Must have knowledge on food service, Hygiene and waste management. Interpersonal relations. Must be willing to work shifts, Public Holidays and weekends. Must have knowledge of basic food preparation. Must have 1 year experience in a hospital food service unit.
DUTIES : Perform all tasks emanating from the preparation, dishing up and serving of food. Receipts and storage of all provisions and stock within the food service department. Clean all areas, utensils and equipment in the department.
ENQUIRIES : Mrs R.E Nemaname Tel No: (011) 489- 0399
APPLICATIONS : The institution reserves the right not to fill this post. Applications must be submitted or hand delivered to: Helen Joseph Hospital.No.14 Perth Road Auckland Park. Human Resource Department. Or apply online at: www.gautengonline.gov.za.
CLOSING DATE: 20 February 2015

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS: Applicants should apply online at www.gautengonline.gov.za.

CLOSING DATE: 17 February 2015

NOTE: We welcome applications from persons with disabilities. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. For Senior Management Service positions, preference will be given to female candidates to achieve equity targets in line with the approved remedial equity Action Plan.

MANAGEMENT ECHELON

POST 05/131: CHIEF DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: 05553

Directorate: Chief Director: Supply Chain And Asset Management

SALARY: R 988 152 per annum (All inclusive package)

CENTRE: Johannesburg

REQUIREMENTS: A post graduate degree/NQF Level 7 in Financial Management with Financial Accounting course. An accredited course in Supply Chain Management is also required. 6 10 years experience in Supply Chain Management and Financial Management of which 3 5 years must be at a Senior Management Level. In depth knowledge and understanding of the Public Service Act, Public Finance Management Act, Treasury Regulations, GRAP, Supply Chain Management Act, Preferential Procurement Policy Act (PPPFA), Broad Based Black Economic Empowerment Act (BBEEA), SITA Act, Strategic Intelligence Act, Protection of Information Act, Criminal Procedure Act and Minimum Information Security Standard (MISS). A valid driver ’s licence. REQUIRED COMPETENCIES: Strategic capacity and leadership execution, Supply Chain Management, Service delivery innovation, client orientation and customer focus, People management and empowerment, financial management, honesty and integrity. Programme and project management. Problem solving and analysis, business report writing. Planning, organising ,time management and coaching. Conflict management. Policy development, presentation and computer skills

DUTIES: Provide strategic leadership and direction to the Chief Directorate. Ensure the development of the strategic objectives for Supply Chain and Asset Management in order to meet the strategic objectives for Supply Chain Management. Be responsible for strategic guidance and expert advice in terms of Supply Chain and Asset Management to the Department as a whole. Develop an asset management strategy. Participate in the development of strategy and the budget for the Department. Ensure effective monitoring and implementation of sound Supply Chain and Asset Management Systems, policies, procedures, standards and regulations. Monitor and report to the CFO on the performance of the unit against the strategic objectives of the Department. Manage various strategic projects, programmes, contract agreements, service level agreements identified risks. Ensure the effective and efficient management of the procurement process and contract management. Implement effective commodity management through a complete commodity policy communicated to the Department, commodity sourcing plan and contracts for all standard commodities. Facilitate the development of technical expertise within the unit and keep abreast of technical developments and Treasury instruction notes. Create and build partnerships with various internal and external stakeholders in support of the execution of the function. Take all precautionary measures to prevent unauthorised, irregular and fruitless and wasteful expenditure. Ensure that budget spending is in line with strategic objective and is as per the procurement plan. Ensure effective compliance to the procurement plan by monitoring, projecting & reporting on expenditure. Monitor and report on the utilization of assets. Enhance and maintain employee motivation and cultivate a culture of performance management. Drive a culture of financial diligence and compliance within the unit. Ensure compliance with Treasury Regulation 8.2.3 and prevent audit findings. Represent the unit management and other government forums. Ensure the development of quality and risk management frameworks, standards and practices for the chief directorate. Draft and submit annual, quarterly, monthly reports required by EXCO.

ENQUIRIES: Mr Enoch Kubeka, 011 355 4000
It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

APPLICATIONS: Please submit your applications via email to: jobs.gpt@gauteng.gov.za.

CLOSING DATE: 20 February 2015

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

MANAGEMENT ECHELON

POST 05/132

CHIEF DIRECTOR: ASSETS AND LIABILITIES
Direcrtorate: Provincial Accounting Services

SALARY: R988 152 – 1 181 469 per annum (All inclusive package)
CENTRE: Johannesburg
REQUIREMENTS: A Degree / Btech in the Finance/Accounting field. 5 years' experience in senior management position. 5 – 7 years' experience in the Finance/Accounting field. A post graduate qualification will be an added advantage
DUTIES: Develop uniform policies relating to cash management, investment. Develop and implement effective and efficient cash management framework within the province. Monitor, evaluate and report on all cash management practices. Conduct risk assessment pertaining to cash management and implement the internal controls. Identify international cash management and investment best practices for use in GPG. Contribute to the provincial Revenue Fund by choosing effective investment opportunities in the market. Provide comprehensive range of support service to Provincial Departments, Public Entities to build capacity and attain operational excellence in cash flow management. Facilitate the implementation of cash management system to improve the cash management processes in GPG. Manage and report on the performance of investments and liabilities. Ensure submission of interim financial statement of the revenue fund. Ensure preparation of annual financial statements for provincial revenue fund. Liaise with Auditor General during the audit of the annual financial statements of the provincial revenue fund.

ENQUIRIES: Anne-Marie van Deventer Tel No: (011) 227-9000

POST 05/133

DIRECTOR: ASSET MANAGEMENT
Direcrtorate: Asset Management

SALARY: R819 126 – R964 902 per annum, (all inclusive package)
CENTRE: Johannesburg
REQUIREMENTS: B Com (Accounting) degree coupled with three to five (3 – 5) relevant Financial Accounting or Asset Management and middle management experience. Knowledge of Accounting principles, relevant policies in a legislative environment. Understanding of the PFMA, Treasury Regulations, GAAP/ IFRS and GRAP. Intermediate to expert skills in computer Ms. Office/Excel. Knowledge of GPG environment will be an added advantage.
DUTIES: The incumbent will be responsible to ensure the implementation and monitoring of the asset and inventory management policies for GPG departments and entities. Provide continuous support and guidance on implementation of the asset and inventory management frameworks and guidelines within GPG departments andentities. Identify asset management capacity gaps within GPG departments and develop strategies to address capacity gaps. Provide support in the implementation of systems and processes for GPG departments and
entities. Ensure the implementation of asset and inventory management reforms. Assist in clearing audit queries and assist in development and implementation of audit action plans. To provide technical advisory support to client departments and entities on asset management and audit related matters. Compile monthly, quarterly and annual operational reports. Supervise, develop and lead the Asset management sub-unit. Encourage and support on-going professional development of staff. Identify opportunities for continuous improvement.

ENQUIRIES
: Anne-Marie van Deventer Tel No: (011) 227-9000

OTHER POSTS

POST 05/134
: SENIOR PROCUREMENT OFFICER 2 POSTS
Directorate: Office of the Chief Financial Officer

SALARY
: R227 802– R 268 338 per annum (plus benefits)
CENTRE
: Johannesburg
REQUIREMENTS
: Three year tertiary qualification in Logistics / Supply Chain Management / Commerce. At least 1 - 2 years’ experience in Procurement / Supply Chain Management.
DUTIES
: To co-ordinate and assist users in drafting specifications. Ensure RLS01’s are authorised timeously on SAP. Tracking of RLS01’s with buyers to ensure that PO’s are created on time and within the agreed SLA’s. To liaise with GPT staff, addressing queries and providing advice and guidance as and when required. To process procurement requests in accordance with and in adherence to procurement policies and procedures. Management of current GPT contracts (long-term and short-term agreements). Monitoring of all Office Automation throughout the GPT. Monitor Progress of the unit and report to management on a weekly basis. Serve in different committees including specification evaluation etc. To compile all supply chain management reports and to perform any adhoc duties. Ensure continuous improvement of the unit performance by revising working procedures, and keep up to date with the latest best practices.

ENQUIRIES
: Ms Phindile Ngwenya Tel: (011) 241 0815.

POST 05/135
: SECURITY OFFICER
Directorate: Corporate Services

SALARY
: R183.436 – 216.084 per annum
CENTRE
: Johannesburg
REQUIREMENTS
: Relevant 1–3 year tertiary qualification, e.g. National Diploma/ Certificate/ Degree, related to the security field. Up to 2 years relevant experience in the related security field. Knowledge or previous experience relating to the administration of the Control Room, Monitoring of CCTV & DVR, access Control Systems, Investigation of security breached & OHS.
DUTIES

ENQUIRIES
: Ms Phindile Ngwenya Tel: (011) 241 0815.
ANNEXURE S

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HEALTH

APPLICATIONS: The Human Resource Manager, Northdale Hospital, Private Bag X9006, Pietermaritzburg, 3201

FOR ATTENTION: HR Manager

CLOSING DATE: 20 February 2015

NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Certified Copies of certificate of service, Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful.

OTHER POSTS

POST 05/136: CLINICAL PSYCHOLOGIST - GRADE 1/2/3 REF NO: NDH 10/2015

SALARY: GRADE 1: R 477 624 - R 530 088 per annum,
GRADE 2: R 562 614 - R 624 423 per annum,
GRADE 3: R 652 938 - R 769 125 per annum,

CENTRE: Northdale Hospital

REQUIREMENTS: Minimum Requirements: Appropriate Master degree or equivalent qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Clinical Psychologist. Registration with HPCSA as a Psychologist. Experience Requirements:

Grade 1: No experience required after registration with the HPCSA as Psychologist in respect of RSA qualified candidates who performed Community Service OR 1 Year relevant experience after registration with a recognized foreign Health Professional Council as Psychologist in respect of foreign qualified candidates, of whom it is not required to perform Community Service.

Grade 2: Minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified candidates who performed Community Service OR minimum of 9 years relevant experience after registration with a recognized foreign Health Professional Council as Psychologist in respect of foreign qualified candidates, of whom it is not required to perform Community Service.

Grade 3: Minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified candidates who performed Community Service OR minimum of 17 years relevant experience after registration with a recognized foreign Health Professional Council as Psychologist in respect of foreign qualified candidates, of whom it is not required to perform Community Service. Knowledge, Skills and Competencies required: Knowledge of the HPSA Code of ethics and HPCSA training requirements for interns. Knowledge of Mental Health care Act 17 of 2002. Knowledge of core clinical psychology modules such as mental illnesses, counselling, psychometric assessment, etc. Patient management competency. Knowledge of the clinical profile of our local community and its mental health needs. Basic computer skills and sound record keeping initiative. Good communication skills and interpersonal relation. Good time management and supervision skills.

Job main purpose: To provide a comprehensive and quality clinical psychology services to in-patients and out-patients visiting Northdale Hospital.

DUTIES: Job Key Performance Areas: To ensure the rendering of clinical psychology services to in-patients and out-patients. To arrange and implement follow-up of patients who were attended to and have since been discharged from the hospital. To advise medical and nursing staff on how best patients with mental
illnesses can be managed. To training and supervise intern psychologists allocated to the hospital by training institutions. To compile data relating to psychology services and to transform this data into information that can be used by the management to improve the quality of care to our patients. To provide expert opinion to the management with regard to clinical psychology services. To participate in the hospital’s outreach programmes together with the PHC team. To participate in activities relating to staff continued professional development (CPD).

ENQUIRIES: Dr MAG Molla – 033 – 387 9014

DEPARTMENT OF TRANSPORT
The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

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

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

MANAGEMENT ECHELON

POST 05/137 SENIOR MANAGER: INFORMATION TECHNOLOGY MANAGEMENT SERVICES REF NO: P 02/2015

SALARY: R819 126 per annum (all Inclusive remuneration package, of which a portion can be structured according to the individual’s personal needs), subject to the signing of an employment contract, a performance agreement and disclosure of registrable interests

CENTRE: Head Office, Pietermaritzburg

REQUIREMENTS: An appropriate recognized Bachelor’s Degree/ National Diploma in the field of Information Technology* A minimum of 3 years management experience. Possession of a valid driver’s licence (minimum Code B). Knowledge of Public Service Act/ Regulations, skills Development policies and strategies, Planning legislation- National and Provincial* Departmental Policies, Broad knowledge of IT Legislation, Policy and Practices, Understanding IT practices in the Public Service* Public Service reporting procedures and work environment, Labour Relations Act. Understanding of research and policy development processes* Research and gathering of information. Interpretation of legislation, policies and statistics* Computer based information systems, Understanding of policy research, analysis and developmental processes, Understanding of all prescribed, practices and procedures. Public Service and related legislation, Project and Strategic Management, Skills in interpretation and application of policy, Research, policy formulation and managerial skills, Problem solving and analytical thinking skills* Strategic planning and co-ordination skills, Excellent communication skills (verbal, written and networking)* Computer skills, Negotiation skills, Team building, Project management and motivation skills8 Presentation and Facilitation skills, Technical – Information Technology skills*
The ideal candidate should have self-driven demonstrated interest in Information Technology, be honest and have integrity, be an innovative thinker and be receptive to ideas and suggestions. He/ she should be reliable, creative, innovative, accurate, open, transparent, be a team leader and total quality controller.

**DUTIES**
Manage IT Business Strategy and Systems Developments Services in line with the regulatory framework as a strategic resource enabler. *Manage technical / operational support services. *Conduct research into maintenance of existing technologies, availability needs and demands of new technology and provide advice on operational / technical matters. *Manage the resources within the Directorate. *Manage the development of policies, procedures, standards and guidelines in line with the strategic direction, management plans and business processes of the Department. *Manage and control service level agreements and business processes with SITA*

**ENQUIRIES**
Ms V Cunliffe Tel. No.: 033-355 8736

**CLOSING DATE**
13 February 2015

**NOTE**
It is the intention of this Department to consider equity targets when filling this position. Short-listed candidates may be required to undergo a competency-based assessment. NB: The successful candidate will be required to enter into a Performance Agreement.

**POST 05/138**
SENIOR MANAGER: ORGANISTIONALDEVELOPMENTSERVICES REF NO: P 01/2015

**SALARY**
R819 126 per annum (all Inclusive remuneration package, of which a portion can be structured according to the individual's personal needs), subject to the signing of an employment contract, a performance agreement and disclosure of registrable interests.

**CENTRE**
Head Office, Pietermaritzburg

**REQUIREMENTS**
An appropriate, recognized National Diploma/ Bachelor’s Degree in Production/Operations Management, plus a minimum of 3 years’ Middle Management Experience in the field of Management Advisory Services/ Organizational Efficiency* plus Possession of a valid driver’s licence (minimum Code B). An OD qualification as issued by PALAMA would be an added advantage Knowledge of Public Service Regulations, Acts, Policies and Procedures* Knowledge of PFMA, Treasury Regulations and Practice Notes* Knowledge of Departmental Strategic plan and goals* Understanding of Public Services and Departmental policies* Knowledge of Project management* Understanding of Departmental strategies and related operational plans* Knowledge of Delegations of Authority* Knowledge of Job Evaluation policies and procedures* Knowledge of Organizational Development policies and procedures. Computer literacy* Research, policy formulation and managerial skills* Ability to develop training materials. Strategic Planning and co-ordination skills. Excellent Communication (verbal and written) skills* Presentation and facilitation skills* Motivation and negotiation skills* Financial Management skills. Driving skills. Ability to interpret and apply policy. The ideal candidate should be able to work in a team, be transparent, accurate, honest, reliable and should have integrity and be an innovative thinker and receptive to ideas and suggestions. He / she should also be creative/ innovative and be a team leader and a total quality controller.

**DUTIES**
Monitor the effectiveness of organizational structures: Ensure the conducting of ad-hoc work study investigations. Determine the most effective procedures and methods and provide advice relating to organizational efficiency to achieve organizational goals and services. Ensure the ongoing research, development and formulation of policies and procedures on Organization work study related matters. Ensure the implementation of Organizational Development design policies and procedures. Manage the coordination and implementation of Change Management Services. Manage and provide Job Evaluation services: Ensure Job Evaluation services are finalized both Departmentally and Provincially. Ensure consistency with regard to Job Evaluation both Departmentally and Provincially. Manage the provision of workshops on changes with regard to Job Evaluation matters. Manage Job Description and Job Profiling Services: Provide guidance/ assistance to all stakeholders on the development of Job Descriptions. Manage the provision of workshops on changes with regard to Job Descriptions. Research and analyze trends/ benchmarks in respect of job Description and Job Profiling. Provide specialized advice and guidance on Organizational Development and Job Evaluation: Advise management of latest guidelines from DPSA and Office of the Premier relating to Organizational Design. Advise management on directives relating to resolutions pertaining to
Job Evaluation. Render advise in terms of application of Policies, Procedures, Legislations, rules and regulations. Manage the resources of the Directorate Human Resource: Effective development of staff. Manage the resources within Directorate. Ensure that staff are kept informed of any development in respect of HR matters. Manage the performance of staff through setting goal and objectives, including EPMDS. Finance: Monitor and manage expenditure for the Directorate. Responsible/ Programme Manager for the Directorate. Prepare and monitor the budget. Ensure compliance with the PFMA and other relevant legislative prescripts. Equipment: Manage asset/ other equipment*

ENQUIRIES

Ms C Zwane Tel. No.: 033-355 8902

CLOSING DATE

24 February 2015

NOTE

It is the intention of this Department to consider equity targets when filling this position. Short-listed candidates may be required to undergo a competency-based assessment. NB: The successful candidate will be required to enter into a Performance Agreement.
ANNEXURE T

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender and disability. Women and people with disabilities are encouraged to apply. The Department of Co-operative Governance, Human Settlements & Traditional Affairs would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for positions as they appear below.

APPLICATIONS: Applications should be submitted to: The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, POLOKWANE 0700 OR delivered personally at 28 Market Street (next to UNISA) Registry Office (First floor). All General enquiries should be directed to Ms Mahlangu Violet at (015) 294 2046 or Mr Monkoe Mphodzi at (015) 294 2223 or Ms Mokhomole Makgano at (015) 294 2286.

CLOSING DATE: 13 February 2015
NOTE: Applications should be submitted on form Z83 obtainable from all Public Service Departments or at www.dpsa.gov.za and must be completed in full. Certified copies of your identity document, and qualifications as well as a CV must be attached. A valid driver’s license will be an added advantage. The specific reference number for the post must be quoted. Failure to submit the required documents will automatically disqualify applications. Short-listed candidates for the above posts will be subjected to a Security clearance, Competency Assessment (SMS posts), and verification of qualifications. NB: Faxed or e-mailed applications will not be considered. Contents of this advert is also available on the following websites: www.coghsta.limpopo.gov.za, and www.dpsa.gov.za. Communication will only be limited to shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful.

MANAGEMENT ECHELON

POST 05/139: SENIOR MANAGER: HUMAN SETTLEMENT DEVELOPMENT REF NO: COGHSTA 01/15
Sub Department: ISHS

SALARY: R819 126 per annum (All inclusive salary package). Salary Level 13
CENTRE: Region B (Mopani District)
REQUIREMENTS: Appropriate recognized Bachelor’s degree/ Advance diploma or Equivalent in Built environment profession preferably Civil Engineering, Project Management, Quantity Surveying or Architect (NQF 7). Minimum 3 years experience in Civil Engineering/ Construction Project Management at management level. A valid driver’s license. Key Competencies: knowledge of: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, etc. Skills: Negotiation; Presentation; People management; Time Management; Communication, both formal and informal; Project Management; MS Excel, Powerpoint, MS Projects; Financial management; Relationship Management; Coordination; Analytical thinking; Report writing; National building Regulation; Building construction prescripts, contracts management; Conflict Management; Planning and costing of house designs; Circuit Engineering; Construction Project Management.

DUTIES: Manage EPH and Community Residential Unit; Manage emergency housing, rural, farm workers, rental housing, credit linked, rectification programme and installation; Facilitate responses to queries from SCOPA, AG and other Stakeholders; Manage resources (Financial, Human and Physical); Risk and contracts management.

ENQUIRIES: Ms Mahlangu Violet (015) 294 2046

OTHER POSTS

POST 05/140: CHIEF CONSTRUCTION PROJECT MANAGER REF NO: COGHSTA 14/15
Sub Department: ISHS

SALARY: R756 999 – R 865 551 per annum (All inclusive salary package) Salary Level: OSD
CENTRE : Waterberg District
REQUIREMENTS :
Appropriate recognized Bachelor’s degree in Built Environment Science or equivalent (NQF7). A Valid drivers’ license. Minimum 3 years relevant experience at management level. Key Competencies: Technical Competency, e.g Knowledge of: Construction Science; Construction Processes; *Design process; Financial and Cost Factors Project Management, e.g. Facilitate a development of a clear brief; Co-ordinate and monitor project Initiation program; Understanding of construction contracts; Sound and in depth knowledge of relevant prescripts, Application of the legislative framework governing the public service e.g, Public Service Act, Labour Relations Act, PFMA, Housing Act, Housing Code, Housing Consumer Protection Act, Project and Construction Management Profession Act, etc. Skills: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Project Management; Computer literacy; Financial management; Relationship management; Coordination; Analytical thinking; Report writing; National building regulation; Building Construction; *Conflict management; Planning and costing of house designs.

DUTIES :
Monitor the implementation of EPHP and community residential unit; Monitor the implementation of emergency housing, rural, farm workers, Institutional, credit linked, rectification services.

ENQUIRIES :
Ms Mokhomole Makgano (015) 294 2286

POST 05/141 :
MANAGER: HOUSING FINANCE REF NO: COGHSTA 02/15
Sub Department: Financial Management Services

SALARY :
R630 822 per annum (All inclusive salary package) Salary Level 12

CENTRE :
Polokwane

REQUIREMENTS :
Appropriate recognised Bachelor degree/ Advance Diploma in Financial Management, B Com Accounting, Commerce, Auditing (NQF 7); Minimum 3 years relevant experience at management level. Key Competencies: Knowledge of Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g, Public Service Act, Labour Relation Act, PFMA, Treasury Regulations, DORA, MFMA, Housing Act, Housing Code Understanding of the public services environment, HR matters, finance, Planning and Organising, Applicable legislations. BAS & HSS Systems Skills Problem solving; Financial Management; Proven Managerial skills; Accomplished leader; Advanced strategic planning skills; Confident Communicator; Financial management; People management skills; Networking Skills; Innovative thinking; Adaptability to meet the goal during changes; Policy Formulation.

DUTIES :
Manage integrated sustainable human settlement grants and transfers; Manage and report on housing expenditure; *Manage compliance of Housing Financial report in terms of PFMA; Record management of paid claims; Manage the update of National HSS database & consolidate HSS payments.

ENQUIRIES :
Mr Monkoe Mphodi (015) 294 2223

POST 05/142 :
MANAGER: PHYSICAL SECURITY REF NO: COGHSTA 03/15
Sub Department: Corporate Services

SALARY :
R630 822 per annum (All inclusive salary package) Salary Level 12

CENTRE :
Polokwane

REQUIREMENTS :
Appropriate recognised B degree/Advanced diploma in Security Management or equivalent qualification (NQF 7). Minimum 3 years relevant experience at management level. Key Competencies: Knowledge of: Sound and in depth knowledge and application of legislative framework governing the public service e.g Public Service Regulation; Public Service Act; PFMA. Skills: Negotiation skills; Presentation/Facilitation Skills; Report Writing; Time management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills; The ability to communicate at all levels, both verbally and in writing; Manage confidential information on corruption and whistle blowing information; Conduct classified investigations and loss of departmental assets; Must have high standards and proposed levels of achievement; Ability to manage conflict situations effectively; Ability to motivate and train people; Financial Management; Good human relations; Computer literacy; Occupational and Health Safety skills; Emergency control management.

DUTIES :
Manage high level security investigations on reported security incidents within the department; Manage physical/information security and asset protection; Manage security evaluation on sites inspection Manage stakeholders
on physical security support to the MEC’s visits to the municipalities; Capacitate municipalities on physical/information and security Services.

ENQUIRIES:
Mr Monkoe Mphodi (015) 294 2223

POST 05/143:
MANAGER: PERFORMANCE, MONITORING AND EVALUATION REF NO: 04/15
Sub-Department: COGTA

SALARY: R630 822 per annum (All inclusive salary package) Salary Level 12
CENTRE: Waterberg
REQUIREMENTS: Appropriate recognized B Degree or equivalent (NQF 7); Minimum 3 years relevant experience at management level. Valid drivers’ license. Key Competencies: Knowledge of Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g., Public Service Act, Labour Relation Act, PFMA, etc Skills Negotiation skills; Presentation skills; People Management skills; Time management; Communication, both formal, and informal.

DUTIES:
Coordinate, consolidate and analyse municipal performance reports in terms of Municipal Systems Act and Municipal Financial Management Act; Monitor and support municipalities on the implementation of Outcome 9 and Back to Basics; Monitor and support municipalities on the filling of senior manager’s posts; Monitor and support municipalities on the implementation of Performance Management Systems.

ENQUIRIES:
Ms Mokhomole Makgano (015) 294 2286

POST 05/144:
MANAGER: HOD’S OFFICE REF NO: COGHSTA 05/15
Sub-Department: HOD Support

SALARY: R630 822 per annum (All inclusive salary package) Salary Level 12
CENTRE: Polokwane
REQUIREMENTS: Appropriate recognized B Degree in Transport Management or Logistics / Advance Diploma or equivalent (NQF 7) Minimum 3 Years. Experience at management level. A valid drivers license.Key Competencies: Knowledge Of Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg; Knowledge of a variety of work ranges and procedures such As *Transport Management *Transport Circul ars *Public Finance Management Act *Public Service Act 1994 *Public Service Regulations 2001 as amended.Skills Advanced skills such as:Communication skills; Negotiating skills; Facilitation skills; Report writing; Cooperation skills; Liaison skills; Networking; Project Management; Computer literacy; Risk Management; Report Writing; People Management; Financial Management; Creative Problem solving; Client orientation and Customer care
DUTIES: Ensure the procurement of new vehicles: i.e. both government own vehicles and subsidized vehicles; Manage registration and licensing of state vehicles; Ensure the repairs and maintenance of departmental fleet and disposal of worn out and obsolete vehicles; Monitor fuel payment claims of all schemes, MMS, SMS, Scheme A and B monthly running allowance; Provide and develop transport manuals and policies; *Render secretariat services to the Departmental Transport Committee.

ENQUIRIES: Mr Monkoe MPHodi (015) 294 2223

POST 05/146: MANAGER: MICB REF NO: COGHSTA 07/15
Sub Department: COGTA

SALARY: R630 822 per annum (All inclusive salary package) Salary Level 12
CENTRE: Vhembe

DUTIES: Develop and implement Provincial Strategy Assessment of capacity levels of Municipalities; Co-ordinate local government Capacity Building programmes; Assess the impact of Capacity Building programmes; Oversee the implementation of project consolidate.

ENQUIRIES: Ms Mokhomole Makgano (015) 294 2286

POST 05/147: MANAGER: COMMUNITY DEVELOPMENT PROGRAMME REF NO: COGHSTA 08/15
Sub Department: COGTA

SALARY: R532 278 per annum (All inclusive salary package) Salary Level: 11
CENTRE: Capricorn
REQUIREMENTS: Appropriate recognized B.Degree in Public Management and Administration/Advance Diploma (NQF7) and a National Certificate in Community Development will be an added advantage, Minimum 3 years’ experience at management level in community work. Valid drivers' license. Key Competencies: knowledge Of: Batho Pele principles; Public Service Act; Computer Literacy; Dynamics; Culture and Language of the target community. Skills: Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skills and Numeracy skills. Policy Development and implementation and analysis, Diversity Management, Human Relations. Leadership Skills.

DUTIES: Manage the implementation of CDP in the Province; Manage the implementation of African Peer Review Mechanism; Manage the implementation of government programme of action and Manage human and material resources.

ENQUIRIES: Ms Mokhomole Makgano (015) 294 2286

POST 05/148: MANAGER: ASSETS REGISTER MANAGEMENT REF NO: COGHSTA 09/15
Sub Department: ISHS

SALARY: R532 278 per annum (All inclusive salary package) Salary Level: 11
CENTRE: Polokwane
REQUIREMENTS: Appropriate recognized Bachelor's degree in Public management / financial management / Real Estate/ LLB or equivalent (NQF 7). Minimum 3 years relevant experience at management level. Key Competencies: Knowledge Of: Sound and in depth knowledge of relevant prescripts, Application of the legislative framework governing the Public Service e.g: Housing Code, Housing Act, Municipal Systems Act, Municipal Finance Act, Public Service Act, Labour Relation Act, PFMA, etc. Skills: Negotiation skills; Presentation skills; People management skills; Time Management; People management, Communication, both formal, and informal.

DUTIES: Manage the transfer & registration of housing assets through enhanced extended discount benefits scheme (EEDBS) and phasing out programme (POP); Manage the updating the immovable assets register; Manage the registration and endorsement of the title deeds and deeds of grant for low
cost housing projects; Manage the rectification programme for government fixed properties; Manage the proclamation of non-formal areas and opening of township register; Manage the valuation of EEDBS properties.

ENQUIRIES : Ms Mokhomole Makgano (015) 294 2286

POST 05/149 : MANAGER: SALARY SERVICES REF NO: COGHSTA 10/15
Sub-Department: Financial Management Services

SALARY : R532 278 per annum (All inclusive salary package) Salary Level: 11
CENTRE : Polokwane
REQUIREMENTS : Appropriate recognized Bachelor degree / Advance Diploma in Financial Management, B Com Accounting, Commerce, Auditing. (NQF 7). Minimum 3 years relevant experience at management level. Key Competencies: Knowledge Of BAS, PFMA, PPPFA, treasury regulations, Batho Pele principles, DORA, Public Service Act, computer literacy and delegation of authority. Skill *Negotiation skills. Presentation skills.*People management skills.*Time management.*Communication Computer skill *Numeracy skills *Conflict resolution skills

DUTIES : Manage allowances; Manage payrolls; Manage deductions.

ENQUIRIES : Mr Monkoe Mphodi (015) 294 2223

POST 05/150 : MANAGER: CONTRACTUAL PAYMENTS REF NO: COGHSTA 11/15
Sub-Department: Financial Management Services

SALARY : R532 278 per annum (All inclusive salary package) Salary Level: 11
CENTRE : Polokwane
REQUIREMENTS : Appropriate recognized B.Degree Advanced Diploma/ in Financial management, B Com Accounting, Commerce and Auditing (NQF 7). Minimum 3 years relevant experience at management level. Key Competencies: Knowledge Of BAS, PFMA, PPPFA, Treasury Regulations, Batho Pele principles, DORA, Public Service Act, computer literacy and Delegation of authority Skills *Negotiation skills.*Presentation skills.*People management skills.*Time management. *Communication,*Computer skill *Numeracy skill

DUTIES : Manage integrated Human Settlement Grants; Monitor Housing Expenditure; Manage and consolidate payment claims on Bas; Reporting in terms of DORA; Manage safekeeping of housing claims vouchers.

ENQUIRIES : Mr Monkoe Mphodi (015) 294 2223

POST 05/151 : MANAGER: DEBTORS AND REVENUE REF NO: COGHSTA 12/15
Sub-Department: Financial Management Services

SALARY : R532 278 per annum (All inclusive salary package) Salary Level: 11
CENTRE : Polokwane
REQUIREMENTS : Appropriate recognized B. Degree in Public Management and Administration/Advance Diploma /or equivalent (NQF 7). Minimum 3 years relevant at management level. A valid driver's license. Key Competencies: Knowledge Of Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, treasury regulation,DORA, MFMA; *knowledge of government financial system and other related accounting software; *Knowledge in policy development and formulation Skills *Financial skills; *Computer skills; *Presentation skills; *People management skills; *Time management; *Communication, both formal, and informal; *Moderate analytical Skills; *Strong leadership and managerial skills.

DUTIES : Revenue Management; Debt Management; Banking and Cashflow Management; Accounting and Reporting; *Manage: Financial and Physical Resources.

ENQUIRIES : Mr Monkoe Mphodi (015) 294 2223

POST 05/152 : MANAGER: IDP REF NO: COGHSTA 13/15
Sub-Department: COGTA

SALARY : R532 278 per annum (All inclusive salary package) Salary Level 11
CENTRE : Sekhukhune
REQUIREMENTS : Appropriate recognized B. Degree in Public Management and Administration/Advance Diploma /or equivalent (NQF 7). Minimum 3 years relevant at management level. A valid driver's license. Key Competencies: Knowledge Of Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Municipal Systems
Act, MFMA, IGR Act Municipal Structures Act, South Africa Constitution. Skills Presentation skills. People management skills. Time management; Communication, both formal, and informal. Report writing skills

**DUTIES**
Managing liaison with municipalities and sector Department regarding the IDP processes in the district; Providing strategic support in the drafting of the IDP analysis and the annual IDP assessment report; Manage the IDP stakeholder’s database; Manage compilation of “monthly performance” and “quarterly evaluation” reports of ISRDp municipalities, namely Sekhukhune and Maruleng Municipalities.

**ENQUIRIES**
Ms Mokhomole Makgano (015) 294 2286

**POST 05/153**
CONSTRUCTION PROJECT MANAGER REF NO: COGHSTA 15/15
Sub Department: ISHS

**SALARY**
R516 345 – R 556 248 per annum (All inclusive salary package) Salary Level: OSD

**CENTRE**
Waterberg District

**REQUIREMENTS**
Appropriate recognized National Diploma or equivalent qualification (NQF 6) in Built Environment Profession (Civil Engineering, Construction Management, Building Science, Quantity Surveying, Architect, Project Management), Minimum 3 years relevant experience and a valid driver’s license. Key Competencies: Technical Competency, e.g Knowledge of Construction Science; Construction Processes; Design process; Financial and Cost Factors; Project Management, e.g Facilitate a development of a clear brief; Co-ordinate and monitor project Initiation program; Understanding of construction contracts; Sound and in depth knowledge of relevant prescripts, Application of the legislative framework governing the public service eg, Public Service Act, Labour Relations Act, PFMA, Housing Act, Housing Code, Housing Consumer Protection Act, Project and Construction Management Profession Act, etc. Skills: Negotiation skills; Presentation skills; People management skills; Time management; Communication skills*Report writing skills*Information management.

**DUTIES**
Manage and monitor Rural housing, Emergency housing, EPHP, Farm Workers Housing, Informal Settlement Upgrading, Social Housing, FLISP, Project Linked, Rectification program, Community Residential Units, Engineering Services, Incremental Intervention and Social Amenities; Provide progress reports (financial and non-financial); Render and provide technical advice to management, municipalities and other stakeholders on housing and infrastructure development; Manage and monitor quality on site; Manage project budget and do cash flow Projection; Manage consultants.

**ENQUIRIES**
Ms Matlopela Terry (015) 294 2224

**POST 05/154**
TOWN & REGIONAL PLANNER PRODUCTION GRADE A 5 POSTS REF NO COGHSTA 16/15
Sub Department: COGTA

**SALARY**
R444 921 – R 479 298 per annum (All inclusive salary package) Salary Level: OSD

**CENTRE**
All 5 Districts

**REQUIREMENTS**
Appropriate recognized Bachelor’s degree in Urban/Town and Regional Planning or equivalent (NQF7).*Compulsory registration with SACPLAN as a Professional/Technical Town and Regional Planner (T&R) on appointment. Minimum 2 years relevant experience required. A valid driver’s license. Key Competencies: Knowledge Of:* Programme and project management; *T & R Principles and methodologies; *Research and development; Computer-aided applications; T & R knowledge of legal compliance; Creating high performance culture Technical consulting; Professional judgment. Skills: Decision making; Team leadership; Analytical skill; Creativity; Self-management; *Financial management; Customer focus and responsiveness; Communication skills; Computer literacy; Delegation and development of others; Planning, organizing and execution; *Ability to manage conflict; Problem solving and analysis; Insight; *People management skills; Change management

**DUTIES**
Ensure the application of town and regional planning principles in land development; Human capital development; Office administration and budget planning; Research and development.

**ENQUIRIES**
Mr Mathonsi Siza (015) 294 2094
POST 05/155

DEPUTY MANAGER: PHYSICAL SECURITY REF NO: COGHSTA 17/15
Sub Department: Corporate Services

SALARY: R337 998 per annum, Salary Level 10
CENTRE: Polokwane
REQUIREMENTS: Appropriate recognized National Diploma in Security Management or equivalent qualification (NQF 6). Minimum 3 years relevant experience. Key Competencies: Knowledge Of: Sound and in depth knowledge and application of legislative framework governing the public service e.g Public Service Regulation; Public Service Act; PFMA. Skills: *The ability to communicate at all levels, both verbally and in writing; *Manage confidential information on corruption and whistle blowing information; Conduct classified investigations and loss of departmental assets; *Must have high standards and proposed levels of achievement; Ability to manage conflict situations effectively; Ability to motivate and train people; Financial Management; *Good human relations; Computer literacy; Occupational and Health Safety skills; *Emergency control management.

DUTIES: Coordinate the implementation of MISS/PISP within the department and assisting municipalities; Establish and monitor access control system within the department and assisting the municipalities; Establish security screening (Vetting) procedures and implementation; Coordination of Information and Physical Security awareness workshops and training; Monitoring of private security service providers and assist municipalities with the development of private security specifications; Ensure the provision and coordination of physical security support to the MEC’s visits to Municipalities; Develop and implement the Vetting strategy in the department and the Municipalities; Develop a scheduled Physical and Information Security Audit program;

ENQUIRIES: Ms Matlopela Terry (015) 294 2224

POST 05/156

DEPUTY MANAGER: ACQUISITION REF NO: COGHSTA 18/15
Sub-Department: Financial Management Services

SALARY: R337 998 per annum, Salary Level 10
CENTRE: Polokwane
REQUIREMENTS: Appropriate recognized National Diploma or equivalent (NQF level 6) in the field of Financial Management. Minimum of 3 years’ experience within Supply Chain Management environment and a valid driver’s license. Key Competencies: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relations Act, PFMA, etc. Should have negotiation skills, presentation skills, people management skills, time management skills and communication skills.

DUTIES: Monitor and implement quotation based procurement, open bids procurement; Provision of secretariat services to bid evaluation and adjudication committee; The publication of bidding information in Provincial bulletin, departmental website and other media; The conclusion and signing of contracts with appointed service providers

ENQUIRIES: Ms Monyela Hlokammoni 015 294 2073

POST 05/157

DEPUTY MANAGER: DEMAND REF NO: COGHSTA 19/15
Sub-Department: Financial Management Services

SALARY: R337 998 per annum, Salary Level 10
CENTRE: Polokwane
REQUIREMENTS: An appropriate recognized National Diploma in Logistics or equivalent (NQF 6). Minimum of 3 years’ experience within Supply Chain Management environment and a valid driver’s license. Key Competencies: Knowledge Of Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relations Act, PFMA, PPPFA, Skills, Negotiation skills. Presentation skills, People management skills.*Time management. Communication, both formal, and informal. Computer skill *Numeracy skill, Problem solving and analysis, Service delivery innovation

DUTIES: Monitor the expenditure, commodity and industry analyses Process; Monitor and implement the supplier database; Monitor the identification of future needs; Monitor the compilation and implementation of terms of reference/specifications for goods and services required; Determine and capture of needs identified; Identification of critical delivery dates, doing expenditure analysis; Understanding the business needs, and planning for future needs Strategic sourcing of the Department.

ENQUIRIES: Ms Monyela Hlokammoni 015 294 2073
POST 05/158 : DEPUTY MANAGER: PERFORMANCE MONITORING AND EVALUATION
2 POSTS REF NO: COGHSTA 20/15
Sub-Department: COGTA

SALARY: R337 998 per annum, Salary Level 10
CENTRE: Sekhukhune & Vhembe
REQUIREMENTS: Appropriate National Diploma or equivalent (NQF 6) Minimum 3 years relevant experience. Valid drivers’ license. Key Competencies: Knowledge Of Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g., Public Service Act, Labour Relation Act, PFMA, etc Skills Negotiation skills. Presentation skills. People Management skills. Time management. Communication, both formal, and informal.
DUTIES: Coordinate and consolidate the MEC reports on the state of Municipalities; Monitor and evaluate the performance of municipalities on a periodic basis in compliance with the MSA & MFMA; Audit the implementation of PMS of PMS by municipalities on annual basis; Audit the implementation of PMS of PMS by municipalities on annual basis and monitoring of the employment contracts of s57 Managers.
ENQUIRIES: Ms Mphati Mokgadi (015) 294 2074

POST 05/159 : DEPUTY MANAGER: STRATEGIC PLANNING REF NO: COGHSTA 21/15
Sub-Department: HOD Support

SALARY: R337 998 per annum, Salary Level 10
CENTRE: Polokwane
REQUIREMENTS: Appropriate recognized National Diploma or equivalent (NQF 6) Minimum 3 years relevant experience. Valid drivers’ license. Key Competencies: Knowledge Of Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g., Public Service Act, Labour Relation Act, PFMA, etc Skills Negotiation skills. Presentation skills. People Management skills. Time management. Communication, both formal, and informal.
DUTIES: Manage the process of strategic formulation in the department and develop the strategic plan document; Conduct scenario planning to ensure a robust departmental strategic plan; Conduct environmental assessment to ensure that our strategies always respond and adapt to triggers of change in the environment when necessary; Manage alignment of the department plans to PGDS.
ENQUIRIES: Ms Monyela Hlokammoni 015 294 2073

POST 05/160 : DEPUTY MANAGER: CONDITIONS OF SERVICE REF NO: COGHSTA 22/15
Sub Department: Corporate Services

SALARY: R337 998 per annum, Salary Level 10
CENTRE: Polokwane
REQUIREMENTS: Appropriate recognized National Diploma in Human Resource Management or equivalent (NQF6). Minimum 3 years relevant experience. Valid drivers’ license. Key Competencies: Knowledge Of Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g., *Public Service Act, *Labour Relation Act, PFMA, etc Skills Negotiation skills. Presentation skills.*People Management skills.*Time management.*Communication, both formal, and informal.
DUTIES: Coordinate the administration of Leaves; Coordinate the administration of pensions; Coordinate implementation of allowances and emoluments; Coordinate the implementation of job evaluation results.
ENQUIRIES: Ms Matlopela Terry (015) 294 2224

POST 05/161 : DEPUTY MANAGER: CDP REF NO : COGHSTA 23/15
Sub Department: COGTA

SALARY: R337 998 per annum, Salary Level 10
CENTRE: Sekhukhune
REQUIREMENTS: Appropriate recognized National Diploma in Public Management and Administration (NQF6) and a National Certificate in Community Development will be an added advantage, Minimum 3 years relevant experience in community work. Valid drivers’ license. Key Competencies: Knowledge Of: Batho Pele principles; Public Service Act; Computer Literacy; Dynamics; Culture and Language of the target community. Skills: Negotiation skills; Presentation skills
People management skills; Time management; Communication; Computer skills and, Numeracy skills. Leadership skills. Diversity Management. Policy development and analysis skills.

**DUTIES**

Coordinate the implementation of CDP in the Province; Coordinate the implementation of African Peer Review Mechanism; Facilitate the implementation of government programme of action; Manage human and material resources.

**ENQUIRIES**

Mr Mathonsi Siza (015) 294 2094

**POST 05/162**

**DEPUTY MANAGER: MICB (MUNICIPAL INSTITUTIONAL CAPACITY BUILDING) REF NO: COGHSTA 24/15**

Sub Department: COGTA

**SALARY**

R 337 998 per annum, Salary Level 10

**CENTRE**

Sekhukhune

**REQUIREMENTS**

Appropriate recognized National Diploma in Municipal Administration/Project management or equivalent qualification (NQF 6). Minimum 3 years relevant experience. Key Competencies: Knowledge Of: Sound and in depth knowledge and application of legislative framework governing the public service e.g Public Service Regulation; Public Service Act; PFMA, Skills: Negotiation skills; Presentation/Facilitation Skills; People management; Time management; Communication both formal, and informal; Project Management; Strategic capacity and leadership; Skills assessment and accreditation; Planning.

**DUTIES**

Support with the implementation of provincial municipality capacity building strategy; Support with the implementation of key national and provincial capacity building programmes such as project consolidate; Assess and evaluate the impact of capacity building programmes; Identify capacity gaps and propose capacity building intervention.

**ENQUIRIES**

Ms Mphati Mokgadi (015) 294 2074

**POST 05/163**

**DEPUTY MANAGER: HELP DESK REF NO: COGHSTA 25/15**

Sub Department: Corporate Services

**SALARY**

R337 998 per annum, Salary Level 10

**CENTRE**

Polokwane

**REQUIREMENTS**

Appropriate recognized National Diploma in Public Management and Administration or equivalent (NQF6). A valid driver’s license. Minimum 3 years relevant experience. Key Competencies: Knowledge Of: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g., Public Service Act, Labour Relation Act, PFMA, etc Skills Negotiation skills. Presentation skills. People Management skills.*Time management. Communication, both formal, and informal.

**DUTIES**

Attend to unresolved complex housing logged queries and update the BMC remedy user; Attend to face housing related queries counter service from municipalities, beneficiaries, developers and other housing related stakeholders; Prepare progress reports and provide analysis of housing logged calls; Make follow-up calls with customers to determine if service rendered is efficient; Coordinate and prioritize housing queries as per impact and criticality; Coordinate and liaise with Housing Stakeholders regarding housing related queries.

**ENQUIRIES**

Mr Mathonsi Siza (015) 294 2094

**POST 05/164**

**DEPUTY MANAGER: RESEARCH AND POLICY COORDINATION REF NO: COGHSTA 26/15**

Sub-Department: HOD Support

**SALARY**

R337 998 per annum, Salary Level 10

**CENTRE**

Polokwane

**REQUIREMENTS**

Appropriate recognized LLB Degree (NQF 7).Minimum 3 years relevant experience and valid drivers’ license. Key Competencies: Knowledge Of Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g., Public Service Act, Labour Relation Act, PFMA, etc Skills Negotiation skills. Presentation skills. People Management skills. Time management. Communication, both formal, and informal.

**DUTIES**

To conduct research and identify best practices to the Department, Municipal Capacitation, and Provide Administration Services.

**ENQUIRIES**

Mr Mathonsi Siza (015) 294 2094
POST 05/165 : HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION
3 POSTS REF NO: COGHSTA 27/15
Sub-Department: Corporate Services

SALARY : R227 802 per annum, Salary Level 08
CENTRE : Polokwane

DUTIES : Development of Job Specification (Advertisement of vacant posts on the Organogram); Serve as the panel secretariat during selection and interviews; Administer the recruitment & selections process, including physical orientation; Administer employment contracts; Appoint & transfer staff on PERSAL system; Ensure that logistics are arranged for candidates and new appointees; Administer the appointments Masterfile.

ENQUIRIES : Mr Mathonsi Siza  (015) 294 2094

POST 05/166 : ADMINISTRATIVE OFFICER: TRADITIONAL AFFAIRS 17 POSTS REF NO: COGHSTA 28/15
Sub-Department: COGTA

SALARY : R227 802 per annum, Salary Level 08
REQUIREMENTS : Appropriate recognized National Diploma in Public Management and Administration or equivalent (NQF6). A valid driver's license. Minimum 3 years relevant experience. Key Competencies: Knowledge Of Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g., Public Service Act, Labour Relation Act, PFMA, etc Skills *Negotiation skills. Presentation skills. People Management skills. Time management. Communication, both formal, and informal.

DUTIES : Management of finances of traditional council; Providing administrative services to the traditional Council; Management of events of traditional council; Monitoring implementation of initiation school Act; *Administration of tribal court proceedings.

ENQUIRIES : Ms Matlopela Terry (015) 294 2224

POST 05/167 : PERSONAL ASSISTANTS 24 POSTS REF NO: COGHSTA 29/15
Sub-Department: HOD Support/ISHS/Corporate Services and Co-Operative Gov & Traditional Affairs

SALARY : R183 438 per annum, Salary Level 07
CENTRE : Polokwane
REQUIREMENTS : Appropriate recognized Secretarial Diploma/Office Administration and Management or equivalent qualification (NQF 5). Minimum 1 year in Office Administration. Key Competencies: Knowledge Of: Relevant prescripts; Application of the Legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA. Skills: Negotiation; Ability to communicate well with people at different levels and from different backgrounds; Conflict resolution; Good telephone etiquette; Time management; Organising; Analytical thinking; High level of reliability; Minute taking; Computer Literacy; Inter-personal relations; Report writing; Co-ordination; Decision making.

DUTIES : Co-ordinate correspondence between the office and other branches. SBU's divisions, municipalities and other institutions; Establish and maintain an appointment diary and arrangement of meetings and act as a secretariat; Manage correspondence, give advice, refer to relevant component and take action when necessary; Assist in the compilation of the reports, attend to typing, faxes and keep record of incoming, work in progress and complete work; Planning and co-ordinate traveling and accommodation bookings; Provide information and respond to requests from officials during the
absence of the Senior Manager/General manager/SGM; Attend to procurement of stationery and other office requirements; Maintain a commitment register for the SGM/GM/SM’s budget.

ENQUIRIES : Ms Monyela Hlokamnomi (015) 294 2073

POST 05/168 : COMMUNITY DEVELOPMENT WORKER: CDP 5 POSTS REF NO: COGHSTA 30/15
Sub Department: COGTA

SALARY : R148 584 per annum, Salary Level 06

REQUIREMENTS : Grade 12/NCS or equivalent (NQF4) and a National Certificate in Community Development. Minimum 1 year experience in community work. Valid drivers’ license. Key Competencies: Knowledge Of: Batho Pele principles; Public Service Act; Computer Literacy; Dynamics; Culture and Language of the target community. Skills: Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skills and Numeracy skills.

DUTIES : Inform and assist communities with access to the services provided by government structures, Determine the needs of communities and communicate these to the relevant government structures, Promote networks and enhance the activities of existing local community workers aimed at improved service delivery, Compile reports and documents, as required, on progress, issues attended to, actions taken and outcomes, Keep up to date with regard to all services rendered by government and the processes and mechanism to access the services, and Conduct ward profiling.

ENQUIRIES : Ms Mphati Mokgadi (015) 294 2074

POST 05/169 : AUXILIARY SERVICES OFFICER: SPATIAL PLANNING REF NO: COGHSTA 31/15
Sub-Department: COGTA

SALARY : R148 584 per annum, Salary Level 06
CENTRE : Waterberg

REQUIREMENTS : Grade 12. A valid driver’s license. A minimum of 1 year relevant experience. Key Competencies: Knowledge Of Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g., Public Service Act, Labour Relation Act, PFMA, etc Skills, Negotiation skills. Presentation skills. People Management skills. Time management. Communication, both formal, and informal.

DUTIES : Provision of logistical support for the spatial planner, mapping of areas for land development planning; Maintaining survey plan room and ensure safe keeping of diagrams; Identification and confirmation of boundary and beacons; Confirmation of sites for deeds office.

ENQUIRIES : Mr Mathonsi siza (015) 294 2094

POST 05/170 : FINANCE CLERK: TRADITIONAL AFFAIRS 3 POSTS REF NO: COGHSTA 32/15
Sub-Department: COGTA

SALARY : R123 738 per annum, Salary Level 05
CENTRE : Roka-Lebea T/C, Mphahlele T/C & Baroka Ba Mphahlane T/C

REQUIREMENTS : Grade 12/ NSC (NQF4), Valid driver’s license. No experience. Key Competencies: Knowledge Of Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g., Public Service Act, Labour Relation Act, PFMA, etc Skills, Negotiation skills. Presentation skills. People Management skills. Time management. Communication, both formal, and informal.

DUTIES : Collection of revenue and banking with the district Office; Manage procurement process; Prepare payrolls; Maintenance of commitment register.

ENQUIRIES : Ms Matlopela Terry (015) 294 2224

POST 05/171 : CLEANER SUPERVISOR: SUPPLY CHAIN MANAGMENT 2 POSTS REF NO: COGHSTA 33/15
Sub-Department: Financial Management Services

SALARY : R103 494 per annum, Salary Level 04
CENTRE : Polokwane
**REQUIREMENTS**: Grade 12/NSC (NQF4). Minimum 2 years relevant experience. Key Competencies: Knowledge Of: Operating cleaning equipments and Occupational Health and safety Act. Skills in: Cleaning Skills, time management, organizing, good human relations; Communication skills and group dynamics.

**DUTIES**: Supervise cleaners; Management of provision of Cleaning Services; Keep and maintain cleaning materials and equipment.

**ENQUIRIES**: Ms Mphati Mokgadi (015) 294 2074

**POST 05/172**: DRIVERS: HOUSE OF TRADITIONAL LEADERS 2 POSTS REF NO: COGHSTA 34/15

Sub-Department: COGTA

**SALARY**: R103 494 per annum Salary Level 04

**CENTRE**: Polokwane

**REQUIREMENTS**: Grade 10. A minimum of 1 year relevant experience. Key Competencies: Knowledge Of: Procedures to operate the motor vehicle; Procedure to obtain trip authorities, complete logbooks of the motor vehicle; To obtain consumables(e.g petrol) and obtain basic services(e.g fixing a flat tyre); Policies regulating fleet management (e.g how and what purposes can the motor vehicle be utilized for).

**DUTIES**: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents); Do routine maintenance on the allocated vehicle and report defects timely; Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled.

**ENQUIRIES**: Mr Mathonsi Siza (015) 294 2094

**POST 05/173**: TRADITIONAL COUNCIL POLICE: TRADITIONAL AFFAIRS 2 POSTS REF NO: COGHSTA 35/15

Sub-Department: COGTA

**SALARY**: R87 330 per annum, Salary Level 03

**CENTRE**: Baroka Ba Mphahlane T/C, Makhado T/C

**REQUIREMENTS**: Grade 12. No experience. Key Competencies: Knowledge Of the garden environment

**DUTIES**: Prevent nature vandalization; Ensure effective access control to traditional council offices, maintain order during court proceedings, Perform messenger duties.

**ENQUIRIES**: Ms Matlopela Terry (015) 294 2224

**POST 05/174**: CLEANERS 16 POSTS REF NO: 36/15

Sub-Department: Financial Management/COGTA

**SALARY**: R73 044 per annum, Salary Level 02

**CENTRE**: Scm(11), Capricorn District Support(1), Tengwe T/C(1), Mogashoa-Mamane T/C(1), Mopani District(1) & Baroka Ba Mphahlane(1)


**DUTIES**: Provision of cleaning services, keep and maintain cleaning materials and equipment.

**ENQUIRIES**: Ms Monyela Hlokammoni (015) 294 2073

**POST 05/175**: GROUNDSMAN TRADITIONAL AFFAIRS 2 POSTS REF NO: COGHSTA 37/15

Sub-Department: COGTA

**SALARY**: R73 044 per annum, Salary Level 02

**CENTRE**: Bakoni- Ba Maloma & Baroka Ba Mphahlane T/C

**REQUIREMENTS**: Grade 10. No experience. Key Competencies: Knowledge Of the garden environment

**DUTIES**: Maintenance of premises, surroundings, garden and gardening tools.

**ENQUIRIES**: Ms Matlopela Terry (015) 294 2224
PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF TRANSPORT SAFETY AND LIAISON

The Northern Cape Provincial Government is an equal opportunity affirmative action employer. Woman and people with disability are encouraged to apply.

APPLICATIONS
Applications stating the relevant reference number must be sent to: The Head of Department: Department of Transport, Safety and Liaison, P.O.Box 1368, Kimberley, 8300, Ocean Echo Building, 2 Corner Phakamile Mabija and Lennox Street, Kimberley, 8300.

FOR ATTENTION: Ms R. Leburu
CLOSING DATE: 13 February 2015
NOTE: The Northern Cape Provincial Government is an equal opportunity affirmative action employer. Woman and people with disabilities are encouraged to apply. Applications with be submitted on Z83 form any Public Service Department, and should be accompanied by certified copies of qualifications, identity document, drivers licence and comprehensive CV. Faxed applications will not be considered. The successful candidates will have to undergo security vetting. Candidates who have not been contacted within one month after closing date for application must accept that they have been unsuccessful, since correspondence will be conducted with successful candidates only.

OTHER POSTS

POST 05/176: DEPUTY DIRECTOR: LEARNER TRANSPORT SERVICE REF NO: S4.1/15/02
Directorate: Transport Operations
SALARY: R532 278 – R627 000 per annum (Level 11)
CENTRE: Head Office Kimberley
REQUIREMENTS: Relevant Tertiary qualification (3 year diploma/degree or equivalent), 3 year’s relevant and proven supervisory experience. Competencies: Ability to work independently and manage one’s time. Proficient personal computer skills (written and verbal). Excellent Communication skills. Good interpersonal skills. Good financial and budgeting skills are required for this position. Valid Driver’s License Code E and willing to travel extensively
DUTIES: The successful candidate will be responsible for: To provide professional, operational management and leadership in respect of the provision of the functions and services including Financial and Human Resource Management. To manage, coordinate and facilitate the Learner Transport Subsidized Service. Ensure effective and efficient Asset Management. Management of Service Delivery Improvement Plan
ENQUIRIES: Ms. Cornelia Olivier / Mr. Batsile Marekwa Tel (053) 807 4807 / (053) 839 1795

POST 05/177: ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: S4.1/15/01
Directorate: Financial Management Services
SALARY: R270 804 – R327 126 per annum (Level 9)
CENTRE: Head Office Kimberley
REQUIREMENTS: An appropriate qualification in Financial Management majoring in Accounting / Cost & Management Accounting field coupled with 5 years relevant experience. Competencies: Working knowledge of Basic Accounting System (BAS), PERSAL and other government operating systems. A valid driver’s license is compulsory. Computer literate in Microsoft Office software systems. Candidates will be subjected to a Competency assessment.
DUTIES: Planning and execution of budget processes, prepare budget documentation for Adjustment Estimates and Medium Term Expenditure Framework. Preparation of working papers for budget submission and budget bidding process. Pro-active in-year monitoring and reporting on financial performance and variances. Provide financial management information, advice and/or inputs required for decision making. Prepare appropriate statements as an input to quarterly and Annual Financial Statements virement, roll-over and early warning. Ensure the capturing of the original and Adjustments Budget on the Basic Accounting System (BAS). Ensure that the operational plans and budgets split that balance to the line allocation are received from responsibility managers. Capture budget breakdown on the Basic Accounting System (BAS) per programme and economic classification. Ensure that the captured budget balances with Estimates of provincial expenditure. Weekly analysis of expenditure. Advice and
assist with the misallocations detected by the analysis exercise. Prepare ad-hoc reports as may be required.

ENQUIRIES

Mr David Van Der Merwe / Mr Batsile Marekwa Tel 053 8391742 or 053 8391795
ANNEXURE V

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF THE PREMIER

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

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

NOTE:
Note: Only shortlisted applicants will receive further correspondence. If you have not received a response from the department within three months of the closing date, please regard your application as unsuccessful. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency tests. Only applications submitted online will be accepted.

MANAGEMENT ECHELON

POST 05/178: CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: SMS 2015/04
Department of Transport and Public Works, Cape Town

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

CENTRE:
Chief Directorate: Financial Management, Cape Town

REQUIREMENTS:
A relevant B-Degree (or equivalent qualification); A minimum of 3 years' senior management experience in financial management; Valid Code EB drivers licence. Recommendation: An appropriate post graduate qualification. Competencies: Advanced knowledge of applicable legislation, policies, norm and standards, processes and procedures; Capacity building skills; Leadership skills with specific reference to the ability to provide thought leadership in complex applications; Sound coordination of financial governance, management accounting, financial accounting and portfolio management services as well as governance; Good communication skills (verbal and report writing) as well as presentation skills.

DUTIES:
Provide strategic management, guidance and advice; Manage projects/programmes that will ensure the achievement of the long-term strategic objectives; Ensure efficient and effective oversight and management of all financial resources/aspect of the Chief Directorate and all performance requirements as related to the PFMA and corporate governance; People management of the Chief Directorate to achieve pre-determined performance indicators and service delivery imperatives, as well as sound labour relations; Develop and promote a system of sound financial management services; Interpret and manage complex work content including policy development and management as well as the determination of direction/strategy.

ENQUIRIES:
Mr C Ismay at (021) 483 2209

CLOSING DATE:
20 February 2015 @ 16:00

POST 05/179: DIRECTOR: FINANCIAL GOVERNANCE REF NO: SMS 2015/05
Department of Transport and Public Works

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

CENTRE:
Financial Governance, Cape Town

REQUIREMENTS:
A relevant 3 year tertiary qualification; A minimum of 6 years' management experience in financial internal control; Valid Code EB drivers licence. Competencies: Knowledge of the following: Legislative and regulatory framework; Accounting; Anti-corruption and fraud; Reporting procedures; Internal Control; Risk management; Loss control; Governance. Good communication skills (verbal and written); Analytical and problem solving skills; Proven computer literacy in Ms Word, Excel, Outlook).

DUTIES:
Ensure proper governance with regard to internal control; Render an assurance service with regard to financial administration; Fraud and Losses management; Participate in strategic management and provide strategic leadership, guidance
and advice; Maintain knowledge management; Facilitate and participate in relevant forums; Manage regulatory, policy, governance frameworks and provide tactical advice to staff and clients; Ensure efficient and effective oversight and management of all financial resources/aspects; People management of the Directorate to achieve pre-determined performance indicators and service delivery imperatives, as well as sound labour relations.

ENQUIRIES
: Mr C Ismay at (021) 483 2209
CLOSING DATE
: 20 February 2015 @ 16:00

OTHER POSTS

POST 05/180 : DEPUTY DIRECTOR: ESTABLISHMENT CONTROL REF NO: DOTP 2015/01
Department of the Premier

SALARY : R 532 278 - R 627 000 per annum (all-inclusive salary package).
CENTRE : Recruitment and Selection, Cape Town
REQUIREMENTS : A relevant tertiary qualification in Human Resources; A minimum of 3 years’ management experience in a people management environment. Competencies: Knowledge of People Management policies, budgeting processes and prescripts pertaining to the post; Ability to analyse, conceptualise and implement policy; Presentation skills; and excellent problem solving skills. Excellent communication skills (verbal and report writing); Advanced skills in PERSAL utilisation; Advanced skills in MS Excel.

DUTIES : Ensure that PERSAL functions and capabilities are optimally utilised in all Departments serviced by the CSC; Implement measures to ensure a comprehensive and updated primary information source; Ensure that an effective PERSAL Management Infrastructure is in place and maintained; Manage the maintenance of post structures and establishments for all 11 Departments serviced by the CSC; Provide an advisory service on policy matters impacting on salary structures, posts and establishment matters and placements of staff following restructuring processes. Perform managerial tasks with regard to the following: Participation in recruitment and selection; People management; Budgetary functions; Monitor capacity building; Give strategic direction to and manage policy issues with regard to the functions of the component under his/her control.

ENQUIRIES : Ms E Olivier at (021) 483 9141
CLOSING DATE : 13 February 2015 @ 16:00